

East Georgia State College
DEPARTMENT OF PUBLIC SAFETY
OPERATIONS MANUAL

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Mission Statement

Our Mission is to provide police, parking, environmental safety and emergency preparedness services to the East Georgia State College community in a professional manner that will provide the college a safe environment that is conducive to education for all that study, work and visit East Georgia State College.

Vision Statement

The East Georgia State College Department of Public Safety will provide professional police and parking services that are models for other campus law enforcement agencies. We will strive for excellence in all we do and always be looking for ways to improve our service to the campus community. We will respect the rights of all persons and aggressively pursue methods for cooperation and partnerships with all facets of the campus community. Our officers will exceed expectations in customer service. The advanced training and professional development of our officers will be a priority of the organization. We will create and maintain relationships with local, state and federal law enforcement to elevate our ability to achieve our mission. We will be a department that is a leader in campus law enforcement and sets the standard for law enforcement agencies comparable with our manpower, resources and student population.

Core Values

Integrity- We will demonstrate strength of personal character. We will maintain higher personal standards of conduct than the community we serve. The conduct of each member of the department will be professional and honorable and will value and respect the rights of all members of the community.

Selfless Service- We will have a commitment to the service and protection of others over our own needs and welfare. We believe that the cornerstone of our duty is service to our communities.

Justice- We will have an unwavering commitment to the fair and equitable treatment of all people. We will respect the intent of the law as much as the letter of the law. We will serve the East Georgia State College community with integrity, judicious and appropriate use of discretion, quick and effective response delivered in a professional manner that is fair, proper and thorough.

Commitment to Excellence in all we do. We are committed to the professional and personal development of all members of the Department of Public Safety, and we expect our officers to be models of excellence. The quality of the services that we deliver and the product that we produce will be the professional standard.

Respect- We will respect and treat all persons with dignity. We will care for those under our protection and show compassion and empathy for victims and respect and tolerance for offenders. We will value and promote diversity. We will endeavor to reflect the diversity of our community as an organization. We will preserve an environment where diverse social, cultural, and academic values are fostered and allowed to prosper.

Duty- We will be devoted to the mission of the department, the campus and the community we serve. Being dependable and reliable will be a hallmark of our organization. We will be loyal to the university mission, campus leaders and the department.

Cooperative Climate- We will work in partnership with neighboring law enforcement agencies and fellow college assets to ensure that we provide the highest quality of police services. We will create a climate that encourages assistance, cooperation and collaboration.

East Georgia State College
DEPARTMENT OF PUBLIC SAFETY
OPERATIONS MANUAL
ADMINISTRATIVE PROCEDURES

CHAPTER 1 – GENERAL PROVISIONS

This Manual is to be printed in sufficient quantity to allow distribution to each employee. Manuals should be sequentially numbered and identified as property of the East Georgia State College Department of Public Safety.

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I. PURPOSE

- A. To establish the Operations Manual as the official department policy to which all personnel shall conform.
- B. To establish a method of distribution and revision of the Manual; and,
- C. To establish each employee's accountability for the Manual, both in content and in care.

II. RULES AND REGULATIONS

A. Overview

1. Establishment of the Manual - The Operations Manual is hereby established. All Personnel are responsible for knowing, understanding and conforming to its contents. Any questions about this Manual shall be brought to attention of the employee's immediate supervisor.

This Manual is a composite of current policies, procedures and rules pertaining to the Department. All existing manuals, orders or other regulations that are in conflict with the contents of this Manual are hereby rescinded. Those orders and regulations that are not rescinded shall remain in effect.

If any section, sub-section, item, clause, or phrase contained herein is found to be illegal or otherwise incorrect or inapplicable, such findings shall not affect the validity of the remaining portions of the Manual.

2. Contents of the Manual – This Manual is written to emphasize safety issues, areas of high liability, prosecutorial conviction requirements, and the overall efficiency and effectiveness of general departmental operations. Noted deficits in training issues will be addressed through memoranda.

3. Structure of the Manual – Preceding each chapter is a cover sheet overview of the contents. It shows directly related areas that are covered in other chapters, the requirements that directly affect the chapter, and an index of the chapter's contents. Each chapter starts with a listing of the main purpose areas to be addressed. This is followed by a rules and regulations section, which further clarifies and gives additional statements. Procedures to be followed are written as topic specific Standard Operating Procedures and are found at the back of the appropriate chapter.

B. Responsibility/Distribution – Copies of the Manual shall be issued to all personnel of the Department, and shall remain the property of the Department. Each employee shall be responsible for the maintenance and care of his/her Manual and shall update his/her Manual as revisions, deletions and additions are made. Distributions shall be through the Director who will maintain distribution record accordingly for each addition, revision, or deletion to the Manual. Supervisors shall conduct periodic

inspections of their subordinates' Manuals to ensure they are current and in proper order.

C. Additions/Deletions/Revisions – Other methods of clarifying or making changes to this Manual will be in the form of general orders, special orders, and memoranda's.

1. General Orders

Purpose: To provide a written directive from the Director of Public Safety announcing changes in departmental rules and regulations. General orders will remain in effect until rescinded by a subsequent General Order. General Orders are consecutively numbered. They will state the year and Order number (Example: 06-1).

2. Daily Bulletin

Purpose: To provide a self-canceling or temporary written directive by the Director of Public Safety or his/her designee. Daily Bulletins include the effective dates and date of issue. Daily Bulletins are normally used to affect the status of individuals or change assignments.

3. Memoranda

Purpose: To disseminate general information from the Director of Public Safety or his/her designee.

4. Standard Operating Procedures (S.O.P.'s)

Purpose: To provide written directives from the Director of Public Safety which explain the specific procedures to be followed under certain circumstances. Standard Operating Procedures will remain in effect until rescinded or updated.

D. Manual Revisions/Re-evaluation

The Manual shall be reviewed at least annually in order to ensure that it is consistent with current statutory and case law and departmental practices. Revisions to the Manual shall be distributed in accordance with the established method of distribution as outlined in B. above.

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- II. DEPARTMENTAL POLICE POWER
 - A. Jurisdiction
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I. PURPOSE

Within East Georgia State College, an academic community of approximately 7500 students and 600 faculty and staff, Public Safety serves to protect life and safeguard property. It is the responsibility of the East Georgia State College Department of Public Safety to provide law enforcement deterrence and response to violations of State Law and applicable Local Ordinances. East Georgia State College Department of Public Safety provides continuous patrols of the College community to deter acts of crime and detect and intervene when criminal activity occurs. The Department of Public Safety must be uniquely trained and equipped to address a myriad of situations occurring within the College community. Public Safety must be on duty for 24 hours a day to provide security, law enforcement, and safety as the academic community continues to live and work.

Public Safety addresses concerns of law enforcement, safety and security and the adherence to State laws, regulations from appropriate regulatory agencies, and guidelines indicating procedures as they regulate to the provision of law enforcement, safety or security. It is a goal of Public Safety to reduce exposure to injury and suffering of all persons who are part of this community. Public Safety maintains current knowledge of state-of-the-art changes in areas of law enforcement, safety and security so that a professional response can be provided to the campus community.

It is imperative that this institution provide a quality public safety program to address the provision of life safety program to address the provision of life safety and property safety within the college community. The charges outlined here, therefore, become the mission of the East Georgia State College of Public Safety and are set out as objectives to be accomplished whenever Public Safety is engaged in activities to make the college community safe for all.

To achieve this purpose, the following goals are established:

- A. Protection of Life and Property – To provide services which contribute to the preservation of life, the protection of property, and the safety of the community.

- B. Prevention, Detection, and Investigation of Criminal Activity – To prevent crime through aggressive patrol which limits the opportunity for a crime to occur, and through education of citizens, which reduces the likelihood of their becoming victims. To provide a thorough, appropriate, and efficient investigation of criminal activity.
- C. Apprehension of Offenders – To provide for the expeditious and prudent apprehension of suspected violators of the law, irrespective of their station in life, through thorough, appropriate, and efficient police-related investigations.
- D. Maintenance of Public Order – To maintain peace and public order. To assist during times of natural or unnatural occurrences or disasters.
- E. Recovery of Property – To maintain an inventory and secure all properties, evidence, lost and recovered/stolen property being held by Public Safety, thereby ensuring that it is available when needed or claimed.
- F. Training of Officers – To design and implement a training program to fill the training needs of officers and to promote a high rate of proficiency in the officers of East Georgia State College to address career goals of personnel.
- G. Compliance to Ethical Standards – To ensure the integrity and adherence to professional standards of the Public Safety by receiving and investigating all complaints against all personnel of alleged misconduct or misuse of force.
- H. Traffic Control – To provide for the safe and effective flow of both vehicular and pedestrian traffic and the investigation of traffic-related accidents.
- I. Community Service – To provide the resources necessary for assisting citizens under special non-criminal circumstances.
- J. Departmental Administration – To provide management, administration, and support required for operation of the department.

II. DEPARTMENTAL POLICE POWER

- A. Jurisdiction – Georgia law provides police arrest powers for offenses committed upon University System property and includes jurisdiction over offenses committed upon any public or private property within 500 yards of any property under the jurisdiction of the Board of Regents of the University System of Georgia. The law enforcement efforts of the East Georgia State College Department of Public Safety will be generally confined to properties of the East Georgia State College.

- B. Authority – Georgia Code Annotated, Section 20-3-72: Authority of campus police and other security personnel to make arrests on college property and on property within 500 yards thereof. The campus police and other security personnel of the University System of Georgia who are regular employees of the University System of Georgia shall have the power to make arrests for offenses committed upon any property under the jurisdiction of the Board of Regents of the University System of Georgia and for offenses committed upon any public or private property within 500 yards of any property under the jurisdiction of the Board of Regents of the University System of Georgia.

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- A. To establish the general responsibilities and duties of the officers of the Department;
- B. To establish operation guidelines, the chain of command, and duties attached to positions within the Department.
- C. To identify other personnel management topics which should be addressed in the Manual; and,
- D. To establish a Standard Operating Procedure for evaluating work performance.

II. RULES AND REGULATIONS

A. General Responsibilities – Within the jurisdiction, sworn members of the Department shall always take appropriate action to:

- Protect life and property
- Preserve the peace
- Prevent crime
- Detect and arrest violators of the law; and,
- Enforce all state and local laws falling within the jurisdiction of the East Georgia State College Department of Public Safety.

B. Duty Responsibilities – Sworn officers of the East Georgia State College Department of Public Safety are always subject to duty, although they may periodically be relieved of its routine performance. They shall always respond to the lawful orders of superior officers and other proper authorities, as well as calls for police assistance from citizens. Proper police action must be taken whenever required. Members assigned to special duties are not relieved from taking proper action outside the scope of their specialized assignment when necessary.

C. Discharge of Duties

- 1. All officers and employees of the East Georgia State College Department of Public Safety shall discharge their duties with calmness and fairness in a professional manner. They shall act together, and assist and protect each other in the maintenance of peace and order, and in the performance of their duties.
- 2. Officers and employees of the East Georgia State College Department of Public Safety who may have questions concerning the performance of their duties shall direct such questions to their immediate supervisor.

D. Command Responsibility

1. A Commanding Officer has responsibility and accountability for every aspect of his/her command. Also, within policy guidelines and legal constraints, he/she has the authority to coordinate and direct assigned personnel and other allocated resources in achieving his/her organizational objectives. In so doing, he/she must perform the full range of administrative functions, relying upon policy, direction, training, and personal initiative to guide him/her and his/her command in achieving the highest level of performance possible.
2. Upon a change of command, the commanding officer being replaced has a duty to lend his/her full assistance in making the command transition as smooth and orderly as possible. Orientation of a new commanding officer should include information concerning unique problems of the command and assistance in continuing community and professional contacts relative to the command.
3. Inspection and Control – Management inspection and control is necessary to ascertain that policies, procedures, and regulations are being adhered to; whether resources are adequate and are being properly utilized; and to evaluate the overall performance and attitude. It is the responsibility of each supervisor to continually conduct inspections within his/her command to ensure the proper performance of assigned equipment, materials, and facilities. Merely finding fault is not inspecting. Therefore, a supervisor's responsibility does not end with discovering a deficiency or inadequacy; it includes taking positive measures to correct the problem.

- E. Chain of Command – The Director of Public Safety must necessarily limit the number of persons who report to him/her. Therefore, to ensure unity of command, clearly defined lines of authority must be drawn so there is a formal, structural relationship between each employee and the Director of Public Safety. Each employee must be aware of his relative position in the organization, to whom he is immediately responsible, and those persons who are accountable to him/her. Employees should always strive to operate within the chain of command and to keep their supervisors informed as to their activities.

The East Georgia State College Department of Public Safety is organized so that certain select individuals are responsible for specific tasks. All officers will direct problems, suggestions, complaints or any other areas of concern to the attention of the next supervisory level. If a satisfactory explanation or decision is not obtained, the officer may request to discuss the matter with the

next higher level of supervision. This process can continue until satisfaction is obtained or until the matter reaches the office of the Director of Public Safety.

No officer in the chain of command will deny any officer permission to discuss a problem with the next higher supervisory level.

- F. Assignment of Rank – The number of ranking positions in the East Georgia State College Department of Public Safety will be determined by the organizational structure. Ranked positions are defined as those positions above the rank of Officer. Appointments will be made by the Director of Public Safety and will be done in accordance with the East Georgia State College Department of Public Safety’s promotional practices.

- G. Flexibility of Organization – The ability of the East Georgia State College Department of Public Safety to make organizational adjustments to meet changing needs is essential in obtaining the maximum benefit from the expenditure of assigned resources. However, to ensure stability, the basic East Georgia State College Department of Public Safety structure should not be changed without demonstrated need or to satisfy temporary requirements. There must be continuing staff inspections to ensure that all needs are being met. In addition, each Supervisor has the responsibility of maintaining the organizational viability of his/her shift through constant evaluation.

- H. Organization – Any organization, including a law enforcement agency, cannot function without an organizational structure that assigns responsibilities and functions to specific individuals or groups of individuals. Each person employed by the East Georgia State College Department of Public Safety is responsible and accountable for assigned functions and tasks. The function of an employee holding supervisory responsibilities is to see that persons under his/her control are performing that tasks assigned to them.

- I. Structure – The following is an explanation of the structure of the East Georgia State College Department of Public Safety:
 1. Director of Public Safety/Chief of Police – Coordinating and supervising day-to-day operations of the East Georgia State College Department of Public Safety.
 2. Major of Police Operations – Assists the Director of Public Safety/Chief of Police in supervising the day-to-day operations of the East Georgia State College Department of Public Safety. Further responsible all investigations and the training needs of the department. Acts as the Chief of Police in his absence.
 3. Major of Security Operations and Parking- Assists the Director of Public Safety/Chief of Police in supervising the day-to-day operations of the Security Operations and Parking Services
 4. Shift Sergeants – Perform duties as a working supervisor; who conducts the day-to-day supervision of their assigned personnel and reports directly to the Major of their functional area..
 5. Police Officer – Police work in protecting life and property on campus and within the Board of Regents Jurisdiction and reports directly to his/her Shift Sergeant.
 6. Dispatch/Communication Officer – Performs duties involving receiving incoming calls for service or assistance and dispatching personnel to service and emergency response locations and reports directly to the on-duty Supervisor.
 7. Administrative Assistant/Secretary-Public Safety – Performs and handles a variety of tasks including secretarial, dispatching, and the operation of the Georgia Crime Information Computer and reports directly to Director of Public Safety.
- J. Organizational Chart – The East Georgia State College Department of Public Safety is organized into two areas of interdependent and interrelated areas: administrative and operations. Each area performs separate and distinct activities which are interrelated. A description of the East Georgia State College Department of Public Safety’s rank structure and employees’ work responsibilities follows:
 1. The uniform patrol operation of the East Georgia State College Department of Public Safety is commanded by the Major of Police

Operations. The number of officers assigned to each shift shall be based on workload demands.

a. Duties and responsibilities of personnel are as follows:

1. Shift supervisors – Shift supervisors are working supervisors and share the workload of their subordinates. In addition to providing direct supervision to their subordinates, the shift supervisor is accountable for his/her shift's proper performance of duty and is responsible for the following tasks:

(a) Informing the Major of any changes in the status of his/her shift including:

- Unauthorized absences,
- Injuries/accidents involving shift personnel,
- Death of a student or any serious accident/injury involving a student,
- Death or serious accident/injury occurring within the jurisdiction of Public Safety;
- Any incident which could potentially bring adverse public reaction to or discredit the East Georgia State College Department of Public Safety; and,
- Any vehicular accidents involving East Georgia State College patrol vehicle(s).

(b) Monitoring statistics and directing selective enforcement at targeted crime/traffic areas as applicable;

(c) Acting as primary back up for his/her patrol officers;

(d) Keeping informed of the whereabouts and activities of his/her patrol officers.

(e) Accepting and completing assignments when his/her patrol officers are engaged in other activities;

(f) Advising and assisting his/her patrol officers in all phases of police work requiring his/her expertise;

(g) Serving as the sole authority on his/her shift for calling-out the Director of Public Safety or the Major;

(h) Reviewing all reports generated by his/her shift for accuracy, completeness, and conformity to reporting procedures;

(i) Evaluating the shift's productivity and each employee's work performance.

- (j) Briefing the on-coming shift supervisor and/or officer(s) of shift activity and the status of equipment.
 - (k) Keeping shift members updated on changes both in law and in operational policies;
 - (l) Performs duties as Field Training Officer.
2. Officer – Works directly under the supervision of a supervisor. A patrol officer is responsible for carrying out all lawful orders of his/her supervisor in a timely, accurate manner. A patrol officer is charged with the following tasks:
- (a) Conducting preventive patrol including making person and property inquiries and inspections focused on preventing crimes and accidents, maintaining public order, and discovering hazards.
 - (b) Responding to and handling calls for assistance and service from the public;
 - (c) Conducting preliminary and/or full investigations of crimes, offenses, incidents, and conditions.
 - (d) Directing traffic and enforcing state criminal and traffic statutes and local ordinances;
 - (e) Providing emergency services; and,
 - (f) Promptly preparing thorough, complete and accurate reports of all occurrences and incidents.
3. Communications-The East Georgia State College Department of Public Safety communications system is under the supervision of the on-duty Shift Supervision. The primary task of communications is to monitor communications lines and maintain radio contact with patrol officers.
1. Public Safety Dispatcher – The Public Safety Dispatcher is administratively responsible to the Major of Police Operations and receives daily assignments and instructions from the patrol Shift Supervisor. Full-time and Part-time Public Safety Dispatchers perform the exact same duties. In the absence of a Public Safety Dispatcher, a Public Safety Officer may assume the duties.
- (a) Daily duties:

- (1) Radio Monitoring—Maintains radio contact with all personnel. Also, monitors the frequencies of other law enforcement agencies and other colleges such as Plant Operations.
- (2) Telephone Monitoring—Maintains communications over emergency telephone lines, call boxes and direct lines to other agencies.
- (3) Alarm/Security System Monitoring—Monitors and initiates responses to activations of alarms.
- (4) Walk-in Reception – Assists victims, visitors and complainants.
- (5) Documentation – Completes various reports, forms, logs, and cards including radio logs, and Miscellaneous Incident Report cards.

(b) Routine duties:

- (1) After-hours Repair Contact – Receives requests for after-hours repairs and contacts appropriate Physical Plant Operations personnel.
- (2) Student Locator – Provides student and faculty telephone numbers.
- (3) Lost and Found – Receives found property and attempts to contact owner. Also, places unclaimed property into evidence.

4. Administrative area – The administrative personnel are responsible for the planning and management of the administrative services for the East Georgia State College Department of Public Safety. This includes the following:

- Records Management;
- Personnel Process;
- Budgeting;
- Procurement;
- Property Management;
- Crime Prevention;
- Training;
- Investigations.

a. Administrative area – The duties and responsibilities of personnel are as follows:

1. Director/Chief – The Chief has the responsibility of being the Director of Public Safety.

- (a) The Records Management and Personnel Process are coordinated by the Major of Police Operations. The Major supervises the shift personnel in the maintenance and management of police reports, statistical reports, personnel reports, and other miscellaneous administrative paperwork.
- (b) The budget for the department is coordinated by the Chief. The Chief oversees the budget by monitoring expenditures and revenues, and keeping an accurate accounting of the funds. The Chief is responsible for overseeing the execution of the budget.
- (c) All items to be purchased by Public Safety are handled through the Chief's office. The Chief insures that proper procedures are followed in procuring any equipment or services for the department. The Chief should approve all purchase/check requests, and all monthly bills and maintenance contracts are coordinated through this department.
- (d) Property Management is also a responsibility assigned to the Chief. All major property items are inventoried on an annual basis, and it is the responsibility of the Chief to coordinate this inventory. The Chief or his designee coordinates vehicle maintenance.

b. Crime Prevention function – The East Georgia State College Department of Public Safety Crime Prevention function is performed by the Director of Public Safety and those that he or she may choose to perform the function. Attention on the following three (3) crime prevention categories:

- Property security – both private and public property;
- Personal protection; and,
- Training programs.

The general objectives of the Crime Prevention Unit/Designees are as follows:

- (a) To coordinate the activities of the East Georgia State College Department of Public Safety in the field of crime prevention;
- (b) To train and solicit personnel in the merits of participation in crime prevention programs;
- (c) To prepare and implement long and short term programs dealing with prevention of crime and loss of property. (One major program is the surveying of all buildings on campus for vulnerability);
- (d) To survey cash handling procedures in order to establish recommendations for a standardized procedure on campus;
- (e) To consult with patrol officers, patrol supervisors, and detectives and to survey crime reports in order to determine what course of preventative action should be taken to meet changing crime trends.
- (f) To develop expertise with security hardware, internal systems, protective systems, locks, safes, intrusion devices, and related protective hardware in order to determine cost risk factors for s.
- (g) Other Duties:
 - (1) Security Surveys – are prepared at the request of the to be surveyed. Completed surveys are to be filed in the appropriate building file.
 - (2) Lighting Surveys – prepared as needed or requested. Old surveys shall be kept on file.
 - (3) Produce Crime Prevention Material – It is the responsibility of Public Safety personnel to keep themselves informed in trends in crime prevention, as well as problems on campus, and prepare material to meet these needs and standards. These include, but are not limited to, pamphlets, brochures, handouts, programs, and audio-visual aids.

c. Training – The Training Coordinator is a duty of the Major or his/her designee and focuses its attention on the following three training categories:

- Basic Training;
- In-Service Training; and,
- Advanced Training,

1. The Training Coordinator for the .

(a) Routine Duties:

- (1) POST Forms – All forms required by POST are to be completed and mailed.
- (2) Uniforms and Equipment – A supply of uniforms and equipment should be maintained.
- (3) Basic Mandate Training – Schedule and prepare officers for Basic Mandate Training.
- (4) New Officer Training – Monitor and assist with new officer training. Assign new officers to their Field Training Officer.
- (5) In-Service Training – Organize and schedule in-service training.
- (6) Advanced Training – Coordinate effort to train officers. Apply for training.

d. Investigations – Investigations shall be commanded by the Director of Public Safety or the Major of Police Operations.

(2) Other Duties:

- (a) Report Approval – Reports should be approved as quickly as possible.
- (b) Case Clearance:
 - Once reports are approved, designating the clearance and date of clearance on the report should clear the cases.
 - The Director the Major will be responsible for clearing the cases.
 - Once the cases have been approved and cleared, the reports are to be turned over to be filed.

(c) Evidence Maintenance:

- The Major of Police Operations is the primary evidence officer.
- The evidence room should be inventoried every six months. The evidence room should be updated and unneeded and unclaimed evidence disposed of at the end of the fiscal year.

(d) If the positions of Major or Shift Supervisor is not filled, the Chief or his/her designee will serve in that roll.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 3-1 PERSONNEL ISSUES

CONDITIONS OF EMPLOYMENT

A. Premise

1. East Georgia State College Police Officers are appointed after a careful selection process. There is considerable pride among the officers resulting from the careful selection process in which the officers themselves have been involved and the teamwork which is characteristic of Public Safety personnel. In order that the officers of the East Georgia State College Department of Public Safety continue to have high esprit de corps, certain standards have been established to insure continued high morale and effectiveness.
2. It is in the day-to-day response to duty assignments that the capability to handle emergency situations is developed. The ability to handle emergencies effectively can mean the difference between life and death-minor or major injuries or property loss.

B. Conditions of Employment

1. Accordingly, each officer shall be aware of the following conditions of employment which are set up for the mutual benefit of the officer and Public Safety, and which serves as a basis for earning community respect:

- a. Upon accepting the obligations of the law enforcement profession, officers recognize that the special nature of public safety work involves accepting various work assignments to work any hours of the day or night, at any time. This is particularly true in the event that an emergency situation arises. Officers recognize that they may be required to work beyond forty (40) hours per week in unusual circumstances, but agree to meet such challenges as they occur.
- b. In accordance with the Board of Regents Policy, with the exception of certain public safety employees, all classified employees are required to serve the first six months of employment in the University System on a provisional basis to provide the employer an opportunity to evaluate the employee's performance. If the work of the employee is satisfactory, employment will be continued. Should the work not be satisfactory, the employee will be notified in writing prior to the completion of the six months provisional period and the employee may be terminated at completion of the six months provisional period and the employee may be terminated at that time without the right of appeal or any of the procedural protections provided for in Section II-I (Dismissal, Demotion or Suspension) and K (Appeals) of these Policies.
- c. Any person desiring to be considered for employment as a police officer within the East Georgia State College Department of Public Safety must meet the following standards:
 - (1) Be at least twenty-one (21) years of age.
 - (2) Be a citizen of the United States of America.
 - (3) Have a high school diploma or its recognized equivalent or a college or university diploma (preference given to those currently enrolled in a college or university).
 - (4) Have not been convicted of any felony.
 - (5) Have not been convicted of any federal crime.
 - (6) Have not been convicted of any misdemeanor in which the applicant held a position of trust or convicted of a misdemeanor in which deceit, fraud, or theft was the factor of guilt.
 - (7) Have not been involved in any activity that would indicate a pattern of criminal behavior. This would include but not be limited to convictions of misdemeanor cases other than those previously mentioned; and,
 - (8) Have not been convicted of an act of family violence.
 - (9) Possess good moral character.

d. No applicant will be considered for employment if he/she falls into any of the following categories at the time the application for employment is made:

(1) No valid Georgia driver's license.

(2) Convicted of the following traffic offenses within 7 years of application for employment:

- Driving under the influence of alcohol or drugs,
- Reckless driving,
- Fleeing or attempting to elude a law enforcement officer,
- Hit and run or leaving the scene of an accident,
- Racing or laying drags on highways or streets,
- Failure to stop and render aid or identify oneself when involved in a traffic accident.
- Aggressive driving

(3) Assessed more than six (6) points on his/her driver's license.

(4) Currently possessing an unsafe driving pattern over the course of his/her driving history.

C. Applicant Process – The selection process, training and professionalism of the East Georgia State College Department of Public Safety has developed to the point where it is imperative that all police applicants be screened in several ways. This will ensure the continued progress of Public Safety through the staffing of intelligent, personable, academically related and service oriented personnel who professionally provide competent services to the academic community.

The screening process will encompass four stages:

The initial application stage involves the applicant completing the East Georgia State College **standard application** in response to a job vacancy notice.

The Chief of Police or his/her designee will call those applicants who meet the preferred qualifications to complete the East Georgia State College **Department of Public Safety applicant information packet** and will review these applications. During this stage, a criminal history and a driver's history shall be completed on the applicant. The applicant must meet certain requirements before advancing to the next stage.

During the third stage, **applicants are reviewed and a decision to interview is made** by the Chief of Police. The third stage places the applicant in an interview setting in which he/she will be judged by the Chief of Police to determine whether or not an applicant, otherwise meeting the standard qualification, appears to represent a suitable "employee". The final stage of the process includes an interview.

In accordance with the Affirmative Action posting requirements, all position vacancies will be forwarded to the Human Resources department for posting in appropriate circulations. Interested applicants may contact Human Resources to apply.

- D. Conformance to Policies and Procedures –East Georgia State College Police Officers shall not commit or omit any acts, which constitute a violation of the rules, regulations, directives, orders, policies, or procedures of Public Safety whether stated in a written or verbal manner. It shall be the responsibility and obligation of each officer to read, become familiar with and stay abreast of all rules, regulations, directives, orders, policies, and procedures of this agency.

Ignorance of the rules, regulations, directives, orders, policies, or procedures shall not be considered justification for a violation. If a East Georgia State College Police Officer does not understand a rule, regulation, directive, order, policy or procedure, it is his/her responsibility and obligation to immediately bring this to the attention of supervisory personnel in order that the misunderstanding may be resolved.

EMPLOYMENT PRACTICES

- A. Personnel File Review – The East Georgia State College Department of Public Safety maintains a personnel file on all employees. It has been a policy of this agency that all employees may review their personnel file upon request. All personnel files are maintained in the records files and are available for review during business hours. These files contain pertinent information on the employee's background, training records, and performance evaluations. Any questions concerning information contained within the file should be directed to the Director.
- B. Reporting Off-Duty Sickness, Injury, Death, or Emergency – All employees of the East Georgia State College Department of Public Safety who are unable to report for duty because of sickness, injury, death in the immediate family or any other emergency shall report this fact to their immediate supervisor prior to the time that they are to report for duty. Failure to notify as required will be deemed absence without leave. When an employee is killed or seriously injured on or off duty, immediate verbal notification will be made to the Director of Public Safety or his/her designee. This will be followed by a written report submitted no later than the end of the workday of the occurrence. Information shall include the date, location, cause, extent of injuries, and property damage. (Serious injury in this instance means an injury, which could result in death or disability.)
- C. Reporting On-Duty Sickness and/or Injury – If an officer becomes sick after reporting to work, it will be the responsibility of that officer to report his/her status to the supervisor in charge. The appropriate sick leave forms should be completed if the officer must leave work prior to completing the tour of duty. If an officer is injured while on duty, it is the responsibility of the officer to report his/her injury to the

supervisor, and a report will be made detailing the incident leading to the injury. It will be the responsibility of the police officer involved to contact the administrative staff so that the appropriate workman's compensation forms can be completed. If the police officer is unable to personally contact the administrative staff, his/her immediate supervisor should contact the administrative staff.

- D. Reporting of Impairing Conditions – If an officer acquires an impairing condition, he/she should give immediate notification to the Director of Public Safety or his/her designee. An “Impairing Condition” is considered to be any physical or mental condition, which would make the officer unable for normal duty. Pregnancy should be reported as soon as the officer learns of the condition to allow for an alternative assignment to be made if necessary.

LEAVE

- A. Annual Leave – Requests for annual leave should be made at least one week in advance of the time that the officer requests to be absent from work. This should allow adequate time to staff the shift or department. However, approval of requests for annual leave is at the discretion of the supervisor. If a request for annual leave is made less than forty eight (48) hours in advance, the supervisor can allow the officer to be absent but it will be at his/her discretion. In cases of emergency, the supervisor should assist the officer in any way possible.
- B. Sick Leave – Requests for sick leave should be made as soon as the officer realizes that he/she will not be able to work. Notice to the supervisor should be given as soon as possible to allow enough time to adequately staff the shift or department. Supervisors should assist officers in any way possible in the case of sickness.
- C. Military Leave – Officers have eighteen (18) days per year set aside for military leave. Requests for military leave should be made as soon as the officer receives the orders. Military orders should be submitted with a leave request form. The requested days off on the leave form should be only the actual days requested by the orders, not including the travel time, etc.
- D. Leave-of-Absence (Leave without Pay) – Officers needing a leave-of-absence should submit a written request to the Director of Public Safety.

The Director of Public Safety, then the Vice President of Business and Finance, must first approve all leave-without-pay requests.

- E. Family Leave – Full-time employees, who have been employed for at least 12 months, are entitled to take up to twelve work weeks of leave during a twelve month period for any of the following reasons:
1. Because the birth of a child;

2. Because of the placement of a child with the employee for adoption;
3. In order to care for the employee's child, spouse, parent, or spouse's parent who has a serious health condition; or
4. Because of a serious health condition which makes the employee unable to perform the functions of such employee's position.

The East Georgia State College Department of Public Safety adheres to the East Georgia State College Family Leave Act and Policy.

- F. Annual Leave/Accrual – Annual leave is accrued at ten (10) hours per month the first five years of continuous employment, twelve (12) hours per month from the fifth year to the tenth year of employment, and fourteen (14) hours per month from ten years and over. Accrual begins immediately upon employment, Forty-five accrued days of annual leave is the maximum for any employee at the end of each calendar year (360 hours).
- G. Sick Leave/Accrual – Sick leave is accrued at eight (8) hours per month. Accrual begins immediately upon employment.
- H. Leave Form – Supervisors should initial the form showing that the leave is acceptable with regards to shift coverage and that the officer has the leave time available.

The leave form should then go to the Major who processes and records leave forms. This Major will record the leave if no problems are noticed, initial the form, and notate if there are any problems with the form (i.e., outstanding leave form, not enough leave time available, not enough sick leave so change to annual leave).

It is up to the individual officer taking the leave to make sure that the form is signed prior to leave being taken. There shall be no approval of the leave form if it is not received prior to the leave being taken. If leave is taken without approval, it will be deemed Leave without Pay and Absence without Leave.

The Director of Public Safety or his/her designee will then sign the leave form. Then the form is to be routed to Human Resources.

- I. Individual Responsibilities in Leave Process – Individual responsibilities in leave process are as follows:
 1. Officer Requesting Leave – The officer is responsible for making sure that leave is available is the proper category and leave is approved before leave is taken. It is also the responsibility of the officer to complete a sick leave form immediately upon return to work.

2. Supervisor – The supervisor is responsible for making sure the officer has the leave time available, that there are no notices/letters relating to outstanding leave that would preclude the taking of any leave, and that the leave forms are submitted and approved as per proper procedure. The supervisor is to be given a copy of any notices or letters of reprimand. The supervisor is also responsible for approving leave and handling delinquencies.
 3. Secretary – The secretary is responsible for having leave balance readily available for the Shift Sergeant to consult before initializing leave forms and recording and routing the forms to the Director of Public Safety as soon as possible. The secretary shall keep a copy of and keep track of receipt of forms request.
 4. Director or Public Safety or the Major – Is responsible for signing of all leave forms.
- J. Fictitious Illness or Injury Reports – Officers shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of Public Safety as to the condition of their health. Sick leave is a privilege, not a write, and the Director of Public Safety is authorized to take all necessary steps to prevent abuses.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 3-2 PERFORMANCE APPRAISAL SYSTEM

POLICY

The primary purpose of performance appraisal is to assess how well employees are doing their work and to identify how they can improve their performance. Performance appraisal can also be used in determining salary increments; as a basis for training and promotion, demotion, transfer, or dismissal; and for other purposes as set forth in regulations.

PERIOD OF EVALUATION

All employees shall be evaluated annually. All newly hired employees will be evaluated at the conclusion of their first six months.

EVALUATION

It will be the responsibility of the ranking supervisor to complete an employee evaluation on officers under his/her command and submit the evaluation to the Director of Public Safety of his/her designee.

REQUEST FOR REVIEW

If an employee disagrees with any statement or mark in his/her appraisal, the employee should discuss the situation with the immediate supervisor conducting the appraisal. If this does not resolve the concern, the employee should go to the next highest authority.

This procedure is to be followed until the Director of Public Safety hears the complaint. If the employee is not satisfied at the end of the in-house procedure, the employee should then contact the Human Resources Department.

PERFORMANCE EVALUATION CONFIDENTIALITY

A performance evaluation shall be confidential and shall be made available only to the employee evaluated, the supervisor(s) involved, the Assistant Director of Public Safety, and the Director of Public Safety.

CHAPTER 4 – TRAINING

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I. PURPOSE

II. RULES AND REGULATIONS

- A. Training Support
- B. Training Coordinator

S.O.P. 4-1 STAFF TRAINING

- Introduction
- Orientation Training
- Field/Preparatory Training
- Basic Training
- In-Service Training
- Advanced/Specialized Training

S.O.P. 4-2 TRAINING ATTENDANCE

- Introduction
- Notification of Scheduled Training
- Student Reimbursement
- Documentation of Participation
- Training Records

I. PURPOSE

- A. To meet State and departmental training requirements;
- B. To establish and maintain access to a comprehensive training program at the Department level which will complement available state level training.
- C. To efficiently and effectively accomplish departmental tasks through better-trained, more professional personnel;
- D. To provide training which is consistent with law enforcement responsibilities and requirements; and,
- E. To provide remedial training when applicable.

I. RULES AND REGULATIONS

- A. Training Support – Support shall be made available to implement the training program. At a minimum, this shall include support for:

- 1. Training aids and resource materials;
- 2. Approved training related expenses.
- 3. Adequate manpower to allow time off for training.

- B. Training Coordinator

- 1. Schools – The Training Coordinator is to arrange for advanced training of the officers of this Department. The following guidelines should be noted:
 - a. Local schools should be given top priority.
 - b. Do not commit any East Georgia State College Police officer to any school without the knowledge of the Director of Public Safety.
 - c. For advanced training, the Georgia Public Safety Training Center in Forsyth, Georgia is a joint-use facility shared by the Corrections, Fire, Law Enforcement, and Emergency Medical Services agencies.
- 2. POST Forms – It is the duty of the Training Coordinator to complete all POST forms needed for new employees and to update an employee's status.
 - a. Change of Status Forms – These forms keep our POST Agency Personnel Roster up to date. These must be completed and submitted to POST anytime that an officer has a change of rank, name, etc., or is

suspended for more than thirty (30) days. Information to fill out these forms may be found on the POST Agency Personnel Register.

- b. Course Completion Report – Whenever a POST instructor teaches an in-house course, and then a Course Completion Report should be submitted to POST so that all attendees may receive training credit from POST. If the instructor is from the Regional Police Academy, they will complete the form.

3. Other POST Requirements

- a. Basic Mandate Training – Each officer has six (6) months from the date of his/her first employment in law enforcement to attend Basic Mandate Training. Each officer's attendance will be arranged with the East Georgia State College Regional Police Academy as far in advance as possible.

Each officer must take the Academy Entrance Exam prior to attending the Academy. This should be scheduled with the Academy as soon as practical after the officer is hired. Each officer will be given an Entrance Exam Access Form (POST Form EE).

- b. Career Development Program – All advanced training should be coordinated keeping the five (5) levels of POST advanced certification in mind. These levels are Intermediate, Advanced, Supervisory, Management, and Executive.

4. Authority to Travel Form – These forms are completed when out-of-state training is involved. Upon their completion, they are to be submitted to the Director of Public Safety.

5. Training

- a. In-Service Training – This is arranged by the Training Coordinator, and should be given or arranged at least once a quarter. The topic should be announced in the Daily Bulletin at least one week in advance.
- b. Field Training – The Training Coordinator will assign each new officer to a Field Training Officer . The Field Training Officer is responsible for training the new employee in all duties of being a Public Safety Officer on the East Georgia State College campus. Any severe problems encountered in regards to a new employee's performance should be immediately brought to the attention of the Director of Public Safety or his/her designee.

- c. It is the responsibility of the Training Coordinator to maintain the training files of all employees.
6. Uniforms – It is the responsibility of the Training Coordinator to maintain the supply of uniforms and other equipment. The following should be adhered to:
- a. Uniform items should be sized and in their proper place as determined by the Chief of Police.
 - b. Terminating employees are to turn in all equipment including their employee I.D. All uniforms should be returned dry cleaned with the shirts on hangers and the pants on hangers or neatly folded.
 - c. All equipment issued to new employees is to be signed out to them.
 - d. Any unusable items should be turned in to surplus property or disposed of in accordance with college policy.
 - e. No Purchase Orders should be initiated without the knowledge of the Public Safety Director.
 - f. Seasonal uniform requests should be filled from the supply whenever possible.
 - g. East Georgia State College is under contract for many uniform items. The Training Coordinator must adhere to the laws and policies concerning these contracts.
7. Supplies – Ammunition is to be kept under lock and key at all times. An ammo locker for this purpose is located in the Public Safety Building.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 4-1 STAFF TRAINING

INTRODUCTION

The East Georgia State College Department of Public Safety has an obligation to provide a professional standard of law enforcement to the East Georgia State College community. In fulfilling that responsibility, it is essential that all personnel be properly trained. This is true not only at the entrance level where officers must receive basic training prior to the assumption of their responsibilities, but it is a continuous process throughout their careers. Field training, in-service training and advanced training must continue to supplement the knowledge acquired in the Basic Mandate Course. This type of training accommodates department needs and provides for the self-improvement of East Georgia State College Public Safety Officers.

FIELD/PREPARATORY TRAINING

After the culmination of the basic recruit training, the new recruit is assigned to a Field Training Officer for the second phase of his/her training. It is the responsibility of the Field Training Officer to provide the new employee with guidance and training during the period. Field Training Officers will be required to complete a letter stating that the Field Training Officer recommends that the trainee be released from training and be allowed to function on his or her own.

BASIC TRAINING

Each new officer is required by law to complete Basic Mandate Training within the first six months of employment. (Georgia Law 35-8-9). This training is conducted at the Northeast Georgia Regional Police Academy. Each new officer must receive the entire Basic Mandate Training before he/she can become certified as a Peace Officer in the State of Georgia.

IN-SERVICE TRAINING

In addition to the above-mentioned training, each officer must attend In-Service Training. This training is conducted either on the premises or in regional locations as a part of State-offered training through POST.

In-Service Training shall provide employees with continuous and on-going instruction designed to enhance, refresh, and update job-related knowledge, skills and abilities. Police officers must receive twenty (20) hours of Advanced Training during each calendar year that they are employed. In-Service Training will be counted towards the twenty (20) hours of required training.

Personnel will be compensated for participation in approved in-service training scheduled during off-duty hours. Personnel may be tested on any and/or all areas of in-service training received.

ADVANCED/SPECIALIZED TRAINING

All employees at all levels of the organization may apply for advanced/specialized training. Requests shall be submitted to the Training Coordinator either directly or through the chain of command. This advanced/specialized training will count towards the required twenty (20) hours of advanced training.

Advanced/specialized training may be provided by the State of Georgia as well as outside agencies. This type of training is needed to keep abreast of changes in law enforcement.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 4-2 TRAINING ATTENDANCE

INTRODUCTION

Frequently changing laws create a need for constant updating. Recent court action has served to emphasize this and reinforce the need for training of law enforcement personnel. Mere access to training alone is insufficient; training must be utilized. No training program can be successful without the support of the department and the participation of its employees. In order to ensure the participation of East Georgia State College personnel, the following procedures shall be followed.

NOTIFICATION OF SCHEDULED TRAINING

The Training Coordinator shall notify all employees, by use of a Memorandum or Daily Bulletin, that in-service training has been scheduled. Training shall be scheduled on a regular and predictable schedule to allow both instructors and students to plan and prepare properly.

In the event that an employee cannot attend a course, the employee shall notify the Training Coordinator in writing in advance of the training.

STUDENT REIMBURSEMENT

Student will be reimbursed for approved out-of-pocket expenses associated with training and travel in accordance with East Georgia State College policy.

DOCUMENTATION OF PARTICIPATION

Upon completion of a class (outside the department), the trainee shall provide a copy of any certificate received to the Training Coordinator. The Training Coordinator shall be responsible for:

- A. Placing the documentation of training successfully completed in each employee's file.
- B. Notifying the Director of Public Safety, in writing, if the employee did not successfully complete the training;

- C. Placing a letter in the employee's file in the event an employee fails to successfully complete a training course. This letter shall remain in the employee's file until such time as the course is successfully completed.

TRAINING RECORDS

- A. Comprehensive training records shall be maintained with document:

- Scheduling and notification;
- Attendance;
- Job relatedness;
- Course content and performance objectives;

The Training Coordinator shall maintain these records for all department initiated classes.

- B. Training records shall be released only to departmental personnel with a legitimate need to know, the Georgia Peace Officers' Standards and Training Council, the employee, and law enforcement agencies (with subpoena or a signed release form). Upon release to anyone outside the department, a memo shall be sent the employee notifying him/her of this action unless the agency or person requesting the information has a signed release form.
- C. Training attendance will be recorded and filed by the Training Coordinator. It is the responsibility of each officer to receive the minimum number of qualified training hours per year (20 hours). It will be the responsibility of the Training Coordinator to provide qualified training for all police officers.

CHAPTER 5 – CONDUCT

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S.O.P. 5-1 OUTSIDE EMPLOYMENT

- Introduction
- Purpose
- Rules and Regulations

S.O.P. 5-2 SEXUAL HARASSMENT

- Introduction
- Policy

I. PURPOSE

- A. To establish the standards of conduct for employees of East Georgia State College;
- B. To establish a Standard Operating Procedure governing outside employment; and,
- C. To establish a Standard Operating Procedure governing sexual harassment.

II. DEFINITION

A. General

1. **Code of Ethics** – The Law Enforcement Code of Ethics is adopted as a general standard of conduct for officers of the East Georgia State College Department of Public Safety. It states:

“As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my employer. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.”

2. Commendations – The East Georgia State College Department of Public Safety expects a very high level of professional conduct from all employees; however, members of Public Safety frequently perform their duties in a manner exceeding the highest standards of the East Georgia State College Department of Public Safety. The official commendation of such performance and the arrangement of appropriate publicity are to be provided to give full public recognition to those who have brought honor to themselves and Public Safety.

B. Standards of Conduct

1. Conformance to Laws

- a. Employees shall observe and obey all laws and ordinances, all rules and regulations of the Department of Public Safety and all general or special orders of Public Safety.
- b. Any employee charged with a violation of a criminal or traffic law or ordinance will immediately report such facts in writing to the Director of Public Safety and include all pertinent facts concerning the violation(s).
- c. An indictment against an officer or a conviction of the violation of any law shall be cause for disciplinary action.
- d. Officers shall not make any arrest, search or seizure, which they know or should know, is not in accordance with law and established procedures.

2. Insubordination – The failure or refusal of an officer to promptly obey a lawful order of a superior officer. This will include orders relayed from a superior officer by an officer of the same or lesser rank. Insubordination also includes criticism of superior officers and departmental operations when such criticism serves to impair the operation of the department; disrupts harmony among coworkers and/or maintenance of discipline by superiors; or produces inefficiency, dissension and/or chaos.

3. Conflicting or Illegal Orders

- a. No commanding or supervisory officer shall knowingly issue any order, which is in violation of any State law, local ordinance or departmental rule.
- b. Officers who are given an otherwise proper order which is in conflict with a previous order, regulation, directive or manual shall respectfully inform the superior officer issuing the order of the conflict. If the superior officer issuing the order of conflict does not alter or retract the conflicting order, the order shall stand. Under these circumstances, the responsibility shall be

upon the superior officer. Officers shall obey the conflicting order and shall not be held responsible for disobedience of the order previously issued.

- c. Officers shall not obey any order, which they reasonably believe would require them to commit any illegal act. If in doubt as to the legality of the order, officers shall request the issuing officer to clarify the order or confer with the higher authority.
4. Conduct Toward Superior and Subordinate Officers and Associates – Employees shall treat superior officers, subordinates and associates with respect. They shall be courteous and civil at all times in their relationship with one another when on duty and particularly in the presence of other employees or the public. Supervisory officers shall be referred to by their full rank or title unless specific requests to the contrary have been made.
5. Possession or Use of Alcohol – Officers shall not consume, possess or purchase intoxicating beverages while in uniform or while on duty except in the performance of official duties. Officers shall not appear for duty or be on duty while under the influence of intoxicants to any degree whatsoever or have the odor of intoxicants on or about their person. Officers, while off duty, shall refrain from consuming intoxicating beverages to the extent that it results in impairment, intoxication, or obnoxious or offensive behavior which would tend to discredit them or the department or render the officer unfit to report for their next regular tour of duty or for emergency call to duty.
6. Possession or Use of Drugs – Officers shall not possess or use any controlled substances except when prescribed for treatment by a physician or dentist and with the knowledge of his/her superior officer. Officers may possess controlled substances in the line of their official duty. While on-duty, an employee is not to use or be under the influence of any medication that impairs or compromises his/her ability to perform regularly assigned duties and responsibilities, he/she may be assigned, at the supervisor's discretion, to a "light duty" assignment that does not compromise the public safety.
7. Payment of Debt – Employees is expected to meet their civil monetary liabilities. Officers shall not undertake any financial obligations which they know or should know they will be unable to meet and shall pay all just debts when due. An isolated instance of financial irresponsibility will not be grounds for discipline, except in unusually severe cases. However, repeated instances of financial difficulty may be cause for disciplinary action. Filing for a voluntary bankruptcy petition shall not, by itself, be cause for discipline. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for discipline, provided that a good faith effort to settle all accounts is being undertaken. Officers shall not co-sign a note for any superior officer. The East Georgia State College payroll officer can provide an employee with specific policies concerning garnishment of wages. Any questions in this

area should be directed to the Business Office. In addition, employees are not to establish any financial relationships that present a conflict of interest or compromise the image of the East Georgia State College.

8. Prohibited Associations, Conduct – Employees of the East Georgia State College Department of Public Safety are prohibited from engaging in any notorious immoral or indecent conduct; association with known prostitutes, gamblers, criminals, or individuals; or frequenting places of questionable reputation, except in the line of duty. Officers shall maintain a level of moral conduct in their personal and business affairs, which is in keeping with the highest standards of the law enforcement profession. Officers shall not participate in any incident involving moral turpitude, which tends to impair their ability to perform as law enforcement officers or causes the department to be brought into disrepute.
9. Public Criticism – Complaints regarding the operations of the East Georgia State College Office of Public Safety should be resolved through internal grievance procedures. Under no circumstances shall an employee of the department publicly criticize the department's policies, operations, or staff in a defamatory, obscene, unlawful, or untruthful manner. Criticism that tends to impair the operation of the department by reducing organizational efficiency and discipline is also prohibited,
10. Professional Image – Employees of the East Georgia State College Department of Public Safety are to work diligently to maintain a professional image. Any behavior that would reflect negatively on the department or would violate the public trust is prohibited.
11. Unauthorized Persons in Vehicles – Persons who are not government personnel, prisoners, or on official business authorized by the Director of Public Safety or his/her designee are not permitted to ride in East Georgia State College Department of Public Safety vehicles.
12. Altering Records – Stealing, altering, forging, or tampering with any police record, report, or citation is prohibited. The removal of any record, report, card, letter, document, or other official file from the department, except by process of law or as directed by the Director of Public Safety or a superior, is prohibited. Additionally, the obtaining or duplication of any information from department files, sources or reports other than that which one is properly entitled in accordance with one's duties or assignments is prohibited.
13. Absence from Work – Absence from work without permission is prohibited. Every employee who fails to appear for duty at the date, time and place specified or without consent of competent authority is "absent Without Official Leave." Such absence shall be reported, in writing, to the Director of Public Safety.

14. Residence Telephone and Address – The East Georgia State College Department of Public Safety is to maintain a listing of each employee's address and telephone number. It is the responsibility of each officer to maintain a phone at his/her residence and to notify the department personnel of any changes of address or phone number.
15. Gifts, Gratuities, Fees, Rewards, Loans, Etc., Soliciting – Employees shall not under any circumstance solicit or accept any gift, gratuity, reward, loan, or fee where there is any direct or indirect connection between the solicitation or acceptance and their employment.
16. Endorsements and Referrals – Officers shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service or commercial service (such as an attorney, ambulance service, towing service, bondsman, mortician, etc.). In the case of ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, officers shall proceed in accordance with established procedures.
17. Other Transactions – Employees are prohibited from knowingly buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner or other person involved in a case which has come to their attention or which arose out of their employment except as authorized by the Director of Public Safety.
18. Gambling – Officers shall not engage or participate in any form of illegal gambling at any time, except in the performance of duty and while acting under proper and specific orders from a superior officer.
19. Sleeping on Duty – Officers shall remain awake while on duty. If unable to do so, they shall report to their superior officers, who shall determine the proper course of action.
20. Use of Tobacco – There shall be no use of tobacco on East Georgia State College campus.
21. Relief from Duty – All employees are to remain at their assignment and on duty until properly relieved by another officer or until dismissed by the supervisor in charge. The elapsed time of a shift is not sufficient reason to leave a specific without replacement. When an officer is assigned an overtime assignment he/she shall not leave while the event is occurring even though the posted work time has elapsed. Contact should be made with the nearest supervisor if a conflict exists.

22. Neglect of Duty – Officers shall not read, browse the internet, play games, watch television or movies or otherwise engage in entertainment while on duty, except as may be required in the performance of duty or while on a legitimate work break. Officers shall not engage in any activities or personal business, which could cause them to neglect or be inattentive to duty.
23. Reporting Violations of Laws, Ordinances, Rules or Orders – Employees knowing of other employees violating laws, ordinances or rules of the department or disobeying orders shall report same in writing to the Director of Public Safety through official channels. If an employee believes the information is of such nature or gravity that it must be brought to the immediate attention of the Director of Public Safety, official channels may be bypassed.
24. Care and Security of Departmental Records – Officers shall treat the official business of the East Georgia State College Department of Public Safety as CONFIDENTIAL. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established departmental procedures. Only records officers may remove or copy official records or reports from the Public Safety records room. Officers shall not divulge the identity of persons giving confidential information except when authorized by proper authority in the performance of their duties. Employees shall not reveal police information outside the department except as required by law or competent authority; specifically, information contained in police records, other information ordinarily accessible only to employees, and the names of informants, complainants, witnesses, and other persons known to the police and considered confidential. Public trust in this policy is essential to effective police service to the community.
25. Internal Investigations – Employees are to cooperate with all internal investigations by answering questions, responding to lawful orders, presenting materials and making statements.
26. Courtesy – Officers shall be courteous and act in a professional manner at all times when dealing with the public. Officers shall be tactful in the performance of their duties, shall control their tempers, exercise the utmost patience and discretion, and shall not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, officers shall not use coarse, violent, profane, or insolent language or gestures, and shall not express any prejudice concerning race, religion, politics, national origin, sex, lifestyle, or similar personal characteristics. They shall attend to requests from the public quickly and accurately, avoiding unnecessary referral to other parts of the department.
27. Civil Actions Arising Out of Employment – An officer may not institute civil action arising from police duty without notifying the Director of Public Safety.

28. Court Appearance – Attendance at a court of judicial or quasi-judicial hearing is an official duty assignment. Permission to omit this duty must be obtained from the prosecuting attorney handling the case or other competent court officials. The determination of whether officers will wear weapons in the court will be made by the practice of the presiding judge. Members shall present a neat clean appearance, avoiding any mannerism, which might imply disrespect to the Court, such as gum chewing or smoking.
29. Testimony/Character Witness for the Defendant – Officers shall not, without prior written approval of the Director of Public Safety or his/her designee, appear or give testimony as a character witness for any defendant on a criminal trial or inquiry.
30. Testifying for the Defendant – Any employee subpoenaed to testify for the defense in any trial or hearing, or against the college or agency in any hearing or trial, shall notify the Director of Public Safety upon receipt of the subpoena.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 5-1 OUTSIDE EMPLOYMENT

INTRODUCTION

The nature of law enforcement requires Public Safety employees to have the ability to work irregular duty schedules, which are subject to change in meeting manpower needs. Additionally, it is necessary that an employee have adequate rest to be alert during his/her tour of duty. For these reasons, and because certain occupations inherently conflict with an employee's primary responsibility to the department, the East Georgia State College Department of Public Safety requires that all outside employment be approved by the Director of Public Safety. It will be the responsibility of the Director of Public Safety to make a determination of the degree of limitation on outside employment based upon the interest of the department in furthering professional enhancement, protecting the reputation of the employee and that of Public Safety, and ensuring that the department receives full and faithful service in return for employment.

PURPOSE

The department allows officers and other employees to engage in outside employment so long as such outside employment does not interfere in any way with the performance of their duties and responsibilities as police officers. In addition, the outside employment shall not involve the officers in any conflict of interest between employment as police officers and the outside employment.

RULES AND REGULATIONS

Prior to engaging in any outside collateral employment or business activity, an employee shall meet the following requirements:

- A. Personally confer with the Director of Public Safety regarding the nature of the proposed employment; and,
- B. Submit a written request for permission for off-duty employment to the Director of Public Safety.
- C. An employee will not be allowed to accept off-duty employment where alcoholic beverages are served or sold unless specifically authorized by the Director of Public Safety.

- D. Off-duty employment activities of employees are subject to the following departmental regulations:
1. The employment shall not be in any way conflict with objectives of the department.
 2. The East Georgia State College Department of Public Safety uniform shall not be worn or departmental issued police equipment used without prior approval of the Chief of Police.
 3. Each employee while engaged in off-duty employment shall conduct him/herself in accordance with departmental standards.
 4. An employee, at the discretion of his/her supervisor, may be called back to an on-duty status at anytime.
- E. Approval may be denied or rescinded where it appears that the outside employment might physically or mentally exhaust the officer to the point that their performance may be affected.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 5-2 SEXUAL HARASSMENT

INTRODUCTION

The purpose of this directive is to establish policy concerning allegations of sexual harassment; to establish proper reporting procedures for reporting instances of sexual harassment; and to define instances, happenings, and occurrences of sexual harassment.

POLICY

No member of this agency shall engage in activity that will cause embarrassment, harm (physical or mental), or ridicule to a member of the opposite sex. It will be the responsibility of each supervisor to report any activity alleged to be sexual harassment to the Director of Public Safety or to his/her designee. This must be done even when the victim has not or does not intend to report the incident.

Any member of this department that feels that he/she has been a victim of sexual harassment should report the activity to his/her supervisor, to the Director of Public Safety or his/her designee or to the East Georgia State College Human Resources Department.

An investigation will be conducted immediately to determine the validity of the allegation.

CHAPTER 6 – DISCIPLINE/APPEALS/GRIEVANCES

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I. PURPOSE

II. DEFINITIONS

A. Adverse Action

B. Adverse Affect

C. Appointing Authority

D. Designee

E. Grievance

III. RULES AND REGULATIONS

A. Discipline

B. Appeals Process

I. PURPOSE

- A. To establish guidelines pertaining to discipline; and,
- B. To establish guidelines for employee appeals.

II. DEFINITIONS

- A. Adverse Action – An action taken by the appointing authority or designee, for cause, that results in a disciplinary suspension without pay, disciplinary salary reduction, disciplinary demotion, or disciplinary dismissal.
- B. Adverse Affect – The results of an action or decision that is not an adverse action but which deprives the employee of incomes or the opportunity to earn more income.
- C. Appointing Authority – The person who has, among other authorities, the authority to appoint and discharge all covered employees. Only the appointing authority can make final decisions on Adverse Actions.
- D. Designee – The person or persons to whom the appointing authority delegates certain authority for the administration of East Georgia State College. The Director of Public Safety is the Designee for proposing Adverse Actions.
- E. Grievance – A grievance is a claim initiated by an employee alleging that his employment or productivity has been adversely affected by unfair treatment, unsafe or unhealthy working conditions, erroneous or capricious application of departmental policies and procedures, or illegal discrimination.

III. RULES AND REGULATIONS

- A. Discipline – In every organization the need for guidelines of discipline is imperative, particularly within police departments.
 - 1. Method of Discipline – The East Georgia State College Department of Public Safety advocates progressive discipline when applicable.
 - 2. Progressive Discipline – Progressive discipline is a process in which disciplinary action is taken in degrees of increasing severity. Public Safety advocates progressive discipline when applicable. The action taken will depend on the degree and the circumstances of the violation. An employee who fails to adequately perform assigned duties or who violates established policies would be disciplined.
 - 3. Administration of Discipline – One of the primary tasks of a supervisor is the administration of discipline. Discipline can be positive or negative; it

may involve encouragement, inspiration, training, or imposition of negative sanctions. It has as its immediate purpose the channeling of individual effort into effective and productive action.

The exercise of positive discipline requires foresight and planning rather than mere reaction. It involves an evaluation of the human factor which, when combined with proper training, motivation, and recognition of individual and group effort, results in corrective action and the determination and self-discipline of the individual to adjust his behavior in a positive and productive manner.

Disciplinary means may range from a warning, where the immediate effect is on the individual, to termination, where the positive result derived is in the reassurance of other employees as to unacceptable limits of misconduct. In each case, care must be exercised to make the proper choice in obtaining a desired and just result.

In the administration of discipline, a supervisor must consider the totality of the circumstances surrounding the allegation of misconduct. The supervisor must make a determination whether the original action or conduct which prompted the complaint was valid under the circumstances and that the officer's conduct was necessary and reasonable. His/her decision must resolve those factors with the individual's interest and the probable effect of the disciplinary action upon the attainment of department objectives. To be effective, discipline must not only be fair in its application, it must also follow within a reasonable time the act which it is intended to correct.

4. Disciplinary Action

a. Disciplinary action may result from:

- (1) Violation of the regulations contained in this manual;
- (2) Violation of college regulations;
- (3) Violation of any additional rule or regulation written in any memorandum or other publication by the Director of Public Safety, or his/her designee not covered in this manual;
- (4) Conduct or actions which indicate a gross neglect of duty or good judgment, and which bring discredit to the department or college.

b. Disciplinary action may consist of:

- (1) Oral reprimand – In an oral reprimand, the supervisor will verbally and privately explain to the employee that he/she is being

reprimanded and describe the problem and what must be done to correct the problem.

- (2) Written reprimand – In the written reprimand, the employee will receive a written statement describing the problem and what must be done to correct the problem. The reprimand will also contain a statement describing the probable consequences of not correcting the problem. The written reprimand will be given to the employee during a private interview.
- (3) Probation – An employee may be given a trial period in which the employee's fitness for employment will be evaluated. If the employee fails to follow guidelines set forth in the probation, dismissal from employment may result.
- (4) Suspension – An employee may be suspended without pay for disciplinary purposes. When appropriate, the Shift Supervisor or ranking officer on duty may relieve an employee of duty; however, only the Director of Public Safety, or his/her designee may issue a suspension. An employee shall be fully informed of the reasons for suspension and afforded rights of appeal.
- (5) Dismissal – The Director of Public Safety may dismiss employees when performance of duty or personal conduct is unsatisfactory. Employees must be fully informed of the reasons for dismissal and must be afforded rights of appeal. The right of appeal is guaranteed and the complete procedure is described in the section on Appeals Process.

5. Reasons for Dismissal

a. An employee may be dismissed for the following reasons:

- (1) Continued or gross neglect of duty;
- (2) Absence without leave or failure to give proper notice of absence;
- (3) Abuse of sick leave;
- (4) Incompetence or unwillingness to render satisfactory service;
- (5) Insubordination or serious breach of discipline, including willful disobedience of orders of supervisors or failure to obey regulation or orders;
- (6) Use of intoxicating beverages while on duty or reporting for duty under the influence of intoxicating beverages or drugs;
- (7) Conduct unbecoming an officer and/or employee resulting in embarrassment or discredit to the department and college, such as failure to pay or make reasonable provision for payment of just debts or gross discourtesy while in performance of duty;
- (8) Willful violation of college or department rules and/or policies, or rules of this manual;
- (9) Negligent or willful damage to college property or waste of college supplies and equipment;
- (10) Unauthorized disclosure of confidential information regarding department or college business, which includes information about students, staff, faculty, etc;
- (11) Failure to report when called for emergency duty.

B. Appeals Process – The Department of Public Safety has established an internal appeals process for handling personnel problems arising during the course of business. If an employee is judged by his/her superiors as having violated a departmental or college rule or regulation, and is punished, that employee will be given the opportunity to appeal the decision through the departmental chain of command. If the Director of Public Safety or his/her designee agrees with the discipline, the employee will be given two working days from the date of the notification from the Director of Public Safety to notify the Administration of the decision to appeal. This can be done verbally. Within ten days of receipt of

notification from the Director of Public Safety, the employee must submit the appeal, in writing, to the Director of Public Safety.

If an employee is not satisfied with the decision rendered by the Public Safety Director, the appeal can then be discussed with the President. If this does not meet the satisfaction of the employee, he/she may file an appeal, in writing, to the Board of Regents within twenty (20) calendar days following the written decision of the President.

CHAPTER 7 – UNIFORM AND DRESS CODE

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 - L. Court Dress
 - M. Inside Dress
 - N. Civilian Personnel
 - O. Turning in Equipment Upon Termination or Resignation
 - P. Hair Styles
 - Q. Equipment

I. PURPOSE

- A. To establish rules and regulations regarding the department uniform, equipment and personal appearance; and,
- B. To establish individual responsibilities for the department uniform, equipment and personal appearance.

II. RULES AND REGULATIONS

A. General

1. Members will wear the designated uniform when reporting for duty, while on duty, and during any authorized special assignment. When the uniform is worn, care shall be taken that it fits well, is neat, clean, properly pressed, and that all leather and metal items are polished and in presentable order.
2. Members of the Department of Public Safety shall be neat in appearance and well groomed. Male members wearing the uniform will be clean-shaven. (A reasonable mustache will be allowed as defined by the Chief of Police.)
3. Under no circumstances will a part of the uniform be intermixed with the wearing of civilian clothes. No employee of the department who is dressed in civilian clothing, whether on or off duty, shall wear his/her weapon, holster, handcuffs, or any other attachment on the utility belt in such a manner that it will attract the attention or be in open view to the public. Exception to the above is granted to those officers participating in a raid or acting in a police emergency.
4. Officers off duty shall not wear the uniform or any part thereof, except to and from work, unless authorized by the Director of Public Safety/Chief of Police.
5. On-duty uniformed officers shall not wear earrings, and any neck jewelry must not be in plain view. Body jewelry (nose rings, tongue rings, etc.) will not be worn while on duty.
6. Officers will not have tattoos that are visible to the general public while on duty.

B. Uniform Shirt

1. The uniform shirt will be short sleeved or long sleeved depending on the season. Shirts will be clean and pressed and will not be frayed or torn.
2. No alterations will be allowed to the shirts without the approval of the Director of Public Safety/Chief.
3. All buttons, except the collar button on short-sleeved shirts, will be buttoned.
4. Personal items will not be carried in the pockets of the shirt. Official credentials and pens are permitted.
5. Undershirts, when worn with the short-sleeved shirts must be white or blue in color.
6. The chief will determine the wear of any alternative uniform.

C. Shirt Accessories – The only authorized shirt accessories are:

1. Badge – To be worn in the slot provided on the outer most garments and clearly visible at all times.
2. Name Plate – Official, shiny, metallic-finish plate, engraved with employee's name, inset with black or blue color. The nameplate shall be clean and polished and worn centered parallel with the seam at the top of the flap of the right breast pocket. The name will always be discernable.
3. Collar Insignias – The appropriate collar brass will be worn in accordance with accepted practice. All brass should be cleaned and shined on a regular basis.
4. Awards – Pins designated by the Director of Public Safety/Chief of Police indicating E.M.T. training, firearms ability, etc., will be worn on the left pocket flap, parallel to the top of the pocket just below the seam.
5. Official Department Patch – Will be displayed on the left shoulder and the right shoulder of all uniform shirts and jackets.
6. Whistle and Snake Type Whistle Chain – In appropriate metallic finish, the chain will be worn on the right shoulder button of the epaulet falling down into the inside of the right pocket.

7. Tie – All uniform ties will be issued by the department. Tie must always accompany the full-dress uniform.
8. Tie Bars or Tacks – All uniform tie tacks will be issued by the department and should be positioned over the forth button from the top of the shirt.

D. Trousers

1. Issued trousers will be clean, pressed and tailored. Proper fitting and alteration will be coordinated by the Training Coordinator. All pocket buttons will remain buttoned and must be replaced when necessary.
2. Bulky objects will not be carried in the pockets. No objects will protrude from the pockets.

E. Leather and Nylon Duty Gear

1. Alignment of the duty gear will be in accordance with accepted practice. All duty gear and attached brass will be kept clean and polished.

F. Headgear

1. All uniform hats will be issued by the department.
2. Hats will be worn squarely on the head. Hats will be worn when outdoors.

G. Uniform Footwear

1. All uniform shoes will be black and plain-toed. Black polish-type tennis shoes are acceptable.
2. Uniform shoes must be kept shined at all times, including overtime duty hours when in uniform.
3. All uniform socks must be black or navy blue in color. Length and material content will be determined by the individual officer.

H. Inclement Weather Gear

1. All rain-gear will be issued by the department.
2. All uniform jackets will be issued by the department. Jackets may be worn when weather conditions dictate.

3. All gloves, if worn, must be solid black or navy blue in color; when directing traffic, white or orange/green florescent gloves may be worn.

I. Firearms

1. A 40. Cal. Automatic pistol is the departmentally issued approved weapon for duty carry. When not in use, it is to be snapped in the holster or properly secured in the lock-box.

J. Other Hardware

1. Handcuffs with one key are required.
2. A department-issued portable radio is required. The portable radio should be functional at all times.
3. A department issued flashlight is required. The flashlight should be functional at all times.

- K. Uniform Patrol Dress Code – The appearance of a police officer is an important aspect of professional law enforcement. A well-maintained uniform greatly enhances the appearance of a police officer. The departmental uniform has been issued with these criteria in mind.

When in uniform, every officer must wear the complete uniform. This includes when at the police department, traveling to and from the police department, and all other times when in uniform. If the uniform is worn while attending class, the entire uniform minus the gun belt should be worn.

The uniform includes a short-sleeved shirt with no tie. It will be permissible to wear a uniform coat or issued sweater with the short-sleeve shirt on days that are cool even when the season generally calls for summer clothes.

- L. Court Dress – When appearing in court, either the complete uniform or business attire (coat and tie for males, business suit or dress pants outfit for females) shall be worn.
- M. Inside Dress – While assigned to office duty or any other duty of an inside nature, upon approval of the Director of Public Safety/Chief of Police, sworn officers may be exempt from wearing those articles which are not necessary for that duty.
- N. Civilian Personnel – Office personnel assigned to the East Georgia State College Department of Public Safety should dress in a business-like manner. There shall be no blue jeans, bare feet, halter-tops, shorts, or tank tops worn while on duty.

O. Turning in Equipment Upon Termination of Registration – When any employee resigns or is terminated, all East Georgia State College Public Safety property will be returned to the Training Coordinator. **All uniform equipment returned to police stock will be laundered or dry-cleaned and pressed.** Failure to comply with this procedure could result in the department holding the employee's paycheck.

P. Hair Styles

1. Male Officers – Hair will be kept neatly trimmed, not extending over the collar or beyond the tips of the ears. Sideburns will be kept neatly trimmed, not extending beyond the bottoms of the ears. Mustaches will be kept neatly trimmed. Length will be determined by the Director of Public Safety/Chief of Police.
2. Female Officers – Hair should be worn up or above the shoulders. Ponytails or pigtails are not acceptable. This benefits both the appearance and the safety of the officer.

Q. Equipment

1. Department-Issued Items – Officers shall utilize department equipment only for its intended purpose in accordance with established departmental procedures. Officers shall not abuse, damage or lose department equipment. All department equipment, including uniforms or manuals, shall be maintained in proper order. Officers must properly care for assigned equipment and vehicles. Officers are responsible for damaging or causing damage to it due to neglect or carelessness. Officers may not alter or repair departmental equipment without proper authorization from a superior officer.
Members and employees shall immediately report to their immediate supervisor any loss of or damage to departmental property assigned to or used by them. The immediate supervisor will be notified of any defects or hazardous conditions existing in any department equipment or property. Supervisors will conduct investigations as needed to determine the facts of the loss or damage.
2. Surrender of Department Equipment – Employees are required to surrender all department equipment in their possession upon separation from the department. Failure to return non-expendable items may cause the person to reimburse the department for the fair market value of the articles not returned.
3. Property Responsibility – Employees are responsible for the proper care of department equipment and property issued to them or placed in service for

their use. Damaged or lost property may subject the individual to reimbursement charges and appropriate disciplinary action.

CHAPTER 8 – ARREST

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- C. Investigative Detention
- D. Probable Cause
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- Warning of Rights (Miranda)
- Waiver of Right
- Preparation of Signed Statements
- Questioning About Similar Crimes
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I. PURPOSE

- A. To establish agency guidelines for arrest procedures;
- B. To identify those individuals exempt from normal arrest procedures;
- C. To establish a Standard Operating Procedure for taking a suspect into custody;
- D. To establish a Standard Operating Procedure for processing juvenile offenders; and,
- E. To establish a Standard Operating Procedure for taking confessions and conducting interrogations.

II. DEFINITIONS

- A. Arrest – The restraining of the liberty of a person to come and go he/she pleases, no matter how slight. An individual has been arrested when he/she is not free to go, regardless of whether formal words of arrest are used.
- B. Arrest Warrant – A judicial command to arrest a particular individual and to bring the arrestee promptly before the magistrate issuing the warrant or some other judicial officer. There is no such thing as an oral or a telephone warrant.
- C. Investigative Detention – An investigative detention occurs when an officer, based on his/her natural senses, experiences, and good judgment suspects that criminal activity may be afoot and has reasons that he/she can state to support his/her suspicions (articulable suspicion). He/she may then detain a subject briefly to investigate his/her suspicions. He/she may then detain a subject briefly to investigate his/her suspicions and may frisk the subject's outer clothing if he/she has reason to believe weapons are involved.
- D. Probable Cause – Those facts and circumstances that would lead a reasonable and prudent person to believe that a crime has been committed, or that the suspected person has committed an offense.

- E. Within the Officer's Immediate Knowledge – When, by seeing, hearing, or using any of the other senses, the officer has personal knowledge of the commission of a crime. This is equivalent to “in the officer's presence”. This excludes reporting of a crime by a third party other than another law enforcement officer who has direct knowledge (OCGA 17-4-20).

III. RULES AND REGULATIONS

STANDARD: AN ARREST MUST BE BASED ON PROBABLE CAUSE.

- A. Arrest Without a Warrant – In the state of Georgia, officers may make an arrest without a warrant in the following instances:

1. When an offense is committed in the officer's presence.
2. When an offender is endeavoring to escape.
3. When an officer has probable cause to believe an act of Family violence has been committed (OCGA 19-13-1).
4. When for other cause there is likely to be a failure of justice for want of a judicial officer to issue a warrant.
5. To prevent the commission of a felony; (This exception should only be utilized when the criminal act is imminent.);
6. Upon receiving information from a law enforcement officer who observed an offense being committed, provided such information would constitute the basis for arrest had it been committed in the officer's presence. (The citation issued must list the names of each officer, and both must be present when the charges against the offender are heard).
7. When an officer has probable cause to believe a felony has been, is being, or is about to be committed.

NOTE: All of the above exceptions are based on timeliness; if enough time has passed for a warrant to be obtained, an arrest without a warrant will not be upheld.

8. Outside of the time restriction, an eighth exception is noted, that of a fugitive arrest based on the belief that a warrant exists in the jurisdiction from which the suspect fled. An officer has no official power to arrest without a warrant beyond the boundaries of his/her jurisdiction except for when the officer is in hot pursuit that is continuous and uninterrupted (an officer may temporarily lose sight of the suspect). No officer shall arrest any person without a warrant when he/she knows that he/she is without reasonable cause to arrest such person.

B. Arrest With a Warrant

1. Jurisdiction – An arrest warrant may be issued in any county in Georgia, even for a crime committed in another county.

Once issued, a warrant may be carried from the county to another, and it may be served in any county of the State regardless of where it was issued.

2. Contents – A valid arrest warrant must contain specific information as required by statute and court decisions. Such information includes:
 - a. The authority under which the warrant is issued;
 - b. Identification of the person who is to execute the warrant. (Generally addressed “To any sheriff, deputy sheriff, coroner, constable, marshal, or police officer”);
 - c. Identification of the person to be arrested;
 - d. The offense committed;
 - e. The time, date, and place of occurrence of the offense, including the county in which it was committed.
 - f. The victim;
 - g. A description of the offense, including all elements of the offense.

In addition when the offense charged is theft, the warrant must contain:

- A description on the property alleged to have been stolen;
- Identification of the owner of the stolen property;
- The value of the stolen property; and,
- The person from whose possession it was taken.

NOTE: Without strict compliance with the above, the warrant will not be valid.

No officer shall arrest any person under color of a warrant unless he/she reasonably believes a valid warrant exists and that the person described in the warrant is before his/her.

- C. Procedure When Making an Arrest – When a lawful arrest cannot be made except with a warrant, the arresting officer should have the warrant in his/her physical possession at the time of the arrest, or so near at hand that it can be exhibited upon

demand. Otherwise, the arresting officer has no authority to take the person into custody.

NOTE: An officer making lawful arrest has the right to use whatever force is reasonably necessary to accomplish the arrest, but no more than is necessary to take the suspect into custody (see Chapter 11 – Use of Force).

D. Alternatives to Physical Arrest – What is reasonable in terms of appropriate police action or what constitutes probable cause varies with each situation, and the particular facts and circumstances may justify either an investigation, a detention, a search, an arrest, or no action at all. There may be a report written and an application for a compliant made; or in some cases, when an offense is of a minor nature, a verbal warning or other action may be taken. The requirement that legal justification be present imposes a limitation on an officer's action. In every case, an officer must act reasonably within the limits of his/her authority as defined by statute and judicial interpretation.

E. Immunity From Arrest

1. Consular Immunity

By treaty, Consular officers of foreign nations are immune from arrest for criminal and traffic offenses unless a Federal magistrate orders an arrest. Once identified, Consular officers will not be unnecessarily detained. Consular immunity does not normally extend to members of Consular officers' families or to employees of Consular officers.

2. Verification of Consular Immunity Status

In any situation in which a law enforcement officer needs to establish entitlement to diplomatic immunity and the person asserting it cannot produce an identification card issued by the U.S. State Department, the correct status can be obtained through a telephone call.

- a. During regular business hours (8:15-5:00, M-F): The Office of Protocol, U.S. Department of State **(202) 647-1984**.
- b. At other times: Command Center for Diplomatic Security **(202) 647-1512**.
NOTE: Command Center personnel will route inquiries appropriately.

3. Members of Congress

U.S. Senators and Representatives are free from arrest during their attendance at Congress and in going to and from sessions of Congress except for "treason, felony, or breach of the peace."

4. Members of the Georgia General Assembly

The members of the Georgia General Assembly are free from arrest during their attendance at the General Assembly and in going thereto and there from except for “treason, felony, larceny, or breach of the peace.”

5. Others Exempt from Civil Arrest

- a. Members of the state militia during the performance of their duties;
- b. Poll officers during their attendance at elections, and in going to and returning from it.
- c. Voters while casting their ballots; and,
- d. Witnesses on their way to and from court.

NOTE: An arrest involving any of the above persons shall be made only upon the approval of a supervisor.

STANDARD OPERATING PROCEDURE

S.O.P. 8-1 TAKING SUSPECTS INTO CUSTODY

INTRODUCTION

It is the duty of each officer to carry out arrests according to established procedures. By performing duties in this manner, officers reduce the potential for injury to the suspect, themselves, and citizens; minimize the opportunity for an escape; and reduce the possibility that force will be needed to control the situation.

INITIAL CONTACT

- A. A person about to be arrested has the right to know that an officer with lawful authority is taking him into custody. The suspect may have notice if he/she:
1. Actually knows the person making the arrest is an officer.
 2. Sees the officer's uniform or badge.
 3. Is apprehended while committing a crime.
 4. Is pursued from the scene of a crime.
 5. Is told by the officer of the officer's status and the reason for the arrest.
- B. If an officer who is not known to a suspect fails to identify him/herself or to make his/her purpose known, the suspect has the right to resist what appears to be an unjustified assault. However, once the officer is identified, the assumption that the arrest is unlawful is not longer valid.
- C. If a person knows or believes the arrest is lawful, it is his/her duty to submit quietly to custody. An officer making a lawful arrest has the right to use whatever force than is necessary to take the suspect into custody.

SEARCHING/HANDCUFFING

- A. All persons taken into custody shall be searched incident to arrest. This search should include a full and careful pat-down of the suspect for weapons, contraband, and evidence of the crime for which the arrest is made. The search should also include the area within the suspect's immediate control at the time of the arrest.
- B. Persons taken into custody are to be handcuffed.
 - 1. Method
 - a. The hands shall be handcuffed to the rear of the suspect with the palms facing outward. Whenever needed, the handcuffs can be looped through the suspect's belt.
 - b. The handcuffs will be double-locked with keyholes facing downward whenever possible.
 - c. Once applied, the handcuffs should be checked for fit.
 - 2. Restrictions – An officer shall not:
 - a. Handcuff a prisoner to a fixed object or vehicle.
 - b. Be handcuffed to a prisoner.
 - c. Pregnant females will be handcuffed to the front.
 - d. Persons with known shoulder injuries will be handcuffed to the front.
- C. All prisoners will be searched by the arresting officer and at each change of custody during transport and confinement. The officer conducting the search should be of the same gender as the prisoner being searched. The only exception is when the officer has reason to believe that omission of the search may cause great danger to the officer, prisoner and/or civilians that may be in the vicinity.

TRANSPORTING PRISONERS

- A. When a prisoner is placed in a car, a seat belt shall be secured around the prisoner, if at all possible. When one officer is transporting a prisoner, the prisoner should be seated in the right side of the back of the patrol vehicle. When a back-up officer is assisting in the transport of the prisoner, the back-up officer should be seated in the back seat of the patrol vehicle with the prisoner stationed opposite the gun-side of the back-up officer.
- B. Prisoners requiring medical attention shall be taken to the appropriate medical facility and the transporting officers shall be responsible for the security of the prisoner until properly relieved or until the needed medical attention is received. The prisoner may then be transported to the jail. East Georgia State College should be notified anytime a sick or injured prisoner is taken to the hospital. The sick or injured prisoner should be taken to Emanuel Medical Center in Swainsboro.
- C. Prisoners and their property shall be surrendered at the Emanuel County Jail to the Emanuel County Sheriff's Department.
- D. Any prisoner transported to a hospital in a private ambulance shall be accompanied and guarded by an officer.
- E. Uncontrollable prisoners should be taken immediately to the Emanuel County Jail.
- F. The arresting officer is responsible for the safety and protection of the arrested person while in his/her custody. He/she shall note on the arrest/booking report any injury, apparent illness, or other condition, which indicates that the arrested person may need special care.

TOWING OF VEHICLES UPON ARREST

- A. Upon the arrest of a driver, his/her vehicle should be released to a towing service of the driver's choice or a person of the driver's choice who is properly qualified and physically capable of operating the vehicle and has agreed to do so. The officer must make a reasonable attempt to locate a towing service or competent private person of the driver's choice before impounding the vehicle (State v. Ludwick, 147 Ga. App. 784).
- B. Unless otherwise released by the arresting officer, vehicles will be towed to the impound lot of the wrecker service on all misdemeanor and felony arrests when:
 - 1. The operator is physically or mentally incapable of operating the vehicle.

2. The vehicle's condition would not permit it to be operated without being in violation of state law.
3. The driver or owner of a vehicle is arrested and has parked the vehicle on another party's private property without authority or the vehicle is in the roadway; in that case, the arresting officer may remove said vehicle for impoundment and safe keeping.
4. An inventory will be completed on all towed vehicles.

NOTE: The officer must make this determination based on the circumstances. Of course, if there is independent probable cause to search the vehicle (beyond normal search of the passenger compartment incident to arrest) and such a search cannot be safely done at the scene, it may be towed. Any vehicle that is used as evidence can be towed to the Emanuel County Sheriff's Department storage facility.

REPORTING/FOLLOW-UP

- A. An officer who arrests a suspect for a criminal offense shall set forth the details and circumstances justifying the arrest in his/her report.
- B. An Officer shall obtain a case number from the CRN Log for the incident report.
- C. An officer shall advise the arrested person of his/her rights (under the Miranda Warning) before he/she asks questions other than routine booking inquiries.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 8-2 PROCESSING OF JUVENILE OFFENDERS

INTRODUCTION

The police are to conduct all phases of an investigation concerning a crime committed by a juvenile including bringing the case to court for adjudication and disposition. Juvenile Courts of Georgia have exclusive original jurisdiction over juvenile matters and shall be the sole court for initiating action. Note: Juvenile Laws of Georgia are enforceable until the age of 18.

- A. Child – Any individual who is under the age of 18 years who is alleged to have committed a delinquent or unruly act.
- B. Delinquent Act – An act designated a crime by the laws of this state, or by the laws of another state if the act occurred in that state, under federal laws, or by local ordinance, and the crime is not a juvenile traffic offense as defined in OCGA 15-11-49.
- C. Unruly Act – An offense that is only applicable to a child: (i.e. truancy; curfew violation; runaway; ungovernable; patronization of any bar where alcoholic beverages are sold.) Allegations of truancy cannot be brought after a child reaches the age of 16.
- D. Deprived Child – Means a child (under 18) who is without proper parental care or control, subsistence, education as required by law, or other care or control necessary for his physical, mental, or emotional health or morals; has been placed for care or adoption in violation of law; has been abandoned by his/her parents or legal custodian; or is without a parent, guardian, or custodian.

If a child who is 13 or older is charged with a capital felony, the superior court and juvenile court have concurrent jurisdiction. The district attorney in concert with the juvenile court makes the determination whether or not to try the child as an adult. If a child is to be tried as an adult, the district attorney will seek indictment. Pending the district adjudication, a juvenile detention facility will be the place of confinement for a child charged with a capital felony.

COPY OF THE CHARGES

- A. In most situations, when a parent or legal guardian is available to take charge of the child, the interest of the juvenile is best served by releasing the juvenile to the parent or guardian. When a juvenile complaint form is initiated, the parents or guardian of the juvenile will be contacted. It will be the intention of the East Georgia State College Department of Public Safety to release all juvenile offenders to their parent or guardian whenever possible.
- B. The defendant's copy of the charges shall be given to the parent or legal guardian. The officer will explain in detail the charges involved, and advise the child and parent/legal guardian that they will be notified by juvenile authorities as to the court date or other related actions.
- C. When an officer charges a juvenile with an offense for which charges are brought without taking custody of the juvenile, it shall be the arresting officer's responsibility to furnish the juvenile authorities (or juvenile officer) with a copy of the incident report and the juvenile complaint form along with the court copy of the citation. Copies of the reports should be sent to the juvenile court the next business day.

JUVENILE TRAFFIC PROCEDURE – DUI

- A. A juvenile who is arrested for DUI, who is sixteen years of age, and possesses a Georgia Driver's License, is subject to the Georgia Implied Consent Law, and will be given the same rights as an adult.
- B. After the test is completed, the arresting officer will follow standard procedures for processing of juveniles.
- C. A juvenile **without a valid driver's license** who is arrested for DUI, regardless of age **is not subject to** the Georgia Implied Consent Law and cannot be given a blood or breath test without obtaining permission from the parent(s) or legal guardian.

NOTE: All sixteen-year-old traffic offenders shall be tried in juvenile court for violations under the Uniform Rules of the Road Act, 46-1. The sixteen-year-old is issued a Copy of the Charges (traffic citation) and the original court copies are forwarded onto the juvenile court.

- D. Juvenile traffic offenses, OCGA 15-11-49; apply to those individuals under the age of 16 and the arresting officer will follow Standard Operating Procedures for the processing of juveniles.
- E. Exceptions: Those violations, which include any offense under OCGA 40-5-54 or 40-5-70. Any offense under these Codes is an act of delinquency.

PHYSICAL DETENTION

The taking of a child into custody is not an arrest, except for determining its validity under the law.

- A. A child may be taken into custody:
 - 1. Pursuant to an order of the court;
 - 2. Pursuant to the laws of arrest;
 - 3. If there are reasonable grounds to believe that child is suffering from illness or injury or is in immediate danger from his/her surroundings and that his/her removal is necessary (a deprived child).
 - 4. If there is reasonable grounds to believe that the child has committed a delinquent act or to believe he/she is an unruly child; or
 - 5. If there are reasonable grounds to believe that the child has run away from his/her parent(s), guardian or other custodian.
- B. A child taken into custody shall not be detained or placed in shelter care prior to the hearing unless:
 - 1. His/her detention or care is required to protect the person or property of others or the child.
 - 2. The child may abscond or be removed from the jurisdiction of the court.
 - 3. He has no parent(s), guardian, or custodian or other person able to provide supervision and care for him/her and return him/her to court when required; or
 - 4. An order by the court for his/her detention or shelter care has been issued.

PROCEDURES FOR TAKING CHILD INTO CUSTODY

OCGA 15-11-19: An officer taking a child into custody, with all reasonable speed and without first taking the child else-where, shall:

- A. Release without bond the child to his/her parent(s), guardian, or other custodian upon their promise to bring the child before the court when required.
- B. Deliver the child to a medical facility, if the child is believed to suffer from a serious physical condition or illness that requires prompt treatment and, upon delivery, shall promptly contact a juvenile court intake officer.

- C. Bring the child who is suspected of committing a delinquent act before the superior court of the county where the delinquent act occurred if the act is an act over which the superior court has concurrent jurisdiction.
- D. Bring the child immediately before the juvenile court or promptly contact a juvenile court intake officer who will determine if the juvenile will be detained or released.
- E. Bring the child to any suitable place or facility designated or operated by the court for juvenile detention.

PROCEDURES INVOLVING CAPITAL FELONIES

- A. An officer taking into custody a juvenile (13) years of age or older who is suspected of a capital felony, shall immediately call the Emanuel County Sheriff's Department to try to contact the **on-call juvenile officer** for disposition.
- B. The officer shall complete a juvenile complaint form and contact a juvenile intake officer and district attorney.
- C. A juvenile intake officer should be contacted for approval of detention on a capital felony.

QUESTIONING THE JUVENILE OFFENDER

- A. The questioning of a juvenile is possibly the most important aspect when obtaining evidence. The police officer may interview a juvenile suspect without their parents or guardians being present, but this must not be taken lightly and several factors must be considered.
 - 1. The age of the juvenile. The younger the juvenile, the less likely the court will be to agree that the juvenile voluntarily waived his/her rights.
 - 2. The education level of the juvenile. A confession signed by a juvenile that cannot read or write will usually be interpreted as being unacceptable.
 - 3. The knowledge of the charges. The juvenile must understand what he/she is being charged with or suspected of.
 - 4. Was the juvenile kept incommunicado? Did the police officers refuse to allow the juvenile the right to contact his/her parent or guardian?
 - 5. The methods of interrogation. Was coercion a part of the interrogation?
 - 6. The length of the interrogation. The longer the interrogation, the less likely the court will be to agree that coercion was not used.

The juvenile has the right to have his/her parent or guardian present during questioning, as well as requesting an attorney. It is always best to contact the parent or guardian of the juvenile if there is any question about the capabilities of the juvenile to waive his/her own rights.

DEPRIVED, ABUSED, AND NEGLECTED CHILD

- A. Each county in the state is mandated to have in place a child abuse protocol filed with the Division of Family and Children Services (DHR), a copy of which shall be furnished to each agency in the county processing the cases of abused children OCGA 19-1-1. This protocol should detail the procedures to follow regarding the handling of abused and physically neglected children under the age of 18 years.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 8.3 CONFESSIONS AND INTERROGATIONS

INTRODUCTION

To many authorities, interrogation is the most important part of an arrest/investigation since it offers the possibility of determining, by the statement of the suspects themselves, whether they committed a particular crime. The techniques to be utilized to interrogate suspects are outside the scope of this S.O.P. The purpose of these procedures is to ensure that confessions are obtained voluntarily. This will allow such statements to be used at trial. Any involuntary statement, regardless of whether it is true or false, is not admissible in court.

- A. Voluntariness – No attempt will be made to obtain a statement by force, threats, or promises. Whether an accused person or a suspect will cooperate is left entirely up to that individual. If he/she indicates at any time prior to or during questioning that he/she wishes to remain silent, or that he/she wants an attorney present, all interrogation must cease. Any confession induced by an officer “by the slightest hope of benefit or remotest fear of injury” will not be admissible in court (OCGA 24-3-50).
- B. Determination Thereof – The court uses general standards in determining voluntariness. These standards are “inherently coercive” or not result of “free and unconstrained choice.” Failure to pass either of these standards renders a statement inadmissible.
 1. Elements of Inherent Coercion include, but are not limited to:
 - a. Physical abuse, or the threat of such abuse;
 - b. Extended periods of interrogation without breaks or access to the outside;
 - c. Unwillingness to permit the accused access to an attorney, family, or friends, especially when an individual has made some effort to make contact with such persons;
 - d. Severe physical conditions under which the accused is interrogated.

2. A statement may be ruled inadmissible under the Free and Unconstrained Choice Doctrine when the interrogation practices used overpower the accused' ability to act in a self-determined matter. Circumstances and actions, which may violate this doctrine, include, but are not limited to:
 - a. Failure to notify the accused of the charge(s);
 - b. Age, intelligence, experience of the accused;
 - c. Physical condition of the accused;
 - d. Overt force, physical abuse, use of weapons, number of officers present;
 - e. Threats and psychological pressure;
 - f. Deprivation of food, sleep, medication;
 - g. Isolation, incommunicado interrogations;
 - h. Duration of questioning;
 - i. Use of trickery, ruse, or deception.
 - j. Failure to advise the accused of his/her rights;
 - k. Promises of leniency or other inducements;

It must be noted; the presence of any one or more of these factors will not necessarily make a statement involuntary. Rather the Court will examine the "totality of the circumstances" at the time the statement was obtained.

WARNING OF RIGHTS (Miranda)

In addition to being given the Miranda Warnings, the accused shall be advised of the names and the official identity of the interrogating officers and the nature of the inquiry.

WAIVER OF RIGHTS

- A. The language for the proper warning of rights and waiver is contained on the Department's Waiver of Rights Form.
- B. Before a statement can be admitted into evidence, the State must prove that the suspect fully understand the warning and freely decided to answer question. A suspect who remains silent after receiving warnings has not agreed to be questioned. When possible, a signed waiver shall be obtained.

INTERPRETERS

When there is doubt of a person's ability to use and understand the English language, and an officer is not qualified in the principle language of the person, any confession made without an interpreter may be excluded in court. This policy shall apply to those persons who are hearing impaired, and a signed written confession should be obtained.

PREPARATION OF SIGNED STATEMENTS

When possible, signed written statements shall be taken in all cases in which a confession or admission of guilt is obtained.

QUESTIONING ABOUT SIMILAR CRIMES

When interviewing subjects and suspects, consideration should be given to including questions as to any knowledge they may have of unresolved cases of a similar type.

HANDLING THE DISABLED

1. An officer who is confronted with a person who is unconscious, less than fully conscious, or unable to communicate fully should investigate the possibility that there is some medical cause for the behavior. One way is to check the person's wrist for medical alert bracelet identifying a particular disability. Another is to seek information from relatives or friends of the person and from others on the scene.
2. If a decision to arrest is made, due regard must be given to any disabilities the person exhibits.

Date: _____ Time: _____ Location: _____

YOUR RIGHTS

I, _____, am now _____ years of age, born _____, 19__ at _____. I now reside at _____. I went to the _____ grade in school and I _____ read and write. I have been advised that I must understand my rights before I answer any questions. I have the right to remain silent. Anything I say will be used against me in court. I have the right to talk to a lawyer for advice before I answer any questions and to have his/her present with me during questioning. I have the same right to the advice and presence of a lawyer, even if I cannot afford one. The police cannot furnish me with a lawyer, but one will be appointed for me, if I wish, by the court. If I wish to answer questions now without a lawyer present, I also have the right to stop answering questions at anytime until I talk to a lawyer.

WAIVER

The above rights have been (to) (by) me. I understand what my rights are. I am willing to answer questions and make a statement. I do not want a lawyer at this time. I understand and know what I am doing. No promises or threats have been made to me and no pressure of any kind has been used against me.

_____ (Signed)

Witness: _____

Witness: _____

CHAPTER 9 – SEARCH AND SEIZURE

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S.O.P. 9-2 OFFICERS SEARCHING SUSPECTS/PRISONERS OF THE OPPOSITE GENDER

Introduction

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I. PURPOSE

- A. To establish departmental guidelines controlling search and seizure of property and persons consistent with existing law;
- B. To establish a Standard Operating Procedure for the execution of search warrants against property (for persons see Chapter 8 – Arrest);
- C. To establish a Standard Operating Procedure for officers searching suspects and prisoners of the opposite gender; and,

II. DEFINITION

- A. Search Warrant – A judicial command to “search the place or person particularly described in the warrant and to seize the instruments, articles, or things particularly described in the warrant” (OCGA 17-5-23).

III. RULES AND REGULATIONS

A. Search Warrants

1. Contents of a Valid Search Warrant

- a. Time and date of issuance;
- b. Person who is to execute the warrant (generally its execution is directed to all peace officers of the state);
- c. A command to search the place or person particularly described in the warrant; and,
- d. A command to seize the instruments, articles, or things described in the warrant.

2. Obtaining a Search Warrant

A search warrant may only be issued upon application of an officer of the State of its political subdivisions charged with the duty of enforcing the criminal laws (OCGA 17-5-20).

The warrant must be issued by a neutral and detached judicial officer authorized to hold a preliminary hearing (OCGA 17-5-21). The judicial officer must find probable cause that a crime is being, or has been committed, or that contraband or evidence exists in a specific place, and it must particularly describe who or what is to be searched and what is to be seized. A warrant may be issued based on an affidavit containing only hearsay where:

- a. The information is current;
- b. Under the totality of the circumstances, the information is deemed reliable. "Totality of the circumstances" normally includes facts about the reliability of the informant as well as facts about the reliability, the more that must be shown about the reliability of the information itself.
- c. The information must be detailed enough that the magistrate will know it is not based on mere rumors, and the officer should independently verify as much of the informant's statement as possible. The officer should include the results of his/her investigation in the affidavit as well as, in general terms, the circumstances under which the informant obtained the information.
- d. The identity of the informant should not be listed in the affidavit for a search warrant.

3. Executing the Search Warrant – When conducting the search, officers may seize any items specifically named in the warrant. The officers may also seize any stolen or embezzled property, contraband, or tangible evidence of another crime (other than private papers) if they come across such items unexpectedly while making the search required by the warrant. For the protection of the officers and to prevent the destruction or concealment of evidence, individuals may be restrained during the execution of the warrant. Unless there is independent jurisdiction, a person not named in the warrant shall not be searched.

B. Exceptions to the Search Warrant Requirement

1. Consent Search – The right against unreasonable search and seizure may be waived by an individual who voluntarily consents, either orally or in writing, to a search. In addition, a consent search may be authorized by a third party who shares common control or authority of the premises or items to be searched. However, the prosecutor has the defendant's consent to a warrantless search was given freely and voluntarily. The voluntariness of a person's consent will be determined by an examination of the totality of circumstances at the time of the search. A person may withdraw consent at any time and the search must cease.
2. Plain View Doctrine – Mere observation of contraband by an officer does not constitute a search; subsequently, the principles of search and seizure law are not applicable. For evidence to be legally confiscated under the Plain View Doctrine:
 - a. The officer must have the right to be at the location from which the items were viewed.
 - b. No action can be taken by the officer to bring the items into plain view.
 - c. The incriminating nature of the seized object(s) must be apparent from their appearance.
 - d. The discovery of evidence must be inadvertent or accidental.
3. The Open Field Doctrine – Fourth Amendment protection does not extend to the "open fields" surrounding the cartilage and the home.
4. Curtilage – Generally speaking, cartilage has been held to include all buildings in close proximity to a dwelling, which are continually used for carrying on domestic employment, or such places as are necessary and convenient to a dwelling, and are habitually used for family purposes

(including a patio). Curtilage is afforded the same Fourth Amendment protection, as is the home.

5. Legitimate Expectation of Privacy – The determination of whether Fourth Amendment protection will be extended to items seized from the curtilage or open fields focuses on whether the person challenging the search has a legitimate expectation of privacy in the place that was searched.
6. Exigent Circumstances – Exigent circumstances are defined as those circumstances under which a suspect is fleeing or instrumentalities of the crime are being destroyed. Under these circumstances, if an officer has probable cause to believe that an instrumentality or evidence of a crime will be found and it is not practical for him/her to get a warrant, he/she may conduct a warrant less search. This is not to be taken lightly and should be considered a rare occurrence.

C. Warrant-less Searches of Persons

1. Stop and Frisk

- a. Ground for Stop – To lawfully stop an individual, the officer must have a reasonable suspicion that the person stopped is involved in criminal activity.
- b. Grounds for Frisk – To lawfully frisk an individual, the officer must have a reasonable belief that the person stopped is armed and dangerous. In the case of the self-protective search for weapons, he/she must be able to point to particular facts from which he/she reasonable inferred that the individual was armed and dangerous. The frisk must be limited to that which is necessary for the discovery of weapons that might be used to harm the officer or others.
- c. Nature of Frisk – The search for weapons must be limited to a pat-down of the person's outer clothing. If an object is felt and the officer believes it may be a weapon, he/she may search more extensively to confiscate it.

2. Search of a Person Incident to Arrest

- a. The search incident to arrest may be conducted to:
 - (1) Protect the officer from attack
 - (2) Prevent the arrested person from escaping.
 - (3) Discover/seize fruits of a crime for which the person has been arrested;

- b. Once the arrest has occurred, the officer may conduct a search without additional cause. For the search incident to arrest must be legal. The search must be legal, the arrest must be legal. The search must be conducted at the time of arrest and be limited to the arrestee's person and the area "within his/her immediate control". A search of an arrested individual at the detention facility may be justified of an arrested incident to arrest.

D. Intrusive Searches of Persons

1. Searches of the Body's Surface – Intrusions of the body's surface (swabbing, taking hair samples, etc.) are governed by the Fourth Amendment and can only be made pursuant to a warrant.
2. Searches of Bodily Fluids and Organs – Intrusions into the body (blood tests, stomach pumping, surgery, etc.) are permitted by the Fourth Amendment if they are conducted pursuant to a warrant, or if exigent circumstances exist and there is clear indication the desired evidence will be found. This is limited to those intrusions that are "reasonable" and safe for the respect.
3. Strip and Body Cavity Searches – A strip search is to be conducted only if it is reasonable in light of the circumstances. The unconditional strip search of suspects/detainees is prohibited.

E. Vehicle Stops

1. Significance of Stop – Because a "seizure" occurs whenever a vehicle is stopped, there must be reasonable suspicion to justify an investigatory stop of a vehicle. During a vehicle stop, an officer may take reasonable steps to protect his/herself. At the officer's discretion, he/she may direct the driver to step out of the vehicle. If the officer has reasonable belief that the person is armed and dangerous, he/she may conduct a frisk search.
2. Vehicle Roadblocks – Vehicles may also be stopped at general roadblocks that serve legitimate law enforcement purposes. If evidence of a crime is observed, an officer has the right to take reasonable investigative steps.
3. Exigent Circumstances – The mobility of motor vehicles often constitutes exigent circumstances authorizing a warrant-less search. The "automobile exception" to the warrant requirement demonstrates a willingness of courts to excuse the absence of a warrant when spontaneous searches are required of a vehicle. To conduct a warrant-less search, the officer must have probable cause to believe the vehicle contains contraband or other items to be seized and that the vehicle will be moved if time is taken to obtain a warrant. A warrant is needed to search a vehicle that the officers can control without fear of its being moved.

4. Time and Place of Search – If probable cause and exigent circumstances exist, the police may search a vehicle after towing it to a designated impound lot without securing a warrant. When probable cause exists without exigent circumstances a warrant is required.
5. Arrest of Occupant – If a person is arrested after a vehicle stop, the entire passenger compartment of the vehicle may be searched incident to the arrest.

F. Container and Luggage Searches

1. Standard – When there is probable cause that contraband will be found somewhere inside of a vehicle, combined with exigent circumstances such that it is not possible to obtain a warrant, officers may open containers in the vehicle to seek the contraband. If the container is to be seized and time permits, it may be advisable to obtain a search warrant, but it is not necessary.
2. Exception – The Search Incident to Arrest and Plain View Doctrine may make unnecessary the need to secure a warrant to search containers. When a lawful arrest has been made, the officer may examine the contents of any container found within the arrestee's immediate area of control; i.e., the passenger compartment.
3. Inventory – Locked containers may not be opened under the rationale of inventory searches, unless the police officer has access to the key or combination to unlock the container.

G. Inventory Searches

1. Seizure of Vehicle – For an inventory search of a vehicle to be valid, the police custody of the vehicle must be lawful and conducted as part of a Standard Operating Procedure to protect the contents of the vehicle (see S.O.P. 13-2 Vehicle Inventory/Impound). The inventory search does not extend to locked luggage, unless the police officer has access to the key or combination to unlock the container.
2. Booking Searches – A custodial search of the arrestee's personal effects may be justified as either a delay search incident to arrest or as an inventory procedure. Once an officer has taken the property into his/her control, a further search is no longer incident to the arrest.

H. Abandonment – Abandonment is a voluntary relinquishment of control of property (e.g. disposing of or denying ownership). An individual who abandons property does not retain any expectation of privacy.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 9-1 EXECUTION OF SEARCH WARRANTS

INTRODUCTION

It is the responsibility of all personnel involved in the execution of a search warrant to secure and safeguard evidence obtained as a result of the warrant. In addition, each officer is responsible for protecting the constitutional rights of the citizens involved.

A. Supervisory Personnel

1. Although a search warrant may already be signed by the appropriate authority, a supervisory officer is to review the affidavit and warrant before it is executed. When reviewing the warrant, the supervisor is to ensure compliance with the law (and that all necessary elements are present).
2. When appropriate, the District Attorney's Staff shall be consulted prior to, during, and after serving search warrants for its advice, recommendation, or other purpose deemed appropriate (e.g. preparation for prosecution).
3. A supervisor shall be present at the execution of any search warrant.
4. Following the execution of the search warrant, the designated supervisor shall ensure that the appropriate follow-up steps are conducted expeditiously (e.g. make returns, secure arrest warrants).
5. If the location of the search warrant is not property under the control of the Board of Regents, the law enforcement agency who has jurisdiction over the property shall be notified and have a representative present.

B. Assigned Officers

1. All personnel involved in the search shall conduct themselves in a professional manner by:
 - a. Staying within the scope of the warrant.
 - b. Leaving property not seized in an orderly fashion (or as found) and ensuring that it is not left in a state of disorder or destroyed; and,
 - c. Ensuring that all evidence seized is documented in the return and forwarded to the Evidence Custodian and/or Crime Lab.

C. Search Warrant Procedures

1. Verify information obtained from informant (if applicable). This information must be obtained in detail in order to corroborate these details to prove reliability. Obtain as many of the following facts from the informant as possible:
 - a. Name of target(s) and everybody involved (roommates, girlfriends, boyfriends, etc.);
 - b. Description of the target(s);
 - c. Typical dress or appearance of the target(s);
 - d. Is the target a student or non-student?
 - e. Is the target employed? Where?
 - f. Does target(s) own a vehicle?
 - g. Vehicle description, tag (if applicable);
 - h. Description of the exterior of the residence;
 - i. Description of the interior of the residence (e.g. floor plans);
 - j. Description of what activity target is involved in. Obtain in detail; type of contraband, price, packaging, quantity, method of delivery;
 - k. Does target have weapons or a bad disposition toward police?
 - l. Does target have a criminal record?
 - m. Do not drive by and have the informant point out the residence or room.
2. Once obtained, use the following sources to verify the information:
 - a. Student listing (current or past);
 - b. City cross reference directory (look for signs of other residents);
 - c. Phone book;
 - d. Georgia Power records (other individuals may be listed at that residence);
 - e. Telephone Company records;

- f. Water Company records;
 - g. Criminal and driver's history;
 - h. Parking records;
 - i. Student Registration records;
 - j. East Georgia State College Department of Public Safety records;
 - k. Visual surveillance;
3. Once the information is verified and probable cause exists, the affidavit shall be prepared.
 - a. The officer should sign the affidavit.
 - b. Judicial officer signs and dates the affidavit.
 - c. Make two copies of the signed warrant.
 - d. Secure the original copy of the warrant.
 4. Raid Planning – Before executing the search warrant, all officers involved shall meet to formulate procedures and discuss the following:
 - a. The case officer will brief all officers on the details of the case.
 - b. Discuss in detail the exact location and description of the premises and contraband to be seized.
 - c. Classify the warrant execution by risk factor and plan accordingly.
 5. Search Warrant Execution – After all assignments have been made and the raid planned, use the following steps in execution of the warrant.
 - a. The officer(s) initiating the search warrant, by going to the entrance of the premises, will identify themselves immediately upon making contact with any suspect(s).
 - b. Once entry is made, make a protective sweep of the premises.
 - c. Secure all entrances to the premises.
 6. Search – After the premises have been secured and all suspects are in a central area, use the following steps in searching the premises:

- a. The supervisor in charge will assign the officers to areas to be searched and other duties as deemed necessary.
- b. One officer will be assigned as the evidence officer; the evidence officer will diagram the premises and document all evidence found. The evidence officer will photograph the evidence in its original location. The process shall include all evidence and money; keep the chain of custody to a minimum.
- c. When evidence is found, suspects will be read Miranda warning immediately.
- d. Document all items seized on the search warrant.
- e. Leave a copy of the search warrant with the suspect or at the location if the premises are not occupied.

7. Special Notes

- a. Any damages done to personal property on the premises should be photographed and the owner notified of the damages.
- b. When the search warrant is executed and the dwelling is found in disarray, photograph the entire area before the search begins. **Use the video camera when possible.**
- c. When the search is complete, secure the premises.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 9-2 OFFICERS SEARCHING SUSPECTS/PRISONERS OF OPPOSITE GENDER

INTRODUCTION

Laws governing searches are general. They apply to juveniles as well as adult males and females. Officers can conduct a reasonable search of anyone arrested. When conducting a search, whether a male or female, the officer should maintain a professional attitude without becoming personally involved. The following sections outline specific procedures to be followed when officers search a suspect or prisoner of the opposite gender. Female prisoners are usually searched by female officers; male prisoners are usually searched by male officers.

A. Overview

1. Guidelines for searching suspects of the opposite gender allow an officer to seize any contraband from the suspect if there is a possibility that the suspect may be able to dispose of it before an officer of the same gender can conduct the search.
2. If a weapon or evidence is visible, it must be seized.
3. If an officer has suspicion that a suspect of the opposite gender may be in possession of evidence or a weapon, he/she is to be handcuffed behind the back and monitored closely until a search can be performed by an appropriate officer.

B. Procedures

1. Notify the suspect that a search will be conducted.
2. If an officer of the appropriate gender is present, that officer should conduct the search.
3. If an officer of the appropriate gender is not present, if possible, have a responsible witness observe the search or frisk.
4. Have the suspect remove any coat or jacket, and search the outer garment.
5. Always start at the head and systematically work down to the soles of the shoes.

6. Minimize physical contact by having the prisoner pull his/her clothing tight against his/her body. Any concealed object should show as a bulge.
7. If something is seen that appears to be a weapon, it shall be removed.
8. When physical contact is necessary, use the edge or the back of the hands.
9. In the case of a female suspect, search the suspect's purse.
10. As with transporting any prisoner, beginning and ending mileage should be logged and mentioned in the incident report.

CHAPTER 10 – FIREARMS

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- I. PURPOSE
- II. RULES AND REGULATIONS
 - A. General
 - B. Firearms Safety
 - C. Care of Firearms
 - D. Ammunition
 - E. Weapon Display
 - F. Discharging Firearms
 - G. Back-up Weapons
 - H. Surrendering Weapons

S.O.P. 10-1 DEPARTMENTAL ARMAMENT CHECKOUT PROCEDURES

S.O.P. 10-2 WEAPONS QUALIFICATION

Administration
Qualification Requirements
Range Safety Rules
Firearms Training

- I. PURPOSE
 - A. To establish guidelines and rules for the proper use, care, and display of firearms.
 - B. To establish a Standard Operating Procedure for checkout of departmental weapons;
 - C. To establish a Standard Operating Procedure for weapons qualifications.
- II. RULES AND REGULATIONS
 - A. General
 - 1. Officers, while on duty, will carry only Departmental issued weapons unless express authorization from the Director of Public Safety has been granted.

B. Firearms Safety

1. It is imperative that each individual exercise extreme care in the handling of all weapons, always emphasizing safety, whether on or off duty.
2. Holsters shall not be unsnapped or sidearm removed from holsters unnecessarily.
3. Confiscated and found weapons shall not be placed into evidence loaded.
4. Particular attention should be given to the removal from and replacement of the handgun to its holster.

C. Care of Firearms – All officers shall keep their firearms clean and in good operating condition. Officers' weapons are subject to inspection at any time by a superior officer. No unauthorized alterations shall be made to departmental firearms.

D. Ammunition – All weapons will be loaded with departmental issued ammunition. All ammunition shall be factory manufactured. The carrying or discharging of reloaded ammunition is strictly prohibited. The only exception to this is when qualifying at the range.

E. Weapon Display

1. A police officer should avoid the unnecessary display of firearms and not remove the weapon from the holster except when there is justification for its use to accomplish a proper police purpose. In responding to any potentially dangerous situation, such as a robbery or burglary in progress, an officer may draw and carry his/her weapon in a position for speedy and effective use, if necessary. At no time should the weapon be carried in a cocked position.
2. Under Georgia law, a police officer is authorized to carry an issued or authorized firearm while on-duty or off-duty. The decision to carry a weapon and ammunition off-duty is an individual decision, not a departmental requirement.
3. Firearms will be carried in the issued holsters or in a holster approved by the Director of Public Safety. These holsters will properly retain and secure the particular weapon being carried.
4. Officers are prohibited from carrying firearms while consuming alcohol or while still under its influence, whether on or off-duty unless on an authorized special assignment.

5. Plainclothes personnel shall carry their weapons in a non-conspicuous manner in public, unless warranted otherwise.
- F. Discharging Firearms – Whenever any member of the department discharges a firearm for any purpose other than one sporting in nature (e.g. hunting) or for target practice, he/she shall submit a complete report to the Director of Public Safety as soon as possible. The report will include:
1. The number of shots fired and the reason and circumstances that required the use of the firearms;
 2. The names and addresses of any injured persons and witnesses.
 3. The extent and treatment of any injuries, the hospital where treated and if known, the doctor providing treatment; and,
 4. The officers' evaluation of the situation at the time of the incident.
- G. Back-Up/Off-Duty Weapons – All officers requesting to carry a back-up weapon will submit a request to the Director of Public Safety/Chief of Police and upon approval, be required to annually qualify with the back-up weapon. The request will include: make, model, caliber, and serial number of requested weapon. The training officer will develop a qualification course of fire for all back-up and off-duty weapons.
- H. Surrendering Weapons – **No officer shall ever give up his/her weapon. Surrender of a weapon rarely de-escalates a serious situation and can, in fact, put an officer and innocent persons in jeopardy.**

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 10-1 DEPARTMENTAL ARMAMENT CHECKOUT PROCEDURES

INTRODUCTION

The employee receiving a weapon will sign a sign-out form.

Weapons will be kept in a Weapon/Equipment Locker. The key will be maintained in a locked key box accessible only to those appointed by the Chief of Police.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 10-2 WEAPONS QUALIFICATION

ADMINISTRATION

- A. The Director of Public Safety/Chief of Police or his/her designee shall be responsible for implementing firearms qualification programs, classroom instruction and remedial training for departmental personnel.
- B. The Director of Public Safety/Chief of Police shall be responsible for ensuring all departmental issued firearms are maintained in good working order.

QUALIFICATION REQUIREMENTS

- A. Firearms training shall consist of both classroom and practical exercises as determined by the Director of Public Safety/Chief of Police.
- B. Failure of any officer to qualify will result in dismissal or reassignment. Minimum qualification scores shall be 80% as approved by POST.
- C. All officers shall qualify, at a minimum, annually with on-duty, off-duty, and back-up weapons.

- D. Any officer authorized to carry a firearm, whom fails to attain a qualifying score, shall attend, on-duty, block of remedial instruction.
- E. After remedial training, an officer will be given three (3) opportunities to re-qualify.
- F. Should the officer still not qualify, he/she will be afforded an opportunity, on a voluntary basis, to receive additional instruction and qualify with the weapon on his/her off-duty time and within two weeks, as time permits.
- G. The course of instruction and final qualification must be completed within two weeks after the officer's failure to qualify.
- H. Any officer unable to qualify, after the above avenues or retraining have been exhausted, will be considered incompetent to carry a firearm and will be removed from enforcement duties and subject to appropriate administrative action.

RANGE SAFETY RULES

A. General Rules

1. Absolutely no alcoholic beverages are allowed on the range.
2. Adequate first aid supplies must be taken to the range.
3. All paper, debris, and other rubbish must be properly disposed of after each firing session.

B. General Firearms Safety Procedures

1. Never point a gun at anyone unless you would be willing to shoot that person. Treat every gun as if it were loaded. Never handle, point, or look over the sights of any firearm handed to you without first opening the firearm to be sure it is not loaded. If anyone is near, let that person also see that the gun is unloaded.
2. Never fire a gun at the range without using some form of eye and ear protection.

C. Firing Range Safety Rules

1. Bring firearms to the range unloaded.
2. Firearms should not be fired without first checking for safety, muzzle obstruction, cylinder alignment, etc.
3. Keep firearms holstered until signaled on the firing line, or until ordered to unholster them from cleaning, inspection, or other reasons.

4. When firearms are un-holstered, keep the muzzle pointed down range at all times. Be particularly cautious of this rule while loading and unloading firearms.
5. Do not load firearms until commanded to do so.
6. Never turn around on the firing line without having the action opened, the gun holstered, or the gun in a safe condition on a firing table.
7. Never pass a firearm to another person with the action closed. (Revolver should have the cylinder open)
8. Officers should never put a finger on the trigger of a weapon until prepared to fire.
9. Never go forward of the firing line, for any reason, before the command to do so is given.
10. Keep talking to a minimum on the firing line; listen to the commands of the instructor.
11. Never carry a revolver in the cocked position.
12. Never draw a firearm from the holster with a finger on the trigger.
13. If an officer has a misfire or malfunction, he/she should immediately attempt to clear the malfunction.
14. Never dry fire a firearm while waiting your turn behind the firing line.
15. Never stand on the firing line without evenly aligning yourself with the other shooters.
16. Obey all range commands immediately.

CHAPTER 11 – USE OF FORCE

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I. PURPOSE

II. DEFINITIONS

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- B. Deadly Force
- C. Force
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S.O.P. 11-1 FIREARMS POLICY

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S.O.P. 11-2 INVESTIGATION OF OFFICERS INVOLVED IN USE OF FORCE INCIDENTS

Use of Non-Deadly Force/Internal Procedures

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Investigation of Officers Involved in Deadly Force Incidents

Introduction

- A. Responsibilities and Duties of the Involved Officer
- B. Responsibilities of the Supervisor
- C. Departmental Investigative Responsibilities
- D. Treatment of the Officer
- E. Preliminary Investigation/Officer's Action

S.O.P. 11-3 CRITICAL INCIDENTS/POST CRITICAL INCIDENTS

- I. Purpose
- II. Procedures

I. PURPOSE

- A. To establish and prescribe guidelines for the lawful use of force;
- B. To establish Standard Operating Procedures for regulating use of force incidents;
- C. To establish Standard Operating Procedure for investigating use of force incidents;
and,
- D. To establish Standard Operating Procedure for addressing critical incidents/post critical incidents.

II. DEFINITIONS

- A. Authorized Weapon – Those weapon(s) with which the officer has qualified and received departmental training on proper and safe usage. In addition, the weapon(s) must be registered with Public Safety and comply with departmental specifications.
- B. Deadly Force – That degree of force that is likely to cause death or great bodily injury.
- C. Force – The unwanted touching directed toward another. This may involve the direct laying on of hands or the putting of an object into motion that touches the individual; therefore, taser guns, water hoses, as well as a push from the hands are “use of force”. Use of force is not necessarily wrong, and in certain conditions personnel have the duty and obligation to use it.
- D. Forcible Felony – Any felony which involves the use or threat of physical force or violence against any person.
- E. Non-Deadly Force – A quantity of force, which is neither likely nor intended to cause great bodily harm.

III. RULES AND REGULATIONS

- A. General – The East Georgia State College Department of Public Safety recognizes and respects the value and special integrity of each human life. Investigating police officers with the lawful authority to use force to protect the public welfare requires a careful balancing of interests. Many decisions and actions of law enforcement officers have serious consequences, but none are as irrevocable as the decision to use force, particularly deadly force.

Officers are armed and trained to achieve control of various situations. Other means of force should be exhausted or deemed impractical before resorting to the use of deadly force ((see OCGA 17-4-20 (b) Use of Deadly Force.)) Control is achieved through the officer's presence, verbal commands, control and restraint, use of temporary incapacitation, or in situations where any person is endangered, by the use of deadly force, and all actions by an officer are governed by the situation.

The Department of Public Safety supports the officer in drawing his/her weapon pursuant to official duties when circumstances dictate. Nonetheless, these guidelines are intended for internal use only, and any violation of these rules shall result in administrative action. They are not intended to create a higher standard of safety or care with respect to third party claims. A violation of the law shall be the basis for civil or criminal penalties.

- B. Justification for Use of Non-Deadly Force – Non-deadly force can be used by an officer in the performance of his/her duty:
1. When necessary to preserve the peace, prevent commission of offenses, or to prevent suicide or self-inflicting injury.
 2. When preventing or interrupting a crime or an attempted crime against property;
 3. When making a lawful arrest and search, overcoming resistance to such arrests and searches, and preventing escapes from custody;
 4. When in self defense, or defense of another against unlawful violence to his/her person.
- C. Justification for the Use of Deadly Force – Use of deadly force by an officer during the performance of his/her duty is restricted to the following:

“To apprehend a suspected felon only when the officer reasonably believes that the suspect possesses a deadly weapon or any object, device, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury; when the officer reasonably believes that the suspect poses

an immediate threat of physical violence to the officer or others; or when there is probable cause to believe that the suspect has committed a crime involving the infliction or threatened infliction of serious physical harm” OCGA 17-4-20.

The following are examples of when an officer may use deadly force:

1. When the officer reasonably believes it necessary to defend his/her own life or the life of another, or to prevent grave bodily injury to his/herself or another and all available means of defense have failed or would be inadequate or dangerous under the circumstances.

2. When necessary to prevent the commission of forcible felonies;

NOTE: Deadly force shall not be used towards persons who have committed or are committing traffic violations, misdemeanors, non-forcible felonies, or forcible felonies not in progress.

3. To affect the arrest of a person at the scene of a crime who is attempting to escape, but only if there is a serious threat of immediate danger to the officer or third persons, such as the use of firearms or taking of hostages;

NOTE: Escapes from arrest or confinement are guilty only of a misdemeanor until convicted, irrespective of the nature of the original offense. Deadly force is prohibited in such instances.

D. Participant’s Follow-up Report

1. Any time any member of this agency employs force where injury or death results, whether on or off-duty, he/she shall submit an **incident report** and **Use of Force report** to the Director of Public Safety/Chief of Police as soon as possible. The investigative report shall include the officer’s evaluation of the situation at the time of the incident, the weapon or instrument involved, any injuries or property damage, etc., the name and address of any injured persons or witnesses, and the extent and/or treatment of any injuries.

2. All incidents involving the use of force shall be documented and reviewed by the Director of Public Safety/Chief of Police or his/her designee.

- a. If the action taken was within the departmental rules, policy and procedures;

- b. If relevant policy was understandable and effective to cover the situation.

- c. If training was adequate.

3. All findings of policy violation or training inadequacies shall be reported in order that the appropriate action can be taken.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 11-1 FIREARMS POLICY

INTRODUCTION

Law enforcement officers, in their capacity as armed public officials providing a protective service, bear awesome responsibility for the proper use of their weapons. The individual officer cannot escape his/her moral, civil, and criminal responsibilities for his/her actions. The agency that employs him/her has a similar responsibility to provide training and to establish and enforce guidelines for armed employees. The following policy and rules are designed to guide officers in making the crucial decision to use or not to use a weapon. This policy applies immediately and permanently to all Public Safety Officers of all ranks.

FIREARMS POLICY

Members of the East Georgia State College Department of Public Safety shall exhaust every other reasonable means of defense before resorting to the use of firearms.

- A. East Georgia State College Department of Public Safety personnel will carry only departmentally approved firearms and ammunition while on duty or acting in any official capacity. Only the Director of Public Safety will make approval of firearms and ammunition.
- B. Firearms shall not be discharged except under the following circumstances, and after all other means fail:
 1. If there is clear and sufficient reason to believe that the person against whom the firearm is used is:
 - a. About to kill or grievously injure the officer; or
 - b. About to kill or grievously injure another person.
 2. If there is clear and sufficient reason to believe that the person the officer is attempting to apprehend presents an immediate and deadly threat to the safety of others if his/her capture is delayed, such as a person who is known to be armed and is desperately attempting to avoid capture.
- C. Firearms should not be used to warn or threaten any person, or in pursuit of any person, or at any time except where shooting would be permitted as set forth above.

- D. Firearms shall not be discharged under any circumstances whatsoever if there is apparent danger of any innocent person being struck, such as returning the fire of a criminal when there are persons near or beyond him/her. In such case, duty clearly demands risk and even sacrifice on the part of the officer to avoid endangering persons whom he/she is sworn to protect.
- E. "Grievous injury" means, for this purpose, to maim or to permanently disable, as opposed to a simple injury that might result from a scuffle or ordinary blow from a fist.

FORBIDDEN USES OF FIREARMS

- A. Firing at a fleeing person is forbidden, with the one exception mentioned in the previous section. The fact that a badly wanted criminal is fleeing to avoid capture is not, in itself, sufficient to warrant the discharge of a firearm.
- B. Firing a warning shot is forbidden.
- C. Firing at a motor vehicle in which a person is attempting to escape is forbidden.
- D. Use of a firearm to warn, threaten, bluff or otherwise supplement verbal commands is forbidden.
- E. Use of a firearm to strike a blow is forbidden.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 11-2 INVESTIGATION OF OFFICERS INVOLVED IN USE OF FORCE INCIDENTS

USE OF NON-DEADLY FORCE/INTERNAL PROCEDURES

INTRODUCTION

This procedure is intended to apply to the reporting requirements dealing with the use of force in overcoming resistance to arrest or defense against physical assault. This procedure shall supplement the procedures for use of deadly force.

REPORTING REQUIREMENTS

- A. Notification of Supervisor – Officers of the East Georgia State College Department of Public Safety shall immediately inform the supervisor of each incident involving the use of force.
- B. Restraining Force – Determining the charge against a suspect and preparing the necessary reports will be the responsibility of the arresting officer and his/her supervisor.
- C. Physical-Defensive Force – Each case involving the use of physical or defensive force shall be reported in an incident report and use of force report. The incident report shall be completed and delivered to a supervisor as soon as possible after the incident. Each officer present or assisting in an arrest or incident requiring force shall submit a supplemental report describing the incident.
- D. Supervisor's Responsibilities
 1. Restraining Force – Upon notification of the use of restraining force by subordinate personnel, a supervisor shall investigate the incident. When use of restraining force has been made necessary by resistance without violence, and when no injuries are claimed, no special incident report will be required. The arrest incident and resisting arrest charges shall be left to the discretion of the arresting officer and supervisor.
 2. Physical-Defensive Force – Upon notification of the use of physical or defensive force by subordinate personnel, a supervisor shall initiate an investigation into the incident:
 - a. The supervisor shall review the incident report describing the use of force.

- b. The supervisor shall contact the Director of Public Safety/Chief of Police or the Assistant Director of Public Safety notifying him/her of any facts not covered in the official report.
 - c. At the first opportunity, the facts of the incident shall be reported verbally through the chain of command.
- E. Property Damage – Upon notification of property damage resulting from the use of force incident, a supervisor shall investigate the incident fully. A detailed accounting to include the owner and the extent of the damage will be prepared and handled as in section B above.

INVESTIGATION OF OFFICER INVOLVED IN DEADLY FORCE INCIDENTS

INTRODUCTION

This procedure establishes responsibilities and duties concerning the investigation into the use of deadly force incidents in which injury occurs. This includes but is not limited to the use of firearms. The investigative procedures used, coupled with the subsequent adjudication process, are the most important elements in maintaining the confidence of the public and employees if the actions of an officer are in question.

A. Responsibilities and Duties of the Involved Officer

1. When deadly force is used and results in an injury, upon first opportunity after the scene is secured, the officer shall immediately:
 - a. When a firearm is involved, holster the weapon, without unloading or reloading it.
 - b. Determine the physical condition of any injured person and render first aid.
 - c. Request emergency medical aid;
 - d. Notify the Supervisor of the incident and location; and,
 - e. Detain all witnesses.
2. Unless injured, the officer will remain at the scene until the arrival of the appropriate investigators. However, if the circumstances are such that the continued presence of the officer at the scene might cause a more hazardous situation to develop (e.g. violent crowd), the ranking officer at the scene shall have the authority to instruct the officer to move to another, more appropriate location.
3. The officer will protect his/her weapon for examination and submit it to the supervisor upon his/her arrival.

4. The officer shall prepare a detailed report of the incident.
5. The officer shall not discuss the case with anyone except:
 - a. Supervisory and assigned investigative personnel;
 - b. The assigned District Attorney;
 - c. His/her attorney;
 - d. Mental health professional.

B. Responsibilities of the Supervisor

Once notified, the shift supervisor shall:

1. Proceed immediately to the scene.
2. Secure the scene and/or assign officers to maintain security of the scene.
3. Secure all evidence.
4. Notify the following: The Director of Public Safety/Chief of Police.

C. Departmental Investigative Responsibilities

1. Investigations of deadly force incidents in which injury or death occur will be directed by the Director of Public Safety/Chief of Police.
2. All required written reports will be submitted without delay to the Director of Public Safety/Chief of Police in original form.
3. The Director of Public Safety/Chief of Police is responsible for notifying any other governing authorities of the details of the incident.
4. Any comments to the news media will be given by the Director of Public Safety/Chief of Police or his/her superiors.

D. Treatment of the Officer (See S.O.P. 11-3)

1. In every instance in which an officer uses deadly force, where such use results in death or serious bodily injury to another person, the officer will be immediately placed on administrative leave or duty.

2. The officer shall be available at all times for official interviews and statements regarding the case, and shall be subject to recall to normal duty at any time after the preliminary investigation.
 3. Assignment to “administrative duty” status shall be non-disciplinary, with no loss of pay or benefits.
 4. Relief from normal duty serves two purposes:
 - a. To address the personal and emotional needs of an officer involved in the use of deadly force in which injury or death occurs; and,
 - b. To assure the community that all the facts surrounding such incidents is fully and professionally explored and verified.
- E. Preliminary Investigation/Officer’s Action – If the preliminary investigation discloses a question about the officer’s actions in the incident, then the appropriate guidelines regarding the rights of the accused will be followed.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 11-3 CRITICAL INCIDENTS/POST CRITICAL INCIDENTS

I. PURPOSE

- A. To provide administrators, supervisors and fellow officers with methods to facilitate understanding and recognition of the psychological dynamics of critical incident trauma;
- B. To establish guidelines that have been field tested and found to address both the personal and emotional needs of the officer and to assure the community all the facts surrounding the incident are being fully explored and verified; and,
- C. To address both the legal and safety issues for both the officer and the community.

II. PROCEDURES

- A. If not injured, the officer will complete all of the proper reports required to document the facts of the incident.
- B. The Director of Public Safety/Chief of Police will investigate the officer's actions during the incident to determine whether the officer's actions conformed to departmental guidelines.
- C. The officer involved shall be placed on administrative leave with pay or in-house administrative duty by the Director of Public Safety/Chief of Police immediately following the incident. The officer shall not be returned to normal duty prior to the completion of the investigation.
- D. The Director of Public Safety/Chief of Police will determine the appropriateness and the duration of extended mandatory administrative leave based upon the findings of the preliminary criminal investigation and the recommendation of the mental health professional regarding the officer's readiness for field assignment.
- E. When faced with a catastrophic life event or major change, and officer may experience great difficulty in appropriately dealing with his/her feelings and emotions. Some of the signs of an officer's inability to deal appropriately with a traumatic incident are:
1. Continuation and intensification of post-incident symptoms such as:
 - Heightened sense of danger/vulnerability;
 - Fear and anxiety about future encounters;
 - Anger/rage;
 - Nightmares;
 - Flashbacks/intrusive thoughts of the incident;
 - Sleep difficulties;
 - Depression;
 - Guilt;
 - Emotional numbing;
 - Isolation & emotional withdrawal;
 - Sexual difficulties;
 - Stress reactions (e.g. headaches, indigestion, muscle aches, diarrhea/constipation);
 - Anxiety reactions (e.g. difficulty concentrating, excessive worry, irritability, nervousness);
 - Family problems.
 2. Excessive stress and anxiety reactions;
 3. Continual obsession with the incident;

4. Increased absenteeism, burnout/drop in productivity;
5. Increase in anger and irritability.
6. under-reaction;
7. Risk taking;
8. Increase in family problems.
9. Alcohol/drug abuse.

NOTE: When faced with a catastrophic life event or transition, human beings go through five distinct phases in their coping process. These phases are:

- Denial and isolation;
- Anger and resentment;
- Bargaining.
- Depression; and finally
- Acceptance.

F. The following guidelines have been found to alleviate much of the stress associated with the aftermath of a shooting. To enable the officer to feel supported and to reduce the amount of overall trauma, these guidelines have been approved by the IACP Police Psychological Services Section:

1. At the scene, show concern and understanding. Give mental and physical first aid.
2. After obtaining necessary on-scene information, provide a psychological break by getting the officer some distance from the scene. The officer should be with a supportive friend or supervisor and return to the scene only if necessary.
3. With some officers, it is important to explain what administrative procedures will occur during the next few hours and over the next day. This will help the officer realize that the handling of the investigation of the incident is Standard Operating Procedure.
4. If the incident involves the officer's service revolver, it is to be taken (as evidence) and replaced as soon as feasible.
5. Before undergoing a detailed interview, the officer should have some recovery time in a secure setting where he/she is insulated from the press and curious officers.

6. If the officer is not injured, the officer or the department should contact the family (via phone call or personal visit) and let them know what happened before they hear rumors and receive phone calls from others. If the officer is injured, the Director of Public Safety/Chief of Police shall designate an officer to pick up the family and offer transport to the hospital.
7. For the officer(s) who fired a weapon, there shall be a mandatory (to diffuse stigma) confidential debriefing with acknowledgeable mental health professional prior to returning to duty. Fitness to return to duty and/or need for follow-up sessions should be determined by the mental health professional.
8. Everyone at the scene may choose to have a separate debriefing. It should be noted that anyone at the scene could experience a significant emotional reaction and should consult with a mental health professional. Follow-up sessions for other personnel may also be appropriate.
9. The opportunity for family counseling (spouse, children, and significant other) shall also be available.
10. The Director of Public Safety/Chief of Police shall brief the rest of the department about what happened so the officer does not get bombarded with questions and rumors are held in check.
11. Expedite the completion of administrative and criminal investigations and advise the officer of the outcomes.
12. The officer, upon being placed on administrative leave, will be assigned to a specific supervisor for the duration of the administrative leave. During this time, the officer shall maintain regular contact with his/her supervisor.
13. If any of the guidelines outlined in S.O.P. 11-1 or S.O.P. 11-2 are found to have been violated, disciplinary action will definitely be initiated. Such discipline, up to dismissal, will be applied in proportion to the seriousness of the offense.

CHAPTER 12 – VEHICLE OPERATIONS

EAST GEORGIA STATE COLLEGE REQUIRES THE USE OF SEAT BELTS, IN ACCORDANCE WITH STATE LAW. AN ON-DUTY ACCIDENT RESULTING IN INJURY MAY NOT BE COVERED BY WORKMAN'S COMPENSATION IF THE SEAT BELT WAS NOT UTILIZED.

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S.O.P. 12-3 USE OF ROADBLOCKS

I. PURPOSE

- A. To establish and prescribe guidelines and procedures for all government-owned vehicles operated by members of this department in the performance of their duties. To include:
 - Preventive Maintenance;
 - Safe driving Techniques;
 - Emergency vehicle operations.
- B. To establish a Standard Operating Procedure for departmental vehicle maintenance;
- C. To establish a Standard Operating Procedure for use in pursuit situations; and,
- D. To establish a Standard Operating Procedure governing the ride-along program.

II. DEFINITIONS

- A. Due Regard - When a reasonable, careful person, performing similar duties under similar circumstances, would act in the same manner.
- B. Emergency - A situation in which there is a high probability of death or serious injury to an individual or significant property loss.

- C. Emergency Law Enforcement Vehicle - A vehicle Equipped with a siren and one or more blue lights, which can be operated as an emergency vehicle.
- D. Primary Pursuing Unit – The law enforcement unit that initiates the pursuit or any other unit that assumes control of the pursuit.
- E. Pursuit – An active attempt by one or more law enforcement officers to apprehend a suspect operating a motor vehicle while the suspect is trying to avoid capture and willfully fails to obey the officer’s signal or order to stop.
- F. Roadblock – Any method, restriction, or obstruction utilized or intended to prevent free passage of motor vehicles on a roadway in order to apprehend the driver/passengers in a particular motor vehicle.
- G. Attended Vehicle – When the officer is in the vehicle or within sight of it with the capability for immediate access.
- H. Unattended Vehicle – When the officer departs the vehicle and view of the vehicle and view of the vehicle is obstructed.

III. RULES AND REGULATIONS

- A. Vehicle Responsibility – An unattended vehicle, when practical, will be locked and the keys will be on the officer’s person.
- B. Routine Patrol – During routine patrol, an officer’s responsibility to exercise due care is no different from that of every other citizen. Good driving habits and courtesy toward other drivers or pedestrians should be practiced always.
- C. Safety Rules
 - 1. When operating as an emergency vehicle, an officer must have his/her vehicle under control and be prepared to yield the right of way, if necessary.
 - 2. When a call or information is received by an officer indicating an emergency exists, his/her primary duty is to get there as safely as conditions permit.
 - 3. Always fasten seat belt when operating a state-owned vehicle.
 - 4. Do not drive up immediately behind another vehicle and sound the siren. The motorist may suddenly stop.

5. Do not pass to the right of a vehicle in traffic, unless absolutely necessary.
6. An officer may alternate the sound of the siren so that the emergency vehicle can be heard.
7. Always maintain adequate radio volume and remain aware that the dispatcher may wish to relay additional information to you while operating as an emergency vehicle.
8. When approaching an intersection, extreme caution will be used:
 - a. Slow to normal speed when approaching and crossing an intersection with the light.
 - b. Before going through an intersection against the light, all emergency vehicles will be capable of coming to a complete stop to insure all traffic has seen the vehicle before crossing the intersection.
 - c. The above sections, a – b, also apply to STOP signs.

D. Emergency Operations of Law Enforcement Vehicles

1. An unmarked unit shall only be used in a high-speed chase when either by initiation of the pursuit, or other circumstances warrants its use as the primary pursuit vehicle. An unmarked unit should never be involved in a chase where the involved violation is a misdemeanor.
2. Considerations (Emergency Use) – Before engaging in the emergency use of a vehicle, several factors in addition to vehicle control, due regard and true emergency considerations, must be weighed. Typical examples include but are not limited to:
 - a. The type and condition of the vehicle being operated;
 - b. The type and condition of the roadway to be traveled and the officer's familiarity with it;
 - c. Obstacles, both present and potential, that must be avoided (e.g. foreign objects on the roadway, construction, gravel, standing water, etc.).
 - d. Experience and the training of the officer in a high speed vehicle operation;

- e. The nature of the offense and the circumstance known concerning the call;
 - f. The time of day, amount and type of traffic encountered (the potential danger to the driver and others by operating at a high speed);
 - g. Visibility and illumination available to the operator in the area being traveled;
 - h. Existing weather conditions and roadway surfaces.
3. Emergency Use of Vehicles – The driver of any law enforcement vehicle responding to an emergency call will use the emergency lights and siren. If the siren would warn of the officer's approach and aid in the criminal's escape or endanger the life of other persons, the siren may be disengaged upon approaching within audible range. At that time, the officer shall come out of emergency vehicle operating status.
4. Emergency Escort Prohibited – Members of the East Georgia State College Department of Public Safety will not attempt to escort other emergency vehicles or private vehicles on an emergency run. Assistance may be given by blocking dangerous intersections to aid in the movement of such vehicles.

E. Intra-Inter-jurisdictional Pursuits

- 1. Members of the East Georgia State College Department of Public Safety will not become involved in an Inter-Jurisdictional pursuit if the offense involved would not be sufficient for this Department to initiate the pursuit. The offense committed must meet Departmental standards before any members of this Department become involved.
- 2. Officers shall not become involved in another agency's pursuit **unless specifically requested by the outside agency**, and is approved by a department supervisor. In these instances, all departmental pursuit policies are applicable.

G. Emergency Vehicle Speed/Safety During Pursuits - During pursuits, excessive speed and carelessness shall not be permitted nor will it warrant the risk involved.

H. Law Enforcement Involved in Pursuit Investigation – In addition to normal reporting procedures, an internal investigation will be made of all officers involved in vehicle pursuit.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 12-1 VEHICLE MAINTENANCE

INTRODUCTION

One of the basic rules of safe vehicle operation is that the operator be familiar with both the vehicle and its capabilities. The day-to-day condition of that vehicle is of paramount importance for safe operation, with the final responsibility for care resting on the employee who will operate the vehicle.

INSPECTION

Each member of this department who will operate a government vehicle during his/her tour of duty must check the following on the assigned vehicle.

A. Check Daily, Prior to Use:

1. Proper inflation and condition of tires;
2. Brakes, lights, windshield wipers and washers, horn, emergency equipment, and other electrical equipment;
3. Damage to exterior and interior of the vehicle.
4. Mechanical defects. Certain conditions such as a defective exhaust, steering mechanism irregularities, alignment, or other mechanical defects can only be discovered after the vehicle is operating.
5. These conditions or any of the above not readily corrected shall be immediately reported to the shift supervisor and a work order filed. An employee shall not operate an unsafe vehicle.

B. Check as Needed:

1. The vehicle will be clean, inside and out. Particular attention will be given to any loose items inside the vehicle that have potential to be used as a weapon against the operator or would hinder the safe operation of the vehicle;
2. All gauges, to keep the vehicle within the proper operating ranges;
3. Condition of spare tire and other necessary equipment;
4. Oil and water (should also be checked each time the vehicle is refueled);
5. Battery water level and transmission fluid.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 12-3 USE OF ROADBLOCKS

POLICY

Roadblocks will only be used in accordance with establish procedures.

All roadblocks must be approved by the Chief of Police.

CHAPTER 13 – EVIDENCE AND POLICE PROPERTY

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I. PURPOSE

II. RULES AND REGULATIONS

- A. General
- B. Transferring Evidence to Court
- C. Disposition of Property and Evidence
- D. Departmental Property and Equipment

S.O.P. 13-1 PROPERTY CONTROL

S.O.P. 13-2 VEHICLE INVENTORY/IMPOUND

Policy
Circumstances Warranting
Inventory Procedures

I. PURPOSE

- A. To establish rules for receiving, storing, releasing, and disposing of property seized as evidence and/or property held for safekeeping.
- B. To establish rules regarding departmental property and equipment;
- C. To establish Standard Operating Procedures for property control; and,
- D. To establish Standard Operating Procedures for the impound and inventory of vehicles.

II. RULES AND REGULATIONS

- A. General
 - 1. All property seized as evidence and property shall be transferred to the control of the Evidence Officer.
 - 2. All weapons, evidence or non-evidence, shall be transferred to the control of the Evidence Officer, as well as any other items that might be construed as weapons.

3. Personal property of the arrestee (e.g. money, wallet and contents, jewelry, etc.) shall be taken from the arrestee by the arresting officer or the property shall be turned over to the Detention personnel.
 4. All property removed from any vehicle shall be transferred to the control of the Evidence Officer and noted in the officer's report.
 5. All property found or received by officers shall be transferred to the control of the Evidence Officer.
- B. Transferring Evidence to Court – Evidence required in court for prosecutorial purposes will be released by the Evidence Officer to the officer for presentation in court. The evidence will be returned to the Evidence Officer immediately after all legal proceedings have been completed. All evidence will be returned to the Evidence Officer in the original tagged packages. If any evidence is retained by the court, the presenting officer will notify, in writing, the Evidence Officer so the records can reflect the status of the evidence. The Evidence Sheet property receipt will be signed by the officer accepting control of the evidence and by the Evidence Officer upon its return.
- C. Disposition of Property and Evidence – Items being held as evidence to property may be removed or released by one of the following means:
1. Release from Evidence Status to Property – The impounding officer will release evidence to property status as soon as possible after the case has been resolved. Once evidence has been changed to property status, it is the responsibility of the Evidence Officer to notify the owner that he/she has thirty- days to claim the property.
 2. Court Order – Evidence will be released by a court order from a court of competent jurisdiction. Destruction of contraband will also be carried out by the Evidence Officer after receipt of a court order.
 3. Conversion/denotation – Unclaimed property will be converted to departmental use or donated. Destruction of property will occur on a yearly basis.
 4. By Return to Rightful Owner – Property will be released to the person in whose name the property is listed upon proper identification. In all cases of found property, the Department reserves the right to secure legal determination before releasing property.

D. Departmental Property and Equipment – All equipment must be clean, in good working order and conform to departmental specifications. Employees are responsible for the proper care of departmental property and equipment assigned to them. Should an employee damage or lose departmental property, disciplinary action may be taken.

1. Damaged-Inoperative Property or Equipment – Employees shall immediately report to their supervisor any loss of, or damage to, departmental property. The supervisor will be notified of any defects or hazardous conditions existing in any departmental equipment or property.
2. Care of College Buildings/Property – Employees shall not mark, alter, or deface any property or building belonging to the East Georgia State College. No material shall be affixed in any way to any departmental equipment without specific consent from a superior officer.
3. Notices – Employees shall not mark, alter, or deface any posted notice of the Department. Notices or announcements shall not be posted on bulletin boards without permission of a superior officer. No derogatory notices will be posted at any time.
4. Manuals – All employees who are issued manuals are responsible for their maintenance and will make appropriate changes as directed.
5. Surrender of Department Property – Employees are required to surrender all departmental property upon their separation from the department. Employees who fail to return nonexpendable items will be required to reimburse the department for their fair market value.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 13-1 PROPERTY CONTROL

POLICY

It is the responsibility of the arresting or reporting officer to properly package and tag all property/evidence. In addition, an Evidence Sheet shall be completed before transferring the property/evidence to the control of the Evidence Officer. The evidence sheet must be turned in with the property or evidence.

PROPERTY PACKAGING

- A. Biological Evidence – The Crime Lab requires that all biological evidence be packaged in the following manner. Package sealed and labeled containers of biological samples in clear plastic bags, sealed with clear tape and initialed by the sealer. This allows full view of the containers with their labeling information while protecting all those who handle the evidence.
- B. Standard Evidence – Evidence shall be sealed and/or secured unless being accessed to analyze, inspect, describe on entry, or otherwise handle during activities necessary to complete the case.

The words sealed and secured are defined as follows:

- Seal- to secure either an opening in a container containing an item(s) or a portion of an item in such a way as to make any subsequent attempt to access the item evident.
- Secure- to close and fasten a container of item(s) or a portion of an item in such a way that the item(s) is isolated and contained.

The sealing of any container such that it cannot be accessed is impossible. If that could be done, the laboratory could not access the contents for analysis. The objective is to seal the item in such a way to require the defect created by accessing in either the container enclosing the item or the seal on the container to be readily evident. This “seal” can be heat seal (on plastic), special tamper evident “evidence tape”, scotch tape with initiation that journey across the tape edge onto the container, or any other seal which makes any attempt to access readily evident. Staples, clips, etc. may secure, but they do not seal containers.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 13-2 VEHICLE INVENTORY/IMPOUND

POLICY

When the driver/owner of a vehicle is arrested, and if the vehicle is subject to a lawful impound, the arresting officer will make an inventory of the vehicle for valuables.

CIRCUMSTANCES WARRANTING

- A. According to Georgia Law, police officers may impound a motor vehicle under the following circumstances:
1. An officer may impound and remove a vehicle from a public highway when the motor vehicle poses a threat to the public health or safety.
 2. An officer may impound a motor vehicle that has been left unattended on a public street, road or highway, or other public property for at least 5 days if it appears to the officer that the individual who left the vehicle does not intend to return and remove the motor vehicle.
 3. All motor vehicles required to be registered in Georgia must display a current license plate and revalidation sticker. Any motor vehicle that fails to comply with this requirement may be impounded and stored at the owner's expense.
 4. If the driver of a motor vehicle has been arrested, the vehicle may be impounded and the established Emanuel County Wrecker List will be used under the following circumstances:
 - a. There is no one present who is authorized and capable of removing the vehicle.
 - b. The driver of a vehicle has been removed from the scene and is either physically or mentally unable to make a request for the disposition of his/her vehicle. An officer may impound a vehicle for the protection of the vehicle and its contents under the provisions above.

- B. If the driver of a vehicle is arrested on private property, and the driver either owns, has control of or permission from the owner of the property, the vehicle should not be impounded except upon the request of the driver.
- C. When inventorying a vehicle before impoundment, the officer and the Department are protecting three distinct needs. These needs are:
 - 1. Protection of the owner's property while it remains in police custody.
 - 2. The protection of the police from potential danger;
 - 3. The protection of the police against false claims of stolen or lost property.
- D. If the officer is questioned concerning his/her reasons for inventorying a vehicle which is being lawfully impounded, the officer should state that the vehicle is being inventoried for the above three reasons. The justification for an inventory of an impounded vehicle is based on the validity of the impoundment, not the arrest of the driver. If the impoundment was improper, any items seized during an inventory will not be admissible as evidence in court.

INVENTORY PROCEDURES

- A. On the inventory sheet, the officer shall list all personal property and vehicle accessories such as radios, tape players, and shall describe the vehicle's condition.
- B. Upon completion, the inventory sheet will be signed by the officer.
- C. Secure boxes and compartments will not be opened unless the arresting officer has custody of keys that will open the secure locks.

CHAPTER 14 – RECORDS/INFORMATION MANAGEMENT

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I. PURPOSE

II. DEFINITIONS

- A. Criminal Justice History Information
- B. Restricted Information
- C. Secret

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S.O.P. 14-1 COMMUNICATIONS/FIELD INCIDENT REPORTING

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- A. Communications Duties
- B. Patrol Officers' Duties
- C. Shift Supervisors' Duties
- D. Administrative Duties
- E. Records Duties
- F. Administrative Duties

S.O.P. 14-2 RELEASE OF INFORMATION TO THE NEWS MEDIA

Introduction

- A. Role of the Department
- B. Responsibility for the Release of Information
- C. Scope of Content for News Releases
- D. Releasing Photographs to the Media
- E. News Media Not Exempt from Laws

S.O.P. 14-3 DISSEMINATION OF PROTECTED INFORMATION

I. PURPOSE

- A. To establish and prescribe guidelines for processing and filing reports;
- B. To establish individual position responsibilities as part of the overall records management system;

- C. To establish guidelines concerning the release of public information and public cooperation;
- D. To establish a Standard Operating Procedure regulating the release of information to the news media;
- E. To establish a Standard Operating Procedure regulating the dissemination of protected information; and,
- F. To establish a Standard Operating Procedure for the processing of civil process served on the Department or its employees.

II. DEFINITIONS

- A. Criminal Justice History Information – Information collected by criminal justice agencies on individuals including identifiable descriptions and notations of arrest, detention, indictments, accusations, information or other criminal charges, and any dispositions arising there from, including sentences, correctional supervision and release.
- B. Restricted Information – Information involving data gathering techniques, CJIS network operational procedures, manuals and forms.
- C. Secret – Information involving elements of the operation, programming, and security constraints of the GCIC/CJIS and satellite computer system.

III. RULES AND REGULATIONS

Overview of Records Management – The records management system of the East Georgia State College Department of Public Safety is designed to reflect the system recommended by the Georgia Crime Information Center (GCIC) in the Georgia Law Enforcement Records Management Manual.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 14-1 COMMUNICATIONS/FIELD INCIDENT REPORTING

INTRODUCTION

The Communications/Field Incident Reporting system describes the personnel and various duties that shall be performed to collect information, process and file reports for the East Georgia State College Department of Public Safety's records system.

- A. Communications – The employee handling communications is the point in the system at which most report processing originates. The employee handling communications is responsible for:
 1. Receiving complaints from all sources and relaying this information to officers to respond to those complaints;
 2. When applicable, recording all activity of officers in the field and being continuously aware of their status and pending emergency conditions; and,
 3. When applicable, recording law enforcement activities with the following documents:
 - a. Radio Log: Used as required by the Federal Communications Commission (FCC) regulations for the recording of all incoming and outgoing radio traffic.
- B. Patrol Officers' Duties – When providing normal law enforcement services, patrol officers perform four primary duties: patrol and surveillance, investigation of offenses, arrest of offenders, and public service and assistance. In performance of these duties, the following records shall be completed by law enforcement officers:
 1. Incident Report and Accident Report: Incident Reports and Accident Reports are to be completed by the investigating officer. Reports should be completed by the end of the officer's tour of duty. Under no circumstances shall an officer wait longer than one working day past the end of his/her tour of duty to complete a report unless he/she has received prior approval. When reports are completed, they shall be placed in the report box.

The cover sheet of a report should be limited to the information necessary to identify the victim and the elements of the crime (i.e. property damaged or stolen, probable cause for the arrest, etc.). All investigative material shall be placed on a Supplemental Report.

2. Supplemental Report: Supplemental Reports contain information not placed on the original report and can be completed by any officer who wishes to add information to an original report. All supplemental reports should contain the same case number as the original report.

Supplementals to the original report are completed at the time of the report by the original reporting officer. Supplemental reports should be approved by a supervisor and filed with the report.

3. Arrest/Booking Reports, OBTS Forms, Criminal Fingerprint Cards, and Photographs: An Arrest/Booking Report, OBTS Form, Photograph, and a set of four red line Criminal Fingerprint Cards should be completed anytime an arrest is made. These forms must be legible, and the photograph must be distinct. The fingerprint cards are the basis for forming a Criminal History on the offender, so therefore must be clear.
4. Uniform Traffic Citations: Traffic Citations are completed by the arresting officer. One citation should be complete for each violation charged. The offender or violator should be given a copy of the citation prior to his/her release.
5. Juvenile Complaint Form: anytime a juvenile is taken into custody, the report will be written on standard incident report form with charge title and title Juvenile Complaint. The term "Juvenile" is to be used in place of the juvenile's name in all places on the Incident Report. The address and telephone number of the juvenile is not to be placed on the cover sheet of the Incident Report.

- C. The Major and the Director/Chief of Police will be reviewing and approving all reports generated during the shift, in order to ensure that each is clear, accurate legible, and completed according to established policies and procedures.

Shift supervisors shall account for each case number issued.

- D. Records Duties – The Records area is under the supervision of Director of Public Safety. The following policies and procedures shall be adhered to:

1. No persons without authorized access shall be left unattended with Records.
 2. Reports and tickets will be processed and filed as soon as they are received. All paperwork having the same case numbers shall be filed together, except where separate files for certain forms exist. All reports shall be properly logged in when they are received.
 3. All disseminations of information shall be properly logged. If the Records personnel have any doubt about whether or not a piece of information may be disseminated, it should be brought to the attention of the Director of Public Safety. If the doubt cannot be dispelled, then the information shall not be released until clarification can be obtained. In no case shall the period of time for the clarification exceed three (3) business days [O.C.G.A. 50-18-70(c)].
 4. Any conflicts, discrepancies, or problems with any paperwork shall be brought to the immediate attention of the Major or the Director.
- E. Administrative Services Duties – All blank forms shall be inventoried quarterly by the Public Safety Secretary. These forms shall be ordered as needed by the Director. This includes witness statements, liability cards, applications, Evidence forms, Release of Liability forms, work order forms, etc.

FORM

RESOURCE

Incident Reports
 Supplemental Reports
 Arrest/Booking Reports
 Accident Reports
 Fingerprint Cards
 OBTS Forms
 Ticket Books
 Departmental Forms

Software
 Software
 Contract or GCIC
 DMVS
 FBI
 GCIC
 Contract
 Printers

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 14-2 RELEASE OF INFORMATION TO THE NEWS MEDIA

INTRODUCTION

The press serves the public by supplying information, stimulating thought, and providing a medium for expression. The news media exercises a genuine interest in the public good and greatly influences public opinion. Crime, its results, and the efforts to combat it are matters of continuing public concern.

- A. Role of the Department – The East Georgia State College Department of Public Safety actively seeks to establish a cooperative environment in which the news media may obtain information on matters of public interest without hampering departmental operations. However, certain information will be withheld from the news media to protect the Constitutional rights of the accused, to avoid interfering with a departmental investigation, or because it is legally privileged (see S.O.P. 14-3 Dissemination of Protected Information).

- B. Responsibility for the Release of Information
 - 1. The Director of Public Relations is the official conduit for information between the college and media.
 - 2. The Director of Public Safety will provide such information, as he or she deems necessary to the media with the guidance of the Director of Public Relations.
 - 3. No employee of the East Georgia State College Department of Public Safety is authorized to discuss with the media any events that occurred while the employee was on duty without prior authorization from the Director of Public Safety.
 - 4. Certain new releases may be ordered to be compiled by the Director. If so, the news release will follow the format stated in (C.).

- C. Scope of Content for News Releases – In cases other than on-going criminal investigations, only the following information shall be made available to the news media:

1. Accused name (if adult), age, residence, sex, race, employment, and marital status. If juvenile, arrest status only;
2. Originating source of information for the action, either citizen complaint, officer initiated, warrant or indictment.
3. The length of the investigation and present status, either active or concluded;
4. The immediate circumstances surrounding the arrest including time, place, any acts of resistance on the part of the arrestee, and a description of any items seized;
5. Information on the victim shall be limited to the following:
 - a. If the victim is a juvenile no information regarding the juvenile will be provided.
 - b. If a victim is killed or seriously injured as a result of the action, his/her name or address cannot be released pending notification of the next of kin.
 - c. If it involves a crime against a person:
 - (1) If the crime is one of sexual assault, other than murder, no information about the victim will be given.
 - (2) Physical status (e.g., hospitalized with a gunshot wound).
 - (3) Relationship to suspect;
 - (4) Sex; age; race.
 - d. If it involves a property crime other than a business, identification of the victim, no address. An address can be included on businesses.
6. Officers and employees of the department shall not make statements at public gatherings concerning the plans, policies, or affairs of the administration of the department unless so directed by the Director of Public Safety.
7. Responsibility of publicity for the department shall be delegated by the Director of Public Safety.

- D. Releasing Photographs to the Media – Employees of the East Georgia State College Department of Public Safety will neither encourage nor discourage the media from photographing or televising defendants when they are in public places. Officers of this department shall not position or pose the accused for the benefit of the media

NOTE: Any request by the media for a “mug shot: or photographs made by the department shall be forwarded to the Director of Public Safety. (See S.O.P. 14-3 Dissemination of Crime Scene Photos).

- E. News Media Not Exempt from Laws – A reporter’s primary responsibility is to report the news by obtaining information and photographs of newsworthy incidents. His/her opportunity to do so is frequently at an emergency scene. An officer sharing these circumstances with a reporter should not obstruct him/her in the performance of his/her duties. However, neither shall a reporter obstruct officers from the performance of their duties. Members of the news media are neither implicitly nor expressly exempt from the requirements of any municipal, state or federal statute.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 14-3 DISSEMINATION OF PROTECTED INFORMATION

INTRODUCTION

The East Georgia State College Department of Public Safety shall disseminate accurate and factual accounts of occurrences of public interest not protected by law. This dissemination is to be made with consideration of an individual's legal right and the confidentiality of Department records.

- A. Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1-.02 (amended) and dissemination if such information is governed by state and federal laws and by GCIC Council Rules. Criminal Justice Information cannot be accessed or disseminated by any employee except as directed by superiors or as authorized by approved Standard Operating Procedures, which are based on controlling state and federal laws, relevant federal regulations, and Rules of the GCIC Council.

1. State law (Georgia Laws 1973, p. 1314, amended) provides specific criminal penalties for unlawfully accessing or disseminating Criminal Justice Information (defined in GCIC Council Rule 140-1-.02). The Georgia Code 33-3-38 states:

“Any person who knowingly requests, obtains, or attempts to obtain criminal history record information under false pretenses, or who knowingly communicates or attempts to communicate criminal history record information to any agency or person except in accordance with this article, or any member, officer, employee or agency of the center, the council, or any participating agency who knowingly falsifies criminal history record information or any records relating thereto shall for each such offense, upon conviction thereof, be fined not more than \$100.00, or imprisoned not more than two years, or both. Any person who knowingly discloses or attempts to disclose the techniques or methods employed to ensure the security or privacy of information or data contained in criminal justice information systems except in accordance with this article shall for each such offense, upon conviction thereof, be fined not more than \$5,000.00 or imprisoned not more than two years, or both. Any person who discloses or attempts to disclose the techniques or methods employed to ensure the security and privacy of information or data contained in criminal justice information systems in a manner not permitted by this

article shall for each such offense, upon conviction thereof, be fined not more than \$100.00 or imprisoned not more than ten days, or both.”

- B. Public Safety personnel will not disseminate any information concerning past, present or potential investigations, not disseminate or communicate information concerning personnel within Public Safety.
- C. Public Safety personnel who disseminate, falsify, communicate or otherwise in any manner fail to maintain complete confidentiality concerning past, present, potential or future investigations, who fail to maintain professional confidentiality concerning departmental personnel and their responsibilities within Public Safety, will be subject to prosecution under the above Law and/or subject to release from employment with Public Safety.
- D. The legal authority for security and privacy of criminal records information is as follows:
 - 1. Federal Rules and Regulations, Title 28, Part 20;
 - 2. Omnibus Crime Control Safe Streets Act 1968, As Amended;
 - 3. Georgia Code Section 35-3-30 through 35-3-40, As Amended;
 - 4. Georgia Crime Information Center Council Rules;
 - 5. U.S. Public Law 99-169 (5 USC 9101) As Amended.
- E. Records maintained or originated by the department which are and are not covered by federal regulations and the Rules of the Georgia Crime Information Center Council:
 - 1. Covered: Information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrest, detention, indictments, accusations, or other formal criminal charges, and any disposition arising there from:
 - a. Criminal Fingerprint Cards;
 - b. Reports of Final Disposition of charges;
 - c. Rap Sheets (state, local, or FBI);
 - d. IR & FR Terminal Responses;
 - e. *3QH & *3QR Terminal Responses from NCIC’s Interstate Identification Index (III).

2. Not Covered:

- a. Uniform Crime Report (statistical reports);
- b. Incident Report;
- c. Supplement Report;
- d. Arrest/Booking Report;
- e. Uniform Traffic Citations;
- f. Radio Logs;
- g. Miscellaneous Incident Reports.

F. The East Georgia State College Department of Public Safety shall release copies of any reports, forms, tickets, or cards listed in the above “not covered” section. However, Supplemental Reports that are not part of the original will be considered investigatory and will not be released during the pending investigation. These “investigatory” supplemental reports will only be available for the release after the final adjudication of the case is complete.

G. The release of any photograph made by the East Georgia State College Department of Public Safety shall be as follows:

1. Crime Scene – Any photograph made at the crime scene, or for any official on-going investigation, shall be processed and made available only to the investigating officer, investigating agency, or viewed by, anyone else without written approval of the Director of Public Safety, the District Attorney, or a Court Order.
2. Traffic Scene – Provided no death or serious injury resulted, traffic accident photographs may be reproduced and released to the victim’s insurance company, or its agent, or to the victim’s attorney, for civil action. Disseminations are subject to a fee to cover the associated costs. When death or serious injury occurs in an accident, no photograph shall be released to anyone, other than the investigating officer/agency, or the District Attorney, unless approved in writing by the Director of Public Safety, the District Attorney, or without a Court Order.

H. Uniform Crime Reporting – Each law enforcement agency is required by law to participate in the Uniform Crime Reporting (UCR) program. UCR Report includes:

1. Reports of criminal offenses reported to or investigated by the Department.
 2. Reports of persons arrested (Arrest/Booking Report);
 3. Reports of offenses cleared by arrest or exceptionally cleared;
 4. Special reports on juveniles arrested for DUI.
 5. Special reports on all homicides.
 6. Special reports on law enforcement officers killed or assaulted in the line of duty.
 7. Special reports on known or suspected arson.
 8. Special reports on juvenile arrests or administrative dispositions of juvenile offenders; and,
 9. Special reports on the number and type of department employees.
- I. Applicability of State and Federal Laws and Regulations: All State and Federal Statutes not referenced by this procedure shall be adhered to by the employees of this Department and shall supersede this procedure if some conflict should exist between it, the law, or GCIC Rules and Regulations.

CHAPTER 15 – COMMUNICATIONS

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I. PURPOSE

II. RULES AND REGULATIONS

- A. Purpose
- B. Equipment Operations and Maintenance

S.O.P. 15-1 COMMUNICATIONS PROCEDURES (GENERAL)

Introduction

- A. Rules and Regulations Pertaining to Communications Officers
- B. Communications Procedures Pertaining to Police Officers
- C. Procedure for Call-Box Operations
- D. General Procedures
 - 1. Phone Operations
 - 2. Departmental Computer Operations
 - 3. Information About G.C.I.C. Computer
 - 4. Radio Log Sheet

I. PURPOSE

- A. To establish rules and regulations regarding the maintenance and operation of communications equipment;
- B. To establish rules and regulations regarding the operations of communications;
- C. To establish rules and regulations regarding the personnel assigned to the Communications Center.
- D. To establish Standard Operating Procedures for the rapid and accurate transmission of information from the public to field officers; and,
- E. To establish Standard Operating Procedures for responding to alarms.

II. RULES AND REGULATIONS

- A. Purpose – The primary task of the Communications Office is to monitor emergency communication lines and maintain radio contact with patrol officers as well as Investigators, service officers and environmental safety officers. In doing so, the Communications Office enables the Public Safety Department to make an appropriate and timely response to any incident occurring at any time or location within the jurisdiction of the East Georgia State College Department of Public Safety.
- B. Equipment Operations and Maintenance
1. Communications Area, Limited Access – Unauthorized personnel shall not be allowed in the communications area. Personnel having business in the communications area shall conduct such business and leave the area immediately upon completion.
 2. Federal Communications Commission Licensing – the East Georgia State College Department of Public Safety maintains the licenses necessary for the operation of communications.
 3. Emergency Telephone Lines – The emergency telephone lines shall be used for emergency purposes only. In handling emergency calls, the Communications Officer must obtain all the facts in order to properly dispatch assistance.
 4. Law Enforcement Teletype Information – The computer terminal interfaces with the Georgia Crime Information Center (GCIC) and the National Crime Information Center (NCIC). This terminal shall only be used sending and receiving of official law enforcement messages. It is the responsibility of the Communications Officer or GCIC qualified officer to enter into the terminal and relay the necessary information to offers.
 5. Maintenance of Equipment – At no time will repairs be made to communications equipment without being approved by the shift supervisor, the Communications Manager or the Director of Public Safety or his/her designee. Telephone problems should be reported to the Director of Public Safety.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 15-1 COMMUNICATIONS PROCEDURES (GENERAL)

INTRODUCTION

The Communications Center has the operations responsibility for receiving all citizens' and students' requests for police services and the associated dispatching is assigned to the Communications Center. Personnel assigned to Communications have the primary function of receiving calls for assistance by phone, from the general public, and other sources, then dispatching police officers and equipment to the scene of the complaint. Communications personnel assist the field officers and all other law enforcement personnel and agencies by compiling information needed to expedite investigations and apprehensions.

Communications Officers perform in accordance with departmental policy and procedures. When in the performance of their daily duties, communications operators follow the guidelines set forth and carry out those duties with no relation to rank. All radio communications will be done in accordance with policy set by this department and those rules and regulations set by the Federal Communications Commission.

All broadcasts of calls and assignments for the Communications Center shall be considered an officer's primary work assignment. The officer to his/her supervisor should report any apparent problem associated with a call received. Patrol supervisors will be responsible for making any immediate corrections that need to be made. Units may be directed to perform police duties within the boundaries of the College of Georgia.

A. Rules and Regulations Pertaining to Communications Officers

1. Communications Officers are a key element in providing assistance to both police officers and citizens. Effective and efficient communication is mandatory for the smooth operation of the entire department. The expertise exhibited by personnel in the performance of their duties is reflected through the accurate and timely completion of calls given to police officers. Communications Officers are to remain constantly aware of all situations and react to those situations without hesitation. The following guidelines should assist the Communications Officer in providing the desired service to both police officers and the general public:
 - a. Radio discipline shall be maintained at all times, including the following:

- (1) Personal, confidential and/or long conversations shall be made by telephone;
 - (2) No arguing or sarcastic remarks are to be made over the radio.
 - (3) Radio transmissions shall be made in unemotional tones at all times.
 - (4) Ten codes and Signals will be used as much as allowed and requested by the Emanuel County Communications Center for professional operation.. However, these codes and signals will not be used to the extent that it makes the communication unclear. Plain talk (speech) is always acceptable.
 - (5) All personnel shall comply with all FCC regulations.
- b. All communications Officers will arrive for their shift ready to begin their duties. Officers are required to be present when their shift's patrol personnel are present or when otherwise scheduled. Officers will not leave their post until properly relieved and the relief officer has been properly briefed.
 - c. All Communications Officers will have a working knowledge of the property of the East Georgia State College and the surrounding areas. This includes names of streets and buildings. Communications Officers should have a working knowledge of the regulations of the University, laws of the State of Georgia, and the physical limits of the jurisdiction of the department.
 - d. All Communications Officers will have a clear, audible voice, legible handwriting, standard hearing capabilities and basic typing skills. They must also be able to cope with emergency situations without losing efficiency or effectiveness.
 - e. Communications Officers shall obtain adequate ambulance services, wrecker services and any other emergency or support service as requested by personnel. Additionally, these officers shall make telephone inquires of an urgent nature for personnel as requested when telephone services are not available to the personnel, or it is impractical to make the inquiry.

- f. The Communications Center is referred to as “College” and will be used as a prefix on each initial transmission. The East Georgia State College Department of Public Safety utilizes the military time system on all radio transmissions and paper work.
- g. Personal audible devices, which impair the operation of the radio equipment, are prohibited in the Communications Center.
- h. Communications Officers will maintain an accurate radio log of the activities of the officers working. Status records will consist of the following:
 - Time service requested/received,
 - Time of dispatch,
 - Radio number of the assigned officer,
 - Other units responding,
 - Nature of the incident,
 - Location of the incident,
 - Case numbers assigned,
 - Time of arrival and time of completion by the officer; and,
 - Action taken by the officer (Status Codes).
- i. Communications Officers will properly log all activities of the units including periods when the units are out of service. No officer is authorized to go out of service by telephone unless the vehicle radio is out of service or the officer is otherwise directed by the shift Supervisor.
- j. It is the responsibility of the Communications Officer to obtain complete information from every complainant:
 - Name,
 - Address, if needed,
 - Call back number,
 - Nature of the complaint,
 - Specific directions to scene; and,
 - Additional information, which the responding officer may need to know.
- k. Lengthy messages will be transmitted in segments. Transmissions shall be twenty (20) seconds maximum before a break to allow for emergency traffic.

1. The following are Stand Forms for various radio transmissions:
 - (1) Descriptions of Vehicles:
 - Type of lookout (stolen, wanted, locate only, etc.),
 - Where stolen from (last known location),
 - Time stolen (last time seen),
 - Date stolen (date last seen not the reporting date),
 - Color (when two-tone, top color over the body color),
 - Year and make,
 - Body style (coupe, 2/dr, 4/dr, sedan),
 - License year, state and alphanumeric,
 - Vehicle Identification Number (VIN); and,
 - Any other outstanding information.
 - (2) Descriptions of Individuals:
 - Type of broadcast (wanted, missing, runaway, etc.),
 - Wanted by, wanted for, and the address from which the person is missing,
 - Time last seen and date last seen,
 - Name,
 - Race, sex, age,
 - Height and weight (build),
 - Color of hair and eyes (glasses),
 - Complexion,
 - Physical imperfections that will aid in identification,
 - Possible destination; and,
 - Description of clothing from the head down (hat, shirt/blouse, sweater/jacket, suit/dress, coat, trousers, socks, shoes).
- m. Numbers should be repeated first individually in intervals, then as a whole number. Example, "124" would be transmitted as one, two, four, "one hundred twenty four".
- n. The military phonetic alphabet is used to spell names, locations, and any "troublesome" words that might be misunderstood.
- o. When a Communications Officer receives an "in-progress" call, every effort should be made to maintain the caller on the telephone until the units get to the location (if applicable).

B. Communications Procedures Pertaining to Police Officers – Radio communications are the most efficient method of communication with personnel within and without the Division. If officers and other personnel fail to communicate in a swift and professional manner, the primary goal of public safety is defeated. All personnel should keep in mind the following policies and procedures as outlined below (according to Departmental orders and Federal Communications Commission rules).

1. All personnel shall refrain from any radio transmissions that are not priority related during any emergency response situation. Responding officers shall advise the Shift Commander or a supervisor of the circumstances involved at any emergency scene.
2. Supervisors should respond to any serious emergency call (determined either by the seriousness of the call or request by the responding officer) to determine if other support services are needed (i.e., detectives, administrative personnel, fire marshal, environmental safety services, other agencies, etc.).
3. Each officer shall identify himself or herself by using the complete assigned radio number. Officers will begin transmissions with the assigned radio number. When calling the communications Center, all personnel will refer to the Communications Center as “Georgia College.”
4. When called by the Communications Center, the responding officer will acknowledge with his/her radio number or simply, “Go Ahead”.
5. Officers should not solicit “police field activity” advice (such as whether to arrest or not, tow a vehicle or not, perform a traffic stop, etc.) from the Communications Center; this type of advice should be obtained from a supervisor.
6. If other radio traffic is in progress, officers will not transmit unless an emergency exists. In such cases, the officer shall interrupt by stating that the traffic is an emergency in nature and continue with the remaining radio traffic.
7. All radio transmissions are to be conducted in a normal voice, free of emotional tones. Professional conduct over the radio reflects a professional attitude to all those who receive our radio traffic.

8. "Horseplay" on the radio will not be tolerated. Shift Supervisors are responsible for monitoring radio etiquette and maintaining professional radio communications.
9. If an officer fails to respond to three (3) radio transmissions, spaced fifteen (15) seconds apart from the Communications Center, the Shift Supervisor will be notified.
10. When completing a call or other action, officers shall advise the Communications Center that he/she is back in service and the appropriate status of the incident.
11. Officers, when away from the vehicle, will have a portable radio monitoring radio traffic.

C. Departmental Computer Operations

Before operating, receive basic instruction from the Computer Services Technician or the assigned Training Officer.

D. G.C.I.C. computer operations

Information about G.C.I.C. Computer – Procedures about the computer are contained within the document known as the GCIC/NCIC User Manual. Other Specifics are contained within the NCIC Code Manual.

E. Radio Log Sheet as per Dispatch Module.

CHAPTER 16 – PATROL FUNCTIONS

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S.O.P. 16-8 GENERAL PROCEDURES FOR PATROL

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Gasoline Procedures

Performing Lock-Jocks

I. PURPOSE

- A. To establish the scope of a patrol officer's responsibilities;
- B. To establish a priority system for handling calls for service.
- C. To establish a Standard Operating Procedure for responding to calls for service.
- D. To establish a Standard Operating Procedure for traffic accident investigation;
- E. To establish a Standard Operating Procedure for handling disputes, both civil and criminal;
- F. To establish a Standard Operating Procedure for the investigation of suspicious persons or vehicles;
- G. To establish a Standard Operating Procedure for conducting building checks and searches; and,
- H. To establish a Standard Operating Procedure for managing mentally ill or intoxicated persons.

II. RULES AND REGULATIONS

A. General

1. Scope of the Police Function – The East Georgia State College Department of Public Safety is responsible for:

- The protection of life, individual liberty and property;
- The preservation of peace;
- The prevention of crime and disorder;
- The Detection and arrest of violators of the law;
- The enforcement of state laws within the Department's jurisdiction; and,
- The provision of public service to the college community.

The function of the East Georgia State College Department of Public Safety must be broadly interpreted to include many tasks other than the enforcement of laws.

2. Attitude Toward Providing Service – The East Georgia State College Department of Public Safety employees should recognize that service to students and citizens of the college community is a major function of the police, and must be rendered by every member of the department. Employees should try to assist citizens and students who are victims of crime, need emergency help, need assistance or would otherwise be inconvenienced by the department's failure to act. This kind of service can range from giving simple directions and advice to visitors, to providing victims of crime with reassurance and support.
3. Crime Prevention – An important function of the police is crime prevention. In many ways, crime prevention is a more worthwhile function than after-the-fact investigation and apprehension activities. In addition to suppressing crime through visible, aggressive patrol, officers can accomplish long term crime prevention objectives by informing citizens of ways to protect themselves and their property. By encouraging citizens to cooperate with other criminal justice and social agencies, officers can effectively support efforts of a system-wide approach to prevent crime.
4. Maintenance of Order – Another broadly interpreted function of the police might best be defined as a manager of social order. For example, this role includes such activities as providing escorts and directions, and assisting ill or injured persons.

5. Patrol Objectives – The patrol operation exists to:
 - Provide 24 hour protection to the students, faculty and staff;
 - Prevent the occurrence of crimes through preventative patrol.
 - Respond rapidly to all requests for emergency police service.
 - Reduce traffic congestion and accident hazards through systematic enforcement of traffic laws and parking rules.
 - Improve police/community relations by increasing the quality and quantity of contacts between students and police.

6. Response to Calls – The response to and investigation of students, faculty and staff complaints and requests for service should be given priority according to the seriousness of the situation and the availability of resources. Follow-up investigation of these incidents should be conducted, as required.

7. Prioritizing Calls for Service – It is usually possible for the East Georgia State College Department of Public Safety to respond to every call for service; however, the department must organize available resources to give the most efficient service possible. Priority of call assignment depends on many factors, and it is normally the responsibility of the Patrol Officers to make these decisions. However, a patrol officer may be required to decide between continuing on an assigned call and responding to a student’s complaint or other observed event. The officer’s decision should be based upon the risk to life and property. When it is impossible for an officer to respond to a student’s complaint or an observed event, he/she shall, if circumstances permit, either give direction for obtaining such assistance or start the necessary notifications him/herself.

The following is a suggested list of priorities for guidance in responding to calls:

- a. Life threatening emergencies;
- b. Violent felonies in-progress;
- c. Violent misdemeanors in-progress;
- d. Other felonies in-progress;
- e. Other misdemeanors in-progress;
- f. Non-criminal calls with injuries or property damage.

- g. Other felonies not in-progress;
 - h. Other misdemeanors not in-progress;
 - i. Miscellaneous service calls not involving injury or property damage.
8. Preventative Patrol – Although the patrol officer’s work is often dictated by requests for service, a considerable portion of the officer’s workday is normally consumed by preventative patrol. To make productive use of the available time, officers should plan their patrol to focus on specific problems within their area of assignment.
9. Knowledge of Area – Patrol officers shall know the physical characteristics of their assignments as well as the current crime problems in those areas. In addition, officers shall become acquainted with residents and other personnel in their area of assignment. Patrol officers should be skilled in the detection of criminal activities and assertively conduct their own preliminary investigations and relay this information to others within the area of assignment and department.
10. Preventive Action – Patrol officers should be alert to conditions, which are conducive to crime (e.g., inoperative street lights, overgrown vacant lots, dead ends). Whenever possible, officers should take the steps necessary to prevent criminal activity such as advising students of points of vulnerability.
11. Commitment of Resources – As a public service agency, the East Georgia State College Department of Public Safety is mandated to protect the interests and safety of all students. Under ideal circumstances, the department should provide equitable service delivery; however, this may be an unattainable goal. Consequently, requests from individual students, faculty, staff or departments of the college for special services (e.g., increased patrol, premises checks) should be carefully evaluated in terms of total departmental commitments before any promises are made. If a service is promised, the patrol Officers shall take steps to ensure the request for service is processed.

B. Traffic Law Enforcement

1. The purpose of traffic law enforcement is to reduce traffic accidents through preventive patrol and active enforcement. To effectively carry out this function, all officers must be familiar with Georgia statutes that apply to traffic law enforcement.
2. Traffic enforcement techniques:
 - a. Visible traffic patrol:
 - b. Stationary Observation – The tendency of motorists to knowingly violate traffic laws is deterred by open and visible patrol. However, when there is an unusual or continuing enforcement problem at a particular location, officers may park in a conspicuous location and observe traffic.
3. Traffic Accident Response (See S.O.P. 16-2 Traffic Accident Investigation.) (See Chapter 12.)
 - a. The officer's response to an accident scene will be determined by the magnitude of the accident as reported. Officers responding to the scene of any accident will drive in a safe manner with due regard for persons and property.
 - b. Upon arrival, the officer will determine if additional assistance is required at the scene.

C. Traffic Direction and Control

1. Fire and Emergency Scenes – Officers directing traffic at fire and emergency scenes will ensure that all private vehicles are well clear of the emergency scene and are not obstructing emergency vehicles or other traffic.
2. Disabled Vehicles – Upon observing a stranded motorist on any street, the officer shall stop and determine what assistance, if any, is required.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 16-1 RESPONDING TO CALLS FOR SERVICE

INTRODUCTION

The department cannot be aware of every circumstance where police action or assistance may be required. Citizens of the college community are needed for his information. The people, in return, expect the department to respond to requests for service within a reasonable time and to satisfactorily perform the necessary services. As a practical matter, the extent of the service may necessarily be limited, but, regardless of its extent, professional service must be rendered in all cases.

RECEIVING CALLS

- A. Officers should never consider any call routine.
- B. Officers should not form definite opinions about a call before arriving at a scene; the circumstances at eh scene should determine officer's actions.

ARRIVING AT THE SCENE

The police vehicle shall be parked at a reasonable distance from the entrance to the location of a call. Officers shall:

- A. Properly park the car as close to the curb as possible, whenever possible;
- B. Approach the scene from an angle to reduce the possibility of attack from the inside.
- C. In cases where the immediate presence of the officers are required to protect a person from possible death or injury, the first officer on the scene will enter the area.
- D. If a situation requires one or more back-up units to respond, the first officer on the scene should maintain a safe position until one of the back-up units arrives.

PORTABLE RADIOS

The portable radios shall always be carried.

APPROACHING DOORWAYS

- A. When approaching a doorway, officers shall knock on the door and stand to either side of the entrance.
- B. When the officer is making the initial approach to any building, he/she should take notice of any movement inside (e.g. persons, running silhouettes, or flash light movement).

BUILDING INTERIOR

The interior of the building must be given careful consideration because:

- A. The possibility exists that more occupant may be present than are known to the officer. When confronting persons, the officer should keep all persons in view, preferably in front of him/her.
- B. Suspects or persons placed under arrest are probably familiar with the interior of the house or building.
 - 1. Do not allow persons to get a hat, coat, etc. Get the article for them if it is needed, but search the article prior to giving it to the person.
 - 2. Do not allow the arrested person to wander around inside.
 - 3. All persons arrested and being transported to another location will be placed in the back seat of the transporting unit and seat-belted in place. Handcuffs will be used at the officer's discretion.
- C. The first officer on the scene has specific responsibilities:
 - 1. The officer shall begin to secure the scene and cover the most likely avenue of escape.
 - 2. If difficulties or violence are encountered, the officer shall summon assistance through the communications system by the quickest means available.
 - 3. If injuries are involved, the officer shall administer first aid and request emergency medical personnel.
 - 4. If the suspect has left the scene, the officer shall develop a description and issue a lookout.
 - 5. The officer shall take charge of and process or protect the crime scene, preserve evidence, and keep witnesses present.

6. If it is determined that additional help is needed, the officer shall notify a supervisor.
7. The officer shall prepare the appropriate report. The first officer arriving at the scene is responsible for the report.
8. When serious types of calls (shootings, robberies, cuttings, nature unknown, etc.) are unfounded, the officer shall make note of the fact in the log and notify other officers immediately.
9. On calls of an emergency nature, officers are to notify other officers of the circumstances of the call as soon as possible. A superior officer who is monitoring the situation has the authority to designate duties and responsibilities and send help as he/she determines necessary.

D. "Officer Needs Assistance" Call

1. Units responding to assist an officer needing help shall operate with emergency lights and siren.
2. If the exact situation is unknown, officers are to be particularly observant and cautious when arriving at the scene.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 16-2 TRAFFIC ACCIDENT INVESTIGATION

INTRODUCTION

The investigation of traffic accidents is necessary; not only to determine traffic law violations, but also to obtain engineering data, protect the rights of the individuals involved, and assist in traffic education. To ensure proper and complete investigation of accidents, the following procedures will be utilized:

GENERAL PROCEDURE

Upon arrival at an accident scene, officers are to:

- A. Administer first aid and advise when rescue, wrecker or emergency medical service is needed. The officer will also advise if another officer is needed for assistance.
- B. When serious bodily injury, death, or extenuating circumstances exist, preparations for photographs should be made. In this case, vehicles should not be moved unless absolutely necessary to preserve life or prevent further collisions.
- C. Obtain driver's license and proof of insurance from all drivers involved in the accident.
- D. Question and obtain names and addresses from any witnesses. When it is necessary for a witness to leave the scene before the investigation is completed due to a pressing appointment or some type of emergency, obtain the necessary information as quickly as possible and allow the witness to leave.
- E. Investigate and determine the cause of the accident. Note the position of all vehicles involved and take measurements whenever possible.
- F. After the preliminary investigation is completed, clear the roadway quickly and refrain from blocking any portion of the roadway while completing paperwork.
- G. As soon as possible after the roadway is clear, the officer should turn off his/her emergency lights. This action will usually allow traffic to flow faster by attracting less attention.
- H. When a violation of the traffic law is involved, the officer may issue the appropriate citation(s) and interview the witnesses, if any, and allow them to leave.
- I. If the driver and passengers of any vehicle involved were transported from the scene because of injuries, the officer will follow up obtaining all the information necessary to complete the investigation and report. Where injuries are minor and all of the needed information has been obtained at the scene, it is not normally necessary for the officer to conduct any follow-up investigation.

ACCIDENTS INVOLVING SERIOUS INJURY OR FATALITY

- A. If an officer who has received advanced accident investigation training is available, the shift supervisor should request his/her presence. If one of these accident specialists is employed by the department but not on duty, the supervisor should contact one of these specialists if possible.
- B. If an officer who has received advanced accident investigation training is not available, the initial responding officer with the assistance of his/her supervisor will process the accident scene as described in General Procedure Section, above. If one of these accident specialists is available, he/she will process the accident scene or assist the initial responding officer in processing the accident scene.
- C. The following steps shall be followed in the event of an accident involving serious injury or death:
 - 1. The initial officer arriving on the scene will park outside of the scene area.
 - 2. Upon determination of a fatality or serious injury, the initial officer will advise a supervisor to assist.
 - 3. The initial officer will need photography equipment at the scene and other emergency assistance as needed. The accident scene will be protected as a crime scene. Other traffic will be diverted or directed around the scene.
 - 4. Any suspects at the scene will be detained by the initial officer, either at the scene, or if injured, at the medical facility for later investigation.
 - 5. No items such as vehicle parts, body limbs or deceased persons should be disturbed or removed from the crime scene if at all possible.
 - 6. No wreckers or spectators will be allowed to enter the accident scene until authorized.
 - 7. If a fatality exists, emergency medical technicians or ambulance service should not remove the victim from the scene. However, if a victim must be removed, the investigating officer will document the position of the victim before removal.
 - 8. The investigating officer will complete all investigative reports and will be responsible for conducting and concluding the

investigation, including the initiation of any criminal charges that may be forthcoming.

9. The investigating officer will be responsible for clearing the accident scene and impounding vehicles. The wrecker service impounding will clear the roadway at the accident scene.

HIT AND RUN ACCIDENTS

The following procedures will be used in accidents involving hit and run circumstances:

- A. The first officer to arrive on the scene shall:
 1. Administer first aid and advise when emergency equipment and/or medical services are needed and obtain photographic equipment if it is needed.
 2. Obtain information and dispatch a lookout on the suspect's vehicle if applicable.
 3. If the hit and run accident involves a fatality, notify a supervisor and/or accident investigation specialist, and follow the instructions in Accidents Involving Serious Injury or Fatality Section above.
- B. The officer receiving the call will handle the investigation and report as follows:
 1. Investigate and, if possible, determine the cause of the accident.
 2. Try to obtain paint samples from the victim's car and suspect's car.
 3. Obtain any other evidence that would aid in identifying the suspect's car.
 4. If possible, give additional information for lookout broadcast.
 5. All evidence collected at the scene should be turned over to the Evidence Officer.
 6. Complete a vehicle accident report and mark clearly on the report that the accident is a hit and run.

VEHICLE ACCIDENTS INVOLVING POLICE PERSONNEL/VEHICLES

Any accident involving East Georgia State College Department of Public Safety personnel or vehicles will be reported to the Georgia State Patrol. An incident report should be completed by a supervisor on-duty at the time of the accident, and the officer involved. All reports will be forwarded to the Director. All accidents, in which the involved officer may be or is at fault, will be reviewed. Disciplinary actions may be taken.

The following procedures are to be used in reporting accidents involving police vehicles:

- A. The officer shall notify the Director of the accident, give the location and other pertinent information.
- B. The officer will request the G.S.P. to work the accident.
- C. An incident report will be completed by the supervisor on-duty, or if designated by the supervisor, by the involved officer. The accident number used by the outside agency should be noted in the incident report.
- D. Emergency Medical Services shall be used if needed.

WRECKER SERVICE

The following procedure for obtaining a wrecker service shall be followed:

- A. The officer requesting a wrecker service will ask the person who needs the towing what company they want called. Officers should not advise students, faculty or staff on the various services except to mention those that are close to the campus.
- B. Accident victims may use the wrecker service of their choice unless the vehicle is needed for evidence:
 1. Accident victims that have been arrested for DUI must be afforded a reasonable opportunity to have their vehicle removed.
 2. The vehicle involved is not causing an immediate traffic hazard and will be moved within a reasonable time.
- C. When a wrecker is going to be needed and the driver is able to communicate, the officer should determine which company the driver wants to tow his/her vehicle. (This is the case where the vehicle will not be impounded by the investigating officer.) The driver should be made aware that the wrecker service cannot be canceled once the wrecker is en-route.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 16-3 MANAGING DISPUTES

INTRODUCTION

The role of law enforcement officers in non-criminal, civil disputes is that of an impartial keeper of the peace. The role of law enforcement officers in disputes is to restore order, quell disturbances and to make the necessary arrests for violations of the law. The purpose of this S.O.P. is to establish guidelines governing the involvement and action of departmental personnel in both civil and criminal disputes.

- A. Civil (Non-Criminal) Disputes Defined: A civil dispute shall mean non-violent confrontations between two or more persons, which does not involve a breach of the peace or the commission of an act. The following procedures will be used for handling non-criminal disputes:
1. Stand-by Situations – Officers are requested to stand by to prevent assault or breach of the peace.
 2. Domestic or Neighborhood Arguments (Non-Criminal) – In domestic or neighborhood disputes, and officer shall:
 - a. Park in a manner that allows safe approach and an opportunity to evaluate the situation.
 - b. Separate and interview disputants in a calm and unbiased manner.
 - c. Get disputants to offer or suggest alternatives for resolving the dispute.
 - d. Maintain third party neutrality while restoring normal communications between disputants.
- B. Criminal Disputes Defined: A criminal dispute is any confrontation between two or more persons which involves breaches of the peace, increased potential for violence, incidents of misdemeanor assaults as well as related felonies. Procedures for handling criminal disputes are:
1. In violent or felony disturbances, an assisting patrol unit will be dispatched.

2. In violent or felony disturbances, especially when weapons are involved, responding units should coordinate a simultaneous arrival.
3. Responding units will park in a manner that allows safe approach to the incident location.
4. Responding officers should attempt to observe disputants and evaluate the nature and extent of the incident before making their presence known.
5. Officers shall separate and calm the disputants and attempt to establish normal speaking conversation.
6. Officers should maneuver themselves into a position where disputants are facing away from each other while officers are facing each other. In this position, each officer can then see that front of one disputant, and the back of the disputant who is facing the second officer.
7. Officers shall determine if there is cause for an arrest without a warrant:
 - a. Upon probable cause (any felony or violent misdemeanor as described in the Family Violence Act 19-13-1), an arrest shall be made.
 - b. Disputants will be notified of procedures for initiating criminal prosecution when there is insufficient cause for arrest without a warrant.
 - c. When needed, the disputants will be informed on methods for initiating protective custody orders.
8. Officers may attempt to bring disputants back together to develop alternatives for conflict resolution, or to obtain further aid or counseling.
9. When a dispute cannot be resolved and the potential for violence continues to exist, and insufficient probable cause for an arrest exists, officers shall attempt to persuade one of the disputants to leave the premises voluntarily.
10. Officers shall not leave any scene of a domestic dispute without at least having observed the condition of all known or possible parties involved. (If one of the disputants has allegedly vacated the area, a thorough search of the premises shall be conducted before the officer(s) leave the area.)

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 16-4 INVESTIGATION OF SUSPICIOUS PERSONS/VEHICLES

INTRODUCTION

Officers are unable to predict which persons may react violently when confronted by the police. Failure of the officer to be alert for this potential can have catastrophic results. Therefore, caution must be exercised with each confrontation. To ensure officers approach suspicious persons/vehicles in a consistent manner, the following procedures are to be followed.

INVESTIGATION OF SUSPICIOUS PEDESTRIANS

- A. The officer shall not the following information either on paper or over the radio to another officer or dispatcher:
 - 1. The number of persons, race, sex, and approximate age of the persons, description of clothing, as well as the location of the individuals.
- B. At night, attempt to direct the car lights on the suspects.
- C. Each person shall be investigated through the GCIC/NCIC computer, if warranted.
- D. If an officer notices two or more pedestrians to be investigated, another officer should be called to assist before approaching them (if possible):
 - 1. The stopping and investigation of the suspicious persons should not take place until the assisting officer arrives if at all possible.
 - 2. Each officer should perform a certain part of the investigation:
 - a. The first officer will guard the suspects.
 - b. The second officer should perform the actual frisk in accordance with proper training and procedures.
- E. During the interview, officer(s) are to treat the person(s) in a courteous manner and inform them of the reasons they were stopped and questioned. Officers are never to question any suspect while he/she is in the police vehicle and the suspect is outside. Positioning themselves in this manner, compromises the officer's ability to effectively control the situation.

VEHICLE CHECKS

- A. When inspecting vehicles with suspicious occupants, officers (two police units participating) are to conduct the following procedures:
1. An officer may receive a call to check a suspicious car, or may observe a suspicious car moving or parked. However, sufficient probable cause/reasonable suspicion is necessary before a car check can be made.
 2. The initial officer should select a location most favorable to him/her when stopping the suspicious car.
 - a. If possible, officers should stop the suspicious car in a well-lighted area. In addition officers should avoid stopping the car at an intersection or in a heavily congested area.
 - b. If the car stops unexpectedly and the occupants exit the vehicle; the officer is to order them into an area that makes them clearly visible to the officer. Until the back-up officer arrives, the initial officer will remain standing behind his/her open door.
 3. Emergency lights shall be used by the initial officer to affect the stopping of the vehicle (horn and/or siren may be added if vehicle does not stop). The back-up unit should use rotating or flashing emergency lights only.
 4. The initiating officer is to stop his/her vehicle approximately 12 feet behind the suspects' vehicle with his/her unit centered on the left taillight of the suspect's car. The back-up unit should be stopped approximately 2 feet to the rear and directly behind the initiating unit. (There are several accepted methods for vehicle positioning; the one that should be used is the one that best fits the situation.)
 5. The headlights of the initiating unit are to be on high beam with the takedown light activated. The headlights of the back-up unit should be off and the emergency flasher should be on. (Lighting tactics may alter with the positioning of the vehicles). The headlights and spotlights will generally be used only at night.
 6. The occupant(s) of the vehicle should be ordered out of the vehicle and into a position where both officers have a full view of them.

Occupant(s) should be made to keep their hands in full view throughout the stop.

7. A visual search of the interior of the suspect's vehicle should be performed. If reason exists, a consent search may be performed. If probable cause exists, a search of the vehicle without a warrant may be performed.
8. Officers should make a GCIC/NCIC check of the occupants of the vehicle.
9. During the encounter, the suspicious persons should be informed as to why they were stopped. The individuals should be treated with courtesy.
10. Officers and suspects should never stand between the police vehicle(s) and the suspect's car.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 16-5 BUILDING CHECKS AND SEARCHES

INTRODUCTION

One method of reducing the threat of burglary is through officers-initiated building inspections. By checking buildings thoroughly, the officer can lessen the probability of an occurrence or quickly determine whether a crime has occurred. If a crime has been committed, a search should collect significant data on the method of operation, the point of entry and exit, the time frame, and other information imperative to the timely reporting of the preliminary investigation.

CHECKING BUILDINGS AS A PART OF PATROL

1. Of the exact building to be checked;
 2. If it is suspected that a prowler is in the building or in the vicinity. If so, back-up officers should be requested.
- B. When checking a building, officers should always carry a flashlight:
1. When searching the area, the flashlight should be held away from and to the side of the body.
 2. The flashlight should not be carried in the gun hand.
 3. The flashlight should be used as little as possible. Once the officer has used the light, he/she should move quickly from that location to avoid making a target of himself/herself.
- C. All doors and windows should be thoroughly checked by:
1. Depressing the latches or turning the knob when checking doors; padlocks should be inspected for signs of tampering or defects.
 2. Inspecting the windowsills for pry marks and disturbance of dirt particles.
- D. Officer should make an effort to be familiar with the normal appearance of the building and inspect for unusual conditions in the structure (e.g., lights not turned on as usual, window shades drawn, and safe or office furniture moved).
- E. Check of ladders, barrels, boxes, etc., against wall of building, which may indicate possibility of prowlers on roof.
- F. Be alert for “lookouts” in vicinity:
1. Lookouts are usually in a place where they can observe an officer’s movements and be seen by associates on the inside.
 2. The lookout should be apprehended immediately only if it appears he/she will flee before assistance arrives.
 3. Be observant for any person with a “walkie talkie” radio, as he/she may be a lookout.
- G. Be alert for unusual noises.
- H. Officers should check buildings as often as possible during a shift.
- I. Officers should be conscious not to develop a habit of checking the same building at the same time each day.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 16-6 MANAGING OF THE MENTALLY ILL OR INTOXICATED PERSONS

INTRODUCTION

Most law enforcement officers will have some experience with one or more persons who behave abnormally. When confronted with this situation, an officer should endeavor to gain as much background information about the individual as possible.

- A. Signs to Help in the Recognition of Mental Illness in a Person:
 - 1. Significant changes in behavior:
 - a. Others will say that an abnormal person is not “him/herself”.
 - b. The person may behave in a way dangerous to him/herself or to others.
 - c. The person may withdraw into him/herself, talking only to him/herself.
 - 2. The person may have sensations not based on reality.
 - a. Visions, strange odors peculiar tastes or voices – all or any one of these sensations may be experienced by the abnormal person.
 - b. The person may have sensations about him/herself that are not realistic.
 - 3. The abnormal person may have unrealistic ideas about him/herself.
 - a. The person may believe that he/she has a grand position.
 - b. The person may believe that he/she is worthless (e.g., extreme depression).
 - c. The person may have delusions (e.g., unrealistic ideas) about the world.
 - d. The person may exaggerate events that occur.
 - e. The person may believe the world is unfriendlier than it is.
 - f. The person may have strange losses of memory or not know the time, or where he/she is, or who he/she is.

- B. When an officer encounters a mentally ill person, he/she should:
1. Take the time to evaluate the situation.
 2. Not abuse or threaten the person.
 3. Avoid unnecessary excitement.
 4. Not become overly excited or emotional.
 5. Not lie to the person.
- C. The types of abnormal behavior that are most dangerous are the violent, depressed/suicidal, or where physical illness or loss of memory is involved.
- D. Abnormal behaviors seen most often by law enforcement officers include:
1. The psychopathic personality;
 2. The alcoholic;
 3. The drug addict;
 4. The sex offender;
 5. The mentally retarded;
 6. The mental disorders of old age.
- E. Handling Intoxicated Persons – When a complaint is received from a person in such an intoxicated condition (“mere drinking is not sufficient”) that any information from him/her is doubtful or unfounded, without witnesses and/or physical evidence, the officer shall:
1. Make an “Information” Incident Report noting the condition of the complainant.
 2. Advise the complainant that a report will be taken by the officer if he/she calls back when he/she is sober.
 3. If the complainant is arrested, the complaint will be noted in the narrative section of the Incident Report.
 4. Exceptions:
 - a. There is visible injury to the complainant or another.

- b. The offense was witnessed by a sober person.
 - c. It is obvious that the crime has occurred.
5. If there is continued harassment (numerous unfounded calls by the complainant), the officer should initiate steps to have the person provided treatment or place criminal charges against him/her for the appropriate offenses.
6. Procedure for Transporting Mental Patients
- a. Any peace officer (peace officer is defined as being any federal, city, county police officer, and any officer of the Georgia State Patrol, or any sheriff or deputy sheriff) within 72 hours after receiving a physician's certificate stating that a person appears to be mentally ill and in need of involuntary treatment must make a diligent effort to take the person, named in the nearest available emergency receiving facility serving the county for an examination [OCGA 37-3-41-(a)].
 - b. A court (probate, or juvenile if person is under 17 years of age) may issue an order requiring any peace officer to take a person into custody and deliver that person for examination to the nearest available receiving facility or to a physician who has agreed to examine the individual for the purpose of deciding if he/she is mentally ill and in need of involuntary treatment. The court order must be based either on a timely physician's certificate or on the affidavits of two persons attesting that they have seen the person within the past 48 hours, and based on their observations, they have reason to believe that such person is mentally ill and in need of involuntary treatment. [OCGA 37-3-41(b)].
 - c. Any peace officer may take any person to a physician or directly to an emergency receiving facility for an examination if the person is committing a penal offense and the officer has probable cause to believe that the person is mentally ill and in need of involuntary treatment. The officer need not formally tender charges against the individual prior to taking him/her in for the examination [OCGA 37-3-42(a)]. Whenever a person is taken into custody for the purpose of transport to a physician or a medical facility for an examination, the officer must complete a written report detailing the circumstances under which such person was taken into custody [OCGA 37-3-41; 37-3-42].

- d. The governing authority of the county of the patient's residence is responsible for arranging all required transportation of mental patients. The type of vehicle used shall be in the discretion of the governing authority, but whenever possible, marked vehicles normally used to transport criminals or those accused of crimes should not be used for the transport of mental patients [OCGA 37-3-101].

CHAPTER 17 – INVESTIGATIVE FUNCTION

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INTRODUCTION

Since the timely collection of sufficient and accurate information at the initial contact with victims and witnesses largely determines the ultimate outcome of an investigation, the first matter to be addressed in investigation is the adequacy of the crime report. A

common complaint is that the quantity and quality of investigative information collected and reported is so inadequate that an investigator will have to repeat the same steps already taken, but will never get all the information that was available earlier. Dual initial investigations are not only redundant and time consuming, they are also counter productive. Increased participation by uniformed personnel, knowing that the steps they take will greatly influence that probably outcome of the investigation, can improve the quality of information collected and officers' morale. Unless relevant information is obtained quickly and efficiently, the chances of a successful investigation are minimized.

I. PURPOSE

- A. To establish investigative guidelines for both uniformed officers and investigators;
- B. To establish a system for documenting the preliminary investigation in order to determine the level and type of follow-up investigation required;
- C. To establish procedures and guidelines for processing crime scenes involving serious injury, natural death, or suspicious death;
- D. To establish a Standard Operating Procedure for crime scene response;
- E. To establish a complete investigative management system to include Standard Operating Procedures for:
 - 1. Investigative Case Files;
 - 2. Prosecution Report Procedures;
 - 3. Utilization of Solvability Factors;
 - 4. Utilization of FIR File (Field Interview Report);
 - 5. Utilization of Case Screening; and,
 - 6. Utilization of a Case Management System.

II. RULES AND REGULATIONS

- A. Scope of Preliminary Investigation – The scope of preliminary investigation by a uniformed officer may be very restricted or it may constitute the entire investigation of the crime. For a particular crime, the scope of the preliminary investigation may be limited by investigative policy, and in all cases it is limited by the officer's assigned caseload. Consistent with his other responsibilities, an officer should continue a preliminary investigation to the point where the delay in the investigation

caused by the report being processed will not materially jeopardize the investigation.

B. Crime Scene Supervision – At the scene of any crime, accident or other police incident, the ranking officer present shall assume command and direction of police personnel in such a manner as to assure the most orderly and efficient accomplishment of the police task. When two or more officers of the same rank are present and one of them is assigned to the investigation, that ranking officer will be in charge. This provision provides for the coordination of the efforts of the several subordinate members who may be assigned to the incident; therefore, the ranking officer assuming control must become acquainted with the facts and ensure that appropriate action is being taken.

C. Follow-up Investigation of Reported Crimes – Follow-up investigation consists of:

- efforts to interview victims and witnesses;
- locate, identify, and preserve physical evidence;
- recover stolen property;
- identify, locate, interview, and arrest suspects;
- present the case to the prosecutor; and,
- cooperate in the prosecution of the defendant.

Such investigations are conducted to produce evidence about the guilt or innocence of any suspect and to recover property.

D. Follow-up Investigation by Uniformed Officers – With supervisory approval, uniformed officers may conduct a limited follow-up investigation when there is:

- a reasonable chance of apprehending the suspect;
- when there is a need for obtaining additional information for the preliminary investigation report; or,
- when there are other compelling circumstances.

Without this approval, the assigned officer's role is limited to conduction the preliminary investigation.

E. Procedures for Processing Crime Scene Involving Serious Injury or Death

1. Serious Injury

- a. The first officer on the crime scene will consult the medical technician present (Emergency Medical

Technician) and determine if there is a serious injury or a death.

- b. If there is a serious injury and not a death, the officer will allow the medical technician to treat and transport the injured. If there is a death the officer will protect the scene and notify communications.
- c. The officer will secure the crime scene and detain all witnesses.
- d. The officer will notify the Department of Public Safety and request an investigator's assistance from the Emanuel County Sheriff's Office or the Georgia Bureau of Investigation.
- e. Upon arrival, the investigator will determine if the Crime Lab should be called to the scene.

2. Violent or Suspicious Death

- a. Upon arrival, the first officer on the scene will request the medical technician to stand by and will detain all witnesses.
- b. The officer will notify the Department of Public Safety to dispatch an investigator to the scene. Upon notification, the investigator or the Shift Sergeant will in turn notify the Director of Public Safety.
- c. The officer on the scene will remain to secure the scene and assist the investigator by taking names and addresses of anyone who attempts to leave if they cannot be detained until the investigators can interview them.
- d. The officer will remain on the scene until relieved by the investigator in charge or by another ranking officer.
- e. The responding investigator will make sure the coroner has been notified and will maintain the body at the scene until the Coroner arrives.
- f. The responding investigator is responsible for any personal property of the deceased.
- g. The investigator will ensure that a complete inventory of all personal effects is made. Personal articles will be returned

to the family of the victim after the investigation is complete.

- h. Property of evidentiary value on the deceased or at the scene will be thoroughly inventoried by the investigator.
- i. Upon completion of the crime scene search, the investigator will travel from the scene to the hospital with the body for the autopsy. The investigator shall stay with the body until relieved.
- j. If the Medical Examiner is present, he/she will have the authority to release the body and decide, with input from the investigator, if an autopsy is appropriate.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 17-1 CRIME SCENE RESPONSE

INTRODUCTION

The officers officially assigned to perform the preliminary or other investigation of an alleged crime or other incidents are responsible for required actions and the completion of the preliminary or other investigation as directed. This shall include, but is not necessarily limited to, securing statements and other information, which will aid in the successful completion of the investigation, and locating, collecting and preserving physical evidence material to the case.

GENERAL RESPONSIBILITIES OF OFFICERS AT CRIME SCENES

- A. The first officer to arrive at the scene of a crime or other police incident is responsible for the following actions as they may apply to the situation:
 - 1. Covering the most likely avenue of escape;
 - 2. If there are injuries involved, administering first aid and summoning medical assistance as needed;
 - 3. If the suspect has left the scene, obtaining a description and issuing a lookout;
 - 4. Taking charge of and processing or protecting the crime scene, preserving evidence, and keeping witnesses present;
 - 5. Notifying the Department of Public Safety if the officer determines that additional help is needed;
 - 6. Writing the report.

CRIME SCENE PROCEDURES (GENERAL)

- A. The officer receiving the call is in charge of the case unless relieved by an officer of higher rank and will direct all personnel assigned to assist him/her. Once investigators from the Emanuel County Sheriff's Office arrive at the scene, the investigation should be turned over to the Investigator for completion. Both patrol officers and investigators should cooperate in completing the investigation with the G.B.I., if warranted.

- B. He/she should exclude all nonessential personnel from the scene and record names and addresses of witnesses.
- C. Ropes or tape, signs, and departmental personnel should be used to maintain a perimeter and preserve all parts of the crime scene.
- D. Vehicles should be parked well away from the scene until the boundaries of the scene can be definitely established.
- E. The officer should make certain that articles which are foreign to the scene, e.g., equipment, supplies, coffee cups, etc., do not appear in the photographs. Photographs must depict the scene exactly as it was found.
- F. When possible, all vehicles should be processed at the scene. If it becomes necessary to remove vehicles from the scene before processing, a hold should be placed on them and they should be impounded, with the assurance they will be protected.
- G. Crime scene processing must continue until it is completed. Once a crime scene is abandoned, even if only for a short time, it is often impossible to gain possession of the premises again.
- H. No portion of a major crime scene will be released without the approval of the officer and/or supervisor.
- I. All property and evidence should be properly identified with initials, date and time received or recovered.

CRIME SCENE SEARCH PROCEDURE

- A. Officers at the crime scene should assure the integrity of physical evidence by:
 - 1. Protecting the crime scene.
 - 2. Arriving as soon as possible
 - 3. Excluding all unauthorized personnel.
 - 4. Extending the security area immediately beyond the fringes of the incident.
 - 5. Avoiding touching, handling or stepping on anything until the entire scene has been analyzed;
 - 6. Keeping in mind that nothing is too small or too insignificant to have investigative value.

- B. The objective of collecting evidence is as follows:
1. To determine the facts of the crime;
 2. To identify the criminal; and,
 3. To aid in the arrest and conviction of the criminal.
- C. The search shall be conducted as follows:
1. Develop a search plan.
 2. Photograph and sketch discovered evidence before handling; and,
 3. Conduct search regardless of apparent adversaries.
- D. Evidence shall be collected as follows:
1. Preserve discovered items for criminalistic processing, fingerprints, ballistics, etc.
 2. Fragile evidence shall be collected first.
 3. Package discovered items to ensure constant protection; and,
 4. Mark and initial all evidence and containers.
- E. Evidence shall be marked as follows:
1. Label evidence immediately to ensure its proper identification later.
 2. Each piece of evidence must be marked when it is removed from its original position; and,
 3. Identify each item and its location where found.
- F. The chain of possession shall be maintained as follows:
1. Limit the number of individuals who handle the evidence to as few as possible.
 2. Record the name of the individuals who handle the evidence.
 3. Obtain receipts from individuals who accept evidence.
 4. Never assume the evidence, which is returned, is in the same condition or state in which it was found. Check it and verify markings.

ASSURING THE INTEGRITY OF WITNESSES (EVALUATION)

- A. The integrity of witnesses shall be ensured as follows:
1. Isolate suspected witnesses;
 2. Obtain identities of possible witnesses and where they were at the time of the crime;
 3. Obtain the first reactions of witnesses;
 4. Collect witnesses' statements;
 5. Allow witnesses to give a full statement free of outside influences;
 6. Allow witnesses the opportunity to record and sign statements; and,
 7. Never lead witnesses or attempt to "help" them recall information.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 17-2 PROSECUTION REPORT PROCEDURES

INTRODUCTION

Effective prosecution must be based upon the information forwarded to the District Attorney by the investigating officer. Without access to all available information and a belief the suspect charged did commit the offense, no formal charges will be filed. A properly conducted preliminary and follow-up investigation requires proper preparation of materials.

INVESTIGATING OFFICER'S REPORT

- A. The investigating officer's report should include the following information:
1. Report Cover Sheet, listing:
 - a. Title of Offense and Code Section,
 - b. Date of Offense,

- c. Location of Offense,
 - d. Defendant's Name and Identifiers,
 - e. Victim (if business, list all owners or persons having legal possession and the name of the business as it appears on the business license; and,
 - f. Name of Prosecuting Officer (either officer or civilian, if warrant taken by civilian, also show investigator).
2. List of witnesses and addresses, and to what each can testify (List should include all victims and officers involved);
 3. List of evidence; chain of custody. The results of any testing of evidence (e.g., fingerprints) should be presented. Include listing of photographs;
 4. All police reports, including crime, arrest, and follow-up. Undeveloped leads should also be included; and,
 5. Copies of all statements, waiver of rights, and other material documents.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 17-3 INVESTIGATIVE CASE FILE

INTRODUCTION

Case files should be maintained on all cases for which investigative activities are on going. The case file provides an immediate information resource to investigators. These files should be consolidated into the records system when the case is suspended or closed.

CASE FILES

- A. Case files will be prepared at the direction of the supervising investigator. To ensure uniformity, all major case files shall be prepared as follows:
1. Case files will be prepared in brown folders available in the investigator's desk.
 2. Folders shall identify case number, type of incident, date of incident, victim's name, defendant's name (when known), and case status: active, cleared by arrest, cleared by exception or unfounded.
 3. Case files shall contain:
 - a. Pink copies of incident reports/supplemental reports;
 - b. Advisement of right/waiver forms;
 - c. Statements;
 - d. Search warrants;
 - e. Photographs;
 - f. Miscellaneous documents;
 - g. Prosecution report;
 - h. Description form (when applicable); and,
 - i. Check-off sheet (when applicable).
 4. Case files will be maintained as Offense Files.

REPORTS

A. All reports submitted by officers shall conform to departmental report writing procedures. The original investigation report shall describe the investigation according to the following sequence:

1. Narrative Summary – Describe in detail who, what, where, why, when and how.

When witnesses are interviewed or statements taken, they shall be listed numerically, i.e., 1.2.3.4., giving names, race, sex, DOB, addresses, phone numbers, place of employment or where they can be located. Include a short paragraph summarizing the information given.

If an area canvass is conducted, all persons and addresses, interviewed or visited, must be listed. State time, and identify persons by name, race, sex, address, phone number and what information was obtained. If no one was at home at an address, state that no contact was made and give time or attempted contact.

2. Scene (Assault or Homicide Investigation) – Describe the scene of the crime and body position, clothing, trauma, disposition of body, etc.

Scene (Property Crime) – Describe scene (structure, type dwelling or business). Legal owner and/or person in possession.

3. Medical History – For Assault or Homicide Investigation include where victim was treated, doctors and hospitals involved, extent of wounds and condition of victim.
4. Property and Evidence Disposition – Include detailed listing of property or evidence impounded and where it is stored. If property is released at scene, state to whom and why.
5. List leads to be followed at end of report.

STATEMENTS (WITNESS AND SUBJECT)

- A. Statements must reflect sufficient personal history data of the person interviewed (i.e., name, race, sex, DOB, address) so they may be located in the future without difficulty.
- B. Statements shall be typed or written on the Department Statement form.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 17-4 FIELD INTERVIEW REPORT (FIR) FILE – SERVICE/ASSISTANCE CARDS

INTRODUCTION

The increasing number of cases, which are not successfully cleared, necessitates a review and evaluation of criminal investigation activities. This review should not be limited to the Detective, but should include the entire investigative process since supervisors and high-level officers are in a better position to improve the investigative process than investigators. How well patrol officers develop and report on routine stops greatly affects later events as the cases are reported and processed through the criminal justice system. One of the major outcomes of improved field reporting is an increase in officers' productivity, which translates into an increase in the number of arrests for serious crimes accepted for prosecution.

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Tornadoes, Wind Warnings and Thunderstorms

Ice, Sleet and Snow

Hailstorms

I. PURPOSE

- A. To expedite the mobilization of Departmental personnel while encouraging efficient carrying out of duties and responsibilities connected with unusual occurrences.
- B. To establish a Standard Operating Procedure for responding to hazardous material incidents;
- C. To establish a Standard Operating Procedure for responding to bomb threats;
- D. To establish a Standard Operating Procedure for identifying initial responsibilities in a hostage, sniper, or barricaded person incident; and,
- E. To establish a Standard Operating Procedure for response to civil disorders. (Beyond the scope of S.O.P. 16-3 Managing of Disputes).

II. RULES AND REGULATIONS

A. General

- 1. Approach – Unusual incidents require a tactical plan to be developed in order to ensure that the Department makes an appropriate, well-organized response. To minimize the possibility of injury to officers and others, appropriate special equipment and trained personnel shall be requested as needed.
- 2. Responsibility – In tactical situations, which are initiated by radio calls, or spontaneous activities, the senior uniformed officer present is in command. A supervisor shall take charge upon his/her arrival at the scene or by order to the officer present, and take

appropriate action to bring about an acceptable solution. He/she will use either readily available manpower or activate the tactical response team necessary. Available units include, but are not limited to:

- a. Environmental Safety Services – Responds to hazardous materials incidents and fire/arson incidents.
 - b. Emergency Medical Services – Responds to life threatening situations.
 - c. Fire Department – Responds to fire and explosion emergency situations or requests for wash downs.
3. Jurisdictional Responsibilities – As defined in this section, the ranking or supervisory officer of a situation will retain such command until relieved by a higher-ranking officer or another police agency clearly indicated that jurisdictional responsibility is theirs.

B. Limited Emergency Situation

1. Definition – A limited emergency situation is defined as one, which can best be handled by a limited number of police officers.
2. Objective – The primary objective of these procedures is to facilitate responsive, organized police action with the maximum amount of safety for civilians and police personnel in the emergency situation.
3. Procedures for any Limited Emergency Situation – The following procedures will apply:
 - a. Officer discovers or responds to the situation.
 - b. Officer notifies the Communications Center of the situation and pertinent facts.
 - c. Communications Center notifies and dispatches Shift Commander and additional officers for assistance as needed.
 - d. Officer at the scene contains situation by establishing perimeter security.

- e. The Shift Sergeant, upon arrival, verifies situation and notifies Communications Center of verification.
- f. The Shift Sergeant takes command of the situation with the full cooperation of other officers already at the scene; and,
- g. Officers at the scene continue perimeter security.

C. Specific Situations – In most situations certain procedures can be followed. Listed below are some problem areas that the officer may encounter: (Also see Active Shooter Policy)

1. When Hostages are Involved – When hostages are taken by the suspect, the primary concern will be for the safety of the hostages.

Every extreme situation and an appropriate procedure to alleviate the problem cannot be stated. Therefore, the officer on the scene must decide based on rational facts and not the emotional situation. Time is not the officer's side, so it is best to contain the situation until superior officers arrive.

2. Building Searches – Personnel used in this type of search must be kept to a minimum to ensure that adequate communications, proper leadership by the superior officers and the safety of the officers involved in the search are maintained.

The Shift Sergeant will coordinate the search operation.

3. Snipers – Situations involving snipers have shown that a poorly organized response can result in confusion, injury and even death to the officers involved. It is imperative that superior officers take complete charge of such situations and make appropriate decisions.
4. Bomb and Bomb Threats – (See S.O.P. 18-2 Handling of Bomb Threats)
5. Barricaded Suspects – (See S.O.P. 18-3 Initial Responsibilities of the Scene of a Hostage, Sniper, or Barricaded Person Incident)

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 18-1 HAZARDOUS MATERIALS INCIDENTS

INTRODUCTION

Because of the potential for serious health and environmental damages, the following procedures were developed by the East Georgia State College Department of Public Safety as a guide for initial action to be taken by officers to protect the public and the environment:

- A. Upon receiving a report of a hazardous material incident, the Communications Officer shall immediately dispatch the closest available officer along with the Shift Supervisor to investigate. The Communications Officer shall notify the Environmental Safety Services Office or the Environmental Safety Officer, if after work hours.
- B. Upon arriving at the site, the responding officers shall provide emergency first aid as needed and request additional assistance as needed. (Fire Department, Emergency Medical Services.)
- C. Upon confirmation that a hazardous material incident has occurred, the Communications Officer shall advise the local medical facilities and ambulance personnel that all injured individuals are assumed to be contaminated by hazardous material and should be handled accordingly. The responding officers should obtain the name of the injured persons and the hospital where the patient will be taken.
- D. The responding officers shall evacuate the immediate area and begin to form a perimeter. The responding ESS Officer will determine the size of the perimeter upon his/her arrival.
- E. Upon the arrival of the responding ESS Officer, the duties of the initial responding police officer shall be to assist in crowd control, traffic direction, and other duties deemed necessary.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 18-2 HANDLING OF BOMB THREATS

INTRODUCTION

The East Georgia State College Department of Public Safety is charged with responsibility for responding to bomb threats regardless of whether information is received by the Public Safety Department or by some other member of the College community. It is imperative that information that is received regarding the threat is forwarded to the East Georgia State College Officer of Public Safety as quickly as possible. It will be the responsibility of the Public Safety Department to report immediately to a facility targeted in a threat and to work with College staff members housed in the facility to affect a systematic search. Officials of the Public Safety Department will gather as much information as possible from staff housed in the facility concerning problem areas and other pertinent information that might relate to a bomb threat. It is vital that all College employees cooperate in meeting such an emergency.

The highest-ranking officer of the Public Safety Department present at the scene will make the decision as to whether or not to evacuate the facility. This decision will be based on a consideration of all known information of criminal or subversive activity in the area as well as activities of an unusual or disruptive nature occurring in the facility or with staff or employees who utilize the facility. If there is no information indicating that a threat is a hoax or that there is inadequate time for a proper search, the decision of the police official present will be to evacuate the facility.

This procedure identifies information to be obtained from the complainant, safety precautions for handling a bomb threat call techniques of searching precautions for handling a bomb threat call techniques of searching for a bomb. A bomb disposal technician will examine any suspect packages or containers.

- A. Required Information – The Communications Officer will obtain all pertinent information regarding the person who made the threat. The Shift Commander will then use this information to determine if the affected area warrants a bomb search and/or evacuation. Before the call is completed, the information on the attached “Bomb Threat” sheet should be completed if possible.
- B. Responsibility at the Scene
 1. All officers arriving at the scene shall turn off their portable radios before nearing the building since it might trigger the explosive device. The Shift

Commander shall then contact the building supervisor to advise him/her of the situation. It is the responsibility of the Shift Commander to determine whether evacuation of the building is necessary.

If the building is to be evacuated:

- a. The responding officers shall convene with the Shift Commander at a pre-determined location.
 - b. The Shift Commander will assign each officer a specific area of the building to search. The Shift Commander will designate an exact time that all officers are to return and meet with him/her.
 - c. If possible, the Shift Commander will contact the building supervisor to request assistance with the search of the building.
2. The responding officers should advise all people involved not to answer phones, turn light switches on or off or anything which might activate an explosive device.
 3. Should a suspected explosive or incendiary device be located, officers shall prevent any unauthorized persons from touching it and ensure that the area is evacuated.

C. Techniques for Dispatcher or Office Personnel Receiving Bomb Threat on the Phone

1. The vast majority of bomb threats are received by telephone. Every operator or receptionist should be instructed on how to respond to a bomb threat call. The individual receiving the threat should try to get as much information as possible from the caller. The most important points to ascertain from the caller are:
 - a. When is the bomb going to explode?
 - b. Where is it located?
 - c. What does it look like?
 - d. What will make it explode?
2. The person receiving the call should listen closely and pay attention to:
 - a. The sex of the caller.
 - b. The possible race/ethnic background of the caller.
 - c. The approximate age of the caller.
 - d. The caller's voice, calm, angry, disguised, etc.

- e. Background noises such as street sounds, music, and public address announcements, etc.
3. It is recommended that the GBI, ATF, and the FBI be advised of any bomb threats, whether actual or hoax. Their services are available and in many instances bomb threats will involve federal violations.
 4. If a bomb threat is received at Public Safety, attempt to follow the BOMB THREAT CHECKLIST on the following page, EVACUATE the building, and use a vehicle radio to notify the Lumpkin County Sheriff's Office and the Lumpkin County Dispatcher. The dispatcher on duty will go to a phone in another building and notify the Director of Public Safety, the Director of Plant Operations, the Vice President for Business and Finance, and the President of the University.
 5. If you receive a call from an employee or student reporting that they had just received a bomb threat, dispatch the officer to the scene and evacuate the building and buildings immediately adjacent to the building that is the suspected bomb target. DO NOT use "BOMB THREAT" or the fire alarm system to evacuate a building. Rather inform the occupants that there is a suspected gas leak. The dispatcher will activate the 911 system and then notify the Director of Public Safety, the Director of Plant Operations, the Vice President for Business and Finance, the Vice President for Academic Affairs, the Vice President for Student Affairs, the Associate Dean of Students, and the President of the University.
 6. Refer to the East Georgia State College Safety Plan for instructions on search techniques and re-occupation of the building.

BOMB THREAT CHECKLIST

QUESTIONS TO ASK:

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your name?

What is your address?

EXACT WORDING OF THE THREAT

Sex of the Caller: _____ Race: _____

Age: _____ Length of Call: _____

Number at which call was received: _____

Time: _____ am/pm Date: __/__/__

THREAT LANGUAGE

Taped Incoherent
 Foul Irrational
 Well Spoken Message read by
threat maker

Remarks: _____

<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal
<input type="checkbox"/> Angry	<input type="checkbox"/> Stutter
<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp
<input type="checkbox"/> Slow	<input type="checkbox"/> Raspy
<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep
<input type="checkbox"/> Soft	<input type="checkbox"/> Ragged
<input type="checkbox"/> Loud	<input type="checkbox"/> Clearing Throat
<input type="checkbox"/> Laughter	<input type="checkbox"/> Deep Breathing
<input type="checkbox"/> Crying	<input type="checkbox"/> Disguised
<input type="checkbox"/> Normal	<input type="checkbox"/> Accent
<input type="checkbox"/> Distinct	<input type="checkbox"/> Familiar
<input type="checkbox"/> Slurred	<input type="checkbox"/> Whispered

If voice is familiar, whom did it sound like?

BACKGROUND NOISES

<input type="checkbox"/> Street Noises	<input type="checkbox"/> Animal Noises
<input type="checkbox"/> Voices	<input type="checkbox"/> Clear
<input type="checkbox"/> PA Systems	<input type="checkbox"/> Static
<input type="checkbox"/> Music	<input type="checkbox"/> Local
<input type="checkbox"/> House Noises	<input type="checkbox"/> Long Distance
<input type="checkbox"/> Motor Noises	<input type="checkbox"/> Booth
<input type="checkbox"/> Officer machinery	<input type="checkbox"/> Factory Machinery
<input type="checkbox"/> Crockery	<input type="checkbox"/> Other _____

Reported call immediately to: _____

Phone Number: _____

Date: __/__/__

Name: _____

Position: _____

Phone number where you can be reached: _____

CALLER'S VOICE

C. Searching for the Bomb

1. Depending on location and manpower, officers shall establish a Command Center. The key to a successful Command Center is flexibility and mobility. The Center should move with the search.
2. The best people to search are employees familiar with the area. They are more aware of items that are out of place or alien to the location. The ideal team is two; one employee, one officer.
3. Actions by those participating in the search should be well planned by the Shift Sergeant. There should be no undue movement of items, bumping, or shaking. A bomb can be any shape, size, or color.
4. If a suspected bomb is found in an occupied building, the officers shall evacuate the building.

D. Techniques of Searching – The following guidelines should be followed in conducting a bomb search in a building or an automobile:

1. Start of search
 - a. Start outside work inside;
 - b. When searching, start at the lowest level;
2. The search should be broken into three steps:
 - a. Exterior – The exterior search begins at the ground level. Close attention should be given to piles of leaves and refuse, shrubbery, trashcans, and parked vehicles. (Outside accessibility is unlimited).
 - b. Public Area Search – Extended outward from the building to some natural divider (curb or wall, usually 25 to 50 feet).
 - c. Interior Room Search
 - (1) Special attention should be given to utility rooms and areas where access is unlimited.
 - (2) Begin the search at the lowest level and work upward, completely searching each level before changing floors.

- (3) When searching a room, search in four levels:
 - (a) Floor to waist – check chairs, desks, trashcans, anything is this level that could conceal a bomb;
 - (b) Waist to eye level or top of head – behind pictures, cabinets, miscellaneous on walls;
 - (c) From eye level to ceiling light fixtures – any item suspended from ceiling, e.g., heater ducts;
 - (d) Ceiling and false ceilings.
- (4) Whenever first entering a room, remain completely calm and immobile. Listen for any unusual sounds. Many times, such actions will pick up sounds indicating a device.

d. Vehicle Searches

- (1) With a vehicle, look for a device designed to kill rather than harass.
- (2) Whereas, a bombing in a building is normally set to detonate at a specific time, an auto bomb usually has a triggering device.
- (3) The initial action in a vehicle-involved incident is to evaluate and secure as much information as possible from the driver/owner. (Any threats, evidence of tampering, suspicious noises, unfamiliar objects).
- (4) Find out when the vehicle was last operated, was it locked, who is to be the next person in the vehicle. (Who is the intended target, driver or passenger?)
- (5) Check the area around the vehicle for signs of tampering. (Marks on the ground, bits of tape, wire insulation, etc.)

NOTE: A vehicle bomb can be installed in 15-30 seconds. A detailed search emphasizing safety may take several hours depending on the situation.

e. Action to be Taken Upon Location of a Suspected Bomb

- (1) If a suspected bomb is located, it will remain untouched. The patrol officer will notify the Public Safety Office and

request that the bomb technicians be dispatched to the scene. At no time will any unqualified officer attempt to move or render safe any suspected explosive device.

- (2) The officers on the scene will then evacuate the area. They should also attempt to isolate the bomb by surrounding it with cushions or mattresses, etc.
- (3) Communications will also advise other emergency equipment and services be dispatched to the scene.

3. Conclusion of Search

- a. The supervisor at the scene will notify the building supervisor of the results of the search.
- b. The supervisor will make sure that all required reports have been completed and all units are back in service.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 18-3 INITIAL RESPONSIBILITIES ON THE SCENE OF A HOSTAGE, SNIPER OR BARRICADED PERSON INCIDENT

INTRODUCTION

This situation poses an extreme danger not only to officers, but to other persons as well. Good judgment demands that a tactical plan be developed.

As soon as an incident is verified, officers should seal avenues of escape and notify administrative personnel. Once the suspect is isolated, time is to the benefit of the officers and the full resources of the East Georgia State College Officer of Public Safety and the other agencies in the surrounding area are available to assist officers in removing the suspect from his/her location. To minimize the possibility of injury to officers and others, appropriate special equipment and trained personnel should be requested as needed. If possible, an effort should be made to contact the suspect in an attempt to persuade him/her to surrender voluntarily before force is used.

A. Duties of the Responding Officer – The responding officer shall have the following duties:

1. Confine the suspects to the immediate area and maintain firearms discipline;
2. Request the Officer of Public Safety to notify his/her immediate supervisor, the Director of Public Safety and the Bomb Disposal Unit;
3. Cordon-off the area and evacuate injured persons if the situation permits;
4. Request that an ambulance be dispatched to the location;
5. Detain all persons, both civilian and members of the Department, having pertinent information regarding the suspect or his location for de-briefing;
6. Establish a command post, advising all concerned units of the location and of any streets or areas, which may be unsafe for responding units to enter.

B. Duties of First Patrol Supervisor – The first patrol supervisor on the scene shall have the following duties:

1. Direct all responding members of East Georgia State College Officer of Public Safety, and any other department, to report to the Command Post for assignment and briefing. Ensure that all members are aware that the safety of hostages, all personnel and citizens is of primary concern and of the necessity for maintaining firearms discipline;
2. Designate an alternate mobilization point for responding personnel, if needed, transmitting this information to the Communications Center. Advise the Communications Center of any streets or areas that may be unsafe for responding units to enter;
3. Determine necessity to evacuate the location or area. If deemed necessary, commence evacuation of bystanders. Then, evacuate persons in their homes, apartments, business places, schools and churches;

4. Gather intelligence information regarding:
 - a. Location of suspect (floor, room, roof);
 - b. Types of weapons;
 - c. Identification of suspect, including complete physical description, mental state, and physical condition;
 - d. Suspect's purpose;
 - e. What crime has suspect committed? (assault, robbery, minor disturbance);
 - f. Physical description of any hostage and their physical and mental condition, communicating this information to all responding personnel;
 - g. Location of any telephones;
 - h. Deploy additional personnel when they respond to cover exits and possible escape routes and for vehicle and pedestrian control;
 - i. Provide a complete status report to the Shift Sergeants' and stand by to assist; and,
 - j. Assign an officer to record events in chronological order.
- C. Duties of Assisting Personnel – Personnel assisting with the incident shall have the following duties:
 1. Personnel responding to assist a tactical situation will report to the Command Post or to a designated staging area. Assisting personnel will not deploy on their own.
 2. When duly assigned to a specific duty, assisting personnel are expected to maintain absolute control of their post to ensure the safety of innocent persons and to prevent escape of the suspect(s).
 3. Assisting personnel will not act individually unless ordered to do so, or if failing to act would jeopardize the safety or lives of other personnel or citizens.
- D. Duties of the Detective Division
 1. The Investigative Division will be responsible for:

- a. Conducting all phases of the Criminal Investigation surrounding the incident;
- b. Debriefing negotiators and witnesses;
- c. Interviewing the family and friends of the suspect for intelligence purpose;
- d. Verification of all claims or allegations made by the suspect; and,
- e. Preparing appropriate reports surrounding the incident.

E. Communicating with the Suspect – The following guidelines should be used in communicating with suspect:

1. Attempt to establish a line of communication with the suspect.
 - a. This may be done through relatives, friends, or neighbors; however, such persons will not be permitted to enter the area secured by the captor, sniper or barricaded person.
 - b. Attempt to limit the suspect's means of communication with other persons to avoid jeopardizing the operation or providing a forum for the offender.
 - c. If a telephone number is needed, contact the telephone company.
 - d. If unable to communicate via telephone, resort to a bullhorn or public address system.
 - e. Make certain the suspect knows with who he/she is communicating and negotiating.
 - f. Keep the suspect talking as long as possible, since the longer the conversation, the greater the opportunity for a successful negotiation.
 - g. If possible, have a wiretap installed on the suspect's telephone or have a listening device directed toward his/her area of control.

F. Suggested Negotiating Procedures – The following guidelines should be used in negotiating with suspects:

1. Attempt to describe to the suspect the futility of his/her actions.

2. Make every attempt to persuade the suspect to surrender voluntarily, before force is used.
 3. Agree only to trade the release of a hostage in return for the suspect's safety.
 4. Avoid accepting any explicit deadlines a suspect may seek to establish.
 5. Consider obtaining anything within reason demanded by the suspect, except firearms and ammunition.
 6. If food is demanded, develop a plan for distribution, which is mutually accepted, to the Department and the suspect.
 - a. Drugs should not be introduced into the suspect's food or beverages.
 - b. Suspect should not be provided with alcoholic beverages.
 7. Never permit a person to enter the suspect's area of control, except a physician who may volunteer his/her services.
 8. Ask to see any hostages, to assess their well being, but avoid creating the impression of over concern.
 9. If hostages are law enforcement personnel, anticipate possible independent action.
 10. Persist in attempts to negotiate the suspect's demands, while trying to convince him/her that releasing the hostage is a guarantee of his/her safety.
 11. If firmly convinced that a suspect will harm a hostage, consider yielding to demand for an escape vehicle.
 12. Never consent to release a person in department custody in exchange for the release of a hostage.
 13. Remember, if a suspect is allowed to escape, the Department has only acceded to his/her plan and has not agreed to it.
- G. Assault on a Secured Area and Use of Weapons – The following guidelines should be followed in preparation of an assault and the use of weapons:

1. Continued negotiating, a lessening of demands and the uneventful passage of deadlines imposed by the suspect may indicate he/she is beginning to weaken. Continue to negotiate and to consume time.
2. If convinced that the suspect has become destructive and irrational, the Director of Public Safety or his/her designee should prepare for an assault action.
3. The authority to commence an assault and/or to employ firepower will only be given by the Director of Public Safety or his/her designee. This statement applies only to situations that do not fit the parameters of an Active School Shooter.
4. Other situations see (Active Shooter Response Memorandum).

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 18-4 RESPONSE TO CIVIL DISORDER

INTRODUCTION

During civil disorder, the Department's mission is the protection of life and property and restoration of law and order. This mission may be accomplished by dispersing unauthorized assemblages and by increased patrol within the disturbance area. To prevent commission of lawless acts, the Department may present a show of force, establish road or area blockades, disperse crowds, employ chemical agents, start such action necessary to apprehend and contain snipers, and perform other required operations. The Director of Public Safety shall coordinate the Department's response to civil disorders.

- A. Impartiality of the Department in Civil Disorders – Care must be exercised to refrain from taking, or giving an appearance of taking, sides in any civil disturbance.
- B. Enforcement of Laws at Civil Disorders – Officers are required to arrest violators and to impose restrictions, which are mandated.
- C. Deployment at Civil Disorders – The most appropriate course of action to restore law and order will be pursued within departmental guidelines. The measures used shall be only those measures reasonably necessary to achieve the objective. Personnel will be oriented to the existing situation, mission, course of action, and control measures to be employed.

STANDARD OPERATING PROCEDURE

ISSUED _____ EFFECTIVE _____

S.O.P. 18-5 SEVERE WEATHER POLICY

TORNADOES

Tornado Watch: Weather conditions are such that a tornado may develop.

Tornado Warning: This means that a tornado has been sighted in the area and protective measures should be taken immediately. Personnel in Public Safety should alert, in the quickest and most efficient manner possible, personnel in all campus buildings, including dormitories that the area is under a tornado warning, as well as providing an “all clear” when the threat is over.

A tornado warning may be issued in one of several ways. It may be observed or heard on the radio or TV.

In the event of a tornado warning:

Students and employees should seek an inner hallway in a building, one at the lowest level. Stay away from windows, doors, outside walls, and buildings such as gymnasiums where there are few roof supports.

Seek shelter in academic classroom buildings, Stewart Library, residence halls, and the Student Center.

If outdoors and unable to reach a building or a ditch, one should seek a depression in which to lie. Arms should shield the head. Stay away from vehicles.

Public Safety Personnel: Public Safety and other response personnel will be needed at the site where the tornado touched down to assist the injured, limit damage from fire, prevent looting, and assist with recovery operations in other ways, such as providing food, shelter, debris, removal, etc.

In the event of a tornado touchdown on campus, the officer on duty will immediately report to the scene of the touchdown to render aid and assist the fire and rescue personnel that respond. The dispatcher will immediately call the 911-dispatch center. The dispatcher will then call in other campus officers to assist. The dispatcher will then notify the Director of Public Safety, the Director of Plant Operations, the Vice President for Business and Finance, the Vice President for Academic Affairs, the Vice President for

Student Affairs, the Associate Dean of Students, the Director of Auxiliary Services, and the President of the University.

ICE, SLEET, AND SNOW

In the event of severe weather conditions such as ice and snow are imminent; the on-duty Shift Commander should personally contact the Director of Public Safety. Further instructions will be provided at the time concerning an evaluation of road conditions for the President's Office. The Director of Public Safety should be contacted by 5:30 am with the details.

If a representative of the President's Officer contacts the Shift Commander, he/she may give a factual specific interpretation of present road conditions on the campus itself. Predictions of future conditions or evaluations of outlying areas should not be given. Further inquiries should be referred to the Director of Public Safety.

During the periods of poor road conditions, Departmental operations will necessarily be affected.

- A. An appropriate location should be found for the installation of tire chains on police vehicles. Small expenditures may be made at local service stations if the Automotive Center is closed. In the event the above service centers are unavailable, shift personnel should be utilized to install the chains. (Chains should be removed as soon as conditions permit in order to minimize tire and vehicle damage. Vehicle mileage should also be minimized whenever possible.)
- B. Any particularly hazardous areas on campus should either be barricaded and/or Physical Plant notified. Pedestrian safety (steps, etc.) as well as vehicle safety should be kept in mind.
- C. Constant liaison should be maintained with other agencies in order to facilitate operations as well as stay abreast of current conditions.
- D. It will be our responsibility to transport key College Personnel from and to their residences. This is to include Health Services personnel, administrators and others. Shift Commanders should stay abreast of these escorts and assign priorities. There will, of course, be some delays and persons should be advised of this at the time they make requests for transportation.

HAILSTORMS

In the event of hailstorms, officers of the East Georgia State College Department of Public Safety should primarily be concerned with damage to College property (greenhouses, windows, etc.). Upon discovering such damage, the appropriate persons should be notified and action initiated to secure the damaged areas.

Shift Commanders may suspend normal patrol operations in the event of hail large enough to damage police vehicles. Arrangements should be made to park all departmental vehicles in an area of shelter. Patrol should be resumed as soon as possible. During periods of suspension of operations, emergency calls should continue to be answered.