
ROSWELL POLICE DEPARTMENT

Policies and Procedures Manual



Chief of Police
James W. Conroy
February 6, 2024

An internationally accredited law enforcement agency since July 29, 1995 and accredited by the Georgia Association of Chiefs of Police since February 2006.

FOREWORD

As members of the Roswell Police Department we are charged with the responsibility of serving and protecting all persons within the incorporated limits of Roswell, Georgia. The Roswell Police Department enforces all laws and ordinances, protects life and property, preserves the peace and strives to prevent crime and disorder. We are guided by the ordinances of the City of Roswell, the laws of the State of Georgia and the Constitution of the United States of America.

We must strive to set a standard of excellence for others to follow. In keeping with this goal, we have adopted a Mission Statement, a Vision Statement and a Values Statement that reflect the fundamental principles of the organization and should be the cornerstone of each and every member of the Roswell Police Department's policing philosophy:

MISSION STATEMENT

The Roswell Police Department vows to protect life and property, preserve the peace, and strives to prevent crime, fear, and disorder in the City of Roswell in partnership with all who live, work, and travel through our city.

VISION STATEMENT

The Roswell Police Department strives to achieve the lowest crime rate and the highest quality of life in the State of Georgia. The Department will be recognized as the most professional Law Enforcement Agency with the most desirable work environment of all law enforcement agencies in the State of Georgia.

VALUES STATEMENT

We, The Roswell Police Department, show in our words and actions that we value:

- Integrity - Honesty and truthfulness in our actions.*
- Responsibility & Professionalism – Acting professionally with the interest of the community foremost.*
- Courage - The ability to confront fear, pain, danger, uncertainty, or intimidation.*
- Compassion – Have concern and respect for all.*
- Perseverance – The diligent pursuit of our organizational mission and vision despite hardships, obstacles or opposition.*

Through our values we commit to uphold the Constitution of the United States and the laws of the State of Georgia in order to achieve justice for all.

Roswell Police Department
Policies and Procedures Manual
(02-06-2024)

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Chapter 1 – Introduction

1.1 Title and Purpose

This manual contains written directives in the form of policies, procedures, rules and regulations, and guidelines for the Roswell Police Department and is hereinafter referred to as the “Policies and Procedures Manual.” The primary purpose of the Policies and Procedures Manual is to establish uniform and consistent directives that provide members with guidance in carrying out their daily tasks. It is intended to incorporate the interests of the community, the Department and the individual employee. The directives set forth in this manual will aid in assuring that the police services provided by this Department are delivered in a consistent and lawful manner.

1.2 Scope

The directives contained in this manual are intended for the administration of this Department only. Nothing contained in this manual should be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of any directive contained in this manual will only form the basis for Department administrative sanctions. Violations of the law will form the basis for civil or criminal sanctions in a recognized judicial setting.

1.3 Validity of Manual Content

Any statements in this manual found to be illegal, incorrect, or inapplicable will not affect the validity of any other chapter, section or subsection of the manual.

Titles in the manual will not govern, limit, modify or affect the scope, meaning or intent of any chapter, section or subsection of the manual.

1.4 Manual Content

The policies, procedures, rules and regulations, and guidelines contained in this manual make no attempt to cover every situation an employee may encounter. Rather, it provides a framework which, when combined with the training, experience and professional judgment of our personnel, will allow the Department to achieve its mission within the community and provide a safe, efficient and harmonious working environment for its employees.

1.5 Organization

Each employee of the Department will have access to a copy of the Policies and Procedures Manual in its entirety, either in written or digital form. All employees are responsible for knowledge of and compliance with the contents of this manual. Orders, memoranda and other policy directives issued by the Chief of Police are to be: (1) kept in written or digital form, and; (2) available to each employee.

A. Each chapter in the manual is subdivided in the following manner:

1. “Chapter 1” Chapters by Chapter Numbers
2. “1.1” Sections by Section Numbers
3. “A.” Subsections by Capital Letters
4. “1.” Items by Numbers
5. “a.” Sub-items by Small Letters
6. “i.” Points by Small Roman Numeral (i., ii., iii., etc.)

- B. Any manual update will be incorporated into this manual. Revisions will replace the manual in its entirety. Employees will receive an e-mail notification of the update or revision and are required to open the e-mail to document receipt of the notification. Each employee will be expected to read, fully understand, and comply with the Policies and Procedures Manual. Employees who do not understand any part of this manual will be expected to get clarification through their immediate supervisor.

1.6 Applicability

Directives in this manual may be general and apply to all personnel, or they may be specific to a particular duty or duties carried out by a limited number of employees. Even though a directive may not have a specific application to a particular employee, all employees will be expected to have a general working knowledge of those guidelines.

1.7 Definitions

- A. In order to simplify the terminology used throughout this manual, some of the most often used words are defined as follows:

1. **City:** The City of Roswell, Georgia
2. **Civilian Personnel:** Any employee of the Roswell Police Department who is not required to take an oath of office as a condition of employment
3. **Commander/Commanding Officer:** Any sworn employee placed in charge of any Department component
4. **Component:** Generic term for any organizational unit of the Department whether a Division, Section or Unit
5. **Department:** The Roswell Police Department
6. **Detective:** This is a general term used for officers assigned to investigative duties in the Criminal Investigations Division or a specialized unit
7. **Directive:** All laws, rules and regulations, general and special orders, policies and procedures, training material, and written or verbal orders given by a supervisor
8. **Employee:** Any employee of the Roswell Police Department
9. **Field Training Officer (FTO):** An officer assigned to responsibilities of training new Police Officer I's for the Department and certified by POST as an FTO
10. **Master Police Officer (MPO):** An officer who has completed the requirements as described in the Department's Career Development Program
11. **Member:** Any employee of the Roswell Police Department
12. **Police Officer I (POI):** An officer completing the training requirements as stated in the Department's Career Development Program
13. **Police Officer II (POII):** An officer who has completed the requirements, as stated in the Department's Career Development Program
14. **Policies and Procedures Manual:** Includes rules, regulation, policy, procedure and guidelines

15. **North Fulton Special Weapons and Tactics Team:** A tactical unit that addresses high risk incidents and includes Crisis Negotiation Team (CNT) and medical personnel
16. **Superior:** Any employee who, by appointment or designation of higher rank, is authorized to issue orders to a subordinate
17. **Supervisor:** Any employee whose position gives them authority over and responsibility for the work of employees assigned to them
18. **Sworn Personnel:** Any employee of the Roswell Police Department who is required to take an oath of office as a condition of employment

B. Conventions

1. **Gender:** Masculine or feminine gender pronouns, if noted in this manual, will refer to both male and female employees. This is for the purpose of brevity only and is not intended to discriminate or suggest preference to any gender.
2. **Tense:** The present tense will include the past and future.
3. **Mandatory and Permissive:** "Shall" and "will" are mandatory; "may" and "should" are permissive.

Chapter 2 – Written Directive System

2.1 Purpose

To establish a method for drafting, issuing, cataloging, and maintaining written directives and forms for the Roswell Police Department.

2.2 Policy

It is the policy of the Roswell Police Department to establish and maintain a written directive system, setting forth all Executive Orders, General Orders, Personnel Orders, instructional materials, memorandums, rules and regulations, and policies and procedures. Written directives will be provided and disseminated to all affected personnel.

A system will be established and maintained to create and modify all agency forms. Written directives will not cover every situation that may arise. Personnel must act with good judgment and common sense, refer to appropriate manuals, regulations, orders, and training guidelines, and seek supervisory assistance when necessary as they carry out their duties.

2.3 Definitions

(12.2.1)

Executive Order: An order used to specify instructions governing particular situations. The orders are generally time-sensitive and will be automatically canceled when the intended objectives have been achieved or a certain termination date has passed.

Form: Internal and external documents, whether paper or electronic-based, used on a recurring basis in the course of agency business.

General Order: An order used to introduce newly created or revised written directives that are contained within the Policies and Procedures Manual or departmental forms. The General Order supersedes any previous directives that have been previously issued. The General Order is also used as a receipt to indicate that all personnel who have been affected by the order have had the opportunity to be introduced to the amendments, and acknowledge the same.

Instructional Material: Training guides, bulletins, and checklists that are provided to members of the agency, which are received from other agencies or outside resources. These materials are used to provide members with current information that will impact the performance of their duties or serve to update them on current information. Instructional material will generally be distributed through the department's email system, or disseminated through some other form of written materials. As part of the Roll Call Briefing, the officer conducting the roll call session will ensure that the officers reporting for duty have been given sufficient opportunity to review this material and to clarify any questions or issues that may arise from that review. The Chief of Police, Division, Section, or Unit Commanders may issue instructional material.

Memorandums: An informal written document usually to a specific person, or a specific group of people, that may or may not convey an order. It is generally used to clarify, inform or inquire often in email format.

Personnel Order: An order used to announce changes in the status of personnel such as hiring, transfers, assignments, appointments and promotions.

Policy: A broad, general statement of agency doctrine. Policy statements may provide a framework for development of procedures and rules and regulations.

Procedure: A set of fixed instructions or steps for carrying out usual routine operations.

Rules and Regulations: Is a compilation of the of the department's written directives that generally regulate conduct and decorum among department personnel. Members are expected to follow each and every rule and regulation at all times. Department rules and regulations are described within Chapter 16 "Code of Conduct" of this manual.

Policies and Procedures Manual: Is a compilation of the police department's written directives that principally serve as guidelines and procedural steps that are to be followed as a matter of course when members of the department are carrying out their duties and responsibilities. The policies and procedures are designed to serve as a reference guide, specifying the guidelines used in governing the conduct of personnel and the operation of the department.

Written Directive: An official statement by or authorized through the Chief of Police that guides or directs the actions and activities of employees. Directives encompass all means by which this agency communicates instructions, orders, and duty requirements to its members, to include policies, procedures, rules, regulations, executive orders, general orders, memorandums, and instructional materials.

2.4 Application

The provisions of written directives issued by the Chief of Police, under authority granted by the City of Roswell Code of Ordinances (Section 8.4.1), are binding upon all employees and volunteers. Each employee is provided access to written directives for the purpose of familiarization and for use in conducting official business in the essence of efficient, effective, and professional service to the citizens of Roswell. Volunteers, interns and others are trained in written directive pertinent to their involvement with the department.

2.5 Written Directive Development and Approval

(12.2.1, 12.2.2)

The Chief of Police has the ultimate authority to issue, modify, or approve department written directives. Maintenance of the written directive system is the responsibility of the Accreditation Manager. In coordination with divisions, sections, units or functions, the Accreditation Manager will solicit input to ensure that new directives do not contradict existing directives or applicable law. During the review and comment process, division and unit commanders should solicit input from all employee groups directly affected by the proposed directive(s).

Any employee discovering material that is no longer current, or finding a discrepancy or contradiction in any directive, will report such information to the Accreditation Manager and may make recommendations for changes or revisions.

The department's Policies and Procedures Manual shall be maintained in electronic format and is immediately accessible by all personnel through the shared police drive and PowerDMS.

A. Reviewing, Revising, Rescinding and Adding New Directives

1. In order to determine whether each directive is current and still in effect, all policy and procedure directives will be periodically reviewed by the Accreditation Manager, or at the direction of the Chief of Police. In the event that a written directive is determined outdated, no longer in effect, or in need of revising, the Accreditation Manager will submit recommendations for revisions, through their chain of command, for final approval by the Chief of Police.
2. In general, and at the direction of the Chief of Police, working and final drafts of departmental policies and procedures may be disseminated for review to affected supervisory personnel.

3. A General Order may amend, rescind, update, revise or cancel any other existing Department division or unit order. No General Orders that set policy will expire. These orders may be periodically amended, revised or rescinded in their entirety.
4. The Office of Professional Standards will review all updated or revised written directives to ensure it does not contradict applicable state or national standards, existing agency directives or applicable laws.

The Chief of Police, prior to issue, will approve all new or revised written directives and forms enacted by the department.

2.6 Written Directive Indexing, Format and Organization

(12.2.1, 12.2.2)

A. Executive Orders

1. All Executive Order indexing numbers will begin with "EO" to designate Executive Order, followed by the last two digits of the year issued and concluded with the next available consecutive number for the order (i.e. EO-21-001).
2. Executive Orders will be prepared according to a format designed by the Chief of Police. An ending date will be included, unless the order is self-canceling or the nature of the order is such that no ending date is necessary.
3. Executive Orders are only issued by the Chief of Police and are disseminated to all affected personnel.

B. General Orders

1. All General Order indexing numbers will begin with "GO" to designate General Order, followed by the last two digits of the year issued and concluded with the next available consecutive number for the order (i.e. GO-06-001).
2. The General Order heading will be used on the initial page of each order. The heading includes "Roswell Police Department", the agency patch, assigned index number, issue date, effective date, affected personnel (Sworn, 911, Civilian) and identifies the directive as new, amended or rescinded. The body of the General Order will consist of the Subject title, Purpose Statement, Order Statement, Discussion Statement (if applicable) and Note.
3. General Orders are only issued by the Chief of Police and/or Acting Chief and are disseminated to all affected personnel.

C. Personnel Orders

1. All Personnel Order numbers will be indexed as follows: "PO" to designate Personnel Order, followed by "RPD", the year of issuance, and concluded with the next available consecutive number for that order (i.e. PO-RPD-21-001).
2. Personnel Orders will be printed on the appropriate agency letterhead. They shall include the assigned index number, date of issue, effective date, the affected employee's name, "Announcement," subject title, and the purpose of the order.
3. The Chief of Police, Division, Section, or Unit Commander may issue Personnel Orders. Personnel Orders will be distributed to affected personnel and the Command Staff.

D. Memorandums

Memorandums are generally not numbered for indexing purposes. Memorandums will be prepared in a standard format used throughout the department normally issued using "To – From" format. Any member of the department may issue memorandums.

E. Rules and Regulations

Rules and Regulations will be numbered by their applicable section number in the Code of Ethics Chapter of this manual. Only the Chief of Police may issue rules and regulations.

F. Policies and Procedures Manual

1. All policies and procedures will have an order of sequentially assigned numbers within each chapter they are placed.
2. The Policies and Procedures Manual will be maintained in an electronic format. Each set of policies and procedures contained within the manual will adhere to an established structure or format in order to maintain consistency and provide for easier reference. Generally, each policy chapter shall be structured in the following format: policy chapter title, scope (if applicable), purpose statement, policy statement, definitions (if applicable) and procedures.

2.7 Storage and Dissemination of Written Directives

(12.2.2)

The Office of Professional Standards is responsible for the distribution of new or revised policies and procedures.

- A. All issuance of existing, new, or revised policies and procedures shall be distributed to all affected personnel through PowerDMS and e-mail. Employees are required to electronically sign for all directives issued through PowerDMS. Electronic signatures will serve as receipt that the written directive or material was received, understood and signed by the employee.
- B. When necessary, roll call or other training regarding the policy will be conducted concurrently with the policy/procedure distribution. It will be the responsibility of each employee of the Department to seek additional training if absent when given, to remain aware and informed. All employees are required to log into PowerDMS on a regular basis to ensure receipt of new, revised or rescinded material.
- C. Electronic copies of issued General Orders will be maintained on PowerDMS and stored on the police shared drive, accessible to all personnel. Original, signed General Orders will be maintained and stored in the office of the Accreditation Manager.
- D. Electronic and hard copies of all policies, both current and rescinded, shall be retained for future reference, and shall only be removed, or purged after the approval of the Chief and in accordance with Georgia Open Records Retention Law. An archive log will be maintained automatically within PowerDMS and on the designated police server.
- E. The Office of Professional Standards will ensure all affected employees electronically sign each written directive through PowerDMS and will follow up through the chain of command if any employee has not acknowledged receipt, in a reasonable time, typically no longer than 28 days, after a written directive was issued.

2.8 External Written Directives

- A. Employees of the Department will be responsible for external written directives, which, whenever

practical, will be issued to all affected employees. These external directives may include, but are not be limited to: Federal law, state law, City of Roswell code, applicable case law, administrative directives from the City's mayor and council, and administrative directives from Federal and state agencies, i.e. P.O.S.T., N.C.I.C. and G.C.I.C.

- B. Every effort should be made to avoid conflict between Department directives and external directives. If such conflict does exist, it may be resolved by application of the following principles:
 - 1. Law takes precedence over administrative regulations. (Example: Federal and state law would take precedence over Georgia P.O.S.T. Council regulations.)
 - 2. Law of the higher jurisdiction takes precedence over law of a lower jurisdiction. (Example: U. S. Supreme Court constitutional interpretations take precedence over state law. State law takes precedence over city ordinances.)
 - 3. City-issued directives take precedence over Department directives. (Example: City personnel policies take precedence over Department personnel policies.)
- C. It should be clearly noted that the application of these principles is necessary only in the case of conflict between directives. Department directives issued to supplement external directives will stand in the absence of such conflict.

Chapter 3 – Authority and Responsibility for Command

3.1 Purpose

Define the organizational structure of the Roswell Police Department and to set forth the basic organizational principles of the Department by addressing such areas as organization by function, unity of command, delineation of responsibility, and delegation of authority.

3.2 Policy

It is the policy of this Department that all employees understand and follow the chain of command. To maintain administration principles, the line of authority from police officers and employees through the ranks shall be preserved in all business matters on management, discipline, departmental functions, and operations (including formal or informal ideas, complaints, or suggestions). The chain of command shall not be by-passed, except under emergency conditions or unusual situations, or as defined in other policies.

3.3 Organizational Structure

(11.1.1)

The organizational structure of the department is broken into functional divisions of the different components. The Roswell Police Department consists of four (4) divisions.

- A. The sole determining factor for grouping components within divisions of the department will be function. Functions will be designated as either:
 - 1. **Line Function:** activities which directly relate to carrying out the Department's objectives
 - 2. **Staff Function:** activities which are performed in order to support the line functions
 - 3. **Organization:** the structure of the department resulting from functional divisions of the different components. The Roswell Police Department consists of four (4) divisions.

3.4 Organizational Components

The following is a breakdown of the major components of the Roswell Police Department (RPD) along with the component's function, authority, and responsibility. Because of the complexity, diversity, and number of functions within RPD, reorganization might occur at any time. As a result, the organizational structure is periodically subject to update or change.

Annually, or upon a major reorganization, an updated organizational chart of the Department's structure will be issued to all divisions and be available to all personnel.

A. Chief's Office

- 1. The **Chief of Police** is responsible for the administration and operation of services within the Department. The Chief is also responsible for the establishment of Department policies, directives, rules, and regulations that govern Department management and operations. The Chief has the authority to assign or transfer police personnel as he deems necessary to benefit the Department.
- 2. The **Deputy Chief of Police** answers directly to the Chief of Police. The Deputy Chief is responsible for the direct supervision of the Uniform Patrol, Criminal Investigations, and Support Services Division Commanders. As the direct supervisor of the Commanding Officers,

the Deputy Chief coordinates activities between the divisions, with outside agencies, and with the general public.

3. The **Administrative Assistant** answers directly to the Chief of Police.
4. The **Office of Professional Standards (OPS)** is an extension of the Office of the Chief of Police. The Division Commander holds the rank of Major. OPS consists of: CALEA and GPAC Accreditation; the Internal Affairs Unit; Background/Hiring Investigations; and Research, Planning and Development. The Training Unit also reports to OPS and is led by a supervisor holding the rank of Lieutenant. OPS addresses the development and implements policies and procedures and the assurance of SOP acceptance through the internal investigation process. All functions of OPS are management support services.
5. The **Command Staff** consists of the Chief of Police, the Deputy Chief of Police, the Division Commanders, and any other personnel appointed by the Chief of Police.

B. Uniform Patrol Division

The Uniform Patrol Division (UPD) answers directly to the Deputy Chief. The UPD Commander holds the rank of Major. The UPD is divided into two daily 12-hour watches and a separate Traffic Enforcement Unit.

1. The two watches, Day Watch and Night Watch, are each divided into two squads. Day Watch consists of A Squad and B Squad. Night Watch consists of C Squad and D Squad. Each squad is led by a Watch Commander who holds the rank of Lieutenant.
2. Each squad assigned patrol units to specified zones of the Department's jurisdiction to enable a rapid response for requests for police services as well as to provide optimum patrol coverage.
3. The Traffic Enforcement Unit (TEU) enforces traffic laws, investigates traffic collisions, and performs specialized functions as directed by the Chief of Police. A Lieutenant who supervises two Sergeants leads the TEU.

C. Criminal Investigations Division

The Criminal Investigations Division (CID) answers directly to the Deputy Chief. The CID Commander holds the rank of Major. CID performs the investigative functions of the Department. The Division is divided into two sections with additional units formed as needed.

1. **General Investigations Section (GIS):** This section is responsible for the investigation of crimes against property, persons, children, and white collar related crimes.
2. **Special Investigations Section (SIS):** This section is responsible for the investigation of narcotics and vice related crimes.

Both GIS and SIS are led by supervisors who hold the rank of Lieutenant. Sworn positions within the Uniform Patrol Division and the Criminal Investigations Division are the same in rank and grade.

D. Support Services Division

The Support Services Division (SSD) answers directly to the Deputy Chief. The SSD Commander holds the rank of Major. SSD handles the business, and record-keeping functions of the Department. The Division is divided into two sections with additional units formed as needed.

1. The Records Section is responsible for budget analysis, records maintenance, inventory control, permits, and reception.

2. The Property and Evidence Section is responsible for the receiving, documenting, storing, movement, security, purging and disposition of property and evidence.

E. 911-Communications Division

The 911-Communications Division is responsible for communications with and dispatch of the Police and Fire Department personnel. The Division handles all 911 emergency telephone calls. GCIC responsibilities are also handle by 911.

- F. Each Division will have one Commanding Officer in charge who will report directly to the Chief of Police. Each divisional watch, section, and select units will have one individual in charge who reports directly to their respective Division Commanding Officer or, in the case of specialized offices or units, to the Chief of Police.

3.5 Unity of Command

(11.2.1)

Employees of the Roswell Police Department will be accountable to only one supervisor at any given time within their respective chain-of-command. This unity of command is essential to ensure that all employees are aware of what is expected of them and to promote efficiency and responsibility. There may be times when employees are given a command or will be responsible to someone other than their immediate supervisor.

3.6 Span of Control

- A. The number of employees under the immediate control of a supervisor will not be excessive so as to achieve effective direction, coordination and control. The proper span of control will be determined by such factors as:
1. Abilities of the subordinate
 2. Complexity of the tasks to be performed by the subordinates
 3. Separation by time or place of the supervisor and the immediate subordinates
 4. Number of supervisors on duty at a given time

3.7 Authority, Responsibility and Delineation of Responsibility

(11.3.1)

The City of Roswell is the governing authority and is in command of the Roswell Police Department and its employees. Employees of the City of Roswell Police Department have those powers regulated by law respective to their position. Sworn officers are vested with the responsibility and authority to enforce City ordinances and State laws including the powers of arrest. All levels of Department supervision are required to delegate the necessary authority to lower ranking personnel to allow all members of the Department to fulfill their responsibilities.

In accordance with the duties and responsibilities of each rank, employees shall, for the necessary and designated time, possess commensurate authority when directed by an appropriate commanding officer to act in capacities above their ordinary or usual rank. All Department members are accountable for the use of the delegated authority given to their position.

3.8 Chain of Command, Policies, Correspondence and Complaints

A. Chain of Command

All personnel will respect the chain of command. In the event that the next supervisor in line cannot be contacted in important situations, then an attempt should be made to contact the next superior in line, and so on, up to the Chief of Police.

B. Policies and Procedures

All memoranda pertaining to a new Department SOP will be distributed by the Office of the Chief of Police. Any recommendations for a new policy or procedure will be forwarded in writing through the chain-of-command to the Office of Professional Standards.

C. Complaints

Internal complaints against Department employees will be prepared through the chain of command and submitted to the Chief's Office. Alleged violations of City of Roswell, State, or Federal regulations may be presented directly to the appropriate governing authority.

3.9 Command Protocol

(12.1.2)

A. Ranks of Authority

The Chief of Police will exercise command over all personnel within the Department. The following authority ranking will establish the chain-of-command within the Roswell Police Department:

1. Chief
2. Deputy Chief
3. Major
4. Lieutenant
5. Sergeant
6. Sworn Officers and all non-sworn personnel

B. Command Structure

1. Command structure will always follow the chain of command. The chain of command will also apply to all civilian personnel in their respective division assignments. Whenever command structure is easily distinguished by rank, responsibility of command remains with the command officer of the highest rank.
2. In police incidents, there may be an occasion for personnel of more than one Division of the Roswell Police Department to be at a scene. In these situations, the highest ranking superior officer will assume responsibility of the incident. This ranking superior may defer command authority to a division or unit member who will then have primary responsibility of the specific incident. The highest ranking superior will always be responsible and accountable for the overall operations of the incident.
3. In the event two or more Department members of the same rank are present at an incident, the member having primary responsibility of the incident will be in charge.
4. In situations where more than one division is required for an incident, cooperation between the members of different divisions, units and ranks within the Department is essential.

Therefore, all employees are strictly charged with establishing and maintaining a high spirit of cooperation with other Department members.

3.10 Authority of the Chief of Police

(12.1.1)

The Chief of Police is the Department's Chief Executive Officer, and is the final Department authority on all matters of policy, operations, promotions, budget and discipline. The City of Roswell Code of Ordinances, Article Chapter 8, Section 8.4, Article Chapter 8.4.2 and the official City of Roswell job classification, promulgates this authority.

3.11 Command during the Absence of the Chief of Police

(12.1.2)

- A. In the absence of the Chief of Police, the Deputy Chief of Police will assume command. The appointment will remain in effect for the time period specified and a memorandum or email will designate the Acting Chief.
- B. In exceptional situations where the Deputy Chief is unavailable and the Chief of Police is unable to delegate authority of command, command will be assumed in the following order:
 - 1. The Uniform Patrol Division Commander
 - 2. The Criminal Investigations Division Commander
 - 3. The Support Services Division Commander
 - 4. The Commander of the Office of Professional Standards
 - 5. The most senior ranking officer of the Department until an official action or appointment is made.
- C. Acting Chief will be vested with all the authority and responsibilities necessary to make any decision commensurate with the position of the Chief of Police and will act on behalf of the Chief of Police in all matters. This authority is promulgated by the City of Roswell Code of Ordinances, Chapter 8, Article 8.4, Section 8.4.2.

3.12 Hierarchy of Authority

The Roswell Police Department is an organization with a clearly defined hierarchy of authority and chain of command. Obedience of a supervisor's lawful command, including any order relayed from a superior by an employee of the same or even lesser rank, is essential for the safe and prompt performance of law enforcement operations. Situations involving police service matters may involve operations such as the supervision or command of a division, unit or section, or might be based on an emergency situation such as a disaster. Within each division, unit or section, levels of responsibility will be set and delegated to certain personnel in a descending order of supervision (chain of command).

The Chief of Police is responsible for the appointment and supervision of all subordinate employees under his command. The Chief of Police is responsible for the direction, planning, training and regulation of discipline within the Department.

3.13 Authority of Supervision

(11.3.1, 11.3.2)

The authority conferred by supervision, or delegated to Department personnel, authorizes and requires them to exercise that authority within their respective divisions or units. Ranking personnel should avoid

giving direct commands to personnel not under their command, except when required. In that event, the employee's commander will be advised as soon as possible after the incident. It is the responsibility of supervisors to assure that each employee under their command is properly equipped and trained to perform the duties and responsibilities of the individual assignment.

Members of the Department who are designated as supervisors by virtue of their rank or classification will be held responsible and accountable for the work and conduct of their subordinate personnel in conformance with Department policy, directives, regulations and orders. Each employee is accountable to only one supervisor at any given time. Supervisors, regardless of level, must effectively direct, coordinate and control the performance of those employees under their immediate supervision.

3.14 Manner of Exercising Authority

Authority within the Department will be exercised with professionalism, compassion, honesty, and impartiality. Under no circumstances will personal attitudes influence decisions when exercising authority.

3.15 Orders

(12.1.3)

All employees of this Department are expected to promptly obey any lawful order given by a supervisor. Orders from supervisors to subordinates will be in a professional tone and manner using clear and understandable language. All orders will be issued pursuant to Department business. This will include any order relayed from a supervisor by an employee of the same or lesser rank.

Employees are not required to obey any order which is contrary to any law or ordinance. Responsibility for refusal to obey rests with employees, who must be able to justify their actions. The employee may avail themselves of available complaint procedures to remedy any issue that arises from obeying an order.

3.16 Staff Meetings

(12.1.4)

Staff meetings will be conducted in order to establish open lines of communication and to solicit input regarding changes in policies and procedures. The Chief of Police, all Command Staff, and any other individuals designated by the Chief of Police will be required to attend. Any division commander who cannot attend a staff meeting may select a responsible designee and will notify the Chief's Office in advance. The Chief may also call division or unit staff meetings and may require specified individuals to attend

Division commanders will conduct periodic staff meetings with members under their command to solicit input from all levels of personnel.

3.17 Job Descriptions

(21.2.2)

Each position in the Roswell Police Department has a written job description that details the duties and responsibilities. Further, each job description indicates the nature of the work, desirable knowledge, abilities and skills, experience and training, necessary special requirements and physical profile.

Job descriptions are maintained by the City of Roswell Human Resources Department and are available on the City's Intranet website and PowerDMS. To ensure job descriptions are current, a documented review of job descriptions of all employees shall be conducted every four (4) years.

Chapter 4 – Planning, Research and Administrative Reporting

4.1 Purpose

Establish the departmental planning and research function, how it is administered, assignment of responsibility, organization, and clarify relationships. Establish an administrative reporting system that includes daily, monthly, quarterly and annual reports. Establish a system ensuring all documentation required for Accreditation/Certification is maintained.

4.2 Policy

The Roswell Police Department performs a variety of planning functions essential for effective management including crime analysis, requests for service analysis, budgeting, policy and procedures development, and other projects requested by the Chief of Police. Complex demands for law enforcement services, and demands by other City departments on City resources require this Department to carefully research operational alternatives and plan future programs.

An administrative reporting system is a collection of reliable and relevant information submitted through the chain-of-command to be used in predicting workloads, determining workforce and other resource needs, setting goals, objectives and preparing budgets.

It shall be the responsibility of every supervisor to compile and submit all daily, monthly, quarterly and/or annual status reports, reviews, and analyses to the Chief of Police by established due dates.

The administrative reporting list, or applicable computerized system such as the Records Management System (RMS), PowerDMS and Georgia POST Training, provides the appropriate commanders, supervisors, and all other designated personnel with the report type, policy reference number, frequency of report, and date(s) due. It is the responsibility of the commander or supervisor to ensure that they are receiving reports from their subordinates when due, and for submitting the required reports to Chief of Police or other appropriate authority as designated.

The Commander of Office of Professional Standards, or his/her designee, shall be designated as the primary consultant in the development and revision of all forms, reports, policies, procedures and shall ensure all information submitted is compatible with other formats and computerized systems.

4.3 Planning and Research Operations

(15.1.1, 15.1.2)

Planning and research activities are usually begun at the request of the Chief of Police; however, any member of the Department Staff can begin a project with approval of the Chief.

The planning and research function falls under the direction of the Office of the Chief of Police. This ensures an uninterrupted flow of information, coupled with easy accessibility to agency records and databases that are deemed applicable to a given project. The Office of Professional Standards is primarily responsible for the overall coordination of the Department's research, planning and development function; however, each division is responsible for the research and planning function of their components. The following specific research and planning responsibilities are assigned to the respective Division Commander:

A. **Chief of Police** – the Chief of Police has the overall research and planning responsibility for the Department, including multi-year planning and strategic planning.

1. The Office of Professional Standards (OPS) – will be responsible for the Research and

Development, Internal Affairs, Hiring and Background, the Training Unit, CALEA Accreditation and State Certification compliance, and policy review.

- B. **Uniform Patrol Division (UPD)** – is responsible for the research and planning of department patrol deployment and workforce allocation, traffic enforcement, special events.
- C. **Support Services Division (SSD)** – is responsible for the research and planning of department fleet, inventory, budgeting, computer systems installation and maintenance, reporting and records, Community Relations Unit, Evidence and Property, and maintenance and electronic data functions.
- D. **Criminal Investigation Division (CID)** – is responsible for the research and planning of department criminal investigations, evidence processing, juvenile investigations, street crime investigations, narcotic investigations to include, vice, organized crime and alcoholic investigations.
- E. **Division of Emergency Communications (E911)** – is responsible for the research and planning for the dispatch of Police and Fire calls GCIC/NCIC coordination.

4.4 Multi-Year Planning

(15.1.3)

- A. Every five (5) years, the Department will review and, when necessary, revise its long range and multi-year plans, which shall include:
 - 1. Development of long-term goals and operational objectives;
 - 2. Anticipated workload in relation to population trends;
 - 3. Anticipated personnel levels; and
 - 4. Anticipated capital improvements and equipment needs.

4.5 Administrative Reporting

(11.4.1)

Each listed applicable division, section, and unit will submit such administrative reports as required using the detailed methods and frequencies of reporting. All reports, analyses, etc. will be forwarded to the Chief of Police through the chain-of-command.

A. Daily Reports

A daily shift report is the summary of significant occurrences during the previous 24-hour time period. This report serves as a way to keep personnel informed of any major event concerning their respective division or unit. Daily shift reports are distributed electronically to all applicable personnel.

B. Monthly / Quarterly / Annual Reports

Monthly, quarterly and annual reports will provide management an opportunity to account for activities in their divisions. These reports should contain summaries of data related to the specific component of the division and comparative data on activities for like periods. Reports may also include administrative matters that allow management to identify needs and objectives. The unit supervisors or division commanders will compile such reports. These reports will be forwarded to the Chief of Police through the chain of command, and copies distributed to any unit of division affected.

4.6 Departmental Forms

(11.4.2)

The Department and its divisions, sections and units have numerous forms utilized by employees for specific reasons. The Office of Professional Standards is responsible for maintaining a master listing of all agency forms, revising forms and ensuring no form is duplicated. All new forms must be reviewed by the Accreditation Manager for compliance.

If any employee recognizes a need to update, amend, rescind, or create a new form, they should do so through their chain-of-command. The Office of Professional Standards will then review the form. Once the Chief of Police has approved the form, the form will be disseminated to all personnel through email and a PDF formatted copy will be placed on the shared Police drive.

Agency personnel are not permitted to use unauthorized/unapproved forms or create their own forms, coversheets, letterhead, etc. for departmental matters or activities. The Accreditation Manager will continuously review agency forms to ensure continued compliance.

4.7 Documents and Forms Accountability

(11.4.2)

During the course of conducting daily business and operations, the Department utilizes many forms in the documentation of the activities performed. Most of the completed forms are filed and maintained within the Records Section, while the individual component, unit or section maintains others. To facilitate accountability of departmental forms, they are divided into two classes:

A. Strict Accountability

Strict accountability is required for the following forms, whether blank, electronic and/or completed and is subject to an audit:

<u>Type of Form</u>	<u>Location Kept</u>	<u>Tracking Format</u>
1. Traffic Citations	Records/RMS	Numbered Consecutive
2. Logs for Traffic Citations	Records/RMS	Numbered Consecutive

B. General Accountability

Accountability is required for completed forms only – forms can be electronic.

1. Incident Reports	Records/RMS	Numbered Consecutive
2. Accident Reports	Records/RMS	Numbered Consecutive
3. Property/Evidence Forms	Property/Evidence	Assigned Case Number
4. Warrants/Originals	Fulton County S.O./E911	Warrant Number
5. Policy/Procedures	Employee Manual	Index Number
6. Activity Reports	Commander/Supervisor	Date

4.8 Statistical and Data Resources

It is the responsibility of the appropriate component, assigned the task of keeping specific records of activities involving daily operations, to maintain those records and provide reports/data when due or assigned. The information maintained and provided by each specific component shall be utilized in the assessment of predicting workloads, work force and resource needs, preparation of budgets, and establishing departmental goals and objectives. Such records shall include, but are not limited to:

<u>Records Type</u>	<u>Location</u>
1. Calls for Service	RMS/E911
2. Daily Shift Report	Commander/Supervisor
3. Incident Reports	Records/RMS
4. Arrest Reports	Records/RMS
5. Traffic Accident Reports	Records/RMS
6. NIBRS Reports	Records
7. Employee Payroll	Electronic/HR
8. Traffic Citations/Warnings	Records/RMS
9. Other Statistical Reports	Assigned Components/Accreditation Manager

4.9 Accreditation and Certification Activities

(11.4.3)

The Accreditation Manager will be responsible for maintaining all CALEA Accreditation and State Certification files to ensure compliance with applicable standards; achieving and maintaining National Accreditation and State Certification is the responsibility of all agency employees.

The Accreditation Manager, will continually review all documentation, policies, procedures, reports, analysis, required activities, etc., to ensure continued compliance with all applicable standards. He/she will send out reminders or requests for documentation to assist in meeting compliance and update the electronic files as needed. The Accreditation Manager will keep the Chief of Police apprised of accreditation/certification activities and areas of non-compliance, if applicable. If a non-compliance is identified the Commander of Office of Professional Standards shall all be notified of the issue resulting in non-compliance and the corrective action(s) taken to bring the activity into compliance.

Chapter 5 – Goals and Objectives

Planning within the Roswell Police Department requires the identification of Department goals and objectives and the pursuit of those goals and objectives by the most effective means.

5.1 Requirements

(15.1.1, 15.1.2)

A. Establishing Goals and Objectives

Each division commander is required to submit goals and objectives to the Chief of Police on an annual basis. This must be done prior to the budget process each year.

B. Line Participation in Development of Goals and Objectives

Divisions or unit commanders are to solicit ideas and suggestions pertaining to Department goals and objectives from all personnel under their command. All ideas and suggestions will be reviewed by immediate supervisors who, after reviewing and attaching any additional comments, will submit the information up the chain of command.

C. Management Review

Division commanders will review all comments and suggestions and forward them to the Office of the Chief of Police.

D. Progress Reports of Goals and Objectives

As directed by the Chief of Police, the division commanders will review previously-submitted goals and objectives at the conclusion of each fiscal year. This review will evaluate actual performance vs. goals and is an opportunity to establish future goals.

Chapter 6 – Agency Jurisdiction and Mutual Aid

6.1 Agency Jurisdiction

- A. The Roswell Police Department provides law enforcement services within the incorporated boundaries of the City of Roswell.
- B. The City of Roswell may at times agree to perform law enforcement services for other jurisdictions by contract. Under such agreements, the Department will provide law enforcement services within the geographic boundaries of that jurisdiction. Officers assigned to work in contracted jurisdictions have the same rights, responsibilities, privileges, and obligations as all other sworn personnel. No assignment under a contract for law enforcement services will abridge, reduce or otherwise affect an officer's status as a Department employee.
- C. All sworn officers will be provided resources to familiarize themselves with the geographical boundaries of the City of Roswell and any jurisdiction policed under contract.

6.2 Relationships with other Agencies

- A. **Liaisons:** The Department will establish and maintain liaison relationships with other local, state, and federal criminal justice agencies. Liaisons will establish contact in order to exchange information regarding public safety objectives and activities. The responsibility for maintaining this liaison will rest with the Chief of Police and/or his/her designees.
- B. **Cooperative Relationships:** The City of Roswell Police Department will be responsible for establishing and maintaining cooperative relationships with all criminal justice agencies that share jurisdictional responsibilities or related regional public safety responsibilities.
- C. **Working Relationships:** The Department will establish and maintain a working relationship with the other departments within the City of Roswell.
- D. **Professional Relationships:** The Department will also establish and maintain a professional relationship with organizations, agencies and associations related to criminal justice and public safety.

6.3 Resolving Jurisdictional Disputes

In any situation where a dispute arises concerning jurisdiction, the responding police officer will make every attempt to resolve the matter in the most professional manner possible. If this is not possible, the matter will be turned over to a supervisor or watch commander for resolution. If no amicable solution can be reached, the matter will be handled by this department in the interest of the community, and a report will be generated outlining the situation. This report will be passed up through the chain of command to the Chief of Police.

Chapter 7 – Fiscal Management

The purpose of this policy is to establish the authority and responsibilities for fiscal management within the Roswell Police Department.

7.1 Authority

(17.1.1, 17.2.1)

- A. The Chief of Police has designated authority and responsibility for the fiscal management of the Department. The procedures regarding fiscal management are set forth by the City of Roswell. The Chief of Police, through the City Administrator's Office, is responsible for:
1. Annual Budget Development
 2. Supervision of Internal Expenditures
 3. Liaison with City's Fiscal Officers
 4. Personnel Activities
 5. Inventory Control

7.2 Staff Participation

(17.2.1, 17.2.2)

Annually, the Office of the Chief of Police, in conjunction with the heads of the major organizational components, will participate in the preparation of the Department's budget. Guidelines to enhance coordination in the budget process are established by the City of Roswell. Department commanders will work together to provide written budget recommendations, based on operational needs, personnel needs, capital purchases and activity assessments, to be submitted to City government officials for approval.

7.3 Fiscal Program Control

- A. The Roswell Police Department uses the City of Roswell Financial Management System. The City of Roswell provides the Police Department budget. The Police Department has access to financial information for monitoring the Police Department's financial position. This includes, but is not limited to:
1. Initial appropriation for each account or program;
 2. Balances at the commencement of the monthly period;
 3. Expenditures and encumbrances made during the period; and
 4. Unencumbered balance.

7.4 Position Control

The Office of the Chief of Police, in conjunction with City of Roswell Human Resources, maintains a current listing of vacancies within each division/component by total authorized employees, total current employees, and by positions and job classification. These totals are regularly updated and verified.

7.5 Cash Transactions / Management

(17.4.2, 17.4.3)

The Roswell Police Department receives, maintains, or disburses cash in the following funds: Petty Cash (disbursement), Permits (receipt), Records (receipt), Purchase Evidence/Purchase Information (disbursement), and Evidence (receipt/return to owner). The following procedures, in accordance with the City of Roswell cash disbursement policy, are used for collecting, safeguarding and disbursing cash:

- A. The Support Services Manager is to provide a petty cash account to cover Department reimbursements for minor purchasing expenses. A ledger system is used to record all transactions and identifies the initial balance, all credits (cash income received), debits (cash disbursed) and the balance on hand.
- B. Employees must present a valid signed receipt and complete a petty cash voucher whenever requesting reimbursement for personal funds used for business purposes. The receipts and vouchers are submitted to the City Finance Department in a Petty Cash Replenishment Report envelope, after review and signature by the Chief of Police, on a regular basis. The petty cash fund will be replenished based on this report.
- C. Cash collected by Department personnel in the Records Section (open records requests and permits functions) is recorded, and a receipt is provided to the person(s) or organization(s) at the time of the transaction. Receipts are accounted for on a daily basis, and a deposit and corresponding reports are completed and forwarded to the City Finance Department.
- D. The Special Investigations Section, (Criminal Investigations Division) maintains a Purchase Evidence/Purchase Information (PEPI) account. Employees authorized to disburse PEPI funds will maintain a ledger for cash transactions. The Office of Professional Standards is responsible for conducting an annual audit of the PEPI account and report the findings directly to the Chief of Police.
- E. Only employees who are authorized by the Chief of Police or his designee will handle cash transactions.

7.6 Audits

(17.4.3)

The City Finance Department may conduct or request an audit of the Police Department at any time. The Office of the Chief of Police will be responsible for coordinating, cooperating with and assisting in these audits.

The City arranges periodic independent audits of the fiscal activity of all City Departments. These audits include the Police Department.

7.7 Requisitions

(17.3.1)

- A. The requisition and purchase of Department equipment and supplies will be controlled by the City Purchasing Department, pursuant to the laws governing purchases for the City. Purchases of \$500 and under may be made without prior approval by the Chief of Police.
- B. Any powers delegated to the Police Department through the City Finance Department will be limited to those set out in applicable guidelines or policies from the Roswell City Government. These procedures include, but are not limited to, the following:
 - 1. Specifications for items requiring standardized purchases
 - 2. Bidding procedures

3. Criteria for the selection of vendors and bidders

- C. The Chief of Police will designate persons authorized to requisition materials or place orders for purchases. No order can be placed or commitment made to a vendor on behalf of City of Roswell without a Purchase Order or City Procurement Card number.

Any request for purchase over that authorized by City policy must be submitted with approved City of Roswell requisition authorization. Dividing orders with the intent of avoiding City Purchasing policies is prohibited.

Chapter 8 – Allocation and Distribution of Personnel

8.1 Policy

A. Allocation of Personnel

The Office of the Chief of Police is responsible for personnel allocation. The Department will maintain an up-to-date staffing allocation list that provides:

1. Total budgeted personnel;
2. Number of personnel, by rank or job title, and their location within the organization; and
3. Vacant positions.

Department personnel will be allocated to organizational components in accordance with workload assessments.

B. Reassessment and Distribution of Personnel

At least once every four (4) years, workload demands of the organizational components will be reassessed, relative to distribution of personnel.

Personnel are allocated to organizational components and are distributed in accordance with workload assessments. Equalization of individual workloads within each component will be encouraged. This allows the Department to reassess the demands for service and to reassess the relevancy of the workload distribution factors.

The documented workload assessment shall include:

1. Designation of position responsible for assessments;
2. Assessment methodology to be used for each component; and
3. Conclusions and recommendations for distribution / allocation of personnel

8.2 Specialized Assignments

A. The Office of the Chief of Police will maintain a list of the agency's specialized assignments. The Deputy Chief will be responsible for a written review of each specialized assignment, to be conducted annually, for the purpose of determining its relevance and continued operation. The written review will address the following;

1. Listing of all authorized specialized assignments;
2. Statement of purpose for each listed assignment;
3. Evaluation of the initial problem or condition that required the implementation of the specialized assignment; and
4. Whether or not the assignment should continue as designated.

Reviews and recommendations will be forwarded to the Chief of Police.

B. The Department recognizes that certain positions within the agency require specialized training, knowledge and abilities. The Department has identified the following sworn positions as specialized assignments within each division:

1. Criminal Investigation Division (CID)
 - a. CID Sergeant
 - b. CID Detective
 - I. Special Investigations Section (SIS)
 - i. SIS Sergeant
 - ii. SIS Detective
 - iii. Task Force Officer (TFO)
 - II. Crime Scene Investigations (CSI) Unit
 - i. Crime Scene Investigator
2. Office of Professional Standards (OPS)
 - a. Accreditation Manager/Internal Affairs (IA) Investigator
 - b. Background Investigator/Internal Affairs (IA) Investigator
 - I. Training Unit
 - i. Training Unit Commander
 - ii. Training Officer
 - iii. Field Training Officer (FTO) Coordinator
3. Support Services Division (SSD)
 - a. SSD Sergeant
 - I. Community Relations Unit (CRU)
 - i. CRU Sergeant
 - ii. Public Information Officer (PIO)
 - iii. Community Relations Officer
 - iv. Explosive Detection Ordnance (EOD) K-9 Handler
 - II. Court Security Unit (CSU)
 - i. CSU Coordinator
 - ii. CSU Officer
4. Uniform Patrol Division (UPD)
 - a. UPD Sergeant
 - I. Traffic Enforcement Unit (TEU)
 - i. TEU Sergeant
 - ii. TEU Officer
 - iii. Hit and Run Investigator
 - II. Canine (K-9) Unit
 - i. K-9 Handler

8.3 Special Assignment Openings

A. Advertising Openings

The Department will announce anticipated openings for specialized assignments to all personnel through electronic media. The announcement shall include the required qualifications for each assignment.

B. Criteria For Selection

The Chief of Police or his designee will publish minimum qualifications for assignments.

The Chief may select the assessment technique(s) most appropriate to judge the candidates(s). The following criteria may be considered:

1. Special skills, general knowledge, and experience in the area of the assignment
2. Interest and attitude toward their current assignment
3. Level of performance as determined by the review of performance evaluations, discipline records, employees' daily activity records and other material deemed appropriate
4. When two (2) or more officers possess equal qualifications, seniority will be considered as an advantage

Division Commanders may establish eligibility lists with qualifying criteria for specialized assignments. The criteria will conform to the job description established by the City of Roswell classification specifications and Department policy. Eligibility lists will specify the time for which the list will be valid.

The Chief of Police or his designee may assign personnel to certain special assignments without regard to an assessment process. An example is an assignment to an undercover operation where unusual needs are to be met.

Lieutenant assignments are not subject to the selection process, detailed in this policy section. The Chief of Police or his designee will determine the assignments of those holding the rank of Lieutenant, in order to best satisfy the needs of the Department.

8.4 Transfer Requests

- A. Any person who desires a change of assignment will complete a Transfer Request Form. Watch transfers are made at the Division level by the Division Commander with advice from the Watch Commanders and Supervisors. Special needs are taken into consideration.
- B. The Transfer Request will be forwarded to the employee's immediate supervisor who will sign the request and indicate "Recommended" or "Not Recommended." A reason for denial in writing is required on, or attached to, the form. The supervisor will forward the request through the chain-of-command, each level indicating "Recommended" or "Not Recommended" to the Division Commander. The Division Commander will sign the request indicating "Approved" or "Not Approved" and provide the reason for denial.

UPD transfer requests are normally accepted during the annual squad preference selection process, for hardship, or in the event a position opens up.

- C. This does not prevent administrative transfers from being made by the Division Commander based on specific needs of the Division.
- D. If a request has been denied, the same request cannot be submitted until 30 days after the initial denial unless circumstances substantially change.

8.5 Civilian Positions

The Roswell Police Department utilizes civilian (or non-sworn) personnel in various support functions within the agency. These job descriptions clearly state that the positions are classified as civilian.

A. Currently, the Roswell Police Department staffs the following positions with civilian personnel (sworn personnel that are either on temporary assignment or awaiting reassignment may also fill these positions):

1. 911-Communications Director
2. Deputy Communications Director
3. Administrative Supervisor
4. Communications Officer
5. Senior Communications Officer
6. Communications Supervisor
7. GCIC Coordinator
8. Financial Coordinator
9. Administrative Assistant
10. Administrative Specialist I
11. Administrative Specialist II
12. Criminal Intelligence Analyst
13. Inventory Control Specialist
14. Evidence/Property Technician
15. Part-time Evidence/Property Technician

Chapter 9 – Rescinded 12-13-2021

This chapter has been combined with Chapter 4 – Planning, Research and Administrative Reporting.

Chapter 10 – Employee Leave, Compensation, and Benefits

The established policies and procedures outlined in this chapter are supplemental to the City of Roswell Human Resources Policies and Procedures Manual. The information herein is based on State/Federal laws and City ordinances.

10.1 Paid Leave

(22.1.2)

A. Paid Time Off (PTO)

Department employees are granted the use of earned PTO upon request. A supervisor may deny the request if it would result in disruption of normal operations. A request for PTO should be submitted as far in advance as possible. If PTO request is for Off-Duty Employment, the request must be approved prior to the start time of the extra job. All PTO leave in excess of 80 consecutive hours must be approved by the Director of Human Resources (in accordance with HR Policy 10.4.3).

B. Sick Leave

The City provides each regular full-time employee leave with pay for sick purposes. Notice of intent to use sick leave should be submitted to the supervisor prior to the leave, as soon as possible, or no later than one (1) hour prior to the beginning of the scheduled work day. Sick leave may be used when absence from work is necessary for any of the following reasons:

1. Routine physical, dental, or eye examinations and similar health care, when such services cannot reasonably be obtained outside of the employee's normal work hours.
2. Illness of a member of the employee's immediate household that requires the employee's personal care and attention.
3. Personal illness, physical incapacity, bodily injury, disability resulting from pregnancy or childbirth, or required medical treatment that justifies absence but for which no medical certification is furnished.

Three or more consecutive sick days may require a written medical statement signed by the attending licensed physician certifying the employee was unable to report to work and a statement releasing him/her to return to work.

Note. All leave information is outlined in detail and available in the City of Roswell Human Resources Department Policies and Procedures Manual.

10.2 Overtime and Shift Differential Pay

(22.1.1)

A. Overtime

In the event an employee is called in or called back to work, they will be guaranteed a minimum of three (3) hours of compensation for each call-in or call-back. All overtime must be approved by the employee's supervisor and submitted through the Munis Self Service website.

B. Shift Differential

Shift differential pay is a benefit offered by the City of Roswell and not an employment right. It is subject to the City of Roswell budget process and may be terminated or altered at the discretion of the City of Roswell without notice to the employee.

1. Shift differential pay applies to employees regularly assigned to alternate work schedules. 911- Communications and UPD C and D Squads will be paid overnight differential pay. All personnel regularly assigned to evening hours, will be paid evening differential pay.
2. Shift differential pay does not apply to officers assigned as members of multi-jurisdictional task forces.
3. Employees who work over from one squad to another (i.e. late call, etc.) will not be eligible or the other squad's differential pay.
4. Shift differential pay is a premium pay and is not considered an employee's base pay; therefore, is not applied:
 - a. In the calculation of overtime
 - b. For non-work time (i.e. PTO, sick time, short/long term disability, workers compensation, etc.)
 - c. For non-shift work time (i.e. training, court, etc.)
5. Shift differential will be calculated on a maximum of 84-hours per pay period.

10.3 Time Submission and Documentation

Employees of the Roswell Police Department will account for hours to be paid on a bi-weekly time sheet. Employees will document the number of hours worked each day, and any non-work compensable time to be paid. Non-exempt employees will also document any time to be converted to compensatory time. In addition, documentation of specific duties may be required on the bi-weekly time sheet, such as differential pay or court hours worked.

A. Time Submission and Review

Non-exempt employees will turn in a bi-weekly time sheet to their supervisor by the end of the last day of the pay period. Supervisors will review and concur with its accuracy by approving the time sheet. If the supervisor does not concur he/she will discuss the discrepancy with the employee to determine if the discrepancy can be resolved. If it is not resolved the supervisor will decide the number of hours to be paid. The employee may accept the supervisor's decision or file a grievance through established procedures.

B. Documentation

Non-exempt employees who work overtime must account for the reason for that overtime, when requested by the approving supervisor. Non-exempt employees will also document any time to be converted to compensatory time. Non-work times to be recorded are: holiday leave, paid time off, compensatory time taken, sick leave, family bereavement (Funeral) leave, military leave, and leave without pay.

Documentation for non-work time such as sick leave (medical certifications), unexpected military call outs (copy of orders) or any other unusual circumstances requiring documentation, must be accounted for when requested by the approving supervisor. The Chief of Police must approve all leave without

pay.

C. Entry into Munis Self Service

Division Commanders will designate positions or individuals responsible for proper entries of work hours into the City's Munis Self Service website. If the supervisor does not concur with the submitted work hours, he/she will discuss the discrepancy with the employee to determine if the discrepancy can be resolved. If it is not resolved, the supervisor will decide the number of hours to be paid. The employee may accept the supervisor's decision or file a grievance through established procedures.

These management personnel are responsible for insuring that all submitted time has been reviewed, and entered into the payroll computerized system.

D. Payroll Concerns/Issues

All questions or problems regarding payroll and/or personnel will be forwarded through the employee's chain of command. Employees will address payroll issues to their immediate supervisor. The supervisor will forward any information pertaining to the issue to the Department Payroll Manager or appropriate person in management or administration. The Payroll Manager may contact the City Payroll Department to resolve the issue(s).

10.4 Long Term Military Deployment and Reintegration

(22.1.9)

A. Purpose

The City of Roswell Police Military Leave policy have been adopted in accordance to the provisions contained in the Uniformed Services Employment Rights Act of 1994 (USERRA or the "the Act), and the O.C.G.A. 38-2-279, in the hiring and re-employment of persons serving in the military. All questions concerning the City's Military Leave policies should contact the City's Human Resources Division.

B. Policy

The City of Roswell Police Military Leave policy have been adopted in accordance to the provisions contained in the Uniformed Services Employment Rights Act of 1994 (USERRA or the "the Act), and the O.C.G.A. 38-2-279, in the hiring and re-employment of persons serving in the military. All questions concerning the City's Military Leave policies should contact the City's Human Resources Division.

C. Definitions

1. **Liaison:** The employee's direct supervisor or his/her designee will be responsible for acting as the liaison during the employee's activation, deployment and post deployment phases.
(22.1.9 (a))
2. **Deployment:** Ordered for active duty exceeding 180 days.
3. **Family:** Any legal adult(s), including immediate family, the deployed employee designates as a personal support system.

D. Procedures

Every employee shall be entitled to military leave in accordance with State and Federal laws. The City will provide affected employees with job protection and group benefits coverage in accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994

(USERRA). The employee shall provide relevant telephone numbers and or email addresses to their liaison to facilitate communications during deployment.

1. Pre-Deployment

- a. The employee shall notify their chain of command as soon as practicable of a pending deployment unless the giving of notice is impossible, unreasonable or military necessity prevents the providing of such notice.
- b. The employee shall provide relevant telephone numbers and or email addresses to their liaison to facilitate communications during deployment. (22.1.9 (g))
- c. The liaison or his/her designee will be responsible for notifying the Director of Human Resources to have a representative be the employee's single point-of-contact relating to the benefits and leave rights of the employee. (22.1.9 (b))
- d. The employee will meet with their liaison or his/her designee to relinquish all City issued weapons, radios, computers, cell phones, and vehicle for safekeeping during deployment. (22.1.9 (d))
- e. The employee shall coordinate with the Records Supervisor so notification can be forwarded to the courts regarding pending cases.
- f. The liaison or his/her designee will meet and conduct an exit interview with the employee to review Department policy on military deployment and reintegration, the employee's obligations and to ensure that all needs are being met. (22.1.9 (c))

2. Deployment

- a. The liaison or his/her designee shall have contact with the employee or their family at least once a month to provide support and to inform the employee and family of agency news, significant events, promotion opportunities etc.
- b. The employee's liaison or Division Commander should be readily available to both the employee and their family in the event of pay/benefits complications or questions.
- c. If available, the employee may have non-confidential office email forwarded to their military email account.
- d. The liaison or his/her designee shall be available to the family members for face to face meetings, at the family's request to assure needs are being addressed.
- e. If during the deployment the employee's annual performance evaluation is due, the Division Commander will be responsible for completing and ensuring any eligible merit increases or bonuses have been processed.

3. In-Process/Post Deployment

Sworn officers who have been absent from patrol for a period one (1) up to 180 calendar days shall contact the Human Resources Division and will be subject to the City's conduct rules pertaining to an absence from schedule work.

- a. The liaison or his/her designee shall meet with the employee returning from deployment to welcome them back and discuss any questions the employee may have, prior to their return to duty. (22.1.9 (e))

- b. The liaison or his/her designee shall notify Human Resources of the return of the employee and meet with the employee to discuss pay or benefit changes.
- c. The employee's Division Commander is responsible for inquiring and determining if the employee returning from deployment has any special needs, particularly those that stem from combat operations, and offer the City's employee assistance program and/or any other available resources for returning employee. If the employee has been disabled during military service, rendering him/her unqualified for his/her former position the liaison shall contact the Human Resources Division.
- d. The employee shall be issued appropriate weapons after demonstrating proficiency, equipment, and vehicle, if applicable. If deployment consists of 91 calendar days or more, proficiency demonstration is required.
- e. The employee shall complete all mandatory training that was missed during deployment.
- f. For other scenarios the appropriate Division Commander will determine the employee's need for re-familiarization with their job duties and make the necessary assignments prior to the employee being released for return to duty. (22.1.9 (f))

10.5 Employee Benefits

(22.1.3)

Regular, full-time employees may be eligible for a number of benefits offered by the City of Roswell. Currently, these benefits include: Holiday Pay, Medical, Life & Accidental Death & Dismemberment Insurance, Paid Time Off (PTO), Paid Sick Leave, Short Term & Long Term Disability, Educational Assistance Program, Employee Assistance Program (EAP), Retirement and Death Benefits. Part-time and temporary employees may not be eligible for these benefits.

The City of Roswell reserves the right to amend, modify, change, replace, suspend or cancel any of these benefits at any time, with or without cause, with or without notice.

10.6 Education Assistance Program

(33.8.4)

The City of Roswell provides an education reimbursement benefit to regular full time City employees. All reimbursements must have a pre-approval by a supervisor, the Chief and the City Human Resources Director. Details for educational reimbursement can be found in the City of Roswell Human Resources Policies and Procedures Manual (9.4).

10.7 Employee Wellness Program

(22.2.1, 22.2.3)

The City of Roswell's Employee Wellness Program is designed to provide positive steps to improve healthy habits, which can enhance each individual's wellness level; and thereby assure each person, can perform their essential job function. In addition, the program has been designed to provide reasonable assurance that each employee can perform the essential physical functions of the job, regardless of the rank, position or assignment held, while enhancing the physical fitness and wellbeing of individual and the Department.

The City is committed to providing a voluntary wellness program to help each employee achieve an appropriate level of wellness. The City of Roswell will designate a trained Wellness Coordinator to direct the program. Participants will be expected to adhere to the following procedures.

A. Individual Screening for Safe Participation

It is strongly suggested that each individual be screened prior to beginning any exercise program. Therefore, individuals entering this program should see their personal physician or medical advisor for a health evaluation and discuss the intent to participate in the wellness program. The purpose of the screening is to identify those individuals who should seek medical clearance.

B. Assessments

Each participant will be assessed to show the program's effectiveness not for a punitive or culling out purpose. The City will administer assessments annually. The results can be used to design individual programs for participants to provide motivation or additional guidance as needed.

C. Individual Education and Goal Settings

The City recognizes that on-going education is an important part of an effective total wellness program. The City will provide on-going education on pertinent wellness subjects, including but not limited to exercise, back pain, cholesterol, stress, tobacco cessation programs, and nutrition.

People are more likely to adhere to a program when effective goal setting principals are employed. Participants will be assisted in establishing realistic, yet challenging goals to enable them to achieve a greater level of wellness.

D. Exercise

New exercisers left on their own devices tend to fall out of a program. Guidance will be given based on an individual's current level of fitness, individual preferences, and available facilities and equipment.

E. On-Going Support and Evaluation

Each program participant is assigned a Wellness Coach who helps provide assistance with nutrition, exercise programs, and mental health (i.e. sleep habits, stress management, relaxation techniques, etc.). Depending on the participant's needs, Wellness Coaches may evaluate the individual on a thirty-day, sixty-day or ninety-day monitor. During the evaluation, the Wellness Coach will meet with the participant to discuss their wellness progress and help set long-term goals.

10.8 Physical Fitness Incentive Program

(22.2.2)

A. Purpose

The purpose of this policy is to establish reasonable and obtainable norms, which will permit all Sworn Officers to meet the requirements of the Physical Fitness Incentive Program. An employee's health and well-being is of prime importance to the employee, their family and colleagues. The Physical Fitness Incentive Program is voluntary and offers incentives for reaching goals and fitness standards. Participation is encouraged.

The Training Unit shall administer the Department's Physical Fitness Incentive Program.

B. Policy

The Roswell Police Department has for some time recognized the need for a physical fitness program. National studies of law enforcement employees have found that, as a group, police officers rate below the general public in physical fitness and have the distinction of having the highest rate

of heart disease, diabetes and suicide out of 149 professions. It is therefore, the policy of this agency that all Sworn Officers may voluntarily participate in the Physical Fitness Incentive Program. Minimum norms and other aspects of the program are set forth in this policy.

C. Physical Fitness Assessment Dates

1. Assessments will be conducted a minimum of four (4) times every calendar year.
2. The dates will be published by the Training Division in December for the following year.

D. Physical Fitness Standards

1. The standards to be used in this assessment program are those established by The Cooper Institute in Dallas, Texas. The Cooper Institute has developed fitness programs for law enforcement and public safety since 1976. They are the industry leaders and standard.

E. Incentive Rewards

1. As an incentive to achieve and encourage a level of fitness, the Department will reward Sworn Officers for the following achievement rating:

- a. Tier 1 – \$200

Fitness Pin to be worn on Uniform for sworn personnel. Must Qualify for Pin Annually (See Uniform Policy)

- b. Tier 2 – \$100

2. Sworn Officers will be allowed to participate in the Department's Physical Fitness Incentive Program up to a maximum of four (4) times per calendar year; and may receive a maximum of two-hundred (\$200.00), for their successful participation upon achieving Tier 1.

Example. If an officer completes the assessment and achieves Tier 2 of the program during their first attempt, he or she will receive one-hundred dollars (\$100.00). However, at a later date, same year, the same officer successfully completes the assessment and achieves Tier 1; he or she can only receive an additional one-hundred dollars (\$100.00).

The **maximum** amount that can be earned per calendar year is two-hundred dollars (\$200.00). All monetary awards will be taxable and payment to the employee is dependent upon funding. This is not to be considered an entitlement.

Sworn Officers participating in the program may utilize 1 hour of their shift, up to 3 hours per week, to exercise at a city owned facility. Supervisor approval is required and approval is dependent on operational needs. This is not to be considered an entitlement.

There will be four (4) events: Vertical jump, Sit ups, Push-ups, and the 300-meter run. All events will be broken down by biological sex and age groups according to the Cooper Institute requirements.

Sworn Officers may qualify for one of two, Tier 1 or Tier 2. The results will be averaged based on your percentiles and placed in the appropriate Tier. However, employees must pass all portions of the four event assessment within the Tier attempted to obtain the incentive reward.

The Cooper Institute has been unable to gather enough data for some age groups and categories. If an employee falls into one of these categories they shall be required to complete the event with their best effort and will be placed in the Tier 1 category.

F. Physical Fitness Test

1. Explosive Leg Power (Vertical Jump Test): A measure of jumping or explosive power. An important area for pursuit tasks that require jumping or vaulting.
2. Dynamic Strength (Push Up): A measure of muscular endurance of the upper body, specifically the anterior deltoid, pectoralis major and triceps.
3. Dynamic Strength (Sit Up): A measure of muscular endurance of the abdominals.
4. Anaerobic Power Testing (300-Meter Run): A measure of anaerobic power.

10.9 Fitness for Duty

(22.2.2)

A. Physical and Mental Fitness for Duty

The law enforcement profession places physical and mental demands on employees that often exceed those placed on the average citizen. For this reason, it is imperative that such employees maintain a level of physical and mental fitness, which will allow them to effectively carry out their assigned duties in a safe and efficient manner. Sworn employees shall comply with the minimum standards of the Georgia P.O.S.T. medical examination (Physician's Affidavit form).

B. Notification Requirement

An employee shall notify his or her supervisor in writing of any condition, physical or mental, which could reasonably be expected to impair their ability to perform the essential or non-essential duties of their current job classification. Such notification shall be made when the employee becomes aware of the situation.

C. Determining Fitness for Duty

If a supervisor considers an employee to be either physically or mentally unfit to carry out assigned duties, the supervisor will make a written report indicating the reason and providing specific information regarding their findings. This report will be submitted through their chain-of-command to the Chief of Police.

The Chief of Police will make a determination if facts support the recommendation made by the employee's supervisor. Upon approval from the Human Resources Director, an order will be issued to have the employee medically examined. The physical examination required by the Department will be provided at no cost to the employee.

If the employee selects a personal physician over a City authorized physician, any fees charged by the personal physician will be the responsibility of the employee. Any results from the personal physician will be subject to confirmation by a City selected physician.

D. Temporary Modified Duty

The City of Roswell, at its sole discretion, may allow employees to retain their employment status while temporarily serving in positions with modified job duties. Temporary modified duty assignments will only be made if work is available and the employee is able to perform the work in a satisfactory manner. Following a temporary modified duty assignment, and prior to returning to regular full duty assignment, an employee must provide a statement from their qualified healthcare provider(s) that the employee is able to perform all of the essential functions, with or without reasonable accommodation, of their regular assigned position.

The City may require additional examination by a qualified healthcare provider, designated by the City, to determine physical and/or mental fitness for return to full duty. The decision to return an employee to full duty is within the discretion of the City. An inability to return to full duty may result in termination of employment (City of Roswell Human Resources Policies and Procedures Manual 10.18).

Note. This policy shall be interpreted, modified, and/or implemented consistent with the requirements of the Americans with Disabilities Act, the Family and Medical Leave Act, or other applicable law.

10.10 Lactation Accommodation

The City of Roswell and the Roswell Police Department recognizes the need to promote a work environment that is supportive of breastfeeding employees, who wish to continue nursing their child when they return to work. Women who breast feed recover faster after childbirth and have a reduced risk of breast cancer, ovarian cancer, and osteoporosis. Common childhood illnesses are less frequent and less severe among breastfed infants. Breastfeeding also reduces the risk of more serious diseases like meningitis, diabetes, and allergies, as well as chronic diseases, especially obesity, which impacts our economy by increasing costs for healthcare and lost productivity. Healthier employees and babies mean fewer employee absences and lower health care costs.

A. Policy

The Department encourages employees and management to have a positive, accepting attitude of working women and breastfeeding. The Department's Lactation Accommodation Policy shall be disseminated to every employee. In accordance with Federal and State laws, it shall be the policy to accommodate nursing mothers by:

B. Scheduling of Lactation Breaks

If possible, the lactation time should be the same as the employee's regular break time.

The Department must make separate time available if an employee needs extra or different time than their regularly scheduled breaks. Any time beyond the employee's regular break time will be unpaid. At management discretion, beginning or ending work times may be adjusted to accommodate these breaks.

C. Location and Use of Lactation Areas

Appropriate private space shall be provided with reasonable efforts made for the location to be in close proximity to the nursing employees' work area. The space should be equipped with an electrical outlet and comfortable seating.

The location may be the place where the nursing mother normally works if there is adequate privacy (e.g., the employee's private office, a supervisor's private office, or a conference room that can be secured).

Areas such as restrooms, closets or storage rooms are usually not appropriate spaces for lactation purposes.

D. Lactation Accommodation Request

An employee who has need for lactation accommodation should inform her supervisor to discuss any relevant workload or scheduling issues.

Supervisors who receive a lactation accommodation request are advised to do the following:

1. Review available space in the department and prepare to provide appropriate nearby space

and break time.

2. Contact the City Human Resource Division for advice and assistance if you are unable to locate appropriate space to meet an employee's request.

E. Zero Tolerance

Breastfeeding should not constitute a source of discrimination or harassment in the workplace. It is prohibited under this policy to harass a breastfeeding employee; such conduct unreasonably interferes with an employee's work performance and could create an intimidating, hostile or offensive working environment. Any incident of harassment of a breastfeeding employee will be addressed in accordance with City's policies and procedures for Discrimination and Harassment.

10.11 Employee Assistance Program (EAP)

(22.1.7)

Full time employees and their family members may utilize the Employee Assistance Program (EAP) at any time for help in resolving issues affecting one's personal well-being, health or job performance. In an emergency, counselors are immediately available to help by phone. When it is not an emergency, an appointment will be made for an in-person meeting with a counselor to discuss the problem(s).

A. Program Services

Employees and their dependents are each provided up to six (6) counseling sessions free of charge. (Telephone consultations do not count toward these sessions.)

1. Crisis counseling
2. Drug and Alcohol counseling and treatment referrals
3. Emotional problem management, including depression, stress management and conflict resolution
4. Marital and family counseling
5. Parenting concerns, including childcare, elder care and adoption information
6. Financial counseling, including college assistance
7. Legal assistance
8. Pet services

B. Confidentiality

All calls, counseling, information and other interactions between an individual and EAP provider are kept strictly confidential. EAP records, including medical records and information from employee visits, are not a part of an employee's file. State and Federal laws also protect confidentiality.

C. Mandatory Referrals

The Roswell Police Department and the City of Roswell will provide for the identification and opportunity for treatment of employees in need of assistance in resolving problems that significantly affect their job performance. If there is reasonable suspicion that an employee's poor job performance results from mental or emotional problems or the misuse of drugs and / or alcohol, the employee will be informed of available counseling services.

The employee has the option of either accepting or refusing counseling upon the City's referral or may discontinue participation in a treatment program at any time. If the employee refuses a referral, ceases to participate in a treatment program, or is discharged from the program for non-cooperation and continues in the behaviors for which treatment was obtained, the employee will be terminated.

If an employee, involved in any treatment program, fails to perform their job duties in a satisfactory manner, a decision to terminate such employee will be presumed to be justified and reasonable.

D. Training

The EAP provides training and consultation to supervisory personnel on how to recognize employees with a problem for proper referral. The training uses a multi-media approach and focuses on job performance.

10.12 Roswell Public Safety Peer Support Team

(22.1.7)

A. Policy

The Peer Support Team (PST) is designed to provide support to all Roswell Public Safety employees as part of an overall Critical Incident Stress Management (CISM) program. The PST is primarily intended to provide support for public safety and civilian personnel involved in and affected by critical stress incidents.

The Peer Support Team is also available to provide support to all employees affected by job related stress, personal and family related stress, substance abuse issues, and any other types of emotional difficulties, which may arise.

B. Confidentiality and Scope

Peer Support Team members are not professional therapists. In the event a team member encounters a problem or situation that is beyond the scope of his/her training and ability, he/she may provide information on professional referral resources the employee or seek assistance from another resource as appropriate and if applicable.

All information shared with a Peer Support Team member will remain CONFIDENTIAL, except as outlined in this policy, or otherwise mandated by law.

C. Definitions

1. **Crisis Management Briefing (CMB):** Structured group meeting designed to provide information about an incident, control rumors, educate about symptoms of distress, inform about basic stress management, and identify resources available for continued support if desired.
2. **Critical Incident Stress:** An individuals elevated cognitive, physical, emotional and behavioral state caused by a critical incident.
3. **Critical Incidents:** Powerful traumatic events that initiate the crisis response.
4. **Critical Incident Stress Management (CISM):** A comprehensive, integrated, systematic and multi-tactic crisis response approach to manage critical incident stress after traumatic events.
5. **Critical Incident Stress Debriefing (CISD):** A crisis response tool designed to assist a homogeneous group of people after an exposure to the same significant traumatic event.
6. **Crisis Response:** "Psychological first aid" that is temporary, active and supportive entry into the life of individuals or groups during a period of extreme distress.
7. **Defusing:** A shortened version of the CISD provided within hours of a traumatic event.

8. **Privileged Communication:** Any communication made by the employee or immediate family member to a peer support team member while engaged in a support session that does not fall within the exceptions noted in this directive.
9. **Peer Support Team Member:** Any employee who has been trained to provide emotional and moral support to other employees, and whose selection to the Peer Support Team has been approved by the Peer Support Team Coordinator, and the respective Department head (OCGA 24-5-510 (a)(2)(B)).
10. **Peer Support Coordinator:** The individual member of the Peer Support Team who is designated by the Chief of Police and Fire Chief to be the Peer Support Coordinator will be responsible for the operation and management of the Peer Support Team.

D. Procedures

1. Peer Support Team Member Selection and Training

Peer Support Team Members are selected based on their interest in serving fellow employees, job and life-experience including involvement in critical incidents and overall work performance.

- a. Employees interested in serving on the Peer Support Team will submit a Peer Support Team Member Application.
- b. Applicants will be reviewed by the Peer Support Team. The Coordinator will make a recommendation to the Chief of Police and Fire Chief for final selection.
- c. Applicants will serve as Peer Support Team Members once selected for a term of twelve months. Member participation will be reviewed every 12 months.
- d. A Peer Support Team member may submit a request to discontinue their participation in the program, at any time.
- e. Peer Support Team members may also be removed from the program for failure to maintain the standards of the Peer Support Program.
- f. Peer Support Team members will receive initial training to include, but not limited, to: CISM, confidentiality, policies and procedures applicable to the Peer Support Team, crisis response, Employee Assistance Program (EAP) guidelines and any other topics deemed appropriate by the Peer Support Team Coordinator. The Peer Support Team Members are responsible for requesting this training through their chain of command. Training will be approved as scheduling allows (OCGA 35-2-163).
- g. The Peer Support Team Coordinator will ensure that annual training is provided to team members.

2. Peer Support Services (OCGA 35-2-160)

- a. The Peer Support Team may be used to facilitate crisis response for employees after traumatic events, critical calls for service, officer involved shootings or deadly force incidents, or line of duty injury or death calls. The Peer Support Team may enlist outside peer support assistance from the State of Georgia for additional support. The Peer Support Team Coordinator is responsible for managing the overall CISM program for all Roswell Public Safety agencies.

- b. Defusing's may be conducted for employees involved in critical incidents. Defusing's should be conducted as soon as practical following a critical incident.
- c. Crisis Management Briefings may be conducted following a critical incident, ideally conducted for the entire group involved, immediately following resolution of the incident.
- d. Critical Incident Stress Debriefings (CISD), may be conducted for employees involved in a critical incident within one to three days of a critical incident. In the event a very serious incident occurs, such as a line of duty death, outside assistance from the available and applicable state and local resources should be sought.

3. Peer Support Team Operation

- a. Peer Support Team members are to be easily accessible to employees who need their services. A list of members will be made available to all employees and retained in the CAD system. The member list shall be posted in a conspicuous location for accessibility.
- b. Supervisory approval is required for support sessions that will require the team member or employee to leave their assigned duty.
- c. Peer Support Team members who engage in support sessions while off-duty must inform their supervisor in order to be compensated if and when applicable.
- d. If a Peer Support Team member is contacted by an employee and is deemed to be in a crisis situation, the Peer Support Team Coordinator should be contacted immediately for further referral resources. In the event the Peer Support Team Coordinator is unable to be reached an on-duty supervisor should be contacted.
- e. If a Peer Support Team member determines, during the course of a support session or other form of communication, that an employee may be a threat to him/herself or others the Peer Support Team member should immediately notify a supervisor so that appropriate actions may be taken. If possible, the Peer Support Team member should attempt to ensure the employee is not left alone until appropriate support can be provided.
- f. Communications will notify the Peer Support Team Coordinator whenever a critical incident or event occurs involving an employee of Roswell Police, Fire or 911.
- g. Notification will be made for any serious duty related injury to an employee, lethal force incident, critical incident involving death or multiple victims, suicide of a department member or immediate family member, or any other serious incident in which peer support may be appropriate.
- h. The Peer Support Team Coordinator should also be notified of any serious incident involving a department member's family, such as a traumatic death or injury suffered by a family member.
- i. The Peer Support Team Coordinator will then decide on an appropriate response to the situation and ensure support is provided as appropriate. In the event the Peer Support Team Coordinator will be unavailable he or she will designate a point of contact that will fulfill this role during the absence.

4. Confidentiality (OCGA 24-5-510)

- a. Peer Support Team members are required to maintain confidentiality of information disclosed in peer support counseling sessions, except as indicated below. Employees who seek assistance through the Peer Support Program should be made aware that Peer Support Team members will maintain confidentiality by not disclosing any information disclosed during peer support sessions, except in accordance with this policy. Peer Support Team members will make no written record of the details of support sessions. Peer Support Team members will not be requested or compelled to disclose information from support sessions by the administration of the City of Roswell unless the requested information falls under the guidelines for exceptions to confidentiality as set forth in this policy or law.
- b. Employees seeking peer support may contact the Peer Support Team through the confidential voice mail service by calling, 770-475-2511.
- c. Peer Support Team members will advise employees prior to any support session that confidentiality will be maintained with the following exceptions:
 - i. When information revealed must be disclosed by law, such as in cases of child abuse, family abuse, or if the employee reveals that, he or she has committed a crime that presented a clear and immediate danger to self or others.
 - ii. When due to mental, emotional or substance abuse problems, the employee presents a clear and immediate danger to self or others.
 - iii. When information revealed gives reason to believe the employee has violated or conspired to violate a person's civil rights. Federal law (42 U.S.C. 1986) requires anyone with knowledge of such violations to report them or be subject to liability for the civil rights violations.
 - iv. When the Peer Support Team member is directed by court order to disclose the information or is compelled to disclose the information by rules of civil or criminal discovery.
 - v. Peer Support Team members are authorized to refer employees who wish to discuss issues listed in the exceptions to another professional resource.
 - vi. If the Peer Support Team member is requested to discuss issues regarding an incident or situation that they are directly involved as a participant, witness, or investigator, etc. they will notify the employee marking the request of their involvement immediately. They will also notify the Peer Support Team Coordinator that the employee is requesting assistance so that another team member can be assigned.
 - vii. If the information disclosed by an employee or about an employee involves any criminal violation, the Peer Support Team Member will notify the proper authority immediately. If the information reveals an immediate risk of harm to the employee or someone else, the Peer Support Team Member will notify an On Duty Supervisor and also the Peer Support Team Coordinator immediately.

10.13 Retirement and Death Benefits

A. Police Pension Fund

The State of Georgia Peace Officer Annuity and Benefits Fund (POAB) provides supplemental pension benefits to sworn police personnel throughout the State. Participation is voluntary and requires employee contributions. Contributions may be made through voluntary payroll deduction.

B. Retired Police Officer

The status of "Retired Police Officer" with an acknowledgement of the officer's final rank will be defined by the following criteria:

1. Was employed as a sworn police officer by the Roswell Police Department at the time they left City employment and began receiving a City pension, or they served a minimum of 20 years as a sworn officer for the Roswell Police Department before terminating their employment; and
2. Terminated their employment in good standing as an employee of the Roswell Police Department. The term "in good standing" means, at the time of retirement, the officer was not under official investigation or facing disciplinary action that could have resulted in his or her termination for misconduct or unfitness for office.

At the discretion of the Chief of Police, a retirement party may be provided honoring the retiree. Retiring employees may be provided honorary items of appreciation such as their plaques, certificates of recognition, badges, and/or their duty weapon.

C. Retired Employee Identification

On request, an identification card identifying retired employees by the title or rank last held will be issued and imprinted with the words "RETIRED." This identification will not expire.

D. LEOSA Identification

Sworn officers who qualify to carry a concealed weapon in compliance with the Law Enforcement Officers Safety Act (LEOSA) will receive a Qualified Retired Law Enforcement Officer (QRLEO) identification card. The identification card will be imprinted with "QRLEO". Retired sworn officers must meet all the Federal LEOSA standards for carrying a concealed firearm as a retired officer. The identification will expire after five (5) years. The retired officer must demonstrate continued compliance with LEOSA requirements to receive a new identification. Compliance includes a criminal history to confirm the retired officer is qualified to carry a firearm and proof of qualifying with a minimum score of 80% on the State approved pistol qualification course. The LEOSA Qualified retired officers are solely responsible for maintaining their own eligibility to carry a firearm. Any action taken by a QRLEO is no longer an exercise of authority as a law enforcement officer and is solely that of a private citizen.

Note. All identification cards are issued at the discretion of the Chief of Police.

E. Death Benefits

Whenever a regular full time employee dies while in the service of the City, the City will pay up to 240 hours of the employee's accrued unused sick leave to the personal representative of the estate of the deceased in addition to his accumulated Paid Time Off (PTO) and unused FLSA compensatory time. If the deceased does not have accrued sick leave available, the City will pay one (1) weeks' pay to the estate.

F. Federal and State Public Safety Death Benefits

The Federal Government and the State of Georgia pays a death benefit to eligible survivors of any sworn public safety officer who is killed in the line of duty. This benefit may be paid in addition to any additional benefits the employee may have or participate in (i.e., Police Benevolent Association (PBA), Fraternal Order of Police (FOP), Peace Officers Association of Georgia (POAG), Police Officer Annuity and Benefit (POAB) fund, deferred insurance programs, etc.).

10.14 Line of Duty Deaths

A. Purpose

Establish procedures that will ensure the proper support and emotional care for an employee's family following a line-of-duty death or other non-active duty death. Establish procedures regarding funeral protocols for agency employees.

B. Policy and Scope

It is the policy of the Roswell Police Department to assist the immediate survivors of any member who dies in the line of duty. This assistance will be provided whether the death was unlawful or accidental (automobile accident, hit by passing vehicle during traffic stop, training accident, heart attack on duty, etc.) while the employee was performing a police related function, either on or off duty, and while the employee was an active member of the police department.

The Chief of Police may institute certain parts or all of this policy for cases of an employee's natural death or during non-active duty. The department will also provide a clarification and comprehensive study of survivor benefits as well as other tangible and intangible emotional support during this traumatic period of adjustment for the surviving family. The family will decide funeral arrangements for the deceased employee, with their wishes taking precedence over the department's wishes.

This policy is applicable to all departmental personnel.

C. Coordination

Coordination of events following a line-of-duty death of an employee is an extremely important and complex responsibility. Everyone must exhibit professionalism and compassion at all times as an obligation to the employee's survivors and the law enforcement community. In order to provide the best possible service and support for the employee's family, selected members of the department may receive assignments of specific tasks designated by the Chief of Police.

D. Personnel Information Form

All members of the department will be required to complete a personnel information form upon his/her initial employment. A review and update of the form will occur once every five years, or as necessary.

The form will include information to assist the agency in notifying family members, requests or wishes on type of funeral service and the agency's level of involvement, if any. The form will also include any veteran information, if applicable. The form will be maintained in the police records personnel file and in other locations, which allow for easy access to all supervisors and command staff.

E. Family Notification

The Chief of Police or his designee will notify the next of kin of an employee suffering severe injuries or death. The Chief of Police may personally make the notification or designate another employee to inform the survivors, based on the information found in the personnel information form. The

department must never release the name of the deceased employee before notification to the immediate family. If there is knowledge of a medical problem with an immediate survivor, medical personnel should be available at the residence to coincide with the death notification. Personnel must always make the notification in person and never alone. The Chief of Police or a representative, Police Chaplain, close friend, or another police survivor could appropriately accompany the notifying employee. However, personnel should not delay notification to wait for a gathering of the aforementioned people. If an opportunity exists to get to the hospital prior to the demise of the employee, do not wait for the delegation to gather.

The following guidelines should be considered during all notifications:

1. The family should learn of the death from the department first and not from the press or other sources. Never make a death notification on the doorstep; request admittance into the house.
2. Inform family members slowly and clearly of the information that you have. If personnel know specifics of the incident, the person notifying the family should relay as much information as possible to the family. Personnel should use the employee's name during the notification. If the employee has died, relay that information. Never give the family a false sense of hope. Use words such as "died" and "dead" rather than "gone away" or "passed away."
3. If the family requests to visit the hospital, they should receive transport by police vehicle. It is highly recommended that the family not drive themselves to the hospital. If the family insists on driving, an employee should accompany them in the family car. If young children are in the home, the employee making the notification must arrange for babysitting needs. This may involve co-workers' spouses, transportation of children to a relative's home, or other similar arrangement.
4. Prior to departing for the hospital, the employee making the notification should notify the hospital staff and the employee assigned as liaison to the hospital (by telephone if possible) that a member(s) of the family is en-route.
5. Personnel should afford the deceased or severely injured employee's parents the courtesy of a personal notification if possible. If immediate survivors live beyond the metropolitan area, the employee making the notification will ensure that the 911-Communication Center sends a teletype message to the appropriate jurisdiction requesting a personal notification. The employee making the notification may choose to call the other jurisdiction by telephone in addition to the teletype message. Arrangements shall be made to permit simultaneous telephone contact between the survivors and the Roswell Police Department.
6. The Chief of Police or a high-ranking representative should respond to the residence or the hospital to meet with the family as quickly as possible. In the event of an on-duty death, the external monitoring of police frequencies may be extensive. Communications regarding notification should be restricted to the telephone whenever possible. Personnel should advise the media, if they have obtained the employee's name, to withhold the information pending notification of the next of kin.

F. Family Assistance at the Hospital

Other than the Chief of Police, the first employee to arrive at the hospital, or an employee designated by the Chief, assumes the duties of liaison between the hospital and the family of the deceased or severely injured employee. This liaison is responsible for coordinating the activities of hospital personnel, the employee's family, police employees, the press, and others.

These responsibilities include:

1. Arranging with hospital personnel to provide an appropriate waiting facility for the family, the

Chief of Police, police officials, and only those others requested by the immediate survivors.

2. Arranging a separate area for fellow police employees and friends to assemble.
3. Establishing a press staging area.
4. Ensuring that medical personnel relay pertinent information regarding the employee's condition to the family on a timely basis and before such information is released to others.
5. Notifying the appropriate hospital personnel that all medical bills relating to the injured or deceased employee is directed to the Police Department. The family should not receive any of these bills at their residence. This may require the employee designated as liaison to contact the hospital during normal business hours to ensure that proper billing takes place.
6. Ensuring that the family is updated regarding the incident and the employee's condition upon their arrival at the hospital.
7. Arranging transportation for the family back to their residence.

If it is possible for the family to visit the injured employee before death, they should receive that opportunity. A police official should "prepare" the family for what they might see in the emergency room and should accompany the family into the room for the visit if the family requests it. Medical personnel should advise the family of visitation policies and, in the event of death, explain why an autopsy is necessary.

The employee who notified the family and accompanied them to the hospital should remain at the hospital while the family is present. The employees should not be overly protective of the family. This includes the sharing of specific information on how the employee met his demise, as well as allowing the family time with the deceased employee.

G. Support of the Family During Memorial Service, Funeral or Wake

The Chief of Police or his designee, will meet with the employee's family at their home to determine their wishes regarding departmental participation in the preparation of the funeral or services. The family will receive all possible assistance. With the approval of the family, the Chief will designate a member of the department to act as liaison for the family during this time. The selection of this liaison is a critical assignment. The department will attempt to assign someone who enjoyed a close relationship with the employee and the family. This is not a decision-making position. This is a role of "facilitator" between the family and the Police Department.

Responsibilities of the assigned facilitators will include the following:

1. Ensure the needs of the family come before the wishes of the department
2. Assist the family with funeral arrangements and making them aware of what the department can offer if they decide to have formal police department funeral or memorial service. If they decide to have a formal police department funeral, brief the family on funeral procedures, 21 Gun Salute, presentation of the flag, playing of taps, last radio call, etc.
3. Apprise the family of information concerning the death and continuing investigation, if applicable.
4. Providing as much assistance as possible, including overseeing travel and lodging arrangements for out of town family members, arranging for food for the family, meeting child care and transportation needs, etc.

5. Being constantly available to the family
6. Determining what public safety, church, fraternal and labor organizations will provide in terms of financial assistance for out of town family travel, meals, etc. for funeral attendees following the burial, etc.
7. Being available to the department at all times (radio, cell phone, etc.)

H. Department Liaison

The Division Commander, or a member of the department designated by the Chief of Police, will act to coordinate resources throughout the department.

The responsibilities of the designated liaison include the following:

1. Working closely with the employee assigned as the liaison for the family to ensure that the needs of the family are fulfilled.
2. Handling the news media throughout the ordeal. If the family decides to accept an interview, an employee should attend to "screen" questions presented to the family so as not to jeopardize subsequent legal proceedings.
3. Meet with the following persons to coordinate funeral activities and establish an itinerary:
 - a. Chief of Police
 - b. Division Commanders
 - c. Employee's Unit Supervisor
 - d. Funeral Director
 - e. Family Clergy, Priest or Minister
 - f. Cemetery Director
 - g. Honor/Color Guard Commander
4. Directing the funeral activities of the department and visiting Police Departments according to the wishes of the family and the information found within the critical information form.
5. Issue an Administrative Message through GCIC to include the following:
 - a. Name of deceased employee
 - b. Date and time of death
 - c. Circumstances surrounding the death
 - d. Funeral arrangements (private or police)
 - e. Uniform to be worn
 - f. If expressions of sympathy in lieu of flowers
 - g. Contact person and phone number/email
6. Obtain an American flag. If the family wishes a flag presentation by the Chief, notify the Chief's office.
7. If the family desires a burial in uniform, select an employee to obtain a uniform and all accouterments (except weapons) and deliver them to the funeral home.
8. Assign employees for usher duty at service.
9. Arrange for the delivery of the employee's personal belongings to the family.

10. Brief the Chief and staff concerning all funeral arrangements.
11. Ensure that the surviving parents receive recognition and arrange for their proper placement during the funeral and procession.
12. Arrange for a stand-by doctor for the family if necessary.
13. Coordinate traffic management (with other jurisdictions if necessary) during the viewing, funeral, and procession. Arrange for a tow truck to be available along the procession route.
14. Assign an employee to remain at the family home during the viewing and funeral.
15. Maintain a roster of all departments sending personnel to the funeral, including:
 - a. Name and address of responding agency
 - b. Name of Chief of responding agency
 - c. Number of employees attending the funeral
 - d. Number of vehicles
 - e. Number of employees attending reception after funeral
16. Assist in making the necessary accommodations (food/lodging, etc.).
17. Acknowledge visiting and assisting departments.
18. Arrange for routine residence checks of the survivor's home for 6-8 weeks after the funeral by the Uniform Patrol Division. This service is necessary since large amounts of money are passing through the residence and the survivors will be spending much time away from the home dealing with legal matters.
19. Arrange for collection of department-issued equipment (vehicle, weapons, radio, etc.)
20. At the discretion of the Chief of Police, duty weapons may be given to a qualifying survivor of an employee who had a minimum of ten (10) years of service with the department. The employee shall also have been in good standing with the department at the time of their demise.

I. Benefits Coordination

A member of the department, designated by the Chief will gather information on all benefits / funeral payments available to the family. This person should have the department's full support to fulfill this responsibility to the survivors and has the responsibility for filing the appropriate benefit paperwork and following through to ensure the family receives these benefits.

Responsibilities consist of the following:

1. File Worker's Compensation claims and related paperwork.
2. Contact the City of Roswell Risk Manager, Finance Department, Benefits and Pension Coordinator immediately to ensure that the beneficiary receives death and retirement benefits, remaining paychecks, and payment for annual leave and compensatory leave.
3. Gather information on all benefit/funeral payments that are available to the family.
4. Set up any special trust funds or educational funds.

5. Notify all appropriate police organizations, particularly those that may offer a "line of duty" death benefit, of the death to ensure beneficiaries receive all entitlement payments. These agencies may offer legal and financial counseling to the family at no cost.
6. Meeting with the surviving family a few days after the funeral to discuss the benefits they will receive.
7. If there are any surviving children from a former marriage, meeting with their guardian to advise what benefits the child/children will receive.
8. Advising surviving family of status of health benefits and if a 30-day grace period exists before cancellation after an employee's death.
9. Meet again with the family approximately six months after the employee's death to ensure they have received the appropriate benefits.

J. Continuing Support for Employee's Surviving Family Members

Members of the department must remain sensitive to the needs of the survivors long after the employee's death. The grief process has no timetable and survivors may develop a complicated grief process. Expect more than half of the surviving spouses to develop a post-traumatic stress reaction to the tragedy.

Survivors should continue to feel a part of the "police family." Invite survivors to police activities to ensure continued contact. Members of the force are encouraged to keep in touch with the surviving family. Close friends and co-workers of the employee should arrange with the family to visit the home from time to time so long as the family expresses a desire to have these contacts continue.

The Chief of Police should observe the employee's death date with a short note to the family and / or flowers on the grave. Holidays may be especially difficult for the family, particularly if small children are involved. Increased contact with the survivors and additional support is important at these times. If no court proceedings surround the circumstances of the employee's death, relay all details of the incident to the family at the earliest opportunity.

If criminal violations surround the death of the employee, the department will:

1. Inform the family of all new developments prior to press release.
2. Keep the family apprised of legal and parole proceedings.
3. Introduce the family to victim/witness services (refer to policy Chapter 27)
4. Encourage the family to attend the trial, and accompany them whenever possible.
5. Arrange for investigators to meet with family at the earliest opportunity following the trial to answer all their questions.

K. Funeral Protocol

Uniform for funerals will be a Class A dress uniform, to include a tie and hat. Members of the honor guard will wear his/her required uniform. All employees will wear a sash across the badge.

L. Funeral and/or Grave Site Services

Employees who attend the funeral and/or gravesite services will report to a previously designated assembly point away from the place of services for inspection and briefing. From the assembly point, employees will march to the place of service, timing their arrival to permit immediate entry. (See also 37.40 – "Funeral Escorts")

M. Honors Accorded

Any employee who dies in the line of duty will receive full honors if requested by the survivors. This will include a "Casket Watch" during viewing, honor guard, firing squad, taps, military flag-fold and presentation, and motor escort. Any additional honors provided to deceased members or employees of the department, or to deceased members of other law enforcement agencies, shall be at the discretion of the Chief of Police. The Honor Guard Commander has responsibility for coordinating and directing the activities of the Honor Guard, Casket Watch, firing squad, bugler, and flag presentation.

N. Casket Watch

The Casket Watch is usually comprised of employees from the Honor Guard. However, volunteers may stand watch at the discretion of the Honor Guard Commander. Employees assigned to the Casket Watch must present an excellent uniform appearance and conform to all current grooming regulations. The Class A dress uniform, including tie, hat and white gloves, will be worn for the Casket Watch. The watch will divide into shifts with two (2) employees standing thirty-minute shifts.

If the family wishes, an informal watch can take place after the viewing concludes for the day. The Casket Watch moves in slow cadence. This includes marching, movements, and saluting. The Honor Guard Commander will post the watch and the employees will position themselves at or near the head and foot of the deceased employee.

O. Honor Guard

Members of the Honor Guard will assemble at a location near the service (church, funeral home, chapel, or cemetery) for inspection by the Honor Guard Commander. The Honor Guard Commander will execute all commands.

P. Procedural Variation

Personnel shall follow the procedures outlined in this section in most cases. The Chief of Police shall make any changes because of a manpower shortage, the unusual size of the funeral, the type of service, the physical arrangement of the place of service, or for any other reason shall be made by the Chief of Police.

Q. Post Actions

Supervisors and members of RPD shall monitor employees in the period following the incident to ensure any concerns are referred to the proper counseling, EAP and/or guidance is provided as necessary.

Chapter 11 – Recruitment of Personnel

11.1 Policy

(31.1.1)

The City of Roswell and the Roswell Police Department will actively participate in recruitment programs whenever there is an active or forecasted vacancy. It is the policy of the Roswell Police Department to recruit personnel based on an efficient, effective and fair process. The intent is to appoint those individuals who possess the skills, knowledge and abilities necessary for an effective, respected law enforcement agency. Discrimination because of race, creed, color, sex, religion, age, or national origin is prohibited.

11.2 Recruitment Procedures

A. Recruitment Program For Vacancies

During active recruitment, the Command Staff will be made aware of the progress being made to fill vacant positions

Whenever there is an actual or forecasted vacancy, there should be recruitment to attract applicants. Recruitment includes the following elements:

Recruitment includes the following elements:

1. A job announcement that includes classification title, pay grade, a description of the duties, qualifications required, and educational level, and any physical requirements of the position
2. Advertisement of all job vacancies in the electronic, print and/or other mass media outlets
3. Advertisement as an Equal Opportunity Employer included on all employment applications and recruitment advertisements

B. Recruitment Personnel

The Chief of Police, the Support Services Division Commander, the Recruitment Officer and all other personnel assigned to recruitment activities will maintain knowledge of personnel matters, especially Equal Employment Opportunity, as it affects the management and operations of the agency.

Among the knowledge and skills to be maintained are:

1. Department's recruitment needs and commitments
2. Agency career opportunities, salaries, benefits and training
3. Federal and State compliance guidelines
4. The Community and its needs (including demographic data, community organizations, educational institutions, etc.)
5. Cultural awareness or an understanding of different ethnic groups and subcultures
6. Techniques of informal record-keeping systems for candidate tracking
7. Recruitment programs of other jurisdictions

8. Procedures involved in conducting background investigations and written, oral or physical agility examinations (if used)
9. Characteristics that disqualify candidates
10. Medical requirements

The Office of Professional Standards is tasked with ensuring the Agency is following an Equal Employment Opportunity Plan.

C. Signing Bonus For Police Applicants

Any persons hired after November 30, 2016, as a Police Officer I who are **not** Georgia POST Certified are eligible to receive a signing bonus in the amount of three thousand dollars (\$3,000.00). New employees hired after November 30, 2016, who **are** Georgia POST Certified will be eligible to receive a four thousand dollars (\$4000.00) signing bonus.

New employee, who are not yet Georgia POST Certified, shall complete all necessary training and serve the City of Roswell Police Department for one (1) year at a minimum rank of Police Officer I.

1. Bonus Payment Schedule:

For new employees who are not Georgia POST Certified, a signing bonus of three thousand dollars (\$3,000.00) will be paid to persons hired in a sworn position.

The first half of the signing bonus, one thousand, five hundred dollars (\$1,500.00), will be paid upon successful completion of **both** the Basic Mandate Training Course at a Georgia POST Council Certified Academy and the successful completion of the Roswell Police Department's Field Training Program, including mandated Brazilian Jiu Jitsu Training.

The second half of the signing bonus, one thousand, five hundred dollars (\$1500.00), will be paid one (1) year from the completion of the Field Training Program.

For new employees who are Georgia POST Certified, \$4,000 will be paid upon official start of employment with the Roswell Police Department.

The Chief of Police will determine an employee's eligibility for the signing bonus.

2. Terms:

The offering of a signing bonus may be terminated at any time at the sole discretion of the Roswell City Administrator.

The employee **must** repay the entire amount received if that employee resigns from their position, transfers to a non-sworn position, or is terminated for malfeasance before the completion of two years of service with the Roswell Police Department.

Any former employee returning, who has been employed as a sworn officer with the Roswell Police Department within the last two years shall not be eligible for the signing bonus, except at the discretion of the Chief of Police.

Upon receiving a final offer of employment and prior to the employee's start date, the new employee will sign a signing bonus agreement, which will be kept in the employee's file.

D. Signing Bonus for 911-Communications Applicants

Any persons hired **after** April 24, 2017, as a 911-Communications Officer who are **not** Georgia POST Certified are eligible to receive a signing bonus in the amount of three thousand dollars (\$3,000.00). New employees hired **after** April 24, 2017, who **are** Georgia POST Certified will be eligible to receive a four thousand dollar (\$4,000.00) signing bonus.

The new employee shall complete all necessary training and serve the City of Roswell Police Department for one (1) year as a 911-Communications Officer.

1. Bonus Pay Out Schedule:

For new employees who are not Georgia POST Certified, half of the signing bonus, one thousand, five hundred dollars (\$1500.00), will be paid upon successful completion of **both** Basic 911-Communications Officer Training Program and the successful completion of the Roswell Police Department's 911-Communications Training Program.

For new employees who are Georgia POST Certified, half of the signing bonus, two thousand dollars (\$2,000.00), will be paid upon successful completion of the Roswell Police Department's 911-Communications Training Program.

For all new employees, the second half of the signing bonus, one thousand, five hundred dollars (\$1500.00 non-certified) / two thousand dollars (\$2000.00 POST Certified), will be paid one (1) year after the completion of the Training Program.

The Chief of Police will determine an employee's eligibility for the signing bonus.

2. Terms:

The offering of a signing bonus may be terminated at any time at the sole discretion of the Roswell City Administrator.

The employee **must** repay the entire amount received if that employee resigns from their position, or is terminated for malfeasance before the completion of two years of service with the Roswell Police Department.

Any former employee returning, who has been employed as a POST Certified 911-Communications Officer with the Roswell Police Department within the last two years shall not be eligible for the signing bonus, except at the discretion of the Chief of Police.

Upon receiving a final offer of employment and prior to the employee's start date, the new employee will sign a signing bonus agreement, which will be kept in the employee's file.

11.3 Demographic Analysis of Work Force and Community

The Roswell Police Department will strive to maintain an approximate proportion of minority group employees in relation to the eligible workforce of the City of Roswell, and will recruit women and minority members to become Roswell Police Officers. At any time that women or minority group employees become under-represented in proportion to the makeup of minority members of the community, a recruitment plan to address the disparity will be developed.

11.4 Equal Employment Opportunity Plan

(31.2.3)

The City of Roswell has an Equal Employment Opportunity Plan to ensure equal employment opportunities for employment and employment conditions for minority persons and women. The Equal Employment Opportunity Plan is based on an annual analysis of the Department's present employment policies, practices and procedures relevant to their impact on the employment and utilization of minorities and women.

Chapter 12 – Selection and Hiring

12.1 Purpose

(31.4.2)

The selection policy is designed to establish guidelines and procedures for selecting the most qualified candidates for employment consistent with federal, state and local laws and Equal Employment Opportunity/Affirmative Action guidelines.

The City of Roswell is committed to hiring the most qualified candidates using a selection process which is based upon job-related, useful, and non-discriminatory methods. Police applicants will be expected to meet the pre-employment requirements outlined in this policy in addition to those outlined by the Georgia Peace Officer Standards and Training Council (P.O.S.T.).

12.2 Selection Process

A. Status of Applicants

Once a candidate formally applies for a position, it will be the responsibility of a Background Investigator to maintain contact with the applicant from the time of initial application to final employment disposition. Applicants will fall into one of the following categories:

1. **Active:** actively being considered for employment;
2. **Eligible:** suitable for position can be considered once a position becomes available;
3. **Inactive:** eligible but not being actively considered;
4. **Disqualified:** not eligible for employment due to a non-correctable deficiency;
5. **Withdraw:** voluntarily removed from active consideration, eligible to reapply anytime.

B. Inactive and Disqualified Candidates

Reapplication for those not hired is permitted as long as an automatic disqualifier does not exist in the background. A new application will be required and the selection process will start from the beginning regardless of the phase in which previously removed. The reapplication procedure for each step in the selection process is outlined below.

Test: Applicants will typically not be removed from the selection process solely as a result of the score on a particular test. A failing score on the tests along with findings from other selection processes (i.e. oral interview, background investigation) may be justification for removal from the selection process. Applicants removed at the time of the test may retake the test six (6) months after their test date.

Panel Interview: Considerations are given as to the deficiency identified and a reasonable timeframe to correct for said deficiency. Applicants removed during this process will be given a reapplication time of not less than six (6) months.

Background Investigation: Considerations are given as to the deficiency identified and a reasonable timeframe to correct for said deficiency. Applicants removed during this process will be given a reapplication time of not less than six (6) months.

Medical Exam & Drug Screen: Applicants who fail the physical are disqualified from reapplication because by failing the physical the medical staff is certifying that candidate's physical condition is such that minimum physical requirements for the position will not be achievable. Applicants who provide a non-negative result during the drug screen will be disqualified from reapplication due to the possibility

and serious risk of abuse which creates a physical harm to employees, to persons who rely on the City of Roswell's services and to the public at large.

Psychological: Applicants who demonstrate a disqualifying mental disorder based upon results from the exercises are disqualified from further consideration. If the results do not indicate a disqualifying mental disorder reapplication will be no less than one (1) year.

Polygraph: Applicants removed during this process will no way be based solely upon the results of a polygraph examination. Inconsistent disclosures would result in a disqualification therefore, reapplication would not be considered.

Applicants may be removed from further consideration at any step of the selection process. For each of these steps a letter will be provided to the applicants, normally within seven to ten working days. Included in the general ineligibility letter is the information for appointment and the phone number of a contact person that applicant can call if they have any questions.

C. Correcting Minor Deficiencies in the Application

Applications identified as having minor omissions or deficiencies that can be corrected by the applicant prior to testing or the interview process will not be rejected solely for the omission or deficiency.

The entire selection process will be evaluated on a regular basis. Review of the most recent literature and case law on selection, equal employment opportunity, and a variety of selection issues will be conducted on a continuing basis by both the Roswell Police Department and the City of Roswell Human Resources Department.

D. Documents Required for the Background Investigation

Applicants will be asked to provide the following documents to the background investigator. Only documents that are applicable to the applicant will be required and any original documents requested will be returned after copies are made for the department file.

1. Birth Certificate or Naturalization documents (original)
2. Valid Driver's License (original)
3. Driver history from every state license has been issued
4. Social Security Card (original)
5. High school diploma, GED equivalent or Home School Affidavit
6. SAT/ACT/COMPASS/ACCUPLACER test results
7. Passport (original)
8. College Degree and Official Transcripts (original)
9. DD214 or Official Letter of Good Standing from Commanding Officer
10. Armed Forces ID
11. Letter Good Standing from all states in which a public safety certification was held
12. Marriage Certificate or Divorce Decree
13. Name Change Documentation
14. Detailed written explanation of any previous work related discipline issues
15. Detailed written explanation of any previous of any previous drug use
16. Detailed written explanation of any previous undetected crimes
17. Detailed written explanation of any previous contact with law enforcement to include police reports, arrests, citations, etc.
18. Disposition documents for any previous arrests (i.e. court and/or probation)

19. Detailed written explanation of any previous denial or non-selection by another law enforcement agency
20. Detailed written explanation of any previous terminations, forced resignations and/or resignations in lieu of termination
21. Detailed written explanation of any credit issues

Any applicable document not provided for the background investigation could result in removal from the selection process.

12.3 Selection Procedure

(31.4.2, 31.4.3)

A. Police Department's Role

The Roswell Police Department maintains the primary responsibility for developing and administering the selection process used to measure the requisite knowledge, skills, and abilities of each position. This process is coordinated and/or administered by the Chief of Police or his designee, who may select a background investigator(s) or appoint a committee of Department personnel to assist. The Chief of Police or his designee may conduct a final oral interview of prospective employees.

B. Scoring, Evaluating and Interpreting Test Results

The selection process is comprised of many elements. These include: written tests, oral interviews, background investigations, physical agility tests, psychological assessments, polygraph examinations, and physical assessments. All elements of the selection process are administered, scored, evaluated, and interpreted in a uniform manner. All time limits, oral instructions, practice problems, answer sheets and scoring formulas will be written in advance, contained in the selection manual, and administered uniformly to each candidate.

C. Job-Related and Non-Discriminatory Selection Process

The selection process will use only those rating criteria and minimum qualifications which are job-related and non-discriminatory. All evaluative aspects of the selection process will be designed to measure only those behaviors, traits, or characteristics that are relevant to the position being filled.

12.4 Elements of the Selection Process

(31.4.7, 31.4.8)

Elements of the selection process include the following:

A. Job-Task Analysis

A comprehensive job-task analysis is performed for each position to determine the critical knowledge, skills and abilities that are required to perform the tasks effectively.

B. Job Descriptions

Comprehensive job descriptions will be developed to include the knowledge, skills, and abilities (KSA's) and major tasks identified by the aforementioned job-task analysis. These job descriptions will also contain the basic minimum requirements for each position.

C. Minimum Qualifications

1. Civilian Employees Not Certified by P.O.S.T.

Qualifications for positions within the Police Department are established by the Chief of Police and the Director of Human Resources. Qualifications will meet professional and legal standards for validity, utility, and minimum adverse impact. Physical qualifications for entry level positions are contained in the job description and include the following:

- a. Ability to pass a medical examination
- b. Ability to pass a polygraph examination
- c. Ability to meet physical standards to perform assigned duties as established
- d. Ability to operate a motor vehicle and possession of a valid driver's license; if the license is out-of-state, the applicant must be eligible to obtain a Georgia driver's license
- e. Keyboarding skills averaging 30 words per minute (WPM)

2. Sworn Employees

- a. The applicant must have a high school diploma or its equivalent as recognized by the Georgia Department of Education (Minimum GED score of 45 per section - total 225). Preferred: Minimum two years of college from an accredited college or university, or P.O.S.T. certified, or equivalent experience.
- b. The applicant must have hearing acuity consistent with a "high-risk" public safety position. Police officer candidates will have no uncorrected hearing loss greater than 24dB (decibels) for the average of frequencies 500 Hz, 1000 Hz, 2000Hz, and 3000 Hz in the better ear. This is based on "Normal Hearing" as defined by the Fowler-Sabine or AMA Method as a hearing loss no greater than 24 dB at 250Hz, 500Hz, 1000Hz, 2000Hz, 3000Hz, 4000Hz, 6000Hz, and 8000Hz in both the right and left ears, unaided.

	500 Hz	1000 Hz	2000 Hz	3000 Hz
Better Ear	35 dB	30 dB	30 dB	40 dB
Worst Ear	35 dB	50 dB	50 dB	60 dB

- c. The applicant must have visual acuity set at a limit of 20/100 in either eye uncorrected and 20/20 corrected with no uncorrected color blindness.
- d. Be found, after examination by a licensed physician or surgeon, to be free from any physical, emotional, or mental conditions which might adversely affect his or her exercising the powers or duties of a peace officer.
- e. The applicant must be at least twenty-one (21) years of age at completion of Basic Mandate.
- f. The applicant must have a valid driver's license to operate a motor vehicle; if the license is out-of-state, the applicant must be eligible to obtain a Georgia driver's license.
- g. Must not have been convicted by any state or by the federal government of any crime the punishment of which could have been imprisonment in the federal or state prison or institution not have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law;

- h. Be fingerprinted for the purpose of conducting a fingerprint based search at the Georgia Bureau of Investigation and the Federal Bureau of Investigation to determine the existence of any criminal record and;
- i. The applicant must be able to successfully complete a Peace Officer Basic Training Course certified by the Georgia Peace Officer Standards and Training (P.O.S.T.) Council as required by OCGA – 35-8-9;
- j. The applicant must be a citizen, a repatriated citizen, or a naturalized citizen of the United States;
- k. The applicant must be willing to work on any shift/assignment and;
- l. Possess good moral character as determined by investigation under procedure established here-in.

3. 911-Communications Officers

- a. The applicant must have a high school diploma or equivalent as recognized by the Georgia Department of Education (Minimum GED score of 45 per section - total 225). Preferred: Minimum two years of college from an accredited college or university, or P.O.S.T. certified, or equivalent experience.
- b. The applicant must have hearing acuity in accordance with the National Emergency Number Association (NENA) Hearing Standards for Public Safety Telecommunicators, which states communications officers shall have no uncorrected hearing loss, in either ear, greater than those depicted below (NENA Standard):

	500 Hz	1000 Hz	2000 Hz	3000 Hz
Better Ear	35 dB	30 dB	30 dB	40 dB
Worst Ear	35 dB	50 dB	50 dB	60 dB

- c. Be found, after examination by a licensed physician or surgeon, to be free from any physical, emotional, or mental conditions which might adversely affect his or her duties of a 911-Communications Officer;
- d. The application must be at least eighteen (18) years of age;
- e. Must not have been convicted by any state or by the federal government of any crime the punishment of which could have been imprisonment in the federal or state prison or institution not have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law;
- f. Be fingerprinted for the purpose of conducting a fingerprint based search at the Georgia Bureau of Investigation and the Federal Bureau of Investigation to determine the existence of any criminal record and;
- g. The applicant must have a valid driver's license to operate a motor vehicle; if the license is out-of-state, the applicant must be eligible to obtain a Georgia driver's license.
- h. The applicant must be able to successfully complete a Communications Officer Basic Training Course certified by the Georgia Peace Officer Standards and Training (P.O.S.T.) Council as required by OCGA – 35-8-23;

- i. The applicant must have keyboarding skills averaging 3251 keystrokes per hour (KPH);
- j. The applicant must be a citizen, a repatriated citizen, or naturalized citizen of the United States;
- k. The applicant must be willing to work on any shift/assignment;
- l. Possess good moral character as determined by investigation under procedure established here-in.

12.5 Hiring Standards

In an effort to maintain a consistent and equitable hiring standard for all applicants, the following minimum guidelines have been established. These guidelines are not all-inclusive but are among the principal factors to be considered by the Chief of Police or his designee when evaluating an applicant's candidacy. The Chief of Police or his designee has discretion to remove any candidate from the assessment/hiring process at any phase of consideration.

Applicants may be considered for disqualification for conduct, which is not specifically outlined in these guidelines. Circumstances surrounding certain events within an applicant's background, which may be considered disputable, will be subject to examination by the Chief of Police or his designee. Disqualifying information that is greater than 10 years old and does not show a pattern of misconduct may be evaluated as an exception during the hiring process.

A. Criminal History/Activity

1. **Felony Convictions:** All applicants shall be subject to a check of their criminal history as recorded by Federal, state, county, city, foreign, or other government bodies. No applicant shall have been convicted for a criminal offense classified as a felony within his lifetime. Juvenile adjudications will be evaluated by the hiring authority on a case-by-case basis. Pleas of Nolo Contendere are considered a conviction.
2. **Misdemeanor Convictions:** Applicants who have been convicted of a misdemeanor offense within their lifetime may be deemed unacceptable. The nature of the offense(s) committed must have been associated with crimes denoting moral turpitude or disrespect for law enforcement authorities, or crimes against public order and safety, public morals and standards, sexual offenses, domestic violence, crimes against children, etc. Pleas of Nolo Contendere are considered a conviction.

The applicant cannot be a fugitive from justice. There can be no outstanding criminal or traffic warrants on the applicant. The applicant cannot be on probation. The applicant must not be the subject of pending criminal charges that could result in their being placed on probation.

If employment is denied solely based on criminal history, the applicant shall be informed of all information pertinent to that decision as outlined in OCGA 35-3-34.

B. Unprosecuted Crimes

Applicants who have, by self-admission, committed crimes against the State or any other governing body which were: never detected; detected but never prosecuted; adjudicated as a juvenile; shall be presumed to have committed the crime or act. The class or seriousness of the violation will be determined by the applicable Criminal Code of Georgia that was in effect at the time of the commission of the act/crime, regardless of where the act was physically committed.

In compliance with the Prison Rape Elimination Act, applicants may not have engaged in acts of sexual abuse of persons in their custody (during arrests or during detention). Applicants may not have attempted to engage in sexual activity facilitated by force, overt or implied threats of force or coercion, or the victim's inability or unwillingness to consent or refuse.

C. Driver's History

The following Driver's History requirements apply to all applicants:

1. **Driver's License:** Applicants must have a valid driver's license issued by an acceptable governing authority. Applicants with active license suspensions will not be considered. Previous license suspensions are generally unfavorable and will be evaluated by the Chief of Police or his designee on a case-by-case basis.
2. **Driver's License Restrictions:** An applicant's driver's license cannot contain restrictions that would hinder the driver's ability to operate emergency vehicles in accordance with the policies of this Department and the laws of this State. Restrictions will be reviewed by a medical evaluation after the candidate is offered employment.
3. **Assessed Points:** An applicant's driver's license cannot have been assessed more than six (6) points within the 24-month period preceding the date of the initiation of the applicant's hiring process. In addition, the license shall not have been assessed more than ten (10) points within the 48-month period preceding the date of the initiation of the applicant's hiring process. For the purpose of this section, points shall be computed by standards set forth by Georgia Code.
4. **Driving Under the Influence:** A conviction cannot have occurred within the five-year period prior to initiation of the hiring process. For the purpose of this section, a plea of Nolo Contendere is considered a conviction. Any applicant who has been convicted of the offense of Driving Under the Influence more than one time within his driving history will not be considered.
5. **Prohibited Traffic Convictions:** Applicants who have had within their driving history convictions or pleas of Nolo Contendere for the offenses of Hit and Run (or similar statute), Homicide by Vehicle, Fleeing/Attempting to Elude, or Habitual Violator will generally be excluded from consideration for employment; however, each offense will be reviewed on an individual basis, and an applicant may be eligible for employment depending on the particular circumstances of the offense. In addition, applicants must not have had a conviction of Reckless Driving, Racing, or equivalent charge from a state other than Georgia within the five-year period prior to initiation of the applicant's hiring process.
6. Applicants will not be considered for employment if they have a driving history that displays a consistent or repeated lack of respect for traffic law and/or unsafe driving as determined by the Chief of Police or his designee.

D. Employment History

1. **Adverse Actions:** The facts surrounding any adverse action, to include Georgia Peace Officer Standards and Training Council (or similar state agency) records reflecting adverse findings, may determine an applicant's eligibility for employment.
2. **Stable Employment:** Applicants should have a stable employment history. Past work performance should reflect that the individual has performed their duties as assigned.

E. Financial Standing

1. **Current Status:** Consideration will be given to the applicant's overall credit history when determining eligibility for employment. Applicants in good credit standing and a credit history

that reflects a pattern of credit stability are preferred. The applicant must not have any unreasonable pending garnishments or judgments which may cause undue hardship while employed with this agency.

If employment is denied solely on credit history, the applicant shall be provided a copy of the credit report as outlined in the Fair Credit Reporting Act. The applicant will also be afforded the opportunity to explain any adverse credit history prior to removal from the hiring process.

2. **Bankruptcies:** Applicants must not have filed bankruptcy more than one time within the ten-year period prior to the initiation of the individual hiring process. Applicants may not be in the process of filing or awaiting judgment on a bankruptcy. Applicants currently under a granted bankruptcy which is part of a repayment plan are not affected by this section.
3. **Lawsuits:** Any applicant who is the defendant in any pending lawsuit involving liability or damages will have their situation evaluated independently. Divorces are not included in this section; however, garnishment of pay and failure to pay court-ordered child support will be considered and may result in that applicant being ineligible for employment.

F. Thefts

1. **Felony Thefts:** Any applicant who has been involved in a felony theft as an adult will not be considered. Juvenile involvement will be evaluated on a case-by-case basis. The standard for determining the class of the theft shall be the Georgia Annotated Code that was in effect at the time of the theft. This applies to both detected and unprosecuted thefts.
2. **Misdemeanor Thefts:** Any applicant who has been convicted in more than one theft of a misdemeanor nature within his lifetime will not be considered. No applicant will be considered who has committed a theft of any type within the five years preceding the initiation of the applicant's hiring process. The applicable Annotated Code of Georgia in effect at the time of the commission of the theft will be the determining factor of whether or not the theft was of a felony or misdemeanor nature.

G. Military History

1. **Character of Discharge:** Applicants who have served in the Armed Forces of the United States or of foreign governments who have been dishonorably discharged will not be considered for employment. Honorable discharge is preferred; the facts surrounding any other discharge will be evaluated on a case by case basis. Discharges upgraded to Honorable from another status are acceptable.
2. **Disciplinary Actions While in the Military:** The military records of applicants must not show a pattern of violations under the Uniform Code of Military Justice, including punitive judgments or punishments, i.e. Article 15, Summary Court Martial, etc. Applicants must have never been convicted by a General or Special Court martial.

H. Drug Usage, Possession, or Distribution

1. **Drug Use:** Applicants may not have a history of use indicative of a potential problem or pattern of abuse with any substance defined as illegal by the Annotated Code of Georgia at the time of use. This is regardless of whether the user (applicant) induced the drug for the purpose of experimentation (getting high), concentration/focus, relieving pain, easing anxiety or depression, inducing sleep, increasing body mass or strength, or for any other reason, unless the drug was used as prescribed by a physician and used as intended for medicinal purposes.

2. **Convictions for Drug-Related Violations:** Applicants must not have any felony convictions for involvement with drugs to include use, possession, sale or manufacturing. Any information derived as to the causation of the offense will be considered. A plea of Nolo Contendere or first offender status will be considered a conviction.
3. **Marijuana:** Experimental use of marijuana will not be the sole reason for removing an applicant. The surrounding circumstances, along with facts gathered by the investigator, will be considered to determine eligibility for employment. In addition, the applicant's involvement with marijuana shall not display a potential problem or pattern of abuse.
4. **Misuse of Prescription Drugs:** Prescription drugs prescribed to someone other than the applicant may not be the sole determinant for rejection, so long as such use does not display a potential problem or pattern of abuse.

All hard drug use such as, but not limited to, Heroin, PCP, LSD, Crystal meth, and Cocaine remain automatic disqualifiers. Each applicant's eligibility for employment shall be at the discretion of the Chief of Police or his/her designee.

For the purpose of this section, felony and misdemeanor will be defined by the Annotated Code of Georgia in effect at the time of the act, regardless of where the offense was committed. The date of application shall mean the actual date the applicant originally applied for employment with the Roswell Police Department.

J. Tattoos, Body Markings, Branding, Intentional Scarring, Mutilation, and/or Ornamentation

1. All applicants displaying tattoos, body art, body markings, branding, intentional scarring, mutilation and/or ornamentation shall be in accordance with policy 35.10 Tattoo, Body Art and Markings.
2. Any other tattoo, body art, body marking, branding, intentional scarring, mutilation and/or ornamentation shall be deemed unacceptable unless specifically approved by the Chief of Police or his/her designee.

12.6 Application, Testing and Evaluation Information

(4.3, 4.4, 31.4.1, 31.5.1, 31.5.2)

At the time of formal testing, applicants will be informed of all elements of the selection process, to include an estimated timetable of events of the selection process.

A. Hiring Process Phases

The hiring process consists of five general phases. This is a guideline, and each part of a phase is not required to be completed before another phase begins. Applicants may be removed from selection at any point during this process.

Initial Application Review: The background investigator will ensure the application is complete and accurate. When reviewing the application, if the investigator discovers any information to suggest the applicant is attempting to conceal information from the department (i.e. disciplinary actions at previous employment, unlisted previous employment) or there is conclusive evidence that the individual does not meet the department's employment standards as outlined in Section 12.5 (i.e. driving history, criminal record), the applicant may be removed from the selection process.

1. **Phase I: Testing**

- a. **Background Booklet:** The background investigation booklet is designed to help the

background investigator focus on those areas of inquiry, which have the highest potential of yielding job-related information. The booklet will be provided to the applicant prior to testing and the applicant will be allotted 14 days to complete the booklet.

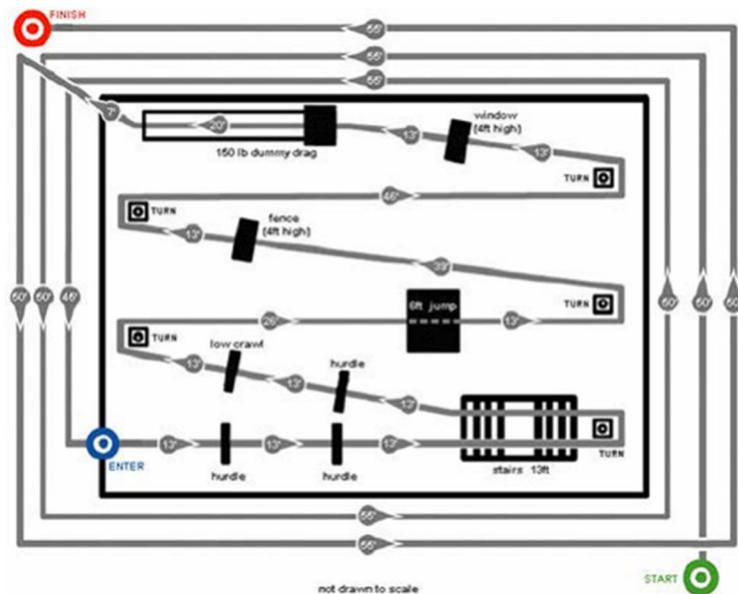
- b. **Physical Agility:** This battery of tests is used for applicants for sworn positions only. Each applicant must successfully, complete the Department's established physical agility course. This course is designed as a content valid examination that simulates physical activities required of officers during the course of their job.

i. **Police Agility Course Instructions:**

The candidate starts with 1 3/4 laps around the outside of the course and then enters, following the pattern shown on the map. They must jump two small hurdles, climb a flight of stairs, descend the flight of stairs, go around a cone and continue back up and down the stairs again.

The candidate jumps over more hurdles and must go under a bar that is 2 1/2 feet high. If they fail to negotiate the low crawl correctly, there is a two-second time penalty. More running and a leap across a simulated 6-foot gap representing a large ditch. If either foot hits the line, there is another two-second time penalty. The candidate can opt to skip the jump and take the two-second time penalty as well.

Running back across the course, the candidate must negotiate a 4-foot-high chain link fence panel, round the cone and run back across the course. Now the candidate must climb through a standard sized window, which is four feet high, and, once safely through it, drag a 150-pound dummy a distance of 20 feet until the dummy is across the designated line. Now, one more lap around the outside of the course and they are finished.



- c. **Typing Test:** Police officer applicants will be required to complete a typing test. This test is designed to ensure the applicant possess basic keyboarding skills. The department uses standardized typing exams specific to the position applied for. Applicants need to complete an average of thirty (30) words-per-minute (WPM).

Applicants that have a Basic Law Enforcement Certification through Georgia P.O.S.T. are exempt from taking the exam.

- i. **CritiCall Dispatcher/Public Safety Pre-Employment Test:** These battery of tests are for applicants for 911-Communications positions only. They are designed to assess specific skills and abilities needed to be a successful communications officer with the department. The abilities measured include multi-tasking, data entry speed and accuracy, oral comprehension, reading comprehension, map reading, memory recall, spelling, and vocalized summarization. The exam is graded electronically by the testing software. Applicants need to meet the established benchmarks for these tests in order to move forward in the selection process.

Typing and CritiCall tests are administered electronically and evaluated upon submission by the applicant. Results are provided electronically following submission.

- d. **Written Composition Test:** This test is used for applicants for 911-communications and sworn positions only. Each applicant will be required to submit a writing composition exam. The purpose of this exam is to ensure the applicant possesses satisfactory written communication skills to perform required duties.

- i. The applicant must choose one of three (3) predetermined topics and write an essay composed of at least three (3) paragraphs with a minimum of three (3) sentences each. Applicants are provided thirty (30) minutes to complete the composition.
- ii. The essay will be subjected to a blind evaluation by experienced police officers, the focus of which being grammar, punctuation and syntax.

- e. **Initial Interview:** An initial interview will be conducted as soon as practical. Applicants will be made aware that sensitive and confidential aspects of their lives may be explored.

- f. **Morris and McDaniel Standardized Entry Level Law Enforcement Exam (ELLE):** This battery of tests is used for sworn applicant positions only. It is designed to assess specific skills and abilities needed to be a successful officer. The abilities measured include written or verbal (reading comprehension), oral comprehension, memorization, problem sensitivity, inductive reasoning, deductive reasoning, information ordering, spatial orientation, visualization, perceptual speed, and flexibility of closure. The exam is graded electronically by the vendor Morris and McDaniel, Inc. A numerical score, with a maximum of 100, is provided with the pass/fail cutoff at 75. Applicants that have a Basic Law Enforcement Certification through Georgia P.O.S.T. are exempt from taking the exam.

2. Phase II – Criminal History/Driver History Checks

- a. **GCIC/NCIC Checks:** Upon receipt of the application, the background investigator will conduct a criminal and driver's history check of the individual through the GCIC/NCIC. Persons with convictions in violation of the Employment Standards outlined in Section 12.5 will be removed from the selection process.
- b. **Background Investigation:** An extensive background investigation will be initiated to verify information provided by the applicant. The background investigator will make certain all documents produced are genuine and ensure that the background investigation booklet is complete and all requested information has been provided and

is consistent.

- i. The Background Investigation Booklet in conjunction with, oral interviews will serve as part of the background investigation conducted for every applicant prior to their appointment to probationary status.
 - 1) An officer trained in collecting the required information will conduct all background investigations for employment. Whenever practical, the investigation should be done in person. In addition, the investigation should involve a home visit with the applicant and their family as well as interviews with neighbors.
 - 2) Applicants are required to cooperate with each step of the background investigation and shall provide any and all information requested.
 - 3) The background investigation shall include verification and review of the following:
 - Qualifying Credentials (prior certification status)
 - Education
 - Law Enforcement
 - Previous Employment
 - Military
 - Criminal History
 - Three or more Personal/Professional References
 - 4) The investigator will request that the applicant open all social website accounts they are associated with, (i.e. Facebook, Instagram, Twitter), obtain a digital record of the contents when practical, and review the contents for any information that is supportive (i.e. photos of recent college graduation) or negative to their employment as a police officer (i.e. photos of drug usage, racist comments/opinions).

3. Phase III – Panel Interview

- a. **Panel Interview Board:** All applicants will be required to submit to a job-related, behavioral interview. This interview is designed to distinguish those applicants that possess the competencies to perform successfully as a Roswell Police Officer or Communications Officer. Board members are required to take notes on responses to questions, make an overall rating, and submit their recommendations on standardized sheets. The board shall make a recommendation whether the applicant SHOULD or SHOULD NOT continue in the selection process.
- b. **Observations:** Applicants for employment in sworn positions are required to ride with a senior officer in at least two (2) watches, with a minimum of four (4) hours per watch. One of the two (2) watches must be on Night Watch. The purpose of this is to ensure the applicant has an opportunity to develop a realistic perspective of the tasks and responsibilities of a Roswell Police Officer.

The senior officer will complete an evaluation on the applicant at the end of the tour of duty and submit it to the Background Investigator. An applicant will not be removed from the selection process based solely on a single evaluation. The evaluation may be used in conjunction with findings from other assessments to make a more comprehensive decision on the applicant.

- i. **Sit-Along:** Applicants seeking employment as 911-Communications Officers are required to sit-along with communications personnel for a minimum of six (6) hours. The purpose of this is to ensure the applicant has an opportunity to develop a realistic perspective of the tasks and responsibilities of a communications officer.

The CO will complete an evaluation on the applicant at the end of the tour of duty and submit it to the Background Investigator. An applicant will not be removed from the selection process based solely on a single evaluation. The evaluation may be used in conjunction with findings from other selection processes to make a more comprehensive assessment of the individual.

4. Phase IV – Conditional Offer of Employment

The background investigator will provide a complete report of each applicant to the Chief of Police or his designee, who will then make a decision whether to extend a conditional offer of employment. This decision will be based on a totality of the information within the applicant's file. Once a decision is made to offer an applicant employment, the offer is based upon certain conditions being completed by the applicant. As mandatory conditions in this offer, the applicant must complete a background check, a medical screening, a drug screening, a psychological evaluation, and a polygraph examination.

- a. **Medical Examination:** A medical examination of each applicant will be conducted prior to appointment to probationary status, using valid, useful and nondiscriminatory procedures. As required by Georgia P.O.S.T. a physician's affidavit shall be completed indicating the applicant has no physical conditions that might adversely affect his/her ability to perform duties of a peace officer or take part in training programs relative to law enforcement.
- b. **Drug Screen:** All applicants are required to submit to a drug screen. Only those applicants with a NEGATIVE test result will be considered to continue with the hiring process.
- c. **Psychological Assessment:** Psychological assessments are utilized to identify applicants who may not be able to carry out their responsibilities or endure the stress of the working conditions.
 - i. Applicants who demonstrate a disqualifying mental disorder based upon results from the exercises are disqualified from further consideration. If the results do not indicate a disqualifying mental disorder reapplication will be no less than one (1) year.
- d. **Polygraph Examination:** A polygraph examination will be administered to all applicants. A review of all relevant questions to be utilized in the polygraph examination will be conducted with the applicant prior to the polygraph examination and a waiver or consent will be signed by the examinee during the pretest interview.
- e. **Neighborhood Visit:** When practical, in-person interviews with the applicant, their family, neighbors, co-workers, employers, and landlords will be made to ensure the applicant has not misrepresented themselves.

5. Phase V – Executive Command Interview

Executive Interview: Applicants will submit to a second panel interview before the Chief of Police or his/her designee and additional command staff members. During this interview, applicants will be asked a second round of job-related questions designed to measure the

knowledge, skills, and abilities required to perform as a police officer. They will also share their interest in becoming an officer with the Roswell Police Department.

6. Employment Start Date

- a. **Accuplacer Examination:** Each applicant seeking a Basic Law Enforcement certification is required to complete this test prior to being accepted into the Basic Police Mandate Academy. Applicants that have taken related testing (i.e. SAT/ACT/COMPASS) and received minimum passing scores set forth by Georgia P.O.S.T. will have satisfied OCGA 35-8-8, completion of P.O.S.T. entrance exam; therefore, exempting them from taking the Accuplacer.
- b. **P.O.S.T. Certification:** Police Officer applicants must successfully complete the Basic Law Enforcement Training Program. Communications Officer applicants must successfully complete the Basic Communications Officer Training Program. Applicants not successful in completing the respective academy during the first attempt will be evaluated on a case-by-case basis and the decision to retain the probationary employee will be made by the Chief of Police or his/her designee. Applicants not successful in completing the respective academy during a second attempt will have their probationary status terminated and may be eligible to reapply after a minimum of two years.
- c. **Field Training Program:** Newly hired Police Officers and Communication Officers must successfully complete the Roswell Police Department Field Training Program, and a minimum 12-month probationary period.

12.7 Medical Examinations

(31.5.6)

- A. A medical examination of each applicant will be conducted prior to appointment to probationary status, using valid, useful and nondiscriminatory procedures. The purpose of the examination is to reveal any medical problems which may affect work performance or contribute to work related disabilities. Only licensed physicians will be used to certify the general health of applicants. The comprehensive medical examination given to applicants recommended for hiring will include a statement from the physician(s) interpreting the results. The following examinations are generally performed for all employees:
 1. Medical history
 2. Complete physical examination
 3. Comprehensive laboratory profile
 4. Drug screen
 5. Stress and personality profile
 6. Health-age appraisal
 7. Vision test and Ishihara Color Test
 8. Hearing test
 9. Chest X-ray or Lung function tests
 10. TB skin test (performed when necessary)

12.8 Drug Screen

All applicants are required to submit to a drug screen. Specimens are obtained after proper consent/waiver forms are signed by the applicant. All procedures are administered under the supervision of qualified medical personnel. All applicants are given the opportunity to indicate any medications they are taking on

the consent form. The results of the drug screening will indicate NON-NEGATIVE or NEGATIVE for the presence of drugs tested for in the screening.

12.9 Psychological Assessments

(31.5.7)

A. Psychological assessments are utilized to identify applicants who may not be able to carry out their responsibilities or endure the stress of the working conditions. A psychological examination designed to assess the emotional stability and psychological fitness of specified positions will be conducted prior to appointment to probationary status, using valid, useful and nondiscriminatory procedures.

1. Assessment devices utilized include:

- a. California Personality Inventory
- b. JCRT Reading Test
- c. Wonderlic Personnel Test
- d. Personality Assessment Inventory (PAI)
- e. GAMA, and a
- f. Clinical Interview.

2. Each applicant's test is conducted and personally reviewed by a qualified psychologist to ensure proper interpretation and legal defense of the selection process.

A summary of the key findings are provided by the psychologist include:

- a. Basic reasoning skills to complete training and to exercise reasonable judgment as a police officer or 9-1-1 communication officer;
- b. Evidence of emotional disturbance or other personality qualities that would be expected to interfere with appropriate performance of anticipated duties and/or meeting departmental conduct standards;
- c. Applicants who demonstrate a disqualifying mental disorder based upon results from the exercises are disqualified from further consideration. If the results do not indicate a disqualifying mental disorder reapplication will be no less than one (1) year.

Results of the emotional stability and psychological fitness examinations are maintained in the applicant's file in the Human Resources Department to ensure proper procedures are followed.

12.10 Medical, Drug Screening, and Psychological Records

(31.4.6)

A copy of all pre-employment medical and psychological records received from the physician and psychologist are secured on file in the Roswell Human Resources Department. All consents, waivers and test results for drug screenings are placed in the applicant's medical folder located in the Human Resources Department. Medical/drug screenings and psychological evaluations are pre-employment assessment examinations and are retained per the Georgia State Records Retention Schedule for such records.

12.11 Polygraph Examinations

(31.5.3, 31.5.4, 31.5.5)

- A. In completing the background investigation a polygraph examination will be administered to **all** applicants. A review of all relevant questions to be utilized in the polygraph examination will be conducted with the applicant prior to the polygraph examination and a waiver or consent will be signed by the examinee during the pretest interview.
- B. Only Polygraph examiners that have successfully completed an American Polygraph Association accredited polygraph course will be used to administer polygraph examinations. The test will include a pre-test interview, a testing phase, and a post-test review where the examinee will be provided the opportunity to explain any physiological responses noted by the examiner. Only standardized techniques for which the examiner has received training will be used.
- C. A written report will be provided that will include all relevant admissions made during the examination and the opinion of the examiner as to the presence or lack of significant responses to relevant questions asked. If the examiner is unable to make such a determination, the report will explain why and provide any remedial measures available.
- D. The acceptance or denial of employment will in no way be based solely upon the results of a polygraph examination. The totality of the circumstances, which include both disclosures made during the pre-test and post-test interviews and the test evaluation results, may be utilized in making and supporting employment decisions.

12.12 Storage, Maintenance and Security of Selection Materials

(31.4.6)

Generally, new assessment exercise materials are used for each entry-level test. Whenever an outside-vendor's entry-level test is used, the Office of Professional Standards will maintain the security of such items to prevent their premature disclosure to applicants. When assessment center items are used, the exercises being used will also be stored until their use in training and administration by the Chief of Police or his/her designee. Exceptional care will be used to prevent any compromise to any test contents. Completed selection materials will be disposed of according to the records retention schedule.

12.13 Disposition of Records

(31.4.6)

- A. All files of active applicants as well as applicants not selected for employment, to include; written and oral tests, background investigations, psychological and medical records, will be maintained by the Police Department per the Georgia Records Retention Schedule.
- B. The City of Roswell will comply with all federal, state and local requirements for the privacy, security and access to information of all applicant's records and data.
- C. The Department shall limit access to all selection material to personnel assigned to assist in the selection process. All selection material used in the selection process shall be locked and secured in the office of the OPS hiring personnel.

12.14 Probationary Periods

All entry level personnel will complete one (1) year on probationary status before being granted permanent status. All sworn personnel must successfully complete the Georgia Peace Officer's Standards and Training (P.O.S.T.) certification requirements and the Field Training Officer (FTO) program before being granted permanent status, even if the time period involved is longer than one (1) year. Any extensions to the probationary period will be made by the City for good cause, upon the recommendation of the Chief of Police.

12.15 Unsuccessful Completion of Introductory Period for Newly Hired Employees

- A. Police Officer probationary employees who fail to complete all related probationary training i.e.; the Georgia Peace Officer's Standards and Training (P.O.S.T.) certification requirements and the Field Training Officer (FTO) program, the employee may be eligible to apply for a different position within the police department, if a position is available.

If the employee is transferred into a different position within the police department and there is no separation of employment, that employee may be eligible to reapply for a police officer position as outlined below.

1. Submit an internal application.
2. Receive a letter of recommendation from the current Supervisor/Commander/Director.
3. Undergo an employee file review.
4. Conditional job offer
 - a. Medical Examination
 - b. Psychological evaluation
 - c. Polygraph
5. Executive Interview

(This portion will mirror the standards and requirements set forth in the Policies and Procedures Manual Chapter 12 – Selection and Hiring sections 12.7 Medical Examinations, 12.8 Drug Screen, 12.9 Psychological Assessment, 12.10 Medical, Drug Screening, and Psychological Records, and 12.11 Polygraph Examinations.)

12.16 Reinstatement

- A. An employee who resigns while in good standing or who is dismissed because of reduction in force may be reinstated to his/her former position or to another position. The employee must apply for reinstatement within one (1) year from the date of separation and must begin employment within one (1) year from the date of separation. The employee's selection is outlined below:

1. Subject to a background investigation focused on the time of separation.
2. Conditional job offer
 - a. Medical Examination
 - b. Polygraph
3. Executive Interview

(This portion will mirror the standards and requirements set forth in the Policy and Procedures Manual Chapter 12 – Selection and Hiring sections 12.7 Medical Examinations, 12.8 Drug Screen and 12.11 Polygraph Examinations.)

Chapter 13 – Promotions

The purpose of this policy is to help identify and select the employees who have the potential skills, knowledge and abilities for promotion to and performance in a higher rank classification when a promotional opportunity exists. Promotion will be based on job-related, fair and non-discriminatory procedures for all employees.

13.1 Process

(34.1.1, 34.1.2)

A. Department Role

The Department has sole authority in the recommendation of personnel for promotion. All promotions must be based on allocated positions and authorized by the City.

B. Authority and Responsibility

The Chief of Police or his designee is responsible for administering the Department's role in the promotion process, to include performing appropriate administrative and liaison activities. The Chief of Police and the Director of Human Resources shall work together with appropriate professional consultants for the design and the administration of the measurement instruments that are used in determining the skills, knowledge and abilities of employees for positions. This will include providing source material if a written test is given and interviewing and arranging for assessors if an assessment center is utilized. The Chief will maintain the primary responsibility for any oral interviews and administration of the probationary periods.

C. Job-Related and Nondiscriminatory Procedures

All procedures used in the promotional process will be job-related and non-discriminatory. The promotional process is an integral part of the overall selection process and must meet the legal, professional, and administrative requirements for selection processes used at the entry level.

D. Promotional Opportunity Announcements

Whenever vacancies exist in promotional positions and a decision to fill the position(s) is made, a written announcement will be posted and distributed to all affected employees. This announcement will include:

1. A description of the positions or job classifications for which vacancies exist
2. A schedule of dates, times, and locations of all elements of the process
3. A description of eligibility requirements
4. A description of the process used in selecting personnel for the vacancies

Eligible employees wishing to be involved in the promotional process will submit notification of intent to the Chief of Police, or to the designated requesting Command Officer.

E. Provisions of Study Material

If a written test is used in the promotion process, an updated bibliography of reading materials used as the sources of questions will be provided to each candidate. The Department written directives, the Georgia Criminal and Traffic Law Manual, and the Roswell Municipal Code will always be used as source materials in written tests.

F. Application for Promotional Process

All employees at the rank of Police Officer II or Master Police Officer must complete the Memorandum of Intent to Participate (MOIP) to indicate their intentions in regards to participating in the promotional process for the rank of Sergeant. All employees at the rank of Sergeant should complete the Memorandum of Intent to Participate (MOIP) to indicate their intentions in regards to participating in the promotional process for the rank of Lieutenant. All forms are due to the Employee Relations Manager in Human Resources at or before the close of the business to the stated effective date provided during the promotional announcement.

The Employee Relations Manager will review all MOIP's received by the closing date and determine the eligibility of all interested candidates. The Employee Relations Manager will forward a list of eligible candidates to the Chief of Police for review and approval. Any candidate who wishes to be participate but is deemed ineligible to participate, pursuant to the minimum qualifications listed above, will be notified in writing of the reason(s) for the determination of ineligibility.

13.2 Administering Written Tests

(34.1.3)

Written tests as part of an assessment center may be used and may be essay, multiple-choice, true or false, "fill-in" of blanks, or any combination of the above. These written tests may be designed by the Chief of Police or a commercial source. Promotional materials kept at the Police Department will be secured in the Office of the Chief of Police or his designee.

Written scores will be taken into account along with any other scores (such as oral interview scores, performance tests, etc.) to arrive at an overall score. Grading of essay tests will be done using a "blind" grading process where the evaluations grading the tests do not know in advance the identity of the author of the specific test being graded. The specific weight of the written tests will be determined by the Chief of Police and will be announced in advance.

13.3 Assessment Centers

(34.1.3)

A. Assessment centers should be used for promotions. Assessment centers may be designed and/or conducted by an external source recognized for their expertise in the field. Whenever an assessment center is used, the following standards will be used as criteria. The assessment center may:

1. Measures dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge specified in a written job task analysis
2. Uses multiple assessors who are thoroughly trained prior to participating in a center
3. Uses oral and written techniques designed to provide information which is used in evaluating the dimensions, attributes, or qualities previously determined
4. Uses multiple assessment techniques, one of which may be a simulation
5. Uses simulation exercises that have been pre-tested prior to use to ensure that the techniques provide reliable, objective, and relevant information and that the exercises are job-related
6. Bases judgments resulting in an outcome on pooled information from assessors and techniques
7. Announces the dimensions to be evaluated in a written directive

8. Uses a form or forms to record and document the observations of assessors at each stage of the process
9. Provides participants, upon request, with written rationale and information concerning the dimensions, ratings, and recommendations of the center.

13.4 Eligibility Lists / Criteria for Promotion

(34.1.3, 34.1.6)

The Director of Human Resources will publish eligibility lists for promotional purposes, based solely on the performance of candidates in the competitive promotional testing process.

A. The minimum qualifications to participate in the promotional process for the rank of Sergeant include:

1. Must possess and maintain a valid Georgia Peace Officer Standards and Training (P.O.S.T) Peace Officer Basic certification and a valid Georgia driver's license;
2. Personnel seeking promotion must have attained a rating of "Meets Expectations" or higher in all categories of rated performance on their most recent employee performance evaluation;
3. Has obtained the rank of Police Officer II or Master Police Officer prior to the published date of the roster*;
4. Has served at least five (5) years as a Sworn Police Officer with at least one (1) of those years with the City of Roswell Police Department or has served at least four (4) years as a Sworn Police Officer with at least one (1) of those years with the City of Roswell Police Department and possesses a Master's Degree from an accredited college or university*;
5. Has not in the five (5) years prior to the published roster date been in a less than Full Time Police Officer position for greater than twelve (12) months*; and
6. Must not currently be on a performance plan*.

**If the candidate does not meet any one of the four (4) previous requirements (*) at the time of the list being published but the candidate will reasonably be able to meet them within one (1) year of the published roster date, they may participate in the Sergeant Promotional Process but may not be promoted until all requirements are met. Eligible equivalent Sworn Police Officer experience from another agency is determined by the Chief of Police or his designee as defined in the Roswell Police Department Career Development Program Policy.*

B. The minimum qualifications to participate in the promotional process for the rank of Lieutenant include:

1. Must possess and maintain a valid Georgia Peace Officer Standards and Training (P.O.S.T.) Peace Officer Basic certification and a valid Georgia driver's license;
2. Personnel seeking promotion must have attained a rating of "Meets Expectations" or higher in all categories of rated performance on their most recent employee performance evaluation;
3. Have served two (2) consecutive years as a Sergeant with the City of Roswell Police Department immediately prior to the published date of the roster*;
4. Have successfully completed the Georgia P.O.S.T. Supervision course of study (120 hours)*; and
5. Must not currently be on a performance plan*.

**If a candidate does not meet any one of the three (3) previous requirements (*) at the time of the list being published but the candidate will reasonably be able to meet them within one (1) year of the published roster date they may participate in the Lieutenant Promotional Process but may not be promoted until all requirements are met.*

- C. The Chief of Police will make the final selection for promotion. The candidates, by virtue of their performance results will be placed in two (2) bands:
1. Qualified for Promotion
 2. Not Qualified for Promotion
- D. The Chief of Police may choose promotional candidates from the “Qualified” band. Candidates in the “Not Qualified for Promotion” band will not be considered for promotion. The following are examples of attributes taken into consideration for promotion: special skills, general knowledge and experience in the area of the assignment; interest and attitude toward their current assignment; past performance as determined by a review of performance evaluations; and disciplinary records.
- E. The candidates’ names will be arranged alphabetically by priority bands. The Director of Human Resources will publish a list of persons eligible for promotion to each rank. Eligibility lists will be valid for two (2) years and will be valid from the date of publication. The Chief of Police, after conferring with the Director of Human Resources and the City Administrator, may extend the life of a promotional roster for one (1) additional year if a sufficient number of eligible candidates remains on the otherwise expiring list. Each person who is assessed will be given written notice of the results.
- F. An officer who has been suspended for two (2) or more days may, at the discretion of the Chief of Police, be denied a promotion for up to twelve (12) months after the last disciplinary action. These will be handled on a case-by-case basis, due to the individual circumstances surrounding each incident.

In the case of an officer who has previously been suspended but otherwise has performed exceptionally well in their duties, the delay for promotion will be minimal in consideration of that performance. In determining promotional eligibility of recently disciplined candidates, the Chief of Police has several available options, to include but not limited to;

1. A candidate will not be allowed to participate in the promotional process;
2. A candidate may be allowed to participate in the promotional process, but regardless of where they actually place, they will not be considered for vacancies for a specific portion of the life of the eligibility list;
3. A candidate whose name appears on the eligibility list may have their name stricken from the list altogether;
4. Any recent disciplinary action may be considered by the Chief in selecting from among interested applicants for a given promotional opportunity; and
5. After weighing the specific facts and circumstances surrounding the resulting disciplinary action, the Chief may determine the candidate is eligible to participate in the process and/or eligible for promotion.

13.5 Oral Interviews Prior to Probationary Status Appointment

(4.10; 34.1.3)

If the Chief of Police decides that oral interviews are to be a part of the promotion process (other than those in the assessment center), these interviews will include standardized questions to be asked of each candidate and standardized rating scales to assess a defined set of personal behaviors. The interview

results will be recorded on a rating form and the results maintained in a secure file in the Chief's office for at least two (2) years.

13.6 Probationary Period for Promotions

(34.1.7)

- A. As early as possible, employees under probation shall be notified about their need for improvement, if warranted.
- B. The probationary employee who fails to improve will be returned to their former rank and position. If that rank is eliminated, they will move to the next available position, as directed by the Chief of Police. The probationary period for promoted employees is twelve (12) consecutive months and may be extended an additional ninety (90) days by the Chief of Police.
- C. The Chief's recommendation will be forwarded to the City Administrator, in accordance with HR Policy 4.6.

13.7 Review and Appeal Process

(34.1.3)

Employees are permitted to review and appeal adverse decisions concerning their eligibility for appointment to promotional vacancies. Procedures for the review and appeal of adverse decisions are:

- A. All candidates are permitted to review the questions and answer key to the written examination. Any questions or comments by the candidate must be made in writing and will be answered by the Chief of Police.
- B. All candidates are permitted to review the written results of scored elements of the selection process of any of their own work product. They will not be permitted to examine the papers or tests or other candidates. Examination and review must take place within one week after notification of results during regular office hours under the supervision of the Chief of Police.
- C. Police Officers I and II who have less than (5) years of service as a City of Roswell Police Officer will be eligible to apply and take the Sergeant's promotional examination. However, in order to be promoted to the rank of Sergeant, **all** applicants must meet the required standards within (1) one year of the published test date.
- D. No person who has failed to pass an examination will be re-examined for the same class of positions within one year from the date of such failed examination, except when an examination is successfully appealed, except at the discretion of the Chief of Police.
- E. Any of the promotional procedures or portions of the procedures may be appealed through the City's grievance procedures.

13.8 Re-Application, Re-Testing or Re-Evaluation on Sustained or Successful Appeals

(34.1.3)

When the candidate has a successful appeal of a portion of the promotional process, the following general guidelines for remedy will be applied:

- A. If the appeal is sustained for an error regarding a score which may be corrected, (i.e., an error on a mathematical calculation) the scores of all persons tested will be examined for accuracy, scores corrected as needed, re-calculations made, and lists corrected, if needed.
- B. If the appeal is sustained on an uncorrectable error which only affects a small portion of one particular test, (such as one or two questions on a written test), that portion affected by the appeal will be eliminated, all scores recalculated, and promotion lists corrected, if needed.
- C. If the appeal is sustained on an uncorrectable error which affects a major portion of a particular test, the Chief of Police will make a determination of one of the following:
 - 1. If the Chief (or the testing administrator) is of the opinion that the overall test battery is still valid without the appealed test, the single promotional test will be eliminated, all scores recalculated, and promotion lists corrected, if necessary.
 - 2. If the Chief (or the testing administrator) is of the opinion that the overall test battery is no longer valid without the appealed test, all test scores will be eliminated and the entire battery of tests will be re-scheduled and re-administered.

13.9 Promotions, Appointments or Transfers to Newly Created Positions

- A. The Roswell Police Department recognizes that newly created positions in management, supervision and specialized assignments often require special knowledge, skills or abilities to properly perform the function and integrate the position into the Department's organizational structure.
- B. The Chief of Police may utilize discretionary power to appoint, promote or transfer an employee to a newly created position, unless the action would result in unlawful discrimination.
- C. The rank of Major or above in the Police Department is a Command Staff appointment and individuals appointed to these ranks shall serve at the pleasure and convenience of the Chief of Police and the City Administrator. Individuals serving in a command appointment may be removed from such appointment at any time, for any reason, or for no reason at all.
- D. Individuals removed from a Command Staff appointment for non-disciplinary reasons may return to the last competitive rank (non-Command Staff appointment) in which she/he held permanent status. An individual appointed to the Command Staff from outside of the Roswell Police Department, having not held status in a lesser rank with the department, shall have no expectation of continued employment in a lesser rank if removed from the Command Staff.

13.10 Transfer Requests Procedure

- A. Any person desiring a change of assignment should complete a Transfer Request Form. Watch transfers are made at the Division level by the Division Commander.
- B. The Transfer Request will be forwarded to the employee's immediate supervisor and forwarded through the chain of command for approval. The Division Commander will have the final authority and indicate "Approved" or "Not Approved" and provide the reason for denial, if applicable.
- C. This procedure does not prevent administrative transfers from being made by the Division Commander from one watch to another.

Reasons for Administrative Transfers may include, but are not limited to the following:

- 1. Specialized assignment
- 2. Specialized skills possessed by the officer

3. Education of the officer
4. Recommendation of the Division Commander
5. Recommendation of the Chief of Police

D. If request has been denied, a second request can be submitted upon a thirty (30) day expiration period.

13.10 Lateral Entry for Supervisory Positions Not Permitted

(34.1.3)

Lateral entry for sworn supervisory positions below the rank of Major is not permitted for the Roswell Police Department.

13.11 Defining Exceptions to the Probationary Period

(34.1.7)

Under those circumstances where a probationary supervisor is failing the probationary period because of poor performance, the Chief of Police may, at his discretion, request up to an additional ninety (90) day extension of the probationary period. Such request will be approved by the Director of Human Resources.

13.12 Evaluation and Review

The promotional process will be reviewed as needed by the Chief of Police. The process should be evaluated in a meeting with the City Administrator, Director of Human Resources and the Chief of Police. Candidates for promotion will be invited by the Chief of Police to offer comments or feedback prior to or upon conclusion of promotional testing.

Chapter 14 – Employee Commendations

14.1 Purpose and Policy

The purpose of this policy is to provide for the establishment of awards, define the criteria for each award.

It is the policy of the Roswell Police Department to recognize, commend, and award exceptional performance on the part of any employee. This Chapter is applicable to all personnel of the Roswell Police Department.

14.2 Definitions

Meritorious Service: Accomplishments of a regularly assigned function or a specific task or the act of valor in a highly credible manner, conducive to the betterment of the Department and the City of Roswell.

Medals and Ribbons: Military style decorations given to employees in recognition of special service and may be worn on the uniform.

Awards: Plaques and letters which recognize service and/or personal accomplishments of Department employees and community members.

14.3 Department Level Awards

- A. The Chief of Police shall recognize, commend, and award any employee of the Department who has exhibited any type of exceptional performance that goes beyond their normal duty assignment. All recommendations for these awards shall be forwarded through the chain-of-command to the OPS Commander.
- B. Any employee of the Department can make recommendation for an award. Recommendations for an award will be forwarded through the chain-of-command and comments shall be made at each level of the chain. The Chief of Police shall decide a final decision as to the award.

There shall be seven (7) categories of awards given by the Departmental:

- 1. Department Letter of Recognition
- 2. Department Commendation
- 3. Medal of Honor
- 4. Medal of Valor
- 5. Purple Heart Medal
- 6. Life Saving Medal
- 7. Annual Awards

14.4 Department Letter of Recognition

- A. This recognition will be presented to any Departmental employee or community member for the following reasons:
 - 1. Career of service reflecting a strong commitment to the Department's mission
 - 2. Initiative, Innovation & Creativity
 - 3. Visionary Leadership
 - 4. Community support and citizenship

5. Focus on customer satisfaction
 6. Work Process Improvements
 7. Significant Accomplishments
- B. Upon the submission of the recognition, the details of the incident will be clearly stated regarding the facts surrounding the achievement or service.
- C. The recognition will be typed on RPD Letter of Recognition letterhead and shall be awarded by the Chief of Police or his designee.

14.5 Department Commendation

- A. The award will be presented for the following reason:
1. For extraordinary devotion to duty for a specific act or accomplishment
 2. For Meritorious service rendering during a fast moving or high-risk situation at the risk of personal safety or wellbeing, when the circumstances do not warrant the Medal of Valor.
 3. For outstanding police work which had brought great credit to the Department in a case of unusual public interest.
- B. The officer will receive two (2) Police Department commendation ribbon bars and an appropriate certificate.

14.6 Medal of Honor

- A. The Medal of Honor is the highest award presented by the Department.
1. The Medal of Honor is to be awarded for bravery above and beyond the call of duty. The officer's actions will have demonstrated unselfishness, courage, and the immediate high risk of death or serious physical injury. The act should clearly set apart the officer from others.
- B. The medal may be given posthumously to an employee who has died while involved in the action of demonstrated heroism.
- C. The Medal of Honor will have the date of the incident engraved on the back, two (2) Medal of Honor ribbon bars, and an appropriate certificate.

14.7 Medal of Valor

- A. The Medal of Valor is to be awarded for heroism involving the voluntary risk of a member's safety in the attempt to save a life or in the apprehension of a dangerous adversary, who if allowed to remain at large would present an imminent and substantial danger to the community and where such apprehension constitutes a real and present danger to the officer's life. The act should clearly set apart the officer from others.
1. The medal may be given posthumously to an employee who has died while involved in the action of demonstrated valor.
- B. The Medal of Valor will have the date of the incident engraved on the back, two (2) Medal of Valor ribbon bars, and an appropriate certificate.

14.8 Purple Heart Medal

- A. This medal may be awarded to:

1. Any police officer, who suffers a serious injury in the line of duty. The injury must be the direct result of a hostile act by another person.
 2. Any police officer who is injured in the line of duty as a result of a fire, explosion, etc.
 - a. Not included are injuries sustained from motor vehicle accidents, falls on ice, etc., unless the evidence clearly indicates that the officer had exhausted all reasonable safety precautions and had no control over the circumstances.
 - b. Not included are accidental or self-inflicted injuries or any injury resulting from conduct that is less than acceptable by Department standards.
- B. This medal may be awarded in addition to a higher award, where the facts show the recipient is entitled to such an award.
- C. The officer will receive a Purple Heart medal with the date of the incident engraved on the back, two (2) Purple Heart ribbon bars, and an appropriate certificate.
- D. This award may be awarded posthumously.

14.9 Life Saving Medal

- A. This medal may be awarded to:
1. Any officer or civilian employee directly responsible for the saving of a human life. Documentation and supporting evidence must be included to substantiate the award, such as statements from witnesses, physicians, or supervisors.
 2. The award may also be made in the event evidence reflects that actions by the officer or civilian employee prolonged a human life allowing the victim to be released to the care of medical authorities, although the victim might expire at a later time.
- B. All pertinent reports and videos will be reviewed in order to determine their recommendation.
- C. This medal may be awarded in addition to the presentation of a higher award, when the facts indicate the recipient is entitled to multiple honors.
- D. The officer will receive a Life Saving medal with the date of the incident engraved on the back, two (2) lifesaving ribbon bars, and an appropriate certificate.

Note. Naloxone (Narcan) administration will not be the sole determining factor, in qualifying an Officer for the Life Saving Medal. The facts of the particular situation shall be reviewed on a case-by-case basis. The Chief of Police shall make the final determination on whether or not the Life Saving Medal will be awarded.

In order to qualify for the Life Saving Medal, all employee actions must involve physical intervention. Instances where employees provide instruction or advice (i.e. medical dispatching) shall be considered for a Life Saving recognition for 911-Communications personnel award.

14.10 Department Annual Awards

- A. A police officer of the rank of Police Officer I, Police Officer II, or Master Police Officer; or a police supervisor of the rank of Sergeant or Lieutenant, and a civilian employee within the department may be recognized annually.

1. Police Officer of the Year Award
 - a. For exemplary performance of duties, or for a particular incident during the year.
 - b. The officer's photograph may be displayed in a designated location within the Roswell Law Enforcement Center building naming him / her as Officer of the Year.
 - c. The employee's photograph may be displayed in a designated location within the Roswell Law Enforcement Center building naming him / her as Police Officer of the Year. The officer will receive a plaque and explanatory letter. A copy of the letter will be placed in the officer's personnel file.
2. Police Supervisor of the Year Award
 - a. For exemplary performance of duties for the year, or for a particular incident during the year.
 - b. The employee's photograph may be displayed in a designated location within the Roswell Law Enforcement Center building naming him / her as the Police Supervisor of the Year. The officer will receive a plaque and explanatory letter. A copy of the letter will be placed in the officer's personnel file.
3. 911-Communications Officer of the Year Award
 - a. For exemplary performance of duties for the year, or for a particular incident during the year.
 - b. The employee's photograph may be displayed in a designated location within the Roswell Law Enforcement Center building naming him / her as 911-Communications Officer of the Year. The 911-Communications Officer will receive a plaque and explanatory letter. A copy of the letter will be placed in the officer's personnel file.
4. 911-Communications Supervisor of the Year Award
 - a. For exemplary performance of duties for the year, or for a particular incident during the year.
 - b. The employee's photograph may be displayed in a designated location within the Roswell Law Enforcement Center building naming him / her as 911-Communications Supervisor of the Year. The 911-Communications Supervisor will receive a plaque and explanatory letter. A copy of the letter will be placed in the officer's personnel file.
5. Civilian Employee of the Year Award
 - a. Awarded for excellence to the civilian employee of any classification, for his / her outstanding performance of duties.
 - b. The employee's photograph may be displayed in a designated location within the Roswell Law Enforcement Center building naming him / her as Civilian Employee of the Year. The employee will receive a Certificate of Appreciation similar in design to that awarded to officers and supervisors.

14.11 Specialized Achievement Awards

- A. In addition to the Departmental awards listed above, authorized personnel may wear ribbons in the following five (5) categories:
 - 1. Marksmanship Award
 - 2. Safe Driving Award
 - 3. Longevity Award
 - 4. Good Conduct Award
 - 5. Leadership Award

14.12 Marksman Award

- A. An award to be granted to any officer who achieves a minimum pistol qualifying score of 90% or higher during two consecutive agency sponsored Handgun Qualification Courses. Awards will be given for the following scores:
 - 1. 100 – Master
 - 2. 95 and above – Expert
 - 3. 90 and above – Marksman
- B. The medals will appear as follows:
 - 1. The Master medal will be gold and display “Pistol Master”
 - 2. The Expert medal will be nickel oxide and display “Pistol Expert”
 - 3. The Marksman medal will be bronze and displayed “Pistol Marksman”
- C. The medals may only be continually worn so long as the Officer maintains the minimum qualifying score, during subsequent agency sponsored Handgun Qualification Courses.

14.13 Safe Driver Award

- A. The purpose of this award is to promote safe driving among personnel of the Department and to reward those drivers who have not become involved in a preventable accident during a specified period of time.
- B. Eligibility is considered based on meeting the following criteria:
 - 1. Officers will submit their own eligibility for the award, through their chain of command.
 - 2. Operate a motor vehicle as part of normal assigned duties for a period of two (2) years without a chartable preventable accident. The accountable period will commence on the anniversary of the individual’s last preventable accident.
- C. A white ceramic medal with two green bars will be issued for the initial award. If the employee remains preventable accident free, a white ceramic medal with two green bars and a gold shield appropriately numbered for 5, 10, 15, 20, 25 year increments will be issued.
- D. For drivers who have driven city vehicles for thirty (30) or more years with no preventable accident, a white ceramic medal with two green bars and a gold shield displaying 30 and the RPD "Safe Driver Plaque" will be awarded on a one-time basis.

- E. Any driver who is involved in a preventable accident must wait at least two years from the date of the accident before they becomes eligible for the next safe driving award.

14.14 Longevity Award

- A. The Longevity Award is presented to employees with twenty (20) years of uninterrupted service with the Roswell Police Department.
- B. A ribbon and certificate are awarded for this category.
- C. A certificate is awarded to civilian personnel for this category.

14.15 Good Conduct Award

- A. The Good Conduct Award is presented to sworn employees who demonstrate exemplary conduct while in the performance of their duties. To be eligible for this award, the officer must have completed at least five years of uninterrupted service as a sworn police officer with the Roswell Police Department. In addition, the officer can have no sustained policy violations in the previous three (3) years (exemptions: vehicle accidents, lost or damaged equipment that does not result in suspension or demotion).
- B. Applications for this award will be forwarded through the officer's chain-of-command to the OPS Commander. Final decision for the issuance of the Good Conduct Award for officers demonstrating honorable and faithful service rests solely with the Chief of Police.
- C. The recipient of this award will receive both a ribbon and an appropriate certificate.

14.16 Leadership Award

The Roswell Police Department Leadership Award has been created to recognize a Department employee who exemplifies outstanding leadership in the pursuit of performance excellence, and who have done the most to further performance improvement within his or her unit and the Police Department. The recipient of this award is dedicated to the principles of total quality and committed to the core values of the Roswell Police Department.

The recipient will receive a plaque and a letter of recognition for the award.

A. Eligibility Requirements:

1. Candidates must have the support of the employee's chain of command in order to receive this award.
2. The Roswell Police Department Leadership award is presented to the individual(s) who best demonstrates the qualities of a leader.
3. The qualities defined below provide a guide for identifying the characteristics of a leader. The list is not comprehensive or exclusive of those qualities, which would qualify an individual for this award.

B. Leadership

The ability to motivate, inspire and show the way for others to accomplish a specific goal or objective. This involves an element of risk in order to benefit others.

C. Initiative

Demonstrates ability to take the first step in creating or developing a program, project, or activity that benefits and positively impacts the department and the community. Has a personal commitment to see the project through to its resolution with determined effort.

D. Creativity

Displays originality of thought or shows imagination in proposing and developing ways to accomplish the goals and objectives of the project.

E. Dedication

Demonstrates a complete and wholehearted devotion to achieving the mission and accomplishes much within the department by his or her courage, enthusiasm, and zeal.

F. Loyalty

Demonstrates consistent and fair devotion to commitments, obligations, duty and integrity. Is truthful in interpersonal relationships, creating an atmosphere of trust.

G. Empowerment

Provides the tools, authority, and trust, which allow employees to do their job and fully employ their individual talents, creativity, and initiative

H. Accountability

Demonstrates responsibility for personal and professional actions. Is answerable to authority. Sets continuous improvement goals for self and others and measures performance against them.

I. Excellence

Demonstrates a quality of excelling or being exceptionally good and performs in a superior manner. Continually looks for innovative ways to improve operations and produce outstanding results.

J. Respect

Displays a regard or consideration for all employees. Is professional and courteous, no matter how difficult the circumstances.

K. Sharing

Actively divides, and accepts apportioned responsibility and effort. Equally shares authority, effort, enthusiasm, information, vision, talent, and credit.

L. Honesty

Maintains a fair, straightforward, honorable and open environment characterized by truthfulness, sincerity, and frankness.

M. Integrity

Sets the example by always dealing ethically in all business relationships and by maintaining the highest personal standards

N. Proactive

Tends to initiate change rather than react to events. Always takes prompt, decisive action to avoid or resolve problems. Pursues opportunities and actively seeks innovative technology and methods to enhance program objectives

O. Inclusive

The leader helps build bridges among people with differing viewpoints or different backgrounds, without excluding any particular group.

14.17 Non-Sworn (Civilian) Awards

A. The following five (5) categories shall be awarded to non-sworn personnel:

1. Exceptional Civilian Service
2. Meritorious Civilian Service Award
3. Life Saving Recognition for 911-Communications Personnel
4. Meritorious Conduct Award for 911-Communications Personnel
5. Award of Excellence for 911-Communications Personnel

14.18 Exceptional Civilian Service

A. The Exceptional Civilian Service is the highest award that may be bestowed to non-sworn (civilian) employees. Eligibility is determined by measuring contributions against the following example levels of achievement:

1. Accomplished assignment duties of major program significance to the Department in such a way as to have been clearly exceptional or preeminent among all persons who have performed similar duties.
2. Developed and improved major methods and procedures, developed significant inventions, or was responsible for exceptional achievements that effected large-scale savings or were of major significance in advancing the missions of the police department.
3. Provided outstanding leadership to the administration of major department programs resulting in highly successful mission accomplishment or in the major redirection of objectives or accomplishments to meet unique or emergency situations.
4. Exhibited great courage and voluntary risk of life in performing an act resulting in direct benefit to the Department or its personnel.
5. A certificate will be awarded for the category and will be presented by the Chief of Police or his designee.

14.19 Meritorious Civilian Service Award

A. The Meritorious Civilian Service Award is the second highest award granted to non-sworn personnel. Nominees must have established a pattern of excellence. Eligibility is determined by measuring contributions against the following example of levels of achievement:

1. Accomplished supervisory or non-supervisory duties in an exemplary manner, setting a record of achievement, and inspiring others to improve the quantity and quality of their work.

2. Demonstrated unusual initiative and skill in devising new and improved equipment, work methods, and procedures; inventions resulting in substantial savings in expenses such as work force, time, space, and materials or improved safety or health of the workforce.
3. Rendering professional or public relations service of a unique or distinctive character.
4. Achieved outstanding results in improving the morale and performance of employees.
5. Exhibited unusual courage or competence in an emergency, while performing assigned duties, resulting in direct benefit to the Police Department.
6. A certificate will be awarded for the category and will be presented by the Chief of Police or his designee.

14.20 Life Saving Recognition for 911- Communications Personnel

- A. Presented annually to any 911-Communications personnel who, during the course of his or her duties, is credited by medical authorities with the saving of a life or limb of another. The act must be deemed instrumental, in that if the department member did not act in the manner that he or she did, the loss of life or limb was imminent (*this excludes Narcan administration instructions*). The patient must survive for at least 72 hours beyond the time of the call, and the call must have been at least 90% compliant with NAEMD Protocol Standards.
- B. Presented annually to any 911-Communications personnel who, during the course of his or her duties, is credited by medical authorities with the successful delivery of instructions to assist in the delivery of a baby (or babies). This can be either prior to the arrival of emergency services personnel, or in conjunction with personnel on scene. The patient must survive for at least 72 hours beyond the time of the call, and the call must have been at least 90% compliant with NAEMD Protocol Standards.
- C. 911-Communications personnel awarded this recognition shall be presented with a plaque with the incident date engraved, an CPR save ribbon and/or the International Academies of Emergency Dispatch (IAED) stork pin.

14.21 Meritorious Conduct Award for 911-Communications Personnel

- A. This award is bestowed upon a 911-Communications Officer who, in good standing, performs a notable act of distinction in the performance of duty by performing meritorious conduct and reflects the integrity and devotion shown by the recipient.
- B. 911-Communications personnel presented with this award will receive a plaque and commendation bar.

14.22 Award of Excellence for 911-Communications Personnel

- A. Awarded to a 911-Communications Officer who consistently shows high compliance and exemplary service in utilizing the International Academies of Emergency Dispatch (IAED) protocols, and who also displays excellent customer service skills.
- B. 911-Communications personnel presented with this award will receive a plaque and commendation bar.

14.23 Submitting Nominations for Awards

- A. Nominations for annual awards shall be submitted no later than December 31 of each year. All submissions will be entered in the BlueTeam software and forwarded to the OPS Commander. All nominations shall be submitted through their respective chain of command and can be made any time throughout the year.
- B. The nomination for all other awards will be entered into the BlueTeam software and forwarded through the employee's chain of command, to the OPS Commander.
- C. Nominations will include an explanation, supporting documentation (or additional information) and all positive entries by the nominee's respective supervisor.
- D. Nomination reviews may include any available audio and/or video footage of the specific incident(s) surrounding the award nomination.
- E. The annual award recipients will be determined by the Chief of Police or his designee.

Chapter 15 – Employee Misconduct

15.1 Purpose and Scope

(26.2.3)

The Office of Professional Standards (OPS) is responsible for the investigation, coordination and/or control of all matters involving the internal integrity of the Roswell Police Department, its personnel or facilities.

The internal Affairs Unit will be headed by a Major (OPS Commander) and will be comprised of members of OPS. The OPS Commander will report directly to the Chief of Police. The provisions of this policy are applicable to all members, both sworn and civilian, of the Roswell Police Department.

15.2 Policy

(26.2.1)

It is the policy of the Roswell Police Department to accept, review and document all allegations of employee misconduct received from any source outside or inside the Department and by any means (telephone, electronic, fax, by mail, anonymously, or as directed by the Chief of Police).

The primary objectives of such investigations are:

A. Protection of the Public

The public has the right to expect efficient, fair, and impartial public safety services. Therefore, any misconduct by Department personnel must be detected, thoroughly investigated, and properly adjudicated to assure the maintenance of these qualities.

B. Protection of the Department

The Department is often evaluated and judged by the conduct of individual members. It is imperative that the entire organization not be subject to public censure because of misconduct by one or more of its personnel.

C. Protection of the Employees

Employees must be protected against false allegations of misconduct. This can only be accomplished through a consistently thorough investigative process.

D. Removal of Unfit Personnel

Personnel who engage in serious acts of misconduct, or who have demonstrated that they are unfit for public safety work, must be removed for the protection of the public, the Department and Department employees.

E. Correction of Policy Failure / Procedural Problems

The Department is constantly seeking to improve its efficiency and the efficiency of its personnel. Occasionally, personnel investigations disclose faulty procedures that would otherwise have gone undetected. These procedures can then be improved or corrected.

15.3 Internal Affairs Unit

The internal affairs function plays an important role in the maintenance of professional conduct within the Roswell Police Department. The integrity of the Department depends on the personal integrity and discipline of each employee.

15.4 Employee Responsibility

All employees have a duty to report violations of policy and law that come to their attention in the course of official duty and where there are reasonable grounds to believe the violation occurred.

Employees will not attempt to unduly influence the outcome of an internal investigation or advise other employees involved in an ongoing investigation to be anything less than fully cooperative.

When an employee becomes aware of possible misconduct by another Department employee, the employee shall immediately report the misconduct to a supervisor and/or directly to the Office of Professional Standards, the Chief of Police or the City of Roswell Human Resources (refer to Policy 16.102 and 16.106).

A. Employee Named in a Crime Report

When an employee has knowledge that he/she has been named as a suspect in a written crime report or complaint filed with any agency for any offense, excluding traffic infractions, the employee shall notify their Watch Commander without delay.

When Watch Commanders are notified that an employee has been either detained, arrested or named a suspect in a crime report, they shall notify the Division Commander without delay, who shall make the appropriate notifications.

B. Employee Detained or Arrested

A Department employee detained/arrested, or transported to any jail or police facility for any offense committed inside or outside the City of Roswell, excluding traffic infractions, shall:

1. Advise the detaining/arresting officer of his/her Department employee status;
2. Notify their respective Watch Commander without delay;
3. Notify GA P.O.S.T. as required by the Rules of Georgia Peace Officer Standards and Training, 464-3-.05(a)

15.5 Complaint Classification and Investigative Responsibilities

(26.1.5, 26.2.3, 26.3.1, 26.3.2, 26.3.3)

Upon the receipt of a complaint, the receiving supervisor will gather the basic information and forward it through the chain of command to the Chief's Office. The Chief of Police or his designee will classify the complaint and assign it to the OPS Commander. The OPS Commander will ensure that the complaint is recorded in the Initial Complaint Log and assign investigative responsibility. Complaints that become classified as Inquiry Investigations will be entered into the Master Inquiry Log. Formal Investigations will be entered into the Formal Investigation Log.

All complaints will be classified as one of the following:

- a. Operational Complaint/Community Issue
- b. Inquiry (IQ)

c. Formal (FI)

The OPS Commander or his/her designee will address Operational Complaint/Community Issues. The Internal Affairs Unit will conduct Inquiry Investigations and Formal Investigations.

A. Operational Complaint/Community Issues

Operational Complaint/Community Issue complaints are defined as:

1. Complaint of dissatisfaction with Department service, procedure or practice, not resulting from employee misconduct.
2. Complaints regarding traffic violations or criminal activity that the complainant feels should be addressed by the Department.

Operational Complaint/Community Issues will be investigated and recorded in the department's electronic record software, as "Complaint."

B. Inquiry Investigations (IQ)

Minor complaints of misconduct will be assigned to the Internal Affairs Unit as an Inquiry Investigation. Inquiry Investigations will be conducted on specific performance or failure to perform required duties, or complaints on lack of professionalism.

The assigned investigator will have 30-days from the date of the initial complaint, to complete the investigation. Should an extension be required, the investigating official shall forward the extension request to the Chief of Police, explaining the need for the extension, prior to the end of the 30-day requirement.

It is the responsibility of the investigating official to advise the employee of the complaint against them. The investigating official may obtain statements from employees involved and gather audio/video of the incident when available. When necessary, the investigating official will follow up with formal statements or interviews. The investigating official will enter the required information into Inquiry Investigation Control Log and complete a final investigative report.

The final investigative report shall be entered into the current electronic record software and forwarded to OPS Division Commander. The Division Commander will review the report and forward it to the Deputy Chief.

C. Formal Investigations (FI)

The Chief of Police will regularly assign complaints of a serious or high profile nature to the Internal Affairs Unit. The Chief of Police may refer any investigation to Internal Affairs for further investigation.

D. Confidentiality of Complaint Investigations

Internal Affairs Investigators investigating employee misconduct have an obligation to maintain the confidentiality of the investigation. Investigators shall only discuss details of investigations with persons who have a right and need to know.

E. Investigative Responsibilities

i. Supervisors

When a supervisor becomes aware of a public complaint, or a complaint of misconduct is initiated by Department personnel, the initial receiving supervisor shall:

1. Take action to stop the behavior (if necessary)
2. Forward the complaint to an immediate supervisor, prior to the end of watch. If the immediate supervisor is on leave, forward the information to the next level of the chain of command and copy the immediate supervisor.

Note. If a supervisor in the reporting chain of command is a subject in the complaint, that supervisor shall be bypassed in the reporting.

Supervisors who are tasked with taking a public complaint, especially one that is alleged to have just occurred, should recognize the importance of gathering the pertinent information from the complainant.

Supervisors shall administer corrective action when necessary. It is important to review an employee's past record of misconduct in determining appropriate corrective action. Corrective action may involve encouragement, inspiration and training. Corrective action is intended to channel the employee's effort into effective and productive action. Effective corrective action must be fair in its application and must follow within a reasonable amount of time, after the act it is intended to correct.

ii. Internal Affairs Investigator

Internal Affairs Investigators shall conduct a thorough, fair and impartial investigation. The investigator shall prepare a notification of complaint letter to the subject employee. The notification letter shall advise the involved employees that they are under investigation, the alleged violation(s) and date of the incident (if known).

Within five (5) days from being assigned the investigation, make contact with the complainant and identify themselves as the Lead Investigator of the complaint. If no contact is received from the complainant within five (5) working days of the initial correspondence attempt (email or voicemail), the investigation will continue without the benefit of the complainant's further input.

If during the course of the investigation, additional misconduct is identified, that conduct will be thoroughly investigated and included in the assigned investigation.

The assigned Internal Affairs Investigator shall complete a final investigation report by the due date or communicate significant delays and potential failure to meet due date and request an extension if required.

F. Chief of Police Notification

Personnel assigned to the Office of Professional Standards shall report directly to the Chief of Police and will notify the Chief of Police of complaints against the Department and/or its employees by the most appropriate means based on the circumstances. Such means may include written, electronic, voice or in person notification. All notifications will be made to the Chief of Police as soon as reasonably possible.

The Chief of Police has the final word and decision on all disciplinary matters within the Police Department.

15.6 Control Logs

(26.2.2)

The Internal Affairs Unit shall maintain three control Logs: Initial Complaint Log, Inquiry Investigation Control Log and Formal Investigation Control Log. Each control log shall include the following:

1. Control number (if applicable)
2. Date
3. Nature of the issue/complaint
4. Name of the complainant
5. The employee(s) involved (if applicable)
6. The disposition
7. The disposition date
8. Any disciplinary action, if Sustained

All investigations shall be entered into at least one (1) of the Control Logs. Each control log is safeguarded and only accessible by authorized personnel.

15.7 Formal Investigation Procedures

(26.3.4, 26.3.6, 26.3.7, 26.3.8)

The Internal Affairs Unit is primarily responsible for investigating complaints of misconduct that are administrative in nature involving serious allegations of misconduct that include, but are not limited to:

1. Violations of a Federal, State, County or Municipal statute or City Ordinance defining unlawful acts or behaviors
2. Illegal Arrest
3. Illegal Search and/or Illegal Seizure
4. Excessive force and/or failure to report use of force
5. Harassment against any specific employee or group of employees based on sex, race, color, national origin, ethnicity, religion, age, military status, genetic information or disability
6. Business Ethic/Gifts, Favors and Gratuity violations
7. Theft
8. Untruthfulness
9. Duty related and negligent discharge of a firearm
10. Complaint of physical injury arising from an arrest or police contact
11. Allegations of abusive conduct by a supervisor directed towards a subordinate
12. Allegations of unlawful or improper tampering with evidence or recovered property
13. Employees suspected of being under the influence of drugs or alcohol while on-duty.
14. Any other act, which could be the basis for the loss of rank, termination or prosecution in a Court of Law
15. Any other incident deemed "Major" by the Chief of Police

Once a Formal Investigation has been initiated, The OPS Commander shall notify the respective Division Commander that an assigned employee is under investigation and depending on the investigation, the nature of the investigation may be disclosed.

A. Submission to Recordings and/or Tests

During an internal affairs investigation, the assigned investigator may conduct the following:

1. Take written statements or record the statements from the accused employee after providing administrative questioning rights (Garrity v. New Jersey and Gardner v. Broderick).
2. Require an employee, on or off-duty, who is under investigation, to submit to any scientific test including but not limited to; intoximeter, urinalysis, blood, or other chemical test, handwriting, polygraph or other similar type test, in order to Sustain any complaint or Exonerate the employee. Refusal is considered insubordination and may result in disciplinary action up to and including termination.
 - a. Employees may not refuse to take a polygraph examination as the scope of the investigation is administrative in nature. If the investigation is criminal and not administrative the employee has Fifth Amendment Constitutional Rights and can refuse to take a polygraph test without the fear of disciplinary action.
 - b. The decision to request an employee to submit to a polygraph, scientific/chemical tests rests with the investigator, after conferring with the Chief of Police.
3. Require an employee to be photographed, cooperate with the creation of an audio/video recording exemplar, to participate in a photographic line-up, and/or submit to a financial disclosure statement, when the actions are material to a particular investigation.

B. Complainant Contact / Notification

The assigned Internal Affairs Investigator shall keep the complainant informed of the status of his/her complaint, to include:

1. The complaint has been received and is under investigation;
2. The complainant will receive periodic updates of the investigation status (if the investigation proves to be lengthy); and
3. The complainant will receive a letter providing the disposition at the conclusion of the investigation.

C. Administrative Leave

An employee who is the subject of an investigation for misconduct may be suspended, with or without pay, from duty as a temporary administrative action; any suspensions without pay must be approved by the Chief of Police. Such suspensions may be due to his/her physical or psychological fitness or duty or an action pending disposition of a formal investigation. Return to duty by the employee will be at the discretion of the Chief of Police.

D. Final Summary Report

Internal investigations shall be completed within thirty (30)-days of receipt. If additional time is needed to properly complete the investigation the investigator shall request an extension in writing, citing the reason for the request. The extension should be completed as soon as possible, but prior to the due date and forwarded to the Chief of Police for approval. The authorization will be approved on a case by-case basis. It is the responsibility of the Division Commander to ensure that the case is completed in the time allowed or ensure that the extension was requested.

1. The investigator's final summary report to the Chief will be completed in the following format:

Summary Report

- a. Classification
(Formal or Inquiry Investigation)
- b. Employee(s) Involved
- c. Assigned Investigator(s)
- d. Allegation Synopsis
Concise but complete synopsis of the allegation(s)
- e. Finding of Act
A summary of the findings of fact
- f. Investigation (includes statements)
Include a chronological summary of the investigation
- g. Prior Reporting Party Contacts
Any prior contacts with the reporting party through the Department are included in this section
- h. Employee Information
List any previous allegations made against the employee
- i. Attachments
Include copies of any documents, which were cited in the investigation
- j. Misconduct Not Based on Initial Complaint
Additional law or policy violations discovered during investigation

Note. A chronological log shall be maintained with all investigations and kept in the investigative file.

E. Conclusion of Investigation

At the conclusion of the investigation, the OPS Commander shall complete the Recommendation of Allegations/Findings section.

1. All allegations/findings shall result in one of the following conclusion of fact:
 - a. **Unfounded:** The evidence shows that the allegation is false or not factual
 - b. **Exonerated:** The evidence shows that the incident occurred and was lawful or proper
 - c. **Not Sustained:** The evidence is insufficient to either prove or disprove the allegations
 - d. **Sustained:** The evidence is sufficient to prove the allegations
 - e. **Policy Failure:** The evidence is sufficient to show that the incident occurred, but was a result of flawed policy or procedures.

15.8 Employee Rights

(26.3.5)

Employees who are the subject of a Formal Investigation will be notified in writing of the investigation. The written notification will state the specific event(s) or action(s) taken by the employee that are under investigation and the specific violation(s) alleged. Further, the written notification will reference this policy section to ensure that employees understand their rights and responsibilities.

1. Employees under investigation must understand the following:
2. Complainants that knowingly make false statements in criminal allegations may be prosecuted in accordance with Georgia Criminal Code.
3. Employees are under the same legal duty to be truthful.
4. Employees are permitted to read a copy of the complainant's statement or will be advised if the complaint does not involve an outside complainant.
5. Employees are required to sign the Employee Rights Form, witnessed by the investigator.
6. The Administrative Questioning Rights (Garrity v. New Jersey & Gardner v. Broderick)
 - a. The employee has no right to remain silent and must answer all questions truthfully when questions are specifically, directly and narrowly relating to performance of an employee's official duties.
 - b. No statements or admissions made by the employee during these administrative proceedings will be used against them in a criminal proceeding.
 - c. The Department will advise the employee when and if administrative proceedings have ceased and criminal proceedings have begun. The employee will be advised his or her rights under criminal law and procedure at that time.
 - d. The employee has no right to counsel during an administrative investigation. An administrative investigation may include, but not be limited to, any interview, interrogation, questioning, polygraph, or any chemical or scientific test.
 - e. Admissions can be used as a basis for termination.

15.9 Relief from Duty

(26.1.5, 26.3.7, 52.2.7)

Any supervisor may relieve from duty an employee under that supervisor's control for a period of (1) one work day if that employee is in the judgement of the supervisor, "unfit" due to physical, mental or other reasons to adequately perform his or her duties, or might otherwise discredit the Department.

The initiating supervisor will write an immediate justification and send it through the chain-of-command to the employee's Division Commander indicating the nature of the infraction and any recommended action.

15.10 Administration of Corrective Action

(26.1.4)

One of the primary tasks of a supervisor is the administration of corrective action. Corrective action can be

positive or negative; it may involve encouragement, inspiration, training or imposition of negative sanctions.

The exercise of positive corrective action requires foresight and planning rather than merely 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 self-discipline.

Corrective action means may range from verbal counseling, where the immediate effect is on the individual, to termination, where the positive result derived is 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 corrective action, a supervisor must consider the totality of the circumstances surrounding the allegation of misconduct in making a determination whether the original action or conduct which prompted the complaint was not only legal but whether, under the circumstances, it was necessary and proper as well. Their decision must resolve those factors with the individual's interest and the probable effect of the corrective action upon the attainment of department objectives.

To be effective, corrective action must not only be fair in its application, it must also follow within a reasonable time frame.

15.11 Options in Taking Corrective Action

(26.1.4, 26.1.5, 26.1.7)

The following options are available in taking corrective action against any employee within the Department:

A. Written Counseling

This form of corrective action should be used to encourage positive and/or remedial training as well as to motivate and inspire all agency personnel to meet or exceed the expected goals and objectives of the person and the Department. Written counseling shall be completed by memorandum and uploaded into the BlueTeam software.

B. Training

Training should be a positive, constructive method, used in order to improve employee productivity, knowledge and effectiveness. This method should be coordinated through the Training Unit. All documentation of training as a form of corrective action shall be maintained in the employees file.

C. Written Reprimand

This method of corrective action shall be documented on a memorandum and provided to the subordinate, who will acknowledge receipt by his/her signature. A copy of the written reprimand will be forwarded to the Chief of Police and placed in the employee's personnel file. The reprimand will be uploaded into the BlueTeam software.

The following methods of corrective action are considered disciplinary in nature in that the affected employee will be punished, resulting in the loss of compensation from the Department:

D. Suspension Without Pay

This method of corrective action results in the suspension of the employee from the Department for a specified amount of time without compensation. Suspension without pay may range from the equivalent of one (1) to thirty (30) workdays.

E. Demotion

This method of corrective action results in the involuntary demotion of an employee to a lower classification within the Department. This form of disciplinary action may be recommended along with suspension without pay.

F. Termination of Employment

This method of corrective action is the most severe form of action and results in the dismissal of the employee from the Roswell Police Department. The Chief of Police or his designee, shall notify the employee and provide him/her with written notification of his/her dismissal, the reason(s) for the dismissal and the effective date.

Upon the termination of employment, City of Roswell Human Resource's will provide a statement of the status of fringe benefits, retirement benefits and the content of the employee's employment record.

Only the Chief of Police or the City Administrator have the authority to terminate the employment of an employee or to order a corrective action that affects an employee's compensation.

15.12 Employee Grievance and Appeal Procedures

(22.4.1, 26.1.6)

The Roswell Police Department adheres to the guidelines, policies and procedures for employee grievances and appeals set forth in the City of Roswell Personnel Policies and Procedures Manual.

The Chief of Police will assist the City of Roswell Human Resource Director in coordinating the grievance procedure for the Police Department.

The Office of Professional Standards will produce an analysis of Police Department grievances annually.

15.13 Searching and Inspection of Departmental Property

All property belonging to Roswell City and/or the Roswell Police Department will be subject to search or inspection at any time and without notice. Property includes, but is not limited to; City owned, leased or controlled vehicles, desks, containers, files, lockers, and cabinets.

All property assigned to employees, if locked or secured by the employee, will also be subject to search or inspection. Searches and inspections may be conducted by members of Internal Affairs or by the employee's supervisors. Employees are reminded that there is no expectation to privacy concerning any issued City property.

Monitoring of Departmental Telephones: All telephones subscribed to by the City or the Roswell Police Department will be subject to monitoring at any time. Telephones should be used for Departmental business only and personal business should be avoided.

15.14 Record Maintenance

(26.1.8, 26.2.2)

The Office of Professional Standards will maintain the files of each complaint received, to include the final disposition.

1. Formal Investigations shall be kept separate from other Department personnel and investigative reports.

2. Formal Investigation files shall be maintained in a secured locked area inside the Office of the Chief of Police. The Chief of Police controls access to these files.
3. Inquiry Investigation files, which were completed in paper format will be maintained in the Office of Professional standards. Digital Inquiry Investigations will be filed in the current electronic record software and only accessible to authorized personnel.
4. Inquiry Investigation files will be kept for a minimum of two (2) years or until the complaint investigation is completed, whichever is later.
5. When a Formal Investigation file becomes open records according to law, employees may review their file by appointment made through the Chief of Police.
6. Such records are not releasable to the general public while the case is under investigation, per O.C.G.A. § 50-18-72.
7. Ten (10) days after the Final Investigation File has been presented to the Chief of Police for action or the investigation is otherwise concluded or terminated, the content of the investigation file will be subject to Public Disclosure, when requested in accordance with OCGA § 50-18-72.
8. In accordance with Georgia Law, Sustained Formal Investigation files will be retained by the Department for 50-years following their conclusion.

15.15 Annual Summary Report

(3.7; 26.2.5)

The Office of Professional Standards shall provide statistical data regarding all Internal Affairs Investigations. This data shall include the number of complaints and dispositions of each complaint to be reported in the Roswell Police Department's annual statistical report.

Chapter 16 – Code of Conduct

16.1 Purpose and Scope

The purpose of this policy is to provide the members of this department with clearly articulated expectations of their performance relative to employment with this agency.

Changes or additions to the Code of Conduct may be made periodically, and such modifications are effective upon issuance. Each member of the department will receive a copy of the Code of Conduct, and has the responsibility to become familiar with its contents.

The provisions of this policy are applicable to all members, both sworn and civilian, of the Roswell Police Department.

16.2 Code of Ethics for all Personnel

(1.1.2)

A. Law Enforcement Code of Ethics

The following Law Enforcement Code of Ethics, derived from the International Association of Chiefs of Police, has been adopted by the Roswell Police Department. All sworn law enforcement officers of the Roswell Police Department and any others vested with law enforcement authority as a result of their association with the Roswell Police Department will, at all times, abide by the following Law Enforcement Code of Ethics.

Ethics training will be conducted for all sworn personnel annually as either in-service or roll call training.

“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 persons 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 Department. 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 never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen

profession.....law enforcement.”

B. Code of Ethics for Government Service

The Roswell Police Department has adopted the following Georgia Code of Ethics for Government Service as published by the Office of the Secretary of State. This Code of Ethics applies to all employees of the Department and particularly to those who do not function in a sworn officer capacity. Employees will, at all times, abide by the following Code of Ethics for Government Service.

Ethics training will be conducted for all civilian personnel at least biennially as either in-service or shift training.

“Any person in government service should:

- 1. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or government department.*
- 2. Uphold the Constitution, laws, and legal regulations of the United States and the State of Georgia and of all governments therein and never be a party to their evasion.*
- 3. Give a full day's labor for a full day's pay and give to the performance of his duties his earnest effort and best thought.*
- 4. Seek to find and employ more efficient and economical ways of getting tasks accomplished.*
- 5. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.*
- 6. Make no private promises of any kind binding upon the duties of office, since a government employee has no private word which can be binding on public duty.*
- 7. Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.*
- 8. Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.*
- 9. Expose corruption wherever discovered.*
- 10. Uphold these principles, ever conscious that public office is a public trust.”*

16.3 Duty to Abide by all Laws and Orders

- A. Members of this Department will abide by all federal, state and local laws, the directives official communications of the Roswell Police Department, and all City of Roswell Rules and Regulations.
- B. Written directives apply to members of this Department on-duty, working police related part-time jobs, working special assignments, and various off-duty conduct which is covered by Department rules, regulations, and procedures.

16.4 Insubordination

Insubordination is the willful disregard of the orders of a superior officer. Insubordination includes but is not limited to: any failure or deliberate refusal to obey a lawful order given by a superior officer or any disrespectful, mutinous, insolent, or abusive language or action toward a superior officer whether in or out of the presence of the superior officer and is prohibited.

16.5 Duty to Support the Department and all Members Thereof

- A. Members of this Department will cooperate with, support and assist each other at every opportunity, and no member will maliciously criticize the work or the manner of performance of another.
- B. It is the duty of every member of the Department to refrain from originating or circulating any malicious gossip to the intended detriment of the Department or any member thereof.

16.6 Duty to Suppress Mutinous Conduct

No member of this Department will originate, create, incite, cause or join any mutinous or seditious movements within the Department. Members having knowledge of such movement will immediately report such movement in writing to their immediate supervisor.

16.7 Duty Regarding Conduct

(26.1.1)

- A. Police officers, having a position of trust and civic responsibility, should so conduct themselves as to merit the confidence and respect of the public and fellow officers.
- B. Members of this Department will, at all times, conduct themselves in such a manner as to reflect a favorable image on themselves and the Roswell Police Department. Members will consider it their duty to be of service to the general public and to render that service in a kind, considerate, and patient manner.
- C. Profane language in dealing with the public will not be tolerated, nor will disrespect for the political or religious views of others be accepted.

16.8 Fraudulent Applications

Any member of this Department who misrepresented the facts in applying for a position with this Department, or in any subsequent applications for assignments in the Department, through false statements or failure to disclose pertinent information will be subject to disciplinary action, up to and including dismissal.

16.9 Duty Regarding Respect of Fellow Employees

- A. Officers when on-duty, and particularly in the presence of others, will be referred to by rank or title. They will be courteous and civil at all times in their relationships with one another.
- B. Command and supervisory employees will support subordinates in their actions and orders when they can do so reasonably. They will avoid censuring subordinates in the presence of others and will not injure or discredit those under their authority by intentional conduct or by abusive conduct.
- C. This section will not be construed to prohibit informal oral reprimands or constructive criticisms directed to a subordinate. Any acts of counseling, disciplining, complaining or criticizing must be done positively and constructively in an appropriate setting.

16.10 Truthfulness

A. Employees are prohibited from being untruthful relating to:

1. Fitness for duty;
2. Accessing official records;
3. Composing official reports;
4. Documenting and possessing evidence;
5. Giving testimony;
6. Reporting to superiors;
7. Criminal investigations; and
8. Internal investigations.

Note. Officers may be intentionally deceitful for investigatory purposes

16.11 Duty to Give Name and Badge Number upon Request

(22.1.8)

Failure to furnish identification as is consistent with one's duty is prohibited. All Department employees will politely give their name, badge number and/or other pertinent information to any person upon request.

16.12 Duty Regarding Special Consideration

No member of this Department will seek assistance other than through the appropriate chain-of-command to obtain changes in duty assignments, promotional status, disciplinary actions, or other Department matters.

16.13 Duty Not to Solicit Money, Goods or Services

No member of this Department, on or off-duty, will solicit money, goods, services, or special consideration except for charitable purposes.

16.14 Duty to Refrain from Accepting Money, Goods or Services

No member of this Department will accept money, goods, services, or special consideration as an inducement to perform or refrain from performing an official act. If the donor is anonymous or it is impossible to return the gift to the donor, the disposition of the gift will be made by the Chief of Police. Members of this Department will not accept gifts from other members junior in rank or position other than on special occasions, such as holidays or birthdays, without first obtaining permission from the Chief of Police.

16.15 Duty to Refrain from Collecting or Accepting Money

No member of this Department will accept, collect, or attempt to collect any monies except those ordered collected by the Chief of Police or his designee for official purposes. Members will not accept any money for services performed by them in their official capacity. Whenever monies are collected for official purposes, the proper receipts will be issued and forwarded to the proper authority together with the monies collected. This does not prevent a member from collecting monies for a part-time job.

16.16 Duty to Refrain from Circulating Malicious Criticism of Other Governmental Divisions

Members of this Department will refrain from circulating malicious criticism of other governmental departments and employees. Members will report in writing to their immediate supervisor all instances where they have not received cooperation from other governmental employees of an official nature.

16.17 Duty to Refrain from Disclosing any Information Relating to Police Activities

Discussion of the operations and official business of the Department, Division, Unit or Assignment which is of a confidential nature without the permission of a supervisor is prohibited. Employees are prohibited from passing criminal history, driver's history information, or any other document that is considered confidential to unauthorized persons. (For purposes of this section, all Department documents and orders are to be considered confidential unless identified otherwise by a supervisor. This section does not apply to documents and orders that are of the nature that they must be communicated to others.)

16.18 Release of Current Newsworthy Information

- A. It is important to permit the free flow of information to all news media personnel while protecting the cases of both the accused and the prosecution from possible prejudicial publicity. It's the Department's obligation to seek a balance between:
 - 1. The First Amendment right to free speech, a free press and the importance of the public's right to know about public safety matters; and
 - 2. The Sixth Amendment right to a fair trial, free from public pressure or a jury biased by news heard or read that a subject is guilty; or any privacy rights guaranteed to any individual by federal or state law.
- B. The news media has a right to access information about the occurrence of any public safety incident: who, what, when, where, why and how. The Department enlists the cooperation of the news media to avoid prejudicial pretrial publicity and the news media seeks Department cooperation to report accurately and fairly, the occurrence of any incident.
- C. Roswell Police Department employees will cooperate with news media personnel, whenever possible, in the release of information. Release of such information will be made without partiality. Information may be withheld only when public knowledge may jeopardize an investigation, may inflame a critical situation, violates any privacy right, when the next of kin of a fatality has not been notified, or when otherwise required by Federal, State or local law.

16.19 Release of Information to News Media

- A. Department personnel are not restricted from responding directly to the news media in regard to their daily operations. The Public Information Officer on duty or on call will be informed by the on-scene commanding officer, as soon as possible, of any major or newsworthy incident and any follow-up regarding that incident.
- B. The on-scene commanding officer at any newsworthy police incident will provide reporters at the location with basic information or designate someone to fulfill this obligation. (This procedure provides guidelines to determine what information may or may not be released.)
- C. In administrative matters, such as internal affairs investigations, disciplinary action, etc. information should only be released by the Chief of Police or the Public Information Officer.

- D. Members of the Department must exercise care, common sense and discretion to avoid providing statements or information which, if later quoted, may create a misunderstanding or compromise the investigation.
- E. No preferential treatment will be accorded any representative of the news media. This statement will not be construed to prohibit initiative reporting, nor will it require notifying all news media prior to the release of information.
- F. All press releases are issued by the Chief of Police, the Public Information Officer or other person designated by the Chief of Police.
- G. 911-Communications personnel are authorized to confirm an incident of newsworthy event to members of the news media; however, they are limited to releasing only general information, i.e.
 - a. "There is an accident with injuries on Holcomb Bridge Road at Alpharetta Highway. Police, EMS and wreckers are on the scene"; or
 - b. "The First Union Bank on Holcomb Bridge Road at Grimes Bridge Road was held up at 2:30 p.m. Police are looking for a white male in his late 20's".
- H. 911-Communications personnel will handle the routine release of information to the news media on weekends, holidays or late at night. For newsworthy events, the Public Information Officer will be called to make such media release. Police personnel will provide the 911-Communications Center with all basic facts and general information regarding the event in a timely manner and in writing, if a routine release is to be made.
- I. The 911-Communications Center will also handle the release of general information regarding current working accidents and street hazards or closings during traffic rush hours.
- J. Whenever this Department is involved in a joint operation with other departments or agencies, the Public Information Officer or person designated to represent the Department in the release of newsworthy information will coordinate this effort with the other department or agency involved.

16.20 News Release Guidelines in Criminal / Arrest Cases

- A. The following information may be made available to news media in criminal matters:
 1. The type, or nature of an incident such as fire, accident, suicide, rape, robbery assault, or burglary
 2. The location, date and time, injuries sustained, damages and a description of how the incident occurred
 3. The identity and general address of a victim (see exceptions)
 4. Casualty figures, to include known dead or injured, may be released
 5. The name of any adult charged with a crime
 6. The type of force used against the victim and extent of injuries to either victim or assailant
 7. The fact that a juvenile has been taken into custody and substance of the charge(s), age and sex, and general area of residence only
 8. Requests for aid in locating evidence, a complainant or a suspect

9. A person's race may be released as descriptive information in such cases
 10. Numbers of officers, or people, involved in an event or investigation and the length of the investigation
- B. The following information should not be released to the news media in criminal matters unless required by law:
1. The identity of any victim of a sex crime or child abuse, or related information which, if divulged, would tend to lead to the victim's identification
 2. The identity of any juvenile who is a suspect or a defendant in any case over which a Juvenile Court has jurisdiction
 3. The identity of any critically injured or deceased person prior to the notification of next of kin. (Exception: when notification has been attempted, but is not possible within a reasonable time, as determined by the Chief of Police.)
 4. The performance or the results of any test(s) or the refusal of the accused to take a test or tests not reported in an incident report, or the participation in a physical or photo lineup
 5. The specific cause of death until determined by the Fulton County Medical Examiner
 6. Investigative information and information of an evidentiary nature
 7. Opinions concerning guilt of a suspect or evidence or any argument in the case whether or not it is anticipated that the evidence or argument will be used at trial
 8. Name and address of any subject (person of interest) sought for information in a crime unless help is wanted from the news media in an effort to locate the subject
 9. Home addresses and telephone numbers of police officers of the Roswell Police Department
 10. The contents of any suicide note
 11. Amount of cash or valuables taken or overlooked by crime perpetrators
 12. Unofficial statements or information concerning personnel or internal affairs matters
 13. Any information from another agency which is considered confidential
- C. The following information may be released to the media in arrest cases:
1. The accused's name, age, description, residence, employment, and marital status (except juveniles)
 2. The substance or text of the charge as contained in a complaint, warrant, or indictment
 3. The identity of the investigating and arresting officer(s) and agencies involved, and the length of the investigation
- Exception.** The identity of undercover officers will not be released.
4. The circumstances immediately surrounding an arrest. Time and place of arrest; methods of apprehension; resistance, and any resulting injury

5. Possession and use of weapons by the suspect
 6. Description of items or contraband seized
 7. Amount of bond, scheduled court dates, place of detention
- D. The following information should not be released to the media in arrest cases unless required by law:
1. The identity or location of any suspect. The existence of a suspect may be acknowledged without further comment.
 2. Results of investigative procedures such as lineup, polygraph, fingerprinting, lab or ballistics test. The fact that tests were performed may be acknowledged without further comment
 3. Information which if prematurely disclosed, would significantly interfere with an investigation or apprehension, particularly; unchecked leads, unverified information, specifics of "MO", details known only to suspect or officer, information which may cause a suspect to flee or avoid apprehension
 4. Identity of a prospective non-victim witness
 5. Identity of a victim / witness if such disclosure would prejudice an investigation to any significant degree, or it would place the victim in clear personal danger (Consider "degree" and "danger" carefully, and state reasons clearly, when withholding information)
- E. After an arrest and formal charging, but prior to adjudication, certain information is restricted to ensure constitutional guarantees of a fair and impartial trial. Improper disclosure could form the basis for a legal defense, therefore, during this sensitive period; information should not be released concerning:
1. Prior criminal record, character or reputation of a defendant, information identifying juveniles
 2. Existence, or contents, of any confession, admission, statement of a defendant, or the failure to make such
 3. Performance or results of any tests, or a defendant's refusal or failure to submit to investigative tests such as a polygraph and other types (DUI field sobriety and chemical tests or the refusal to submit to such tests are exempt from this prohibition as the information is recorded in the officer's incident report)
 4. Identity, credibility, character, statement(s) or expected testimony of any victim, witness, or prospective witness
 5. Any opinion about the guilt or innocence of a defendant, or the merits of the case, including arguments and evidence, or whether their use in court is expected
 6. Possibility of plea bargaining or other disposition
 7. Reports, transcripts, or summaries or proceedings from which the press and public have been excluded by judicial order
 8. Information received from other law enforcement agencies without receiving consent from the agency

16.21 Requesting the Withholding of Publication

- A. The news media may photograph and report anything they observe when legally present at an emergency or crime scene.
- B. When publication or broadcast of such coverage would interfere with an investigation or place a victim, suspect or others in jeopardy, the commanding officer at the scene or the Public Information Officer will explain the situation to the news media representatives and request they withhold release of the story.
- C. Withholding of broadcast or publication is dependent upon a cooperative press, not upon censorship by the Roswell Police Department.
- D. Personnel of the Roswell Police Department will not interfere with a news person's activities as long as those activities remain within the confines of the law and the boundaries of Department policy.

16.22 Photographing, Televising and Releasing Photographs of Suspects

- A. Members of the Department will not prevent the photographing of defendants when they are in public places. They will neither encourage nor discourage photographing or televising, but must not pose the accused.
- B. Department photographs of a suspect or arrested person may be released provided the photograph will not jeopardize an investigation. Photographs may also be released if a valid police function is served. It is proper to disclose this type of information to enlist public assistance in apprehending fugitives from justice. Such disclosure may include photographs or other pertinent information, unless otherwise prohibited by policy or law. Any release of Department photographs of a suspect or arrested person must be done after approval from the Chief of Police or the Public Information Officer. Any Department arrest photos released outside the Department will have all identifying data removed from the photo, i.e., case number, date, agency name, etc.

16.23 Releasing Names of Persons Killed or Injured

Members of the Department upon obtaining an identification of a deceased or injured victim of a fire, criminal act, accident or other misfortune will notify the next of kin prior to releasing the name and address to the news media. If the next of kin has not been located after a reasonable length of time, this information may be released after approval of the Chief of Police or the Public Information Officer. A "reasonable length of time" is determined by examining all areas of concern and circumstances may vary accordingly.

16.24 Permitting News Persons to Enter Area of a Serious Incident or Crime Scene

(54.1.3)

- A. In the event of a crime, disaster or any incident where media or public access would interfere with police operations, police lines will be established for crowd control and evidence preservation. While news media representatives may be permitted in the area of a serious incident or crime scene, the tactical situation or the likelihood of jeopardizing Department operations will determine if and when members of the news media may or may not be allowed in these areas. Permission to enter a secured crime scene will only be granted by the Chief of Police or his designee.
- B. Upon completion of any scene (crime scene, fire, or other emergency or disaster), only the owner, legal occupant, or their agents, may grant permission to news people to enter private property to gather news.

- C. In hostage or barricade situations, the officer in charge will designate a preliminary press area at the scene and may establish it closer to the scene when safe to do so.
- D. At fire scenes, the fire officer in charge will regulate media access to and movement within fire lines. When news media arrive at such events, the ranking police officer on the scene will confer with the fire official in charge and assist in establishing an observation point for the media.

16.25 Photographing, Televising and Recording by News Media

In public places, news media representatives are allowed to freely photograph, film, or videotape at the scene of any incident so long as their activity does not significantly interfere with an investigation. It is proper to assist the media so long as the investigation or its prosecution is neither compromised nor jeopardized. Officers may take protective measures, such as covering a body in order to prevent photographing or televising, if such actions are deemed necessary by the officer in charge.

16.26 Interviewing Persons in Custody

News media representatives will not be permitted to interview persons in custody.

16.27 Confidential and Internal Investigations

A. Confidential Operations

Confidential intelligence or investigative information will not be disclosed except by express permission of the Chief of Police.

B. Internal Investigations

Sensitive or investigative information (particularly the identity of officers involved) from Internal Affairs will not be disclosed during the investigation except by express permission of the Chief of Police or his/her designee.

C. Suicides

The fact that a suicide has occurred may be acknowledged, along with factual information describing how it happened. The name, address, age, sex, and occupation of the victim may also be released after notification of next of kin. The fact that a suicide note exists may also be acknowledged, without further comment. Contents of all such messages are considered personal and confidential and will not be made public during an investigation.

D. Citizen Requests

Should a citizen request that information on an incident not be released or reported to the media, officers will explain that crime information is generally considered public information and therefore, available to the news media. The decision to publish unrestricted information about the event is left to the media.

16.28 Professional Behavior and Courtesy

Department personnel will treat media representatives with respect. Any complaint of rudeness, hostility or deliberate harassment toward the media will be investigated. If substantiated, disciplinary action may be taken.

Media personnel are also expected to treat our employees courteously and to obey lawful commands. Any complaints of discourtesy should be made in writing. If the nature of the complaint is significant, the Chief of Police or Public Information Officer will contact the reporter's news agency and relay the complaint.

16.29 Public Information Officer

(54.1.1)

The Public Information Officer (PIO) is a primary organizational component of the Office of Chief of Police. Its activities are directed by the Support Services Division, Commanding Officer. The PIO's responsibility is to foster cooperation and mutual respect between the Department and the Media. The PIO is responsible for assisting members of the news media in completing the task of gathering information and reporting on news events impacting residents and visitors to the City of Roswell.

- A. The PIO will assist news personnel in covering routine news stories and will make arrangements for or assist at news conferences.
- B. Duties of the Public Information Officer will include, but not be limited to, the following:
 - 1. Assists news media personnel at the scene of police incidents and in the coverage of newsworthy items
 - 2. Being available for on-call responses to the news media
 - 3. Preparing and distributing Department news releases
 - 4. Arranging and assisting with news conferences
 - 5. Coordinating and authorizing the release of information about victims, witnesses and suspects
 - 6. Coordinates and assists news media photographers in preparing photo sessions
 - 7. Participates in the preparation of open houses, dedications and other Department special events and meetings
 - 8. Coordinates with the appropriate Department personnel for the release of any information concerning confidential Department investigations and operations
 - 9. Periodically solicits input from and involves news media personnel for the development of changes in Department policies and procedures relating to news media matters
 - 10. Establishes and maintains a close and effective working relationship with the Chief of Police, Division Commanders, Department employees, City officials and employees, outside agencies, civic leaders, members of the press and the general public
 - 11. Acts as coordinator between the Roswell Police Department and any involved emergency management agency regarding public information and media releases during emergency situations as well as general releases regarding emergency management functions

16.30 News Releases, Features and Announcements

The Public Information Officer (PIO) is responsible for planning, developing, writing and distributing informational releases and articles about the programs and activities of the Roswell Police Department and its members. Press releases will be prepared as needed and disseminated to local media representatives on an equal access basis. When time permits, information concerning promotions, projects, programs or other activities, should be forwarded to the PIO in writing in advance of effective dates, or by telephone

when time does not permit or there is an urgent need to release the information by the PIO. Subject matter in press releases will conform to guidelines described in this procedure.

A. Telephone List

The following telephone numbers are to be used by media representatives to obtain information in accordance with these guidelines:

1. News media may contact the Communications Center at (770) 640-4100 when necessary to verify an occurrence, time and location.
2. News media will be encouraged to contact the Public Information Officer, Watch Commander, or appropriate official at (770) 640-4100 for information releases.

16.31 Investigation Information Release Authorization

Release of investigative information to the media will be approved by the appropriate Section Commander. The PIO will be notified as soon as possible when the Commander releases such information. Only investigative information applicable to cases where the Roswell Police Department has primary responsibility and jurisdiction may be released. In investigations where there is a mutual effort by the Department and another agency, and the other agency has primary responsibility, the other agency will determine guidelines and control the release of information.

16.32 Confidentiality of Department Documents

Under the Georgia Open Records Act, Ga. O.C.G.A. 50-18-70, most information is available to the public. Exceptions are where it is confidential by law, an invasion of someone's privacy, or protected by a court order.

Unless an exception is applicable, police matters are open for personal inspection by any person at a reasonable time and place. Those in charge of such records will not refuse this privilege to any person.

16.33 Public Safety Documents - Degree of Confidentiality

A. Police Incident Reports

Incident reports are a matter of public record and are available to any citizen at the Department Records Section. Citizens who desire these reports will give enough information to locate the report. Local ordinance cases and traffic tickets issued to violators are immediately forwarded to the Municipal Court for filing; however, the Records Section will maintain reports where an arrest has been made based on a local ordinance or traffic violation.

Exceptions. Incident Reports naming rape victims and juveniles who are suspect, cited or arrested are public record, however, the name of the rape victim or the juvenile will not be printed on the report. All information concerning individuals who are relied on as "confidential informants" will not be released.

B. Traffic Accident Reports

These reports are a matter of public record and usually available to any citizen who requests a specific report. This includes accidents where there have been injuries and/or fatalities and arrests. The same exceptions apply here as in the "Police Incident Reports".

C. Police Supplemental Reports

1. A police supplemental or follow-up report, unless marked "For Department Use Only", is a matter of public record and should be available to any citizen upon request. Any investigative case summary that is still open, pending an arrest or final determination, is confidential and is to remain within the investigator's file or in Records. Exceptions to this are the same as those listed under "Police Incident Reports".
2. A police investigative summary or follow-up report on an open case is not a matter of public record and is confidential. The report, however, may be released upon expressed approval by the investigator(s) or their superiors. This release approval must be made pursuant to valid law enforcement duties and restrictions.
3. Based on court decisions, an investigator's personal investigative or supplemental files (personal notes, statements from victims, witnesses, suspects or defendants, or other items or documents that might be considered evidence) are confidential until an arrest has been made or the case has been closed. Upon closing the case, arrest or not, the investigator's file becomes a matter of public record under the Open Records Act. One exception to the entire investigative file becoming public record would be if the criminal case is appealed.
4. There may be other situations where the entire file or portions of the file will remain confidential. If an investigator is requested to produce a copy of an investigative file and they are unsure whether the file or portions of the file are confidential, they should immediately consult with the City Legal Department as to what is confidential and what is public record. The Legal Department may assist in quashing any subpoena issued for confidential documents.
5. At times, investigators may receive and maintain copies in their files of test results, findings, conclusions, opinions, reports or analyses from other agencies, i.e., medical results, ballistics, alcohol / drug content, medical examiner reports, polygraph reports, voice or handwriting analysis, or other agency findings, reports, supplements, etc. These findings may or may not be a matter of public record, however, in that these findings originated from another agency, employees of this Department will treat these findings as confidential and not, under any circumstances, release this information to anyone outside the Department. In situations where these findings are requested, the interested party will be advised to pursue the request through the originating agency.

D. Criminal History and Driver's History Files

These files are not a matter of public record and State and Federal Laws governing the security and privacy of criminal justice information systems require that access and dissemination of Criminal History and Driver's History information be restricted to authorized persons. Criminal History and Driver's History files may only be released through the Communications Section.

Each computer printout containing restricted information will have the requesting officer's name on its face. The printout will also have the Communications Operator's name or radio number that is providing the printout.

Criminal History and Driver's History information may be viewed by authorized personnel at any terminal that is capable of displaying such information; however, the inquiry must be logged. Notes may be made from this display, but again, these notes should be safeguarded against possible misuse by unauthorized persons and will not be released to any third party. It should be noted that GCIC (Georgia Crime Information Center) also keeps a log of inquiries.

Criminal History and Driver's History information may only be obtained by those individuals authorized by GCIC regulations showing an actual "need to know, based on a criminal justice interest".

It should be noted that Ga. O.C.G.A. 35-3-38 provides that anyone who "knowingly" or "negligently" releases or allows information to pass to unauthorized persons is guilty of a felony.

Violations of this policy could result in severe disciplinary action, up to and including termination, and may result in criminal prosecution.

E. Personal, Vehicle and Property Wanted Checks and Registration

These files are not a matter of public record and are prohibited from being disseminated by State and Federal laws. This information is restricted to authorized personnel.

F. Employee Personnel Files

With noted exceptions, specified by State law, these files are open records. Individuals and supervisors with a business related "need to know" are entitled to review personnel files. Employees may expressly waive any confidentiality of their personnel files for individuals outside the Department to conduct pre-employment checks.

G. Employee Internal Affairs Files

These files are a matter of public record after the conclusion of the investigation. The Internal Affairs file, which includes background material of current, former and potential employees, is considered confidential and not a matter of public record unless expressly waived by the current, former or potential employee, or falls under the Open Records Act.

H. False Alarm Inquiries

These files are a matter of public record and citizens are entitled to these inquiries if specifically requested by date and location.

I. Department Photographs

Any photographs taken by Department personnel concerning any police related incident, i.e., crime scenes, fires, traffic accidents, etc., are a matter of record and available to the public.

Exceptions. Photographs that will be used as evidence in a criminal or civil proceeding are part of the investigator's file and not a matter of public record.

J. Citizen Calls for Police Assistance Through the 911-Communications Center

Computer printouts and tapes of all incoming calls through Communications / 911 Center for police assistance is a matter of public record. EXCEPTIONS: If the call in question is the subject of an ongoing investigation and its temporary confidentiality is required.

K. Inter-Departmental or Intra-Departmental Documentation, Memorandums or Correspondence

These items are considered a matter of public record.

L. General Orders, Personnel Orders, Special Orders or Policy and Procedure Memorandums to all Department Personnel

These documents are a matter of public record.

16.34 Questions Regarding Confidentiality

At times, the Roswell Police Department or employees of the Department will receive requests for confidential information. These requests are usually in the form of subpoenas, requests for production of documents, interrogatories or court orders. Whether the case is in the form of a criminal, civil or administrative action, it is imperative that any employee who receives such legal requests notify the Chief's Office immediately. Upon receipt of any legal requests for documents that are not a matter of public record, the requested document will not be turned over until the matter has been reviewed by the Chief's Office and express permission has been given to release that specific document.

Any employee who is unsure whether a police document or record is a matter of public record or is confidential will treat the document as confidential and immediately inquire through the chain-of-command as to the confidentiality of that particular document.

16.35 Incident Report Indexing System (IRIS)

The Roswell Police Department has an automated indexing system for reports generated by the various components within. This system consists of computerized indexes to provide a means to locate police reports by the name of any person related to the incident, the incident location by street address or beat numbers or by the case number assigned by the computer to the incident.

It is the responsibility of the Records Section, to ensure that all necessary information pertaining to reports generated by any component of this Department be entered into the computerized Incident Report Indexing System.

Any Department employee seeking information regarding reports maintained by the Records Section will, if at all possible, make use of the indexes provided through IRIS for such research. This capability is available through inquiry on any IBM computer terminal maintained throughout the Department. The information contained in IRIS should be treated with the same privacy considerations or restrictions as the actual reports filed in Records.

16.36 Availability and Cost of Public Records

All public records are available to the general public. The Roswell Police Department follows the Georgia Open Records Act in determining any charge for collection and distribution of these records.

16.37 Violations of this Policy

Employees of the Roswell Police Department are expected to adhere to the above policies. Improper, illegal or wrongful release of any Departmental information, whether for personal gain or in violation of Department regulations, policy, state or federal law, could result in severe disciplinary action up to and including termination and possible criminal prosecution.

16.38 Duty to Refrain from Revealing Telephone Numbers

No member of this Department will disclose any private telephone number or address of any member of this Department to the general public.

16.39 Telephone / Address

Employees will maintain a personal working telephone and provide this number and their residential street address to the Department. Employees will promptly notify the Chief's Office via chain-of-command, of any change of telephone number or any change of address.

16.40 Duty to Inventory Impounded Vehicle

Members of this Department will inventory and document the contents of every vehicle being impounded. This will be done in order to protect the Department and its members against claims of any theft or loss of property left in the vehicle at the time of the impound.

16.41 Status While Off-Duty

Members of this Department will refrain from acting in their capacity as law enforcement officers, while off-duty, except in cases of emergency or when serious criminal offenses have been committed. Members are considered on-duty when traveling in their police vehicle, on Department approved business, or when the need for police related activity is required.

16.42 Duty Regarding On-Call Status

Members of this Department are subject to being called to duty twenty-four (24) hours a day and may be recalled from vacation, leave, or off-day whenever necessity demands.

16.43 Overtime

All overtime must be approved by a supervisor of the employee claiming such compensation.

16.44 Duty to Be Prompt and Punctual

Members of this Department will be prompt and punctual when reporting to their official duties.

16.45 Duty to Be Alert

Members of this Department will remain alert and not sleep while on duty.

16.46 Remaining at Duty Station

Members of this Department will remain at their assigned station or at their duty assignment unless and until they are appropriately relieved by a supervisor or dispatched by the Communications Center.

16.47 Duty to Have Leave Properly Authorized

Members of this Department will take leave only when properly authorized by a supervisor.

16.48 Absence from Work without Leave (A.W.O.L.)

Absence from assigned work station or assignment without permission is prohibited.

16.49 Excessive Absenteeism

The habitual or patterned use of sick leave, or leave without pay, not supported by competent medical evidence or other proof of necessity is prohibited.

16.50 Illness / Condition (Physical / Mental) Sick Leave

Failure to notify the supervisor when an employee becomes ill or injured and cannot report for work, or if there are any changes in physical or mental health that could impair one's abilities to carry out job

assignments is prohibited. Notification will be made no later than two hours prior to the start of the watch or shift. The use of sick leave without just cause, false statement, or the furnishing of any false information with reference thereto by any member of the Department is also strictly prohibited.

16.51 Prompt Performance of Duty / Neglect of Duty

Neglect of duty is a failure to promptly perform all lawful duties required by constituted authority as directed, notwithstanding the general assignment of duties and responsibilities. No employee will fail to give suitable attention to the performance of duty.

16.52 Personal Appearance

Personal appearance reflects upon an employee's competency, efficiency and pride as a member of the Department and the ability of the City and Department to foster and enhance a professional image. Failure to correctly wear the proper uniform and equipment, maintain the uniform and equipment in clean working order or comply with uniform dress and personal appearance procedures is prohibited.

16.53 Prohibited Association / Frequenting

Frequenting or associating with person(s), organizations, or places, known to be involved in criminal activity unless necessary for police business, where such associating or frequenting would be detrimental to the image of the Department or the City is prohibited.

16.54 Subversive Organizations

No employee will knowingly be a member of or affiliated with any subversive organization whose avowed purpose advocates the overthrow or disruption of the lawful function of any federal, state, county or municipal government. Exceptions may be made when necessary in the performance of duty and only with the permission of the Chief of Police.

16.55 Duty Not to Be Deputized

No member of this Department will be sworn as a peace officer, deputy, marshal, constable, or institutional officer without the approval of the Chief of Police. In the event such request is approved, members should bear in mind that their primary responsibility is to the City of Roswell Police Department.

16.56 Duty to Refrain from Recommending Certain Services

Members of this Department will not, in their official capacity, recommend any particular legal counsel, bonding company, or wrecker service.

16.57 Duty with Regard to Civil Proceedings

No member of this Department will start any civil proceedings arising out of a law enforcement activity without first notifying the Chief of Police. Private civil actions which have no connection with a member's Department position or official action are not within the scope of this rule.

16.58 Duty to Report Summons as Defendant

Members of this Department will immediately report, in writing, the facts of the matter to their immediate supervisor whenever they learn they are about to become a defendant in any criminal or job-related civil case. Members will also report the facts of the matter to their immediate supervisor whenever they learn

that any fellow member is about to be or is a defendant in any job-related civil case. The supervisor will contact the effected employee for validation of the information.

A copy of the papers served should be furnished at the time of notification. The paperwork should then be forwarded through the chain-of-command to the Chief of Police who will notify the appropriate City departments.

16.59 Subpoenas and Court Attendance

A. Service of Subpoenas

Subpoenas may be served electronically (eSubpoenas) or in paper form; both are considered official.

Only criminal subpoenas and notices of trial issued to Department employees who are witnesses on behalf of the State will be accepted by the Administrative Specialist. In the event a subpoena for either a criminal or civil trial or disposition is issued to an employee who is listed as a defendant, only that employee will accept its service.

Court subpoenas received by the Administrative Specialist will be recorded electronically on the Department's subpoena log (RPD036). The log will include the employee's name, court date, the number of subpoenas issued, the name of the court, and the date that the subpoena e-mail notice was sent with a read receipt.

In response to receiving a subpoena, the Administrative Specialist will send an email to the employee informing them of the court and trial date, along with an electronic copy of the summons. Official notice of the subpoena will be sent in the form of an e-mail with a read receipt.

Members of the Department are responsible for checking their e-mail daily for court subpoenas. An employee who fails to follow this procedure and subsequently fails to appear in court will be subject to disciplinary action.

B. Administrative Subpoenas

Employees must notify their supervisor when subpoenaed or requested to appear and testify in an administrative hearing, except for those cases involving Administrative License Suspensions (ALS).

C. Court Attendance

Members of this Department who are subpoenaed to any judicial hearing (criminal or civil) will honor said subpoena and notify their immediate supervisor in a timely manner.

Non-compliance with a subpoena may result in an employee being arrested for a criminal misdemeanor (Contempt of Court), along with Department disciplinary action. Employees, who for any reason, cannot appear at a scheduled hearing, will promptly notify the court prosecutor or the individual who issued the subpoena.

Employees who receive routine subpoenas and are scheduled for approved leave or otherwise unavailable must submit a Leave of Court Request to Roswell Municipal Court. An approval of the request should be submitted as far in advance as possible prior to the issuance of a subpoena. Unless otherwise excused by the court, employees are expected to attend.

D. Courtroom Attire

Employees of the Department who are presently assigned to a uniform position are strongly encouraged, but not required, to wear their uniform to any hearing where they are to testify in their capacity as a member of the Roswell Police Department.

Employees who are presently assigned to non-uniform positions or those uniform employees choosing not to wear the uniform will dress in appropriate business attire. Appropriate business attire is a suit, or coat, tie and slacks for men. Appropriate business attire is a dress, business suit or slacks and shirt for women, (no ballet flat type shoes are permitted).

E. Serving as a Character Witness

Before giving testimony as a character witness for any defendant in a criminal trial, employees will notify the Chief of Police through the chain-of-command.

16.60 Duty Regarding Issued Items

- A. Members of this Department have the responsibility to maintain all issued items with diligence. Members have the responsibility to report all losses, thefts, or damage of items consistent with Department policy. Members deemed responsible for the loss or damage of issued items may, in addition to any disciplinary action given, be required to compensate the Department for the loss or damage in a manner prescribed by the Chief of Police or his designee. Failure to immediately report in writing all damage to vehicles, property and equipment or to file such report which contains all known facts surrounding the cause and nature of the damage is prohibited.
- B. Members will return all equipment owned by the Department upon separation, and will return any equipment when ordered to do so by a supervisor.

16.61 Duty in Regard to Use of City Supplies or Services

Members of this Department will not draw City supplies or resources for their personal use. The use of the time, facilities, equipment or supplies of the Department for private gain or advantage is prohibited.

16.62 Alteration or Modification of City Equipment

- A. Members of this Department will not alter or modify any City equipment issued to them, or to which they have access, except as provided below.
- B. Any necessary modification or alterations may be made on the authority of the commander of the effected division.

16.63 Use of Private Equipment

Use of private equipment for official purposes or while on duty unless directed or authorized to do so by the division commander or authorized agent is prohibited.

16.64 Leaving Keys in City Owned Vehicles

Leaving the keys to any unattended City owned vehicle in the ignition switch, or in plain view of any person looking into the window of the vehicle is prohibited.

16.65 Parking in Unauthorized or Reserved Parking Spaces

- A. Parking at any illegal location unless responding to an actual emergency is prohibited.
- B. Parking of any employee's assigned City owned vehicle, or personally owned vehicle in another employee's assigned or reserved parking space at the Law Enforcement Center is prohibited.

16.66 Proper Access to Rear Parking Lot

- A. Vehicles will neither be driven into the parking lot through the exit gate, nor out of the parking lot through the entrance gate. Failure to follow this procedure may result in damage to the gate and / or the vehicle.
- B. Visitors will not be allowed access to this parking area without authorization.

16.67 Duty with Regard to Postings

- A. Documents of official City or Department business should be posted. Members of the Department are responsible for reading postings in their respective division each working day. Other items may be posted only on the authority of the division commander.
- B. Destroying or defacing any official written notice relating to Department or City business is prohibited. The posting of or circulation of any notices of a non-official derogatory character relating to any person, group or police activity is prohibited.
- C. Members of this Department will not remove any item from a division bulletin board except by approval of a commander.

16.68 Duty to Refrain from Conducting Personal Business While On-Duty

Members of this Department will refrain from conducting personal business while on-duty.

16.69 Fighting

Fighting with another member of the Department is prohibited.

16.70 Vexations / Unnecessary Complaints

Making a vexatious or unnecessary complaint against a fellow member of the Department is prohibited.

16.71 Possession / Use of Alcohol (On-Duty)

- A. No member of this Department will purchase, possess, use, or be under the influence of, or have the odor on their person of an alcoholic beverage while in uniform, on-duty, or in a City-owned vehicle, except in the line of duty.
- B. Possession or use of alcohol or alcoholic beverages on duty other than as authorized by specific job function or assignment is prohibited. At no time will an on-duty employee of the Department use or be under the influence of alcohol to any degree or percentage, unless authorized by the Chief of Police.
- C. To determine fitness for duty, all evidence and circumstances up to and including the results of an Intoximeter, urinalysis, or blood test may be considered. In administering an Intoximeter test, only a presently State certified operator using a State certified instrument capable of printing test results will be used.

16.72 Possession of Controlled Substances

- A. On-duty possession or use of controlled substances (as defined in GA O.C.G.A. 16-13), except when prescribed by and under the guidance of a licensed physician is prohibited.
- B. At no time will an employee of the Department use or be under the influence of a controlled substance where such use of influence impairs the ability to perform assigned duties. (To determine fitness for

duty, all evidence and circumstances up to and including the results of a urinalysis and / or blood test may be considered.)

- C. In the event a controlled substance is prescribed by a duly licensed practitioner, it is the responsibility of the employee to consult with the practitioner regarding the effect of the substance on his or her ability to perform assigned duties.
- D. In the event that the employee is advised the substance will affect the ability to properly perform assigned duties, a written statement from the practitioner, stating what the employee should not do (for example: person should not be in direct sunlight while taking this substance or person should not drive while taking this medication), will be required. The practitioner should not list the name or type of substance or the reason the substance is being prescribed in the statement. The employee's Unit, Watch, or Shift Commander will be notified as soon as possible of the limitation so necessary schedule changes can be arranged. The written practitioner's statement will be provided to the employee's immediate supervisor on his or her next working day for inclusion in the employee's file.

16.73 Duty to Respond to Calls

Members will respond to all dispatched calls for police services without argument and unnecessary delay. Officers will not fail to aid, assist, or protect a fellow officer or citizen to the fullest extent of their professional capabilities in time of need in accordance with the policies and procedures of the Department.

16.74 Solicitation of Favorable Acts

Soliciting anyone to intercede with the Chief of Police, any City Councilman, Mayor, legislative body, or any elected or appointed official in relation to promotions, Department assignment, or disposition of pending charges or findings in a disciplinary proceeding is prohibited. Nothing in this Section will be construed to be applicable to licensed attorneys-at-law of the state, when representing an employee of the Department.

16.75 Reports

Failure to promptly submit reports as are required by performance of an employee's duties or by constituted authority is prohibited. All reports will be turned in at the employee's end of the duty day, unless specifically authorized not to do so by a supervisor.

16.76 Withholding Information on Criminal Activity

Failing to report or withholding information on criminal activity is prohibited.

16.77 Department Records / Reports / Citations

Stealing, forging, tampering with or unauthorized altering of any Roswell Police record, report or citation is prohibited. To this end, the removal of any record, card, report, letter, document, or other official file from the Department, except by process of law or as directed by the Chief of Police or a supervisor is prohibited. Successfully or attempting to obtain or duplicate of any information from Department files, sources or reports, other than that to which one is properly entitled in accordance with one's duty or assignment, is prohibited.

16.78 Discarding Police Department Documents

All sensitive Police Department documents will be shredded prior to being discarded.

16.79 Department Forms

All forms utilized Department wide will be numbered. Exceptions are preprinted forms issued by the state. All requests for modification will be made through the chain-of-command, to the Chief of Police. New and revised forms will be processed through the Office of Professional Standards.

16.80 Black or Dark Blue Ink to be used

All reports, forms, memoranda, citations, or other official papers utilized in this Department will be completed in black or dark blue ink, computer printed, or typed.

Special projects may require deviation from the above.

16.81 Duty to Read / Understand / Comply with Orders

Failure to read, and / or comply with all laws, rules and regulations, general and special orders, policies and procedures of the Department, written or verbal orders of a supervisor is prohibited. It will be considered neglect of duty to fail to inquire of a supervisor the meaning or application of any law, rule or regulation, general or special order, policy or procedure, written or verbal order.

16.82 Recovered Property / Evidentiary Material

Failure to relinquish to the designated agent of the Department or failure to properly handle all lost, stolen, recovered, abandoned or evidentiary material which comes into the possession of a Department member as a result of the performance of Department duties is prohibited. All such material will be turned over prior to the completion of the tour of duty unless otherwise instructed by a supervisor.

16.83 Fees / Rewards

Acceptance or receipt of any fee or reward for services rendered in the line of duty without the knowledge and written consent of the Chief or Acting Chief of Police is prohibited.

16.84 Settlement of Duty Incurred Expenses / Damages

Acceptance of money or other compensation from any person for damages sustained or expenses incurred in the line of duty without notifying the Chief of Police is prohibited.

16.85 Possession of Keys / Card Keys / Code Numbers

Employees will not possess or use Department keys, card keys, or personal access codes for unauthorized entry into any locked door.

16.86 Receiving / Buying / Selling Items

Employees will not receive, buy or sell anything of value to a complainant, suspect, witness, defendant, arrestee or other person involved in any case when contact with the person arose from Department employment unless specifically authorized by the Chief of Police.

16.87 Unauthorized Persons in Vehicles

Allowing unauthorized persons to ride in Roswell Police Department vehicles is prohibited. Only the Chief of Police or his designated agent may grant such authorization, and only after a waiver has been signed (Form RPD038).

16.88 Payments of Debts / Legal Liabilities

Willful or negligent failure to pay all just debts and legal liabilities is prohibited.

16.89 Violation of Law

Violation or attempted violation of any Federal, State, County or Municipal law or ordinance is prohibited (whether criminal proceedings are instituted or not).

16.90 Off-Duty Employment

Off-duty employment without the knowledge and approval of the Chief of Police or his designated agent is prohibited. All off-duty employment will be reported in writing, on the Request For Part-Time Employment Form, and will be approved through the employee's immediate supervisor and upward through the chain-of-command. All forms after receiving final approval of the Chief of Police will be filed by the Office of Professional Standards.

16.91 Issuance of Orders

Orders from supervisors to subordinates will be in a professional, clear, understandable language, civil in tone and manner and issued in pursuit of Department business.

16.92 Unlawful Orders

(12.1.3)

No supervisor will knowingly issue any order which is in violation of any law, ordinance or Department rule. Obedience to an unlawful order is never a defense for an unlawful action; therefore, employees are not required to obey any order which is contrary to any law or ordinance. Responsibility for refusal to obey rests with the employees. They will be required to justify their action.

16.93 Unjust or Improper Orders

(12.1.3)

Employees who are given orders which they feel to be unjust or contrary to rules or regulations may first question the order in a professional and respectful manner with the issuing authority. If the order is lawful and stands as issued, the employee will be expected to obey the order to the best of their ability and then may proceed with any remedy provided.

16.94 Conflicting Orders

(12.1.3)

Upon receipt of an order conflicting with any previous order or instruction, the effected member will advise the person issuing the second order of this fact. Responsibility for countermanding the original order then rests with the individual issuing the second order. In no event will a subordinate officer countermand a superior officer's order unless immediate danger to lives or property exists.

16.95 Use of Tobacco, Vaporizers and Electronic Cigarettes

A. Scope

In accordance with the City of Roswell Human Resources Policies and Procedures Manual, the City of Roswell is committed to promoting and maintaining a healthy work environment that is as close to tobacco free as practicably possible and in accordance with all federal, state and local laws. As a public employer, laws dictate that the City must take steps to prevent or minimize the exposure of secondhand smoke (**ETS – Environmental Tobacco Smoke**) in the workplace.

B. Purpose

The purpose of the Tobacco Use Policy is to encourage employees, volunteers, visitors to City facilities, and those performing community service for the City to maintain a lifestyle that promotes the health and wellbeing of themselves and their co-workers. Further, this policy shall promote the safe operation of our vehicles and equipment.

C. Policy Guidelines

This policy covers and includes all workplace facilities, all City owned vehicles and all City owned equipment. **It shall also apply to and include all forms of smoke and smokeless tobacco products (pipe, cigar, cigarette, dip, snuff, vaporizers, electronic cigarettes, etc).** Further, this policy shall apply to products that are not tobacco but consumed or used in the same manner as tobacco products.

The use of tobacco, vaporizers and electronic cigarettes is prohibited in all City buildings and facilities, whether owned or leased. This prohibition applies to any area enclosed by the perimeter walls of the building, including restrooms, warehouses, storage spaces, atriums, balconies, stairwells and other similar building features considered “within a building.”

The use of tobacco, vaporizers and electronic cigarettes is prohibited within 25 feet of any building entrance, air intake duct and window. Department Heads shall immediately designate specific areas outside of each City facility as “Approved Tobacco Use Areas” except City Hall where the “Approved Tobacco Use Areas” will be designated by the City Administrator. These designated areas should be identified and posted. The approved tobacco, vaporizers and electronic cigarette use area at the police department is the table located in the rear parking lot of the building. A complete listing of “Approved Tobacco Use Areas” is available on the City’s Intranet or in hard copy form from the Human Resources Division. Tobacco use is not permitted at the front entrance to any facility.

Individuals who use tobacco, vaporizers and electronic cigarettes will be responsible for their proper disposal. Disposal containers will be provided at each approved tobacco/vaping use area. Tobacco, vaporizers and electronic cigarette use of any kind is not permitted inside or on any City owned vehicle. This prohibition includes all take home vehicles.

The use of tobacco, vaporizers and electronic cigarettes is prohibited in outdoor areas including parking lots where the public has access, except those spaces specifically designated as “approved tobacco use areas.”

The use of tobacco, vaporizers and electronic cigarettes shall be prohibited in public view while on duty.

16.96 Meal Breaks

Employees may suspend their duties for a meal break in accordance with the procedures of their respective division or watch and subject to the direction of their supervisors. All employees are subject to immediate return to duty. All patrol officers responsible for answering calls for service must request permission by radio, from the Communications Center before beginning a meal break and advise the dispatcher of the location of the meal break. The officer will notify the Communications Center upon returning to service by radio.

16.97 Radio Communications

All officers engaged in field assignments must be equipped with or have access to radio communications, unless exempted by the Chief of Police or his designee. All such officers will maintain communications unless otherwise authorized by their immediate supervisor.

16.98 Use of Force

(4.1.1)

Use of force in excess of that which is reasonable to accomplish one's lawful purpose is prohibited.

16.99 Cooperation within the Department

Cooperation among the divisions, units and ranks is essential. Therefore, all employees are charged with establishing and maintaining a spirit of cooperation within the Department.

16.100 Unwanted Conduct

In order to maintain a quality working environment for all employees and potential employees of this Department, any action in the form of intimidation, humiliation, insult or subjecting someone to offensive physical or verbal abuse or actions of a sexual, ethnic, racial, or religious nature is prohibited.

16.101 Rendering Aid

Personnel shall render appropriate medical aid as quickly as reasonably possible following any law enforcement action in which injuries have been sustained. This includes activating the emergency medical system when obvious severe injuries have occurred, medical distress is apparent, or the individual is unconscious.

16.102 Misconduct Known to Department Personnel

When an employee becomes aware of possible misconduct by another Department employee, the employee shall immediately report the misconduct to a supervisor and/or directly to the Office of Professional Standards, the Chief of Police or the City of Roswell Human Resources. This requirement applies to all RPD employees, including supervisory personnel and managers who become aware of possible misconduct.

Failure to report an employee's violation of a law, rule, or regulation, policy or procedure, or a general or special order is prohibited.

16.103 Duty to Intercede

All employees of the Roswell Police Department have an obligation to protect the public and other employees from acts of misconduct and/or force, which is objectively unreasonable.

All employees shall intercede within their scope of authority and training and notify appropriate supervisory authority if they observe another agency employee or public safety associate engage in any unreasonable use of force or if they become aware of any violation of departmental policy, state/provincial or federal law, or local ordinance.

16.104 Conduct Unbecoming - On/Off Duty Conduct

(12.2.1, 26.1.1)

Engaging in conduct on or off duty which adversely affects the efficiency of the Department, and has a tendency to destroy public respect for the employee or the Department, or destroys confidence in the operation of the City service is conduct unbecoming and is prohibited.

A. Examples of such conduct will include, but not be limited to the following:

1. Fraud in securing employment
2. Conviction of any felony or of a misdemeanor involving moral turpitude, or the entry of a plea of nolo contendere to either
3. Misuse of City funds or property
4. Falsification of City records, including but not limited to application forms, time records, and financial records for personal profit or to grant special privileges
5. Reporting to work under the influence of alcohol or drugs or partaking of such substances during working hours
 - a. This prohibition does not include prescribed medications that do not adversely affect an employee's ability to perform assigned work. Such medication may be taken within the limits set by a physician so long as medically necessary.
6. Instigation of, participation in, or leadership of a strike, sit-down, stay-in, sympathy strike, walk-out, slow-down, sick-out, or any other interference with stoppage, or restriction of work.
7. Concealment of or failure to report any employment, ownership interest, or personal activity in conflict with the legitimate interests of the City
8. Engaging in infamous or notoriously disgraceful conduct that adversely affects the City's legitimate interests
9. Insubordinate, rebellious, or factious conduct, harassment of grossly disrespectful behavior toward other employees or City official
10. Fighting during working time or on City property

16.105 Cooperation with Administrative and/or Internal Investigations

A. Failure to fully cooperate with administrative investigations is prohibited.

B. Failure to answer questions, respond to lawful orders, render material and relevant statements in an internal Department investigation when such orders, questions and statements are directly related to job responsibilities is prohibited.

16.106 Unlawful or Improper Bias in Public Safety Prohibited

(1.2.9)

The purpose of this policy is to emphasize this agency's commitment to fair and bias-free treatment of all people and to clarify the circumstances in which agency personnel may consider specified characteristics when carrying out duties.

People having contact with agency personnel shall be treated in a fair, impartial, bias-free, and objective manner, in accordance with law, and without consideration of specified characteristics as defined in this policy.

A. Definitions

1. **Biased Policing:** Discrimination in the performance of law enforcement duties or delivery of police services, based on personal prejudices or partiality of agency personnel toward classes of people based on specific characteristics.
2. **Bias-Based Profiling:** Refers to the selection of an individual(s) for any law enforcement initiated action based solely on specific characteristic of an individual, rather than on the behavior of that individual.
3. **Fair and Bias-Free Treatment:** Conduct of agency personnel wherein all people are treated in the same manner under the same or similar circumstances irrespective of specified characteristics.
4. **Law Enforcement Actions:** These actions include but are not limited to traffic stops, field interviews, body frisks and searches of persons, vehicles or domiciles, and asset seizure and forfeiture efforts. Race or ethnicity may, however, be a consideration in deciding to take law enforcement action when there is specific information (such as provided in BOLO's) that is reliable and relevant to the action.
5. **Police Services:** These are actions and activities that may not directly include enforcement of the law, but that contribute to the overall well-being of the public. These include, but are not limited to, such tasks as welfare checks; death notifications; call-taking and dispatch services, public assistance to persons who may be lost, confused, or affected by mental or physical illness; traffic enforcement, medical emergencies, lifesaving services, crime prevention; public information; distribution of police documents; and community engagement.
6. **Specified Characteristics:** For the purpose of this policy, real or perceived personal characteristics, to include but not limited to race, ethnicity, national origin, immigration status, gender, gender identity/expression, sexual orientation, religion, socioeconomic status, age, disability, or political affiliation.

B. Fair and Impartial Treatment

Unlawful or improper bias policing is prohibited both in enforcement of the law and the delivery of police services. Agency personnel shall provide bias-free services to all people in the same or similar circumstances. This does not mean that all people in the same or similar circumstances must be treated identically. Reasonable concessions and accommodations may be, and sometimes should be made, for example when interacting with people with disabilities, injury, or illness.

Agency personnel shall not consider specified characteristics when performing law enforcement duties or delivering police services except when such characteristics are part of a specific subject description. Restrictions on the use of specified characteristics do not apply to law enforcement activities designed to strengthen the agency's relationship with its diverse communities.

C. Bias-Based Profiling Prohibited

The practice of bias-based profiling is specifically prohibited in all Department initiated contacts. Any officer who becomes aware of such conduct as is prohibited by this policy will immediately bring the incident to the attention of a supervisor.

It is the policy of the Roswell Police Department to respect and protect the constitutional rights of individuals encountered during law enforcement contacts and enforcement actions. All such contacts will be based on specific information or behavior related to the activity or person.

D. Reporting Requirements

Where appropriate, agency personnel are encouraged to intervene at the time the biased policing incident occurs. Agency personnel who witness or who are aware of instances of biased policing shall report the incident to a supervisor.

Supervisors shall:

- a. Ensure that all agency personnel in their command are familiar with the content of this policy and shall be alert and respond to indications that biased policing is occurring.
- b. Respond to violations of this policy with training, counseling, discipline, or other remedial intervention as appropriate to the violation.
- c. Ensure that those who report instances of biased policing are not subject to retaliation.

Complaints dealing with alleged profiling are considered serious in nature and will be investigated by Office of Professional Standards. All efforts will be made to determine the exact nature of the incident to include reviewing video and audio tapes of the incident.

The Office of Professional Standards will document an annual administrative review of activities with potential bias to include, but not limited to, traffic and field contacts, racial and ethnic profiling complaints, expressed citizen concerns and agency practices. The review will be included annually in the Department's Statistical Summary of Complaints report to the Chief.

The Special Investigations Section will document an annual administrative review of asset forfeiture efforts, to include the demographics of whom property was seized.

E. Training

All affected personnel shall receive initial training prior to assignment and annual refresher training in biased issues the ethical and legal aspects of unlawful profiling and the consideration of race, ethnicity, or other status in enforcement activities.

16.107 Employees Involved in Domestic Misconduct

(6.36)

A. Purpose

Public safety employees are not immune from domestic matters. Because their status is usually known to other persons in the community, the Department must take positive steps to ensure that these domestic matters do not adversely affect the employee's ability to perform, or compromise the conduct of Department missions, or create morale, operational or efficiency problems for the Department. The Department is dedicated to providing assistance for the employee during these critical times so that the employee may resolve the situation and return to being a productive member of the Department without these types of personal and family concerns.

B. Policy

It is the policy of the Roswell Police Department to deal directly and positively with any employee involved in acts of domestic misconduct. The ultimate mission of the Department is to assist the employee to resolve these family/relationship problems, to ensure that these acts do not adversely

affect the employee or the Department during the period of resolution, and to provide the Department with a safe work environment.

C. Definitions

1. **Domestic Misconduct:** The Department defines this type of conduct very broadly. This definition may be broader than State law, but it is intended to assure the continuation of positive performance within the Department by the involved employee and other members of the Department. A domestic relationship involves any employee who is or has been married to the other party, involves any member of the employee's household, who is living or has lived with the other party, has had a child with the other party, or is or has engaged in an intimate relationship with the other party. Misconduct refers to any physical assault or battery, vandalism, stalking, intimidation, coercion, or criminal act against a party within this form of domestic relationship. Covered Relationships include: parents and children, stepparents and stepchildren, foster parents and foster children, or any other person regardless of gender, living in the same household.
2. **Collateral Misconduct:** Any conduct by another member of the Department to assist another Department employee in the continuation of the act of domestic misconduct. This would also include any actions designed to shield the employee or impair the ability of the Department to be informed of the domestic misconduct.
3. **Service of Court Papers:** Any documents from a judicial proceeding which are designed to assist in ending the domestic misconduct or curtailing specific actions by the parties involved in the domestic misconduct.
4. **Self-reporting:** It is the responsibility of the employee to provide the Department with specific notice whenever he/she is involved in any acts of domestic misconduct. This is specifically true whenever the employee is the subject of any judicial proceeding concerning these types of acts, whether the employee is the offender or the victim.
5. **Administrative No-Contact Orders:** These are written orders by the Chief of Police, and served upon a Department employee designed to curtail any further domestic misconduct.

D. Procedures

The Department shall take immediate action when notified of any act of domestic misconduct involving an employee of this Department.

1. When the incident occurs within the jurisdiction of this Department:
 - a. Two units shall respond to include one supervisor.
 - b. The supervisor shall assure that any violence is curtailed, all parties are protected, and any required medical assistance is provided.
 - c. The supervisor shall ensure that all evidence is properly recorded and collected.
 - d. Once the incident is contained, the supervisor may call for a response by a Department investigator, if needed.
 - e. The criminal investigator, or the supervisor if no investigator is requested to respond, is responsible for the criminal investigation, if warranted. The supervisor of the investigating officer shall respond to oversee the conduct of the investigation.

- f. The supervisor shall notify the Commander of Office of Professional Standards and the Chief of Police at the earliest moment.
 - g. The decision to arrest a Department employee involved in domestic misconduct shall be the responsibility of the on-scene supervisor with consultation with any scene investigator. When probable cause exists, the employee shall be arrested and processed the same as any civilian in similar circumstances.
 - 2. The supervisor or investigator shall take immediate steps to ensure that there is no continuation of domestic misconduct.
 - a. Ensure the victim is provided with the necessary resources as needed.
 - b. Ensure that an immediate safety plan is discussed with the victim of the domestic misconduct and assist in any manner to ensure this continued safety.
 - 3. The Chief of Police or his designee shall be responsible for:
 - a. Issuing an administrative no-contact order to the Department employee if warranted.
 - b. Ensuring that the appropriate assignment decision is made regarding the employee including administrative leave with or without pay.
 - c. Ensuring that the criminal investigation has been conducted in a reasonable manner.
 - d. Developing and/or implementing any necessary safety plan to ensure employee safety.
 - e. Conducting or assigning the administrative investigation of the incident and any collateral employee misconduct. The Department shall be listed as the complainant.
 - f. Referring the employee to the Employee Assistance Program, if applicable.

This protocol will have no bearing on any disciplinary actions based on violations of rules and regulations, nor on any criminal prosecution mandated by Georgia Law.

- 4. When the incident involving domestic misconduct occurs in a jurisdiction other than that of the Department:
 - a. The Department person notified of this incident shall immediately notify the Chief of Police.
 - b. The Chief of Police or his designee shall make immediate contact with the involved Department to ensure that our Department is kept on notice of the progress of the investigation.
 - c. The Chief of Police or his designee shall ensure that the employee and the persons involved are aware that the Department will assist them during this process.
 - d. The Chief of Police or his designee is responsible for determining whether the employee will be placed on Administrative Leave and/or if an administrative no contact order is warranted and will be responsible for serving this upon the Department employee, when necessary.

5. Service of Court Orders:

- a. The Chief of Police or his designee shall facilitate, when requested, the service of any court orders employees.
- b. The Chief of Police or his designee shall be responsible for the determination regarding any assignment limitations involving the employee who is subject to the court order.

6. Conviction of a Crime of Domestic Violence:

When a sworn employee is convicted of a crime of domestic violence that brings in the provisions of 18 U.S.C. 922(g)(9) law, the employee shall be terminated as not being able to function completely with the job classification for which she/he was hired.

16.108 Unauthorized Access to Restricted Information

No employee shall access and or review any type of restricted information specifically related to an active formal investigation. Restricted information includes but not limited to incident reports, arrest reports, investigative summaries, restricted files, video evidence from body worn camera recordings, L3 in-car video recordings and audio recordings.

Note. Employees who have direct involvement and have a legitimate law-enforcement purpose for accessing a particular incident may submit a request to access restricted information. The Chief of Police or his designee shall have final approval for the request.

Chapter 17 – Harassment

17.1 Policy

(1.4)

A. Harassment Prohibited

All forms of harassment by Department employees while acting in their official capacity, toward any member of the public or any City employee or official is prohibited. Any action in the form of intimidation, humiliation, insult or subjecting someone to offensive physical or verbal abuse or actions of a sexual, ethnic, racial, or religious nature is prohibited.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal, visual or physical conduct of a sexual nature when such conduct has a purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

B. Prohibited Behaviors

Behaviors which may constitute harassment include, but are not limited to:

1. **Verbal harassment:** Epithets, derogatory remarks or slurs
2. **Physical harassment:** Touching gestures, assault, impeding or blocking movement or any physical interference with normal work or movement
3. **Visual forms of harassment:** Derogatory posters, letters, poems, graffiti, cartoons or drawings
4. **Requests for sexual favors or unwelcome sexual advances**

17.2 Reporting Incidents of Harassment

Whenever any employee feels subjected to harassment in any form, or who has witnessed harassment in any form, must immediately report the incident to **any** of the following persons:

- A. An immediate supervisor
- B. Any other supervisor the employee chooses
- C. The Chief of Police
- D. The City Human Resources Director
- E. The Federal Equal Employment Opportunities Commission. *

*** The employee may directly contact the EEOC to file a complaint in addition to or in lieu of contacting the Human Resources Director or a supervisor**

17.3 Permission to By-Pass the Chain-of-Command

Any employee may go outside the chain-of-command and report an incident of harassment to any of the individuals listed above, or to any public agency or authority.

17.4 Retaliation

Retaliation is an adverse employment action taken as a result of an employee participating in a protected activity, including “whistleblowing”. The Department prohibits retaliation against anyone for reporting discriminatory activity or harassment, assisting in making a discrimination complaint, or cooperating in an investigation.

Recent court decisions have expanded conditions under which an employee may file a claim of potential retaliation. For example, an employee may file a potential claim of retaliation if they believe such conducted is based on their knowledge of or close association with another employee or that employee’s protected activity.

Some examples of conduct, which may violate the Department’s retaliation policy include, but are not limited to the following:

- Termination, demotion, disadvantages transfers or assignments, failure to promote, threats, reprimands, negative evaluations;
- Co-worker hostility or retaliatory harassment, to include intimidation, gossip, rumors, insults, or otherwise offensive conduct that would subject a person to public ridicule or humiliation.
- Any action or combination of actions that is reasonably likely to materially and adversely affect an employee’s job performance or opportunity for advancement.
- Other actions affecting employment such as threats, unjustified negative evaluations, unjustified negative references, or increased supervision;
- Any other action that is likely to deter reasonable people from pursuing their rights such as an assault or unfounded civil or criminal charges.

Adverse actions do not include negative comments in an otherwise positive or neutral evaluation or negative comments that are justified by an employee’s poor work performance or employment history. Employees are not excused from continuing to perform their jobs to standard or follow legitimate workplace rules just because they filed a complaint or opposed discrimination.

17.5 Employee Reporting Procedure

In accordance with the City of Roswell Human Resources Chapter 15.6 – Employee Reporting Procedure;

- A. Employees who believe they have been subjected to sexual or other unlawful harassment, or believe they have witnessed such conduct, must report this immediately to their immediate supervisor, other supervisor(s) in the chain-of-command, the City Administrator, the Deputy City Administrator, any Department Head, the Director of Human Resources, or the City Attorney.
- B. Any reported allegations of harassment or retaliation will be investigated promptly and thoroughly, and the ongoing investigation shall be confidential, to the extent permitted by law.

- C. It is extremely important that any unlawful harassment be reported immediately. Failure to report conduct in violation of this policy, or a delay in the reporting of same, may impede the City's ability to implement preventative or corrective measures when appropriate.
- D. Any employee who interferes with or intimidates an individual or witness for exercising their right to report sexual or other unlawful harassment shall be subject to severe disciplinary action, up to and including termination.

17.6 Supervisor/Management Responsibility

In accordance with the City of Roswell Human Resources Chapter 15.4 – Supervisor/Management Responsibility;

- A. Conduct of a harassing nature by a supervisor is particularly unacceptable and will not be tolerated. Supervisors are strictly prohibited from making an employment decision, directly or indirectly, based upon submission to, or rejection of, a request for a sexual favor. Supervisors are also strictly prohibited from engaging in any conduct that could reasonably be construed by another employee as threatening, offensive or intimidating so as to constitute a hostile working environment in violation of this policy. Any supervisor who engages in such conduct shall be subject to disciplinary action, up to and including termination.
- B. It is the responsibility of each supervisory and management level employee of the Department to maintain a work place free of sexual and other unlawful harassment. This duty includes discussing this policy with all employees and assuring them that they are not to endure insulting, degrading or exploitative sexual or unlawful harassing treatment in violation of this policy, and to report perceived violations of this policy to the Human Resources Director, or other representatives of the City as identified in this policy.
- C. Any supervisor who retaliated against an individual or a witness for exercising their right to report sexual or other unlawful harassment shall be subject to severe disciplinary action, up to and including termination.

17.7 False Complaints and Statements

Persons who file and who are the subject of investigations of harassment are required to be truthful. Any person found to have knowingly made a false complaint of harassment or found to have given knowingly false information during an investigation of such a complaint may also be subject to disciplinary action.

Chapter 18 – Equal Employment Opportunity

18.1 Equal Employment Opportunity Plan

(31.2.3)

A. Anti-Discrimination Policy

1. It is the policy of the Roswell Police Department to not discriminate with respect to recruitment, hiring, training, promotion, or other terms and conditions of employment, provided the individual is qualified to perform the work available.
2. Accordingly, all initial employment decisions will be consistent with the principal of equal employment opportunity (EEO).
3. All promotion decisions will be consistent with the principal of EEO, and only valid qualifications will be required for promotions.
4. All other personnel actions or programs such as compensation, benefits, transfers, layoffs, recalls, training and education will be administered in a non-discriminatory manner.

B. Roswell Police Department Commitment

This policy includes, without limitations, the following commitments:

1. To provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote, and compensate persons in all jobs without regard to race, color, religion, sex, or natural origin.
2. To identify and analyze all areas of the employment process to further the principal of equal employment opportunity. Employment decisions in all areas will be made on the basis of furthering the objective of equal employment.

18.2 Affirmative Action Plan

The Roswell Police Department will engage in positive efforts to employ ethnic minority group members and women by taking affirmative action to achieve a ratio of such employees in approximate proportion to the make-up of the eligible work force in our service area.

This policy establishes an Affirmative Action Compliance Program, composed of specific steps that will be undertaken to implement the plan. This plan will be implemented any time approximate proportions of minority or female employees fall below the workforce in the community. In such situations, preferential recruitment policies and an Affirmative Action Plan will be implemented in the Department.

In order to meet the provisions of "approximate proportion" indicated above, any time there is a minority representation of 3% or more in the City as indicated by the census, and the Department is not represented by a proportionate number of minority officers, the Affirmative Action Plan must be implemented.

18.3 Implementation of Methods

In seeking to employ qualified ethnic minority members and women, the Roswell Police Department may conduct research, develop and implement specialized minority and female recruitment methods. These methods may include, but not necessarily be limited to:

- A. Application form and related pre-employment inquiry forms that are in compliance with applicable federal, state, and local EEO laws.
- B. Job descriptions that are reviewed periodically to properly identify job related requirements.
- C. Liaison with local minority community leaders that emphasize police sincerity and encourage referrals of minority applicants to the police agency.
- D. Active cooperation with and utilization of all media in minority recruiting efforts.
- E. Regular personal contact with the minority or female applicant from initial application to final determination of employment.
- F. Increased overall recruitment efforts with special attention to college campuses.
- G. Periodic review of the entire selection process to ensure it is non-discriminatory. No standards are used which have the effect of eliminating from consideration a significantly higher percentage of minorities or women than of non-minorities or men.
- H. The encouragement of minority and women employees to refer friends to the agency for potential employment.
- I. Becoming involved with and providing notification to local minority organizations, women's organizations, community action groups, and community service programs at the time of recruitment.
- J. An evaluation of the Department's Affirmative Action Plan will be performed every three years by the Chief of Police or his designee in order to:
 - 1. Measure the plan's effectiveness.
 - 2. Determine the degree to which the objectives and goals have been achieved.
 - 3. Indicate any need for additional action.

Chapter 19 – Rescinded 6-18-2022

Chapter 20 – Performance Evaluations

It is the policy of the Roswell Police Department to conduct job performance evaluations for all employees, in order to establish a basis for counseling, training, salary increases, and career development.

20.1 Performance Evaluation System

The Department shall conduct and document an annual written employee performance evaluation on each employee and on each entry-level probationary employee upon the completion of his or her probation. The purpose of the evaluation is to standardize the nature of the RPD personnel decision making process, to ensure that employees are well qualified and adequately carrying out their assignment duties and to provide a means for management to modify areas where the employee demonstrates a need for improvement.

In addition, the process of performance evaluations is intended to maintain and improve good performance, identify superior performance, identify training needs, provide the basis for counseling and for decisions concerning probationary employees, help employees prepare for future advancement and for setting goals.

20.2 Formal Performance Evaluations

(35.1.2)

Employee performance appraisal ratings shall be completed by his or her immediate supervisor. All ratings will be based only on performance identified/concluded during the specified rating period. The rating period will be clearly noted on the evaluation form. Performance evaluations can be classified into three types:

A. Introductory/Working Test

Performance evaluations are conducted (at least) quarterly on all entry-level full-time introductory employees and reserve officers. Daily and weekly evaluations during the field training are considered introductory evaluations. Introductory evaluations will measure progress toward performing to department standards and document the reason for approval or denial of permanent status.

B. Full Time Employees

Annual performance evaluations are conducted by immediate supervisors of the Department for all full-time employees and reserve officers.

C. Special

Special performance evaluations may be scheduled any time an employee's work performance changes significantly. The supervisor may want to schedule a special performance evaluation, which shall include a performance plan approved by the Chief of Police, in order to give suggestions and comments for improvement when the employee's performance is not satisfactory and to document significant work improvement.

20.3 Documenting Performance

(35.1.5, 35.1.6)

- A. To create a valid and reliable performance evaluation, supervisors must focus on job-related behaviors occurring throughout the evaluation period.
- B. Employees whose performance falls to a level of unsatisfactory at any time will be notified in writing. The written notification will be provided in a timely manner to allow the employee the opportunity to improve their performance.

- C. To assist the supervisor in monitoring and recording an employee's performance during the evaluation period, a record of employees' performance is to be maintained in the records management system.
- D. The BlueTeam and IAPro software helps track and record specific categories on positive performance as well as areas needing improvement. These specific categories include, but are not limited to, Recognition, disciplinary actions taken, Evaluations, Supervisor Observations, Use of Force, Formal and Informal Investigations, Vehicle Pursuits, Vehicle Accidents, Video Reviews, Training Requests, Counseling, Commendations, Award Nominations and Reprimands.
- E. Recording information into software is critical for making an objective assessment of work performance. It also allows information and records to seamlessly follow the employee who may change assignments. Finally, this process ensures a transparent system of record keeping with staff.

20.4 Performance Competencies

(35.1.4)

- A. The performance appraisal system is composed of seven separate essential/differentiating competencies and behaviors expected of officers. This ensures that the rating criteria are job-related and behaviors can be observed and measured by the supervisor.

Note. Supervisors have two additional competency areas: Performance Management and Leadership.

- B. Within the categories there are several sub-categories of behaviors. These include:

1. Professional Demeanor
 - a. Appearance
 - b. Attitude
 - c. Teamwork
2. Communication Skills
 - a. Written
 - b. Oral and Interpersonal Relations
3. Problem Solving
 - a. Decision Making
 - b. Creativity and Adaptability
 - c. Conflict Management
4. Initiative
 - a. Primary Assignment
 - b. Additional Duties and Assignments
5. Knowledge
 - a. Job Knowledge
 - b. Policy
 - c. Law and Criminal Procedures
6. Skills and Proficiencies
 - a. Technical Proficiency and Physical Ability
 - b. Driving Skills

- c. Safety
 - d. Organizational Skills
 - e. Observational Skills
7. Accountability and Dependability
- a. Acceptance to Training and Feedback
 - b. Attendance
 - c. Integrity
8. Performance Management (Supervisors Only)
- a. Goals
 - b. Monitoring
 - c. Development
 - d. Responsibility
 - e. Compliance
9. Leadership (Supervisors Only)
- a. Builds Trust
 - b. Manages Change
 - c. Inspires Achievement

20.5 Measurement Definitions

(35.1.1, 35.1.5, 35.1.6)

- A. The Roswell Police Department Employee Performance Evaluation form will be used to conduct the annual performance evaluation. In order to eliminate as much subjectivity from the process as possible, each competency is graded on the following scale:
- 1. Unacceptable (1)
 - 2. Meets Expectation (3)
 - 3. Exceptional (5)
- B. Supervisors are to utilize the rating system to evaluate and document employee performance for each dimension. Rating criteria descriptions are provided for (1) Unacceptable, (3) Meets Expectations, and (5) Exceptional. If, in the opinion of the direct supervisor conducting the evaluation, the employee's performance does not meet the criteria established in these ratings, they are to score the performance by the intermediate ratings of **(2) as being Below Expectations or (4) as being Above Expectations.**
- 1. Each Performance Evaluation dimension is divided into subcategories that are evaluated and graded using a scale 1-5. Under each dimension, there are subcategories. Each subcategory is rated individually and then the score is averaged within the dimension, resulting in the final score for that dimension. Subcategories are to be scored in whole numbers only. The category average and final evaluation average will be rounded to two decimal places.
- C. Written justifications are to be provided for all ratings. Supervisors will remark on the accomplishments of the employee, specific areas needing improvement, and conduct that must cease.
- D. Persons receiving an unacceptable overall rating will receive either a reduced merit increase or no merit increase as determined by the Chief of Police. In the event an employee receives an unacceptable rating for two years, steps will be initiated to terminate their employment.
- E. An employees who receives an unacceptable rating in any category shall not be eligible for promotion.

Any evaluation in which an employee has received as an unacceptable rating in any category shall be reviewed by the Division Commander prior to it being reviewed with the employee.

- F. Any performance evaluation with an overall unacceptable rating shall be reviewed by the Chief of Police prior to being reviewed with the evaluated employee. A Performance Improvement Plan shall accompany any evaluation with an unacceptable overall rating and written notification of the improvement plan shall be provided to the employee in a timely manner.

20.6 Rating Processes

(35.1.1, 35.1.8)

A. Line Officers

Performance appraisal instruments for non-supervisory officers and detectives are delivered to the Sergeants. Each sergeant will complete the appraisal instrument for each officer assigned as a direct report. Once completed, the sergeant will present their rating and justification to the other sergeants on the same watch/unit for review and comments. When this 'calibration process' is complete, the final appraisal is prepared and forwarded to the Watch Commander (Lieutenant) for review prior to meeting with the employee being appraised.

The chain-of-command may supplement the appraisal, but not change the Sergeants' rating unless it can be documented the rating is not thorough, fair, objective, or lawful.

B. Supervisors

Performance appraisals for supervisory staff will be conducted by their immediate supervisor and forwarded for chain-of-command review in the same manner as line officers.

C. Civilian Employees

Performance appraisals for civilian staff will be conducted by their immediate supervisors. Once this review is complete, it will be handled in the same manner as ratings for sworn officers.

20.7 Rater Training

(35.1.1)

Prior to or immediately upon promotion to a supervisory rank, newly appointed supervisors will be provided training on how to conduct performance evaluations. Supervisors must satisfactorily complete this training prior to conducting any evaluations. This training may be completed as part of a formal supervisory/management class or a stand-alone review by the Watch Commander or senior sergeant. The purpose of the training is to ensure the supervisor has a functional knowledge of the purpose of performance appraisals, legal requirements, documentation techniques, and goal setting processes.

20.8 Review of Supervisor Ratings

(35.1.8)

- A. The Commander/Manager will review their subordinate supervisor's evaluations to ensure accurate rating are given to employees.
- B. Supervisors reviewing an evaluation are to ensure the appraisal is thorough, fair, objective and in accordance with the department procedures.
- C. In the event the rater and rating supervisor cannot agree on the employee's overall evaluation, the Division Commander will review the appraisal and resolve any disparities.

20.9 Performance Review Meeting

(35.1.5, 35.1.7)

- A. Upon completion of the rater's review, the immediate supervisor will provide the completed evaluation instrument to the employee to read and prepare for a Performance Review.
- B. Employees are encouraged to write comments concerning this evaluation report and may supplement the evaluation with an Employee Self Evaluation, documenting accomplishments that occurred during the appraisal period.
- C. At the conclusion of the rating period, supervisors shall meet with each employee to counsel him or her regarding the results of the performance evaluation just completed, level of performance expected, rating criteria or goals for the new rating period, and career counseling relative to such topics as advancement, promotion, specialization, or training appropriate for the employee's position. The employee, in consultation with his or her supervisor, shall develop career advancement goals to include in the evaluation.
- D. The employee shall be provided an opportunity to include an attachment with their comments. If comments are made; the evaluation shall be forwarded to the rater's supervisor and up the chain of command for review.

20.10 Contested Evaluations

(35.1.5)

An employee who disagrees with any portion of their evaluation may submit a written statement regarding contested areas through their chain-of-command. Employees have three (3) calendar days after the performance review to submit the written statement. The employee's comments will become part of the evaluation document.

20.11 Confirmation

(35.1.5)

- A. Each person in the employee's chain-of-command will review the evaluation and supplements to ensure the performance appraisal was thorough, fair, objective, and in accordance with the Department operational procedures. Upon confirmation of compliance with these standards, it is to be signed and forwarded to the next level of review.
- B. A complete copy of the final evaluation will be made available to the employee through the records management system. The original is forwarded to the Human Resources Department for inclusion in the employee's personnel file.

20.12 Retention of Evaluation Forms

(35.1.5)

Completed performance evaluations are recorded in the records management system. This file is maintained for at least 3 years following separation of the employee from city service.

20.13 Personnel Early Intervention System

(35.1.9)

A. Purpose

A comprehensive Personnel Early Intervention System (EIS) is an essential component of a well-managed law enforcement agency. The EIS is a supervisory tool and not a disciplinary process. The early identification of employees exhibiting indications of stress or other behavior that could pose a liability to the community, the Department, or the officer must be detected and addressed as soon as possible.

B. Policy

It is the policy of the Roswell Police Department to actively monitor employees' conduct and provide appropriate intervention strategies, as necessary, for the benefit of the employee and that of the Department. Furthermore, it shall be the policy of the Department to assist supervisors in identification of employees with potential performance-related problems.

Failure to utilize any of the steps of this policy does not preclude or exempt any employee from disciplinary action.

C. Definitions

1. **Complaint:** Contact with citizens which, based upon the experience of the supervisor, are known to be potential violations of Departmental rules, regulations, policies, procedures, federal, state, or local law and when an explanation to the complainant will not suffice.
2. **Confidential File:** Records of an employee's behavior that caused identification under the EIS, the assessment and recommendations by the employee's Division or Watch Commander and any corrective action(s) taken or recommended.
3. **Disciplinary Action:** A Disciplinary Action may include a written reprimand, suspension without pay, demotion from an earned rank or dismissal.
4. **Employee Behavior:** Behavior on conditions of an employee, which caused identification under the EIS guidelines; the assessment and recommendations for an Employee Assistance Program, and any corrective actions taken or recommended.
5. **Employee Behavior Review:** a review and/or summary of pertinent information concerning the employee's conduct.

D. Supervisory Early Intervention System Initiation

All supervisory personnel shall be responsible for actively monitoring their employees' conduct through the records management system for behaviors indicating more serious underlying problems. All employees are responsible for their own conduct and will promptly and fully cooperate with supervisory and City Employee Assistance Program personnel involved in an EIS review. Failure to cooperate will constitute insubordination and could result in disciplinary action up to and including dismissal.

Supervisors shall monitor the tracking system through the records management system for early intervention triggers and will initiate a review process, when they become aware that any employee has recorded entries of one or more of the following thresholds:

1. Two Inquiry Investigations within a six-month period
2. Two Formal Investigations within a twelve-month period

3. Three or more Use of Force incidents within a six-month period
4. Two or more vehicle pursuits within a six-month period
5. Two or more accidents in a City vehicle within a six-month period
6. Any combination of six or more incidents from the previous thresholds within a six-month period

E. Reporting Requirements

When an employee's supervisor identifies an employee under the above EIS guidelines, the supervisor shall notify his/her Watch Commander. When a Watch Commander is apprised of an employee's conduct falling within the scope of the above EIS guidelines, he or she shall immediately notify the OPS Commander, the Chief of Police, the employee, and any supervisors in the employee's chain of command via Memorandum.

The notification shall be in writing and addressed to the employee's Division Commander with copies to the OPS Commander and the Chief of Police. Any member of an employee's chain-of command may make the notification.

F. Early Intervention System Initiation Review

The specified Division Commander shall be responsible for initiating a review of the employee's conduct and behavior. The Division Commander may, for just cause, request another Division Commander to conduct the review.

The employees' conduct and behavior review may consist of:

1. An evaluation of any pertinent documents including complaint files, performance evaluations, accident reports, Use of Force Reports, Pursuit Reports, etc.
2. Discussions or meetings with the employee, the employee's supervisor(s), and/or other person(s) with specific information regarding the conduct and behavior(s) under review. A City Employee Assistance Program staff member may be consulted for technical assistance. Discussions or meetings will be conducted with one or more of the listed persons as deemed appropriate by the Division Commander.

A completed written report, including the initial notification, the Division Commander's recommendation and any information provided by the EAP, if consulted, will be provided to the employee, the OPS Commander and the Chief of Police.

The report will state specifically what conduct and behavior(s) triggered the review, a synopsis of the information leading to a recommendation and the recommendation. The recommendation will consist of an intervention strategy or state that no intervention is necessary. The report will explain why intervention is or is not recommended. When intervention is recommended, the reports will specify an appropriate intervention strategy. Recommendations should avoid any indication of a medical or psychological problem.

The following are examples of strategies that may be appropriate.

1. Counseling (peer counseling, chaplaincy counseling, etc.)
2. Training (including but not limited to individual skills enhancement training classes, remedial training, sensitivity training, firearms training, etc.)
3. Reassignment
4. Referral to the Employee Assistance Program

Reviews are considered confidential and will not be discussed outside the boundaries of the system process.

The Office of the Chief of Police will maintain all EIS files to include the original notification, review and supplemental recommendations. These files will be maintained separately from the employee's personnel or medical file.

The Office of Professional Standards shall conduct an annual evaluation of the Personnel EIS and shall submit a report to the Chief of Police.

20.14 Use of Performance Evaluation Data

The results of each evaluation will be used as an aid in:

- A. Counseling
- B. Training
- C. Assignment
- D. Quarterly or Annual Awards
- E. Personal and professional development activities (remedial, promotions, specialized, or advanced Training, stretch assignments, additional duties, etc.).

Chapter 21 – Inspections of Personnel and Equipment

21.1 Purpose

To maintain uniformity and present a positive image, the Department establishes the inspection function and assigns authority and responsibility for the completion of periodic general inspections; to establish the staff inspection function of the Department and implement procedures that will serve to evaluate the quality of operations, within the Roswell Police Department. This should ensure the Department's goals are pursued, should identify needs for additional resources, and maintain quality control throughout the Department.

21.2 Policy

It shall be the policy of this Department that all units, components, officers, members, and employees shall be mentally and physically prepared for their respective duty assignments. All employees will report to work properly prepared for their assignments and properly dressed for their respective duties. Each employee is responsible for maintaining his or her equipment and vehicle. All employees will ensure their work areas are neat and clean, and be ready for inspection by their superiors and the public each day.

The staff inspection function of the Department shall provide the Chief of Police and his/her Commanders and Supervisors with a regular assessment of the Department's efficiency and effectiveness. This review shall entail assessments of agency administrative and operational activities in terms of their objectives and their results, its facilities, property, and personnel.

Inspections of personnel, equipment and facilities shall be conducted by the supervisors assigned the responsibility for the respective components of the Department, or as assigned by the Chief of Public Safety or his designee.

21.3 Inspection of Personnel

(53.1.1)

Supervisors are responsible for conducting daily inspections of all officers and employees under their direct supervision. All inspections of personnel shall meet guidelines as outlined in the chapters concerning uniforms, apparel, dress codes and grooming. Inspections conducted daily are primarily visual and informal. As such, the supervisor will only need to address individual officers or employees regarding deficiencies.

Formal personnel inspections will be conducted at least quarterly or as directed for the needs of the individual division (i.e., UPD, Traffic, CID, etc.). Formal inspections of personnel should be detailed and address particular issues regarding equipment maintenance and readiness, uniform maintenance and presentation. Documentation shall be maintained of inspection and continued deficiencies or failure to make corrections shall not go unaddressed. Supervisors will follow-up with the appropriate entity to ensure the deficiency is corrected.

21.4 Vehicle Standards and Inspections

(53.1.1)

All vehicles assigned to patrol status shall meet minimum standards for marking and equipment as outlined in OCGA. These standards are subject to quarterly inspection and compliance.

Supervisors may inspect departmental vehicles and equipment at any time; however at least quarterly, supervisors will inspect the vehicles and equipment assigned to officers and employees under his/her direct supervision. This applies to all divisions. Vehicles and equipment shall be inspected in detail for conformity

to maintenance schedules, damage, excessive wear or visible components, indications of abuse, and adequate equipment, forms, etc. to effectively and efficiently perform their assignments.

Inspections shall be properly documented utilizing the RMS Fleet Vehicle module or any applicable forms. Random inspections may and should be conducted by the supervisor as deemed necessary. Inspections should include but are not limited to the following:

1. Vehicle is clean and maintenance has been performed as scheduled.
2. Check for damage to the exterior and interior of the vehicle.
3. Condition and operation of electrical, emergency equipment, radio and Mobile Data Terminal
4. Dangerous or unnecessary items in vehicle.
5. All required equipment and paperwork is present.
6. Properly equipped first aid kit
7. Ensure in-car audio/video recording system is functioning properly.
8. Ballistic helmet, tactical vest, and shield (if assigned) are present and in good/operable condition.
9. Officer's Georgia Driver's License is valid and not expired.

The inspection of assigned vehicles is the duty of all officers and should be completed on a daily basis to insure proper care of departmental vehicles.

Department employees are responsible for notifying their supervisor of any operational supplies/equipment that require replenishment or replacement, which are. The request shall be made in writing. Supervisors will follow up to ensure the deficiency or request for the supplies is completed.

21.5 Corrective Procedures

(53.1.1)

Supervisors should consider progressive discipline, when they are addressing inconsistencies in uniform and/or equipment inspections, and shall take immediate corrective action when observing any officer wearing and/or utilizing any unauthorized equipment, which may cause injury to another or which may interfere with that officer's ability to perform his/her job in a safe and efficient manner.

21.6 Police Facility Inspections

All Department employees are responsible for maintaining a clean working environment and ensuring that all Police facility buildings are safe from any type of hazards. Employees will report conditions requiring attention to the Building Maintenance Sergeant. All supervisors are responsible for the ongoing inspection of the general condition, cleanliness and safety of the department's facilities and to take corrective action, when possible. Problems that cannot be corrected by the supervisor should be reported to the Building Maintenance Sergeant, with a memo describing the problem and recommending a solution.

At least quarterly, the Building Maintenance Sergeant, will be responsible for a complete inspection of the general areas of the police facility for cleanliness and condition of the furniture. He/she will then complete and forward a facility inspection memo noting any unsatisfactory conditions or problems to the Support Services Division Commander. The memo should note what issues were immediately corrected and any conditions needing further attention. The Building Maintenance Sergeant follow-up with the appropriate entity to ensure the deficiency is corrected.

21.7 Special Purpose Inspections

The Chief of Police may direct special purpose line inspections on an as-needed basis. Examples of special purpose inspections include controlled substance evidence, uniforms and equipment, assigned lockers on loan for officer's use, training manuals and property / evidence room audits.

21.8 Staff Inspections

(53.2.1)

Staff inspections involves inquiring into the manner in which personnel and material resources are utilized in achieving the department's goals and insuring adherence to the orders and directives generated by the Chief of Police. The staff inspection function in the police profession is similar to the quality control process in the private sector. It provides answers to questions of vital importance to the Chief of Police, such as:

1. Are established policies, procedures and rules being followed and in the spirit for which they were sought?
2. Are these policies, procedures and rules adequate to attain the desired results?
3. Are resources at the Department's disposal, both personnel and equipment being utilized to its fullest extent?
4. Are the resources adequate to carry out the Department's goals and objectives?
5. Does there or could there exist a deficiency in personnel training, morale, policy, or supervision which should be corrected or removed?
6. How accurate and reliable is the data that the department collects?
7. Of what quality are the responses to calls for services and the reporting system?
8. Are policies and procedures being followed or up to date to ensure continued compliance with all applicable laws and law enforcement standards?

A. Notification of Inspection

Personnel assigned to the Office of Professional Standards unless otherwise specified by the Chief of Police, will conduct all staff inspections. Generally, the OPS Commander will make notification to the appropriate commander, prior to initiating any inspection. No notification shall be provided to members or components for unannounced inspections specified by policy (i.e., property room). Staff inspections will be conducted with as little disruption of routine unit activity as possible. The operation of the unit being inspected should not be unnecessarily restricted.

General staff inspections will usually include the following:

1. Examination of the individual or section's applicable policies;
2. Examination of all records and files;
3. Observation of operating procedures;
4. Examination of equipment and work areas;
5. Interviews with selected personnel;
6. Surveys; and
7. Collection of applicable proofs of compliance, if needed.

B. Report of Findings

Upon completion of the staff inspection, the inspectors conducting the inspection will discuss with the commanding officer of the section or component inspected, the results of the inspection, including the recommendations to be made to the Chief of Police.

At the conclusion of the staff inspection, the inspector(s) will prepare a written report for the Chief of Police summarizing the inspection activities, the strengths and weaknesses identified, and recommending any improvements for the component. All reports will be clear and concise with reported conclusions supported by sufficient documentation.

These results will be forwarded to the Chief of Police and unit or section supervisor. The unit or section supervisor shall be responsible for developing an action plan for the implementation of staff recommendations. A follow-up written report listing the correction(s) of noted deficiencies or recommendations shall be created. The report should establish timelines for corrections to be completed.

Written explanations will be required for the deficiencies that cannot be corrected in a timely manner.

C. Frequency of Staff Inspections

All organizational components shall receive a staff inspection at least every four (4) years, or as directed by the Chief of Police.

21.9 Inventory Control

(17.5.1, 17.5.2)

The Support Services Division is responsible for the inventory, control of all police equipment, fleet, supplies, properties, or any other assets, and will report such inventories and controls to the City Purchasing Department. The Department's Quartermaster will issue duty gear to sworn personnel (i.e. uniforms, badges, body armor, O.C. Spray, Asp Baton, critical incident equipment, etc.).

The Office of Professional Standards Division is responsible for the inventory and control of all department issued firearms and Tasers.

All issued property/equipment will be entered utilizing the RMS Quartermaster/Assets Management modules and/or other approved applicable forms.

The receiving employee will sign for all issued property/equipment and is expected to maintain their equipment in proper working order. He/she will ensure that the condition, appearance and cleanliness of the property/equipment are maintained at all times. Employees found negligent in the use of City issued property/equipment will be held responsible and subject to corrective action.

At determined intervals, the City will perform inventories and audits, and shall maintain a numbered identification system of City owned fixed assets.

21.10 Equipment Storage and Readiness

(17.5.2)

All agency property/equipment shall be maintained in operational condition. It is the responsibility of divisions and individuals to which equipment is assigned, to ensure and document the equipment status in a manner consistent with policies governing such items.

Records such as inspections logs, inventories and other approved applicable forms should be maintained in order to establish appropriate control and accountability.

Items not assigned to an employee are the responsibility of controlling personnel and shall be kept in a secure location, in a state of operational readiness.

Gently used equipment may be reissued. Routine replacement of uniforms and duty equipment due to inoperability or damage is performed through the controlling division.

21.11 Authorized Equipment

Authorized personnel shall only use/maintain equipment and/or uniforms issued and/or authorized by the Department. When required, written approval shall be maintained in the officer's personnel file.

The controlling division will maintain inventories of all equipment.

21.12 Assigned Vehicle and Take-Home Vehicle Programs

This policy establishes uniform guidelines; restrictions and eligibility criteria for the use of assigned vehicles and for the Department's take home vehicle program. Vehicle assignments shall be conducted in accordance with the fleet management policies of the Department.

This privilege can be revoked or suspended or amended at any time by the Chief of Police or his designee. Personnel who violate this policy or the City of Roswell Vehicle Policy; who demonstrates a disregard for the proper care, maintenance, upkeep or safe operation of a Department vehicle; or fail to maintain good job performance requirements (as demonstrated by quarterly or annual performance appraisals) are subject to removal from the program.

The City of Roswell will supply all gasoline, oil and other items necessary for the care and operation of the vehicles involved in the program. See City of Roswell HR Policies and Procedures Manual, Policy Chapter 19 Vehicle Policy for further restrictions and guidelines.

A. General Regulations

1. All authorized, designated personnel assigned a vehicle or participating in the vehicle take-home program shall, at all times while operating a police or other City vehicle, have in their possession a valid Georgia driver's license.
2. Seat belts must be worn, as required by state law and City/departmental policy.
3. Unapproved or unauthorized passengers in City vehicles are prohibited.
4. Plain-clothes personnel will display their officer's badge when exercising official authority. An approved firearm, at least one extra magazine, and handcuffs will be worn in an approved holster system.
5. Officers operating a marked vehicle off-duty will provide assistance to motorists and enforce traffic laws within their jurisdictional boundaries. Time spent on these actions is work assignments and should be submitted for pay.
6. Personnel driving an assigned vehicle either on or off-duty will wear appropriate clothing, which presents a professional appearance to the public. (For appropriate dress attire see policy 35.12 and 35.13)
7. Unattended vehicles shall always be kept locked with keys removed from the vehicle.
8. Personnel with approved take-home vehicle privileges will park their assigned vehicle in an off-street space at his/her residence or at his/her approved off-site location within the mileage parameters. The location should be safe, well lighted and preferably monitored or frequent by persons of trust 24-hours a day, 365 days a year. Other jurisdictional police precinct or manned fire station is preferred.
9. When a vehicle is parked at the employee's residence, all high-risk items shall be stored in a locking trunk, vault or employee's residence. All law enforcement equipment (i.e. weapons,

radios, computers not securable in locked docking stations, etc.) shall be securely stored in a locking trunk, vault, or the officer's residence. It is the employees' responsibility to safeguard his/her assigned equipment.

10. Department employees on or off-duty who have consumed or who intend to consume, while the City vehicle is their mode of conveyance, any amount of an alcoholic beverage shall not operate a City owned vehicle.
11. Off-duty personnel involved in traffic collisions will immediately notify the on-duty watch commander of the incident. City vehicle collision reporting procedures will then be followed.

B. Assignment of Vehicles

1. Departmental vehicles are allocated to Division Commander, who are responsible to ensure equitable assignment of vehicles within their division.
2. Vehicles shall be assigned to designated personnel for full-time retention and use within the limitations of this and the City's Vehicle Policy.
3. Personnel assigned a vehicle under this program will receive notification from the Chief of Police advising the name of the employee assigned exclusive use, the vehicle number or VIN and the date of assignment.
4. All line personnel will inspect their assigned vehicle on a daily basis, prior to use. Daily inspections ensure that all readily accessible components are checked to provide safe and efficient operation.
5. Authorized and unauthorized uses of an assigned vehicle are listed in the City's Vehicle Policy. Employees assigned a vehicle will adhere to this policy.
6. No one other than the assigned employee and Department or City vehicle maintenance personnel performing a maintenance function will operate an assigned vehicle unless expressly authorized to do so by an on-duty watch commander.
7. All vehicles will be kept ready for immediate duty at all times unless out of service for repairs. Any employee assigned a vehicle will be expected to operate only that assigned vehicle, unless the vehicle is out of service for repairs. In the event the assigned vehicle is out of service or incapacitated, the employee will be provided a spare vehicle by a supervisor.

C. Off Duty Dress Requirements

1. During off-duty use, personnel operating their assigned vehicle may wear appropriate civilian dress attire, which project a positive image of the agency. Cut-off jeans, revealing and/or see through clothing, crop tops (exposing the midriff), tank tops, halter-tops, tube tops, shorts, flip-flops, croc style, sandals, etc. are considered inappropriate.
2. Off-duty employees using their assigned vehicles to travel to and from approved physical fitness activity are required to wear appropriate fitness attire.
3. Off-duty sworn personnel operating their assigned vehicle will have in their possession their badge, department identification, authorized firearm (in an approved holster system), a spare magazine, handcuffs and portable radio.

D. Take-Home Vehicle Program

The Roswell Police Department's take home car program is a privilege extended to authorized personnel. It shall not be considered an earned benefit, right or entitlement for any employee. Personnel having an assigned vehicle under this program must meet the following criteria:

1. The employee resides or qualifies for an approved off-site parking location within thirty-(30) miles from the Roswell City limits; and
2. Sworn personnel must have successfully completed the Department's Field Training Program;
3. The Chief of Police may authorize additional personnel.

Qualifying employees must submit an Assigned Vehicle Request in BlueTeam and forward the request through his/her chain-of-command to the Chief of Police for approval.

Personnel with approval for take-home vehicles must submit a new request each time they move to a new residence or change the offsite location where the vehicle is parked. At the discretion of the Chief of Police, take-home vehicle privileges may be revoked or suspended for any reason. Once suspended, a new request must be submitted for reinstatement of the privilege.

Any employee with an approved take-home vehicle, on leave for longer than ten (10) days, shall return their assigned vehicle to his/her immediate supervisor. The supervisor will ensure that the vehicle is held for safe-keeping, pending the return of the employee.

E. Vehicle Maintenance

1. Employees are responsible for maintaining a clean vehicle. Assigned vehicles may be washed and cleaned through means routinely utilized by the Department or, if preferred, personnel may personally wash and clean the vehicle during their off-duty time. Personnel choosing to wash the vehicle during off-duty time will not report this as "work time," nor expect compensation.
2. Assigned employees are responsible for scheduling non-emergency repairs and routine maintenance with City vehicle maintenance personnel. Employees shall make necessary arrangements to transport their assigned vehicle to and from the City's vehicle maintenance facility.
3. Assigned vehicles in need of emergency repairs should be taken directly to the City's vehicle maintenance facility unless the assigned employee receives contrary instructions from an on-duty supervisor or City vehicle maintenance personnel.
4. All vehicles have a service decal advising the mileage limit for needed service. All vehicles must be taken to the City's vehicle maintenance facility for the required service within 200 miles (plus or minus) of the listed mileage. Missing, unreadable or damaged service stickers will be replaced by the City's vehicle maintenance facility at the officer's request.
5. Officers will not remove fixed items from any vehicle. Officers will not attempt to fix, repair or alter any vehicle without prior approval from vehicle maintenance.
6. All requests for vehicle maintenance will be submitted through Roswellatwork.com, utilizing the Vehicle Maintenance Work Order.

F. Towing Procedures

In the event a Department vehicle becomes disabled and must be towed, the following procedure will be followed:

1. Contact the wrecker service that is under agreement with the City.
2. If the City's contract wrecker service cannot respond within a reasonable amount of time a supervisor will be notified. The supervisor will determine if the vehicle may be towed by a closer wrecker service.
3. If a different wrecker service is used, and the location of the disabled vehicle to be towed is within the metro Atlanta area, the vehicle will be towed by that service to Public Works.
4. If a different wrecker service is used and the location of the disabled vehicle to be towed is outside of the metro Atlanta area, the vehicle will be towed by that service to their secured towing lot to be later picked up by the City's contract wrecker service.
5. If the vehicle is out of state, it will be towed to the nearest repair facility or car dealership repair center and the employee will notify the on-duty supervisor.

21.13 Collection of Equipment

Employees separating from department should notify their direct supervisor at least two weeks in advance of their intended date to retire or resign and obtain a copy of the Employee Separation Checklist.

Employees separating from the department shall turn in their department-issued equipment and property to the controlling division/department. The employee must obtain a signature on the Employee Separation Checklist, from each issuing authority, certifying the return of the equipment and property. Equipment and property must be turned in during the business hours of the receiving authority.

The Office of Professional Standards Commander or his designee shall verify if the separated employee has any special equipment assigned to him or her and shall itemize the equipment received from the separating employee.

If any equipment or property is not returned by the separated employee, the Office of Professional Standards Commander or his/her designee shall direct the employee to return the equipment. If the equipment is not returned within two weeks, an incident report shall be written listing the items not returned. The report shall describe the circumstances associated with the items not being returned as instructed.

Chapter 22 – Records Section

The Records Section is responsible for maintaining, storing, reviewing, distributing and archiving all Roswell Police Department records.

22.1 Case Numbering System

(82.2.3)

A single numbering series is employed for all incidents in which a report is filed. Each case number is computer assigned in sequential order.

22.2 Field Reporting System

(82.2.1, 82.2.5)

A. Report Forms

Members of the Roswell Police Department will use the appropriate report form(s) as indicated by the nature of the incident being reported. Forms used in field reporting include:

1. Incident reports
2. Accident reports
3. Supplemental reports (incident and accident)
4. Miscellaneous incident reports (MIR)
5. Georgia Uniform Traffic Citations (UTC)
6. Arrest Reports

B. Incident Reports

1. Incident reports will be completed on criminal acts, as described in the FBI's National Incident-Based Reporting System (NIBRS), which are brought to the attention of an officer and occur within the City, even if the complainant does not wish to file charges or have a report made.
2. Accidents will be recorded on an incident report if a person is arrested and formally charged in the accident.
3. Incident reports will also be completed to record certain specified types of information of a non-criminal nature. Examples include suicides, attempted suicides, deaths that are non-vehicular related missing adults and juveniles.

C. Accident Reports

1. A Georgia Uniform Accident Report will be completed by an officer for vehicular collisions involving any of the following:
 - a. Death or injury
 - b. Property damage or fire
 - c. Hit and run
 - d. Impairment due to alcohol or drugs
 - e. Hazardous materials
 - f. Damage to public vehicles or property

Note. All of the above cases occurring on public streets or highways will require an accident report

as required in OCGA 40-6-3. Accident reports will be made on private property in cases of (3), (4), and if a violation of applicable Georgia traffic law occurs. Example: Reckless driving and vehicular homicide apply on private property.

2. Accidents occurring on private property that do not involve Hit and Run, DUI or an applicable violation of Georgia traffic law will be documented on a MIR. form.

D. Supplemental Reports

Incident Report Supplemental: A supplemental report will be submitted by the investigating officer when it is necessary to explain, expand, or continue with information from an incident report, or to record important confidential information not contained in the incident report. Reasons include investigative leads, names of suspects, and any unsubstantiated information which could be of investigative use.

Accident Report Supplemental: A Georgia Uniform Accident Report Supplemental will be submitted by the investigating officer when it is necessary to explain, expand, or continue with information from the accident report, or to amend an originally filed report with further information (follow-up information from a hit and run accident, chemical test results, etc.) The supplemental report submitted by the reporting or investigating officer will be attached to the original case report and / or filed with the original.

E. Miscellaneous Incident Reports (MIR)

An MIR is used by officers to document:

1. Officer-citizen contacts
2. Accidents occurring on private property that do not involve violations of Georgia traffic law

F. Georgia Uniform Traffic Citations (UTC)

A Georgia Uniform Traffic Citation is to be completed on all traffic law violations as a summons to appear in court, or a verbal or written traffic warning will be issued. A signed court copy of the citation will be distributed to the Roswell Municipal Court.

G. Arrest Reports

Arrest reports will be completed on all custodial and non-custodial arrests.

H. Internet Reporting (P2C)

Complainants may initiate the report process online, via P2C. When a report request is submitted via P2C, a skeleton report is created in the Department's Record Management System (RMS). The submission is placed into a queue, which notifies an officer. Upon receiving the skeleton report, the complainant is contacted and the report is completed via phone.

I. Reports by Phone

Some calls for service can be effectively handled by receiving information in an alternative manner, rather than dispatching an officer. Depending on the nature of the incident, reports may be filed by phone.

1. The following conditions are required to file a report by phone:
 - a. Must have occurred in the city limits of Roswell
 - b. The suspect is not on scene, nor believed to be in the immediate vicinity

- c. There is no physical evidence at the scene to process
 - d. The crime being reported is not in progress
 - e. The crime being reported is not a violent crime
2. Filing a report by phone may be used for reporting non-emergency incidents that occurred within the City of Roswell. Examples may include, but are not limited to:
- a. Aggressive Driving
 - b. Bad Checks
 - c. Criminal Trespass/Vandalism
 - d. Identity Theft
 - e. Littering
 - f. Lost or Mislaid Property
 - g. Lost or stolen driver's license
 - h. Suspicious Activity
 - i. Theft by Taking (less than \$500)
 - j. Other complaints that do not require an officer to respond to the scene
3. Reports may not be filed by phone for the following types of incidents:
- a. Stolen Vehicles
 - b. Runaways or missing persons
 - c. Any incident where evidence may need to be collected
 - d. Assaults
 - e. Domestic violence
 - f. Traffic accidents
4. Upon receiving a report by phone, an officer will complete a report and provide the caller with the associated case number.

22.3 Distribution of Records

(82.2.4)

All field reports (incident reports, accident reports, supplemental reports, etc.) are available to the Records Section through the records management system.

The Support Services Manager is responsible for the distribution of reports. Department divisions, sections, units and some City Departments have computer access to needed field reports. No distribution of printed reports is necessary where direct access is available. A written distribution procedure is available to Records Section personnel to address those departments and agencies that do not have direct access. The written procedures will be updated as needed and will ensure that required reports are properly distributed. The following City Departments and outside agencies will have direct access or will be distributed reports.

A. City of Roswell Municipal Court

The City Court will be provided or will have computer access to all arrest and incident reports (both for physical arrests and released on a copy of charges) and accident reports where a citation was issued.

B. Georgia Department of Public Safety – Accident Reporting Unit

DPS will be provided all accident reports and supplemental reports required to be completed on the Uniform Motor Vehicle Accident Report unless specifically noted as "Department Use Only".

C. Roswell Department of Transportation

RDOT will either be provided a copy of all accident reports or will have access to these reports from the Department database.

D. Mayor and Council Members

Copies will be provided through the Chief's Office, if requested.

E. The Public

Incident and accident report copies will be provided to insurance companies and the public as provided for in the Georgia Open Records Act. Any charge for the provision of reports will be determined by the Chief of Police and will fall within the charges authorized by the Open Records Act.

22.4 Status of Reports

(82.1.1, 82.1.5, 82.2.1)

The original of all reviewed and approved incident and accident reports will be submitted to the Records Section no later than the next working day after the report is approved, weekends and holidays excepted.

Every effort will be made to approve and submit reports to the Records Section within (3) three working days.

A. Report Accounting

The Support Services Manager is responsible for ensuring that the original report has been reviewed for accuracy and is statistically correct for NIBRS reporting reasons.

B. Report Control Audit

The Support Services Manager will periodically inspect records on file and review the Mobile Field Reporting System to detect the need for changes or improvements. A random inspection of the Records Section files will be conducted.

C. Records Request Form

The Roswell Police Department Records Request Form (RPD018) will be used by all personnel requesting an original record or any portion of a record not available electronically. The form will be completed by the requesting employee and must be submitted to Records personnel prior to release of a file or portion of a file. The purpose of this form is to maintain accountability by establishing a chain-of-custody and to ensure that the documents are returned to their original placement.

22.5 Privacy and Security of Records

(82.1.1, 82.1.7)

A. Reports will be disseminated to the public only by employees of the Records Section in compliance with the Open Records Act.

- B. Dissemination of all criminal history information will be handled by the Department GCIC Coordinator. In the absence the GCIC Coordinator, communications officers are authorized to perform this function.
- C. Criminal history records obtained by Department employees for criminal justice purposes may not be disseminated to public and private employers, public agencies or political subdivisions, including state and federal licensing and regulatory agencies.
- D. Criminal history requests for records for non-criminal justice purposes require a signed consent form from the person being investigated.
- E. All recipients of criminal history information will be advised that if information is to be used for employment and licensing purposes and an adverse decision is made, the recipient will advise the subject:
 - 1. That a criminal history record check was made
 - 2. The specific contents of the record
 - 3. The effect the record had upon the decision

22.6 Records Retention Schedule

(42.1.3, 82.1.3)

- A. All police reports and records will be kept in digital or written form in compliance with the Georgia State Retention Schedule for municipalities.
- B. Criminal investigation records are retained for a period of three (3) years in the Criminal Investigations Division. Investigations will then be boxed, labeled and transferred to the archives storage facility Located in the Roswell City Hall building. Retention will conform to State guidelines.

22.7 Accessibility of Records

(82.1.1)

A. Times of Operation

The Records Section will operate 8:00 AM to 5:00 PM, daily, excluding weekends and City recognized holidays. Beyond normal working hours, computerized reports may be obtained by authorized personnel via the Department's computer system.

B. Records Physical Security

Only authorized personnel are allowed access to the Records Section File Room. This room is controlled by an electronic keypad security system. Computerized printout copies of case files are accessible by officers of this Department through the Department's database computer. Authorized personnel will be limited to:

- 1. Chief of Police
- 2. Support Services Division Commander
- 3. Support Services Manager
- 4. Records Section personnel
- 5. Department personnel escorted by any of the above personnel
- 6. Any visitor displaying a VIP badge, escorted by any of the above personnel

22.8 Index Files

(1.2.5, 74.1.3, 82.3.1, 82.3.6)

The Records Section maintains reports on a computer database. The database provides for retrieval of the information via computer display and can be printed as needed. All records entered into the computer database are tied into a master file name index which will provide rapid retrieval by name of person (arrested, complainant, victim etc.), incident location, or incident type.

A. Master Name File Index

All reports use names as a common source of report retrieval. Once a name inquiry is entered into the computer, the system will retrieve and display every case number, date and incident type associated with that name.

B. Report File Index

All reports in the records management system can be searched and retrieved by any key field including but not limited to case number, name of the party to the incident or accident, date, location, or offense.

C. Stolen, Found, Recovered and Evidentiary Property Index

The computerized record system maintains an index of all stolen, found, recovered and evidential property, property retained for safekeeping, and property stored until it can be destroyed. All reported stolen property that lists the serial number or any other distinctive identifying number is entered into the National Crime Information Center (NCIC) stolen property file. Weapon and vehicle entries are audited periodically by the GCIC Coordinator to verify their status. All property received by the Evidence Custodian is entered into the records system. Any property that bears a serial number is checked for stolen by property technicians before it is released.

22.9 Records Maintained Outside of the Records Sections

(82.3.5)

Most reports generated by Department personnel are maintained in the Records Section. Other records, usually of a confidential nature or containing such information which renders them more appropriately stored in a specific unit or section, are maintained outside of the Records Section. Reports and records, both official and unofficial, which are maintained by the various components within the Police Department include, but are not limited to the following.

A. Office Of The Chief Of Police

Personnel records, Chief's correspondence file, and Internal Affairs Investigation files will be stored in the Chief of Police Office. Personnel records files will be maintained by the Chief's Administrative Assistant. Personnel files initiated by the employee's immediate supervisor shall be stored by that supervisor of the Division of the respective employee.

B. Office Of Professional Standards

Extra Job permits, Use of Force Reports, Vehicle Pursuit Reports, Accreditation and Certification, Inquiry Investigation files, and Accident Review Board files will be stored in the Office of Professional Standards and maintained by OPS.

C. Criminal Investigations Division

Active and in-active status Investigative case files, Intelligence files, Special investigative fund records, Confidential Informant files will be maintained and stored by CID.

D. Uniform Patrol Division

Traffic citation logs, fatality and serious injury traffic investigation files will be stored in the Traffic Enforcement Unit and maintained by TEU.

E. Training Unit

Training records, reports, and Field Training Officer files will be stored in the training office and will be the responsibility of the Training Unit Commander.

F. Evidence And Property

Property and evidence log and files will be stored in the Evidence and Property building and maintained by the Evidence and Property Technicians.

22.10 Juvenile Records

(82.1.2)

The Records Section shall maintain a record of juvenile offenders who are charged with felony crimes. The procedures for maintaining these records and information shall comply with the Official Code of Georgia, Sec. 15-11-82 and 15-11-83.

A. When a child shall be fingerprinted or photographed; filing, processing, confidentially, inspection and destruction of fingerprint files; and the publication of names and pictures of are strictly governed under O.C.G.A. 15-11-83 and shall be abided with. Every child charged with an act, which would be a felony committed by an adult, other than those status offender crimes as defined in Code Section 15-11-2, shall be fingerprinted and photographed upon being taken in custody (OCGA 15-11-83 (a).

1. The arresting officer/detective shall be responsible for ensuring that two criminal fingerprint cards, a photograph, Fulton County Juvenile Complaint form and a Department Incident Report is completed on the arrested juvenile. The arrest data shall be turned in on the day of the arrested due to time restraints by GCIC.

B. Juvenile records (to include fingerprints, photographs and other forms of identification) shall be Completed at the time of the arrest and shall be maintained in a separate file for juvenile records only.

1. The Records Section shall be responsible for forwarding the fingerprint cards to the Georgia Crime Information Center (GCIC) within 23 hours; the period of 24 hours may be extended to cover any intervening holiday or weekend. The Fulton County Juvenile Compliant form, arrest warrants, citations and incident report shall be forwarded to the Fulton County Juvenile Court.

2. Maintenance and Documentation of Juvenile Records:

a. Any departmental record to include, but not limited to Incident Reports and Traffic Citations, that contain the name of a juvenile, will be clearly marked so as to make it easily discernible that it contains material related to a juvenile.

b. Juvenile records are not purged when the youth becomes 18 years of age. Juvenile records are kept secured in a lockable file cabinet in the Records Section file room.

- c. Juvenile records may be inspected by law enforcement officers when necessary for criminal justice purposes and for the discharge of their official duties (refer to the Official Code of Georgia, 15-11-83(c)).
- d. Department personnel shall comply with all court orders concerning the purging of juvenile records.
- e. When juveniles are detained at the RYDC upon arrest, detention hearings must be held in Juvenile Court within forty-eight (48) hours (warrantless arrest) or seventy-two (72) hours (with a warrant/detention order). The arresting officer shall assure that any documentation required by Juvenile Court for any court proceedings will be delivered to the court within this time frame.

22.11 National Incident Based Reporting System

(82.1.4)

The Records Section is responsible for conducting daily reviews of all incident reports reflecting crime data, which require reporting in accordance with the FBI National Incident Based Reporting System (NIBRS). Monthly internal crime data spreadsheets are generated and submitted to the Support Services Division Commander.

The Support Services Division Commander or his/her designee shall be responsible for the electronic submission of the monthly crime data to NIBRS, utilizing the GBI's online portal.

22.12 Traffic Citation Accountability

(82.3.4)

The Department's electronic ticketing system tracks all citations issued electronically. Handwritten citations are occasionally used in the event the electronic system is malfunctioning. Procedures regarding handwritten citations is as follows:

- A. All handwritten citations that have not been issued will be secured in a locked area or cabinet accessible only to Support Services Division (SSD) personnel.
- B. Booklets are either issued to supervisory staff who then issues the booklets to officers, or booklets are issued directly to officers by SSD personnel.
- C. Records of the issuance of traffic citation books are maintained by SSD personnel and compared to records of completed and voided citations. Officers are expected to account for all handwritten traffic citations issued to them.
- D. Any voided, damaged, or otherwise unused traffic citations will be marked with the officer's name and badge number and all copies forwarded to SSD. An incident report will be made on all lost or stolen traffic citation books.
- E. The Support Services Manager is responsible for periodic auditing of traffic citations.

22.13 Department Forms

(11.4.2)

The Office of Professional Standards (OPS) is responsible for the development and modification of forms that are used by the Department. Components, divisions, sections, or units desiring form changes will submit the proposed changes to OPS for revision and assignment of a form number. New or modified forms will be reviewed by the effected component, division, section, or unit to ensure that they are consistent

with their needs and are not duplicative. New or modified forms will be used only after final approval by the Division Commander.

22.14 Handling of Funds by Records Personnel

Records personnel are permitted to receive money and issue receipts on behalf of the Department. A numbered receipt will be prepared for all funds received by the Records Section. The original receipt is given to the remitter. Funds will be accounted for and verified each workday.

22.15 Criminal Justice Information / GCIC / NCIC

(81.2.9)

A. Criminal Justice Information

Georgia Laws 1973, P. 1314, as amended, provide specific criminal penalties for unlawfully accessing or disseminating Criminal Justice Information (defined in GCIC Council Rule 140-1-.02). Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1-1.02 (amended), and dissemination of such information is governed by State and Federal Laws and by GCIC Council Rules.

1. Criminal Justice Information cannot be accessed or disseminated by any employee except as directed by superiors or as authorized by approved standardized operating procedures, which are based on controlling State and Federal Laws, relevant federal regulations, and the rules of the GCIC Council.
2. Georgia Computerized Criminal History checks will automatically receive a check of the NCIC Interstate Identification Index when using specific purpose codes.
3. Computerized criminal history information may be obtained through the GCIC Coordinator or the Communications Section.
4. Computerized criminal history information print-outs (originals or copies) of any criminal history record information will be obtained through the GCIC Coordinator, during normal business hours. If a need arises after normal business hours, Communications Section personnel can provide print-outs. Criminal History information will be released only in compliance with Federal and State regulations.

B. Criminal History Information

Criminal History Record Information (CHRI) consists of an individual's identifiable description, arrests, detentions, indictments or other formal criminal charges, and dispositions of those charges. This information has been collected by criminal justice agencies and may be obtained from Georgia, other states, and Federal agencies.

1. The computerized Criminal History files for the state of Georgia are maintained by the Georgia Crime Information Center (GCIC).
2. It is a violation of NCIC policy and the GCIC Council Rules to use NCIC (III) criminal history record information for licensing or non-criminal justice employee checks. NCIC information may only be used for criminal investigations and criminal justice employment.
3. All requests and responses for Criminal History Record Information (CHRI) which are no longer needed must be destroyed by means such as shredding or burning. It is the responsibility of the computer terminal manager to destroy CHRI which is no longer needed. CHRI

disseminated to law enforcement personnel will be destroyed by the officer when no longer needed.

4. All CHRI documents, when not in use, MUST be kept in secured storage.
5. The GCIC Coordinator will handle all criminal histories for employment purposes. A signed release must be received and dated no more than thirty (30) days prior to the running of the history. When a criminal history inquiry for criminal investigation or criminal justice employment is performed, Georgia records and then NCIC records should be checked to determine if the person has a criminal record in another state. Release forms are kept for ninety (90) days and then destroyed.

C. Criminal History Requests (CHRI)

All investigative criminal history requests from officers and detectives will be handled by Full Terminal Operators. When run the CHRI request screens will always include the name of the requestor and the initials of the Full Terminal Operator in the attention fields and the RPD case number in the ARN field.

D. GCIC/NCIC Terminals

GCIC / NCIC terminals will be monitored 24 hours a day by properly trained certified terminal operators in compliance with GCIC policies and procedures. Full-Time terminal operators will be re-certified every two (2) years. All police officers and their supervisory staff are required to maintain a GCIC Practitioner Certification. The GCIC Coordinator will conduct random audits of terminals to ensure continued adherence to GCIC regulations.

E. Persons / Articles / Vehicles Entry

The GCIC Coordinator or Communications Section personnel will enter all persons, guns, and vehicles upon completion of the officer's report. All other entries must be completed within twelve (12) hours.

F. Drivers Histories

Drivers' histories will not be released to anyone other than Roswell law enforcement personnel for investigative use or to other criminal justice agencies for official use.

G. Warrants

Warrants received by the communications section will be entered as soon as possible (but no later than twelve (12) hours) on GCIC/NCIC by terminal operators and forwarded to the GCIC Coordinator or a certified Full Terminal Operator to be verified. A criminal history and driver's license check will be run to obtain required information and the printout will be filed with the warrant. All warrants will be secured in the Communications Section and maintained by the GCIC Coordinator and Communications personnel.

H. Verification System

All requests requiring entry removal or modification of persons or property will be required to go through a verification system. The senior operator on each shift will examine for accuracy all entries, removals and modifications that are made during the shift. If the senior operator made the entry the paperwork will be forwarded to the next shift's senior operator or to the GCIC Coordinator for verification. A certified operator will perform the verification on all entries made by the GCIC Coordinator before entries are filed.

I. Validations

This agency and the Chief of Police are responsible for the validity, completeness, and accuracy of all GCIC / NCIC record entries originating from this agency. The monthly validation packet received from GCIC will be maintained by the GCIC Coordinator.

J. User Agreements

Heads of each terminal agency and managers of computer interface agencies must sign User Agreements with GCIC. The agreement states the duties and responsibilities of criminal justice agencies and GCIC concerning use of the CJIS network, training, and compliance with state and federal laws and rules.

K. Awareness Statement

All personnel (including maintenance and cleaning crew) must sign a GCIC Awareness Statement. This statement ensures that all employees are aware of GCIC Rules and Regulations governing privacy and security.

22.16 Open Records Request Procedures

(55.1.3, 82.1.1)

A. Public Records Act

Title 50-18-70, the "Georgia Open Records Act", and related subtitles of Georgia law, with certain exceptions, authorizes a personal inspection of public records at a reasonable time and place by any citizen of this state. Generally, both open and closed administrative files, as well as closed investigative case files and case reports, fall within the definition of public records.

No public officer or agency is required to prepare reports, summaries, or compilations not in existence at the time of an Open Records request.

B. Policy Request

1. Incident and accident reports will be provided to authorized requestors. Requests for accident reports will be provided online, at the Records window, or by mail.
2. Other than simple report requests, requests for inspection of more extensive records under the Open Records Act should be made in writing to document time and clearly define what needs to be copied. Such requests will be processed by the Chief of Police, City Clerk, the SSD Manager or any Records Section employee.
3. The Georgia Open Records Act permits the record custodian or investigating detective a reasonable amount of time to determine whether or not the records are subject to public access. This time cannot exceed three (3) business days. All Open Records requests must be responded to in writing by the Department or the City Clerk within three (3) business days and an appropriate response given, whether it be that: the requested records are currently available; the requested records will be available at a future date based on time needed for reproduction of records; the requested records may be reviewed at the Roswell Police Department on an agreed-upon date/time.
4. On many of the requests received under the Open Records Act, it may not be clear as to the specific record that is being requested. It is appropriate to ask the individual making the request for specific information regarding the subject or case.

5. Personnel records of individual employees, along with related interoffice communications such as performance reports and time sheets, may not be exempt from public inspection. Requests to examine records of this nature must be promptly forwarded to the office of the Chief of Police or the City Human Resources Department for a response.
6. To prevent mishandling, loss or destruction of records and files, a Department employee will monitor each inspection of original case files and related materials. The investigating detective or his/her supervisor should be consulted to see if they want to monitor the inspection of investigative files personally. Monitoring is not required during the inspection of photocopied records or other non-original documents. The requestor will not be charged a fee associated with the monitoring of inspections.
7. A record of all Open Records requests will be made detailing the response to each request. Requests received by other divisions, sections or units will be forwarded immediately to the Records Section. If copies of documents are released, a listing of those documents should be incorporated in the response record.
8. Georgia law and applicable court decisions provide exemptions to the public inspection and copying of records and files (see (D) below). Such exempted records, information and material are not to be released for public inspection without the expressed authorization of the Chief of Police.
9. Requests for City of Roswell records that do not originate with the Police Department will be referred to the City Clerk.

C. Disposition Request/Closed Cases

When an Open Records request is received for a closed case involving a court disposition, the Records Section will notify the case agent or appropriate supervisor who will query the appropriate District Attorney's office to determine if a direct appeal is pending before making a response to the requestor. If a direct appeal is pending, the case will be moved from a closed to an open-pending appeal status.

The release of case files to defendants under the Open Records Act is, in fact, discovery, and may not be appropriate should they be granted a new trial. Improper release of documents is minimized until all direct appeal processes have been completed.

D. Exempted Records

Prior to opening records for inspection, the Records Section will review each record being requested to determine that the following exempted material is removed or deleted in compliance with Georgia law.

Records exempted per the Georgia Open Records Act are:

1. Any record or related material in a pending investigation or prosecution of criminal or unlawful activity.
 - a. A prosecution is deemed to be pending until such time as all direct appeals of conviction, including Writs of Certiorari to the U.S. Supreme Court, have been exhausted. Habeas Corpus actions are not considered to be part of the direct appeal process.
 - b. Initial police arrest reports, accident reports and incident reports are subject to public disclosure even if they are part of an active or pending investigation. Exempted information contained in the reports is not subject to release.

2. Criminal history record information of persons not the subject of the investigation (i.e. witnesses, interviewees.) Criminal history record information pertaining to the subject of the investigation is to be released only when the record information directly relates to the activity under investigation.
3. Any record or data that identifies investigative techniques, which, if released, might jeopardize the safety of law enforcement personnel or future investigations.
4. Any record or related material that would divulge technical data related to the description or application of electronic devices used in the interception of wire or oral transmissions. (OCGA 16-11-64.)
5. Any recording, transcript, report, or synopsis containing testimony or information presented before any State or Federal Grand Jury or other court proceeding closed to the general public.
6. Any record or related material concerning reports of child abuse or child controlled substance/marijuana abuse. (OCGA 49-5-40 and 49-5-41).
7. Juvenile arrest records unless exempted (O.C.G.A. 15-11-82).
8. Any patient information or clinical records received from the Division of Mental Health or the Department of Human Resources (OCGA 37-3-166).
9. The name or identity of any person who may have been raped or upon whom an assault to commit the offense of rape may have been made (OCGA 16-6-23).
10. All institutional inmate files and central office files of the Department of Corrections as well as investigative reports and intelligence data prepared by that agency's Internal Investigations Unit. These records are classified as confidential state secrets unless declassified in writing by the Department of Corrections Commissioner. (OCGA 25-2-33)
11. Information received by officials and Department personnel from any insurance company investigating a fire loss of real or personal property. (OCGA 25-2-33)

E. Internal Records Request

1. Officers or employees of our user agencies are permitted to review recorded conversations maintained by the Roswell E911 in the presence of a Communications Supervisor. If the officer or an employee requests a copy of the recorded conversation a request shall be submitted using the Internal 911 Records Request Form (RPD065), to a Communications Supervisor or the 911-Communications Director. It is the responsibility of the 911 Supervisor assigned to Open Records to ensure the recorded transmission is related to the authorized requesting officer or employee. Employees or officers of our user agencies shall follow their respective agency policies on the release and review of such recordings.

The Internal Request Form requires a supervisor's signature prior to submission.

2. All other requests to review or receive a copy of a recording will be forwarded to the 911-Communications Supervisor assigned to Open Records. Release of recordings will abide by the Georgia Open Records Laws.

F. Records Sanitization

1. Records will be sanitized of information exempted from public disclosure.

G. Supervision Of Process

1. Questions by detectives and/or supervisors concerning the appropriateness of disclosing records or related materials under the Open Records Act will be directed to the Support Services Manager.
2. CID supervisory personnel may monitor the preparation of Criminal Investigations Division documents and case files for release under the Open Records Act.

22.17 Open Records Charges

The Records Section will handle all Open Records requests. Personnel will document the time spent on the research, retrieval and preparation of records and the materials involved. Fees charged for fulfilling open records requests will be in accordance with the Georgia Open Records Act.

Costs for labor and materials may be documented [Official RPD Form (RPD018, RPD040, etc.) and submitted to the requestor by letter or e-mail].

22.18 Department Visitors

Visitors to the Roswell Police Department are greeted by the receptionist. If they are granted access to restricted areas, they will be given a visitor badge and will sign the Visitor Log.

A. Visitor badges are color-coded to indicate the status of the visitor:

1. Red – General Visitor/General Vendor. The visitor does not have a criminal history background report filed with us and therefore must be escorted at all times.
2. Green – Approved Vendor. The visitor is a repeat visitor and has a criminal history background report filed with us. The visitor is allowed to complete their task without an escort present.
3. Blue – Law Enforcement-Other Agencies.
4. Gold – VIP visitor, to include the Mayor, City council members, City department heads, and assessment team members.

B. On occasion, long-term visitor status will be granted to visitors who are assigned to duties at the Law Enforcement Center that require repeated, regular entrance to restricted areas. Examples are interns, persons assigned to work programs, or visitors observing day-to-day operations for professional purposes. A long-term visitor will be issued a permanent identification badge that resembles an employee badge, containing their name, photograph, status, and an expiration date. Extensive background information is on file for these visitors. They will wear their badges at all times while inside any Roswell Police Department facility.

C. Other law enforcement professionals who are here on assignment to assist our agency with special tasks (i.e. knock and talk) must sign in but are not required to wear a badge.

Chapter 23 – Special Purpose Vehicles

23.1 Purpose

The purpose of this policy is to specify the procedures to be followed for agency special purpose vehicles.

23.2 Policy

It is the policy of the Roswell Police Department to maintain and operate Special Purpose Vehicles, in a manner, which meets all applicable standards and aids in the accomplishment of our agency's mission. This policy will document the operational objectives, procedures and limitations for use, authorization, qualifications and training requirements, responsibilities for care and maintenance, and required equipment for each special purpose vehicle.

No equipment will be added or removed from any special purpose vehicle, without approval from the Chief of Police, or his designee.

23.3 Definition

A "special purpose vehicle" is defined as a vehicle used because of considerations of weather, terrain, or the need for inconspicuous appearance, quietness, storage requirements, special operational needs, etc.

23.4 Motors

(41.1.3)

A. Operational Objectives and Usage

The purpose of the use of motorcycles is to support the efforts of the Traffic Enforcement Unit (TEU) in routine traffic patrol and enforcement, maneuvering through heavy traffic in emergency situations and response to routine calls for service. In addition agency motorcycles may be used during special events, such as funerals, parades, VIP escorts and other functions as directed by the Chief of Police, or his designee

B. Procedures for Use and Limitations

Operation of motorcycle units require certain restrictions necessitated by departmental regulations and/or laws. These restrictions include but are not limited to:

1. An officer may ride a motorcycle for training purposes, but will only ride under the supervision of an instructor or a certified motor officer, prior to his/her certification.
2. Motor Officers have the discretion to use a police car during inclement weather.
3. Motorcycles shall only be operated when the appropriate safety gear is worn.

C. Authorization, Qualifications, and Training for Use

Only those officers who have been trained in the safe operation and demonstrated the ability to safely operate the motor may utilize agency motorcycles. Officers must meet the following requirements in order to operate an agency motorcycle:

1. Must possess a class M (motorcycle) operator's license.
2. Must successfully complete an approved 40-hour Police Motorcycle Course.
3. Must attend monthly, department approved, Motors training.

4. Every motor officer must be able to stand a “downed” motorcycle in the manner demonstrated in the training course.

D. Responsibilities for Care and Maintenance

The assigned operator will keep the motorcycle clean and maintained properly at all times. Operators will report any malfunctions or maintenance needs to the Fleet Maintenance supervisor. Only persons authorized by Fleet Maintenance personnel and the TEU Commander will perform maintenance and/or repairs.

E. Equipment

Motor units will be equipped with the following:

1. Authorized safety equipment, to include department issued helmet, eye protection, motor pants, riding boots, full set of rain gear, sitcom/headset/radio, etc.)
2. Emergency lights and siren
3. Required markings and decals

23.5 Patrol Bicycles

(41.1.3)

A. Operational Objectives and Usage

The purpose of the patrol bicycles is to reinforce the community outreach function of the Uniform Patrol Division. Patrol bicycles may also be utilized for special details and events, which call for increased mobility in confined areas, to patrol the business districts, parks, residential areas, high-crime areas, and to conduct parking enforcement.

B. Procedures for Use and Limitations

Patrol bicycles will be used in various situations and under circumstances where bicycle use is beneficial to the agency, for educational or other demonstrational purposes. The following are limitations for use:

1. Bicycles should not be utilized in temperatures below 32 degrees Fahrenheit.
2. Bicycles should not be utilized in temperatures 95 degrees or above, unless directed to do so for a special detail or event. (This would be for a short duration of time and approved by the supervisor).
3. To work closely with merchants and the general public
4. When possible, ride in pairs for safety, visibility and protection of the officers and their equipment

C. Authorization for Use

Only those sworn personnel selected, trained, and assigned to the Bike Patrol function will be authorized to operate Patrol Bicycles. Sworn personnel who have not completed the required class may still be able to use a bicycle for community relations events where patrolling is not the focus.

D. Qualifications and Training

1. Each officer should have a basic knowledge of the maintenance necessary to maintain the safe operation of his/her bicycle.

2. Newly assigned officer shall successfully complete an approved Basic Police Cyclist Course or other equivalent course authorized to patrol on bicycles.

E. Responsibilities for Care and Maintenance

Officers shall be responsible for the routine maintenance, upkeep of his/her assigned bicycle, and other equipment issued to them. The officer will ensure that the bicycle is returned in good working order.

F. Equipment

Each bicycle will be equipped with the following basic equipment:

1. A front white light, a rear red light, and a blue light;
2. Saddle bag

Each officer assigned to the Bike Patrol function will be equipped with the following items:

1. Department issued-bike uniform;
2. Approved helmet;
3. Eye protection.

23.6 Arrestee Transport Van

(41.1.3)

A. Operational Objectives and Usage

The purpose of the Arrestee Transport Van is to facilitate the safe and effective movement of multiple prisoners, as required by the operational needs of the agency.

B. Procedures for Use and Limitations

Prior to and after transports, the Arrestee Transport Van will be searched for weapons and contraband. Limitations for use of the Arrestee Transport Van are as follows:

1. No person in custody shall be left unattended or unsupervised while in the transport vehicle.
2. The arrestee should be secured with waist chains whenever possible.
3. The transport ratio, at a minimum, will be one officer per two arrestees; however if the transport requires the officer to take the arrestees to different locations or make two stops, two transport officers must be assigned to the transport.
4. Female arrestees may be transported with male arrestees; however, must be separated by partitions in the transport vehicle.
5. Juvenile arrestees will not be transported with adult arrestees.

All other policies relating to arrestee transport vehicles are applicable to the arrestee transport van.

C. Authorization, Qualifications and Training for Use

Only those sworn employees who have been trained in the use and operation of the prisoner transport van will be authorized to use or be assigned to the vehicle.

D. Responsibilities for Care and Maintenance

The Arrestee Transport Van will be maintained in a state of operational readiness at all times. The individual operator is responsible for the care and maintenance of the Arrestee Transport Van, on a routine basis. Operators will return the vehicle in an acceptable state of cleanliness and report any malfunctions or maintenance needs to the Fleet Maintenance supervisor. Only persons authorized by the Fleet Maintenance supervisor/SSD Commander will perform maintenance and/ or repairs.

E. Equipment

The Arrestee Transport Van will be equipped with the following:

1. Mobile radio
2. Waist chains
3. First-aid kit

23.7 North Fulton SWAT Vehicles

(41.1.3)

A. Operational Objectives and Usage

North Fulton SWAT is authorized one or more vehicles adapted to transport personnel and/or equipment for training or responding to tactical or unusual occurrence incidents. The purpose of the vehicles are to provide for an efficient response to actual incidents, to act as a mobile command post and to provide other designated uses by the SWAT Team Commander, Assistant Team Commander, or the Chief of Police.

B. Procedures for Use and Limitations

NF SWAT Vehicles should be parked in areas that have controlled access where only authorized Law Enforcement Personnel have access. Preferably, the SWAT Trucks should be stored inside whenever possible. Keys will be stored in a locked container. SWAT personnel that are authorized access will be issued a unique pin number to gain access. This system will allow a tracking history of access.

C. Authorization Qualifications and Training for Use

NF SWAT Vehicles will only be driven by personnel that have the proper class of Driver's License for that vehicle. All SWAT personnel assigned to the team will be trained on how to operate other features on the truck such as but not limited to the generator, computer monitors, heating and air systems etc. Drivers and/or Entry Team Leaders will conduct this training.

D. Responsibilities for Care and Maintenance

It is the responsibility of the SWAT Team Commander to ensure the vehicles are maintained and in a state of readiness.

E. Equipment

SWAT equipment is used in response to a variety of situations. Due to the necessity for a rapid response, some equipment will be maintained inside the vehicles. An inventory of SWAT equipment will designate what equipment will be stored in a vehicle and what equipment will be stored in the Department Armory.

SWAT Vehicles will be inspected, and the equipment contained therein will be inventoried quarterly.

23.8 K-9 Vehicles

(41.1.3)

A. Operational Objectives and Usage

The purpose of the agency's K-9 Vehicles is to augment the enforcement capabilities of the Uniform Patrol Division. In addition, to supporting uniform personnel, members of the K-9 Unit may be used for public relations activities and other functions as directed by the Chief of Police, or his designee.

B. Procedures for Use and Limitations

Vehicles designated for use by the K-9 handler shall be used solely for that purpose and shall be specifically equipped for the maintenance and creature comforts of the dog. Only K-9 Team dogs are to be transported in the K-9 vehicle. Transporting other animals in this vehicle will increase the potential of police dogs contracting various diseases. This restriction applies to all animals.

C. Authorization for Use

A K-9 vehicle will be assigned to all K-9 handlers on a 24/7 basis as designated by the RPD Assigned Vehicle Program. The K-9 handler will use the vehicle in compliance with Department and City vehicle policies. K9 vehicles are authorized to remain on and running at the discretion of the handler while on duty.

D. Qualifications and Training

The K-9 Vehicles will only be operated by agency personnel who have a valid Georgia Driver's License and are adequately trained to use the vehicle and the equipment located within.

E. Responsibilities for Care and Maintenance

The K-9 Handler assigned the vehicle is responsible for the cleanliness and the reporting of any condition that requires mechanical attention. Only persons authorized by Fleet Maintenance supervisor and/or the SSD Commander will perform maintenance and/or repairs.

F. Equipment

K-9 vehicles will be equipped with a K-9 cage, to allow transportation and security of the K-9. The vehicle will be equipped with any other special items that are required for K-9 operation, care and safety as determined by the K-9 handler and K-9 Unit Supervisor and approved through chain of command.

The K-9 vehicles will be equipped with a heat alarm (this will automatically roll down the windows and sound an audible alarm); screened rear windows and automatic rear door opener.

23.9 Crime Scene Vehicles

(41.1.3)

A. Operational Objectives and Usage

The purpose of Crime Scene Vehicles is to respond to crime scenes or traffic collisions, as necessary, for processing the scene and evidence collection, or for the purposes of training or other special events.

B. Procedures for Use and Limitations

Crime Scene Vehicles will only be used to respond to crime scenes, emergency circumstances, training or for educational or other demonstrations.

C. Authorization for Use

Crime Scene Investigators will use Crime Scene Vehicles, as operationally necessary.

D. Qualifications and Training

Only agency personnel who have a valid Georgia Driver's License and who are currently assigned to the Crime Scene Unit or authorized by the supervisor responsible for the Crime Scene Unit, will operate the Crime Scene Vehicles. The Crime Scene Unit supervisor will ensure users are adequately trained to use the vehicle and the equipment therein.

E. Responsibilities for Care and Maintenance

Crime Scene Unit personnel will be responsible for ensuring the cleanliness and operational readiness of his/her assigned vehicle, as well as re-supply of necessary equipment within. Only persons authorized by Fleet Maintenance supervisor and/or the SSD Commander will perform maintenance and/or repairs.

F. Equipment

Crime Scene Vehicles will be equipped with the necessary equipment/supplies to allow effective and timely processing of the scene.

23.10 Utility Vehicle (UTV)

(41.1.3)

A. Operational Objectives and Usage

UTVs are used for responding to emergencies or other calls for service, or for purposes of training or special events.

B. Procedures for Use and Limitations

UTVs will only be used when necessary to respond to special events, emergency circumstances or for educational or other demonstrations. The purpose of UTVs is to enhance transportation capabilities, during situations which would require travel through areas, which would otherwise be non-accessible by other patrol vehicles (Ex- wooded areas, off-road terrain, etc.). UTV's will not be used:

1. On public roadways, except during exigent circumstances and with extreme caution;
2. In a manner that poses any unnecessary risk to agency personnel;
3. Under conditions that increase the risk of overturning the vehicle or injuring occupants.

C. Authorization, Qualification and Training for Use

Personnel assigned to the Park Patrol Unit, who have completed agency-approved training, are authorized to operate UTVs.

D. Responsibilities for Care and Maintenance

UTVs will be maintained in a state of operational readiness at all times. The assigned operator will be responsible for care and maintenance of the UTV, on a routine basis. Operators will return the vehicle in an acceptable state of cleanliness and report any malfunctions or maintenance needs to the Fleet Maintenance supervisor.

E. Equipment

The following equipment will be kept in or on the UTV:

1. Emergency lights
2. Any other operation-specific equipment will be transported on the UTV on a case-by-case basis.

Chapter 24 – Canine (K-9) Team

24.1 Policy and Objectives

(41.1.4, 41.1.5)

It is the policy of the Roswell Police Department to maintain one or more K-9 teams to enhance the Police Department's objectives in providing quality police service to the citizens. The ultimate objective is to have K-9 teams available 24 hours a day on an on-duty/on-call basis.

The K-9 handler is the ultimate authority on the use of a police K-9. He or she has the most intimate knowledge of the K-9's skills, abilities and condition. Should the handler determine the K-9 should not be used for a specific activity; the K-9 will not be used. A member of the K-9 handler's chain of command may order that a K-9 not be used for a specific activity at any time, regardless of the handler's wishes.

24.2 Purpose

The Department institutes guidelines for the maximization of the abilities of the K-9 Team in a manner that safeguards the public and provides for maximum effectiveness.

24.3 Definitions

K-9 Team: The K-9 handler and his/her assigned K-9.

K-9 Unit: A unit made up of multiple K-9 teams.

Apprehension: An incident that includes a detainment or arrest as the direct result of a K-9 involvement.

Locate: An incident where a K-9 locates a person or property during a search or track.

Area Search: A search by the K-9 of a specific area (on or off lead) as determined by the handler for the purpose of a location or apprehension.

24.4 K-9 Teams Roles and Responsibilities

(1.1.4)

The utilization of the K-9 Team may include, but not be limited to, the following:

A. Tracking

1. Tracking / area search and / or apprehension of persons who have fled or are in the process of fleeing a felony crime, felony arrest, or correctional institutions
2. Tracking / area search and / or apprehension of persons who have fled or are in the process of fleeing a misdemeanor crime where a violent act has been committed.
3. Tracking of missing persons on a case-by-case basis, at the discretion of the handler due to the possibility of injury to the missing person.

B. Conducting Searches

1. Searching for controlled substances that the K-9 has been certified to locate
2. Searching for evidence discarded by a fleeing criminal or at a crime scene

- 3. Searching an area where a suspected device may be hidden
- C. Community outreach functions
- D. Provide a strong psychological deterrent / presence to certain types of criminal misconduct
- E. Provide assistance to other law enforcement agencies
- F. All utilizations of a K-9 Team will be documented on designated K9 reporting software.
- G. Security Sweeps – Explosive Ordnance Detection (EOD) K-9
 - 1. Conduct security sweeps of buildings, containers, packages, open areas, or parts thereof
 - 2. Conduct executive sweeps, such as in Presidential or other dignitary visits
 - 3. Conduct security sweeps of Incident Staging areas for secondary explosive devices

24.5 Requests and Use of K-9 Teams

- A. The K-9 handler will document all requests and use of K-9 on the K9 Reporting Software.
- B. Officers requesting the immediate assistance of a K-9 team will make the request through Roswell Police Dispatch. A supervisor will be notified of the request and will respond to the location.
- C. When no K-9 team is on duty requests for assistance will be made through the chain of command and a K-9 handler will then be contacted.
- D. K-9 teams will assist outside agencies upon request in emergencies or time sensitive situations (in compliance with existing mutual aid law and/or agreements) with the approval of the on-duty supervisor.
- E. K-9 teams will assist outside agencies in non-emergency situations after receiving approval of the On Duty Supervisor.
- F. Requests for the use of K-9 Teams from the media, schools or other public or private organizations will be submitted through the Community Relations Unit then, to the Uniform Patrol Division Commander for approval.
 - 1. Requests for the use of the EOD K-9 for community outreach events shall be submitted through the Community Relations Unit and forwarded to the Support Services Division Commander for final approval.
- G. K-9 handlers will at all times follow the guidelines regarding Use of Force outlined in the Department's Use of Force policy.
- H. K-9 Teams may also be used in certain situations not specified by policy. In these instances approval must be obtained from Uniform Patrol Division Commander, Incident Commander or his/her designee.

24.6 K-9 Call-Out Procedures

The following guidelines should be utilized when a K-9 team is deployed in the field:

- A. Pursuit of Suspects
 - 1. Officers should not pursue beyond the point of last visual contact. Officers should secure the area, not enter an area or structure to be searched and not allow anyone else to enter.

2. Inform the K-9 handler if it is believed the suspect is injured or armed.
3. Inform the K-9 handler the length of time since the suspect was last seen.

B. Tracking Suspects

1. Once the officer has lost sight of the suspect, depending on the type of incident, the K-9 may be requested.
2. Assisting officers should follow the directions of the K9 handler. The assisting officer's primary duty will be the safety of the K9 Team.
3. When suspect is located, assisting officers will wait for a command from the handler to move forward and secure the suspect.

C. Communications

1. Handler(s) will select an assisting officer to communicate information and directions from the K-9 team.
2. If for any reason an assisting officer is unable to keep pace with the K-9 team, the officer should immediately advise the handler.

D. Scene and Scent Articles

1. When using outside resources, track evidence and scent articles should be preserved; left in place when feasible.

E. Tracking Missing Persons

1. K-9's can be used for locating missing persons.
2. Prior to searching wooded areas, the area should be isolated by establishing a perimeter. This assists in preventing unauthorized persons from entering the search area, and the suspect from fleeing.
3. Before entering a search area, a K-9 handler will ensure that the K-9's entry is announced to all officers in the area.
4. K-9's used for tracking missing persons should remain on a leash of sufficient length to provide a reasonable measure of safety to the subject of the search without compromising the K-9's tracking abilities.
5. K-9's should not be used to locate small children unless there is a reasonable suspicion of foul play or a belief that serious bodily harm or death will occur if the child is not immediately located. Under such circumstances, the prior approval of the parents or guardian shall be obtained whenever possible and prudent.
6. The following elements will be considered by the handler in deciding whether a search is advisable:
 - a. Nature of crime involved
 - b. Time of day and current weather conditions
 - c. Size of area to be searched
 - d. Possibility of innocent and unsuspecting persons in the area

- e. Immediate and potential hazard to the K-9 team
- f. Whether a sufficient perimeter has been established
- g. Whether the K-9 team has permission or legal authority to be in the search area

F. Building Searches

1. K-9 teams may be utilized to search buildings. An announcement of the intent to enter the building with a K-9 must be announced unless such announcement would be tactically unsafe.
2. The announcement will be given in a loud and clear voice and, when practical, should be given over the vehicles PA system.
3. During the search of the building, no one will be allowed to enter the building except at the direction of the K-9 handler performing the search.
4. Officers should not search a building prior to utilizing a K-9 search.

G. Felonies

1. K-9 team may be utilized to effect a felony arrest or to prevent the escape of a person whom the officer has reasonable belief has committed a felony.
2. The handler is responsible for ensuring that sufficient probable cause has been established that a felony has been committed and the subject being sought was involved in the commission of a felony.
3. K-9's will not be released on a handcuffed suspect unless exigent circumstances exist.
4. K-9's should not be released to apprehend apparent juvenile suspect unless the handler has reason to believe the juvenile is committing a forcible felony or violent act which may result in serious injury or death.

H. Drug Detection

1. K-9 teams can be used to identify narcotic contaminated items.
2. Sniffing of luggage, packages and/or other inanimate objects may be conducted in public facilities.
3. When K-9 is used for narcotics searches the following procedures should be followed for maximum effectiveness and safety:
 - a. All persons/suspects will be removed or placed in one room prior to conducting the search.
 - b. All plain view drugs should be collected following proper evidence gathering procedures.
 - c. Handler(s) will conduct a walk through to ensure the safety of the area. K-9's will not be used in an area deemed unsafe.
4. Use of K-9 in public schools for narcotic detection is permitted only when the school's principal or designee requests and/or approves use of the K-9, unless obtaining such approval would hinder a lawful criminal investigation or if other exigent circumstances exist.

- a. Intentional commands for Sniffing of an individual's person by a K-9 is prohibited.

I. Explosive Ordnance Detection (EOD)

1. EOD K-9 teams can be used to identify explosive ordnances and materials.
2. Sniffing of luggage, packages, and/or other inanimate objects may be conducted in public facilities:
 - a. At no time will the EOD K-9 be dispatched to sniff a suspicious package or located device without reasonable suspicion or probable cause. If there is reasonable suspicion that the package may contain or be a bomb, the designated Ordnance Disposal Unit will be dispatched. At no time will the EOD K-9 attempt to disarm, remove, or tamper with any suspected device that may be located.
3. When the EOD K-9 is used for explosive searches, the following procedures shall be followed for maximum effectiveness and safety:
 - a. The search of an area for a suspected device can be conducted only if the EOD K-9 has sufficient time to safely and effectively work prior to the reported time of detonation.
 - b. The determination to evacuate is at the discretion of the facility manager or owner unless a suspicious item(s) have been identified.
 - c. If the facilities manager or owner requests that all individuals be removed prior to the sweep, all personal bags, such as purses and briefcases, must be removed.
 - d. While conducting a sweep of the area, the EOD Team will be accompanied by an employee of the facility with unrestricted access to all areas. EOD K-9(s) will not be used in an area deemed unsafe.
 - e. Upon the alert of explosive ordnances, the EOD K-9 Team will immediately withdraw from the area and contact the designated Ordnance Disposal Unit.
 - f. Intentional commands for Sniffing of an individual's person by an EOD K-9 is prohibited.
4. Staging area sweeps:
 - a. When an Incident Command Post is established, the EOD K-9 Team can be deployed to conduct a sweep of the Incident Command Post and other staging areas to detect possible secondary explosive devices, designed to harm First Responder Personnel.

J. Public Relations

All Public Relations activities as it relates to K-9 Deployment will be approved by the Uniform Patrol Division Commander or his/her designee. All Public Relations activities as it relates to use of the EOD K-9 for public outreach will be approved by the Support Services Division Commander or his/her designee.

K. Crowd Control

1. K-9 teams will not be deployed at peaceful demonstrations.

2. K-9 teams may be used for crowd control to protect life or property during a riot or other major unauthorized gathering that cannot be controlled by other means. Approval must be obtained through the Chain of Command.
3. The K-9 will be on a six foot leash or shorter.
4. The handler will not initiate any offensive action unless to guard against imminent loss of life or serious bodily injury.

L. K-9 Team Bite

In the event of a K-9 bite:

1. Medical assistance will be summoned immediately.
2. The incident will be investigated by the on-duty supervisor as a Use of Force Incident.
3. Once the subject has received medical aid by properly trained medical personnel, photographs of all injuries shall be taken and included in the reports. On duty supervisors will ensure photographs of all injuries including bites will be taken regardless of the extent of or absence of injuries. Injuries shall be photographed in close detail when possible.
4. A Use of Force report will be completed.
5. A K-9 deployment report will be completed. This does not negate the need for an incident report completed by the investigating officer.
6. Severe bite incidents will be reported immediately to the Chief of Police through the chain of command.

24.7 Prohibitions

(41.1.4)

A. Police dogs will not be used for any purpose other than official duties. Prohibited uses include:

1. Use for personal gain
2. Use for private parties or corporations unless approved through normal channels
3. Entry in any dog show, competition or exhibition without approval from the Chief of Police. This includes any law enforcement competitions.
4. Registration with any society or organization unless required for the process of certification
5. Handlers will not use or permit the use of dogs for breeding, without the prior approval of the Chief of Police.

24.8 Ownership of Dogs

All dogs accepted for use by the Roswell Police Department are the sole property of the City of Roswell. K-9's are working dogs for the Roswell Police Department and will not be treated as a common household pet such as allowing them to sleep in the same bed as handler or other family members.

24.9 Requirements for K-9 Handlers

(41.1.4)

- A. K-9 handlers will be required to:
 - 1. Successfully complete a training program
 - 2. Maintain a physical condition that enables them to perform the activities related to assignments of K-9 team
 - 3. Have adequate space at their residence or a place for a kennel, provided by the department.
 - 4. K-9's will not be brought to or housed at a handler's resident without the prior approval of the Chief of Police or his designee.
 - 5. Perform daily care and maintenance of the K-9 which includes feeding, exercise, and grooming.
 - 6. Maintain a record of K-9 deployment reports within the records management system and K-9 reporting software.

24.10 K-9 Handler Selection Process

- A. The following selection process will be used for K-9 handlers:
 - 1. The selection process for the position(s) of K-9 handler will be posted.
 - 2. A selection board of four (4) or more K-9 handlers from the Roswell Police Department or from a surrounding agency will be created. The selection board will interview each candidate. Questions will be job-related and evaluated in a uniform manner. The selection board will then submit a recommendation.
 - 3. Department supervisors will conduct an internal evaluation of each candidate's personnel file and performance evaluations.
 - 4. Input from candidates' supervisors will also be used.
- B. The Chief of Police and the Uniform Patrol Division Commander will select a candidate for each open position based on these findings and recommendations.
- C. Criteria for selection of the K-9 handler will include:
 - 1. Candidates must be a sworn police officer with a minimum of two (2) years of uniform patrol experience and not currently be under an introductory period evaluation.
 - 2. Candidates must have received satisfactory performance evaluations indicating a consistently high quality work performance.
 - 3. Candidates must demonstrate a strong interest and commitment to the K-9 team and its functions.
 - 4. Candidates must be in good physical health and physical condition
 - 5. Candidates must possess a willingness to serve in the K-9 assignment for the duration of the K-9's service life.

6. Candidates must reside in a single-family residence that is within the mileage guidelines outlined in the RPD Assigned Vehicle Program policy.
7. Candidates must possess a willingness, together with family members, to care for and house the police K-9 at the officer's residence
8. Candidates must be available for on-call duty
9. Candidates must have the ability to accept and work unusual and changing work hours that are based on the needs of the department.
10. Candidates must understand that the K-9 handler must devote more than merely assigned on-duty hours.
11. Candidates must be self-motivated and have a strong ability to make sound, legal based decisions.
12. Candidates must have the ability to make public presentations and demonstrations.
13. Candidates must have a strong and enthusiastic commitment to work with, care for, and train the K-9

24.11 K-9 Handler Procedures

- A. All rules, regulations, policies and standard operating procedures of the Roswell Police Department apply to K-9 handlers.
- B. No one will handle the K-9 except for the assigned K-9 handler. In extenuating circumstances, another trained K-9 handler approved by the Uniform Patrol Division Commander will assist.
- C. K-9 handlers will work at the discretion of the Uniform Patrol Division Commander.
- D. K-9 handlers will dedicate a minimum of seven hours a week for care and maintenance of the K-9. The handler will be compensated for this time by adding seven (7) hours of pay to their payroll per week. This time is compensated through pay only and not eligible for flex or compensatory time.

24.12 Requirements for K-9

- A. All full service patrol dogs considered for adoption as police K-9 will be:
 1. Shepherding stock
 2. Alpha male or female
 3. Under 3 years of age, whenever possible, when they begin assignment
 4. Structurally sound and guaranteed by the seller against development of elbow or hip dysplasia (degenerative bone disease). X-rays should be provided by breeder or seller.
- B. All single purpose dogs will be evaluated on a case-by-case basis.

24.13 Duties of K-9 Unit Supervisor

- A. The K-9 team is a function of the individual unit or squad the team is assigned to, and will answer to their respective unit or squad commander. A K-9 Unit Supervisor will be assigned by the Uniform Patrol Division Commander to monitor the performance of the teams, ensure compliance with best practices, make equipment recommendations, organize interview processes, ensure training standards are met,

perform periodic inspections of K-9 residence, vehicles, and medical records, and other duties as assigned.

- B. The following duties of the K-9 unit will be the responsibility of the K-9 handler, and monitored by the K-9 Unit Supervisor as assigned by the Uniform Patrol Commander.
 - 1. Maintaining copies of K-9 training documentation
 - 2. Maintaining copies of K-9 activity reports
 - 3. Maintain a valid Georgia Pharmacy License and a valid DEA Drug License. These licenses are required to obtain training narcotics from DEA Labs.
 - 4. Ensure preventative, accident, and illness medical care are provided. Any injury, illness, or any condition or circumstance preventing the K-9 from being able to assume patrol duties must be reported immediately to the Division Commander through the K-9 Unit Supervisor.
 - 5. Purchase food for K-9's. This food should be of good quality and natural base.

24.14 K-9 Handler Training Responsibilities

(41.1.4, 84.1.4)

- A. The K-9 team will satisfactorily complete required K-9 training course. The K-9 team will complete and maintain at least one certification through an agency independent of the original vendor such as the National Narcotic Detector Dog Association (NNDDA) and the North American Police Work Dog Association (NAPWDA). EOD K-9 handlers shall complete the required Georgia Explosive Ordnance Detection K-9 Program and maintain certification.
- B. Handlers will maintain a regular training program with the police K-9, and maintain a record of this training. The training will consist of a minimum of six (6) hours per week on average and be arranged by the handler with approval of the K-9 Unit Supervisor.
- C. Records of K-9 training (including self-initiated K-9 related training) will be maintained by K-9 handlers on the designated K9 reporting software. Original certification documentation will be maintained by the handler for use in court.
- D. Maintain security and accountability of controlled substances used in training:
 - 1. Controlled substances used for narcotic detection training will be obtained from the U.S. Drug Enforcement Administration and any converted substances for city use. They will be logged in and tracked with a Controlled Substance Tracking form.
 - 2. Unless in use as a training tool, all controlled substance samples will be kept in the Department's K-9 team drug safe, which will be located in the evidence submission area. Only the K-9 handlers, K-9 Unit Supervisor, and the Special Investigations Section Lieutenant will have access to the contents of this safe.
 - 3. The Special Investigations Section Lieutenant and the K-9 Unit Supervisor may audit the tracking forms and ensure all controlled substances are properly accounted for. This is in addition to any inspections performed by the State.
 - 4. Controlled substances used for explosive ordnance detection training will be obtained from the Georgia Emergency Management Agency (GEMA). They will be logged in and tracked with an Explosive Ordnance Substance Tracking form.
 - 5. Unless in use as a training tool, all explosive ordnance samples will be kept in an authorized storage container. Only the EOD K-9 handler, and assigned North Fulton SWAT members will have access to the contents of this container.

6. Any loss of controlled substances or explosive ordnances for any reason (for example theft in the field, consumption by K-9, broken training tool, etc.) will require a written report to the North Fulton SWAT Commander who will determine if an investigation is warranted.

24.15 K-9 Handler Control Procedures

- A. K-9 Handlers will keep their K-9's under control at all times except for the following situations:
 1. Certain building searches
 2. Apprehension of suspects
 3. To protect a citizen or police officer from physical harm
 4. Evidence searches
 5. Tracking
 6. Drug searches
 7. Training exercises (when required to be off lead)
 8. When providing for the K-9's needs (i.e. Exercise)

24.16 K-9 Demonstration Procedures

- A. A demonstration is defined as a scheduled event where a K-9 team is assigned to illustrate law enforcement actions conducted by the team.
- B. The following procedures will be used for all K-9 demonstrations:
 1. Handlers will advise all attendees that the K-9 is trained to perform specific law enforcement duties. However, like any animal, the K-9 may be unpredictable if not properly approached or handled.
 2. Handlers will not permit anyone to hug or pet the K-9 without permission. If permission is granted, handlers will keep the K-9 under their immediate supervision.
 3. Handlers will maintain proper control of their K-9's at all times.
 4. The assigned handler will not allow the K-9 to be handled (controlled) or commanded by anyone.
 5. If a problem occurs that a handler is made aware of, the handler will complete a report, documenting the circumstances of the problem and forward it through the chain of command.

24.17 K-9 Handler Injured or Killed

- A. Extreme caution should be used around the vehicle or handler if a K-9 handler is involved in an incident resulting in his/her inability to continue control of assigned K-9. The K-9 may also be injured and /or alert on the approach of public safety personnel and take a defensive or protective attitude.
- B. In the event the handler is injured or killed and it becomes necessary to remove the K-9 from the scene, the on-duty supervisor will notify the K-9 Unit Supervisor and another K-9 handler will be called out immediately. If necessary, another agency may be notified to attempt to locate a K-9 handler familiar with the K-9.
- C. In addition the following steps should be taken if necessary:
 1. A noose bar may be obtained from a local Animal Hospital or animal control, if one is not otherwise readily available.

2. If the K-9 cannot be contained or controlled, a protective sleeve should be used. When the K-9 engages the sleeve, a leash can be placed on the K-9's collar (Two leashes are recommended with officers holding the animal in opposite directions). If possible, an officer with experience with the sleeve should be chosen to receive the bite.
3. A muzzle should be placed on the K-9 as soon as possible.
4. The use of deadly force will not be considered until all other means have failed or unless the delay in controlling the K-9 (delay in medical treatment) may result in serious injury or death to an already injured handler.
5. When maneuvering around a K-9 involved in a traumatic incident it is important for an officer to move slowly, speak in a soothing manner and control emotions. Should a K-9 challenge an officer, the officer should stand perfectly still and talk using K-9's name in a soothing manner and making no direct eye contact.
6. The on-duty supervisor, K-9 Unit Supervisor and/or another handler will be responsible to determining the method of removing the K-9. When considering the method and timeliness of removing the K-9, the safety of the handler, other officers and the public will be the prime consideration.

24.18 General Behavior of K-9 Handlers and Other Officers

- A. Officers will refrain from approaching, petting or agitating the police dog, except during training and upon approval of the handler.
- B. Only the handler or persons approved by the handler will feed the K-9. Only approved diets will be fed to the K-9.
- C. Food additives and medications will be secured in an area out of reach of children.
- D. Physical contact (horseplay) between anyone and the handler will be avoided in the presence of the K-9, as it could be perceived by the K-9 as an attack on the handler.

24.19 K-9 Vehicles

(41.1.3)

- A. A K-9 vehicle will be assigned to all K-9 handlers on a 24 hours basis as designated by the RPD Assigned Vehicle Program. The K-9 handler will use the vehicle in compliance with Department and City vehicle policies.
- B. K-9 vehicles will be equipped with a K-9 cage, to allow transportation and security of the K-9. The vehicle will be equipped with any other special items that are required for K-9 operation, care and safety as determined by the K-9 handler and K-9 Unit Supervisor and approved through chain of command (i.e., hot popper system, thermostat fan, water pale etc.).
- C. Only K-9 Team dogs are to be transported in the K-9 vehicle. Transporting other animals in this vehicle will increase the potential of police dogs contracting various diseases. This restriction applies to all animals. (See also 23.8 – “ K-9 Vehicles”)

24.20 Uniforms and Equipment

(41.1.4, 41.1.5)

- A. The uniform for K-9 teams will be approved through the chain of command.

B. Equipment to be carried on duty will be at the discretion of the handler. The following equipment should be maintained by the K-9 team. Some items can be shared.

1. Full body suit (aggression work) may be shared
2. Bite Sleeve (aggression work) may be shared
3. Tracking lead
4. Tracking harness
5. Two (2) water pails (large)
6. Two (2) food bowls
7. Reward toys
8. A K-9 Specific First Aid Kit
9. Dog crate
10. Electronic correction collars may be worn on duty

24.21 Kennels

(41.1.4)

- A. The City of Roswell will furnish a suitable kennel facility at the residence of each K-9 Handler. The facility will be constructed of suitable material such as a chain link fence and a smooth, poured concrete pad. A sturdy padlock will be supplied for the gate. The kennel will include an insulated dog house sufficiently large enough to accommodate the animal.
- B. Handlers will maintain at their residence, a suitable facility, furnished by the City of Roswell, for the K-9. Handlers may elect to not have a kennel installed. The UPD Commander, the K-9 Unit Supervisor, or their designee will conduct periodic inspections of the facility at the residence of the handler. Inspections shall be documented and the findings submitted in writing to the Chief of Police.
- C. The kennel at the Roswell Law Enforcement Center will be used to house only RPD K-9's.

24.22 Veterinary Services, Kenneling, Sick Leave and Vacation

(41.1.4)

- A. Handlers will be responsible for the general health and care of their assigned K-9. All injuries or illness suffered by the K-9 will be reported to the K-9 supervisor.
- B. In emergencies any veterinarian that is available will be utilized to stabilize the situation. Once stable the continued care of the animal will be performed by a veterinarian authorized by Chief of Police or his/her designee.
- C. For non-emergency care only authorized veterinarians will be utilized. When possible the appointment will be scheduled during the handler's on-duty hours.
- D. In event of an emergency during a handler's off-duty time; the handler will be compensated.
- E. It is the responsibility of K-9 handlers to ensure that a medical care file is maintained for each animal. This file will be accessible to the handler and will contain the following information at a minimum:
 1. Inoculation records
 2. Inoculation booster records
 3. Heartworm medication records
 4. Flea/Tick medication records
 5. Documentation of injuries and treatments

6. Documentation of illness and treatments

- F. Only those medicines or treatments prescribed by a veterinarian will be administered to the K-9.
- G. Kenneling of the K-9 will be at a designated veterinary clinic, at the residence of a city employee approved by the Division Commander, or at the handler's residence when the handler is out of town, on vacation or at non-K-9 training.
- H. Pre-approved kenneling costs will be paid for by City of Roswell.
- I. K-9's will not be left unsecured at the residence when the handler and/or family members are absent.
- J. K-9 handlers will immediately notify the K-9 Unit Supervisor or Uniform Patrol Division Commander upon the death or serious injury of a police K-9. The Chief will determine if a necropsy is necessary.

Chapter 25 – Roswell Investigative Analysis Unit

25.1 Purpose

Outline operating procedures and privacy policies for the criminal intelligence system and staff maintained by the Roswell Police Department.

25.2 Mission

The Roswell Police Department operates its Investigative Analysis Unit (RIAU) within the Special Investigations Section. The Investigative Analysis Unit collects, evaluates, analyzes and disseminates intelligence information regarding criminal activity. The unit adheres to the policies set forth by 28 CFR Part 23 of the Code of Federal Regulations and any other federal, state or local law regarding criminal intelligence information. Through the use of intelligence analysis, crime analysis, financial analysis, associated links and process flows, data visualization, hypothesis testing, matrices and other forms of tradecraft methods, the RIAU will serve as the principal channel for the collection and dissemination of Intelligence for the City of Roswell. In addition, the RIAU will also serve as the primary resource for data analysis for the Roswell Police Department.

25.3 Definitions

Criminal Intelligence: is data or information which meets criminal intelligence collection criteria and which has been evaluated and determined to be relevant to the identification of criminal activity engaged in by individuals or organizations that are reasonably suspected of criminal activity. The Investigative Analysis Unit will follow the Intelligence cycle which includes the collection, collation, evaluation, analysis and dissemination of information.

Crime Analysis: is the process of manipulating statistical data by an analytical process that will show commonalities between location, suspects, trends and patterns.

25.4 Intelligence Guidelines

A. Intelligence Information:

1. Based upon a criminal predicate or threat to public safety
2. Based upon reasonable suspicion that an identifiable individual or organization has committed or will commit a criminal offense against an individual, community, state or nation
3. Relevant to the investigation and prosecution of suspected criminal incidents
4. Collected in a lawful manner

25.5 Crime Analysis Guidelines

(5.3.1)

A. Crime Analysis Information:

1. Collected from data reported to the Roswell Police
 - a. Examples of where data is extracted may include:
 - i. Incident Reports
 - ii. Calls for Service
 - iii. Accident Reports

- iv. Arrest Reports
- v. Officer Initiated Reports

2. Collected in a Lawful Manner:

Reports will be prepared identifying crime factors that may include crime type, geographic, temporal and chronological factors, victim and target descriptors, modus operandi information, suspect descriptors, physical evidence information and suspect vehicle descriptors.

Report data will be collected, collated, analyzed and presented in the form of monthly and annual reports. Monthly reports include year-to-date information. These reports will assist the various executive, administrative and various division and unit commanders in developing tactics, strategies, and plans for crime suppression, manpower and resource projections in the future.

3. Types of Reports:

Monthly Report: Submitted to the Chief's Office, Criminal Investigation Division personnel, Uniform Patrol Division personnel, Support Services Division personnel. Monthly reports are available to all personnel in electronic form on a common police computer drive.

Annual Report: Submitted to the Chief's Office, Criminal Investigation Division personnel, Uniform Patrol Division personnel, Support Services Division personnel. Annual reports are available to all personnel in electronic form on a common police computer drive.

The Criminal Intelligence Analyst will be responsible for preparing briefings for the Chief of Police on crime patterns or trends.

25.6 Investigative Analysis Guidelines

(40.1.1)

- A. The Investigative Analysis Unit will not collect or retain information solely based on religious beliefs, political views, social status, race or gender.
- B. Information gathering and investigative techniques used by the Roswell Investigative Analysis Unit will comply with and adhere to 28 CFR Part 23 and other local, state and federal regulations regarding the storage, collection, analysis and dissemination of Intelligence.
- C. Criminal Intelligence information will only be disseminated on a need to know and right to know basis in the performance of law enforcement activities and only to law enforcement personnel who agree to the protection of unclassified/classified/sensitive information from the Intelligence Unit.
 - 1. Need to know: As a result of jurisdictional, organizational or operational necessities, intelligence or sensitive information is disseminated to further an investigation.
 - 2. Right to know: Based on having a legal authority, one's official position, legal mandates, or official agreements allowing the individual to receive intelligence reports (Legally able to receive sensitive information)
- D. On an annual basis, a review of the procedures and processes associated with criminal intelligence shall be conducted by the Criminal Investigation Division Commander or his/her designee.

25.7 Intelligence Submission Criteria

- A. Reasonable suspicion of criminal activity
- B. Information obtained legally
- C. Information submitted must be relevant to identification of subject or subject's criminal conduct
- D. Shall not be collected based upon religious, social, political or association views unless directly linked to criminal conduct or activity
- E. Each entry must be labeled for sensitivity, confidence and identification of submitting official or agency

25.8 Types of Criminal Activity

- A. Criminal activity represents a significant and recognized threat to the population
- B. Criminal activity is for the purpose of seeking illegal power or profit or poses a threat to life and property
- C. Criminal activity involves a significant degree of permanent criminal organization or is not limited to one jurisdiction
- D. Criminal activity can include one or more of the following:
 - 1. Individual
 - 2. Group
 - 3. Business
 - 4. Association
 - 5. Gang

25.9 Classification of Intelligence

(40.2.3)

- A. Intelligence will be classified to provide a structure that will limit control access/dissemination of information.
 - 1. **Restricted Classification:** contains confidential information that has the ability to effect an ongoing investigation, compromise identities or create hazards for citizens and/or law enforcement. Restricted status intelligence should not be disseminated without prior approval of the Intelligence Unit Commander and should only be received by Law Enforcement with a need or right to know.
 - 2. **Confidential Classification:** is less sensitive than restricted but must still only be disseminated to Law Enforcement on a need or right to know basis.
 - 3. **Unclassified Classification:** envelopes information from public databases, news media or general intelligence for Officers and/or Law Enforcement officials. Unclassified Intelligence can be disseminated by need to know qualifications.
- B. All Intelligence released from the RIAU will have a classification disclaimer attached
- C. Unless otherwise noted, all released Intelligence and/or information will also contain an additional disclaimer that the information contained herein is Law Enforcement Sensitive (LES) and For Official Use Only (FOUO)

25.10 Analysis

- A. Criminal Intelligence Information obtained by the Roswell Investigative Analysis Unit (RIAU) will be analyzed only by qualified Intelligence Officers or Analysts who have completed a proper background investigation and obtained the appropriate security clearances.
- B. Criminal Intelligence Officers and Analysts will receive adequate annual training in regards to the collection, analysis and dissemination of intelligence Information; as well as proper handling and destruction of intelligence documents.
- C. The information acquired by the Roswell Investigative Analysis Unit will be organized and analyzed to meet the priorities of the entire Roswell Police Department. The purpose of analyzing the information is to:
 - 1. Further the enforcement, prosecution and crime prevention objectives established by the Roswell Police Department.
 - 2. Provide strategic, operational or tactical analysis on the existence, identification and capability of individuals and/or organizations and their involvements in illegal activity
 - a. **Strategic Analysis:** consists of the identification, location and involvements of individuals in a suspected criminal organization or illegal activity. Strategic analysis gives the large scale overview to all law enforcement or prosecution that may be involved in the investigation.
 - b. **Operational Analysis:** pertains to the refining of intelligence from the broad span of information in strategic analysis. Operational analysis allows the analyst or officer to focus on “main players” and direct the investigation in the most productive and effective direction for the department and/or unit.
 - c. **Tactical Analysis:** consists of collecting the “need to know” information for an imminent threat to the department or its jurisdiction. These threats could include a planned search warrant, knock and talk, hostage situation, or incident command situations.
 - 3. Provide prompt and accurate analysis of crime trends and patterns within the City of Roswell.

25.11 Retention and Security

(40.2.3)

- A. All information that applies to the safeguards of 28 CFR PART 23 will be reviewed for retention (validation-retention or purge) every five (5) years. When information is obsolete, misleading, or otherwise unreliable, it will be purged, destroyed or deleted. Permission to destroy or purge information or records will be presumed if the applicable information is not validated within the five (5) year time frame. Notification of proposed destruction of records may or may not be provided to the contributor, depending on the relevance of the information and any agreement with the providing individual or agency.
 - 1. Criminal intelligence information and/or requests for information will be purged from the Intelligence Records Management System (RMS) after holding the information for (5) years and cannot be substantiated.
 - 2. Entries into the Intelligence Records Management System (RMS) may be evaluated by a supervisor on its validity and/or content in relation to serving a valid law enforcement purpose and has been updated to comply with the retention schedule.

3. If at the end of the retention period, the originator has current information indicating the subject and/or organization is currently involved in a criminal activity, the information must be updated and a new retention schedule set.
4. If intelligence information is classified as Sensitive, copies will not be returned to the originator but may be updated by direct contact to the originator.
5. All information after review whether purged or extended shall reflect the name of the reviewer, date, time and explanation of decision.

B. Open Records Exemption(s):

28 CFR PART 23 specifically states:

1. (E) A project or authorized recipient shall disseminate criminal intelligence information only where there is a need to know and a right to know the information in the performance of law enforcement.
2. (f) (1) Except as noted in paragraph (f)(2) of this section, a project shall disseminate criminal intelligence information only to law enforcement authorities who shall agree to follow procedures regarding information receipt, maintenance, security, and dissemination which are consistent with these principles.
3. (2) Paragraph (f)(1) of this section shall not limit the dissemination of an assessment of criminal intelligence information to a government official or to any other individual, when necessary, to avoid imminent danger to life or property.

C. To ensure that there is no unauthorized access or damage to criminal intelligence information stored in the Roswell Investigative Analysis Unit, administrative, technical and physical safeguards in compliance with 28 CFR Part 23 will be administered.

1. The Roswell Investigative Analysis Unit performs its duties within the Roswell Police Department headquarters. Proper security safeguards are mandated to include a secure gate of the premises, personally identifiable codes to access the building and closed circuit cameras of all entrances/exits.
2. Intelligence files will be stored in hard copy form as well as electronically in the Intelligence module of RMS. Hard copy intelligence files will always remain in a secure location in a locked storage container. A log will be mandated to control access and maintain the integrity of the files.

D. When deemed necessary, the Investigative Analysis unit will adopt effective and technologically advanced software and hardware to protect unauthorized access contained in the Intelligence RMS.

1. RIAU will use the Intelligence Module within the records management system to house electronic Intelligence files.
2. Access will be restricted to only RIAU personnel and supervision unless otherwise directed.
3. The City of Roswell Information Technology (IT) department will house the RMS server in a secure location.
 - a. IT staff access to the Intelligence module will be restricted to two (2) personnel.
 - b. A signed non-disclosure form will be maintained on an annual basis and stored with the RIAU.

4. IT staff access to the Intelligence module will be documented.

25.12 Operation Procedures (Redacted)

(46.3.1)

25.13 Use of Social Media in Criminal Investigations (Redacted)

25.14 Suspicious Activity Reporting (SAR) (Redacted)

Chapter 26 – Rescinded 12-28-2017

Chapter 27 – Victim and Witness Assistance Program

The “Victim / Witness Assistance Program” was originated through the Fulton County Solicitor’s Office. This policy establishes guidelines relative to victims and witnesses of crime and is applicable to all personnel.

27.1 Policy

(55.1.1)

It is the policy of the Roswell Police Department to treat victims and witnesses with fairness, compassion and dignity. This department will continue to be committed to the perpetuation of appropriate victim / witness assistance programs and activities which will provide victims of crime with all reasonable assistance to:

1. Protect the victim / witness from further harm; including protecting the confidentiality of the victim / witness and their role in case development to the extent allowed by law
2. Nurture cooperation between the police and the victim / witness
3. Enhance willingness on the part of the victim / witness to assist in prosecution of criminal offenders.

27.2 Rights of Victims and Witnesses

(55.1.1)

- A. The Roswell Police Department is committed to the development, implementation and perpetuation of the “Victim / Witness Assistance Program” as developed through the Fulton County Solicitor’s Office. Where appropriate the Department will keep the public informed of the services available from the Department, Fulton County or any other available services within the State.
- B. In order to perpetuate the assistance program, the Solicitor’s Office has developed the following list of victims’ rights which members of the Police Department will support, most particularly, in those areas where they would have primary responsibility.
 1. Victims have a right to be treated with fairness, dignity, and compassion by emergency services, criminal justice personnel, news media and the general public.
 2. Victims / Witnesses have a right to protection from intimidation and harm.
 3. Victims / Witnesses have a right to be informed concerning the criminal justice process. This includes the status and progress of an investigation or prosecution, when the defendant is released on bail or from prison, and to be informed of all hearings and procedures in time to exercise their right to attend.
 4. Victims have a right to counsel. Assistant district attorneys, solicitors and / or prosecutors are essentially the victims’ or witnesses’ attorney and will protect the victims / witnesses’ interests and discuss the case in non-technical language if necessary.
 5. Victims have a right to restitution for expenses of property loss incurred as a result of a crime (OCGA 17-15-1). When restitution is ordered, they have a right to have that order enforced.
 6. Victims have a right to preservation of property and employment. They should be able to respond to a subpoena without fear of retaliation or loss of wages. Victims’ stolen property,

once recovered, will be returned promptly to the rightful owner if photographs of the property can be substituted in a criminal proceeding.

7. Victims / Witnesses have a right to due process in criminal court proceedings. They should be notified in advance when a proceeding has been rescheduled or canceled. A victim or witness should be minimized from stress, cost, and inconvenience resulting from their involvement in a prosecution or investigation. The victim should have the right to have a victim impact statement presented and considered prior to sentencing (OCGA 17-10-1.1).

27.3 Authority and Responsibility for Administration

(55.1.1)

The Chief of Police has authority to designate an individual to administer the Roswell Police Department's role in the Victim / Witness Assistance Program. Overall, supervision of the program will vest in the Fulton County Solicitor's Office. This liaison position will be referred to as the Victim / Witness Liaison Officer.

27.4 Victim/Witness Program and Relationships with Other Service Providers

(55.1.1)

- A. The Roswell Police Department and the Fulton County Solicitor's Office act in conjunction, in regard to the program, to ensure that all victims and witnesses receive professional handling consistent with their important role in the successful investigation and prosecution of a case.
- B. The role of the Police Department will be accomplished through the following objectives:
 1. Treat all victims and witnesses with fairness, compassion, and dignity
 2. Provide a toll free, emergency response phone number (911), and on initial contact, provide all victims / witnesses with immediate assistance if necessary
 3. Maintain and provide victims / witnesses with a list of community services available, within the service area and appropriate brochures describing the judicial process and the phone number of the Victim Assistance and Domestic Violence Program office
 4. Provide services without duplicating victim / witness assistance services provided elsewhere
- C. The resource list will include outside sources of victim / witness assistance. The list will ensure that agency referrals of victims / witnesses to outside sources are based on accurate and up-to-date knowledge of the services offered by those sources. Furthermore the process will establish on going channels of communications, by which to offer and receive suggestions about the services available to victim / witnesses.

27.5 Preliminary and Follow-Up Investigations

(44.2.3, 55.2.3, 55.2.4)

A. Preliminary Investigations

The primary responsibility for providing assistance to a victim or witness will be the first responder to a scene. At the point of initial contact with the victim or witness of a crime, and after emergency assistance has been rendered, the initial responding officer will render the following services in addition to other normal investigative duties:

1. Give information to the victim / witness about applicable rights and services (e.g. counseling, medical attention, compensation programs, emergency financial assistance, victim advocacy, etc.) and the phone number of the Fulton County Victim Assistance Program 404-612-4986.
2. The Roswell Police Department provides all of its officers and investigators a pamphlet published by the Office of the Fulton County Solicitor General entitled, Resources for Victims of Domestic Violence. This pamphlet is relevant to a wide variety of calls for service and can be provided to the victim / witness of any person's crime. These pamphlets are also located in the lobby of the Roswell Police Department for all members of the public to obtain.
3. Advise the victim / witness about what to do if the suspect, the suspect's companions or the suspect's family threaten or are otherwise attempt to intimidate.
4. Inform the victim / witness of the case number (if known by the officer) and subsequent steps in the processing of the case.
5. Provide the telephone number and name of the investigator (if known by the officer) and telephone numbers that the victim / witness can call to report additional information about the case or to receive information about the status of the case (status of the case refers to open, suspended, inactive, or closed).

B. Follow-Up Investigations

1. A victim / witness will be contacted within ten (10) days of the initiation of the investigation, and periodically thereafter by the investigating officer whenever, in the opinion of the investigating officer, a supervisor, or the Chief of Police, the impact of the crime has been usually severe upon a victim / witness. The purpose of this contact is to determine if needs are being met and/or if additional assistance is needed.
2. An investigating officer will explain to the victim/witness the procedures involved in the prosecution of their case and their role in those procedures. Caution should be used to explain in such a manner as to not endanger the successful prosecution of the case.
3. Scheduling lineups, interviews and other required appearances should be at the convenience of the victim / witness whenever feasible. Factors to be considered in this scheduling include the physical, financial and emotional wellbeing of the victim / witness. If necessary, the Roswell Police Department will provide transportation to and from the police station for the victim/witness.
4. Whenever possible, victim / witness property taken as evidence by the Department will be promptly returned (exceptions being contraband, disputed property, and weapons used in the course of the crime). Officers should consult with the solicitor, prosecutor and Georgia Code whenever questions of law or rules of evidence are in doubt.
5. Whenever there is a traumatic incident such as a rape, child abuse, sexual assault, or other incident which requires more than the average amount of victim / witness assistance, the victim witness should be advised of the services of a victim advocate, such as those included in the Resources For Victims of Domestic Violence Pamphlet, to assist them during the follow-up investigation.
6. Roswell Police Department crime prevention personnel will be available to conduct a follow-up security survey on each burglary, in-home assault, etc.
7. Officers or investigators will ensure that copies of incident and supplemental reports are forwarded to the local prosecutor's office, if required.

C. Victim/Witness Interviews

1. When an officer interviews a witness or a victim, a report should be made for future reference. The age and physical/ intellectual limitations, of the witness/victim should be considered. Whenever possible the interview should be audio/video recorded. The following procedures for interviewing victims and witnesses are recommended:
 - a. Interview all witnesses and victims individually to avoid contamination of their accounts of what occurred.
 - b. If at all possible, record the first reactions of the witnesses. Allow witnesses to give a full statement free of outside influences, and to record and sign their statements. Never lead witnesses or attempt to "help" them recall information.
2. Child Abuse Protocol: Each county in the State is mandated to have in place a child abuse protocol filed with the Division of Family and Children Services, of the Department of Human Resources (DHR). A copy of the protocol 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, neglected or maltreated children.

Officers and detectives shall refer to the procedures set forth in the Child Abuse Protocol when conducting follow up investigations of incidents involving the abuse, neglect, or maltreatment of children. Interviews of child victims shall only be conducted by approved individuals who have received specialized training in interviewing children.

27.6 Services Provided to Victims / Witnesses

(55.2.5)

Upon arrest, during post arrest processing, and while awaiting trial of a perpetrator the following services will be provided where appropriate.

A. Informing Victims and Witnesses

Whenever a perpetrator of a crime is arrested, the victim / witness will be notified of the arrest, the criminal charges, the date of arraignment (if known), the immediate custody status (citation or incarceration) and bail-bond information (when available).

27.7 Services Provided During and After Trial

(55.1.3)

During and after a trial the following services will be provided where appropriate.

A. Criminal Justice Orientation

Officers should be prepared to provide, if necessary, any information on the criminal justice system. Other information or services should be provided, such as directions to the courthouse and courtroom.

B. Escort and Transportation

Victims and witnesses may be escorted or transported to court to ensure that they reach the proper court.

C. Fear Reduction and Comfort to Victims and Witnesses

In circumstances where there is reason to believe that a victim / witness may experience fear of reprisal, intimidation, or extraordinary apprehension about testifying, it is appropriate for the investigating or arresting officer to accompany witnesses to the courtroom and sit with them during the proceedings. When possible, victims and witnesses should be segregated from the defendant (by permission of the court).

D. Employer Intervention

It is appropriate for the investigating officer to document the legitimacy of victim / witnesses' absences or tardiness to employers and to encourage payment of wages or salary by the employer when the victim / witness must come to court to testify.

27.8 Threatened Victims / Witnesses

(55.2.2)

- A. Threats to any victims or witnesses will be documented by a police incident report and forwarded to the Criminal Investigations Division for follow-up. Appropriate assistance / protective measures will be determined by the nature of each individual case, the level of threat, and the resources available to the Department.

Appropriate assistance may range from arrest of the individual making any threats to simply talking with the threatened person.

- B. If the Department becomes aware of danger to a victim or witness, every effort will be made to promptly contact, alert, and offer appropriate assistance and protective measures to the threatened person. If outside this jurisdiction, the member learning of such threat will also notify the affected police department.

Protective measures may include the following:

1. Traces and / or recordings of telephone threats
2. Patrol officers notified and more frequent additional patrol directed specifically to the victim's neighborhood and home
3. Escorts or surveillance, upon request, from the victim's home or business to their car, to ensure that they are not being stalked or followed
4. Field investigation records of any suspicious individuals in the area of the victim / witnesses' home or business
5. Persuading the victim to take up temporary residence at a relative's home or at a hotel until court injunction and / or arrest can be made
6. Use of on-duty police officers at a fixed post outside the Roswell location of the victim / witness (**Note.** this solution should only be used when other alternatives are not feasible)
7. Coercive protection detention and custody of a material witness to a homicide or other serious felony, when there is likelihood that there will be violence against the victim / witness (**Note.** this solution should not be used without specific permission from the Chief of Police and the appropriate prosecutor)

8. Documentation of all reports of threats or intimidation on an Incident Report to be relayed at roll call to all officers coming on-duty. The Solicitor's or Prosecutor's Office will be promptly notified of any threats received.

27.9 Required Posted Human Trafficking Notice

Under Georgia law (O.C.G.A. § 16-5-47) specific businesses or establishments to include government buildings are required to post the notice in each public restroom and in a conspicuous place near the public entrance of the building or in another conspicuous location in clear view of the public and employees where similar notices are customarily posted.

The notice shall be posted in both English and Spanish and shall state the following:

Are you or someone you know being sold for sex or made/forced to work for little or no pay and cannot leave?

Call the National Human Trafficking Resource Center at **1-888-373-7888** or the Statewide Georgia Hotline for Domestic Minor Trafficking at **1-844-842-3678** for help.

All victims of slavery and human trafficking have rights and are protected by international, federal, and state law.

The hotline is:

- (1) Anonymous and confidential;
- (2) Available 24 hours a day, seven days a week;
- (3) Able to provide help, referral to services, training, and general information;
- (4) Accessible in 170 languages;
- (5) Operated by nonprofit, nongovernmental organization; and
- (6) Toll-free

(Notice in Spanish)

¿Usted o alguien que usted conoce son víctimas de tráfico de personas a cambio de sexo o son obligados a trabajar a cambio de un salario irrisorio o sin salario y no pueden escapar?”

“Llame al Centro Nacional de Recursos para el Tráfico de Personas (National Human Trafficking Resource Center) al **1-888-373-7888**, o a la línea de asistencia telefónica para casos de Tráfico de Menores en el País de Georgia (Georgia Hotline for Domestic Minor Trafficking) en todo el estado al **1-844-842-3678** para solicitar ayuda.

Todas las víctimas de tráfico de personas y esclavitud tienen derechos y están protegidas por leyes internacionales, federales y estatales.

La línea de asistencia telefónica:

- (1) Es anónima y confidencial;
- (2) Está disponible las 24 horas del día, los 7 días de la semana;
- (3) Puede ofrecer asistencia, recomendación de servicios, capacitación e información general;
- (4) Es accesible en 170 idiomas;
- (5) Es operada por una organización no gubernamental, sin fines de lucro; y

(6) Es un número de llamada gratuita.

27.10 Victim Assistance Services for Next-of-Kin of a Decedent or Seriously Injured Person

(55.2.6)

- A. Roswell Police Officers are required to attempt to notify next-of-kin in all death investigations and traffic fatalities. Notification can also be required for serious injury events.
 - 1. Death notifications will always be carried out promptly and in a considerate manner.
 - 2. Whenever possible, assistance should be requested from local clergy, a relative, or close friend of the deceased's/injured person's family.
 - 3. Officers should provide information to the next-of-kin, if they request, surrounding the circumstances of the death or injury if the information is available and will not harm any ongoing investigation.
- B. If the next-of-kin lives outside of the immediate vicinity of the City of Roswell or out of state, officers or investigators may contact the police/Sherriff's department, Medical Examiner's Office, or Coroner's Office that has jurisdiction of the next-of-kin's location and request that they make the notification. All available information regarding the death/injury should be provided to that person that will make the notification along with the Lead Investigator's contact information to be provided to the next-of-kin.
- C. If a notification is requested by an outside agency for a next-of-kin that resides inside the City of Roswell, the officer/investigator requested to make the notification should attempt to gather all information available from the jurisdiction where the death/injury occurred. The contact information for the person that the next-of-kin may call for continuing information should also be obtained. These notifications will be made in accordance with any other next-of-kin notifications.

27.11 Review Need / Services

(55.1.2)

The Roswell Police Department will complete a documented review of this policy and review the available services in the Resources For Victims of Domestic Violence pamphlet at least every two years. This will help to identify appropriate victim/witness services that the agency can continue to provide.

Chapter 28 – Temporary Detention Areas

28.1 Purpose

The purpose of this policy is to establish guidelines and procedures for the management and administration of temporary detention areas.

28.2 Policy

Officers often need to temporarily detain persons as part of an arrest or prior to transporting them to the Fulton County Jail or other facility.

It is the policy of this Department to provide for the safety and security of employees and detainees inside Department facilities by designating procedures and locations for the testing and temporary detention of individuals.

28.3 Definitions

Constant Supervision: The direct, personal supervision and control of a detainee by the detaining officer who can immediately intervene on behalf of the agency or the detainee.

Detainee: The person(s) held in custody for questioning, under arrest, and persons currently incarcerated on other offenses and juveniles in custody.

Detaining Officer: The officer who places an individual(s) into a temporary detention cell; or an individual assigned by a supervisor.

Temporary Detention: Temporary detention is measured in hours and does not involve housing or feeding detainees except in extenuating circumstances.

Temporary Detention Cells: Rooms located within the temporary detention areas, which are used for temporary detention of detainees. These rooms are considered secure areas and have the ability to be locked by authorized personnel.

Testing Room: A room or area used by sworn personnel to test (administer breath tests) detainees.

Interview Rooms: These rooms are mainly used for interviews and interrogations and are not temporary detention rooms, as they are not equipped to lock a detainee within the room.

28.4 Authorization of Testing and Temporary Detention Areas

(71.1.1, 71.4.1)

The following areas/rooms within the Rowell Police Department are authorized for the use of detainee testing and temporary detention:

A. Intoxilyzer Testing Area

The Intoxilyzer testing area is located adjacent to the Sally Port and is designated for DUI investigations conducted by officers and drug recognition experts. Detainees are to be under constant supervision while in the testing area.

B. Primary Temporary Detention Area

The primary temporary detention area is located adjacent to records (Medical Hall) and consists of two temporary detention cells (cells 118 and 120), a separate restroom, an electronic warrant room, and an observation area. Both temporary detention cells are equipped with video/audio recording and can be monitored by officers from the electronic warrant room.

C. Secondary Temporary Detention Area

The second temporary detention area is located on the second floor, adjacent to the Special Investigations Section (SIS) and consists of three temporary detention cells (cells A, B and C) and an observation area. None of these temporary detention cells are equipped with audio/video recording capabilities nor have video observation available; therefore, a constant visual of a detainee placed into a cell must be maintained at **all times**.

28.5 Temporary Detention Facility Conditions

(71.4.1, 71.4.2, 71.4.3)

A. Physical Conditions

Temporary detention areas/rooms shall be equipped with adequate lighting and air circulation per building code. Detainees shall have access to water, restrooms, and other needs in a timely manner.

B. Fire Prevention, Evacuation and Suppression Plan

In order to reduce the risk of fire, temporary detention areas/rooms will not be used as storage areas.

1. **Fire Prevention:** all personnel assigned to work in the temporary detention areas are responsible for taking steps to prevent fires from occurring, including:
 - a. Submitting maintenance requests as appropriate (loose or exposed wiring, electrical shorts, etc.);
 - b. Proper storage of combustible materials; and
 - c. Being familiar with the location and operation of fire suppression equipment
2. **Fire Evacuation and Suppression:** during a fire emergency, the primary responsibility of each officer/detective is to ensure the safety and security of their detainee. At no time, will an attempt to extinguish a fire compromise the safety of any detainee. In the event of a fire in the temporary detention area, the following fire suppression procedures will be followed:
 - a. Any detainee shall be immediately evacuated from the facility and transported to a safe location.
 - b. In every instance of a fire, regardless of size, the officer/detective will notify dispatch of the situation and request fire personnel be dispatched to the location.
 - c. After evacuating the detainee to a safe location, and notifying dispatch, officers may attempt to extinguish the fire if safe to do so, using available fire suppression equipment.
 - d. When it is safe to do so, the advising officer/detective will notify their supervisor. The supervisor will respond to the scene and will notify the Watch Commander.
 - e. The primary officer/detective involved with the fire will complete an incident report; all

personnel involved in the incident will complete supplemental reports.

- f. The Roswell Fire Marshal's Office will initiate an investigation to determine the nature of the fire. If arson is suspected, appropriate investigators will be notified.
- C. If an emergency involves the death of a detainee, the supervisor will notify his/her chain of command, the Office of Professional Standards Division Commander, and the Chief of Police. The scene will be secured and treated as any other crime scene.
- D. Inspections and Administrative Review
1. The maintenance and security of the temporary detention areas/rooms will be the responsibility of the Support Services Division (SSD) Commander or designee.
 2. Temporary detention cells shall be inspected before and after each use. Members shall immediately correct any discrepancies found and report any such discrepancy through their chain of command.
 3. The Accreditation Manager will conduct quarterly security inspections of the temporary detention areas/rooms. The inspection will include a review of completed Temporary Detention sheets.
 - a. Temporary Detention Sheets will be retained for a minimum of 36 months.
 4. The Office of Professional Standards Commander or designee shall conduct an administrative review of the temporary detention areas and procedures governing their use annually.

28.6 Temporary Detention Procedures (Redacted)

(71.3.1)

28.7 Security of Testing and Temporary Detention Areas

(71.3.3)

A. Firearms Secured

Firearms shall be secured before entering a temporary detention area, when a detainee is present.

Note. The **only** exception will be officers entering to address an incident having imminent life-threatening implications.

1. Officers will remain armed and in control of their firearms while in the testing room.

B. Authorized Access

Only sworn personnel will have access to a temporary detention area/cell while in use.

C. Emergency Alarm

1. **Portable Radio:** All officers who are responsible for interacting with a detainee in the temporary detention or testing area shall be equipped with a portable radio. The radio shall be operational and will always be within reach of the officer. An emergency request for assistance may be made by voice transmission.

2. Portable Radio Emergency Button Activation: The officer may elect not to broadcast the emergency request by voice transmission. In this case, the officer should use the emergency button on their portable radio to transmit the emergency request silently.

Note. Officers are required to notify dispatch of any transport to the testing and/or temporary detention area.

D. Escape Prevention (Redacted)

E. Detainee Escapes (Redacted)

28.8 Training

(71.2.1)

All sworn personnel shall receive initial training in the operation of the temporary detention areas as part of their orientation, with retraining at least once every four years.

Chapter 29 – Rescinded 5-9-2022

Chapter 30 – Departmental Chaplain Services

30.1 Purpose

(16.4.1)

- A. The Chaplain Program provides professional religious leadership and support to the Roswell Police Department.
- B. Services and programs provided by police chaplains include:
 - 1. Counseling to sworn and non-sworn personnel
 - 2. Counseling to the families of Department personnel
 - 3. Visiting sick and injured Department personnel in homes and hospitals
 - 4. Assisting in making death notifications
 - 5. Assisting personnel in the Police Department's victim assistance program
 - 6. Serving as liaison with other clergy in the community
 - 7. Serving in ceremonial functions by offering prayers and invocations at special occasions such as funerals, memorial services, graduations, award ceremonies, etc.
 - 8. Serving as liaisons with religious and chaplaincy organizations
 - 9. Serving on ad hoc committees upon request of the Chief of Police

30.2 Policy

It is the policy of the Roswell Police Department to provide resources and support to meet the needs of its personnel. The Chaplain Program provides for volunteer religious leaders to be available to assist and counsel all Department personnel in professional and personal matters.

30.3 Credentials

Chaplains will carry identification, issued by Roswell Police Department, recognizing them as Roswell Police Department Chaplains. They will display this identification at all scenes involving Department personnel and when present at the Law Enforcement Administration Center. The identification remains the property of the Roswell Police Department.

30.4 Authority and Access

A. Authority

Chaplains hold the position of Staff Advisor to the Chief of Police and fall under the Chief's command.

B. Access

Approved Chaplains have access to the Roswell Law Enforcement Center, for visits to individual officers and for individual officer counseling sessions upon approval by that officer's chain-of-command.

30.5 Appointments

- A. Religious leaders requesting appointment to Department Chaplain will make the request in writing and provide documentation of their qualifications. The Chief of Police will appoint chaplains from these applicants. Appointees will be informed, in writing, of their acceptance.

- B. Chaplains will be provided a copy of this policy and will be responsible to read and comply with its directives.
- C. Chaplains will sign a release relieving the City and Department of liability in ride-along and on-scene situations.
- D. Chaplains are required to be a graduate of the Roswell Police Department Citizens Police Academy. If this requirement has not been fulfilled prior to appointment, chaplains will attend and graduate from the next available Academy after appointment.
- E. Appointments may be resigned or revoked by either the chaplain or the Chief of Police at any time upon written notice.
- F. When an appointment is resigned or revoked the chaplain will immediately return all Department property including identification.
- G. The Office of the Chief of Police will be responsible for the proper storage of records for the Chaplain program. Records retention will follow the State Records Retention Schedule for applicant and employee files.

30.6 Qualifications

(16.4.2)

A. Credentials

Chaplains must hold credentials from a recognized religious organization that is representative of a measurable percentage of the community.

B. Education

Chaplains must have a formal education or advanced training in counseling techniques whether religious, secular or any combination of the two. This includes Critical Incident Stress Management, Crisis Response Training (CRT), and Security and Integrity, all of which should be completed within six months of appointment.

30.7 Administrative Duties

- A. Administrative responsibilities for the Chaplain Program will be assigned to the Lead Chaplain. These responsibilities include, but are not limited to, organizing chaplaincy meetings, and keeping an updated list of injured and seriously ill personnel both in hospitals and at home. The Chief of Police will be responsible for determining who will hold this position.
- B. The Lead Chaplain may enlist the assistance of other chaplains in administrative functions but will be responsible to ensure that the duties are performed. Individuals requesting to conduct a religious service or meeting will be referred to the Lead Chaplain.

30.8 Field Duties

Chaplains must recognize that officers command all situations in the field in order to maintain a secure environment and properly conduct their investigation. Chaplains will follow the instructions of officers, supervisors and field commanders while present on incident scenes at all times.

A. Ride-Alongs

Chaplains are authorized to ride along with on-duty officers. Ride-alongs help chaplains keep in touch with the pressures and problems that confront officers on the street. This also allows officers and chaplains to get to know each other and provides a forum for officers and chaplains to learn from each other.

B. Crisis Consultant

Officers are encouraged to consult with chaplains and to utilize their assistance when answering family crisis and other high stress calls, however, chaplains should not intervene unless requested to do so by the investigating officer.

C. Accident / Incident Response

Chaplains may be called upon to assist officers when there is a serious accident with injuries or death, or when there is a crisis or traumatic incident, and there is a need to provide comfort to injured parties or their families.

30.9 Duty to Department Personnel

A. As specialists in the field of religious guidance, chaplains will be available to advise the Chief of Police in all matters pertaining to the moral, spiritual and religious welfare of Department personnel.

B. Chaplains will be available as neutral persons in whom Department personnel may confide more freely than they might with supervisors, fellow officers, members of their family or their clergy, especially in times of death, serious injury or job-related crisis.

C. Chaplains will be available to Department personnel and their families in times of personal stress and/or crisis.

D. Chaplains will be available to assist Department officials in making notification to the family of an officer who is seriously injured or upon the death of an officer.

E. Chaplains will visit seriously ill or injured personnel at home or in the hospital.

F. Chaplains may make appointments for counseling or, if the situation indicates, referrals to professionally accredited counseling services for Department personnel involved in marital disputes.

30.10 Duty to Department Operations

A. Chaplains may serve in ceremonial functions consistent with their positions: funeral and memorial services where they represent the Police Department; academy graduations; and religious and civil ceremonies.

B. Chaplains may coordinate and plan religious services and/or religious educational programs for the Department.

C. Chaplains may make presentations during newly hired employee orientations. These may deal with personnel stress, family crisis response, family orientation or acquainting personnel with the services of the chaplain.

D. Chaplains may attend occasional in-service and roll-call training.

E. Chaplains will be on-call through the 911-Communications Center. A regularly updated on-call list of

chaplains will be provided to the 911-Communications Center.

- F. Chaplains should be familiar with communications procedures established for the Department and will conform to them.
- G. Chaplains are subject to proper protocol procedures and should report to the investigating officer when arriving at the scene of any emergency.
- H. Chaplains should meet regularly for the purpose of organization and discussion of activities. Minutes of these meeting will be provided to the Chief of Police.
- I. Chaplains will not release any information to the news media, insurance agencies or attorneys regarding cases where they are involved. All information obtained should be held in confidence and treated as privileged information.
- J. Chaplains should not publicly criticize the actions of any law enforcement officer, Department official or Department policy or action. Any chaplain having a grievance will take the matter directly to the Chief of Police.

30.11 Duty to Community

- A. Chaplains will act as liaisons between the local ministerial alliance or association and the Department.
- B. Chaplains will maintain professional relationships with the clergy of the community at all times.
- C. Chaplains will make referrals of persons in crisis to the clergy of their choice as soon as possible.
- D. Chaplains will not usurp their power in their position of pastor or clergy or act in any unethical way at any time.
- E. Chaplains will become involved in domestic situations only when requested to do so by an investigating officer, detective or supervisor.
- F. Chaplains will be available to console and comfort victims and relatives encountered by the Department during natural disasters or catastrophic events.

Chapter 31 – Career Development Program

31.1 Purpose

(33.8.1, 33.8.3)

The City of Roswell and the Roswell Police Department provide career ladders for personnel in an effort to encourage professional development, advanced education and improved law enforcement services. These career ladders are established as the Career Development Program. For sworn personnel this program addresses the ranks of Police Officer I, Police Officer II and Master Police Officer.

Georgia P.O.S.T. Council issues several professional certificates to peace officers; the Basic Law Enforcement Certificate, Intermediate Certificate and the Advanced Certificate, which are awarded to currently employed full-time peace officer of a POST participating agency and have the acquired requisites as defined by POST.

31.2 Policy

(33.8.1, 33.8.3)

Career Development Program activities will be conducted annually for **all** sworn personnel in association with annual performance evaluations and will include career counseling and evaluation of needed in-service training.

The term Police Officer when referred to within the Career Development Program policy is reserved for the hire date of Police Officers who were hired under the Lateral Entry Program, or if hired as a Police Officer I the date in which one has successfully completed the Georgia P.O.S.T. Peace Officer Basic Training Program.

Program development and implementation is administered out of the Office of Professional Standards. The OPS Commander will:

1. Administer the Career Development Program; provide direction utilizing the assistance of the Training Unit Commander.
2. Maintain and distribute information regarding requirements and procedures for promotion within the Career Development Plan.
3. Collect and confirm all needed documentation to reflect compliance with service, education, and training requirements of applicants seeking promotion through the Career Development Program. The application will be forwarded to the Chief of Police for final approval.
4. Provide career counseling training and guidance to supervisors, and **all** personnel who provide career counseling during the annual performance evaluation period.

All supervisors shall undergo training on a periodic basis. The training is designed to increase their knowledge and skills in evaluating employee performance and associated career counseling and development.

5. Conduct a periodic evaluation of the Career Development Program and make suggestions for revisions as necessary.

31.3 Performance and Disciplinary Action Requirements

(33.8.1, 33.8.3)

Personnel seeking promotion must have attained a rating of “Meets Expectations” or higher of overall rated performance on their most recent employee performance evaluation.

Personnel must have no adverse disciplinary actions for a period of at one (1) year prior to promotion. The term “adverse disciplinary action” is defined in the City of Roswell Human Resources Policies and Procedures Manual. Adverse actions include, disciplinary suspension without pay, disciplinary salary reduction, disciplinary demotion, and dismissal/termination from employment.

31.4 Lateral Entry Program

Applicants with two (2) or more years of law enforcement experience; from an equivalent Accredited Agency/Position, may qualify for additional pay. Credit may be given for up to five (5) years of law enforcement experience. Applicants must have been employed as a full time law enforcement officer currently or within the previous sixty (60) months.

Note. The equivalency as determined by the Chief of Police or his designee.

31.5 Classifications

(33.8.1, 33.8.3)

A. Police Officer I

Definition: Police Officer I must satisfy the requirements stated in the Official Code of Georgia, Annotated (O.C.G.A.) 35-8-8 and must have successfully completed a Peace Officer Basic Training course or equivalency training, certified by the Georgia Peace Officer's Standards and Training Council, as stated in O.C.G.A. 35-8-9. In addition, must successfully complete the Roswell Police Department Field Training Academy and the Field Training Office (FTO) assignment. Positions will be determined upon successful completion of the selection process established by the Chief of Police or his designee.

Must complete a course of study prescribed for this position as outlined below.

*This position also has a Lateral Entry Component.

Course of Study for Police Officer I

1. Basic Georgia P.O.S.T. Peace Officer Course
2. R. P. D. Field Training Program

B. Police Officer II

Definition: Positions will be determined upon successful completion of the selection process established by the Chief of Police or his designee.

To be eligible, an Officer:

- has served four (4) total years as a Sworn Police Officer, at least two (2) years with the City of Roswell Police Department; have successfully completed the course of study outlined in the Roswell Police Department Career Development Program for Police Officer II; or,

- has served three (3) total years as a Sworn Police Officer, at least one (1) year with the City of Roswell Police Department; have successfully completed the course of study outlined in the Roswell Police Department Career Development Program for Police Officer II; and possesses an Associate's Degree from an accredited college or university; or,
- has served two (2) total years as a Sworn Police Officer, at least one (1) year with the City of Roswell Police Department; have successfully completed the course of study outlined in the Roswell Police Department Career Development Program for Police Officer II; and possesses at least a Bachelor's or Master's Degree from an accredited college or university.

Required Course of Study for Promotion to Police Officer II

1. Crisis Response Team (CRT)
2. Criminal Procedure, GPSTC or other recognized organization with approval of the Training Unit Commander
3. Officer Survival or Tactical Emergency Response Specialist (TERS)
4. Radar Operators, Basic (Certification Required) or Lidar Speed Measurement (Certification Required)
5. Standardized Field Sobriety
6. Completed the prescribed Brazilian Jiu Jitsu training, as determined by the Training Unit.
7. Complete a minimum of 60 hours of approved electives. (See List)

POII ELECTIVES

Advanced Roadside Impaired Driving Enforcement (ARIDE)

Basic Photography

Breath Alcohol Training- Intoxilyzer 9000

Burglary Suppression and Apprehension

Community Oriented Policing/Crime Prevention

Criminal Investigation Fundamentals

Clandestine Laboratory Safety and Awareness

Drug Identification Course

DUI Case Preparation and Courtroom Presentation

Evidence Collection/Preservation

Evidence Presentation

Family Violence First Responder

Fingerprint Classification

Handling Juvenile Processing

Latent Print Processing

Patrol Investigative Techniques Patrol Rifle

Police Cyclist I

Robbery Investigation

Search and Seizure for Law Enforcement

Shotgun Skills

Spanish for Law Enforcement

Stress Management

Tactical Handcuffing

or; any other course that would be pertinent to an officer's present job description as approved by the Chief of Police or his designee

C. **Master Police Officer**

Definition: Positions will be determined upon successful completion of the selection process established by the Chief of Police or his designee, and:

- Must be a P.O.II (all other certifications must be current); and
- has served at least ten (10) total years of service as a Sworn Police Officer, at least three (3) years with the City of Roswell Police Department.
- has served at least eight (8) total years of service as a Sworn Police Officer, at least three (3) years with the City of Roswell Police Department and possesses an Associate's Degree from an accredited college or university; or,
- has served at least six (6) total years of service as a Sworn Police Officer, at least two (2) years with the City of Roswell Police Department and possesses a Bachelor's Degree from an accredited college or university; or,
- has served at least four (4) total years of service as a Sworn Police Officer, at least two (2) years with the City of Roswell Police Department and possesses a Master's Degree from an accredited college or university.

Required Course of Study for Promotion to Master Police Officer

1. Field Training Officer (Certification Required)
2. Interviews and Interrogations, GPSTC or other recognized organization with the approval of the Training Unit Commander
3. Semi-Automatic Pistol Level 2
4. Search Warrants and Affidavits, GPSTC or other recognized organization with the approval of the Training Unit Commander
5. Complete 120 hours of approved electives. (See List)

MPO ELECTIVES

Advanced Traffic Law
Advances Patrol Techniques
Basic SWAT
Bloodstain Pattern Analysis
Child Abuse Investigation
Child Victim Investigation Fundamentals
Crime Scene Processing
Crime Scene Technician
Criminal Apprehension for Patrol
Criminal Investigative Analysis
Defensive Tactics Instructor
Driver Instructor Training Program
Drug Enforcement Investigations
Drug Recognition Expert School
Drug Undercover Operations
Dynamics of Vehicle Pursuits
Electronic Surveillance I
Firearms Instructor
Gang Investigator Course

Homicide Investigation
Hostage Negotiations
Instructor Training
On-Scene Traffic Accident Investigation I
On-Scene Traffic Accident Investigation II
Police Motorcycle Course
Speed Detection Instructor
Traffic Reconstruction Level 1
Traffic Reconstruction Level 2

or; any other course that would be pertinent to an officer's present job description as approved by the Chief of Police or his/her designee (must be in addition to the courses utilized to satisfy POII elective hours).

Chapter 32 – Uniform Patrol Operations

The Uniform Patrol Division (UPD) is the largest operational component of the Roswell Police Department. Its primary function is to provide police patrol functions.

32.1 Functions and Objectives

(12.1.4)

The major functional responsibilities of the UPD include, but are not limited to:

1. Response to calls for service
2. Directed patrol oriented toward prevention and detection of specific crime problems
3. Crime prevention activities
4. Investigation of crimes, offenses, incidents and conditions, including arresting offenders
5. Reporting of information to appropriate organizational components
6. Traffic enforcement activities and specialized accident investigations

Objectives of the Uniform Patrol Division:

1. Provide twenty-four (24) hour per day, seven day per week, police protection and service to the citizens within and of the Department's jurisdiction
2. Prevent the occurrence of crimes through visible preventative patrol
3. Reduce traffic congestion and accident hazards through enforcement of traffic laws
4. Aid victims and assist citizens
5. Improve relations between the community and the Roswell Police Department

32.2 Oath of Office

(1.1.1)

All law enforcement employees will, before exercising any type police powers, be required to take the following oath of office:

I, _____ do solemnly swear or affirm that I will support and defend the Constitution of the United States of America and the Constitution of the State of Georgia; that I will faithfully perform all the duties of my office; that I will faithfully observe all the rules, orders and regulations of the Roswell Police Department; and that I will faithfully enforce the laws of the State of Georgia and the ordinances of the City of Roswell.

I do further swear or affirm that I am not the holder of any unaccounted for public money due this state or any political subdivision or authority thereof; that I am not the holder of any office of trust under the government of the United States, or any other state or any foreign state which, by the laws of the State of Georgia, I am prohibited from holding; and that I am otherwise qualified to be a Police Officer according to the Constitution and the laws of Georgia.

I do further swear or affirm that, as a Police Officer, I will faithfully serve and protect, to the best of my ability, all citizens regardless of race, color or creed.

I accept the Law Enforcement Code of Ethics of the International Association of Chiefs of Police as my standard of conduct while on and off duty and swear to faithfully abide by and defend the same.

32.3 Officer Discretion / Alternatives to Physical Arrest

(1.2.6, 1.2.7, 11.3.1)

- A. An officer's discretion is an essential function of effective law enforcement. Discretion will be based on reasonableness for each situation or case. What is reasonable in terms of appropriate police action or what constitutes probable cause varies with each situation and different facts may justify an investigation, a detention, a search, an arrest, or no action at all. In every case, an officer must act reasonably within the limits of his / her authority, as defined by statute and judicial interpretation.
- B. Whether an individual is arrested or released with a copy of charges (citation), officers will facilitate the individual's right of access to courts by assigning or obtaining a court date.
- C. Whenever appropriate, an officer should use alternatives to physical arrest by issuing citations. Factors to be considered when deciding whether or not to arrest may include:
 - 1. Seriousness of the offense
 - 2. Department Policy
 - 3. State Law requiring an arrest
 - 4. Evaluation of the offender's intent and mental state
 - 5. Victim's willingness to press charges (other than domestic violence cases or child victim cases)
 - 6. Any other influencing circumstances
- D. When changing or amending an issued citation, the officer's use of discretion should be based on the merits of the case and any new facts presented to the officer after the fact. Once any documentation of the incident (citation, incident report, accident report, etc.) has been submitted to the Department, officers will discuss the case with the on-duty Unit/Squad Commander and receive approval to amend the submitted documentation. If the documentation has been submitted to the court, the officer will utilize whatever form or procedure is provided by the court of jurisdiction.
- E. Personnel at every level within the Department are delegated the authority to make those decisions necessary for the effective execution of their responsibilities. Whenever an employee is delegated responsibility, that employee is held fully accountable for the use of the delegated authority as well as for the failure to use it.

32.4 Preliminary Investigations Procedure

(42.2.1, 874.1.1)

The Uniform Patrol Division is responsible for conducting preliminary investigations of all incidents and categories of crime. The patrol officer will follow the procedures listed below when conducting a preliminary investigation:

- A. Upon arrival at scene, the officer will observe all the conditions, and:
 - 1. Render the scene safe
 - 2. Provide aid to the injured
 - 3. Determine if an offense has actually been committed, and if so, the exact nature of the offense
 - 4. Communicate to other units/dispatch any BOLOs for suspects or vehicles at large
- B. Locate and identify witnesses:
 - 1. Full name
 - 2. Telephone number(s)
 - 3. Address

- C. Maintain the crime scene and protect evidence
- D. Interview the complainant, victim and witnesses to:
 - 1. Obtain name, address, physical description, etc. of suspect(s)
 - 2. Determine what information is known by witnesses, victim or complainant
- E. Secure evidence and:
 - 1. Notify a supervisor if CID personnel are needed to collect evidence
 - 2. Collect evidence if there is no need to notify CID
 - 3. Complete the evidence report form and place in evidence locker/cage as soon as practical and without necessary delay

32.5 Follow-Up Investigations Procedures

- A. Follow-up investigations of incidents are the primary responsibility of the Criminal Investigations Division (CID). However, patrol officers may AND should follow-up on an investigation when appropriate. Additional information obtained after the report is completed, should be added to the case file via a supplemental report and forwarded to CID where applicable.
- B. The following incidents require immediate notification of an investigative supervisor by the patrol supervisor provided they are active, ongoing, or possibly related to other active cases:
 - 1. Death Investigations (excluding deaths as a result of a traffic accident)*
 - 2. Armed Robbery
 - 3. Rape
 - 4. Aggravated Assault / Aggravated Battery, resulting in serious injury
 - 5. Kidnapping
 - 6. Missing Persons
 - 7. Child Abuse Cases
 - 8. Sex Offenses
 - 9. Financial crimes: fraud or forgery in progress only, or when a suspect is identified, detained, or arrested
 - 10. Burglary with substantial monetary loss or involving multiple incident locations
 - 11. Felony thefts with substantial monetary loss or when a subject is identified, detained, or arrested

* Also requires notification of the Medical Examiner by the investigating officer or supervisor.

32.6 Field Interview Procedures (Redacted)

(1.2.3)

32.7 Identification of Officer Safety Concerns (Redacted)

32.8 Notification of Death, Illness or Injury

(55.2.6)

- A. The notification of death, illness, or injury may be assigned to personnel of the Roswell Police Department. When line personnel notify or assist in the notification, the following guidelines should be used:

1. Always attempt to notify in person
2. If the person being notified is elderly or has a history of illness, the officer should seek professional help, such as a Department Chaplain, the personal physician, or personal pastor of the person(s) being notified
3. The officer should not notify a minor, but should leave word for the parents to call the police or seek other relatives
4. If the family is currently located a significant distance from the City, the officer will attempt to have the police in that jurisdiction make the notification
5. Every effort should always be made to be helpful and provide as much information as appropriate

32.9 Response to Domestic Disturbance Calls (Redacted)

32.10 Response to Silent/Audible Alarms (Redacted)

(81.2.13)

32.11 Missing Persons

(41.2.5, 41.2.6)

A. Purpose

Establish guidelines for reporting and investigating of all individuals who are absent and/or missing.

B. Policy

The Department will investigate all situations where individuals are reported missing and/or absent regardless of circumstances and time factors involved. The Department will ensure investigations involving missing or unidentified children are given high priority and all available resources will be used in determining their whereabouts or identity.

After reasonable, immediate efforts to locate any missing person have been expended, and the person has not been located, all such persons shall be entered into GCIC/NCIC and necessary bulletins prepared and distributed to pertinent, area agencies and posted in conspicuous locations. "Reasonable, Immediate" is clarified to mean, "within the narrow scope of time wherein all reasonable leads have been checked and the primary investigation indicates the person may not have voluntarily departed. Under Federal Law (34 USC 41308), anyone reported missing who is under the age of 21, must be entered into GCIC/NCIC within two hours.

C. Initial Investigation Procedures

Upon receiving a report that an individual or child cannot be located, the initial officer will obtain and record all information which is relative to the investigation of the incident. The information which must be recorded is, if available:

1. Physical description and age of missing individual or child;
2. Destination;
3. Mode of transportation;
4. All possible routes;
5. Identity and location of the last known individual who may have seen them;

6. Names, addresses and telephone numbers of friends and relatives; and
7. Any other information, which may assist in locating the missing individual or child

The first responding officer shall provide a radio broadcast over the Roswell Patrol 1 frequency of the description of the person and any known circumstances to other on duty patrol units, adjacent agencies and those jurisdictions where the individual may have been known to travel through or to.

If the missing person is considered in danger, communications will disseminate information to adjacent agencies, and to the law enforcement agencies in the jurisdiction of any known or suspected destinations.

The officer will initiate an immediate investigation to locate the missing individual or child, which will include:

1. Conduct interviews with:
 - a. Spouse
 - b. Parents
 - c. Relatives
 - d. Friends
 - e. Employers and/or co-workers
 - f. Any individual who may have knowledge of the missing individual's whereabouts.

These interviews may be conducted in person or via telephone to help expedite locating the missing individual. However, all interviews and/or attempts to interview will be documented in the officer's incident report.

2. Obtain a recent photograph of the missing individual.
3. Initiating an incident report, with a narrative summary of all actions taken by the police, and any related actions known to have been taken by others. The report will contain the following information, if available:
 - a. Height, weight, color of hair and eyes;
 - b. Necessary medications
 - c. Glasses or eye contact lenses;
 - d. Skin color;
 - e. Physical or mental characteristics;
 - f. Scars, marks and/or tattoos;
 - g. Date/place of birth;
 - h. Detailed description of clothing;
 - i. Photographs;
 - j. Social security number and driver's license number (if applicable);
 - k. Nicknames
 - l. Names, addresses, telephone numbers of parents and/or relatives;
 - m. Mobile phone number(s);
 - n. Social Media monikers/handles and/or websites frequented;
 - o. Dental records (if readily available); and
 - p. Fingerprint of the child (if readily available)

4. The reporting officer will provide this information to the 911-Communications Center for GCIC/NCIC computer entry as soon as it is gathered. A copy of the original report will be provided to the 911-Communications Center as soon as it is completed.
5. A communications officer will enter the missing person on the GCIC/NCIC computer system in accordance with law and GCIC/NCIC regulations.
6. A search of the immediate area and a canvass of the neighborhood will be initiated for the missing person when appropriate. Searches are particularly appropriate when there is a missing adult with a mental illness or disability reported or suspected to be on foot.

D. Special Handling of Missing Children

Per Federal Law and NCIC Policy, when agencies receive reports of missing juveniles, including runaways, or **any** person less than 21 years of age, the records **must** be entered into GCIC/NCIC within two hours after enough information is obtained to complete an entry. (34 USC 41308) This would include abandoned, abducted or a child in any other missing status.

The first responding officer will:

1. Notify his/her supervisor and initiate an immediate thorough and detailed physical search and/or canvass of any area where there are reasonable grounds to believe that the child could be located.
2. The officer will request an immediate entry into the GCIC/NCIC computer system. This entry will be removed if the individual is located. The reporting officer will note the entry on report to include the NIC number.
3. Notify the Fulton County Department of Family and Children Services (DFACS) at 1-855-GA-Child (1-855-424-4453). The officer should request that DFACS provide access to any relevant information on the missing child, such as:
 - a. Whether or not there is currently an active case;
 - b. Name of any current case worker and/or the Case Manager Supervisor;
 - c. Any previously reported missing incidents and any previous reported abuse cases; and
 - d. All other relevant information which would assist in locating the child.
4. Provide the parent(s) and/or legal guardian with the 24-hour National Center for Missing and Exploited Children hotline: 1-800-THE-LOST (1-800-843-5678).
5. The supervisor will ensure all notifications and required contacts of additional personnel and resources have been made.

The Criminal Investigations Division will assume responsibility for all abducted children cases, and will follow applicable CART (Child Abduction Response Team) protocols. The CID Commander may institute CART protocols even if an abduction is indicated or proven.

E. Critical Missing Persons / Foul Play Indicated

A critical missing person is any person who meets any of the following criteria:

1. Any child age 12 or under;
2. Any person because of age (young or old), and may be unable to properly safeguard or care for himself/herself;

3. Any vulnerable adult;
4. Any person who has demonstrated a potential for suicide, or diminished mental capacity;
5. Any person in poor physical health or questionable mental health or is a patient of a mental institution and is considered potentially dangerous to himself/herself or others;
6. Any missing individual where criminal activity is suspected or where there is an indication of foul play (foul play indicated if the occurrence is grossly out of character for the person missing or the reporting party has sufficient reason to believe foul play has occurred); and
7. Any person missing under circumstances which lead a reasonable person to conclude that there is danger if the person is not located immediately (i.e. person missing outdoors in extremely harsh weather, person who requires medication, etc.).

F. Notifications

The first responding officer shall notify the on-duty supervisor. The on-duty supervisor will notify the CID on-duty/on-call supervisor.

As soon as possible after receiving a critical missing person report, the Chief of Police will be notified through the chain-of-command. CID personnel will respond to all Critical Missing Persons calls.

The officer should immediately initiate both a physical search and/or a canvass of the area. The physical search should be conducted regardless if a parent, friend, or relatives have already conducted the search. The physical search should start with the interior of the house, followed by the exterior, and then the surrounding neighborhood. The officer should keep in mind that a small child may hide and not answer when someone is calling out his/her name.

A regional GCIC/NCIC look-out broadcast will be made immediately with a description of the missing person and the reason for the critical classification.

Mobilize all available resources which could be utilized in helping locate the missing individual. Resources to consider include:

1. Notify the Public Information Officer to request news media assistance with providing look out information to the public;
2. Request assistance from the Roswell Fire Department, the Recreation and Parks Department, the Public Works Department and other City resources to aid in a search;
3. Request assistance from other law enforcement agencies including the Alpharetta Police Department, Sandy Springs Police Department, Johns Creek Police Department and Fulton County Sheriff's Department;
4. Request neighboring police department K-9 units that can safely be used to track humans, when appropriate;
5. Request that another local police department provide mobilize their helicopter, to assist in a search; and
6. Requesting search assistance from volunteer groups.

G. Alert System Activations and Criteria

The Georgia Bureau of Investigation also offers assistance through Levi's Call – Georgia's Amber Alert and C.A.R.T. Levi's Call utilizes the Emergency Alert System (EAS) to deliver vital information to

broadcasters and the public about a missing child and an abductor. The Georgia Department of Transportation's changeable message signs located along major highways, are also accessed to display descriptive information about the suspect's vehicle.

I. Levi's Call

Levi's Call is an investigative tool that can be activated by the Roswell Police Department through a request to the Georgia Bureau of Investigation. When abduction is confirmed and investigators determine that the case meets the Alert Criteria, the GBI regional office will be contacted. Should this occur after hours, the investigating officer shall contact the GBI Communications Center at (404) 244-2600.

Before Levi's Call can be activated, the following alert criteria must be met:

1. There must be a confirmed child abduction,
2. The circumstances surrounding the abduction must indicate that the child is in danger of harm or death,
3. The child must be 17 years of age or younger
4. There must be enough descriptive information to believe that an immediate broadcast alert will help; and
5. The case must be entered into the National Crime Information Center (NCIC) database.

Activations will not be granted in the following cases:

1. Non-custodial abductions where no danger exists to the child.
2. Runaways; however, an exception may be given to juveniles with mental or physical disabilities who may be at greater risk of danger because of their impairments. These cases should be evaluated on their own merit.

II. Child Abduction Response Team (C.A.R.T.)

The Child Abduction Response Team (C.A.R.T.) is authorized to investigate the abduction or endangerment of children in the State of Georgia upon the request of a sheriff, police chief, the attorney general, the district attorney or designee, and with the approval of the C.A.R.T. Coordinator and an Inspector. The C.A.R.T. is a response combining the resources of nine different state agencies (sworn and nonsworn) to provide an immediate and efficient response to a child abduction or otherwise missing endangered child.

The activation criteria for the C.A.R.T are as follows:

1. The true (non-family) abduction of a minor child (under the age of 18); or circumstances. These circumstances must clearly be articulated to the C.A.R.T. Coordinator, in order to activate the team members. The child's disappearance or abduction shall meet the endangerment criteria if the child's life or well-being is perceived to be at-risk (due to violence or health conditions), or if the identified parental abductor has a potential for violence and could endanger the child; or
2. Any other abduction or missing child investigation that requires immediate response in order to protect the well-being of the child. All incidents at this level shall require the approval of an Inspector, Deputy Director for Investigations, Assistant Director, or GBI Director

III. MATTIE'S Call

MATTIE'S call is the Georgia Alert System for Missing Disabled Adults, also considered critical missing persons. Georgia law defines "disabled adult" as an individual who is developmentally impaired or who suffers from dementia or some other cognitive impairment.

O.C.G.A § 35-1-8(c) specifies that any law enforcement agency, which receives a report that a person with Alzheimer's disease or other mental illness involving dementia is missing, shall immediately open an investigation for the purpose of determining such person's whereabouts; and no policy for applying any waiting period prior to initiation of a missing persons investigation shall apply in the case of a person who has Alzheimer's disease or other mental illnesses involving dementia.

Criteria to activate Mattie's Call:

1. A law enforcement agency employee believes that a disabled person is missing and is in immediate danger of serious bodily injury or death;
2. The agency has verified the disappearance and eliminated alternative explanations for the disabled person's disappearance;
3. Sufficient information is available to disseminate to the public that could assist in locating the disabled person;
4. The missing disabled person must be entered into the National Crime Information Center (NCIC) database; and
5. The agency must issue a statewide broadcast to law enforcement/911 centers and contact local media regarding the missing person.

Mattie's Call – Activation Procedures:

1. Regional Alert - A Child is Missing is a non-profit organization that reaches the public via rapid response telecommunications attempt to locate a missing child, a disabled individual, or an elderly person with Alzheimer's. A Child is missing can only be activated at the request of a local law enforcement agency. The public cannot make a request. The supervisor will ensure "A Child is Missing" (888- 875-2246) is contacted. The agency must:
 - a. Contact "A Child is Missing" with the pertinent case information;
 - b. Assess the appropriate geographical boundaries of the alert based on the nature of the disabled person and the circumstances surrounding the disappearance; and
 - c. Conduct search operations within the established boundaries.
2. Statewide Alert (GAB NewsNet): At the agency's request a statewide Media Advisory will be issued to broadcasters through the Georgia Association of Broadcasters' NewsNet, a list server of broadcaster email addresses. GAB NewsNet can only be accessed by local law enforcement through a request to the Georgia Bureau of Investigation (GBI). It is to the broadcasters' discretion as to whether the information is shared with the public.
3. The agency must complete the Mattie's Call Alert Bulletin. The GBI will facilitate the Media Advisory. The requesting local agency must include contact information for the media and the public. The Media Advisory Bulletin should be emailed (if email is not available, the bulletin can be faxed) to:

GBI Communications Center
Email: comctr@gbi.ga.gov

Fax: 404-243-6545
Phone: 404-244-2600

4. Before the Media Advisory will be issued the agency must complete the following:
 - a. Notify GBI Communications Center that a bulletin is being sent; and
 - b. Have a designated media contact.

Mattie's Call – Deactivation Procedures:

1. The requesting law enforcement agency must contact local media, A Child is Missing, and the assisting state agency when the disabled person is located or the alert is no longer needed.
2. The requesting law enforcement agency must also send a statewide broadcast to law enforcement/911 centers to cancel the alert.

H. Follow-Up Investigations

The Criminal Investigations Division will follow-up on all missing persons cases where the individual is not immediately located.

1. Personnel assigned to the follow-up investigation must remain in contact with the person making the report, to keep them apprised of the progress of the investigation until the case is either solved or moved to an approved in-active status.
2. The detective will continue to make reasonable efforts to acquire additional and ongoing information about the missing person, and promptly request that any newly discovered information be entered into the GCIC/NCIC computer systems.
3. For all persons missing for thirty-(30) days after the filing of the initial report, the investigating detective shall attempt to obtain the dental records and DNA samples of the missing person. For missing juveniles, the investigating detective shall make a written request to the missing child's parents and/or guardians for his/her dental records and DNA samples. Any dental records acquired, shall be entered into GCIC/NCIC. DNA samples obtained, should be sent to the FBI for CODIS entry.

I. Removal of Information from GCIC/NCIC

When a missing person and/or missing child has returned to the care, custody, and control of his/her parents, legal guardian or reporting party and this Department has verified the information, and the child or person is no longer missing, the officer receiving that information will notify his/her supervisor immediately and have the information removed from GCIC/NCIC. The on duty supervisor will also be responsible for making the proper notification through his/her chain of command.

If at all possible, an officer (from any jurisdiction) should meet, face-to-face, with the previously missing person to ensure that the missing person/child has in fact returned or been located. This information will be documented in a report or supplemental if it is within the City of Roswell. If the location report is made by another jurisdiction, the report number will be obtained and noted in the Roswell incident report.

32.12 Safe Place for Newborn Act

A. Purpose

It is the purpose and intent of this section to prevent injuries to and deaths of newborn children that are caused by a mother who abandons their newborn.

B. Definitions

1. **Fire station:** a facility of any fire department which is authorized to exercise the general and emergency powers enumerated in O.C.G.A. 25-3-1.
2. **Medical Facility:** any licensed general or specialized hospital, institutional infirmary, health center operated by a county board of health, or facility where human births occur on a regular and ongoing basis which is classified by the Department of Community Health as a birthing center, but shall not mean physicians' or dentists' private offices.
3. **Police station:** a facility of any sheriff's office, municipal police department, or county police department.

C. Procedures / Responsibilities

If a mother surrenders a newborn child, the officer shall gather as much information about the child as possible (i.e. approximate age of the child and any known medical issues). **If the child is under seven (7) days, the mother is not required to provide any proof of her identity.**

The officer shall *immediately* request the newborn to be transported to Children's Health Care of Atlanta for medical clearance. As quickly as possible the officer shall make a referral to the Department of Family and Children Services (DFACS) in reference to the surrendered newborn. DFACS shall take physical custody of the newborn once he or she has been medically discharged.

Note. Per O.C.G.A. § 19-10A-4 a mother shall not be prosecuted for violating Code Section 16-5-70, 16-12-1, or 19-10-1 because of the act of leaving her newborn child in the physical custody of an employee, agent, or member of the staff of a medical facility, fire station, or police station who is on duty, whether there in a paid or volunteer position, provided that the newborn child is no more than thirty (30) days old and the mother shows proof of her identity, if willing, to the person with whom the newborn is left and provides her name and address, if willing.

32.13 A.W.O.L. (Absent Without Leave) Arrest

- A. Officers have the authority to apprehend military personnel although it is not an offense under either State law or local ordinance. It is a violation of the Uniform Code of Military Justice. As such, this violation will not be tried in State or local courts.
- B. Assistance will be provided whenever local military officials need assistance in the apprehension of a person reported to be A.W.O.L. if military personnel are present to take the person into custody.
- C. Officers will arrest military personnel who are A.W.O.L. when:
 1. A computer or wanted check indicates that the person is wanted (NCIC or USADIP) or the person volunteers the information.
 2. When a person is arrested for offenses other than A.W.O.L. and the computer shows subject is A.W.O.L., then it is the responsibility of the arresting officer to verify the status.
All arrests for A.W.O.L. will be approved by the supervisor prior to the person(s) being booked.

3. Whenever an officer is requested by any person other than military officials to apprehend a person for A.W.O.L. from the military forces, the officer will conduct a computer check and notify the proper military authority.
4. Any rewards for capture that are offered to, or made available to the officer under federal law will be forwarded to the Chief's Office. The proper filing procedure for the reward will be performed by the officer's immediate supervisor.

32.14 Animal Emergencies

- A. **Dead Animal:** Communications should be advised of type (size) of animal and its exact location. The Communications operator will contact the proper authority for its removal. If the animal is a traffic hazard, the officer should try to move the animal out of the roadway or, if this is not possible, remain at the scene until the animal is removed.
- B. **Fulton County Animal Control Division (404-794-0358):** The Fulton County Animal Control Division operates its normal shift hours 0700 to 2300 hours and will respond to all animal calls except for wildlife outside of a residence that is not injured or sick. In the case of wildlife outside, the Department of Game and Fish should be notified at 404-656-3530. If there is a wild animal inside of a residence other than the attic, FCAC will respond to capture and remove the animal to the outside to be released. After 2300 hours, emergency personnel will respond to animal bite calls and injured animal calls ONLY.
 1. The destruction of seriously injured animals should be considered only for humane reasons (by request of the owner and officer discretion) when the animal is unlikely to survive its wounds. When the owner is unavailable, EXTREME GOOD JUDGMENT must be used.
 2. **Lost or Stray Animals:** Fulton County Animal Control will take custody. Be sure to advise type, size and number of animals involved (including livestock and large animals). If requested by Animal Control, the officer should stand by and assist the animal control officer when he arrives with safety matters, traffic control, etc.
 3. **Vicious or Dangerous Animals:** Contain and maintain control of the situation until Animal Control arrives. The use of deadly force should be considered as a last resort only.
 4. **Wild Animals:** Almost all species require a permit to possess. If the animal is in captivity, Contact Animal Control to determine if an owner is in violation of the law.
 5. **Cruelty to Animals:** Cite offender(s) or refer to, or notify Animal Control. Officers should contact a supervisor if the animal requires immediate removal for treatment.
 6. **Pets of Arrested Persons:** Animal Control will take these pets into their custody. The officer must provide pertinent information on the owner. The officer should first exhaust all means to attempt to have the pet picked up by a family member or a friend. The owner should approve of the person taking responsibility of the pet if a family member or friend and the name, address and phone number of that person will be included in the officer's arrest report.
 7. **Animal Bites:** Contact Animal Control and have the victim or family member provide pertinent information over the telephone. An Animal Control officer will be dispatched to investigate. An Incident Report is necessary.

32.15 Guidelines for the Destruction of an Animal

- A. With the approval of a supervisor, an officer may destroy an animal that is so badly injured that human compassion requires its removal from further suffering. The following guidelines apply to the use of a firearm to destroy an animal:

- B. The officer shall take steps to ensure the safety of all citizens, property, and other animals. Move the animal that is to be destroyed to an area of relative safety and out of the public view, if possible. The primary concern is limiting the possibility of the bullet ricocheting and endangering the public. The animal should be placed on soft ground, to help mitigate the risk of a possible ricochet. Remember to take into account the possibility of over-penetration, particularly on smaller animals, and therefore, be aware of what lies behind the intended target.
- C. The shot should be made into the chest cavity, immediately behind the animal's shoulder. Shoot down into the animal so that if a projectile exits the animal's body, it will enter the ground. After firing, wait momentarily until the round has a deadly effect before firing additional rounds. The officer may choose to destroy the animal with his or her department approved handgun, rifle or shotgun.

Note. If the animal has bitten someone and is suspected of being rabid, the officer must not target the head. The animal's brain must be examined to determine if the disease is present. If analysis is impossible, the victim of the bite must undergo treatment for rabies.

- D. The decision to destroy an animal by using a firearm will be made by a supervisor only, unless an eminent threat of injury to a person exists. Officers will contact a supervisor and inform them of the need to use a weapon to destroy the animal. The supervisor may have the officer wait until their arrival or may give authorization verbally if the destruction can be conducted safely. The officer will complete a Firearms Discharge Report, in the BlueTeam software and will be forwarded to the officer's supervisor for review. (39.19)

32.16 Emergency Call-Up

In instances of natural disaster, civil disaster, civil disorder, riot, etc., it may become necessary to call officers in from off-duty status. In this event, the following procedure is used:

- A. Division Commanders may issue a "Stand-by" order placing resources on call for the possibility of a call-up. Stand by procedures are similar to on-call procedures. Employees are not on duty, but are required to answer their phones and be available to report within one (1) hours of call in.
- B. Division Commanders may issue a call-up of off-duty personnel. The call-up order will include the number and type of personnel needed, the equipment necessary, the assembly point and a brief description of the situation involved.
- C. Upon receipt of a call-up order, the Uniform Patrol Division Commander or designee will fill the request for manpower from on-duty or off-duty personnel first as needed. All departmental personnel are subject to a call-up order regardless of assignment.
- D. It is the responsibility of each division and unit commander to continue, to the extent possible, all regular police services during the emergency situation. Planning in this regard should include: relief of on-duty, regular service personnel, relief of on and off-duty personnel involved in the emergency and adjustments in watches or off-days to compensate for absent personnel.

32.17 Use of Informants by Uniform Personnel (Redacted)

32.18 Notifications

(11.4.5, 41.2.4)

A. Chief of Police and Command Staff, Public Information Officers, and Internal Affairs

In the event of any of the following incidents, notification by supervisory personnel made to the Chief of Police, Command Staff, and Public Information Officers via chain of command are mandatory as

soon as possible. Any text or email that is immediately responded to by the recipient qualifies as a "Call".

(Refer to Chain of Command Notifications Chart on the following page).

Chain of Command Notifications

(All items on this list warrant a Command Staff page)

Type of Incident	Notify Major	Major Notify DC / Chief
Any death, serious illness, or serious injury of any person in the custody of the Roswell Police Department	Call	Call
Any injury requiring medical treatment of any person in the custody of the Roswell Police Department that occurred in custody or as a direct result of use of force	Minor injury email/text Serious injury call	Call
Shootings involving Roswell Police Officers or other law enforcement officers within the jurisdiction of the Roswell Police Department	Call	Call
Any death investigation	If suspicious call, if not email/text	If suspicious call, if not email/text
Natural or manmade disasters within the Department's jurisdiction	Call	Call
Aircraft accidents	Call	Call
School bus accidents involving any injuries	Call	Call
School bus accidents not involving injuries	Email/text	Email/text
Civil disturbances, strikes, riots or disorders	Call	Call
Bomb threats	Call	Call
Hostage and barricade situations where the Crisis Negotiations Team is called out	Call	Call
Drowning	Call	Call
Serious vehicle or industrial accidents involving injuries or hazardous materials	Email or text, unless RPD was involved in the accident. Then call	Email or text, unless RPD was involved in the accident, Then call
Serious traffic accidents where the occupants are low-sick or deceased	Call	Email or text, unless RPD was involved in the accident. Then call
Critical missing persons involving Levi's Calls/Amber Alerts and Mattie's Calls	Call	Call
North Fulton SWAT call-outs/EOD activation	Call	Call
Notification from the National Weather Service of impending weather related emergency	Call	Call
Criminal acts on city property involving a serious injury or death	Call	Call
Criminal acts on city property not involving injury	Email/text	Email/text
Any incident where there is a question as to the Department's liability, which may result in heightened community interest, or in the opinion of the on-duty supervisor a notification should be made	Call	Call
Any criminal investigation of an elected officer, law enforcement officer, officer of the court, or any federal or state employee	Call	Call
Serious illness if an employee of the Roswell Police Department, or of an immediate family member of an employee of the Roswell Police Department	Call	Call
Manhunts where extensive search is involved	Call	Call
Bank Robberies	Email or text if incident has passed. Call if the incident is still active at the time of the call	Email or text if incident has passed. Call if the incident is still active at the time of the call
Traffic accident/incident where major roadways are closed	Email or text	Email or text
Minor injury to an RPD employee on or off duty	Email or text	Email or text
City vehicle accidents without injuries	Email or text	Email or text
City vehicle accidents with injuries	Call	Call
Any illness or injury of a person in custody that requires hospitalization/financial burden to RPD	Email or text	Email or text
Any incident that the media is inquiring about, or arrived on scene for	If minor inquiry email or text. If media is staging at location call	If minor inquiry email or text. If media is staging at the location call
Any vehicle pursuit that ends by motor vehicle crash or use of force, or was otherwise a noteworthy event	Call	Call
Any incident involving criminal injury, neglect, serious injury due to an accident, or vehicle vs. pedestrian/cyclist accident involving a child victim	Minor injury text or email, serious injury call	Minor injury text or email, serious injury call
Any threats against a school, place of worship, city facility, special event, large public gathering, or similar	Call	Unsubstantiated – email or text, Undetermined – call
When in doubt...	CALL	CALL

B. Other Notification Considerations

Notification of the Chief of Police does not relieve the officer-in-charge of the responsibility to notify other persons.

C. Notification of The Roswell Fire / Rescue Department

Notification of the Roswell Fire and Rescue Department will be handled through the Communications Center and is mandatory in any of the following cases:

1. All reports of fire, explosion, smoke, suspicious odors (such as natural gas)
2. Hazardous materials
3. Bomb threats
4. Upon encountering any person that is seriously injured or ill, or upon receiving report of same (including auto accidents with confirmed injuries), unless it is certain that Rescue has already been notified
5. When it becomes necessary for Fire and Rescue to be notified, whether on a "stand-by" basis or to respond to any location and stand-by at the scene in case of injury, such as impending riot, etc., notification will be made with the approval of the watch commander

D. Notification of Street / Highway Department

Notification will be made through the Communications Center to the Roswell Department of Transportation (RDOT) if a city street, or to the Georgia Department of Transportation (DOT) if a state highway, for any situation involving damage to roadways, bridges, or traffic control devices in Roswell.

Notification will be made at the discretion of the watch supervisor if flooding, ice or other road conditions necessitate a response from RDOT or Georgia DOT.

E. Notification of Other Law Enforcement Agencies

When accomplishing police duties in other jurisdictions such as serving warrants, notification is mandatory unless there is a valid, substantive reason for not doing so. Other agencies must also be notified in the following circumstances:

Whenever there is a threat of violence to a person in another jurisdiction, and there is reason to believe that the individual is in danger of physical harm.

F. Notification of The Fulton County Medical Examiner's Office

Notification of the Fulton County Medical Examiner's Office (404-730-4400) is mandatory in the case of any death occurring within the City of Roswell. Notification will be made through the Communications Center upon approval of the detective or supervisor on the scene.

G. Notification of SWAT/CNT (Redacted)

H. Notification of Public Utilities Personnel

Whenever routine or emergency notification must be made of water, gas, electric or other public utilities personnel, such notification will be made through the Communications Center.

I. Notification of News Media

Occasionally it is necessary to notify the news media of events in order to garner public information and public support for an incident (i.e., missing person, known "armed and dangerous" suspect in the

area, dangerous arrestee escapes, etc.). All media notifications, emergency or non-emergency, are only authorized when issued as part of official business and reflective of the unified message of Command or the Chief. When so necessary, the following guidelines will be followed:

1. The designated Public Information Officer (PIO) or Chief of Police will determine the frequency and content of Department media releases. Information is released to the media as soon as it becomes available, is organized and is determined by the PIO or the Police Chief to be of importance to the media. When the PIO determines that information should be disseminated, he or she will make the information available to all media on an equal basis.
2. The senior, on-duty supervisor or designee is authorized to release information at the scene of an incident or other fast breaking event where an agency spokesperson is required, or at any other time that the Chief of Police or PIO is not available.

J. Non-Emergency Notifications

Routine notifications of a non-urgent nature, such as traffic updates other than of the type listed above, may be made by police officers or communications personnel by telephone or in person.

32.19 Response to Mental Illness

(41.2.7)

A. Purpose

To provide guidelines and procedures when responding to or encountering persons suspected of suffering from mental illness and/or experiencing a mental health crisis.

B. Policy

Responding to situations involving individuals reasonably believed to be suffering from mental illness or a mental health crisis, necessitates an officer to make difficult judgements about the mental state and intent of the individual. This requires the use of special skills, techniques, and abilities to effectively and appropriately resolve the situation.

It is the policy of this agency that all employees be provided with entry-level training on responding to or encountering persons suspected of suffering from mental illness and/or experiencing a mental health crisis. Additionally, all employees will complete an annual refresher training.

C. Definitions

1. **Mental Health Crisis:** An event or experience in which an individual's normal coping mechanisms are overwhelmed, causing them to have an extreme emotional, physical, mental, and/or behavioral response.
2. **Mental Illness:** Any of various conditions characterized by impairment of an individual's normal cognitive, emotional, or behavioral functioning, and caused by social, psychological, biochemical, genetic, or other factors, such as infection or head trauma.

D. Guidelines for Recognizing Mental Illness

Indicators that a person may be affected by mental illness include verbal, behavioral, and environmental cues. When making observations of the following cues, personnel should note as many indicators as possible. Put the indicators into the context of the situation, and be mindful of environmental and cultural factors.

1. Verbal indications may include:

- a. Incoherent communication;
- b. Talks about unrelated or abstract topics;
- c. Word repetition;
- d. Chatter or rhyming;
- e. Expressing ideas of greatness;
- f. Delusional or expresses false belief that he/she is a person of high status or authority;
- g. Thoughts of paranoia;
- h. Extremes in speech tone or volume; and
- i. Threatening harm to themselves or other.

2. Behavioral indications may include:

- a. Hallucinations or seeing;
- b. Hearing;
- c. Smelling things that aren't apparent to others;
- d. Appearance inappropriate for season or time of day;
- e. Bizarre makeup application;
- f. Lack of personal hygiene;
- g. Strange postures or mannerisms such as constantly looking around or over ones shoulder;
- h. Lethargic or sluggish movements;
- i. Pacing;
- j. Repetitious or ritualistic movements;
- k. Inappropriate emotional reactions;
- l. Confusion about or unawareness of surroundings;
- m. Strange loss of memory; and
- n. Withdrawal from family and social activities.

3. Environmental Indications may include:

- a. Strange use of household items such as seasonal decorations or trimmings used out of season;
- b. Aluminum foil window coverings;
- c. Hoarding, pack ratting, accumulation of trash or newspapers;
- d. Presence of feces or urine on the subject or surroundings;
- e. Obsession with an object;
- f. Collecting childish objects; and
- g. Presence of malnourished or dead animals.

E. Interacting with Mentally Ill Persons

Officers on the scene shall make every effort to determine the severity of the behavior, the potential for change in the behavior, and the potential for danger presented by the individual to themselves, the officers, and others. The following are guidelines on how to approach and interact with a person suspected of being mentally ill.

The following guidelines should be followed in all contacts whether on the street or during a more formal interview or interrogation.

1. Remember the mentally ill person in a crisis situation is generally afraid
2. Continue to assess the situation for an escalation of risk to all parties involved
3. Maintain appropriate distance between you and the person
4. Attempt to remain calm and avoid overreacting
5. Mentally ill persons often respond better to a calm, more subdued approach by law enforcement
6. Give clear, concise directions (the person may already be confused and have trouble making decisions)
7. Ideally, only one person should attempt communication with the person
8. Respond to apparent feelings; reflect back to the subject what you are observing
9. Do not pacify the person by telling him/her you also see their hallucination or believe their delusion. Instead, respond to their feelings such as telling a person you understand what they believe they are seeing or hearing appears real to them and may be making them afraid
10. Ask the person what you can do to help them feel safe

If possible and circumstances allow, persons believed to be mentally ill should be encouraged to voluntarily submit to a mental health evaluation. If no other alternative for transportation exists, the individual desiring a voluntary examination may be transported to the nearest available mental health facility with a supervisor's approval.

If necessary, refer concerned relatives or friends of the individual to Probate Court or Juvenile Court (persons under 17) for issuance of a court order for involuntary treatment.

F. Mental Health Evaluations

The following are procedures for voluntary commitments, Crisis Response Clinician, and non-voluntary commitments.

1. Voluntary Commitments

If the person is requesting help (i.e. suicidal) and is not considered to be violent, the officer should attempt to make arrangements to have him/her transported to an authorized mental health receiving/treatment facility by a private service. When transport by an authorized medical service is not possible, the officer should try to evaluate the situation to determine if the person is exhibiting signs of mental illness. The officer will then provide the person with transportation to the nearest state authorized mental health receiving/treatment facility, if approved by a supervisor. The person may be restrained if necessary, within departmental guidelines for transporting arrestees for the safety of the individual and the transporting officer. Proper radio communications procedures are required during such transport.

2. Crisis Response Clinician

If the person requesting help is hesitant about transport for mental health evaluation, but is exhibiting signs of mental illness and/or crisis, the officer will request the response of the Mobile Crisis Response Team via the Georgia Crisis and Access Line **1-800-715-4225**.

If, for some reason, the Mobile Crisis Response Team has an extended response time and the person requesting help does not present immediate safety concerns, the officer may choose to leave the scene and return once the clinician arrives on scene. Officers should leave a phone number for the clinician, for notification of arrival. Upon arrival, the clinician will attempt to gain

consent to conduct an evaluation, in order to determine whether the consumer can be issued a safety plan, in lieu of a 10-13 order. If the consumer is determined to be a threat to themselves or others and are not willing to seek treatment voluntarily, the clinician may sign a non-voluntary commitment.

3. Non-Voluntary Commitments

- a. Upon arrival at the scene, the officer should evaluate the person to determine if he/she is exhibiting signs of mental illness and is a potential danger to themselves or to others. Officers or supervisors who have had Crisis Response Training (CRT) should be dispatched to assist in the evaluation.

If it is determined the person will be taken into custody, the officer should request the assistance of other officers prior to making any attempts to restrain the individual. The person should be restrained in accordance to established Department procedures and transported to the nearest State authorized mental health receiving/treatment facility.

In accordance with OCGA 37-3-42 (a) A peace officer may take any person to a physician within the county or an adjoining county for emergency examination by the physician, as provided in Code Section 37-3-41, or directly to an emergency receiving facility if (1) the person is committing a penal offense, and (2) the peace officer has probable cause for believing that the person is a mentally ill person requiring involuntary treatment. The peace officer need not formally tender charges against the individual prior to taking the individual to a physician or an emergency receiving facility under this code section. The peace officer shall execute a written report detailing the circumstances under which the person was taken into custody; and this report shall be made a part of the patient's clinical file...

- b. At the receiving/treatment facility, the officer will stay with the person until the physician, psychologist, psychiatrist, or social worker completes their evaluation. If the attending evaluator determines the individual is to be committed, the officer should release the subject into their custody. If there are pending felony charges, officers will be rotated in and out of the facility to maintain continuous 24-hour security until relieved by the Fulton County Sheriff's Office.
- c. In cases where an officer is called to a scene where an individual is not considered to be a threat to themselves or others, but the complainant has documentation of a signed commitment order (Physicians Form 1013/2013), the officer may contact the Fulton County Sheriff's Office. If the complainant refuses or such transportation cannot be arranged, the officer will advise a supervisor and will transport the individual.

In accordance with OCGA 37-3-101 (a) in non-emergency situations, no female patient shall be transported at any time without another female in attendance who is not a patient, unless such female patient is accompanied by her husband, father, adult brother, or adult son.

32.20 Response to Call Guidelines

(41.2.1, 81.2.4)

- A. The provided chart in this section presents general guidelines on the proper response method specific to type of call. These are general guidelines only as changes in response methods may be necessary due to circumstances specific to a call. The items defined in the chart are as follows:

1. Priority

The first column lists the recommended priority of the primary unit responding to the call. These response priorities may not correspond to dispatch priorities as listed in the CAD system.

Priority "1" (Emergency): is a call of an immediate life-threatening nature where response by the officer requires the use of emergency equipment (blue lights and siren). The officer may disregard traffic laws, but is required to comply with OCGA 40-6-6 paying particular attention to the requirement of due regard for the safety of all persons.

Priority "2" (Urgent): is a call which requires an officer to be on the scene as soon as possible. The officer will respond immediately while obeying all applicable traffic laws.

Priority "3" (Routine): is a call of a routine or less serious nature. The officer will respond as soon as possible or may handle the call while remaining in service. This type call may be held, at the discretion of a field supervisor, for a zone car if one is not available.

2. Backup

The second and third columns denote whether a backup unit should routinely be dispatched, and if so, what priority the backup unit should use.

3. Supervisors

Columns 4 and 5 of the Response to Calls Chart set general guidelines for whether or not a supervisor should be notified of the call and if he/she should respond to the scene.

- B. Response to Calls Chart (Redacted)

- C. Upgrade / Downgrade

The priority recommendations listed are recommendations only. Any call may be upgraded with the addition of a "Signal 4" for injured, or "in-progress" for crimes in-progress. Conversely, a call may also be downgraded if additional information indicates there is no emergency or hazard to the situation. An example of a downgrade would be when a person has requested service to investigate a hold-up (Signal 44) a significant length of time after the hold-up occurred.

32.21 Infectious Disease Precautions

- A. At some point it is predictable that a member of the Roswell Police Department will come into contact with a person who has AIDS, Hepatitis, Tuberculosis or some other infectious disease. Universal Precautions shall be used in all situations.
- B. The Federal Occupational Safety and Health Administration (OSHA) requires law enforcement agencies to offer the HBV vaccination against Hepatitis B to all officers who may have contact with body fluids while on the job at no cost. OSHA requirements also mandate that agencies provide safety equipment to all officers who may be exposed to blood borne pathogens.

C. Procedures:

1. Supplies:

- a. Watch supervisors will ensure that adequate supplies are available for infectious disease control. These supplies should be kept in the officer's patrol car.
- b. Officers using supplies stored in police vehicle are responsible for replacing them. Additional supplies are kept in the equipment room so as to be available at all times.
- c. Supplies will include:
 - i. Germicidal cleaner
 - ii. Disposable gloves

2. Custody Procedures

- a. Extreme caution should be used during the search of suspected drug users or dealers to prevent accidental skin punctures by needles. Extreme caution must also be used when reaching into areas such as under car seats that are not visible.
- b. Subjects with blood or bodily fluids present on their persons should be transported separately from other subjects, when possible.
- c. Officers have an obligation to inform other support personnel (firefighters, paramedics, hospital personnel, etc.) whenever change or transfer of custody occurs and there is blood or bodily fluids present, or if the subject has a contagious disease. This notice should be given in writing if possible, or witnessed by another officer.

3. Vehicle Contamination Procedures

- a. Protective disposable gloves and disposable outer garments will be worn during all phases of disinfection.
- b. The affected area will be cleansed with the veridical-germicidal solution and allowed to air dry for thirty minutes.

4. Property Contamination

- a. When Department-issued property is contaminated by blood or bodily fluids in the line of duty; the officer in control of the property at the time of its contamination is responsible for its disinfection. The officer will not transfer infection disease-contaminated items to anyone else without that person's knowledge.
- b. If the property is contaminated to such a degree that disinfection is not practical, it will be placed in a "Contaminated Item Receptacle" and a report forwarded to the Supervisor through the chain of command to the Chief.

5. Line of Duty Exposure to Infectious Disease or Contaminated Materials

- a. Officers will document any cause to believe that they have had high-risk exposure during the line-of-duty activity.
- b. A supervisor will be contacted and a report detailing the extent of the exposure completed.

- c. In addition, an Employee First Report of Injury will be completed by a supervisor and a copy forwarded to Human Resources and the chain of command.

32.22 Police Interaction with Transgender Individuals

A. Policy

It continues to be the policy of the Roswell Police Department (RPD) to treat all individuals with dignity, respect, and professionalism. Employees of the RPD will continue that treatment as a fundamental tenet of this Department, and will not engage in activity that will serve to embarrass, humiliate or otherwise shame transgender individuals with whom we come into contact.

B. Definitions

1. **Gender:** Describes the characteristic that a society or culture delineates as masculine or feminine.
2. **Sex:** Refers to the biological differences: chromosomes, hormonal profiles, internal and external sex organs; an individual's biological or anatomical identity as male or female.
3. **Sexual Orientation:** An inherent or immutable enduring emotional, romantic or sexual attraction to other people.
4. **Gender Identity:** A person's innermost concept of self as male or female or a blend of both or neither. How individuals perceive themselves and what they call themselves. One's gender-related identity can be the same or different from their assigned sex at birth.
5. **Gender Expression:** External appearance of one's gender identity, usually expressed through behavior, clothing, haircut or voice, and which may or may not conform to socially defined behaviors and characteristics typically associated with being either masculine or feminine.
6. **Transgender:** An umbrella term for people whose gender identity and/or expression is different from cultural expectations based on the sex that they were assigned at birth. Being transgender does not imply any specific sexual orientation. Therefore, transgender people may identify as straight, gay, lesbian, bisexual, etc.
7. **Gender Transition:** The process by which some people strive to more closely align their internal knowledge of gender with its outward appearance. Some people socially transition, whereby they might begin dressing, using names and pronouns and/or be socially recognized as another gender. Others undergo physical transitions in which they modify their bodies through medical interventions.
8. **Gender Dysphoria:** Clinically significant distress caused when a person's assigned birth gender is not the same as the one with which they identify. According to the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders (DSM), the term, which replaces Gender Identity Disorder – "is intended to better characterize as the experiences of affected children, adolescents, and adults."

C. Procedures

1. **Forms of Address:** Officers shall remain professional and courteous and speak with the level of decorum that is appropriate for the given situation. If officers are uncertain about which pronouns are appropriate, then officers **will** respectfully ask the individual to advise their preferred pronoun.

2. If a transgender individual is unwilling or refuses to provide information to enable the officer to know what name and/or gender is preferable, the officer should make a determination about the person's gender based on the person's gender expression and any other evidence available to them.
3. **Calls for Service:** No officer shall fail to respond to a call for service based on the gender identity or expression of the caller. All calls for service shall be addressed and investigated in a manner that is consistent with Department policies and procedures.
4. **Field Searches:** All lawful searches shall be conducted using standard practices and procedures conducting those respective searches.
5. Department employees shall respect the gender identification expressed by the individual and shall not question this identity.
6. A search or frisk shall not be performed for the sole purpose of determining an individual's anatomical gender, and transgender individuals shall not be subject to more invasive search or frisk procedures than non-transgender individuals.
7. **Confidentiality:** All information relative to arrests and police investigations, to include photographs, is in varying degrees, considered to be Criminal Offender Record Information (CORI), As such the information is to be kept confidential and released pursuant only to Georgia and Federal laws.

32.23 Exchange of Information

(12.1.4)

In order to encourage and support the exchange of information with specialized and support components, the Uniform Patrol Division will provide for the following:

1. Attendance of investigative personnel at patrol roll-calls
2. Exchange of BOLO (be on the lookout) information
3. Review of new directives by patrol supervision and other component supervisors

This exchange of information between Department components supports unity of purpose and assists in coordinating performance.

32.24 Command, Administration and Personnel Assignment

A. Squad / Unit Commanders

The Uniform Patrol Division is made up of four Uniform Patrol Squads, the Traffic Enforcement Unit, each squad or unit is headed by a Squad/Unit Commander (Lieutenant). Squad/Unit Commanders are responsible for assuring that adequate supervision and uniform personnel are on duty at all times during their respective watches. Squad/Unit Commanders are responsible for the administrative functions of the watch. Line Supervisors will act as Squad/Unit Commander in his or her absence.

B. Line Supervisor

Each squad will have line supervisors holding the rank of Sergeant. Line supervisors will be responsible for supervision and guidance of line personnel in the field.

32.25 Staffing

(41.1.1)

A. Watch Description

In order to provide the maximum effective police service on a 24-hour basis, there will be two 12-hour patrol watches: Day Watch and Night Watch each divided into two squads. Day Watch will consist of Squad A and Squad B. Night Watch will consist of Squad C and Squad D.

1. Each watch includes Early Cars that arrive (1) hour prior to the regular watch and depart (1) hour prior to the regular watch. The purpose of the early watch is to provide for available officers to answer calls during regular watch changes.
2. Work times for regular watches and early cars are as follows:
 - a. Day Watch 0600 to 1800 hours Early car 0500 to 1700 hours
 - b. Night Watch 1800 to 0600 hours Early car 1700 to 0500 hours
3. The deployment of specialized patrols may become necessary. The Watch Commander may authorize these patrols if the need exists.

B. Squad Assignment

Upon completion of field training, police officers are assigned to a patrol watch and squad. Determination of manpower allocation to each squad is based upon the overall workload for each squad.

The assignment of officers to squads rests with the Division Commander. The final effect will always be to assign officers to squads that will provide the most effective patrol coverage.

C. Off-Days

All uniform patrol squad officers work on a 14-day schedule of two days on, two days off, three days on, two days off, two days on, and three days off. These days off may be changed at the discretion of the Uniform Patrol Commander due to departmental needs. Training classes may result in a temporary change in off days at the discretion of the Squad Commander.

32.26 Watch Guidelines

(12.1.4, 41.1.1, 41.1.2)

A. Supervisor's Daily Line-Up

Supervisor's Daily Line-up, show the status of all officers and supervisors on a squad, to include name, badge number, radio number, assignment and off-time status are prepared by squad supervisors at least in advance of roll call and posted on a designated bulletin board.

B. Zone / Beat Assignments

Assignment of officers to a particular zone is made by a Squad Commander or Line Supervisor.

C. Roll Call

Roll Calls are held daily on each squad with the exception of those days which, in the opinion of the Squad Commander, workload levels demand the immediate deployment of the on-coming watch.

1. Roll Calls will be conducted as quickly, efficiently and orderly as possible and include:
 - a. Personnel and equipment inspections for completeness and conformance to Department Regulations.
 - b. Advisement of BOLO's and current or unusual activities occurring in the Department or their watch.
 - c. Roll Call training, to include policy and procedure changes, safety instruction and refresher training.
 - d. Special events and related responsibilities.
 - e. Any assignment changes which have occurred since the watch list was posted
2. Officers enroute to the police department for their duty assignment in their take home vehicles will be ready to accept calls for service upon leaving their residence. Officers without take home vehicles will be ready to accept calls for service immediately after completion of Roll Call or prior to that time when so instructed.
3. Officers going off-duty will log off by MDT or voice after checking out with a supervisor

D. Responsibility

Officers assigned to a zone are responsible for all calls or incidents occurring in that zone. Officers are expected to be in their assigned zone to address calls for service unless circumstances dictate otherwise.

Supervisors are responsible for the supervision of their personnel until going off-duty. The highest ranking officer on duty is in charge in the event of a conflict. If ranking officers on duty are of equal rank, the officer who is senior will be in charge.

32.27 Police Radio Guidelines

(71.3.3, 81.2.4)

- A. When officers receive a call from 911-Communications, they will acknowledge the call immediately and proceed to the location of the call.
- B. Each officer is assigned a portable radio and a charger.
 1. Officers are responsible for keeping their portable radio charged and functioning.
 2. Officers are assigned individual radio numbers applicable to their current division assignment; however, beat officers will use a beat number.
 3. Portable radios will display the identification number of the officer that the radio is assigned to, upon depressing the portable radio microphone switch. Each main radio console in the 911-Communications Center has a display screen which displays the radio identification number to the 911-Communications Officer.
 4. All portable radios are equipped with an emergency button, which alerts the 911-Communications Center.
- C. Officers will notify the 911-Communications Center:
 1. On arrival at the scene of a call for service and officers will return to service as quickly as possible after completing the call for service

2. On all self-initiated calls, i.e. vehicle or pedestrian stops. The officer will provide a location and identifying information on pedestrians or on vehicles to include the number of occupants.
3. Upon completion of a call and returning to service.

D. Reassignment of Calls

Supervisors may, at their discretion, cause calls to be reassigned to other units. Officers may reassign themselves to a call based upon circumstances, i.e., their proximity to the call, special knowledge or ability relevant to the call, or other related information.

E. Final Authority

It is the responsibility of all personnel to act upon dispatched information in a manner which they believe will best meet the mission and goals of the Department. The final authority on all calls for service will reside with the Watch Commander or Line Supervisor for the shift.

F. Radio Language Protocol

In normal radio operating procedures, employees will use standard signals, codes, a phonetic alphabet officially published by the Department, and plain language, when appropriate for more efficient communications.

G. Radio Failure

Officers assigned to Uniform Patrol Division will not continue to work without at least a portable radio. If a failure of a mobile radio occurs, the officer will immediately advise the supervisor and obtain a working radio.

In the event of a complete radio system failure, officers will switch to the current backup radio system as designated by the 911-Communications Division. In the event of the failure of the backup system, contact Radio by telephone to receive further instruction.

32.28 Reporting Requirements

(1.2.5, 82.2.1, 82.2.2)

A. Documentation of Police Actions

It is the policy of the Roswell Police Department that official records be prepared and maintained to document reported police activity, whether originated by a citizen or Department member. Employees will prepare documentation for the following categories of incidents, which occur in Roswell:

1. Citizen reports of criminal activity
2. When a citizen makes a reasonable request for a written report, even if the officer believes no crime has occurred
3. All citizen requests for services of the Department when an officer is dispatched, an officer is assigned to investigate, or an officer is assigned to take action at a later time
4. Criminal and non-criminal cases initiated by Department personnel
5. When an officer physically restrains an individual

6. When an officer searches or seizes property or an individual
7. When an officer restricts an individual's freedom of movement by lawful order while investigating suspicious or criminal activity (minor traffic offense investigations may be documented on a citation in lieu of a report).
8. All auto accidents reported to police
9. Actions involving arrests or citations performed by Department personnel
10. In any instance that an officer is dispatched to a domestic disturbance call, even if the call is determined to be unfounded.

B. Supervisory Report Review

Report review is delegated to and the responsibility of supervisory personnel. This review is made to ensure completeness and accuracy of all reports submitted, and that all required reports are completed according to the guidelines of the field reporting system. The supervisor will also check the report for readability, completeness and accuracy, and will return unsatisfactory reports to the writer for necessary corrections. When a report is approved, it will be assumed the supervisor is in concurrence with the contents of the report unless notes are made to the contrary.

C. Specific Information For Documenting Police Action

All reports and records maintained to document police activity will contain at a minimum, the following information:

1. Date and time of the initial report
2. Name of the citizen, victim or complainant requesting the service (if given)
3. Nature of the incident
4. Date, time and type of action taken by law enforcement personnel

32.29 Use of Reports in Lieu of Preliminary Hearing Attendance

The judge of the City of Roswell Municipal Court has authorized the use of an officer's written affidavit, in lieu of his / her appearance at certain preliminary or bond hearings, providing the affidavit is notarized. The affidavit must contain all of the circumstances surrounding the arrest. It is important to note that the judge may also require a personal appearance by the officer, instead of the report.

32.30 Criminal Trespass Warnings

A. Policy

This policy is to provide guidance for the issuance of a Criminal Trespass Warning and the required Criminal Trespass Warning Form.

B. Purpose

The law in Georgia states that the offense of Criminal Trespass is committed when a person enters upon the land or premises of another, for an unlawful purpose. Roswell Police Officers are often dispatched to businesses and are asked to issue a Criminal Trespass Warning to persons who have entered or remained upon a property without permission. In addition to the verbal warning, officers are required to complete and serve a Criminal Trespass Warning Form to the trespasser at the time of the incident.

C. Criminal Trespass Agreement

The Roswell Police Department Criminal Trespass Agreement Form (RPD075) is an agreement between a business or apartment community that gives the Roswell Police Department the authority to issue Criminal Trespass Warnings to persons who are on the property without authority and who are either known criminals or persons who have been previously arrested on the property. The agreement alleviates officers from having to call and obtain permission from business owners or apartment managers every time it is necessary to issue a Criminal Trespass Warning. The Criminal Trespass Agreement is voluntary, but must be completed prior to the incident, in order for the Criminal Trespass Warning to be valid, if issued when a responsible party is unavailable.

D. Procedure

The Criminal Trespass Form will be thoroughly completed and issued by officers of the Roswell Police Department. The form shall include the:

- Case (Incident) Number
- Persons name
- Address
- Age
- Address of Location to be trespassed
- Date/Time issued
- Signature of issuing officer
- Premises description

In certain circumstances, a subject may be issued a Criminal Trespass Warning for multiple property locations. If the requesting party has authority over multiple locations, the officer shall complete a Criminal Trespass Warning for each physical location. For a property that is covered by a Criminal Trespass Agreement (such as an apartment community or shopping center) or in the event that the requesting party has the appropriate authority, the Criminal Trespass Warning shall reflect the parent parcel as the incident location, not the individual store or apartment. Parent parcel means the parcel of real property, before it is legally subdivided into one or more lots (all considered private property).

The form shall also be signed by the person being trespassed. If the person refuses to sign, the officer shall inform them that the form is **still** valid without his/her signature. The officer shall write refused. A copy shall be given to the requesting party, the trespasser and a copy to the Roswell Police Department. The issuing officer shall complete an incident report, upon the issuance of the Criminal Trespass Form. The Incident Report shall contain all pertinent information about the requestor, all identifying information of the person being trespassed and the reason for the Criminal Trespass issuance. If the person is a known criminal and is being issued multiple Criminal Trespass Forms, the issuing officer shall notate that the form was issued based upon the Criminal Trespass Agreements with the City of Roswell. The officer shall also update the "Alerts" portion for the subject, adding the criminal trespass warning and noting the property name and address for which the warning was issued.

Completed Criminal Trespass Warning forms shall be logged as soon as possible on the Attachment Log and placed into the plastic bin on the wall next to the Uniform Patrol Division (UPD) mail slots. Records personnel will scan the completed Criminal Trespass Warning into RMS under the subject's file for retention purposes.

32.31 Naloxone (Narcan) Program

A. Purpose

The purpose of this policy is to establish guidelines and regulations governing the utilization of Naloxone (Narcan), to be used by trained personnel with the Roswell Police Department. The objective is to treat and reduce potential injuries and fatalities from opioid-involved overdoses.

B. Policy Statement

It is the policy of the Roswell Police Department that all officers of the Special Investigation Section and other Department employees at the Chiefs discretion may administer Naloxone in accordance within the mandated guidelines set forth by Georgia law. Roswell Police Department personnel who have attending training, possess and administer Naloxone will be authorized through the Medical Director for the Roswell Police Department. 2014 HB 965 provides protection for non-medical individuals from liability when administering Naloxone to reverse an opioid overdose.

C. Definitions

1. **Administration of Opioid Antagonist:** the administration of an opioid antagonist by an authorized and trained person pursuant to Georgia law.
2. **Emergency Medical Service (EMS):** the services rendered by licensed Emergency Medical Technicians (EMT) or certified Emergency Medical Services first responders in response to a person's need for immediate medical care to prevent loss of life or aggravation of a physical illness or need.
3. **Medical/Physician Director:** a physician who is responsible for oversight of an opioid antagonist administration program, including providing for or ensuring the medical control of trained first responders; development, implementation and evaluation of medical protocols; oversight of quality assurance activities, and compliance with Georgia Board of Pharmacy requirements.
4. **Naloxone Agency Coordinator:** a person who has been designated to provide guidance and supervision for trained first responders who are equipped with Naloxone, oversee training and services coordination, quality assurance and reporting.
5. **Opioid:** containing or derived from opium, including but not limited to heroin and morphine.
6. **Opioid Antagonist:** a drug that nullifies in whole or in part the administration of an opioid. The opioid antagonist for the purpose of this policy is limited to Naloxone.
7. **Opioid Antagonist Training Program:** a training program conducted by an approved instructor designated by the Medical Director which prepares a person to administer an opioid antagonist as shown by best practices or recommended by the Georgia Department of Public Health.
8. **Protocols:** predetermined, written medical care plans and includes standing orders.
9. **Guidelines:** predetermined, written medical care plans and includes standing orders with limited discretion allowed the provider.

D. Training

1. All participating personnel will receive initial training that shall include:

- a. An overview of HB 965 that permits a person in a position to assist a person at risk of experiencing an opioid-involved overdose to use Naloxone;
 - b. Patient assessment, including signs and symptoms of opiate-related overdose;
 - c. Universal precautions;
 - d. Rescue breathing;
 - e. Seeking medical assistance;
 - f. Administration of Intra-nasal Naloxone;
 - g. The potential side effects of Naloxone;
 - h. Naloxone on pediatric patients.
2. All new hired personnel assigned to the above mentioned positions shall receive the training within (180) days of his/her first day of employment.
 3. All participants shall be trained annually on Naloxone administration.
 4. Upon successful completion of Naloxone training, a qualified physician or designee, selected by the Roswell Police Department under agreement with the City of Roswell, shall prescribe Naloxone for the trained personnel.
 5. The Roswell Police Department will identify an individual to be the coordinator for the Naloxone administration program. Responsibilities include:
 - a. Maintaining training records for the personnel
 - b. Assuring the supply, integrity and expiration dates of the Naloxone
 - c. Assuring the maintenance of the administration records
 6. The Naloxone Agency Program Coordinator will facilitate and or coordinate Naloxone user training for employees and Task Force Officers. The coordinator will maintain training records for all personnel and update these records as training events occur. The training records shall also be uploaded into the officers file via Power DMS.

E. Procedures

1. Active response of EMS and make the scene safe
2. Assess the victim: (*opiate overdose suspected and or confirmed*)
 - a. Conscious or easily roused – if yes, do not give Naloxone
 - b. EMS and or Fire on scene – if yes, do not give Naloxone
 - c. Not conscious, abnormal breathing with pulse – if yes, give 4 mg Naloxone in ONE nostril
 - d. Not conscious, abnormal breathing with NO pulse – if yes, start CPR, notify dispatch that CPR is in progress and administer 4 mg Naloxone in one nostril.
3. Monitor victim:
 - a. Breathing improves within one minute – if yes, place in recovery position (as learned in first responder and CPR certification classes) and reassess frequently
 - b. Breathing does not improve within 3-5 minutes – place in recovery position. Administer CPR if and when applicable (as learned in first responder training) until the arrival of EMS and they assume patient responsibility.

4. Infants and Children:
 - a. Children or adolescents 5 years or older should receive the same dose as adults.
 - b. Infants and Children less than 5 years or less than or equal to 40 pounds the employee shall consult EMS.
5. Upon arrival of EMS/Ambulance: give responding emergency services personnel a full report of victim assessment, use of Naloxone, and victim's response to use of Naloxone.

F. Maintenance / Replacement

1. It shall be the responsibility of the personnel assigned to ensure that the Naloxone kits be carried and or kept in a manner consistent with proper manufacturer storage guidelines for temperature and sunlight exposure.
2. A quarterly inspection of the Naloxone kit shall be the conducted in conjunction with supervisory vehicle inspections.
3. It shall be the responsibility of the officer to report through their chain of command and to the Naloxone Agency Coordinator if the assigned Naloxone kit is used, lost, damaged, or expired. Those kits will be replaced at the discretion of the agency coordinator, the Roswell Fire Department EMS Director.
4. Expired Naloxone will be turned into the Roswell Fire Department EMS Director. All damaged kits will be returned to the Roswell Fire Department EMS Director.

G. Documentation

1. Following Naloxone administration, Roswell Police Department personnel shall submit an Incident Report to his or her supervisor detailing at a minimum the following:
 - a. Scene and or patient details, the lead officer to conclude that a possible opiate overdose was suspected
 - b. The care the patient received; and
 - c. Document that Naloxone was administered. Include amount administered and route of administration.
2. A copy of the Naloxone incident report will be forwarded to the agency coordinator. All reports may be submitted via hardcopy or electronically. The report will be forwarded to the Roswell Fire Department EMS Coordinator to assure appropriate pharmaceutical chain of custody is achieved.
3. Roswell Police Department personnel who administer Naloxone shall generate a case number for the incident regardless if the Naloxone is administered to a citizen or a Roswell Police Department employee. All investigative division personnel should utilize the current case number if the incident is part of an ongoing investigation. A copy of the incident report shall be included in the case file.

32.32 Rapid Identification Device

A. Purpose and Policy

The purpose of this policy is to provide guidelines for the issuance, training and use of the Rapid ID Digital Fingerprint Device. The issuance and use of the Rapid ID Device is intended to provide

personnel with a specialized tool to assist in the positive identification of individuals as appropriate. A Rapid ID Device may be used in a variety of circumstances; however, personnel must be aware that there are specific requirements and guidelines for its use.

B. Definitions

1. **GCIC:** The Georgia Crime Information Center is the chief provider of criminal justice information, including criminal history information, to law enforcement.
2. **Rapid ID Database:** A specialized database in the GCIC system that includes the right and left index fingers and contains descriptive information and index pointers to record located various area jails and participating agencies.
3. **Rapid ID Device:** A handheld, wireless supported scanning device that communicates via a secure wireless network to the GCIC system. The device checks two fingerprints obtained from suspects roadside against wants and warrants and can provide positive identification and a Criminal History if electronic prints exist in the GCIC Rapid ID database.

C. Issuance and Maintenance

1. A Rapid ID Device will be issued only to personnel who are currently certified at a minimum of a GCIC INQUIRY level and that have received training on the proper operation of the unit. Personnel who are not certified at a minimum level of GCIC INQUIRY are not authorized to operate the device.
2. All Rapid ID Device units must be properly maintained and stored in accordance with the manufacturer's recommendations as detailed in the training provided prior to use.

D. Training

1. Prior to issuance of a Rapid ID Device, personnel will complete a Department approved Rapid ID Device course and demonstrate proficiency on the unit.
2. All supervisors and watch commanders will receive the training in order to properly supervise any proposed non-standard use of the device.
3. Training will be based on manufacturer's recommendations, suggestions from the Training Officer, and include applicable court decisions and considerations and requirements for use of the device under various circumstances.
4. Training will include at a minimum:
 - a. GCIC terminal operator certification (inquiry level at minimum)
 - b. Setup and maintenance procedures;
 - c. Proper use guidelines;
 - d. Legal issues involved with the use of the Rapid ID Device;
 - e. Reporting requirements;
 - f. Other issues as deemed necessary and established by the Training Officer.

E. Guidelines for Use

1. The Rapid ID Device may be used in situations where the subject to be fingerprinted has given a knowing and willing voluntary consent or permission for the member to use the device. This may include consent given during lawful encounters. (i.e.: traffic stop)
 - a. As with other forms of consent, the consent can be limited or withdrawn at any point by the subject.
 - b. If consent is withdrawn; use of the Rapid ID is not authorized and its use must stop immediately. Personnel shall not force or coerce anyone to submit to the scan.
2. The Rapid ID Device may be used in situations where reasonable suspicion can be articulated that the subject to be printed has committed, or is about to commit a criminal act, when there is a justifiable and reasonable belief that such printing via the Rapid ID will either establish or nullify the subject's connection with that crime. The key here is that the use of the Rapid ID Device is used as quickly as possible after reasonable suspicion is established.
 - a. Failure to comply with the request to provide a Rapid ID scan may be used as further evidence of suspicion for the suspect crime and provide grounds for further investigation without the scan.
 - b. The Rapid ID may be used in situations where the subject to be printed would otherwise be required to give traditional fingerprint samples.

Some examples would include:

- i. Probable cause criminal arrest situations.
 - ii. Required sentencing fingerprints for court.
 - iii. When a subject is issued a citation or summons but does not have valid identification, a Rapid ID might be used to ensure the identity given by the subject is accurate.
 - iv. The Rapid ID may be used in situations where the use of the device has been specifically authorized pursuant to a valid subpoena; however, if the subpoena is not for immediate compliance, the subject should be allowed to appear for fingerprinting at the future time indicated on the subpoena. Personnel should be aware that the subject may be able to move to quash the subpoena. Failure to honor a subpoena for Rapid ID use should be addressed in court and not be handled by attempting to force compliance via enforcement actions at the time of the refusal to comply.
3. The Rapid ID may be used in situations where the use of the device has been specifically authorized pursuant to a valid court order.
 - a. Where a court order requiring the use has been ordained, reasonable and safe efforts to gain compliance may be employed.
 - b. Failure to comply may constitute contempt of court and may constitute obstruction of justice.
 4. Use of the Rapid ID Device for random or generalized investigation or intelligence gathering, with no focused case or other reason is not authorized. Special care should be taken to ensure

devices are not used for purposes that may lend themselves to the inference of improper “profiling.”

- a. Any specialized non-standard use of the Rapid ID Device shall require notification and authorization by a supervisor. If the supervisor is not available, the request will be forwarded to the on-duty Watch Commander.
 - b. Examples of non-standard use may include:
 - i. Request from an outside agency to fingerprint a suspect in custody. (As long as the requesting agency complies with the procedures set forth in this policy.)
 - ii. Homicide investigation in which there is no other identifying paperwork for the victim.
5. Guidelines cannot be written to encompass every possible application for the use of a Rapid ID Device. Personnel, therefore, should keep in mind the guidelines set forth in this policy to assist them in deciding whether the device may be used or not.
 6. Personnel are expected to be able to justify, based on these guidelines, training, experience and assessment of the circumstances, how they determined that use of the Rapid ID Device was justified under the circumstances.
 7. In all cases if there is doubt regarding the appropriate use of this device, a supervisor should be consulted.

Chapter 33 – Criminal Investigations

The purpose of the Criminal Investigations Division is to thoroughly and professionally investigate all criminal activity assigned. The Criminal Investigations Division is made up of two sections, Criminal Investigations and Special Investigations.

Assigned personnel in the Criminal Investigations and Special Investigations Sections are responsible for identifying and apprehending offenders, recovering property, gathering, documenting, and evaluating facts regarding criminal activity, and assisting in the prosecution of those charged with criminal offenses. These officers are generally referred to as Detectives.

33.1 Criminal / Special Investigation Goals and Objectives

- A. The goals of each section should be published annually. The goals of these Sections should address, but are not limited to:
 - 1. Providing positive measures against established criminal activities
 - 2. Providing the expeditious and prudent apprehension of suspected offenders
 - 3. Providing thorough and appropriate investigations
 - 4. Providing for effective coordination among agencies related to the criminal justice process
 - 5. Providing for effective sectional coordination within the Roswell Police Department
- B. Objectives are those accomplishments which can be measured within a given time frame and under specifiable conditions, the attainment of which advances the organization toward the corresponding goal. Objectives should be published annually. If goal-oriented job dimensions are more fully understood and valued by each member of a Section, the result will be an increased desire to participate more fully in the achievement of mutual objectives and goals. Additionally, the following results should be noted:
 - 1. The perceived difficulty of work goals will decrease
 - 2. The clarity of work goals will increase
 - 3. The quality of supervisor feedback will improve
 - 4. The perception of participation in the goal-setting process will increase
 - 5. The Division members' perception of competition for work goal accomplishment will increase
- C. Division personnel should be dedicated to the Division's objectives and strive to work together towards their achievement. Each Division member is encouraged to discuss their ideas and suggestions of implementation of ideas to increase the productivity of the Division and mutual interest in the goals.

33.2 Criminal Investigations Division Responsibility

Responsibilities of the Criminal Investigations Division are:

A. Crimes Against Persons

Assigned personnel are responsible for follow-up investigation of unsolved and in certain cases the preliminary investigation of offenses against public order and safety, as well as:

- 1. All death investigations except traffic related fatalities
- 2. Assault and battery
- 3. Kidnapping
- 4. Cruelty to children

5. Rape
6. Other sex offenses including child molestation
7. Robbery
8. Missing persons
9. Online Child Pornography/Child Sexual Exploitation Investigations
10. Offenses against public order and safety
11. Other cases as assigned by a supervisor

B. Juvenile Crimes

Youth crimes will be assigned to investigators with the needed training to address the different laws and issues involved in crimes committed by juveniles and crimes against children where appropriate.

C. Crimes Against Property

Assigned personnel are responsible for the follow-up investigation of unsolved and in certain cases the preliminary investigation of:

1. Forgery
2. Financial transaction card fraud / theft
3. Computer crime
4. Burglary
5. Criminal damage to property
6. Criminal trespass
7. General thefts
8. Motor vehicle thefts
9. Entering autos
10. Recovered property
11. Other cases as assigned by a supervisor

D. Investigation Support

Assigned personnel are responsible for the investigation, maintenance and regulations of the following activities:

1. Pawn shop
2. New business licensing review of pawn and precious gem shops

E. Crime Prevention Activities

All employees will take the necessary and appropriate pro-active actions to prevent criminal activity.

33.3 Special Investigations Organization and Responsibilities

A. Special Investigations Responsibilities

The Special Investigations Section is comprised of Roswell detectives, Roswell detectives assigned as Task Force Officers to the DEA and HIDTA, and Criminal Intelligence Analysts assigned to the Roswell Investigative Analysis Unit.

The Section is responsible for the follow-up investigation of unsolved and often preliminary investigations of:

1. Narcotics activity
2. Allegations of corruption
3. Organized crime
4. Vice activities, to include prostitution and other illegal sex offenses
5. Illegal gambling
6. Alcohol ordinance violations
7. Other cases as assigned by a supervisor, or identified by the Department

Additional responsibilities include:

1. Proactively address crime trends as they arise through targeted enforcement
2. Provide investigative support and surveillance to all divisions of the Department
3. Maintain confidential information files and confidential informant files

The Roswell Investigative Analysis Unit intelligence analysts:

1. Collect, evaluate, analyze, and disseminate criminal intelligence and information to all members of the Department
2. Provide investigative support to all divisions of the department
3. Maintain the Roswell Police tip lines
4. Handle other tasks as assigned by a supervisor

- B. The enforcement of narcotic, vice and organized crime laws is one of the most sensitive police functions due to the need to work undercover; the potential for corruption; the danger to officers, and the limitations due to the civil liberties of suspects.
- C. The Roswell Police Department has established a Special Investigations Section for the suppression of organized crime and vice activities and the enforcement of narcotic law violations.
- D. The Unit Commander of the Special Investigations Section, a Lieutenant, is responsible for the general management, direction and control of assigned personnel. The Unit Commander coordinates the training of assigned personnel, develops procedures and policies, participates, and supervises activities conducted by the personnel as much as possible.
- E. The Unit Commander will coordinate undercover and raid activities with the SWAT Commander when additional back-up or surveillance needs are anticipated.
- F. Detectives assigned to the Special Investigations Section are required to attend the offered basic investigation course and a basic narcotics course immediately following (but is preferred to be completed prior) their assignment. Each Detective will also attend the required P.O.S.T. in-service and any necessary recertification classes.
- G. During their initial assignment, newly assigned Detectives will be assigned to a lead investigator for field training. This training will last as long as the lead investigator and unit supervisor feel necessary.

33.4 Transfers

A. Watch Transfers

Individual transfer requests may be made through the detective's chain of command to the Criminal Investigations Division Commander.

Consideration of watch transfers are based upon the needs of the Section, availability of positions on the requested squad or watch and seniority of the detective requesting the transfer. The final decision is made by the Division Commander.

B. Assignment Transfers

Transfer requests may be made to the watch sergeant to transfer to a different assignment (Example: Property Crimes to Persons Crimes) within the watch. The request will be made in writing and considered by the affected supervisors. The Section lieutenant will make a determination as to the approval or denial of the transfer. In considering the request, position availability, expertise in that area of investigation, seniority and the needs of the section will apply.

C. Division Transfers

Transfer requests from the Criminal Investigations Division to another Division within the Department require a BlueTeam Transfer Request Report to be submitted through the employee's chain-of-command. The Chief of Police has final authority in approving or denying division transfer requests.

33.5 Case File Composition

(42.1.3)

- A. Case files in the Criminal Investigations Division are maintained in the RMS database. Detectives may maintain a working hard copy file, however, all documentation in the hard file must be entered into RMS. Once an investigation is complete, and the hard copy file is moved to Records, if applicable, the file will then be submitted as a standard letter size file folder and will include on a typed label affixed to the tab of the folder the following information:
 1. Case category
 2. Case number
 3. Victim / Complainant's name
- B. A supervisor will review cases with the assigned detective periodically while the case is open. A supervisor will also conduct a review when the case is closed. All reports authorized by the detectives will be reviewed by the Detective Supervisor before the report is entered into RMS. The Detective Supervisor may choose to use an RMS supervisory approval process (i.e. Mobile reporting) or the Detective Supervisor may review the report and direct the employee to enter it directly into RMS.
- C. Each active case file is constructed of documents as they are collected or prepared during the investigation. Any item that is considered evidence (i.e. cell phone forensic downloads, photos, original checks, suicide notes, etc.) may be copied into the case files, and the originals entered into evidence.
- D. Case files on arrested persons will be turned in to a supervisor for review in a timely manner. Copies of the case file may be sent to any court with proper jurisdiction or other court with approval of supervisor. Case files on arrested persons should contain all documentation requested by the appropriate court. If no guidance is provided by the court, the file will contain the following information:

1. Face Sheet
2. Case Synopsis
3. Exhibit List
4. Witness List
5. Copy of Original Incident Report
6. Chronological Order of all Investigative Summaries
7. Arrest Report
8. Case Summary*
9. All Evidence/Property Reports, Crime Lab Reports, Victim/Witness Statements, Warrants etc., added to the file in the appropriate place and proceeded by the Investigative Summaries.

* Upon completion of any court action, a summary is completed and added to the case file. The final disposition summary is placed behind the face sheet in the appropriate case files.

33.6 Case Management

(42.1.2)

Case management begins when incident reports are approved by a supervisor and sent to the Criminal Investigations Division for assignment. The Detective Supervisor receives and reviews the cases to make a determination to assign the case or to classify it as inactive.

A. Inactive Status

An inactive case is one in which no reasonable solvability factors are present and there are no investigative leads. These cases will not be assigned to a detective.

B. Active Cases

1. Case Assignment

Supervisors will assign cases to an individual detective. All cases are assigned based on:

- a. Category of Crime
- b. Expertise of Detective - (Detectives possessing specialized skills, knowledge and abilities in that area of investigation.)
- c. Case Load of Detective

Once the assignment has been made, the detective has full responsibility of the case. This does not preclude the supervisor from assigning more than one detective to an investigation. However, one detective is designated as case coordinator for each case.

2. Solvability Factors

Each supervisor will determine if solvability factors are present when assigning cases. Factors to be considered include, but are not limited to:

- a. Known suspect
- b. Criminal history of suspect including repeat offenses
- c. Identifiable suspect vehicle and / or license plate number
- d. Identifiable suspect description
- e. Traceable property taken or recovered
- f. Other investigative leads known

- g. Personal injury or threat of injury occurred
- h. Multiple occurrences with the same victim or multiple occurrences in the same geographic area
- i. Any combination of factors to include documented experience or research conducted by the Department or any other law enforcement agency that would lend themselves to solving the case
- j. A case must also be investigated based on its public or political sensitivity

After the supervisor determines the classification and detective assignment, the case is forwarded to the appropriate detective.

33.7 Case Status and Clearance

(42.1.3)

Cases will receive a clearance status upon conclusion of the investigation by a detective. They are classified as follows:

A. Cleared Case Status

1. **Cleared by Arrest:** An offense is cleared by arrest when one or more persons are arrested and held for prosecution.
2. **Unfounded:** An offense is considered unfounded when the investigation yields no evidence to indicate that a crime occurred.
3. **Exceptionally Cleared:** An offense is considered cleared by exception when it falls into one or more of the following categories:
 - a. The handling of a juvenile offender, either by verbal or written notice to parents in instances involving minor offenses.
 - b. Suicide of the offender (the person responsible is dead)
 - c. Double murder (two persons killed each other)
 - d. Deathbed confession (the person responsible dies after making the confession)
 - e. Offender killed by police or citizen
 - f. Confession by offender already in custody or serving sentence (a variation of a true clearance by arrest the offender is already apprehended and will be prosecuted on a new or additional charge)
 - g. An offender prosecuted in another city for a different offense by state or local authorities, or prosecuted in another city or state by federal government for another offense
 - h. The investigation is turned over to another department or agency (e.g. an arson turned over to the Roswell Fire Department; a bank robbery turned over to the FBI, etc.)
 - i. For want of prosecution by the prosecutor's office or by the victim (for minor offenses or when otherwise warranted)

B. Case Status When Not Cleared

1. Active: This status is used at the conclusion of an investigative summary when an investigation is still active and possesses a degree of solvability.
 2. Inactive: This status is used at the conclusion of an investigative summary to indicate all reasonable investigative efforts have been exhausted, there is an unavailability of investigation resources and / or insufficient degree of seriousness, and the case are inactive pending the development of further information.
- C. Detectives will not maintain a case report in "Active" status beyond thirty (30) days unless a continuing flow of information and leads are available to support the "Active" status or otherwise approved by a Detective Supervisor.
- D. If new information is discovered on an inactive or unassigned case, the supervisor will then assign the case to a detective.
- E. Only a supervisor can approve a case to be cleared or moved to an "Inactive" status.

33.8 Cold Case

(42.2.7)

A. Definition

A "Cold Case" is defined as any unsolved homicide in the City of Rowell that was committed more than 1yr prior, and has no viable and/or unexplored investigative leads and, is not currently being actively investigated by CID Detectives.

B. Procedures

Cold Cases shall be reviewed on a bi-annual basis by the assigned CID Supervisor and the CID Commanding Officer to ensure that:

1. All investigative leads have been followed upon.
2. All evidence has been appropriately examined and where necessary subjected to testing or retesting ensuring that current investigative techniques (DNA, Fingerprints, Ballistics, etc.), have been applied.
3. If applicable, consult/utilize other resources; outside agencies, GBI, etc.
4. Shall complete a supplemental report documenting all information developed during the course of the investigation to include any and all follow-up information.
5. All associated reports examined for thoroughness

All "Cold Cases" shall be reviewed on a bi-annual basis, and a report of those findings be made available for review by the CID Division Commander.

33.9 Preliminary and Follow-Up Investigations

(42.1.4, 42.2.1, 42.2.2)

A. Preliminary Investigation

The preliminary investigation is initiated by the initial responding unit. If follow-up investigation is necessary, the case will be transferred to the Criminal Investigations Division for assignment to a

detective. A detective will respond to the scene to continue the investigation if delay could jeopardize the successful resolution of the case.

1. Initial Unit Responsibility: The officer having responsibility for the preliminary investigation should:
 - a. Provide aid to the injured
 - b. Protect the crime scene to ensure that evidence is not lost or contaminated
 - c. Observe and record all conditions, events and remarks
 - d. Determine if an offense has actually been committed and if so, the exact nature of the offense
 - e. Determine the identity of the suspect(s) and effect an arrest if an arrest can be accomplished, either at the scene or through immediate pursuit
 - f. Furnish other units with description, method and direction of flight and other relevant information concerning wanted person(s) or vehicle(s)
 - g. Gather witness information
 - h. Determine what information is known by the victim and each witness
 - i. Arrange for the collection of evidence and crime scene protection
 - j. Accurately and completely record all pertinent information on appropriate report form
 - k. When necessary, brief investigative personnel who will assume the follow-up investigation based upon known facts of the case
2. General Responsibility: An assigned patrol officer will initiate and complete as many of the activities listed above as are necessary prior to requesting a detective notification.

Control of the preliminary investigation is maintained by the Uniform Patrol Division unless the UPD Supervisor requests a detective respond to the scene and turns over control of the scene to the detective.

- a. The prescribed incident report forms will be completed in detail by the initial patrol officer and submitted to a supervisor for approval. The original incident report will not be retained by the reporting officer beyond the daily tour of duty unless approved by a supervisor. Patrol supervisors will collect and review incident reports at the end of the officer's tour of duty.
- b. There must be a police incident report made for any case in which there has been a criminal arrest.

B. Follow-up Investigation

The purpose of the follow-up investigation is to build upon available evidence and information to prove the elements of a particular crime. The follow-up investigation can then lead to the arrest and successful prosecution of the perpetrator(s) and/or recovery of stolen property.

1. Function in Non-Criminal Cases: The basic function of the follow-up investigation in a non-criminal case includes, but is not limited to:
 - a. Interviewing complainants and witnesses
 - b. Locating missing persons
 - c. Determining if information or suspicious activity may/does relate to criminal activity

- d. Distributing information to the proper persons or agencies
 - e. Locating lost property and returning it to the owner
 - f. Investigating deaths, overdoses, suspicious circumstances and injuries to determine if a crime was committed
 - g. Making necessary notification, conducting necessary inspections
 - h. Recording information obtained
2. Function in Criminal Cases: The basic function of the follow-up investigation in a criminal case includes, but is not limited to:
- a. Reviewing and analyzing reports of preliminary investigations
 - b. Recording information obtained during follow-up investigations
 - c. Reviewing records for investigative leads
 - d. Seeking additional information (uniform officers, informants, etc.)
 - e. Conducting additional Interviews/interrogations with victims, witnesses, and suspects
 - f. Arranging for dissemination of information as appropriate (roll-call, lookouts, teletype, etc.)
 - g. Planning, organizing and conducting searches
 - h. Collecting physical evidence
 - i. Recovering stolen property
 - j. Arranging for the analysis and evaluation of evidence
 - k. Reviewing results from laboratory examinations
 - l. Identifying and apprehending the perpetrator
 - m. Conducting a check of the suspect's criminal history
 - n. Determining if other crimes may have been committed by the suspect
 - o. Consulting with the appropriate prosecutor's office in preparing cases for court
 - p. Attending all court proceedings as required
3. A CID supervisor will assign the detective to respond to requests from the Uniform Patrol Division. Detectives in the vicinity of, or available for an in-progress call, will respond to the scene and offer appropriate assistance making certain their identity and presence is made known to other officers responding to the scene.

C. Mandatory Notifications

An on-duty supervisor will notify the appropriate Investigations Section (Detective) Supervisor for the following incident types, ONLY AFTER a preliminary investigation is conducted. Detectives will be available (on duty or on call) 24 hours a day, 7 days a week, to conduct follow-up investigations. The on call Detective Supervisor makes the final decision if a detective will respond.

1. Crimes Against Persons:
- a. Death Investigations (excluding deaths as a result of a traffic accident)
 - b. Armed Robbery
 - c. Rape
 - d. Aggravated Assault / Aggravated Battery, resulting in serious injury
 - e. Kidnapping
 - f. Missing Persons

- g. Child Abuse Cases
- h. Sex Offenses

2. Crimes Against Property

- a. Financial crimes with substantial monetary loss; fraud, forgery in progress, or when a suspect is identified, detained, or arrested
- b. Burglary with substantial monetary loss or involving multiple incident locations

3. Special Investigations Section

- a. Arrestee is wishing to become informants who have a criminal history that would allow such activity
- b. Large amounts of currency in conjunction with a drug or vice arrest
- c. Any overdose requiring hospitalization of the victim/suspect
- d. Trafficking quantities of narcotics, possession with intent to distribute
- e. Manufacturing illegal drugs
- f. Forfeitable assets (vehicle, property, currency)

D. Request Procedure

Patrol Section personnel requesting a response from Criminal Investigations or Special Investigations personnel will utilize the following procedure:

1. Notification and Dispatch

- a. Officers assigned a call will conduct a preliminary investigation. If the officer determines a detective should be notified, or the officer needs a detective to respond, the officer shall contact the on duty patrol supervisor and provide him or her with the details of the situation.
- b. The Patrol Supervisor will talk to the on-duty (or on-call) Detective Supervisor, who will make a determination as to assigning Criminal Investigations personnel.
- c. The Detective Supervisor will contact the appropriate personnel for the situation.
- d. In emergency or fast-paced situations, the Patrol Supervisor may request dispatch to contact the on-call Detective Supervisor, as well as the on-call detective(s). In nonemergency situations the Patrol Supervisor is responsible for obtaining as much information about the case as possible, and relaying this information to the Detective Supervisor.

2. Notification Procedure

- a. If the employee being notified is **on-duty or known to be working an off-duty job in the city**, the Dispatcher will call on the radio. If there is no response, the Dispatcher will:
 - i. Send an alphanumeric message, then
 - ii. Call the employee's office extension, and
 - iii. Call the employee's cellular telephone until contact is made.
- b. If the employee being notified is **off-duty**, the Dispatcher will:
 - i. Send an alphanumeric message, then **immediately**

- ii. Call the employee's cellular telephone, and
 - iii. Call the employee's residential telephone until contact is made.
- c. If no contact is made, the Dispatcher will contact the Detective Supervisor who will decide who to call next.

3. Response

- a. All detective personnel are issued a department owned cell phone, and are therefore required to answer or return calls as quickly as practical at any time.
- b. Detective personnel assigned to a call will promptly respond to the scene.
- c. Upon arrival, those personnel will assume control of the scene, and Patrol Section personnel will assist, as needed.
- d. Detective personnel will continue working the call until the on-scene examination is complete and immediate leads have been followed-up.
- e. Detective personnel are required to provide a brief summary of the call-in, results, and planned follow-up to the Detective Supervisor. This summary may be written or verbal as directed by Detective Supervisor.

E. On-Call Roster

An assigned Investigations supervisor will periodically prepare a Criminal Investigations Division Roster. This roster will contain both Criminal Investigations and Special Investigations on-call assignments. The roster will be placed on a shared server drive, accessible to all communications officers, supervisory staff, and on-call personnel.

The assigned Detective Supervisor will keep the roster current and updated with any changes. Detective personnel who are on call will keep the Communications Center informed of where and/or how they may be contacted during the period in which they are to respond to call-outs.

33.10 Post-Conviction Investigations

(6.37; 42.1.6)

It shall be the policy of the Roswell Police Department to diligently investigate to identify persons responsible for crimes committed based on evidence. When there is possible exculpatory evidence identified which suggests a suspect's innocence after an arrest or conviction it is the department's duty to provide that evidence to the to the Fulton County District Attorney's Office for review. In addition, this agency must continue to investigate the incident in order to identify and arrest the person(s) responsible.

A. Definition

Exculpatory Evidence: Evidence which may be favorable to the defendant in a criminal trial that exonerates or tends to exonerate the defendant of guilt.

- B. Any member of the Roswell Police Department receiving information regarding exculpatory evidence in a case where there have been arrests or adjudication will notify a supervisor in the Criminal Investigations Division as soon as practical.

The overall responsibility for identifying, assigning, and investigating current or post-conviction cases shall be the Criminal Investigations Division Commander or a designated supervisor.

The Criminal Investigations Division Commander or designated supervisor will immediately notify the Chief of Police and the Fulton County District Attorney's Office of the exculpatory evidence.

- C. Exculpatory evidence includes, but is not limited to, the following:
1. DNA evidence;
 2. Other significant physical evidence that excludes the suspect or convicted party (latent prints, biological evidence, fiber and/or trace evidence, video, etc.);
 3. Testimonial evidence becomes available that excludes the suspect or convicted party such as victim statements and confessions from responsible parties;
 4. An unusual distinctive, or significant modus operandi pattern is identified (serial criminal).
- D. Once the determination is made to reopen the investigation, the case shall be assigned to a CID detective who was not involved as the original case agent, not directly involved in the decision of charges, or in a major contributing role within the original investigation. It is understandable that in large complex investigations there may be many detectives involved, but the intention of this policy is to eliminate any potential for investigative bias by detectives who conduct post-conviction investigations.
- E. After being assigned a post-arrest or post-conviction investigation, the assigned detective will confer with the reviewing supervisor to obtain details that led to the case classification and assignment. The assigned detective will document all new information and evidence.

The assigned detective shall be responsible for the following:

1. Reviewing all initial and supplemental reports to ensure that all known investigative leads were properly investigated.
2. Analyzing all collected evidence (biological, tracing, fingerprints, video, photo, etc.) and making sure it is being preserved by the department. The detective will ensure all evidence is compared to the applicable database, has been submitted to the appropriate forensic laboratory, and all possible leads were followed, based on the laboratory reports received.
3. Reviewing all documented testimonial evidence (victim, witness, and suspect interviews).
4. Conducting follow-up interviews with victim(s), witness(es), and suspect(s).
5. Canvassing the area in which the crime was committed, if it is likely the incident was witnessed.
6. Informing the public and seeking assistance through a press release.
7. Completing a supplemental investigative report for the assigned case that documents the review and any follow-up that has been completed.
8. Consulting with the Fulton County District Attorney's Office regarding the findings of the investigation and providing them with a copy of the investigative case file.

33.11 Victim Contact

The victim(s) or complainant(s) will be contacted as soon as possible by the detective to whom the case is assigned. Also, a second contact will be made before an investigation is moved to inactive status. The contact may be made in person or by telephone and recorded in the investigative summary.

It is the responsibility of the detective assigned to the case to contact the victim(s) or complainant(s) involved in the case and inform them if an arrest has been made in the case; or if lost or stolen property is recovered and how to claim it.

33.12 Crime Laboratory Reports

The detective assigned a case for follow-up investigation is responsible for assuring that evidence requiring analysis is transported to and from the Georgia State Crime Laboratory. A copy of the lab report will be maintained with the case file.

33.13 Case Briefs

A case brief will be completed on any case where an arrest is made that is politically or racially sensitive or that may otherwise draw public or media attention. Case briefs are completed by the detective who will forward them to his / her supervisor. A copy of this case brief is placed in the case file. The supervisor will also forward a copy to the Squad Commander and Division Commander. The Division Commander will brief and submit status reports to the Chief of Police either verbally or in writing where appropriate.

33.14 Investigative Procedures

This section establishes basic procedures to be used in criminal investigations. These procedures apply to the criminal investigation process as performed by both uniform officers and detectives assigned to specific investigation units. Specific units may have additional procedures that are specialized and are particular to that unit.

A. Development Of Information

1. Sources of information that are valuable and should be utilized include; but are not limited to:
 - a. Internet sources
 - b. Vehicle files
 - c. Arrest records
 - d. Incident and accident reports
 - e. Identification section photograph and fingerprint records
 - f. Pawn shop records
 - g. Permit Unit records
 - h. Cross reference directories

2. Outside agency information includes; but is not limited to:
 - a. N.C.I.C. / G.C.I.C.
 - b. State Motor Vehicle records
 - c. Local and federal agency records
 - d. Court records
 - e. Tax records
 - f. Licensing Units records
 - g. Welfare and social service agency records
 - h. Board of education records
 - i. Real estate records
 - j. Post office records
 - k. G.C.I.C. off-line searches for vehicle type, etc.

3. Private organizations and agencies can also provide information valuable to investigation. Such sources of information include; but are not limited to:
 - a. Utility companies
 - b. Telephone companies
 - c. Banks and credit agencies
 - d. Union and professional agencies
 - e. Insurance companies
 - f. Neighbors, social contacts and business associates
 - g. Medical records

33.15 Identity Crimes

A. Initial Report

1. Officers will take reports for all complaints where it is known or reasonably suspected that a complainant's identity has been unlawfully used by another within the Police Department's jurisdiction. In addition officers will take reports specifically addressing the crime of identity fraud (O.C.G.A. 16-9-121) from persons residing in the Department's jurisdiction regardless of the location where the stolen identity was used. Such complainants will be advised to contact the other jurisdiction(s) where the crime occurred to assist in establishing a coordinated investigation and increase the likelihood of identifying the perpetrator.
2. The initial report should contain as accurate and complete record of the event as possible. Important information includes when and where any transactions took place and whether the transaction was in person or through another medium such as telephone or the internet.
3. Complete identity data on the victim is imperative, including full name, date of birth, telephone number and social security number. Victims who are reluctant to provide a social security number should understand it is a vital piece of information for the investigation and advised that social security numbers are not printed on reports provided to the public (This is true so long as the number is not written into the narrative).
4. For fraud cases the name of the bank(s) or credit provider(s) (credit card company, etc.) and account number is also essential information that should be provided in the report. If this information is not available at the time of the report the victim is to be to have this information available for the assigned detective.
5. If the fraud involved an Internet transaction the officer should obtain a copy of any available e-mails that include a full e-mail header from the suspect. This may provide the suspect's Internet provider and e-mail address. If the victim does not know how to print out a full header, the e-mail(s) should be saved in the victim's computer for the investigating detective.

Victims of crimes involving the Internet should be advised to also report the incident to the Internet Crime Complaint Center. This cyber-crime clearinghouse is a partnership between the FBI and the national White Collar Crime Center.

The report can be made over the Internet at www.IC3.gov or by calling 304-363-4312.

B. Follow-Up Investigations

1. Detectives assigned identity crime cases should have specialized training in white-collar crimes. In addition they should stay current with advances in investigative techniques by association with local and national task forces and organizations that specifically address these crimes.
2. Detectives should coordinate their investigation with other applicable agencies. If it is determined that the crime was committed in another jurisdiction, the case will be referred to that jurisdiction for follow-up.

C. Identity Crime Prevention Programs

The Department will make brochures on identity crime prevention available to the public. These brochures will be available in the Police Department lobby and from the Department's Community Relations / Crime Prevention Specialist. In addition, officers can obtain copies and provide them to the public when requested.

33.16 Informants (Redacted)

(5.27)

33.17 Conducting Interviews and Interrogations

(1.2.3, 42.2.8, 44.2.3)

A. Field Interviews

Documenting field interviews on an incident report is essential. Any suspicious behavior, as well as all possible personal information, should be recorded in the report. (Refer to policy 32.6)

B. Victim/Witness Interviews

For future reference, detailed notes and/or a recorded or written statement should be made when an officer or detective interviews a victim or witness, including the time, date, location, and the presence of a detective(s). It is imperative to take into account the trauma and stress that the victim or witness has experienced, and conduct the interview in such a way that stress is reduced and further problems are minimized. It is also important to consider the witnesses' age, physical limitations, and credibility. (Refer to policy 27.5)

C. Suspect Interviews

One of the most significant phases of an investigation is interviewing and interrogating a suspect. Interviews and interrogations are conducted in order to gain crucial information for prosecution. Interviews and interrogations conducted by criminal investigators will follow the following procedures:

1. In a Custodial Interview, the detective will inform the suspect of their constitutional rights, regardless of whether another detective or uniformed officer has previously informed the suspect of their rights. Miranda Rights will be administered at the beginning of the interview. The interview may proceed, unless the suspect invokes their right to counsel.
2. When a suspect is informed of their Miranda Rights and invokes their right to counsel during a custodial interrogation or interview, the suspect cannot be questioned again until counsel is available or the suspect initiates further conversations, exchanges, or communications (Edwards v. Arizona, 101 S. Ct. 1880 (1981)). Again, the officer has the burden of proving a voluntary waiver by the suspect or accused.
3. Translators and interpreters will be provided before any questioning of a suspect who cannot read, write, or understand English. Whenever possible, bilingual officers should be available to assist with this task. A telephone interpreter service is available through the agency's language line if needed.
4. The statements that are obtained during an interview and/or interrogation must be freely provided, and not influenced by coercion, promises, delays in arraignments, or deprivation of counsel.
5. To facilitate future reference and court proceedings, incident reports and supplemental reports must be prepared. Time, date, location, officers present, waiver of rights, and the conclusion of the interview must be included in these reports. Whenever possible, interviews should be recorded.
6. As with adults, juvenile suspects must be afforded the same constitutional protections:

- a. Whenever a juvenile is taken into custody, parents or guardians should be notified.
- b. The interview should be conducted by no more than two (2) officers and should be kept to a minimum.
- c. Provide a brief explanation of the juvenile justice system and Department procedures.

7. Multiple suspects involved in a crime should be separated and interviewed separately.

D. Interview Rooms

The CID area has designated interview rooms that are clearly marked. During investigations, interview rooms will be used to interview complainants, victims, witnesses, and suspects. The door of the interview room will remain open when it is vacant. The interview rooms are equipped with video and audio recording equipment.

The designated interview room must be used according to the following procedures:

1. The interview room will be inspected for safety and cleanliness before being used.
2. No weapons of any kind will be permitted in interview rooms. Lock boxes are located outside the interview rooms for storing weapons.
3. Unless there are extenuating circumstances, no more than four (4) sworn personnel will be present during an interview or interrogation.
4. During interviews, at least one officer will observe the interview via the video monitor located outside each interview room.
5. When an interview is conducted, the recording equipment in the interview room will be activated. The recordings shall be treated as evidence.
6. In addition to the table and chairs, a TV, laptop computer, flipchart, fingerprint kit, etc., may be brought into the interview room as necessary.
7. Interviews should be conducted within a reasonable amount of time. For nourishment and personal needs, breaks will be provided.

33.18 Eyewitness Identification / Line-Ups

(42.2.11, 42.2.12)

A. Show-Up Or Confrontation

A photographic line-up is preferred over a show-up. However, if exigency or time constraints require a show-up, the following should be observed where practical.

1. Detention for Show-up

A show-up should be conducted within a few minutes after a criminal event has occurred and when a suspect is apprehended nearby. Participants are generally limited to the apprehending officer(s), the witness, and the suspect. The purpose of a show-up is to obtain quick identification of a possible offender in order to determine the need for further detainment or arrest.

An officer may arrange a show-up between a suspect and a witness whenever a suspect is arrested or has been temporarily detained and the witness might recognize the person who committed the offense.

The length of time between the offense and the show-up is determined by current case law.

2. Transportation and Location of Show-up

Witnesses generally will be transported to show-ups by a sworn officer or detective in Department vehicles. When a suspect is taken to the witness' location the suspect will be secured in the rear seat of an appropriate government vehicle in order to protect the witness.

When at all possible, the suspect, if not under arrest, should remain at the place of detention and the witness should be transported to that location.

3. Witness Participation

Participation in a show-up must be carefully controlled to prevent violence and to obtain fair identification. Officers should:

- a. Inform witnesses that you want them to look at a person, but do not say the person is a suspect.
- b. Avoid, or at least keep to a minimum, any display of force (e.g. weapons, handcuffs, etc.)
- c. Be sure lighting is adequate and allow enough time for positive identification.
- d. Separate multiple witnesses so identifications are not based on group opinion.
- e. Witnesses must be positive to provide probable cause for further detention.
- f. When presenting a suspect to a witness for identification, an officer should not say or do anything to lead the witness to believe that the suspect has been formally arrested or detained, has confessed, possessed incriminating items when searched or is believed to be the perpetrator.
- g. Witnesses will receive no feedback regarding their identification. Officers or detectives using show-ups will document the circumstances and results in an investigation narrative. In the event a show-up is used by uniform officers, the case investigator must be notified of the witnesses who participated in the show-up along with all circumstances leading up to their participation and results of the show-up.

4. Cruising Area of Offense

Officers may transport witnesses in police cars to cruise the general area in which a crime has occurred in hopes of spotting the perpetrator and arranging a positive identification. (When following this practice, it is important that the officer avoid implicating anyone on the street or suggesting that a certain person looks suspicious.)

5. Right to Counsel

No person has a right to have a lawyer present at any show-up or confrontation procedure.

6. Release After Confrontation

Suspects who are not identified should be released, unless probable cause still exists to believe a suspect committed the offense. If an identification and / or arrest is not made and suspicion still exists about the suspect's guilt, the officer at the scene will obtain as much information about the suspect as possible, and note it in the Report. If time and procedures allow,

photograph the suspect. This information should then be forwarded to the appropriate investigative component.

B. Photographic Line-Up

1. Definition

A photographic line-up consists of a group of photographs of individuals being shown to a witness in order to attempt to identify the perpetrator of a specific crime.

2. When Permissible

Anytime an individual becomes a suspect in a criminal investigation and a photograph of the suspect is located, the investigating officer may create a photographic line-up to show the witnesses.

Should the only available photograph of a suspect be protected under the provisions of the Georgia First Offenders Act, permission to use the photo must be obtained from the supervisor.

3. Location of a Photographic Line-up

A photographic line-up may be shown at any time and at any location convenient to the witness and officer.

4. Right to Counsel

No person has a right to have a lawyer present during a photographic line-up.

5. Photograph Source

A master file of booking photographs is maintained in the Department's computer system and is available to all officers. Other sources of photographs are available and include but are not limited to driver's license photographs, other agency booking photographs, internet resources and school photographs.

6. Composing a Photographic Line-up

When composing a photographic line-up, officers should use one (1) photograph of the suspect and the other photographs should be of other individuals that are "similar". Similar does not mean identical or so close that it confuses any witness. Similar means that all subjects in the photographic line-up be:

- a. of the same sex
- b. of the same race
- c. within the same age range
- d. similar in facial features, such as facial hair, glasses, injuries, jewelry, etc.
- e. similar in hair color and length
- f. similar in photograph size
- g. similar in make-up, (e.g. color vs. black and white)
- h. similar in photographic background, (e.g. mug shots vs. facial shots)
- i. similar in body size, especially if the photographs consist of an entire body shot
- j. similar in the amount of body portion shown
- k. similar in profile if arrest or mug shot photographs are used

All photographs that contain written information such as criminal history, case numbers, personnel information, etc., will have that information covered and the coverings will be uniform in appearance and position on each of the other photographs.

7. Number of Photographs in a Photographic Line-up

In creating a photographic line-up, officers should use a minimum of six (6) photographs. In the case of multi-suspects, additional photographic line-ups should be developed for each suspect.

8. Numbering of Photographs

The photographs will be numbered, # 1 through # 6 or more. The numbers will be placed on the front side of the photograph and will not cover any of the facial features of each photograph.

9. Presentation of the Photographic Line-up

Once the photographic line-up has been completed, certain instructions must be given to the witnesses prior to their examination. Multiple witnesses will be shown the line-up separately and asked not to discuss their participation with others to avoid improper influence on other witnesses. Witnesses must be read the Photo Line-up Admonition. The Photographic Line-up Admonition is as follows:

Photographic Line-up Admonition

"In a moment I am going to show you a number of photographs. These photographs may or may not contain a picture of the person who committed the crime now being investigated. Keep in mind that hair styles and facial hair such as beards and mustaches may be easily changed. Also, photographs may not always depict the true complexion of a person as it may be lighter or darker than shown in the photo. Pay no attention to any markings that may appear on the photos or any other differences in the type or style of the photographs. When you have looked at all the photos, tell me whether or not you see the person who committed the crime. Do not tell other witnesses that you have or have not identified anyone".

Witnesses and victims must not be coached or led in selecting one photograph over another.

10. Photographic Identification

After reviewing the line-up the witness will then sign the Photographic Line-up Admonition stating that either:

- a. I can positively identify photograph number (indicate which number) as the person involved in the investigation; or
- b. I cannot positively identify any of the photographs as the person involved in the investigation.

11. After Identification

Witnesses will receive no feedback regarding their identification. Upon completion of the photographic line-up, the investigating officer is responsible for preserving and maintaining the line-up for future court use, as the line-up itself is considered evidence. Investigating officers will complete a report or summary documenting the details and results of the line-up and note in their report or summary the level of confidence expressed by the witness in any identification. This may include specific terms or phrases the witness uses.

12. Use of a "Mug Book", Yearbook, etc.

The use of a mug shot book, yearbook, or any other book or directory with numerous photographs is appropriate when there is no particular suspect. To ensure an accurate identification, a reasonable number of photographs should be shown. If identification is made from a mug shot book, yearbook, etc., the investigating officer will ensure that either the book or a copy of the book used is preserved and maintained for future court proceedings.

13. Use of Juvenile Photographs

In order to photograph or use an existing photograph of a juvenile suspect in custody, permission must be obtained through a Juvenile Court Judge. Prior to photographing a juvenile who is not in custody, the investigating officer must first consult with a supervisor from the Criminal Investigations Division as to the legality of obtaining a photograph. If a photograph currently exists of the juvenile and that photograph is available for public display, (e.g., school yearbook, directory, etc.) then prior approval is not needed.

14. Video and/or Audio Recording

When feasible photographic line-ups will be video recorded.

15. Probable Cause

If a positive identification is made of a suspect in a photographic line-up, this is considered probable cause. If a tentative identification is made, then additional information is required to establish probable cause.

C. Physical or Formal Line-Up

1. Definition

A physical or formal line-up is an identification procedure in which a suspect is placed in a live group setting and presented to a witness.

2. When Permissible

Whenever identification by a witness might be obtained, a physical line-up may be held following the arrest of suspect, unless one of the following makes a line-up unwise or impractical:

- a. Unusual Appearance of Suspect - Lack of suitable persons to include in the line-up group
- b. Prior Knowledge - The witness knew the identity of the suspect before the offense occurred, learns of the suspect's identity without police assistance after the offense, or the prospective viewer has had an opportunity to identify the suspect in an earlier confrontation procedure.
- c. Inconvenience - The suspect is in custody at a place too far from the witness
- d. Lack of Viewers - There is no witness willing or able to view a line-up
- e. Uncooperative Suspect - The suspect threatens to disrupt the line-up
- f. Suspect Released from Custody - The suspect was released on bond or recognizance before a line-up could be arranged
- g. For any other reason based on timing, or inconvenience for the viewers or officers conducting the line-up.

3. Location of a Physical Line-up

All physical line-ups will be conducted, when possible, at the physical line-up room or a similar location at another facility. Prior to setting a time and date for a physical line-up, the primary detective should confer with the manager of the area to be utilized to arrange a convenient time and date.

4. Arranging a Physical Line-up

Once a suspect is in police custody, a time and date should be set in order to conduct a physical line-up. The investigator should contact all witnesses that might be able to identify the perpetrator and arrange for them to attend the line-up.

Physical line-ups should only be conducted once. If there is reason to believe that the suspect may have been involved in other criminal acts, other investigators should be notified of the time and date. When numerous witnesses are to attend a physical line-up, a schedule should be developed and witnesses separated to reduce the chance of communication prior to and after the line-up.

5. Developing the Physical Line-up / Suspect

Once a suspect has been arrested and is still in police custody, the suspect has no right to refuse to participate in a physical line-up.

The suspect must be advised, at least 24 hours in advance, of the physical line-up and that his presence is required. The suspect should be told there is no right to refuse to participate and that there is a constitutional right to have the attorney present during the line-up. If the suspect cannot afford an attorney, and wants one, an attorney will be provided by the court. If the suspect requests an attorney and states that he is indigent (cannot afford to hire an attorney) then the officer should immediately contact the City of Roswell Court Services Department to request an attorney.

After advising the suspect of these rights, the officer will attempt to ask for an affirmation of understanding from the suspect or have the suspect sign a rights waiver.

6. Developing the Physical Line-up / Fillers

Each physical line-up will have a minimum of six (6) participants, including the suspect. In the event of multi-suspects, the line-up should contain only one suspect. Others participating in the physical line-up are known as "fillers". In selecting fillers, the officer must understand that no one, other than the suspect, can be required to participate in a physical line-up. The officer must also select fillers that are similar. Similar does not mean identical or so close as to confuse any witness or victim. Similar means that all participants in the physical line-up be:

- a. Of the same sex
- b. Of the same race
- c. Within the same age range
- d. Similar in facial and body features, such as facial hair, glasses, injuries, jewelry, amputations, deformities, etc.
- e. Similar in hair color and length
- f. Similar in height, weight and body size
- g. Similar in the clothing worn, such as type, style, color, etc.

The participants and suspect should be dressed in non-descriptive, similar, or same, clothing. Each participant in the line-up, including the suspect is assigned a number. The suspect may be allowed to choose his or her number.

7. Conducting the Physical Line-up

All participants in the line-up will stand side-by-side, in numerical order. Participants may be made to speak certain words, move or turn in certain ways, or try on articles of clothing during the line-up. It is important to note that if any request of the participants is made, each participant, including the suspect must complete the request. Participant #1 should first complete the request and through to the last participant who should end the request.

Participants can be required to make any reasonable display of physical characteristics if it does not unduly embarrass or harass them. For example, display of a tattoo, scar, deformity, or other identifying feature recognizable to a witness.

The underlying idea is that the procedure must be FAIR and NEUTRAL. There must be no suggestion to the witness that a certain person is to be identified. The procedure is intended to obtain identification of a suspect - nothing more.

8. Legal Counsel Participation

The courts encourage legal counsel to be present during a physical line-up. Any action on the part of law enforcement officers might be interpreted as interfering with the suspect's expressed desire for assistance of counsel may be judged as a violation of constitutional rights.

Counsel present at a physical line-up is only there to observe. Counsel may not interview, question, comment, object, or otherwise interfere with the physical line-up or the viewing by witnesses.

9. Witness Participation

Witness participation in a physical line-up should be carefully controlled by the officer in charge. Multiple witnesses will be shown the line-up separately and asked not to discuss their participation with others to avoid improper influence on other witnesses. Witnesses must not be coached or led in selecting one individual over another.

- a. Witnesses must not be able to see the line-up participants, even briefly, prior to actual viewing of the line-up.
- b. Each witness must be told:
 - i. To examine each and every participant closely and carefully
 - ii. Do not feel obligated or compelled to select an individual from this group. The perpetrator may not be in this group.
 - iii. That facial and body features and characteristics may change over a period of time.
- c. Questioning of witnesses must be done individually and privately.
- d. Witnesses will receive no feedback regarding their identification. Each witness should either complete a written report or sign a sworn statement detailing any identification made during the line-up. Investigating officers will document in a report or summary the details and results of the line-up and note in their report or summary the level of confidence expressed by the witness in any identification. This may include specific terms or phrases the witness uses.

10. Photographs or Video Recordings of the Line-up

Photographs or video recordings will be taken of all physical line-ups.

11. Presence of a Supervisor

A General or Special Investigations Section supervisor will be present at all physical line-ups.

12. Juvenile Participation in a Physical Line-up

If a decision is made to conduct a physical line-up and a juvenile(s) is used, permission must be granted for the line-up and for photographing/videotaping participants by a Juvenile Court Judge. A juvenile will have the same rights of counsel at a physical line-up and all waivers obtained will be witnessed by an officer.

13. Probable Cause

Any positive identification in a physical line-up is considered probable cause. A tentative identification needs additional information to establish probable cause.

33.19 Polygraph Examinations

(42.2.5)

- A. Polygraph examinations can be used to test any suspect, witness, or victim of a crime. Polygraph examinations are conducted by appointment only. A polygraph examiner from the GBI or an in-house polygraph examiner may be used. The in-house polygraph examiner is on-call in situations requiring immediate attention.
- B. The test will include a pre-test interview, a testing phase, and a posttest review where the examinee will be provided the opportunity to explain any physiological responses noted by the examiner. Only standardized techniques for which the examiner has received training will be used. A minimum of three polygraph charts will be utilized for chart interpretation.
- C. A written report will be provided to the investigating detective by the polygraph examiner which will, at a minimum, identify the examinee, the time, and the place of the examination; specify the relevant questions asked during the testing phase; document any relevant statements made by the examinee during the examination; and provide the examiner's opinion (deception indicated, no deception indicated, or inconclusive) based on the interpretation (scoring) of the polygraph charts. If the examiner is unable to make such a determination, the report will explain why and provide any remedial measures available.
- D. It is the responsibility of the detective to make certain that the subject to be tested has been questioned concerning the offense and the investigator will ensure that all available and appropriate investigative steps have been pursued before requesting a polygraph examination. The detective will furnish the polygraph examiner with all the details of the offense and with copies of all reports and statements. The detective will remain available during the examination and is responsible for taking a written statement, if requested by the polygraph examiner.
- E. The detective will make certain that the subject is available at the time of the appointment and attempt to make certain that the subject is not physically or mentally ill, injured, or under the influence of drugs or alcohol. If the subject is under a doctor's care, written permission may be required prior to the examination. Pregnant women will not be given an examination.
- F. If the subject is a minor, in addition to his own consent, one of the following may be necessary.
 - 1. Written permission from a parent or guardian
 - 2. Authorization from a Juvenile Court Judge

- G. If the subject has previously been administered a polygraph on the same offense, the detective will make the results available to the polygraph examiner.
- H. Prior to the examination, the detective should withhold from the suspect all information believed to be known only to the victim, detective and the persons with guilty knowledge.
- I. Only one (1) crime can be covered during any specific examination. The polygraph examiner determines what issue should be covered, questions to be asked and the wording of questions, after consultation with the investigator.
- J. Upon receiving all pertinent information from the detective, the polygraph examiner will have the right to determine if an examination is to be conducted.

33.20 Neighborhood Canvass

The canvassing of a neighborhood by detectives can be an effective information gathering technique. A canvass should be conducted when a major crime occurs. A questionnaire will be completed prior to any neighborhood canvass and distributed to all detectives involved to cover pertinent details of the case investigation. At each location the detective will complete an investigative summary. The reports should be reviewed by the detective assigned to the case for any pertinent information. The interview reports will be kept with the active case file.

33.21 Alcohol Enforcement

The purpose of alcohol enforcement is to ensure compliance with local and state alcohol laws by businesses and individuals.

A. Duties

Request for enforcement will be addressed to a Special Investigations Section, who will appropriate personnel to investigate. When necessary, assistance can be requested from a Uniform Patrol Division Supervisor. All detectives, prior to beginning alcohol enforcement duties, will have a working knowledge of the permitting and licensing process.

B. Inspection Procedures / Consumption On Premises Establishments

1. Inspection and Report

All consumption on premises establishments will be routinely inspected. An inspection or incident report will be written. A copy of each inspection report or incident report and citation may be placed in the business file.

2. Areas to Inspect

The following areas will be inspected:

- a. Employee permits
- b. State and City license / current and properly displayed
- c. Georgia Revenue Tax Stamps on Alcohol
- d. Patio area(s)
- e. Kitchen facilities
- f. Storage facilities
- g. Copy of ordinance on permits
- h. Prohibited outside advertising
- i. Business license for pool tables and amusement machines

3. Issuance of Citations

The goal of alcohol enforcement is voluntary compliance with alcohol laws; therefore, on the first inspection of an establishment an officer may issue a warning instead of a citation. The warning may be for minor violations; however, in cases of serious, recurrent, or multiple violations a citation should be issued.

4. Notification of Department of Revenue

The State Department of Revenue may be notified of any violation of state law so that they may commence administrative procedures.

5. Specific Complaints

Supervisors will assign officers to handle specific complaints. The officer will determine if the complaint is valid and take appropriate enforcement action.

C. Procedures for Package Establishments

1. Criteria for Inspection

Retail package stores will be inspected based on specific complaints or as part of a zone sweep.

- a. Complaints: Inspections often are the result of a complaint concerning sale of alcohol to minors at a specific location.
- b. Zone sweep: To inspect all alcohol retailers in a given area to show no one business is being singled out.

2. Areas of Inspection

A full inspection will be made at retail package establishments and will include the following:

- a. State and County licenses current and properly displayed
- b. Georgia Revenue Tax stamps are on alcohol
- c. Ensure there is no outdoor advertising

A full inspection will be made at an establishment whenever an underage sale violation occurs.

3. Issuance of Citations

Underage sales violators will be issued citations. Other violations should be handled the same as consumption on premises violations.

D. Using Underage Persons for Alcoholic Sales to Minors Violations

In an effort to determine the adherence to City of Roswell Ordinances and State laws, situations may arise requiring the services of an underage person. This policy applies specifically to the use of an underage person working as an agent of the Roswell Police Department in the purchasing of alcoholic beverages.

Before an underage person is permitted to act as an agent of the Department in the above described capacity, the following criteria must be agreed upon and completed, required documentation must become a part of the investigative case file.

1. Copy of birth certificate
2. Copy of driver's license
3. Consent and Waiver of Liability signed by at least one parent or legal guardian if the agent is a minor
4. Color photograph (face and full) of agent prior to working that day
5. Agents will be paid a reasonable fee. A copy of receipt of city funds expended will become a part of investigative case file;
6. Any alcohol purchased by underage decoys is kept as evidence
7. Attempts to purchase alcohol will be made from the described (or known) sales person if possible
8. The decoy's purchase of alcohol will attempt to be made on the same day of the week and the same time of the reported incident
9. The decoy will not dress up or change appearances to look older
10. Decoys may be either male or female to match the person listed in the incident report
11. Decoys will be between 16 and 19 years of age
12. Charges filed can be referenced to State law and / or City Ordinance Violations; and
13. Purchase or attempted purchase will be witnessed by at least one police officer.
14. Underage participants must be available to testify in court. The standard court witness fee is paid to the witness upon appearing in the City of Roswell Municipal Court.

33.22 Case Review

It is the responsibility of the supervisors to review cases submitted to the office of the Fulton County District Attorney for prosecution for completeness and accuracy. In order to achieve improvements and maintain accountability, it is also the responsibility of the supervisors to review any case(s) that has been declined for prosecution by the District Attorney's Office to determine the case's deficiencies. If these deficiencies can be overcome, the case will again be submitted for prosecution. If it is determined that the case was mishandled, the detective may be subject to additional training or disciplinary action, if appropriate.

33.23 Roll Call Briefings

(12.1.4, 42.2.4)

Investigative personnel on duty will attend daily Roll Call briefings when available. This is to facilitate the exchange of pertinent information between investigations and the patrol personnel. Information regarding recent criminal activity, suspects, and B.O.L.O.'s are to be disseminated as quickly as possible.

33.24 Background Investigations

- A. Personnel of the Criminal Investigations Division may, on occasion, conduct background investigations of persons and organizations during the course of their duties. Investigations may be conducted to gain intelligence information, establish known associates, develop M.O.'s, etc. These investigations should be conducted as discreetly and as confidentially as possible in order to protect innocent persons.

Background investigations may warrant judicial assistance in the form of a subpoena, wiretap or court order. In these situations, it is necessary to request assistance from the District Attorney's Office in order to aid the detective in following the proper procedure in securing the subpoena or court order. In addition, the CID Commander will brief the Chief of Police.

- B. Potential sources for background information are:

1. Public Utilities Records
2. Past employee records

3. Credit Information
 4. Criminal History Records
 5. License Applications
 6. Driver's License Information
 7. Other Police Agencies
 8. Electronic and Visual Surveillance
 9. Informants
- C. Once the information is collected, it will then be evaluated as to criminal activity and its potential for use during any prosecution of the suspect. Background information collected should become a permanent part of the investigative file and be preserved by the investigating detective.

33.25 Warrant Procedures

- A. Detectives will attempt to serve a warrant outside the City of Roswell only upon notification of the law enforcement agency having jurisdiction. It is preferred that a sworn officer from that jurisdiction be present during the execution of the warrant.
- B. Detectives will attempt to serve a search or arrest warrant only with proper back-up, regardless of the charge or circumstances.
- C. If there is information related to service of the warrant that would aid whoever serves it, that information must be provided with the warrant.
- D. Execution of Search Warrants and Arrest Warrants
1. All Search Warrants of residences or suspect businesses not already under the control of the police department shall have a "Threat Assessment" completed prior to service of the warrant unless exigent circumstances exist for immediate service.
 2. Towed vehicles, homes or buildings secured during a necessary protective sweep, business records at a complaint non-suspect business, cell phones,, and similar items or places does not require a threat assessment.
 3. Any un-planned entry or warranted search operation involving a Felony Arrest Warrant must have a "Threat Assessment" completed unless exigent circumstances exist for immediate service.
 4. "Threat Assessment" should be completed as part of planning and evaluation for an on-going Critical Incident (e.g.-barricaded suspect, hostage situation, threatened suicide, etc.).
 5. Indicate the sources of information where requested (e.g. – personal observation, informant, victim's statement, video of crime, independent research, etc.).
 6. The Division Commander will be notified of all threat assessments requiring SWAT review prior to turning them over to a SWAT Team Leader or Commander.
 7. Copies of ALL completed "Threat Assessments" will be given to the SWAT Commander or a SWAT Team Leader as far as possible ahead of the warrant service. Copies of the search or arrest warrant (or hit confirmation), criminal history, incident reports and any other pertinent information used in completing the "Threat Assessment" for the case should be attached.
 8. When a search warrant is executed, a supervisor shall be present. Towed vehicles, business records at a complaint non-suspect business, cell phones, and similar items or places do not require a supervisor to be present. If a Detective Supervisor is not available, a sworn supervisor from another Section will be asked to assist. The supervisor has a responsibility to review the affidavit and circumstances to ensure that the requirements of the law are being met.

E. All persons arrested on a warrant will be checked on G.C.I.C. and N.C.I.C. before being placed in jail.

33.26 Special Investigations Definitions (Redacted)

33.27 Narcotic Enforcement Procedures (Redacted)

(43.1.5)

33.28 Confidential Informants (Redacted)

(42.2.7)

33.29 Securing of Narcotics Evidence

A. Securing Evidence

1. Each item of evidence will be placed in an evidence envelope / bag and secured with a property receipt listing the following information:
 - a. Name of defendant
 - b. Location of seizure
 - c. Officer's name
 - d. Suspected identity of evidence / contraband
 - e. Date of arrest

Evidence will be given to the Evidence Technician or placed in temporary storage as soon as possible following seizure.

2. Personnel will not maintain possession of, or furnish to any person, any drug evidence except as authorized by policy or law. Personnel will not store any drug evidence in a vehicle, residence, desk, or personal locker at any time.
3. Destruction of evidence is conducted by the Evidence Technician and witnessed. Appropriate documentation will be noted on the property receipt.
4. If suspected drugs are confiscated and the suspect's name is unknown, but there is a reasonable chance for future prosecution, the evidence should be assigned an AKA or alias and forwarded to the Georgia State Crime Lab. The State Crime Lab will not accept drug evidence for analysis without a name. A number cannot be substituted for a name.

Once the identity of the suspect is known to the confiscating officer, it is the investigator's responsibility to notify his or her Commander and the State Crime Lab of the correct name.

5. Tamper proof should be used in most situations.
6. A copy of the Receipt for Property Form showing the chain-of-custody will be placed in the case file. Information on the Property Receipt will include the State Crime Lab number.

33.30 Case Files / Case Management

(43.1.1)

A. Receiving and Processing Complaints

1. When any employee of the Roswell Police Department receives information of vice, drugs or organized crime activity, they will record the information on an incident or supplemental report and indicate that the complaint is either information only or an investigation is requested/warranted. If the information is sensitive, it will be recorded on a Department Use Only Supplemental report. The report will be entered into Department records and forwarded to the appropriate Section or Unit Commander.
2. Commanders will review the information and determine if the information should be assigned for investigation. If the information requires further investigation, the Commander will ensure that an investigation is conducted. All leads will be pursued until the suspects are charged or the report is returned to file pending further information. When a complainant, victim or suspect is identified, a RPD Incident Report will be completed.
3. When investigative personnel receive a request for information from or convey information formally to an outside agency regarding vice, drugs, or organized crime, the investigator will document the transfer of information on an investigative summary and include it in an investigative case file. Intelligence information may also be posted on the Department's Intel Website for law enforcement only distribution.

B. Receiving and Disseminating Information

1. When a Department member receives a request for intelligence information from an outside agency, intelligence procedures in are to be followed.
2. Whenever the Roswell Police Department enters into a joint investigation with another agency, the Section or Unit Commander may permit a free flow of information between the investigative units without an expressed approval of all requests. In the event an intelligence request is made, intelligence procedures will prevail before information is disseminated.

33.31 Procedures for Handling Currency

The following procedures are used whenever a sworn member of the Department seizes or assumes possession of currency:

A. Counting

1. All currency coming into custody is counted immediately in the presence of another law enforcement officer.
When an extraordinary amount of currency makes an immediate count impractical, the count may be held in abeyance. The currency will be secured in a sealed container and the custodial officer or supervisor and another sworn law enforcement witness will maintain continuous custody until the count is affected.
2. Whenever possible, the owner or the person relinquishing possession of the currency will be present during the counting process.
3. Unless extraordinary circumstances exist, all currency will be hand-counted and verified by either an automated or second-hand count. If an automated counter is used, the currency will be counted two (2) times and any discrepancy resolved by hand counting.
4. The Section or Unit Commander will be immediately notified when an investigator assumes possession of currency in excess of \$500.00. The Commander will in turn notify the Division Commander in a timely manner.

B. Documentation and Verification

1. Document all currency on a Property Receipt in accordance with Department procedure.

2. The count of all currency must be verified by a second officer. The name of the law enforcement officer verifying the count and the agency represented must be reflected in the "Description of Property" section. This individual must also sign within the section to acknowledge the verification.

C. Security

1. All currency must be sealed and maintained in a tamper-proof deposit evidence bag.
2. If a bag is opened for any reason, the currency will be immediately counted in the presence of the officer who sealed it or a Section supervisor. An investigative summary will be prepared to document the actions taken.
3. All currency is stored in strict accordance with Department policy regarding the Property Room.
4. Anytime a discrepancy in a recorded currency amount is detected, the incident will be immediately reported to the Division Commander via chain-of-command.

33.32 Undercover Driver's License Procedure (Redacted)

33.33 Purchase Evidence / Purchase Information (PEPI) Funds

A. PEPI funds may only be used for the following purpose:

1. Purchase of evidence or contraband
2. Payment to informants
3. Miscellaneous expenses; expenses incurred by officer(s) during the course of an investigation and concerning only that investigator. Miscellaneous expenses are defined as those expenses which an officer would not ordinarily incur except for an investigative action. For example, the purchase of official written documents necessary to the investigation, cover charges, meals for informants, etc.

B. Monthly, and as scheduled by the Section or Unit Commander, personnel assigned to Special Investigations are required to "zero out". This zeroing out is the accounting of all monies advanced for investigations.

C. Personnel must show cash, travel vouchers, and / or PEPI Form to equal the exact total that they have been advanced.

D. The PEPI Funds Account shall be audited yearly by SSD and the Commanding Officer, OPS.

33.34 Flash Roll Procedures (Redacted)

33.35 Condemnation Procedures

(84.1.8)

A. Purpose

The Roswell Police Department will seek the condemnation of real and personal property whenever possibly by authority of O.C.G.A. 16-13-49 relating to forfeitures and 40-6-391.2 relating to the seizure and forfeiture of motor vehicles operated by habitual violators.

B. Procedure

1. The responsibility for filing forfeitures with the proper legal authority and maintaining condemnation files is vested with the Commander of the Special Operations Section. All seizures for condemnation which originate outside this Section will use the same guidelines established in this procedure for proper forwarding of a condemnation request.
2. The purpose of this procedure is to establish guidelines that will assist in determining:
 - a. What can be seized?
 - b. Under what circumstances can property be seized?
 - c. Who can seize property?
 - d. Duties of supervisors
 - e. What documentation should be completed and forwarded?
 - f. What, if any, preliminary investigation should be conducted by the seizing officer?
 - g. Property storage of seized property
3. The procedures outlines will deal primarily with the seizure of currency, weapons and motor vehicles. Questions concerning requests for seizure of other items for forfeiture, to include intangible assets, personal property, residences and real property will be forwarded on a case by case basis.

C. What Can Be Seized?

1. O.C.G.A. 16-13-49 allows for the seizure of anything of value. This includes, but is not limited to: currency, bonds, stocks, weapons, vehicles, boats, airplanes, real property, residences and personal property of any kind.
2. O.C.G.A. 40-6-391.2 allows for the seizure of any motor vehicles.

D. Circumstances Under Which Seizure Can Take Place

1. O.C.G.A. 16-13-49 allows for the seizure of the above listed types of property under the following conditions:
 - a. Any property used to facilitate the commission of a violation of the Georgia Controlled Substance Act is subject to seizure. An example would be the motor vehicle from which drugs were sold, or electric scales used to weigh them. Note that any item, such as a motor vehicle or a residence, which is used to store drugs, can be assumed to have been used to facilitate a violation. Proximity of property, i.e. currency or a firearm, to contraband can be evidence that the item was used to facilitate a violation.
 - b. All proceeds which are derived from the violation of the Georgia Controlled Substance Act are subject to seizure. An example would be the currency from the sale of an illegal drug or an item purchased with these proceeds.
2. O.C.G.A. 40-6-391.2 allows for the seizure of motor vehicles if ALL of the following circumstances are present.
 - a. Subject operating vehicle must have been arrested for a violation of O.C.G.A. 40-6-391, Driving Under The Influence, at the time of the seizure of the motor vehicle.
 - b. Subject must have a revoked driver's license.
 - c. Subject must have been declared a habitual violator based on at least three (3) past convictions for O.C.G.A. 40-6-391, Driving Under The Influence Of Alcohol Or Drugs.

E. Who Can Seize?

1. Any law enforcement officer of the State or one of its political subdivisions may seize properties subject to condemnation.
2. Property which is subject to forfeiture under O.C.G.A. 16-13-49 may be seized without process if there is probable cause to believe that the property is subject to forfeiture and said seizure takes place in close proximity to the arrest of the defendant, or absent an arrest, if the officer has possession, either actual or constructive, and probable cause exists to believe that the property is subject to forfeiture.
3. Motor vehicles seized under O.C.G.A. 40-6-391.2 should be seized at the time of arrest of the defendant. The arresting officer will make all attempts to determine the violator's driver's license status.
 - a. When the driver is arrested for D.U.I. and it is determined that he is a habitual violator the vehicle will be towed to the impound lot by the wrecker service contracted by the Roswell Police Department
 - b. If the officer is unable to determine the driver's license status at the scene, but the officer suspects that the driver may be a habitual violator, then the vehicle will be towed by the contracted wrecker service.
 - c. Should an individual be arrested for D.U.I. and it is not determined until later that they meet the pre-existing conditions for seizure of the vehicle, then all paperwork should be completed and forwarded to the Section or Unit Commander and the vehicle can be seized at a later date.
 - d. If the vehicle was towed to the wrecker service impound lot, notify the impound lot to place a HOLD on the vehicle. Also note the "Hold" on the inventory sheet.
 - e. If the vehicle has been removed by another citizen then forward the appropriate paperwork and the Section or Unit Commander will determine whether to seize the vehicle at a later date with a search warrant.

F. Seizure of Property

If circumstances indicate that probable cause exists to believe that the item is subject to forfeiture, then the officer will seize the property. The seizing officer will immediately notify a supervisor that the seizure has taken place. Upon notification the supervisor will make a determination of the validity of the seizure using the following guidelines:

1. Violation of O.C.G.A. 16-13-49
 - a. Currency
 - i. Must be five hundred dollars (\$500.00) or more and must meet the criteria established above
 - Proximity to contraband
 - The circumstances indicate that it is proceeds from a violation of 16-13-49
 - Presence of contraband
 - Defendant not employed
 - Subject cannot explain origin of cash

b. Firearms

i. Does it meet criteria established in this procedure?

- Presence of contraband
- Proximity to contraband

c. Vehicles

- i. If cocaine, there must be at least one gram or more, or evidence exist that a sale has taken place or was about to take place
- ii. If marijuana, there must be at least four ounces or more or evidence that a sale has taken place or was about to take place of possession with intent to distribute
- iii. There is no weight requirement on other controlled substances, i.e., Methamphetamine, LSD, etc.
- iv. Pharmaceutical, prescription drugs obtained through fraud or forgery

- Before seizing a motor vehicle the officer must show a relationship between the seized contraband and the owner of the vehicle. If the occupant of the vehicle arrested is not the actual owner of the vehicle, then the seizing officer must show that the owner holds the property jointly, in common, or in community with the person whose conduct gave rise to the forfeiture. Circumstances to consider when establishing this relationship include but are not limited to:
 - > Presence of contraband and locations within the vehicle relative to the owner
 - > Owner is sole occupant of the vehicle
- Other circumstances indicate that the owner should have known that the contraband was in the vehicle

2. Violation of O.C.G.A. 40-6-391.2

- a. If the seizure of a motor vehicle is made pursuant to O.C.G.A. 40-6-391.2 then it must meet the previously listed requirements
- b. The person arrested for D.U.I. must also be the owner or spouse of the owner of the vehicle

G. Documentation Once Validity is Established

1. Upon establishing the validity of the seizure for a violation of O.C.G.A. 16-13-49 the seizing officer will document all pertinent information on a separate investigative report. The body of the report should contain, at a minimum, the following information:
 - a. Date and time of the offense and seizure
 - b. Location of the offense and seizure
 - c. Offense charged
 - d. Description of the property to be seized
 - e. Defendant's name, address and telephone number
 - f. Type and quantity of drug seized, if any
 - g. Name of arresting officer
 - h. Complete name and address of everyone associated with the seizure

- i. Specific location of the contraband in relation to the defendant and the items to be seized
 - j. Brief scenario describing the circumstances of the seizure
 - k. A copy of this report will be forwarded immediately to the Special Investigations Section or Unit Commander
- 2. Upon establishing the validity of the seizure of a vehicle under O.C.G.A. 40-6-391.2 the following documents are to be forwarded to the Special Operations Section Commander:
 - a. Copy of the Incident Report
 - b. Copy of the Arrest Report
 - c. N.C.I.C. print-out of the Tag Query
 - d. N.C.I.C. print-out of the Title Query
 - e. N.C.I.C. print-out of defendant's driving history
- 3. The officer copy of the Impound/Release form, marked as a seizure and documenting the chain of custody, will be given to the Evidence Custodian. The Evidence Custodian will enter the property into Department property records and advise the Special Operations Section Commander by e-mail.
- 4. Within ten (10) days of the date of seizure the seizing officer will be notified to personally appear at the office of the District Attorney in order to sign the Affidavit of Seizure which is then forwarded to the Superior Court Clerk's Office. A copy of signed affidavit is to be returned to the Special Operations Section Commander by the seizing officer.

H. Storage of Seized Property

- 1. Vehicles seized for condemnation are impounded to and held in the parking lot located at the Law Enforcement Center complex. Seized vehicles will not be towed to the premises of the City's contracted wrecker service.
- 2. If it is determined that the seizure process will not continue, the vehicle will be moved to the premises of the City's contracted wrecker service and the owner advised of the need to recover the vehicle and pay the impound fees.
- 3. The Special Investigations Section Commander will advise the Evidence Custodian of the release of the vehicle. The Evidence Custodian will show the property as released to owner.

I. Preliminary Investigations Regarding Motor Vehicles

The seizure of motor vehicles present unique legal and practical hurdles that must be overcome in regards to ownership and equity.

1. Ownership

The seizing officer must be able to establish a relationship between the contraband and the owner of the motor vehicle seized. It is therefore imperative that the seizing officer take steps at the moment of seizure to establish ownership.

- a. Ask driver and occupants who owns the vehicle.
- b. Check glove box for documentation of ownership. If found seize and tag as evidence separate from the motor vehicle.
- c. If subject is buying the vehicle from someone get their name and address.
- d. Check the tag and VIN through N.C.I.C.

2. Equity

When vehicles with liens are seized for forfeiture it becomes the responsibility of the Police Department to assume the lien on the motor vehicle. For this reason the seizing officer should make every effort to determine the amount of money, if any, owed on a motor vehicle so that the appropriate commander can determine whether or not to proceed for the forfeiture proceedings. The following steps should be completed at the time of the seizure:

- a. Ask driver or occupants who the owner is and how much, if any, money is owed on the vehicle. If money is owed, then include the name and address of the lien holder.
- b. Check the glove compartment for documents relating to lien holders. If found seize as evidence and tag separate from the motor vehicle.
- c. Check N.C.I.C. Title Query for liens.

These inquiries should be made of all vehicles regardless of whether they are seized for violation of O.C.G.A. 16-13-49 or 40-6-392.1. Questions concerning circumstances not covered by this procedure will be addressed to a Special Investigations investigator.

33.36 Accounting of Funds

Special Investigations funds are audited monthly. At the end of each year, the fund is audited by the Chief of Police or his designee. The appropriate commander is responsible for the disbursement of budgeted funds. Supervisors are authorized to disburse up to \$500.

The Section or Unit commander will maintain documentation of all expenditures of City funds. Requests for additional funds require documentation to be forwarded to the Division Commander.

33.37 Surveillance and Undercover Equipment (Redacted)

(43.1.4)

33.38 Conducting Operations (Redacted)

(43.1.1, 43.1.5)

33.39 Criminal Investigations Training

- A. Detectives assigned to an Investigations Section are required to attend an eighty (80) hour investigation course. New Special Investigations Section detectives will also attend a basic narcotics course following their assignment. Each detective is responsible for locating and requesting these classes. The requests will be granted as staffing allows. Each Detective will also attend all required P.O.S.T. in-service and any necessary recertification classes.
- B. During their initial assignment, newly assigned Detectives will be assigned to a lead investigator for field training. This training will last as long as the lead investigator and the Section Commander feel necessary.
- C. Detectives are encouraged to seek and request specialized and advanced training outside of the Department to further enhance their investigative skills. Applications for in-service and specialized training will be submitted through their immediate supervisor to the Watch Commander for approval. After approval, the application(s) will be forwarded to the Training Unit for processing.

33.40 Investigative Summaries (Redacted)

33.41 Case File Filing and Dissemination

(42.1.3)

All case files in the Criminal Investigations Division (CID) will be assigned, reviewed, and stored in the records management system.

Case files will not be disseminated without prior approval from a CID supervisor, CID/SIS Commander, CID Division Commander, or the Chief of Police.

33.42 Investigative Task Forces

(42.2.4)

To further the mission of the Roswell Police Department and to promote an atmosphere of cooperative spirit, Department personnel may be assigned to participate as a member on an investigative Task Force. In such cases, the following policies will be adhered to:

- A. Any outside assignment of Department personnel shall be approved by the Chief of Police.
- B. At any time Department personnel are assigned to a Task Force, a written agreement between the Department and the specific Task Force Group shall be completed and renewed annually. The written agreements shall include the following criteria:
 - 1. Identifying the purpose;
 - 2. Supervision
 - 3. Staffing, equipment, and resources available; and
 - 4. Fiscal accountability and liability
 - 5. Identification procedures for task force participants.
- C. While assigned to an investigative Task Force, personnel may fall under the day-to-day supervision of persons outside of the normal chain-of-command. In such cases, all rules and regulations of the Roswell Police Department will be adhered to, as well as, those of the governing agency. Any policies, which conflict with those of this Department, will immediately be brought to the attention of the Task Force Group Supervisor, as well as the employee's Department supervisor.
- D. Department personnel assigned to a Task Force shall keep their Department chain-of-command aware of any on-going investigation, activity, etc.
- E. Requests for leave will be made first to the Task Force Group Supervisor and then reported to the RPD Special Investigation Section Supervisor to which the officer is assigned. Daily work hours will also be communicated to the employee's RPD supervisor for Fair Labor Standards Act (FLSA) purposes.
- F. Task Force investigations often involve undercover work and the assistance of informants. Confidentiality is necessary to ensure the success of investigations and safety of officers/agents and informants. Therefore, access to any records related to the Task Force shall be limited to authorized personnel only.
- G. An annual review of the Task Force assignments shall be completed by the Special Investigations Section Lieutenant. The review shall evaluate the results of the Task Force assignments to determine the need for continued operations.

33.42 Officer Drug Testing

To ensure integrity of Special Investigations Section personnel, periodic random drug testing will be conducted.

- A. Prior to assignment, the individual officer will be given a pre-assignment drug test. This test will be conducted at a predetermined laboratory. Only after satisfactory test results will assignment to the Section or Unit be official.
- B. Officers will be required to submit to additional random, drug tests on the direction of the Section or Unit Commander. Refusal to comply will result in an investigation and, if necessary, corrective action against the officer. All test results will be made available to the Chief of Police.

33.43 Notification of Investigation of Public Officials

Section and Unit Commanders will immediately notify the Watch Commander prior to opening an investigation is on any elected official, law enforcement officer, officer of the court, or any federal or state employee. The Watch Commander will in turn, immediately notify the Chief of Police through the chain of command.

33.45 Event Deconfliction Systems (Redacted)

(46.2.8)

33.46 Unmanned Aircraft Systems (UAS)

A. Policy

It is the policy of the Roswell Police Department (RPD) to utilize Unmanned Aircraft Systems (UAS's) for the focused and limited purpose of criminal investigations or public safety. UAS's related equipment and technology, and data collected from their deployment shall be used in an official and lawful manner. It is also the policy of this agency to allow for the deployment of UAS's for emergency use or general use approved by the Chief of Police or his designee, or for the training, testing and evaluation of the UAS.

A copy of the COA and all related documentation will be kept accessible on the Police Shared drive. Data collected will be kept in compliance with the Georgia Local Government Records Retention Schedule.

B. Definitions

1. **Unmanned Aircraft Systems (UAS):** An aircraft that is operated without a physical human presence within or on the aircraft which, in the manner in which it is used or the manner in which it is equipped, is capable of performing audio and or visual surveillance and guided by remote control
2. **COA:** Certificate of Authorization
3. **PIC:** Pilot in Command
4. **VO:** Visual Observer
5. **Return to Home (RTH):** When activated, this function will return the UAS to the take-off location.

C. Procedures

A Roswell Police Officer shall be allowed to use UAS's for Criminal Investigations or public safety purposes, provided the following:

1. The officer must be adequately trained in its use and operation, and shall be knowledgeable of the standards set forth in this policy.
2. Any operation of the UAS must fully comply with all Federal Aviation Administration (FAA) requirements and guidelines.
3. The UAS will not be deployed without authorization from authorized supervisory personnel.
4. The officer deploying the UAS will inspect the UAS equipment prior to each use, and report any equipment malfunctions to authorized supervisory personnel.
5. Roswell 911-Communications Center personnel will be notified of UAS deployment.
6. Prior to deployment of the UAS for investigatory use, the officer may consider consulting with the authority having prosecutorial jurisdiction over the investigation, as a search warrant may be required.
7. A UAS deployment log (Departmental Form RPD067) shall be maintained, which documents the date/time of each deployment, reason for deployment, and any other pertinent information (such as whether a search warrant was applied for and/or obtained, accident involving the UAS occurred, etc.).
8. The officer deploying the UAS shall have the capability to adequately track and record the flight pattern and location of the UAS by utilizing the software and/or application provided for use.
9. More than one UAS shall not be deployed at any one time, in any one area, or at any one event, without first coordinating and defining the parameters of the area where each deployed UAS will be operated.
10. UAS's shall be operated at an altitude, speed, and with a planned flight pattern that will ensure that the invasion of privacy of third parties not under investigation is minimized.
11. UAS's shall not be deployed to conduct surveillance on private citizens peacefully exercising their constitutional right of free speech and assembly except to provide protection for the officers and general public in attendance.
12. The UAS can be used to assist members of other jurisdictions at their request for legitimate business or emergencies. The Chief of Police or his designee can determine such use necessary.
13. The PIC shall never relinquish control of the UAS to anyone who has not been trained in its proper use, unless during part of a training exercise. No unauthorized user will be permitted to take control of the UAS at any time.
14. Deployment of the UAS in an area in close proximity to persons, objects, or to private property shall be equipped with the capability to safely stabilize the flight in the event that the operator cannot control or observe the UAS. The PIC must program the UAS prior to flight, for emergency procedures, with an altitude high enough to avoid obstacles and remain within the 400 feet or below guidelines.
15. An officer deploying the UAS shall understand that a PIC and VO are critical to assist with collision avoidance and the UAS must be kept within line of sight at all times. If at any time the UAS becomes lost, the PIC must initiate "Return to Home" or emergency procedures until such time that either the PIC or VO are able to regain line of sight of the UAS. If line of sight cannot be re-established, the PIC shall continue with RTH or emergency procedures and land the UAS as soon as safely practical, then reposition PIC and or VO to such location(s) that constant line of sight can be maintained on the UAS for the duration of the mission. If

constant line of sight cannot be maintained on the UAS, the mission shall be temporarily aborted until a proper deployment and flight path can be determined for constant line of sight during mission.

D. Training

Training will consist of classroom and flight training. Classroom training is a review of the owner's manual of the UAS, review of the COA application, approved COA and any addendum(s). All training shall be documented.

Flight training will be conducted quarterly (to include day and night training) and shall consist of a minimum of three takeoffs and three landings, and flight time to become familiar with the flight characteristics of the specific make and model of the UAS to be flown. The FAA COA permits the Agency to self-certify, meaning no licensed or certified instructors are required to teach new pilots in command or visual observers. The PIC is responsible for the safe and legal operation of the UAS.

Chapter 34 – Property and Evidence

34.1 Purpose

The purpose of this policy is to provide the protocols required for the initial response to scenes, establish the guidelines and procedures for evaluating and documenting a scene, and on-scene collection and preservation of physical evidence during scene investigations.

Additionally, this chapter outlines established security measures for the receipt, handling, storage, security, and disposal of property and evidence.

34.2 Policy

(84.1.1)

The investigation of crime and the prosecution of offenders require that information be obtained through the application of scientific knowledge and methods. In order to effectively use forensic laboratory services, physical evidence must be identified, collected, properly preserved, and transmitted, to the Property Room and/or laboratory.

The procedures outlined in this chapter are the guiding principles and best practice recommendations for crime scene investigations identified by the National Institute of Standards and Technology (NIST) U.S. Department of Commerce and partnering accrediting bodies (e.g., AAFS ASB, ASTM, etc.).

To process crime and fatality collision scenes, the Department provides highly trained, full-time Crime Scene Investigators (CSI). A 24-hour on-call rotation shall be in place for CSI personnel to ensure availability at all times. To facilitate notification, the 911-Communications Center shall have a current on-call list.

34.3 Definitions

Audit: a documented accounting of high-risk items (e.g. cash, precious metals, jewelry, firearms, and drugs) and other evidence and non-agency property to establish that all property is accounted for and records can reasonably be assumed correct.

Biological Evidence: evidence commonly recovered during a criminal investigation in the form of skin, hair, tissue, bones, teeth, blood, semen, or other bodily fluids, which may include samples of biological materials, or evidence items containing biological material.

Chain of Custody: the chronological documentation of the seizure, custody, transfer (temporary or permanent), and disposition of evidence, either physical or electronic.

Crime Scene Investigator (CSI): a forensic science practitioner, whose responsibility is to use the appropriate combination of knowledge, skills, training, and experience to undertake one or more of the following tasks in relation to crime scene investigation: document, search for, identify, collect, interpret, and preserve evidence.

Digital Forensic Investigator: sworn personnel of the agency specially trained in the techniques of computer data recovery and seizure.

Evidentiary Property: any item of property seized by an officer that is directly related to a case under investigation. The seizure of this property is intended for use in the identification of suspects and/or in court presentations in that case.

Found Property: any lawful item of property, the control of which is assumed by the Department for the purpose of safekeeping and/or return to the rightful owner. This includes property found by citizens and surrendered to the Department.

Inspection: a careful and critical examination; a formal review of all components of a particular requirement and an examination of their application.

Inventory: a detailed itemized list, report, or record of items in one's possession or the process of making such a list, report, or record.

Property: the generic term for personal property that does not have evidentiary value and comes into the possession of a law enforcement agency as found, safekeeping, or property for destruction.

Evidence Technician: the person(s) who holds authority for the day-to-day supervision and operation of the property and evidence function.

Evidence Control Room: the records management system, Evidence module, utilized by the Property and Evidence Section to track all property and maintain proper chain of custody on all property and evidence items.

Property Room: designated building under the exclusive control of the Evidence Technicians and used for the secure storage of all property and evidence which comes into the official custody of the agency.

Public Auction: the process by which unclaimed property maintained in the Property Room is sold to the general public.

Recovered Property: property that meets the definition of confiscated property, contraband, property held for safekeeping, and/or seized property taken into the custody of the Department for a non-evidentiary reason.

Unclaimed Property: any article of found or recovered property, which is determined to be unclaimed after efforts by the Evidence Technician to locate a proper owner, prove unsuccessful.

34.4 Initial Response to Scenes

(83.2.1)

Every scene has the potential to yield evidence that may aid in a criminal investigation. As such, the first responding officer to a scene shall take all reasonable actions to preserve the scene in order to maintain integrity until a designated Crime Scene Investigator is able to respond.

There are some instances where alteration to the scene prior to CSI response cannot be avoided, including actions for safety and security, or during medical interventions. Any actions taken and any known changes to the scene shall be documented and related to those responsible for the investigation.

A. Arrival Procedures

Upon arrival, the first responding officer to a scene shall:

1. Reasonably assess and address any threats or risks of harm to prevent additional injuries or loss of life to the public and other responders.
2. Assume the scene is a crime scene, until determined otherwise and secure the area.
3. Make initial observations.
4. If possible, attempt to document the identity and contact information of any persons or vehicles who are present or leaving the scene.

B. Safety Precautions

Responding officers shall take reasonable precautions to ensure the safety of all parties, while minimizing changes to the scene. Mitigating actions should include, but are not limited to:

1. Leaving adequate space for an entrance and exit point for additional emergency response, should additional emergencies arise.
2. Contacting appropriate personnel/agencies if hazards such as chemicals, radiological, gas, biological, animal, physical, or electrical are suspected and discovered.
3. Directing additional responding units and personnel to minimize any impact to a scene.
4. Wearing personal protective equipment (PPE) when necessary.
5. Moving a weapon only when necessary to eliminate the threat of harm.

C. Medical Attention

The initial responding officer(s) shall ensure that medical attention is provided with minimal contamination of the scene. The initial responding officer(s) should:

1. Assess the victim(s) for signs of life and medical needs and provide immediate medical attention.
2. Request EMS personnel.
3. Guide medical personnel to the victim to minimize contamination of the scene.
4. Point out potential physical evidence to medical personnel, instruct them to minimize contact with such evidence (e.g., ensure that medical personnel preserve all clothing and personal effects without cutting through bullet holes, knife tears), and document movement of persons or items by medical personnel.
5. Instruct medical personnel not to “clean up” the scene and to avoid removal or alteration of items originating from the scene.
6. If medical personnel arrived first, obtain the name, unit, and telephone number of attending personnel, and the name and location of the medical facility where the victim is to be taken.
7. If there is a chance the victim may die, attempt to obtain “**dying declaration.**”
8. If the victim or suspect is transported to a medical facility, send a law enforcement official with the victim or suspect to document any comments made and preserve evidence. (If no officers are available to accompany the victim/suspect, stay at the scene and request medical personnel to preserve evidence and document any comments made by the victim or suspect.)
9. Safeguard evidence, such as a weapon, that is taken into custody. Follow chain-of-custody procedures as soon as the evidence is confiscated.

D. Assessing the Scene

Assessments shall be made to determine the need for additional resources based on the nature of and extent of the scene(s) including the approximate number of victims, decedents, and apparent injuries. This assessment is a continuous process until the scene is transferred to investigative/scene personnel.

The responding officer is responsible for notifying additional units. This may include supervisors and supporting units.

E. Scene Containment and Control

Once an assessment of the scene has been made, responding officers shall establish boundaries in order to control crowds and/or to restrict access into areas which may have the potential of containing evidence. Movement throughout the scene should be limited to essential personnel only. Do not permit

additional officers to traverse the scene unless absolutely necessary.

The initial responding officer(s) shall make a reasonable effort to:

1. Control all individuals at the scene – prevent individuals from altering/destroying physical evidence by restricting movements, location, and activity, while ensuring and maintaining safety at the scene.
2. Identify and record all individuals at the scene, such as suspects, witnesses, bystanders, victims/family/friends, law enforcement, medical and other assisting personnel.
3. Exclude unauthorized and nonessential personnel from the scene (e.g., law enforcement officials not working the case, politicians, and media).
4. Secure the scene. Set up physical barriers (e.g., ropes, cones, barrier tape, available vehicles, personnel, and other equipment) or use existing boundaries (e.g., doors, walls, gates) provided that such actions are documented.
5. Initiate and maintain a Crime Scene Log. Document the entry/exit of all people entering and leaving the scene once boundaries have been established.
6. Protect the scene. Control the flow of personnel and animals entering and leaving the scene to maintain the integrity of the scene.
7. Institute measures to preserve/protect evidence that may be lost or compromised (e.g., protect from environmental elements (rain, snow, wind) and from footsteps, tire tracks, sprinklers).
8. Consider search and seizure issues to determine the necessity of obtaining consent to search and/or obtaining a search warrant.

F. Evidence Preservation

Every item located within the scene should be considered as possibly evidentiary in nature. Physical evidence and scene conditions shall be preserved and left undisturbed to allow a thorough investigation by Crime Scene Investigators. Items should not be added (e.g., disposable gloves, food or drink, cigarette butts) or removed from the scene (e.g., weapons or drugs). Exigent circumstances (e.g., weather, perishable evidence) may necessitate early collection or additional preservation steps.

G. Turning the Scene Over to Investigators

The initial responding officer at the scene shall provide a detailed scene briefing to the investigator(s) in charge of the scene. Once a determination has been made to turn the scene over to investigators, the initial responding officer should concentrate on scene and/or personnel security, or any required investigative task assigned at that point in time.

H. Document Actions and Observations

All activities conducted, and observations made at the scene shall be documented as soon as possible after the event to preserve information. The initial responding officers(s) at the scene shall produce clear, concise, documented information. The following shall be documented:

1. Observations of the scene, including the location of persons and items within the scene and the appearance and condition of the scene upon arrival.
2. Personal information from witnesses, victims, suspects, and any statements or comments made.
3. The officer(s) actions and actions of other that alter the scene.
4. Any known changes. If it is essential to move items, the original location and state of the item shall be recorded prior to movement as well as who moved the item, why, and to where.
5. Any transfer of evidence prior to submission to the Property Room or CSI Laboratory.

Documenting the transfer is critical to maintaining the chain of custody. The transfer shall be documented on a Property Receipt Form.

34.5 Assessing and Documenting the Scene

(83.2.2, 83.2.4)

A. Scene Assessment

Assessment of the scene by the investigator(s) in charge allows for the determination of the type of incident to be investigated and the resources required to conduct the investigation. The investigator(s) in charge shall identify specific responsibilities, share preliminary information, and develop investigative plans in accordance with departmental policy and local, State, and Federal laws.

The investigator(s) in charge should:

1. Converse with the first responder(s) regarding observations/activities.
2. Evaluate safety issues that may affect all personnel entering the scene(s) (e.g., blood-borne pathogens, hazards).
3. Evaluate search and seizure issues to determine the necessity of obtaining consent to search and/or obtain a search warrant.
4. Evaluate and establish a path of entry/exit to the scene to be utilized by authorized personnel.
5. Evaluate initial scene boundaries.
6. Determine the number/size of scene(s) and prioritize.
7. Establish a secure area within close proximity to the scene(s) for the purpose of consultation and equipment staging.
8. If multiple scenes exist, establish and maintain communication with personnel at those locations.
9. Establish a secure area for temporary evidence storage in accordance with rules of evidence/chain of custody.
10. Determine and request additional investigative resources as required (e.g., personnel/specialized units, legal consultation/ prosecutors, equipment).
11. Ensure continued scene integrity (e.g., document entry/exit of authorized personnel, prevent unauthorized access to the scene).
12. Ensure that witnesses to the incident are identified and separated (e.g., obtain valid ID).
13. Ensure the surrounding area is canvassed and the results are documented.
14. Ensure preliminary documentation/photography of the scene, injured persons and vehicles.

B. Scene Walk-Through and Initial Documentation

The scene “walk-through” provides an overview of the entire scene, identifies any threats to scene integrity, and ensures protection of physical evidence. Written and photographic documentation provides a permanent record. A “walk-through” should only be completed if there will be no disturbing of evidence. There may be the need for the immediate documentation and collection of evidence prior to the walk through.

The investigator(s) in charge shall conduct a walk-through of the scene. The walk-through shall be conducted with individuals responsible for processing the scene. During the scene walk-through, the investigator(s) in charge should:

1. Avoid contaminating the scene by using the established path of entry.

2. Consider whether personal protective equipment (PPE) should be used.
3. Prepare preliminary documentation (e.g. notes, rough sketches) of the scene as observed.
4. Identify and protect fragile and/or perishable evidence (e.g., consider climatic conditions, crowds/hostile environment). Ensure that all evidence that may be compromised is immediately documented, photographed and collected.
5. When involved in the initial walkthrough, note the condition of the scene. Record relevant observations (e.g., doors – windows open, closed, locked or forced, lights on/off, odors, weapons observed, furniture present, signs of activity, date and time indicators, temperature of the room/environmental conditions).
6. Develop a general theory of the crime, if possible, based on factual observation.

C. Scene Documentation

An assessment of the scene determines what kind of documentation is needed (e.g., photography, video, sketches, measurements, notes). Scene photography and videography, are utilized as a comprehensive aid to clarify and supplement written reports, to provide a permanent record of fragile or transitory evidence and to identify persons at the scene. Photographs, video, and imaging taken by the department is digital.

1. Photography

The scene will be photographed systematically to guarantee a visual image of the entire crime scene as well as minute or circumstantial trace evidence.

- a. **Overall Photographs:** overall scene photographs encompassing the geographical area and adjacent tract of land should be taken. These photographs should be taken from a distance that will include the entire area involved in the crime scene.
- b. **Mid-range Photographs:** The scene should reflect the location of the evidence, weapon, body, or other pertinent details of the scene.
- c. **Close-up Photographs:** are used to identify and record individual items or small sections of larger items. These photographs are taken at a distance of one (1) to five (5) feet depending on the size of the item. The item should appear in the full view photograph to show the relationship to other objects.

Photographs with and without a scale will be taken of latent prints, footwear impressions, tire impressions, blood stains or patterns, tool marks, hair and fiber evidence and any other items of trace evidence which would not normally appear in other photographs.

Artificial light in the form of floodlights or electric flash may be necessary in dark or poorly lit areas.

2. Videography

When appropriate, videotaping may supplement (but not replace) still photography at a scene in order to properly record particular elements that are not easily depicted in a photograph.

Videotaping procedures will be the same as still photography. All video should contain the following:

- a. **Overall view** of the scene including views of landmarks.
- b. **Mid-range view** of the scene to orient viewer to the exact location of items of evidence.
- c. **Close-up views** of specific items of evidence and other areas pertinent to the scene.

3. Imaging Storage

For all crime scene photography, videography, or audiography, a record of captured metadata should be maintained.

All crime scene imaging will be transferred onto a disc or mass media storage device. Imaging includes all evidentiary digital photography, film photographs, 3D scan or point cloud data, video and audio recordings (including all audio and video recordings of an investigation).

The disc or mass media storage device shall be logged and submitted to the Property Room, stored on a secured server for evidentiary purposes, or digitally attached to the case file within the records management system. In addition, an Evidence Technician will store and safeguard all evidentiary disc or mass media storage devices.

4. Sketching

Scene sketches are prepared to supplement notes and photographs and to provide accurate measurements of sizes and distances of evidence and its relationship to other objects. When it will aid in the representation of the scene, a **rough sketch** will be completed at the scene which will accurately show the locations and relationships of pertinent evidence. The sketch should include any bodies, weapons, tools or other objects used in the commission of the crime.

Basic elements that will be included in the scene sketch are:

- a. Dimensions
- b. The relation of the crime scene to other buildings
- c. The address, floor, or room number
- d. The location of significant features of the scene, including the victim
- e. The date and time of preparation
- f. The name(s) of the detective(s) preparing the sketch
- g. Direction of North
- h. The location of physical evidence recovered
- i. Legends describing items too small or too difficult to duplicate in their exact shape or scale

After a rough sketch has been completed, this information may be recorded on a **final sketch**. Both sketches will be attached to the investigator's case file folder.

D. Scene Processing Equipment and Supplies

The Department has specially trained Detectives and Crime Scene Investigators with the training, equipment, and supplies for securing and processing all types of crime scenes in an effective and timely manner.

The specialized equipment is maintained in each evidence kit for the recovery of latent fingerprints, photography, crime scene sketches, and collection and preservation of physical evidence.

1. Additional specialized equipment such as ladders, portable generators and lights are available from the Transportation and Fire Department.
2. Officers, Detectives, and Crime Scene Investigators will keep assigned kits in their vehicles for scene use. These kits will be maintained and restocked as needed or requested.
3. The use of private equipment for official purposes is prohibited, unless directed or authorized by the Division Commander.

34.6 On-Scene Collection and Preservation of Physical Evidence

(83.2.1, 84.1.1)

Investigation of crime scenes requires accurate communication between investigators and other investigative personnel to ensure that evidence is properly documented and collected. Depending on the context of the scene and the purpose of the future analysis, the method used for collecting and preserving an item may vary. Personal protective equipment (PPE) shall be utilized for both the safety of the wearer and to protect the authenticity of the evidence.

Evidence should only be collected and preserved by those who have received appropriate training.

The established guidelines and procedures set forth in this policy shall be followed for the collection, preservation, and processing of physical evidence during scene investigations.

A. Collection of Evidence

While several people may be assigned to a crime scene to search for and locate evidence, only one person should be accountable for collecting the items found. It is imperative that no one touches or moves an item that has been identified but rather summons the person who has been assigned to collect the item. A designated person should keep track of the items found, the location of the find, the person who located the item, the person who collected the item, and the dates and times. In order to transport or store evidence, the collector should collect, mark for identification, and properly secure it. Evidence should be collected with the following considerations in mind:

1. The evidence collection sequence may be based on the following:
 - a. The scene location: interior, exterior, within a vehicle.
 - b. The condition of the evidence: either fragile or stable.
 - c. Weather conditions which might affect the scene or evidence within.
 - d. Scene management considerations which may alter or contaminate the evidence.
 - e. Additional processing techniques that may need to be conducted at the scene with specialized personnel.
2. In order to avoid contamination, officers should not touch or handle evidence with their hands. Evidence collection should be done with the appropriate sterile equipment.
3. It is necessary to collect evidence using latex/nitrile gloves, forceps, tweezers, scalpels, swabs, paper bags, plastic bags, cardboard boxes, wrapping paper, and hand tools.

B. Collection Methods

The swabbing collection technique should be used for the recovery of biological evidence in a dried or liquid state. Best practice techniques include the following:

1. Dried Material Collection Technique
 - a. With gloved hands, slightly moisten the swab with distilled water (the swab should be damp but not overly wet).
 - b. Thoroughly rub the stained area using a single moistened swab for a small stain and multiple swabs for a large stain. When only a small amount of the stain is available, concentrate as much of the stain as possible on the tip of the swab.
 - c. Air-dry the swabs.
 - d. Place each swab into separate package.

- e. This package may be placed inside a paper envelope.
- f. Collect a substrate/control sample from an unstained area using the same techniques.

2. Liquid Material Collection Technique

When suspected biological evidence is found on clothing or other absorbent surfaces, transport it to the laboratory in an appropriate container. Wet evidence should not be folded over on itself. Use paper wrapping to prevent contamination during the transfer. This will protect bloodstain patterns and prevent cross-contamination between stains on one item. The item should be air-dried thoroughly in a drying locker and packaged in a container suitable for dried evidence.

If the suspected biological evidence is in a liquid form on a fixed surface that cannot be transported (i.e., concrete floor), the substance should be recovered using the following swab technique:

- a. With gloved hands, swab the liquid material allowing the swab to absorb as much of the substance as possible. Multiple swabs should be obtained when a large quantity is available.
- b. Thoroughly air-dry each swab. Package the swab inside an appropriate container.
- c. Collect a substrate/control sample from an unstained area using the same techniques.

C. Evidence Type Considerations

This section provides general type-specific considerations for the collection, preservation, packaging, marking/labeling, transporting and storage of specified classes of evidence. This list does not cover all possible evidence types, nor does it address all possible considerations for each evidence type.

The following evidence classifications must be collected by personnel with the required knowledge and training.

I. Biological Evidence

Biological evidence refers to samples of biological material – such as hair, tissue, bones, teeth, blood, semen, or other bodily fluids – or to evidence items containing biological material (DNA). Contact with bodily fluids can spread disease such as those caused by blood borne pathogens, and individuals handling biological evidence should treat it as hazardous to ensure safety. Crime Scene Investigators, detectives, or officers who have received advanced training in the collection and preservation procedures for biological evidence shall be responsible for collecting such evidence.

1. Fresh Blood (Wet Specimen)

- a. Fresh (wet) blood is collected using saline, placed in a sterile glass vial, capped or stoppered. If the wet stain is a crime scene sample, collection methods using sterile swabs and or gauze are acceptable for DNA analysis.
- b. Blood samples taken from living victims and suspects will be placed in a 5-ml. Vacutainer tube, which has ACD added as an anticoagulant or has potassium oxalate. Blood samples collected in a tube with a red stopper are not preferred.
- c. In order to obtain maximum value from blood and bloodstain evidence, the laboratory must have a sample of known blood from both the victim and the suspect. This is absolutely necessary in cases where there is only a very small stain. If the purpose of the forensic analysis is DNA analysis, then collection of buccal swabs are preferred.

- d. Allow blood samples to dry before packaging, or transport it for drying at the Roswell CSI Laboratory or approved outfitted evidence holding area. Allow the item to dry naturally. Never expose the sample to heat or direct sunlight.
- e. Properly seal and label the container with the suspect's or victim's name, date, name or initial of the detective and doctor or medical technician who drew the sample.
- f. All items for blood typing must be refrigerated or submitted to the laboratory as quickly as possible. DO NOT FREEZE.

2. Dry Blood

- a. Whenever possible, the entire object that has the bloodstain on it should be collected.
- b. For bloodstains appearing on fixed objects (i.e. wall, floor, etc.) or an object too bulky to transport to the laboratory, a portion of the object bearing the stain will be cut out, if possible.
- c. Bloodstains on objects, which cannot be cut (i.e. concrete floors, metal safes, etc.), may be scraped and the scraping placed into a box or onto a clean piece of paper. The paper will then be folded carefully and placed into a container. When a large amount of stained material is present, the easiest technique is to scrape several large flakes into a small box or tin.
- d. When the bloodstain is small, the "two-swab" technique should be utilized. The examiner will moisten a sterile swab with distilled water. A swab sample will then be collected from the stain. A second sterile dry swab will then be used to collect a second sample from the same area of the stain. Both swabs are then allowed to air dry and packaged within swab boxes, marked and sealed. Swab samples such as these do not require refrigeration.
- e. For bloodstains appearing on porous objects such as wood or earth, the bloodstains as well as a portion of the material upon which the stain appears should be placed in a clean container, labeled on the outside and sealed to prevent loss through leakage.

3. Blood Stained Materials

Bloodstained articles should not be packed for submission to the GBI DOFS Laboratory until it has thoroughly dried at normal room temperature. Clean paper should be placed under the drying object to catch any falling trace evidence. When the object is dried and ready for packaging, the paper should be carefully folded to secure the trace evidence and placed in the wrapping with the article in a paper bag. Multiple items must be packaged individually to avoid contamination.

4. Other Stains, Tissues, or Biological Fluids

- a. Other types of stains can be collected using the same procedures as previously described for wet and dry blood.
- b. If seminal stains are present on bed clothing, these should be collected for examination. Do not collect the mattress pad unless there is no sheet on top of the pad. If seminal stains are still wet, these stains should be circled just outside the boundary of the stain and noted to the GBI DOFS Laboratory Serologist.
- c. Dried semen on immovable objects should be scraped carefully using a razor

blade onto a sheet of clean white paper which is then folded into a secure packet to prevent loss of scrapings or by utilizing the "two-swab" technique.

- d. Articles bearing semen stains will be placed between sheets of paper, cardboard, or similar material and then secured in such a manner that friction is avoided. Semen stains should be allowed to dry before being packaged.
- e. All other body fluids, including saliva, urine, perspiration, pus, human milk, nasal mucous and tears are handled with the same precautions as blood and semen.

5. Body Tissue, Seminal Fluid, Salvia, and Other Biological Materials

- a. Body tissue must be collected and placed in a sterile glass bottle in saline solution, capped or stoppered, sealed, marked, labeled and refrigerated in the property room refrigerator.
- b. If not air dried, other biological materials must be refrigerated after being marked, sealed and labeled.
- c. Seminal fluid which is deposited outside the body on sheets, garments, furniture, etc., should be collected in similar manners as blood and other bodily fluids. If seminal stains are present on bed clothing, these should be collected for examination. Do not collect the mattress pad unless there is no sheet on top of the pad. If seminal stains are still wet, these stains should be circled just outside the boundary of the stain and noted to the GBI DOFS Laboratory Serologist. Dried semen on immovable objects should be scraped carefully using a razor blade onto a sheet of clean white paper which is then folded into a secure packet to prevent loss of scrapings or by utilizing the "two-swab" technique. Liquid semen should be collected onto clean gauze or swabs and allowed to dry.
- d. Saliva samples taken from live victims or suspects will be collected in a clean tube or container that can be tightly closed. At least 5 ml. must be collected after the person has rinsed his or her mouth with clean water and expectorated spit. The saliva must be free of phlegm and mucous. If the subject is unable to donate at least 5 ml, allow the person to chew on a clean rubber band to stimulate production. Foaming or bubbles in the sample is not considered part of the 5 ml. volume necessary.
- e. Close the container so that leakage cannot occur. Properly seal and label the container with the suspect's or victim's name, date, name or initial of the detective and doctor or medical technician obtaining the sample. Samples should be placed in an ice bath and transported IMMEDIATELY to the GBI DOFS Laboratory. Because of the potential for rapid deterioration of saliva samples, they will not be stored for later transportation to the laboratory.

6. Hair Samples

Hair samples will be placed in a small envelope, tin or other sealable bag. Pubic hair should be collected in accordance with the procedures of the GBI Sexual Assault Collection Kit. This method is to be utilized for both victims and suspects.

7. DNA Evidence

- a. First responders at a crime scene should not attempt to collect samples for

DNA comparison due to cross-contamination concerns. First responders should, if possible, remove all persons from the area of the sample, particularly avoid coughing or sneezing on the sample, ensure it is protected and request a detective or Crime Scene Investigator trained in DNA collection to respond. Identification and personal information should be obtained from all persons present to allow for possible DNA elimination testing. The reporting officer will include in their narrative all details regarding how the evidence came into police custody.

- b. The Department will provide the required approved training on DNA collection for detectives and Crime Scene Investigators.
- c. Detectives and Crime Scene Investigators will follow GBI standards for collection and transmission of DNA. These include:
 - i. When collecting physical evidence, it is preferable that the entire object be submitted to the laboratory with questioned stains intact. If removal or transport of an item is not possible, the stain(s) may be cut out or, when necessary, scraped or swabbed from the item. Small stains should be collected using the “two-swab” technique. Due to the sensitive nature of DNA testing, care must be taken not to contaminate the sample by the individual collecting the sample. This includes wearing gloves and refrain from sneezing, coughing, or breathing on the sample.
 - ii. Physical evidence for serological and DNA analysis should be packaged in paper, paper bags, envelopes, or cardboard boxes as appropriate to the sample type. For example, blood scrapings should be enclosed in folded paper packets, which are capable of containing the evidence without loss. Envelopes, paper bags, and pillboxes do not provide a suitable enclosure because scrapings can leak out at seams or openings. Tape is also an unsuitable method to retain scrapings.
 - iii. Plastic bags and airtight containers are unacceptable because they create an environment that can be damaging to biological evidence. Because heat, humidity, and sunlight all have destructive effects, evidence packages should always be maintained in a cool, dry location following collection. Limiting the chain of custody for DNA evidence is strongly recommended. The GBI or FBI Forensic Laboratory should be contacted prior to transporting the evidence as they may have a specific schedule as to when they accept DNA evidence.
 - iv. Items from separate sources (victim and suspect clothing) or those suspected to have stains from different donors should always be packaged separately. These should not be handled excessively – especially in stained areas. All evidence items must be completely dried without heat or sunlight before packaging for delivery. Items with wet stains should be spread out on clear paper to dry because if they are folded wet, multiple stains can be created from one stain. Air-drying should be accomplished in a manner, which prevents cross-contamination of stains and loss of other evidence types (hair, fibers, or other trace evidence). Proper drying is particularly important to minimize the degradation of DNA.

- v. When a victim indicates vigorously scratching an attacker, the fingernails may be examined for visible bloodstains or small clumps of tissue. If seen, these should be collected using sharp tweezers or other clean instrument appropriate for removing the sample. If sufficiently long, the fingernail(s) can be clipped to collect the evidence. Some artificial fingernails may require scraping if they cannot be cut.

8. Sexual Assault Kit (SAK)

A health care professional specially trained in the collection of evidence relating to sexual assault investigations such as a Sexual Assault Nurse Examiner (SANE) or other appropriately trained medical professional should perform the medical-forensic exam.

Suspect sample collection should ideally be completed by a medical-forensic examiner or appropriately trained individual.

- a. At the time the exam is completed, the officer taking possession of the SAK, shall provide the victim with a card that includes the unique SAK ID/Barcode number and PIN. This allows the victim to access an online portal to track the status of their kit.
- b. The SAK will be properly sealed by the health care professional who administered the exam. The sealed SAK will then be submitted to the Property Room.
- c. It is the responsibility of the submitting officer to include the SAK ID/Barcode number on the Property/Evidence Voucher, the supplemental report and the GBI DOFS Evidence Submission Form.

9. Blood/Alcohol (BA) Toxicology Kit

In any arrest or investigation for driving under the influence (DUI) of alcohol and/or drugs, the appropriate BA Tox Kit for collecting blood or urine will be utilized.

- a. The blood specimen must be placed in the vacuum tubes containing an anti-coagulant provided in the kit. Blood may only be withdrawn for the purpose of determining the alcoholic content by a physician, registered nurse, qualified technician or chemist. Blood must be collected as soon as possible after the violation.
- b. Urine specimens are collected in the plastic container provided in the BA Tox Kit.
- c. Blood and/or urine specimen containers must be sealed with tape or label that displays the following information:
 - i. Name of suspect
 - ii. Date and time of collection
 - iii. Name of person(s) collecting and/or sealing the sample
- d. All samples are submitted in the BA Tox Kit and transported to the GBI DOFS Laboratory, as soon as possible. The arresting officer may leave the specimen to be stored in the property refrigerator, located in the Property Room. The GBI DOFS Evidence Submission Form and the evidence receipt must be properly filled out and left with the specimen. The refrigerator will then be locked and an Evidence Technician will later remove and transport the

specimen to the laboratory.

10. Collection of Known Samples for Comparison

The comparison of physical or trace evidence collected from crime scenes requires a sufficient known reference sample such as blood, hair, fibers, paint, glass, wood, metal, soil, tool marks, and footwear.

The location from which the samples are taken is imperative and should be documented in the lab report or crime scene investigation report. GBI DOFS Laboratory procedures should be followed for collecting all reference samples for comparison.

II. Wet Items

Wet or damp clothing collected as evidence should be dried in the secure area. If bloodstained, this can be accomplished by contacting the Crime Scene Investigations Unit for drying procedures with the Roswell Forensic Science Laboratory. As soon as the evidence is dried, it will be packaged and sealed.

Items that are wet or damp for any reason are handled in the same manner as wet/damp clothing. It should be noted that nitrile or rubber gloves are to be worn at all times.

If an item(s) does not require processing, it can be dried on paper and stored in a temporary storage cage or locker. Once dried, the item(s) can be packaged. Include a complete evidence bag with the item(s).

III. Latent Prints

The following general guidelines address processing a crime scene for latent prints:

The FBI's standardized procedure for lifting latent prints with fingerprint powder is taught in the basic mandate class and reviewed in advanced training such as crime scene processing and criminal investigations. This procedure will be utilized by all personnel who have not had training in advanced print development techniques, such as chemical development and processing for latent prints.

1. Latent impressions developed with fingerprint powder should be photographed on the original object with and without a scale. After being photographed, they may be lifted. The lifted print should be placed on a latent fingerprint investigation card along with the following information:
 - a. Place of occurrence
 - b. Offense type
 - c. Offense date
 - d. Date/Time processed
 - e. Investigator name
 - f. Case number
2. When requesting a comparison of latent prints with fingerprints of a known suspect, the requesting officer will include an inked ten print card or FBI Number and, if available, inked palm of the suspect.
3. Personnel who have received advanced training in latent print development will adhere to the processing guidelines taught in these classes. This additionally extends to

processing and reconstruction techniques within the other forensic science disciplines. Examples of these classes are the Crime Scene Investigations (40 hour course) and the Latent Print Development (24-hour course), or other recognized processing and development courses and or standards.

IV. Firearms and Ammunition

1. Firearms shall not be touched before recording the exact location and condition it was found, except when necessary for safety reasons. All firearms will be checked for a stolen status through GCIC/NCIC.
2. Detailed notes should be taken regarding the location and exact condition of the weapon when found, including position of hammer, safety, and specifics of ammunition and loading. A sketch should be prepared when practical.
3. Photograph the location that depict the firearm where it was found in relationship to other evidence at the scene.
4. Photograph the firearm to capture any existing stains (such as backspatter), the serial number, and the safety position.
5. Officers must exercise extreme caution in handling recovered firearms, and if unfamiliar with the particular weapon's operation should summon appropriate assistance.
6. Avoid altering any stain on the firearm.
7. Handle the firearm by touching only those areas that are unlikely to contain latent fingerprints, such as areas that exhibit a textured roughness.
8. Firearms should be unloaded and placed in a safe condition at the point of collection.
9. Firearms must be clear, with a zip tie ensuring the slide, breach, or cylinder is open. The muzzle should always be toward the right side of the box (as pictured on the box).
10. Firearms must be packaged in a gun box with zip ties.
11. Magazines and ammunition can be packaged within the box, but in a bag. Note the quantity on the box.
12. When sealing the gun box, first seal with clear tape, then evidence tape. Write initials and date the seal.
13. Complete all required recording evidence information (make, model, serial number, caliber, color) and chain of custody.

No other items may be packaged within the gun box. If other items are submitted inside the gun box, the evidence will be refused.

V. Narcotics

All proper universal precautions (i.e. gloves and a mask) should be utilized while handling dangerous unknown drugs.

1. Dangerous drugs (including, but not limited to narcotics, hallucinogens and narcotic implements) submitted to the property room will be weighed, and counted if appropriate, by the submitting officer. Each separate container of the material will be marked with the weight, the count, the officer's name performing the weighing/counting and the date.
2. All suspected drug evidence, with the exception of mushrooms and LSD, must be packaged in a clear, inner bag which is then placed in a completed evidence bag.
3. Mushrooms and LSD must be packaged in paper only (inner and outer bags).

4. Drug evidence must be packaged separately from paraphernalia.
5. All dangerous drugs, number of containers, weights, and / or counts will be listed in the officer's report.

VI. Currency

1. Both the submitting officer and a witness will count all cash money recovered as evidence or for forfeiture. The count should be recoded on body worn camera, unless there is a documented reason why a camera was unavailable.
2. Cash will be packaged and sealed with tamper-resistant evidence tape signed or initialed by the submitting officer. The submitting officer will identify on the property receipt the amount of money (by denomination and total), who submitted it, and who verified the count. At least the total should be listed on the package itself.
3. Cash will be listed on a single property receipt separate from any other property or evidence collected in the case.
4. The officer submitting the currency must indicate on the property receipt if there is a specific need to retain the physical currency as evidence. Unspecified cash will be deposited.
5. Once cash listings have been totaled on a property receipt any blank area below the total will be marked through to prevent the addition of further information. If a single property receipt provides insufficient space to list all cash by denomination the amount that can be listed and totaled on the receipt will be packaged in one bag. The remaining cash will be listed and totaled in a second (or more if necessary) property receipt and properly packaged separately. Each property receipt will address only one package.
6. Wet cash money or money contaminated with bodily fluids (blood, semen, urine, etc.) must be thoroughly dried before being packaged and submitted held as evidence.
 - a. Officers familiar with evidence preservation techniques may wish to dry the cash prior to packaging and sealing it for submission to evidence and the GBI DOFS Laboratory. Otherwise, officers will count wet cash as required above and place it on paper in a locker to dry accompanied with a completed evidence bag. If the wet cash is placed in an evidence locker the officer is responsible to inform the Evidence Technician.
 - b. The Evidence Technician will determine if the cash needs immediate attention or it can stay in the temporary storage locker. Once dry, the Evidence Technician will remove it from the locker, confirm the count and place it into evidence or submit it to the GBI DOFS Laboratory.

VII. Motor Vehicles

1. Vehicles stolen from our Department's jurisdiction recovered during the arrest of the driver seldom require processing, as the driver is charged and the case cleared by arrest. If special circumstances exist requiring the processing of the vehicle, a supervisor may authorize the vehicle to be towed to the Roswell Police Department to be processed. The arresting officer will document the circumstances in the arrest report but the supervisor authorizing the processing is responsible for ensuring the vehicle is processed and released.
2. A detective or Crime Scene Investigator will generally examine abandoned recovered vehicles reported stolen from our Department's jurisdiction upon recovery. This examination may be conducted by the jurisdiction where the vehicle is recovered.

Roswell personnel are authorized to process another jurisdiction's abandoned stolen vehicle recovered in this city. The recovered vehicle should be processed for evidence at the recovery scene.

3. When it is not practical to process the vehicle at the recovery scene, the recovered vehicle will be impounded and towed to the sally-port, evidence bay or lower lot. Once processed, the vehicle will be towed to the premises of the City contracted wrecker service or released to the owner at the discretion of the CID supervisor. Additional requests for crime scene processing work and laboratory examination is the responsibility of the investigating detective. If the recovered vehicle requires restoration of serial numbers or has altered or missing serial numbers, it will be impounded.
4. Any evidence collected from the recovered vehicle will be marked, packaged and sealed. It will then be placed in the property room evidence locker or Roswell Forensic Science Laboratory to maintain a chain of evidence. The officer, Evidence Technician or detective processing the recovered vehicle will document the collection of evidence on an investigator's summary or a supplemental report.
5. The officer investigating the recovered vehicle will complete a recovered stolen vehicle incident report on any vehicle recovered in the city that was reported stolen by another jurisdiction. Disposition of the recovered vehicle is handled in accordance with procedures and approval of the reporting jurisdiction. Recovered vehicles that were reported stolen in Roswell require only a supplemental report.
6. It is the responsibility of the officer recovering the stolen vehicle to notify the 911-Communications Center and have the vehicle removed from GCIC/NCIC.

VIII. Computers and Electronic Storage Devices

The purpose of this policy is to provide a basic understanding of key technical factors for seizing electronic devices and digital storage media. Officers not trained in current forensics protocol as it relates to electronic equipment and media storage devices shall request the response of a digital forensic investigator to properly seize the evidence.

1. Recognizing Potential Evidence

Computers and related storage, smartphones, tablets and communication devices are increasingly involved in unlawful activities. The computer may be contraband, fruits of the crime, a tool of the offense, or a storage container holding evidence of the offense. Investigation of any criminal activity may produce electronic evidence. Computers and related evidence range from the mainframe computer to the pocket-size personal data assistant (thumb drives) to floppy diskette, CD, smartphones, tablets, cell phones, or the smallest electronic chip device. Images, audio, text and other data on these media are easily altered or destroyed. It is imperative that law enforcement officers recognize, protect, seize and search such devices in accordance with applicable statutes, policies and best practices and guidelines.

2. Stand-Alone Computer (Non-Network)

Computer equipment requires specialized training and handling to preserve its value as evidence. Officers should be aware of the potential to destroy information through careless or improper handling, and utilize the most knowledgeable resources. The following procedures shall be followed in order for proper evidence preservation:

- a. Document and photograph the surrounding area to where the computer and/or related evidence is located.

- b. Document and photograph the front and back of the computer, specifically including cable connections to other devices. Look for cabling running to a modem/router for internet access.
- c. Do not overlook the possibility of the presence of physical evidence on and around the hardware relevant to the particular investigation such as fingerprints, biological or trace evidence, and/or documents.
- d. If the computer is off, do not turn it on.
- e. If the computer is on, do not shut it down normally and do not click on anything or examine any files.
 - i. Photograph the screen, if possible, and note any programs or windows that appear to be open and running.
 - ii. Disconnect the power cable from the back of the computer box.
 - iii. For laptops, disconnect any power cable from the case and remove the battery pack.
- f. Place evidence tape over each drive slot.
- g. Label all connector/cable ends to allow reassembly as needed.
- h. Keep all computers and electronic storage media away from magnets, radio transmitters and other potentially damaging elements.
- i. Collect all peripheral devices, cables, keyboards, and monitors
- j. Collect instruction manuals, documentation, and notes (user notes may contain passwords).
- k. Document all steps involved in the seizure of the computer and components.

3. Network Computers

Cases involving networks require specialized handling. Officers should contact a digital forensic investigator for instructions or a response to the scene.

- a. Do not disconnect the power cord. Pulling the plug could severely damage the system, disrupt legitimate business, and/or create officer and department liability.
- b. The Georgia Bureau of Investigations, Computer Crime Unit, should be contacted for guidance.

4. Other Electronic Storage Devices

Electronic devices may contain viable evidence associated with criminal activity. Electronic storage devices can take many forms to include: internal and external hard disk drives (HDDs), solid state drives (SSDs), USB thumb drives, CD's, DVDs, memory cards, and floppy discs should be seized in a manner that will protect them from damage. Unless an emergency exists, the device should not be accessed. Should it become necessary to access, all actions associated with the manipulation of the device should be noted, in order to document the chain of custody and ensure its admission in court.

- a. If the media has a write-protection tab or switch, it should be activated.
- b. Do not review, access or open digital files prior to submission. If the information is needed for immediate investigation, request a digital forensic investigator to copy the contents to an appropriate form of storage media.
- c. Keep all media away from magnetic devices, electric motors, radio transmitters or other sources of magnetic fields.

- d. Collect instruction manuals, documentation, and notes.
- e. Document all steps involved in the seizure of the electronic devices and components.

5. Electronic Communication Devices

Electronic communication devices include, wireless cellular phones, smartphones, tablets, personal data systems, etc. The following section details the proper seizure and preservation of these devices and associated removable storage media.

Regardless of the type of device encountered, a few universal steps should always be followed:

- a. Prevent the device from communication to any network or receiving wireless communications.
- b. Photograph the device and screen display (if possible).
- c. Label and collect all cables (to include power supply).
- d. Keep the device charged.
- e. If the device is OFF:
 - i. Do not power the device on. Look for any SIM card slots, if found, remove the SIM card (this prevents contact with the cellular network on a GSM (AT&T, T-Mobile, etc.) only device.
 - ii. If possible, remove the battery.
 - iii. Store the device in a Radio Frequency (RF) shielded enclosure (such as a Faraday bag or Ramsey Shielded enclosure) to lock connectivity to cellular, Wi-Fi, GPS, Bluetooth, or other wireless signals.
- f. If the device is ON:
 - i. Locate and remove any SIM cards (if applicable), and place the device in "Airplane" mode (usually found in "Settings").
 - ii. Apple iPhones and iPads models that support Face ID: do not look at the device while swiping the screen. The device will count every Face ID attempt and could potentially lock out the device all together. To avoid failed Face ID attempts, using your finger, cover the device's camera lens.
 - iii. If the device has an Apple IOS operating system (iPhone, iPad, etc.) and the screen is locked with a passcode, attempt to place the device in Airplane mode by vertically swiping the screen and selecting the icon of an airplane.
 - iv. If the Apple device is unlocked and the previously mentioned option is unavailable, place the device in Airplane mode by navigating to Settings and toggle Airplane mode.
 - v. If the device has an Android operating system, it can usually be placed in Airplane mode even with a passcode or pattern lock enabled by holding down the power button and then selecting Airplane mode when prompted. If the Android device is unlocked, Airplane mode can be usually located under Settings.
 - vi. If the Android device is unlocked, place the device in "USB Debugging Mode" and "Stay Awake Mode" prior to powering the device off. This is done in case the device has a passcode or pattern lock protection

enabled. With these two modes enabled, most vendor solutions can still image a locked Android device.

- vii. Once the above suggestions are followed (if applicable), power down the device and remove the battery if possible.
- viii. Store the device in a Radio Frequency (RF) shielded enclosure (such as a Faraday bag or Ramsey Shielded enclosure) to lock connectivity to cellular, Wi-Fi, GPS, Bluetooth, or other wireless signals.
- g. Seize additional electric storage (memory cards, etc.).
- h. Document all steps involved in the seizure of the device and associated components.

6. Transporting Computer-Related Equipment

If transporting is required, package components and transport/store components as fragile cargo. Keep away from magnets, radio transmitters and otherwise hostile environments.

Do not transport any electronic equipment in the trunk of a vehicle that has any kind of Police radio; this can cause damage to the evidence. It is best placed on the back seat. Protect the equipment from the weather and transport it as soon as possible to the Property Room and/or the approved designated ICAC forensic computer room. Place all diskettes and other electronic storage devices in a paper bag or leave them in their own holders.

7. Electronic Equipment Storage

- a. Electronic evidence should be stored at 50-68 degrees Fahrenheit and 25 – 40% relative humidity.
- b. The storage area must also be shielded from magnetic fields. Electric motors, car and home speakers contain magnets and should be stored far away from all electronic evidence. City transmitting radio equipment, i.e. antennas, microwave, transmitters, must also be kept away from electronic evidence. Plastic and metal shelving can carry static and magnetic fields, and should be avoided.
- c. This storage area should include areas for plugging in electronic devices that may require power to maintain the evidence. These power receptacles should be backed up by UPS systems (battery backup) and protected against electrical power spikes and surges.

8. Digital Forensic Examination of Computers

Whenever possible, the digital forensic investigator will process seized systems, devices, and media for evidence.

The digital forensic investigator will make all efforts to accomplish the following during the examination of the seized system and media.

- a. Ensure the original media and data are maintained in their original, unaltered state.
- b. Ensure no unauthorized writes are made to the media by viruses, booby-trap defense schemes, the operating system, write-back applications or by other inadvertent means.

- c. Recover, unlock and access deleted files, hidden data, password-protected files and encrypted files.
- d. Examine unallocated and slack space for relevant data.
- e. Provide a report of findings to the case investigator.

9. External Digital Forensic Support

When the nature of the equipment or media seized exceeds the available resources to process it, the digital forensic investigator will inform the case detective of that fact and will assist in obtaining external support.

All seized computers and data storage devices (with the exception of cellular devices) related to Internet Crimes Against Children (ICAC) investigations, should be forensically examined by the GBI's Child Exploitation and Computer Crimes Unit (CEACC). Digital forensic examination requests are submitted via [GBI Atlas](#).

D. Establishing and Maintaining the Chain of Custody

When establishing the chain of custody, it is important to document evidence and property collected by including the date and time, case number, where the item was found, and the employee who recovered the item. To ensure an accurate chain of custody, all evidence and property collected shall be documented on a property receipt form.

To maintain the chain of custody, it is imperative to document the transfer of evidence if it is transferred to another individual prior to being logged in with the agency. The record of transfer shall be documented on a property receipt form and should include the date and time of transfer, receiving person's name and the reason for the transfer.

E. Crime Scene Processing Report

The officer or investigator processing a crime scene will prepare a report that includes accurate details about the events. At a minimum, this report should include the following information as a supplement to the incident report:

1. Date and time of arrival on scene;
2. Case number;
3. Location of the crime;
4. Name of the victim(s), suspect(s), and witness(es), if known;
5. Any measurements, photographs, or other actions taken;
6. Any evidence collected by the responding officers or other Departmental personnel and
7. Date and time CID was called, name of the Crime Scene Investigator(s) processing the scene, their investigative actions, and whether or not the investigator(s) seized any evidence.

In the event photographs and/or physical evidence are not collected, the reporting officer/investigator must include the reasons why on a supplemental to the incident report.

34.7 Property and Evidence Submission

(84.1.1)

All in-custody and evidentiary property obtained by officers should be received into agency control in accordance with the following procedures:

A. Packaging and Labeling Guidelines

1. Items such as narcotics, firearms, currency, jewelry, and biological evidence shall be packaged separately.
2. Evidence requiring processing should be packaged separately to maintain its integrity and prevent cross-contamination.
3. The size of the package should be consistent with the type and size of the item(s) submitted.
4. Wet items must be thoroughly dried before being packaged (refer to 34.6, subsection C for instructions on drying wet evidence).
5. Liquid samples must be placed into leak-proof containers.
6. Controlled substances with the exception of mushrooms and LSD, must be packaged in clear, sealed outer plastic bags with an inner bag/container. Mushrooms and LSD must be packaged in paper bags only (inner and outer bags). Paraphernalia must be packaged separately.
7. Firearms (rendered safe) and fixed blade knives must be secured with zip ties and packaged in cardboard boxes.
8. Packaging materials used for preservation of evidence shall be sturdy enough to avoid damage to the packaging, damage to items within, or endangering personnel. Fragile and sharp evidence may need additional clean protective padding.
9. Bulky items that cannot be packaged must be clearly identified by a legible tag or label.
10. Paper bags, cardboard boxes, envelopes and containers shall be sealed using clear packing tape first, followed by tamper-proof evidence tape.
11. Plastic bags are self-sealed and do not require the use of evidence tape.
12. All items submitted to the Property Room must be appropriately labeled with the case number, item(s) description, item number, subject name (if known), date and time of recovery, and who recovered the item.
13. Label the package with the proper safety warning, if appropriate.

B. Submission Procedures

All property and evidence obtained by an officer shall be logged in the agency's records, and submitted to the Property Room, prior to the end of his/her shift. Property and evidence is not to be placed in personal lockers, desks, or other unauthorized locations.

1. Evidence which requires expedited forensic processing may be stored in the secure Roswell Forensic Laboratory. The Chain of Custody Report must record the movement of evidence in and out of the laboratory. After processing is complete, the evidence will be submitted with all appropriate documentation to the Property Room for preservation.
2. Additionally, the submitting officer is required to compile a written report describing how the property came into the agency's possession and describing each item.
3. When submitting property and evidence, officers will complete a property voucher and place the item(s) into either a storage locker, refrigerated locker or fenced cage.

Officers will assist in proper disposal of evidence and property by identifying and locating the rightful owners, obtaining a court release, or by approving disposition under their own authority.

C. Special Handling Items

Additional security measures must be taken when handling and receiving sensitive, high-value, or otherwise constituting an increased security risk.

1. Biological Evidence

Biological evidence submitted to the Property Room should be examined to determine optimal packaging and handling conditions to ensure the greatest amount of preservation (refer to 34.6 for handling and packaging guidelines).

Biological hazards should be clearly identified with a hazardous or biohazard warning label. All biological evidence should be packaged separately from all other evidence. Each package or container will include a separate property voucher.

2. Currency

- a. All currency submitted to the property room will be sealed in an evidence bag, broken down by denomination and totaled. The legible signature of the submitting employee and witness should be on the evidence bag. The officer submitting the currency must indicate on the property voucher whether there is a specific need to retain the physical currency as evidence.
- b. Currency which is not physically required as evidence should be deposited into a financial institution within a timely manner. Currency that has physical evidentiary value will be maintained in the combination safe. The Evidence Technician will verify the count in the presence of a department employee not involved in the original submission.
- c. The following validation process is required prior to depositing any funds:
 - i. The count is accurate and matches the count on the property voucher.
 - ii. Bills will be checked for legitimacy by utilizing the money counter, which detects counterfeit bills.
 - iii. The deposit consists of U.S. currency in denominations in general circulation.
 - iv. Bill and/or coins that may be of special value or significance will be packaged separately.

If any of these conditions are not met, the bag will be resealed and the circumstances of the situation will be documented and reported to a supervisor immediately.

- d. The transfer of the currency to the Finance Department for deposit will be verified with the signature of the receiving employee or a receipt generated by an automated safe. Documentation of this transfer will be maintained with the property voucher. A cash reconciliation accounting will be completed and provided to Finance Department documenting the case number, general ledger account and dollar amount for each item in the deposit.
- e. Currency seized under asset forfeiture will be deposited in the Special Operations Account separately from monies taken for evidence, found or safekeeping. When asset seizure is approved by the court, the disposition of the property will be changed to Converted to City Use and the court order retained with the evidence record.
- f. A log will be maintained of transfers in and out of the currency safe.

3. Electronic Media

Electronic media should be stored in evidence envelopes or bags. Departmental photos are to be uploaded onto the agency's secured network server.

If a cell phone requires extraction, it should be immediately placed in a phone locker with the appropriate charging cord connected with a completed evidence bag. The submitting officer must place the locker key in the key drop box and record it on the phone log sheet. A request for action should be sent to the RPD Intel Unit as well as the detective or supervisor responsible for the specific case (e.g., a phone download, a search warrant, a hold on the CID, etc.). Forensic protocols regarding electronic equipment and media storage devices are outlined in subsection C of section 34.6.

4. Explosives, Ammunition, and Dangerous Chemicals/Materials

No explosives, dangerous chemicals, nuclear materials or ammunition greater than .50 caliber may be submitted to the Property Room. When such materials or chemicals are recovered, either the supervisor or the Evidence Technician will contact a specialized agency. All such items are to be photographed and disposed of according to established procedures. Handling of the items is accomplished by the specialized agency requested at the scene.

5. Firearms

Firearms received by the property room must be rendered safe, and a property voucher completed. In the event that the firearm is not rendered safe by the officer submitting it, the supervisor will be notified. As part of the submitting process, the property voucher must note that all weapons have been checked for stolen wants by the submitting officer through GCIC/NCIC.

Officers should document, on a property voucher, the full description of the firearm to include the make, model, serial number, caliber, barrel length, color, registered owner/associated person and action/category.

6. High Value Items

High value items should be packaged separately from other evidence. Care should be taken by officers when handling high value items such as gemstones and jewelry. Appropriate packaging methods should be determined to ensure the value and integrity of the item.

7. Knives

Fixed blade knives (non-folding) must be secured with zip ties in a knife box. The knife box must be completely filled out including the item description.

8. Narcotics/Controlled Substances

All controlled substances submitted to the property room either as found, confiscated or evidence will be sealed in a plastic bag or container. Each bag or container will be noted on the property voucher. The following measures will be followed when submitting drugs to the property room:

- a. Narcotics evidence will be sealed in clear plastic bags by the submitting officer.
- b. The submitting officer will count pills and capsules with both the count and pill identifier (strength and pill name if known) noted on the property voucher.
- c. Scales are available to officers, and all officers are to weigh any narcotics or drug evidence submitted for storage or processing. Gross package weights will be taken after the evidence is packaged and sealed, and will include the package in the weight.
- d. Although gross package weights should be done as accurately as possible, they should only be used as a quality control and not as an exact weight or for evidential purposes.

- e. The Evidence Technician is not required to open the sealed bag to verify the weight or count, only visually inspect to note that it has been properly sealed and weighed.

9. Volatile Fluids

Volatile fluids of evidentiary value should be stored by the Roswell Fire Department in approved containers. A maximum of one gallon may be stored. Excess volatile fluid shall be disposed of in accordance with EPA and Roswell Fire Department procedures for hazardous waste materials.

D. Prohibited Items

The following items will not be accepted into the Property Room:

1. Razor blades, syringes, or needles
2. Used field test kits
3. Explosives, flammable, hazardous materials and/or substances
4. Perishable items, including food and beverages (unless require processing)

34.8 Storage and Security

(84.1.1, 84.1.2, 84.1.3)

A. Temporary Storage

All property and evidence shall be stored within secured, designated areas:

1. Property Room Evidence Bay:
 - a. Pass-thru storage lockers for storing small to mid-size items.
 - b. Refrigerated storage locker designed for storing biological evidence.
 - c. Fenced cages for storing oversized bulky items.
 - d. Cell phone storage lockers intended for storing cell phones requiring digital forensic examination.
 - e. Trouble locker/safe for submitted items needing correction.

2. Vehicle Processing Areas:

The sally-port, evidence bay or lower lot accommodates for storing vehicles being towed to the agency for processing.

3. RPD Forensic Science Laboratory:

The drying locker designed to temporarily store biological or wet evidence while it dries.

B. Property Intake

Evidence Technicians will remove submitted property and evidence items from temporary storage lockers and cages each workday. As items are removed from temporary storage, Evidence Technicians should examine the items to ensure packing and labeling is consistent with recommended guidelines. The process is as follows:

1. Removal of Items

- a. Utilize the “Transfer” module in RMS to check the property vouchers for items stored in lockers and/or cages.
- b. Remove the item from the locker, unlock it, and prepare it for reuse. Verify the information on the evidence bag matches the information on the property voucher in RMS.
- c. After selecting the property voucher, click the “Assign PR#” button and select the storage location for the item, then click “Accept.”
- d. Printed RMS barcodes should be affixed to evidence bags or manila storage envelopes and placed in assigned storage locations.

2. Right of Refusal

Any property or evidence item that does not meet the standards of the Property Room or the GBI DOFS Laboratory will be refused and the submitting officer will be advised of the need to correct the deficiency.

- a. The receiving Evidence Technician will be responsible for immediately notifying the submitting officer with a correction notice via email, listing the corrections needed.
- b. Should the deficiency not be resolved within five (5) days, the officer’s supervisor may be contacted. Additionally, a notification will be sent to the supervisor after every three (3) incidents.

Once the intake process is complete, Evidence Technicians should identify the most appropriate storage location for each item.

C. Property Storage Rooms

To facilitate the efficient storage, retrieval and inventory of property and evidence, each designated identifiable storage location (bin/shelf) within the property storage rooms will have a specific identifier that represents the location identified. Evidence Technicians are required to store all property and evidence within their designated locations whenever possible.

The Property Room consists of two main rooms, each containing one or more storage location. An additional storage room is located on the ground floor of the police department.

Specialized property should be stored as follows:

Item	Location
Bicycles	Bike Aisle (Bay A)
Biological Evidence	Refrigerator, Freezer or controlled room temperature (Bay A)
Currency	High-Risk Room (Vault if not deposited)
Firearms and Knives	High-Risk Room
Items for Destruction/Auction	Bay A
Jewelry	High-Risk Room (Vault)
Long-Term Evidence	Bay A
Narcotics	Drug Room (Bay A)
Oversized Bulky Items	Bay B
Safekeeping/Found	Bay A and High-Risk Room
Sexual Assault Kits	Bay B (Biohazard Bins)
Vehicles	Sally-Port, Evidence Bay, or Lower Lot

Biological items should be stored in accordance to NIST standards:

Biological Evidence Type	Frozen	Refrigerated	Temperature Controlled	Room Temperature
Liquid Blood	Never	Best		
Urine	Best			
Dry Biological Stained Items			Best	
Bones			Best	
Hair			Best	Acceptable
Swabs with Biological Material			Best (Dried)	
Vaginal Smears			Best	
Feces	Best			
Buccal Swabs			Best	
DNA Extracts	Best (Liquid)	Acceptable (Liquid)	Acceptable (Dried)	

D. Security

In custody and evidentiary property are stored in designated, secure areas with access restricted to Property and Evidence Section personnel only.

1. The property storage rooms are accessible through an electronic keypad access code issued to authorized personnel. Additionally to the code, a special key is required to access the storage rooms.
2. Doors to property storage rooms should be locked when authorized personnel are not present.
3. Unless escorted by authorized personnel, all other agency employees are prohibited from entering these rooms.
4. Access shall be limited to inspections, inventories, audits, and/or other maintenance activities. Each employee permitted access must sign in and out of the Property Room Visitor Log.
5. The visitor log should contain the identity of any non-assigned personnel entering the property storage rooms, the reason for their entry, the person who escorted them, and the time of their entry and exit. It is the responsibility of the Evidence Technician to ensure that visitor entries are completed.
6. The designated Property Room alarm should be activated when personnel are not present or utilizing the facility.

36.9 Submission of Evidence to Forensic Laboratory

(83.3.2)

Evidence may be submitted to either the RPD Forensic Science Laboratory or the GBI Division of Forensic Science (DOFS) Laboratory, depending on the type of forensic analysis required.

A. RPD Forensic Science Laboratory

If the item is to be processed for any of the following examinations, the submitting officer and/or

investigator shall complete a Roswell Evidence Processing Request Form:

1. Fingerprint Processing
2. Fingerprint Examination
3. Serial Number Restoration
4. Bloodstain Pattern Analysis
5. Physical Examination and Fracture Matching

The Chain of Custody Report shall document the movement of evidence in and out of the laboratory.

B. GBI Division of Forensic Sciences (DOFS) Laboratory

Evidence submitted to the GBI Division of Forensic Sciences (DOFS) Laboratory must be packaged, sealed, and labeled following their current protocol ([GBI Evidence Submission Guidelines](#)).

1. Submission of Perishable Evidence

Perishable evidence should only be submitted if it holds evidentiary significance (e.g., BA Tox Kits, SAKs, bodily fluids, etc.). Food and/or beverages may only be submitted for analysis or processing, such as latent fingerprints, or the case is of a serious or sensitive nature.

Items to be processed should be packaged individually and placed in the temporary refrigerated locker. Once accepted into the Evidence Control Room, the evidence will be stored under refrigeration until submitted to the laboratory.

Any delay in the submission of perishable evidence to the GBI DOFS Laboratory must be documented on the lab report and/or the evidence report.

- a. It is essential that blood samples are stored in the Property Room refrigerator if there is a need for a delay for serological evidence. As soon as possible, other physiological fluids must be frozen and stored in the Property Room refrigerator until they can be transported. It is important not to allow this evidence to thaw.
- b. When evidence is collected and not immediately sent to the laboratory, such as waiting for comparison items, it will be stored in the property room until it can be brought to the laboratory. Evidence will not be placed in personal lockers, desks, or other unauthorized locations.
- c. When handling evidence or containers containing bodily fluids, latex or rubber gloves will be worn due to the risk of life-threatening diseases being transmitted through bodily fluids.

2. Request for Laboratory Analysis

- a. The assigned case officer or investigator is responsible for completing the GBI DOFS Evidence Submission Form.
- b. When submitting evidence to the laboratory for analysis, all items shall be packaged separately from any other evidence.
- c. Evidence submitted to the laboratory shall be accompanied by the following:
 - i. Completed GBI DOFS Evidence Submission Form, indicating the type of analysis requested ([GBI DOFS Internet Case Entry](#))
 - ii. Copy of the completed incident report, if needed.

- iii. A known reference sample for comparison, when applicable.
- iv. A property receipt listing the required custody information:
 - Case number and incident date.
 - Name of submitting officer.
 - Date and time of submission or mailing (note tracking number if applicable).
 - Date and time of receipt in laboratory – time stamp in receiving area.

3. Record of Evidence Transfer

When all requirements above have been met, the Evidence Technician shall be responsible for transporting and submitting evidence to the GBI DOFS Laboratory.

- a. All required paperwork must be compiled and reviewed to ensure that it has been accurately completed and all evidence bags are sealed and initialed.
- b. All items going to the laboratory, with the exception of drugs and BA Tox Kits, must have a narrative attached with the GBI DOFS Evidence Submission Form. The Evidence Technician will print out the available narrative if a narrative is not attached.
- c. All items transported to the laboratory must be checked and verified before transport. Items stored in the refrigerator/freezer designated for transport to the laboratory will be collected for transport just before departure.
- d. Appointments are required for items being returned to the Roswell Police Department from the laboratory. The Evidence Technician will inquire via email if any evidence is available for return to the department. If so, the Evidence Technician will sign the GBI Evidence Transfer Receipt from the laboratory and maintain a copy of the signed receipt for agency records. Evidence Technicians will only pick up evidence for our agency; they will not pick up and return evidence for outside agencies such as the Medical Examiner's Office, School Police, etc.
- e. The Evidence Technician will log the returning evidence into the Evidence Control Room and update all agency records to reflect the evidence transfer. The evidence will be returned to its correct storage location inside the Property Room.
- f. All corresponding documents will be filed for future record keeping purposes.

C. Results of Laboratory Analysis

The written results of scientific testing are provided through GBI DOFS Official Reports. A separate report will be issued for each service under the same DOFS case number if multiple services were requested. Authorized agency personnel can access official reports through the DOFS website. The results of laboratory examinations will be provided in writing.

A digital copy of all internal and external laboratory reports will be uploaded to the appropriate case file.

34.10 Records and Status of Property

(84.1.5)

All found, safekeeping, recovered, and evidentiary property held by the Department is maintained in a records system maintained by the Property and Evidence Section. Using the Evidence Control Room Module, all information concerning property will be recorded, including its location; date and time of receipt

or release; description, type, amount; and chain of custody from the moment the property is received to its final disposal.

34.11 Inspections and Audits

(7.13; 84.1.6)

In order to maintain a high degree of evidentiary integrity over agency-controlled property and evidence, the following documented inspections, inventory and audits shall be completed.

- A. An inspection to determine adherence to procedures used for the control of property and evidence shall be conducted semi-annually by the Property and Evidence Supervisor or designee. The inspection is conducted to ensure:
 - 1. The property room is being maintained in a clean and orderly fashion.
 - 2. The integrity of all items is being maintained.
 - 3. Agency policies or other directives concerning the property and evidence function are being followed.
 - 4. Items are being protected from damage or deterioration.
 - 5. Property accountability procedures are being maintained.
 - 6. Items no longer having evidentiary value are being disposed of promptly.
- B. A supervisory officer, not routinely or directly connected with the control of property and evidence, shall conduct an annual audit. The Chief of Police or his designee will be responsible for appointing an auditor to conduct the audit. The purpose of this audit is to inspect and ensure the integrity of the system and does not require the examination of every item held by the agency. The audit will include a significant representative sampling of property, including high-risk items, and verifies that all agency records are current and properly annotated.
- C. Unannounced inspections of property and evidence storage areas shall be conducted annually or as directed by the Chief of Police. This inspection shall be unannounced and is to ensure the property and evidence areas are clean, in order, and property and evidence items are in the proper designated storage areas as reflected in agency records.
- D. An audit of property and evidence to ensure agency records are correct and adequately annotated shall be conducted whenever an Evidence Technician is transferred, replaced, or terminated. The newly designated Evidence Technician and a designee of the Chief of Police shall conduct the audit jointly. The newly designated Evidence Technician will record all discrepancies before the assumption of property and evidence accountability.
- E. The results of all inspections and audits shall be documented in a written report to the Chief of Police. For any missing property and evidence items, the Chief of Police shall initiate a written action plan to correct the deficiency.

34.12 Temporary and Final Release of Property

(84.1.1)

- A. Items held as evidence or property may be removed or released by one of the following methods:
 - 1. Temporary Release for Court Purposes

Sworn agency personnel and Evidence Technicians, representatives of the Fulton County District Attorney's Office, Fulton County Solicitors Office, or other persons as approved by the Support Services Division Commander are authorized to assume temporary release of

evidence from the Property Control System for court appearances.

All temporary releases of currency, controlled substances or firearms require the officer to show a subpoena. Evidence should be returned within 48 hours unless it has been entered into court as evidence and a signed receipt with a court stamp is returned.

Those who are authorized to assume temporary release of evidence may transport the item(s) to court.

When Evidence Technicians are asked to bring evidence to court in relation to a particular case, they will log the property out to themselves on the original receipt and in RMS. Afterward, two copies of the receipt will be made. The original will be taken to court along with a copy. In order for the property to be taken possession of by the District Attorney's Office, the representative must sign the original property receipt.

In the property room, a copy of the property receipt will be kept in the court folder. In the event another Evidence Technician performs a check for the property, they will be able to observe the copy of the property receipt in the folder and determine that it has already been transported to the courtroom. Property will also be listed as "signed out" under "custody" in RMS.

If Evidence Technicians are required to testify, the copy of property receipt will be taken to the witness stand. The original should be put away and not taken up on the stand.

2. Temporary Release to Forensic Laboratory

The submission of all evidence to the RPD Forensic Science Laboratory and the GBI DOFS Laboratory will be followed in accordance with the procedures listed in 36.9 "Submission of Evidence to Forensic Laboratory."

3. Release to Owner

- a. It is the investigating officer's responsibility to determine to whom the property may be released. When the original property voucher or receipt does not specify a specific recipient, the investigating officer should list the name, phone number, and address of the person(s) authorized to receive the property/evidence. No release will be made if the form only specifies "release to owner" or "next of kin." The property voucher and the evidence bag will list the owner of the property.
- b. If property is authorized to be returned to the owner, the Evidence Technician will attempt to contact them via a first class letter which will be mailed to the owner's last known address. If the letter is returned by the postal service or if the owner does not contact the Evidence Technician within 90 days, the property will be considered unclaimed. If property is of considerable value, a letter will be sent by certified mail. Records of all attempts to contact the owner, including copies of correspondence, dates and times of calls, as well as the names of persons who were reached by phone, will be kept with the property receipt and noted in RMS.
- c. Property will be released only to individuals who possess a driver's license or other government-issued photo identification. A photocopy of the owner's identification will be attached to the property receipt. The property owner will sign the appropriate space on the property receipt. The owner can give permission to a designee to retrieve the property by providing a notarized letter. The designee will provide a government issued photo identification.
- d. Records of the final disposition of property must be maintained in the evidence module, and property receipts and documentation must be filed sequentially.

4. Recovered Stolen Property

- a. Recovered property will be packaged in an evidence bag with following information recorded:
 - i. Case number
 - ii. Item(s) description
 - iii. Name of victim
 - iv. Date of recovery
 - v. Initials of the officer
- b. A property voucher should be completed and the property turned over to the Evidence Technician via temporary storage.
- c. The officer should make every effort to return any recovered property to the rightful owner as soon as possible. Prior to releasing stolen property to the owner, it should be photographed by a detective or officer for court purposes. Often, the District Attorney's Office allows stolen property to be released without checking with them on every case; however, if unusual circumstances arise, the detective or officer may wish to consult the District Attorney's Office prior to releasing the property.

5. Found Property

The Evidence Technician is responsible for contacting the owner if their identity is known. If unclaimed, found property turned in to the Department may be released after 90 days to the individual who originally found the property. The receiving officer may approve the release of the property in question if the owner cannot be located and there is no evidence of a crime involved in finding the property. If unclaimed after 90 days by owner or finder, the Evidence Technician will arrange for disposition.

34.13 Final Disposition

(84.1.7)

Specifically, this section outlines the established guidelines for the disposition and purging of property and evidence, with emphasis on classification, disposal methods, and special procedures for the disposition and purging of high-risk items.

In accordance with current federal laws, state laws, and city codes, all found, recovered, and evidentiary property shall be handled and ultimately returned or disposed of appropriately. The disposition and disposal methods for property and evidence shall be handled as follows:

A. Disposition Process

In addition to determining which cases need to be reviewed, Evidence Technicians oversee the final disposition of the property.

1. Evidence Disposition Status Request Form (EDF)

- a. This form will be used to determine whether any or all items from a case can be disposed of or need to be retained. A court order will be compiled using the forms.
- b. The court disposition will be attached to the EDF and given to the case officer or detective assigned to the case.

2. Evidence Disposition Form Options

Reviewing the EDF will give the officer the option to return, destroy, sell at auction, or retain the document.

a. EDF – Return

- i. Verify which items may be released and to whom. If no address is provided, contact the officer and/or conduct a check through RMS for the last known address.
- ii. Send a notification letter to the EDF and attach or scan it.
- iii. There will be a 90-day holding period for the item(s). Items that are not retrieved will be placed on a court order for disposal.

b. EDF – Destroy

Identify which items can be destroyed. In a timely manner, a court order will be issued for the destruction of the item(s).

c. EDF – Sell at Auction

- i. Confirm which items may be auctioned. In order to auction the item(s), a court order will be obtained in a timely manner.
- ii. For the auctioning of items, the agency utilizes PropertyRoom.com
- iii. Auction items must be advertised for four consecutive weeks in the county's legal newspaper. Publication must be large enough and in a typeface that is easy to read.

d. EDF – Retain

Determine which item(s) need to be retrained. The EDF should be attached to the RMS record and filed under "retain". A review of the item(s) will be conducted in one year.

e. EDF – Convert

Verify which items should be converted to city use. In order to approve this request, a supervisor must sign. The requesting officer or supervisor will sign for the item(s). The converted items will only be used for official purposes.

B. Court Order

Upon receiving the Evidence Disposition Forms and other items that have been submitted for destruction, the Evidence Technician will prepare a court order to dispose of these items in a timely manner.

Upon review by the Chief of Police and the City of Roswell Legal Department, the court order will be signed by a Fulton County Superior Court Judge. The Evidence Technician and a witness will be able to dispose of the items. In addition to the property receipts signed by the Evidence Technician and witness, the final disposition (destroy, auction, convert) of the property will be noted in the RMS.

C. Destruction of Property

1. Drugs – all drugs will be destroyed by incineration.
2. Non-Drug Items – items are made unusable via cutting, crushing, shredding, etc.

3. Electronics Containing Sensitive Material and Metal Items – can be recycled at SA Recycling in their industrial shredder.

34.14 Pharmaceutical Disposal Program

The Roswell Police Department will provide a process by which citizens can properly and safely dispose of unused, unwanted, and expired medications easily and conveniently.

A. Program Components

1. The Department will provide two methods for the safe disposal of medications.
 - a. A secure drop box will be located inside the lobby area of the Roswell Police Department. The drop box will be accessible to the public during normal business hours and will remain under continuous surveillance by on-duty personnel. Special Investigations Section personnel will empty the drop box weekly.
 - b. The Department will participate in periodic collection events in cooperation with the Drug Enforcement Agency (DEA) National Drug Take Back program.

B. Documentation

1. Citizens utilizing the drop box to surrender medications are not required to provide proof of identification and will not be required to complete any form(s).
2. The Special Investigations Section will prepare a property voucher to document the collection of the medications when the drop box is emptied.

C. Limitations

Medications collected will be limited to the following:

1. Non-narcotics
2. Narcotics
3. Over the Counter (OTC) Drugs
4. Herbal Medications
5. Veterinary Medications

The following material(s) should not be collected:

1. Needles and sharps (unless in an appropriate protective cover)
2. Biohazard Materials
3. Liquids
4. Illegal Drugs

Note. Employees must exercise due care when emptying the drop box, as it is a possibility that inappropriate items may be placed inside the drop box. Those items will be incinerated or otherwise properly disposed of by the appropriate personnel.

D. Disposal of Medications

Medications will be destroyed by incineration in the presence of at least two Department employees utilizing a department approved incinerator. Both employees will sign and date the property receipt listing the medications to be destroyed and confirming the incineration of those listed medications.

Chapter 35 – Dress / Personal Appearance Regulations

Personal appearance reflects upon an employee's competency, efficiency and pride as a member of the Department and the ability of the City and Department to foster and enhance a professional image. The purpose of this chapter is to identify approved uniforms and related equipment by departmental personnel.

35.1 Supervisory Responsibility for Subordinate Personnel

It is the responsibility of all supervisors to ensure, through personal observation and daily inspections that subordinate personnel comply with all policies.

35.2 Uniform Regulations

A. General Regulations

1. Employees will wear only uniforms and equipment authorized by the Roswell Police Department.
 - a. Employees will wear the complete regulation uniform as authorized for the current duty assignment.
 - b. Clothing and equipment will be cleaned and properly maintained.
 - c. No portion of the Roswell Police Department official uniform will be worn with civilian apparel except as noted in this policy.
2. Roswell Police Department uniforms will always be clean and neatly pressed. Duty belt accessories will be cleaned. All uniform brass and other items of metal will be shined and free of corrosion, tarnish, or cleaning residue. Weapons and handcuffs will be clean and in good working order at all times. Approved shoes or boots will be in good repair, free of dirt and polished, including the visible portion of the sole.

B. Uniform Shirt

The uniform will be worn in accordance with the following regulations:

1. The uniform shirt will present a fitted appearance. Items carried in the uniform shirt pockets will not detract from the tailored appearance of the shirt. All buttons, concealed snaps or Velcro on pocket flaps will be kept fastened.
2. Shirt undergarments are optional wear. If a "T" shirt is worn, and is visible under the uniform shirt, it will be black or navy in color. White "V"-neck "T" shirts may be worn only if not visible from outside the uniform shirt. Black or navy blue turtle-neck dickeys or pullovers may be worn under a the long sleeve shirt.

Note. A supervisor may require that a tie be worn with a long sleeve Class "A" uniform.

3. All items listed below to be worn on the uniform shirt will be mandatory unless specified:
 - a. **Badge:** Will be worn in the slot provided on the wearer's left chest unless the shirt has an embroidered badge.
 - b. **Nameplate:** Will be worn on the wearer's right side pocket flap, centered above the pocket button and aligned with the top row of stitching at the top of the pocket unless the officer's name is embroidered or affixed on a patch to the shirt.

- c. **Collar Rank Insignia:** Will be worn on both left and right collars, the center of the insignia will be 3/4 of an inch back from the front edge of the collar and centered from top to bottom. (Sergeants and Police Officers will wear no collar insignia.)
 - i. The Chief will wear four stars on each collar
 - ii. The Deputy Chief will wear two stars on each collar
 - iii. Majors will wear a gold oak leaf on each collar
 - iv. Lieutenants will wear a single gold bar rank insignia on each collar
4. **Sergeant Chevrons:** Chevrons will be three cloth chevrons. Chevrons will be affixed on the sleeve of the garment with the point toward the shoulder and approximately 1/4 inch under each shoulder patch.
5. **Master Police Officer Chevrons:** Chevrons will be two cloth chevrons above with a single rocker below. Chevrons will be affixed on the sleeve of the garment with the point toward the shoulder and approximately 1/4 inch under each shoulder patch.
6. **Police Officer II Chevrons:** Chevrons will be two cloth chevrons. Chevrons will be affixed on the sleeve of the garment with the point toward the shoulder and approximately 1/4 inch under each shoulder patch.
7. **Service Stripes (Hash Marks):** All sworn personnel may wear service stripes (hash marks) on long sleeve Class "A" shirts. Service stripes will be slant bar, light blue in color with a dark blue or navy border. The large service stripes (measuring 2 1/2" X 1/4" and signifying 4 years of service per stripe) are replaced by service stripes signifying 3 years of service per stripe. The 4-year stripes may be worn until the currently outfitted uniform shirt is no longer serviceable. All verifiable sworn police service is eligible regardless of agency.
8. **Ribbons and Medals:** Department Commendation Ribbons, Safe Driving Awards and Field Training Officer Ribbons may be worn above the right pocket, centered over the nameplate and aligned directly above the top row of stitching at the top of the pocket. Employees will wear no more than three (3) such ribbons.
9. **Unit Pin:** Specialized units such as Traffic Enforcement Unit, Special Operations Unit, etc. may wear an approved pin in a manner specified by and authorized by the Chief of Police. Employees will wear no more than two (2) pins.
10. **Specialty Pin:** Officers who have serviced in the Armed Forces may wear an approved military veteran pin. Officers who elect to wear the military veteran pin shall be evaluated by the Chief of Police for proof of service.

Note. If more than one unit/specialty pin is worn, the pins shall be vertically aligned above the nameplate.

C. Trousers

1. Uniform trousers will present a fitted appearance. The trousers will be of sufficient length to reach the top of the heel of the shoe in the rear. A variation of 1/4 inch above or below the top of the heel is acceptable. When the legs of the trousers have been hemmed, they will be 7/8 inch shorter in the front than in the back in order to present a slight "break" at the lower front above the shoe top. Trousers will be finished with a hem. TEU will be authorized to wear trousers with single 1/2 inch light silver braid.
2. Motorcycle trousers worn by members of the Traffic Enforcement Unit will be fitted with a single 1/2 inch light silver braid with the pant legs tapered to fit inside the motorcycle boots.

D. Uniform Dress Hat

1. Dress Hat - All officers will be issued a dress hat.
 - a. The dress hat will fit snugly and comfortably around the largest part of the head. The hat will be worn squarely on the head, tilted slightly forward when viewed from the side.
 - b. The Department issued dress hat will be for decorum purposes and to readily identify the officer to the public.
 - c. The dress hat will be worn when attending funerals or attending functions where Class A Dress is required. Wearing the dress hat will be discretionary at all other times.
2. Cold Weather Hats - Such as issued trooper caps and black watch caps may be worn when cold weather conditions prevail.

E. All-Purpose Outerwear And Uniform Jackets

1. The Department will issue uniform jackets and all-weather pants. Jackets will have shoulder patches and a cloth breast patch.
2. Black leather motorcycle jackets will be issued to those members of the Traffic Enforcement Unit that operate police motorcycles.

F. Ties

Ties will be plain navy blue "clip on" style of conventional shape and length. Tie tacks will be centered at heart level.

G. Footwear

1. Issued footwear will be plain toe, black, military style low quarters with laces and approved boots. The visible portion of socks worn with low quarter shoes will be black. The Department will not issue socks.
2. Motorcycle boots will be plain toe, black, over-the-calf riding style boots. Once issued, motorcycle boots should be worn at all times while operating a City-owned motorcycle.
3. The Department will issue boots to all uniformed personnel.
4. Officers may wear other Department authorized footwear. Such footwear will be approved by the UPD Commander and furnished at the expense of the officer.
5. All shoes or boots will be kept polished. Supervisors will conduct an inspection of their officers to ensure that the footwear regulations are being complied with.

H. Windbreaker / Raid Jackets

Departmental employees when necessary to identify themselves as police personnel may wear windbreakers/raid jackets/vests. The jacket will be black or navy blue in color and will have a breast badge patch on the wearer's left side.

I. Battle Dress Utility (BDU)

BDU's may be issued to members of specialized units. Such uniforms will be black, steel gray, or camouflage in color and will carry a Department patch on each shoulder. The breast badge patch will be affixed over the left breast. All rank insignia will be worn on the collars and will be black. Any unit

pins will also be black in color and will be worn directly over the officer's name. A matching military style cap may also be worn with any rank insignia attached to the cap.

J. Gloves

White gloves will be worn at the direction of the Chief of Police. Black gloves may be worn during inclement weather and must be of such design that will not hinder the use of the Department handgun while wearing the glove.

35.3 Uniform Equipment

(22.1.6)

The Roswell Police Department uniform will include a properly worn issued black gun belt with all issued items and accessories. Unless otherwise approved by the Chief of Police, the belt will be worn at all times the officer is in uniform and in the public view.

Items to be worn on the belt will include:

1. Department issued holster and firearm
2. Taser
3. Handcuff Case; (a double handcuff case is optional)
4. Portable radio and holder
5. ASP holder or O.C. Spray with holster
6. Minimum of one (1) double magazine case and magazines
7. Key Strap (optional)
8. Knife Case / medical glove pouch (optional)
9. Mini-Flashlight and holder (optional)
10. Handcuff Case; (a double handcuff case is optional)
11. Flashlight Holder (optional)
12. Belt keepers (optional)

35.4 Standard Class "A" Uniform

(22.1.6)

The Class "A" uniform will consist of the following items:

1. Long sleeve uniform shirt
2. Uniform trousers
3. Uniform dress hat (if directed)
4. Gun belt with full equipment
5. Uniform low quarter black military style shiny shoes
6. Jacket, if appropriate for weather
7. White gloves (if directed)

Note. A supervisor may require that a tie be worn with a long sleeve Class "A" uniform.

35.5 Standard Class "B" Uniform

(22.1.6)

The Class "B" uniform will consist of the following items:

1. Short sleeve or long sleeve uniform shirt (with turtleneck or dickey)
2. Uniform trousers
3. Approved headgear
4. Approved footwear (boots or shiny shoes)
5. Gun belt with full equipment
6. External vest carrier set (no patches)

35.6 Optional Class "C" Uniform

(22.1.6)

The Class "C" uniform will consist of the following items:

1. Short sleeve or long sleeve uniform utility shirt with patch (with turtleneck or dickey)
2. Uniform utility trousers
3. Approved headgear
4. Approved footwear (boots only)
5. Gun belt with full equipment
6. External vest carrier set (with patches)

35.7 Standard Class "D" Uniform

(22.1.6)

The Class "D" uniform will consist of the following items:

1. Approved Polo Shirt
2. Khaki pants (green for CID only)
3. Approved headgear
4. Approved footwear
5. Approved holster

35.8 Bicycle Assignment Uniform

(22.1.6)

At times a Bicycle Patrol Unit will be organized and deployed. Officers who have successfully completed the required training on the Police Patrol Bicycle are authorized to participate in patrol activities. The spring/summer Bicycle uniforms will consist of the following items:

A. Uniform Style Option

1. A uniform style shirt to include:
 - a. cloth badge patch
 - b. Department shoulder patches
 - c. May include "POLICE" on the shirt in a contrasting and/or reflective color
2. Matching color pants or shorts

B. Polo Style Option

1. A polo style shirt in a high visibility color to include:

- a. Cloth badge patch
 - b. Department shoulder patches
 - c. May include "POLICE" on the shirt back in a contrasting and/or reflective color
- 2. Black pants or shorts
- C. Black bicycle helmet with "POLICE" on both sides
- D. Black athletic style shoes and plain black socks
- E. Duty gun belt with appropriate equipment

35.9 Communications Officer Uniforms

(22.1.6)

- A. The Communications Officer uniforms will include:
 - 1. Polo style shirt with a 911 logo
 - 2. Dockers style pants or shorts in Dark Blue, Khaki, White, Olive Green or Grey
 - a. All shorts will be pleated, loose fitting and no more than three inches above the knee.

35.10 Tattoos, Body Art and Markings

Body modifications, which are deemed medically necessary due to deformity or injury are not covered by this policy.

- A. Visible tattoos, brands or other body art (i.e. visible outside of clothing worn on duty) are limited to those specifically approved by the Chief of Police or his designee. Personnel who have tattoos or body art which are visible to the public while in uniform and are deemed **inappropriate** by the Chief of Police, shall be required to wear appropriate clothing to conceal the tattoos or body art.
- B. Tattoos, body markings, branding, intentional scarring or mutilation, or ornamentation that fall in the below category will be unacceptable unless specifically approved by the Chief of Police or his designee.
 - 1. Tattoos, body art, brandings on the head (any scalp area), face, ears, neck, hands (with the exception of a wedding band tattoo) or chest area that are visible while in uniform are prohibited;
 - 2. Any tattoos that advocate's sexual, racial, ethnic, violence, drugs or any markings, which discriminates against any group of people;
 - 3. Any tattoos that depict sexually explicit or vulgar art, words, phrases or profane language;
 - 4. Any tattoos that contain initials, symbols, or acronyms that represent groups considered criminal, historically oppressive, are likely to incite a strong negative reaction in any group (such as a swastikas or pentagrams), or recognized as inciting violence, prejudice, or hate (i.e. white supremacists, black separatists, street gang names, gang symbols and/or numbers, etc.) are not acceptable.
- C. Existing employees seeking to obtain new tattoos, body markings, branding, intentional scarring, mutilation, or ornamentation that will be visible when wearing a short sleeve uniform shirt shall be subject to the following approval process;

1. Submit a written request accompanied by a picture of the intended artwork, its location on the exposed portion of the body and the dimensions it will cover.
 2. The request must be approved to the Chief of Police or his designee prior to obtaining the modifications.
- D. The Chief of Police may require the employee to wear long sleeves or other articles to cover any tattoos as deemed inappropriate on a case-by-case basis.
- E. For court appearances having the presence of a jury (Grand Jury, Superior Court, State Court, or City Court), any testifying employee who has visible tattoos, even those deemed appropriate to show while working in their normal capacity shall be required to cover those tattoos while testifying.

35.11 Clothing Allowance

(22.1.6)

A. Allowance Issuance

1. All sworn non-uniform personnel will receive a clothing allowance from the City. Because all sworn personnel are also required to have available a uniform in good condition, a portion of the clothing allowance may be withheld to cover the uniforms' cost at the discretion of the Chief. The allowance will be available after the approval of the Department's annual budget.
2. Personnel will be issued a clothing allowance check after the beginning of the fiscal year. Once an allowance is received, personnel will have ninety (90) days to purchase clothing to be worn on duty. Only receipts for clothing purchased after the closing date of the previous year's clothing allowance issuance will be accepted.

B. Allowance Use

1. The allowance will be used to purchase dress shirts or blouses, suits, dresses, jackets, pants or skirts, shoes, ties or any clothing designated as part of the accepted dress for the personnel's section, unit or office. Not included are such items as underclothing, socks, stockings, hats (unless specifically approved by the Commander for the section, unit or office), jewelry, watches, sunglasses or other eyewear. Personnel are responsible to purchase clothing that reflects the professional image of the Department and conforms to the regulations of their section, unit or office.
2. Within the 90-day allotted time personnel will submit to their supervisor a Cash Advancement Expenditure Sheet identifying each expenditure for clothing with a corroborating receipt and a check or money order made payable to the City of Roswell for money not used. Money not expended within the 90-days must be returned to the City. Amounts not returned or accounted for may be reflected on an employees pay and may be subject to tax withholding and payment of Social Security, Medicare and Federal unemployment taxes.

C. Allowance Follow-Up

1. Supervisors receiving the documentation and / or checks will confirm that all expenditures are proper and the total expended or returned equals the clothing allowance provided. Supervisors will sign and forward expenditure sheets, with all receipts and checks attached, to the Support Services Manager.

Any amount expended over the authorized clothing allowance will not be reimbursed without prior approval of the Chief of Police.

2. The City of Roswell Finance Department must be kept informed of all monetary transactions involving clothing allowances in order to ensure that IRS regulations are being met regarding clothing allowances.
3. After each fiscal year budget is approved the Support Services Manager will provide the Finance Department a list of approved personnel and their approved clothing allowance amount for that fiscal year. The Support Services Manager will forward all receipts and money not spent to the Finance Department liaison within 120 days after personnel have received City funds for their clothing allowance. The Finance Department will maintain the auditable records for the Police Department's clothing allowance.

35.12 Civilian Attire and Appearance

Department employees shall wear clothing and accessories that are appropriate for their work setting. Division Commanders, Supervisors and Managers will monitor their respective subordinate employee's compliance with Department and City HR, 2.17 policies as it relates to employees maintaining a professional appearance while in the workplace.

In accordance with City HR policy, "Business Casual" is the foundation of the City's professional business dress policy. This allows employees the ability to dress less formally; while maintaining a professional appearance. However, there may be occasions where "Business Attire" is required for specific assignments or specific job duties.

A. Business Casual

Employees are expected to present themselves in a clean, neat and professional appearance at all times.

1. **Inappropriate Attire:** In accordance with HR Policy this includes but not limited to; Shirts with slogans or large emblems, including (inappropriate advertisement, specifically tobacco products, alcoholic beverages, sweat suits (pant or shirts), yoga pants. Leggings, jeggings or Capri pants, denim of any color, shorts, T-shirts, Tank Tops (Tank Top style shirts may be covered with a jacket or sweater), Short skirts, or revealing skirts (more than 6" above the knee), Halter tops, Sundresses, overalls, provocative or revealing attire, clothes that does not fit properly (too tight, too low cut tops or too baggy, or anything that fails to project a positive professional image), **NO FLIP FLOP SHOES OF ANY TYPE, OR HOUSE SLIPPER STYLE SHOES OF ANY TYPE.**

Exception. If an employee sustains an injury which requires the temporary use of a prohibited shoe type, the employee shall provide a physician's note indicating such to their respective Division or Watch Commander.

B. Personal Appearance

1. **Men Hair Standards:** Hair shall be properly trimmed, moderately tapered; and shall not extend below the top of shirt collars. Mustaches must be short and neatly trimmed. Sideburns shall not extend beyond the earlobe.
2. **Women Hair Standards:** Hair shall be clean, neatly and properly maintained at all times. Non-conservative hair color is not allowed, i.e., purple, orange, etc.
3. **Jewelry, Accessories:** Men wearing earrings of any type are not allowed. No visible nose, lip, tongue, eyebrow piercing or gauge earrings allowed while on duty. Women shall wear no more than two conservative style earrings in each ear.
4. **Tattoos:** See Department's policy regarding tattoos (35.10).

35.13 Dress Attire and Appearance for Officers Working in Non-Uniformed Assignments

The Roswell Police Department's Criminal Investigation Division (CID) and the Office of Professional Standards (OPS) will dress and groom with a polished, professional appearance that represents the agency and city in a professional manner. Any deviation from this dress code will not be allowed without prior supervisory approval.

A. Criminal Investigations Personnel

1. Detective Daily Attire (includes call outs):
 - a. A polo type shirt with no designs or advertising or neatly pressed dress shirt
 - b. Dress slacks, green or tan BDU's or "Chinos" or "Khakis" type slacks
 - c. A suit or sport coat and tie may be worn
 - d. Dress shoes or agency-issued boots
2. Court Room Attire:
 - a. During court proceeding, including Grand Jury presentations, all Detectives (to include CSI) will wear a suit or "Chinos" or "Khaki" type slacks with a sport coat and tie.
 - b. A Class A Uniform is also permitted
3. CID Class C Uniform:
 - a. Black Proper Polo, neatly pressed, with the Roswell Police badge embroidered on the left breast.
 - b. Green Tru-Spec 24-7 BDU's neatly pressed
 - c. Approved black footwear
4. CSI Daily Attire:
 - a. Black polo shirt neatly pressed with the Roswell Police badge embroidered on the left breast
 - b. Green tactical pants, neatly pressed
 - c. Black or tan colored footwear
5. Special Investigations Detective Attire:
 - a. Plain clothes attire is permitted for daily activities
6. Required Available Attire:
 - a. All CID personnel will maintain at least one pressed, Class A Uniform in their locker with the appropriate footwear and black belt.
 - b. A full suit or slacks and a sport coat, with appropriate footwear, will also be kept in the Detective's locker.
7. Headwear
 - a. Approved headwear will consist of conservative style dress hats only. Detectives are permitted to wear a black CID ball cap dressed in their Class C Uniform.

B. Professional Standards Personnel

1. Detective Daily Wear:

- a. Professional business casual (i.e. neatly pressed dress shirt with tie, blouse, dress slacks to include "Chinos" or "Khakis" style slacks
- b. Dress shoes

2. Required Available Attire:

- a. All OPS personnel will maintain at least one pressed, Class A Uniform in their locker with the appropriate footwear and a black belt.
- b. A full suit or slacks and a sport coat, with appropriate footwear, will also be kept in the Detective's locker.

3. OPS Class C Uniform (prior approval from OPS Division Commander):

- a. Black Proper Polo, neatly pressed, with the Roswell Police badge embroidered on the left breast.
- b. Khakis Tru-Spec 24-7 BDU's, neatly pressed
- c. Approved black footwear

C. Inappropriate And Prohibited Attire

1. Per the City of Roswell HR Policy 2.17 as it relates to inappropriate attire:

- a. T-shirts
- b. Sweatshirts
- c. Jeans
- d. Skinny pants (i.e. yoga pants, leggings/jeggings)
- e. Athletic shoes (sneakers), sandals, or flip flops
- f. Any attire not approved by a Division Commander

D. Holster

In addition to the RPD Policy 39.12 "Department Weapons Policy", Detectives will wear a belt to secure their holster, magazine and handcuff pouch. A suit or sport coat must be worn over a Department approved **shoulder holster**.

E. Badges

Detectives shall wear their badge on a chain, around the neck or on a belt clip, attached to the belt near the Department approved firearm.

F. Personal Appearance

- 1. Men Hair Standards: Hair shall be properly trimmed, moderately tapered; and shall not extend below the top of shirt collars. Mustaches must be short and neatly trimmed. Sideburns shall not extend beyond the earlobe (35.19 regarding beards).
- 2. Women Hair Standards: Hair shall be clean, neatly and properly maintained at all times. Non-conservative hair color is not allowed, i.e., purple, orange, etc.

3. Jewelry, Accessories: Men wearing earrings of any type are not allowed. No visible nose, lip, tongue, eyebrow piercing or gauge earrings allowed while on duty. Women shall wear no more than two conservative style earrings in each ear.
4. Tattoos: See Department's policy regarding tattoos (35.10).

35.14 Uniforms to be Provided and Worn

(22.1.6)

- A. The Roswell Police Department will provide an adequate supply of the correct uniforms prescribed in these regulations. All members and personnel of this Department are forbidden to wear other than the regulation uniform or insignia of their respective rank or grade, or to wear medals, badges, decorations, or ribbons in any way other than prescribed herein. All clothing issued by this Department remains the property of the City of Roswell and must be returned upon termination of employment with the Roswell Police Department unless exempted by the Chief of Police.
- B. Personnel will, at all times, wear the uniform and insignia of their respective rank, prescribed by the Chief of Police, except as otherwise designated herein.
- C. Department personnel will not wear their uniform outside of their regularly scheduled work hours except while traveling to or from work, to or from any function requiring the wearing of a uniform while on City business, while working an approved off-duty job, or when approved by the Chief of Police.

35.15 Unit or Uniform Variations

Variations in color, material or style of uniform in whole or in part on class "B" or class "C" uniforms for specialized units, sections or offices may be approved by the Chief. The approval will be in the form of a Special Order or Official Memorandum. The order or memorandum will state when the variation is authorized, for what period of time and whether the variation is mandatory or optional for all unit, section or office members.

35.16 Glasses and Sunglasses

Glasses and sunglasses will be of conservative design and have clear, green, gray or yellow lenses. Mirrored lenses are prohibited. Polarized lenses and iridium lenses are approved. Sunglasses will have silver, gold, black or dark navy rims and frames only. Brightly colored rimmed and framed sunglasses will not be permitted to be worn while in uniform. Sunglasses will not be issued by the Department.

35.17 Cosmetics

- A. If worn, facial cosmetics are to be subdued and worn with discretion and in good taste to present an overall conservative appearance. Bright colors in facial and eye make-up are prohibited.
- B. False eyelashes are prohibited. Lipstick, if worn, is to be of a subdued color. Any deviation of the above will be made by the Chief of Police only as may be required by job assignment.

35.18 Cell Phones

(1.28; 41.3.4)

- A. Personnel are authorized to carry personal pagers and cell phones.
- B. Personnel that are issued Department pagers and/or cell phones will carry them at all times on or off duty.

- C. The alert indicator will remain in the silent mode when carried into normally quiet environments such as meetings, training classes, hospitals, etc.
- D. Employees will also carry pagers and cell phones in silent mode when in a situation where an audible alert signal would alert another of the officer's presence and might place persons in jeopardy.
- E. For uniform personnel wearing the full gun belt, pagers will be carried on the duty outer belt at a location that is comfortable to the wearer, but will not interfere with the use of equipment on the belt.

35.19 Employee Identification Card

(22.1.8)

A. City of Roswell Identification Cards

Identification cards or badges issued by City Hall will be utilized in accordance with City Policy and Department Directive.

B. Roswell Police Department Identification Card

1. Every employee of the Roswell Police Department is issued an identification card. The identification card will be issued by the Support Services Division (SSD). A photograph is taken and incorporated into the card designating the person as a Department employee. The identification card will designate whether the employee is a sworn law enforcement officer or a civilian employee. Each identification card will additionally have the employee's identification number, a rank and/or assignment, and be dated.
2. Police Department employee identification will be presented to any individual upon request. Employees will also identify themselves by name and rank (when applicable) upon request when speaking to individuals by telephone in an official capacity. Each identification card will additionally have the employee's identification number, a rank and/or assignment, be dated, and will be signed by the Chief of Police.
3. All Department identification cards will be updated as required below.
 - a. Identification cards will be updated upon expiration as indicated by the date on the card. The responsibility of updating an employee identification card will rest with the Support Services Division. The updated card will include a recent photograph and any changes in rank and/or assignment.
 - b. Supervisors are responsible for ensuring that their subordinates' identification cards are updated and correct.
 - c. Whenever Department employees are reassigned or promoted they will report to SSD in order to have a new Identification card issued.
4. Whenever an employee's identification card is lost, mutilated, damaged, destroyed, or stolen, the employee will immediately notify his supervisor and a report will be completed concerning the lost, damaged, or stolen identification card.
5. Department identification cards are the property of the City of Roswell Police Department and employees are responsible for issued cards. Whenever an employee resigns, retires, is terminated or is transferred to another City department, the employee will turn in any and all identification cards issued to the Inventory Control Specialist (ICS).

35.20 Sworn Personnel Grooming Standards

The hair of sworn personnel, both male and female, will be worn in a conservative style such as that normally accepted in the business community. The following guidelines pertain to sworn personnel both in uniform and non-uniformed positions.

A. Men's Hair

1. Men will keep their hair neat, clean and cut to present a well-groomed appearance. Hair on the back of the head may have a "Block" cut but will present a tapered appearance and will not touch the collar.
2. Hair on the sides may be left full but, while in uniform, will be combed in such a manner that the hair does not cover any part of the ear.
3. Hair in the front will be groomed so that it does not fall below the sweatband of a properly worn uniform hat.
4. Men's sideburns will be neatly trimmed and will not extend below the earlobe. Sideburns will be of even width, not flared, and end with a clean-shaven horizontal line.
5. Dyeing or highlighting the hair is acceptable provided it is consistent with a natural hair color, without obvious blocks, patterns or spots of color.
6. Men may wear braids, cornrows, or dreadlocks as long as the style is conservative.
 - a. The braids and cornrows must lie snugly on the head.
 - b. Beads or decorative item may not be braided into the hair.
 - c. Cornrow ends shall not protrude from the head, and shall be secured only with inconspicuous rubber bands, that match the color of the hair.
 - d. Each lock, or dreadlock, will be of uniform dimension and present a neat, professional, and well-groomed appearance.

B. Men's Facial Hair

1. A neatly trimmed mustache is authorized in both uniformed and non-uniformed positions. The mustache will be of moderate thickness and will not extend downward from the sides of the mouth further than the end of the top lip.
2. Beards and goatees will be authorized in both uniformed and non-uniformed positions. Members of the Honor Guard are permitted to grow facial hair in compliance with this policy; however, must be clean shaven for all Honor Guard details. Officers currently assigned in an undercover capacity will continue to follow their established procedures and are not restricted by this policy, unless wearing a uniform.
3. Facial hair will be kept neatly timed. Beards and goatees will be combed, neat, and professional in appearance at all times.
4. Beards and goatees shall not be maintained in a scruffy manner. Unusual carvings or ornamentation shall not be allowed.
5. No other forms of facial hair are permitted, unless permission is granted due to specialized assignment.
6. Officers wishing to grow facial hair must adhere to the following process:

- a. It is recommended that the officer start the process during their off days or while on leave. This allows the newly grown facial hair an opportunity to appear intentional and therefore, more professional.
- b. Officers will be allowed six weeks to fully grow their facial hair. After a six week period, a supervisor may direct an employee to shave their facial hair, should there be patches of exposed skin.

C. Women's Hair

1. Women will keep their hair neat, clean and worn off the face, to permit an unobstructed field of vision and to present a well-groomed appearance.
2. Hair will not fall below the bottom of the uniform collar, unless it is worn in a ponytail.
3. A ponytail is permitted but must not interfere with proper wearing of the uniform hat.
4. Multiple pigtailed or other eccentricities of hair styles are prohibited.
5. Hair restraint devices will be black, navy or brown, subdued and unobtrusive.
6. Dying or highlighting the hair is acceptable provided that it consistent with a natural hair color, without obvious blocks, patterns or spots of color.
7. Females may wear braids, cornrows, or dreadlocks as long as the braided style is conservative.
 - a. The braids and cornrows must lie snugly on the head.
 - b. Beads or decorative item may not be braided into the hair.
 - c. Cornrow ends shall not protrude from the head, and shall be secured only with inconspicuous rubber bands, that match the color of the hair.
 - d. Each lock, or dreadlock, will be of uniformed dimension and present a neat, professional, and well-groomed appearance.
8. Female officers who are assigned in an undercover capacity will continue to follow the established procedures and are not restricted to this policy, unless in uniform.

D. Fingernails

Fingernails shall be neat, clean and shall not extend more than one-fourth inch beyond the tip of the finger. The nails shall not interfere with the employee's duty performance such as the safe drawing of the service weapon and all other safety equipment. Females may wear one conservative neutral color of fingernail polish. The polish will not be vivid, bright or unusual in color. No decorations or ornamentation may be applied to fingernails.

E. Wigs And Hairpieces

Wigs and hairpieces may be worn. The wig and hairpiece and the employee's overall appearance shall conform to the Department's general hair standards.

F. Supervisor's Responsibility

It is the supervisor's responsibility to ensure that sworn employees under their immediate supervision comply with these standards. Failure to comply with policy may be considered misconduct, and supervisors shall ensure that appropriate corrective action is taken.

G. Commanding Officer's Responsibility

Primary responsibility for complying with Department personal appearance standards rests with each sworn Department employee. However, each Commanding Officer is also responsible for ensuring that sworn employees within their command comply with these standards. Non-compliance with the Department's sworn personal appearance standards may be considered misconduct, and Commanding Officers shall ensure that appropriate corrective action is taken.

Employees who are authorized to wear any Department uniform, while working an Extra Job or Off-Duty assignment shall comply with the same standards as those for On-Duty officers. Failure to adhere to this standard, could be subject to have their work permit revoked or ultimately denied.

Any deviations to this policy shall only be authorized by the Chief of Police or his designee.

35.21 Body Armor (Redacted)

(41.3.5, 41.3.6)

Chapter 36 – Operation of Police Vehicles

36.1 Purpose and Scope

To establish the Roswell Police Department procedures regarding routine response, emergency response and pursuit driving by officers and employees of the Department.

36.2 Policy

Officers who engage in emergency vehicle operations must continually balance the need to do so against all known or apparent risks posed to the general public, the officer, and in some circumstances, the suspect. In all vehicle operations, employees shall exercise reasonable caution, prudence and due regard for the rights and safety of others.

36.3 Authority

The State of Georgia gives police officers the authority to disregard traffic laws under certain circumstances. Georgia OCGA § 40-6-6 states:

"40-6-6. Authorized emergency vehicles:

(a) The driver of an authorized emergency vehicle or law enforcement vehicle, when responding to an emergency call, or when in the pursuit of an actual or suspected violator of the law, or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this Code section.

(b) The driver of an authorized emergency vehicle or law enforcement vehicle may:

- (1) Park or stand, irrespective of the provisions of this chapter;*
- (2) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation;*
- (3) Exceed the maximum speed limits so long as he does not endanger life or property;*
- (4) Disregard regulations governing direction of movement or turning in specified directions.*

(c) The exceptions granted by this Code section to an authorized emergency vehicle shall apply only when such vehicle is making use of an audible signal and use of a flashing or revolving red light visible under normal atmospheric conditions from a distance of 500 feet to the front of such vehicle, except that a vehicle belonging to a federal, state, or local law enforcement agency and operated as such shall be making use of a flashing or revolving blue light with the same visibility to the front of the vehicle.

(d) The foregoing provision shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons.

(e) It shall be unlawful for any person to operate an authorized emergency vehicle with lights other than as authorized by subsection (c) of this Code section".

36.4 Department Vehicles

(41.3.1, 41.3.2, 41.3.3)

A. Marked Police Vehicles

All vehicles dedicated to the Uniform Patrol Division, utilized for routine patrol service will be conspicuously marked on either side, and rear, identifying the agency. The vehicle will also be marked with the assigned department vehicle number. (OCGA § 40-8-90, 40-8-91)

Police motorcycles shall be marked appropriately according to size and configuration of the vehicle. Vehicles used by investigators or administration in plain clothes are not required to be marked.

1. Authorized/Standard Equipment

All marked police vehicles will maintain the following authorized equipment:

- a. Exterior or interior mounted emergency lights;
- b. Siren;
- c. Mobile radio transmitter;
- d. Public address system;
- e. Automatic Vehicle Locator (AVL);
- f. In-car audio/video recording system;
- g. Laptop mobile computer stand;
- h. First Aid Kit
- i. Occupant safety restraining devices (all occupants are required to wear seat belts when the vehicle is in motion); and
- j. Interior protective barrier to separate arrestees from officers. The rear doors and windows are equipped with latches that are inoperable from the rear seats of the vehicle.
- k. Reflective traffic safety vest
- l. Traffic cones
- m. Flashlight
- n. Required paperwork/forms
- o. Designated accident/crime scene response vehicles shall have sufficient equipment available to process any scene.

Note. Vehicles may be equipped with radar units, Lo-Jack stolen vehicle locators and/or message boards.

2. No officer will remove or deactivate any issued equipment without the expressed written approval from the Chief of Police.
3. All equipment is to be kept in a suitable container in the trunk or interior of each officer's vehicle.
4. Officers are responsible for notifying their direct supervisors of any requests for equipment/supplies, which are used for operational readiness, which require replenishment or replacement. Supervisors will follow up to ensure the deficiency or request for the supplies is completed.

B. Unmarked Police Vehicles

Unmarked police vehicles will be equipped with emergency lights and siren. In compliance with OCGA § 40-8-91, unmarked vehicles will not normally be utilized for traffic enforcement activity. Officers driving unmarked vehicles while in uniform may make incidental traffic stops for significant violations.

Non-uniformed officers will only make traffic stops for traffic violations that endanger the public and when a marked vehicle cannot respond in time to make the stop. At any time, an unmarked vehicle conducts a traffic stop, a marked vehicle will respond as a backup unit.

This policy does not apply to agency owned or leased vehicles utilized for undercover operations.

36.5 Response to Calls

(41.2.1)

The following procedures contained in this policy provide officers with guidance and authority in the performance of their duties, and in some instances, provide certain limitations.

A. Routine Calls (Non-Emergency)

While on patrol or conducting routine operations, the posted speed limit will be observed and all traffic control signs and signals will be obeyed. Defensive driving and courtesy toward other drivers and pedestrians will be practiced at all times.

B. Emergency Response Driving

1. Officers shall respond to emergency calls in the following manner:
 - a. Activate all emergency equipment.
 - b. The operator of a vehicle responding in an emergency mode may disregard traffic regulations as provided in OCGA § 40-6-6; so long as the operator exercises due care and does not needlessly endanger life or property.
 - c. Civilians, not employed by the Police Department, will not ride in a vehicle responding in an emergency mode or while engaged in a pursuit.
2. The following dispatched events are classified as emergency calls and are examples of those authorized for emergency response, but is not intended to be conclusive:
 - a. In response to a call of an immediate serious injury
 - b. In response to a traffic accident with injuries or where injuries are unknown
 - c. To a call of a potential life-threatening nature
 - d. When a forcible felony is in progress or has just occurred
 - e. When failure to respond immediately would aid the perpetrator of the forcible felony to make an escape
 - f. When otherwise authorized by a supervisor
3. Supervisors may authorize an emergency response to instances not routinely classified as emergency calls, if there are articulable facts that life-threatening circumstances exist.
4. Officers are authorized to operate in emergency mode when necessary to access incident scenes, even when those incidents do not meet one of the above conditions.

C. Pursuit Driving

"Pursuit driving" is the immediate pursuit of an actual or suspected violator of the law where the violator is aware of the pursuit and increases his speed or takes evasive actions to avoid apprehension, or refuses to stop while maintaining a legal speed. The operator of a police vehicle in pursuit may violate traffic laws in accordance with OCGA § 40-6-6; so long as the operator exercises due care and does not needlessly endanger life or property.

Nothing in this policy is intended to prevent an officer from engaging and stopping a continuing threat to any human life. Restrictions listed in this policy: such as limited use of unmarked vehicles in pursuit, etc., may be exempted if the officer is responding to an emergency, where there is probable cause to believe that human life is currently and directly endangered.

36.6 Vehicle Pursuits

(41.2.2)

A. Purpose

The purpose of this policy is to establish directives for the initiation, continuation and termination of vehicle pursuits.

B. Policy

It shall be the policy of the Roswell Police Department to regulate the manner and circumstances for which vehicular pursuits are undertaken and performed, consistent with applicable Federal, State and current case law.

The following principles should be considered:

1. The "Balance Test" should be used as a guide in determining whether or not to pursue.
2. An officer's reasonable suspicion must be based on the facts perceived by the officers at that time.
3. Factors, which can be used in continuously assessing the need for apprehension versus risk created by the pursuit, are set forth below.

C. Definitions

1. **Authorized Emergency Vehicles:** The driver of an authorized emergency vehicle or law enforcement vehicle, when responding to an emergency call or when in pursuit of an actual or suspected violator of the law may exercise privileges of being exempt of rules of the road, only when, making use of an audible signal and use of a flashing or revolving blue light visible under normal conditions from a distance of 500 feet to the front of such vehicles as defined by OCGA § 40-6-6.
2. **Caravanning:** Direct participation in or following of, a pursuit by emergency vehicles other than the primary and authorized secondary units.
3. **Deadly Force:** Any force likely to cause great bodily harm or death. (See policy 16.78)
4. **Divided Highways:** Any highway that is separated into two or more roadways by;
 - Physical barrier
 - Clearly indicated diving section constructed so as to impede vehicular traffic

5. **Forcible Felony:** Any felony which involves the use or threat of physical force or violence against any person.
6. **Forcible Misdemeanor:** Any misdemeanor which involves the use or threat of physical force or violence against any person.
7. **High-Speed:** When the speed of a patrol car creates a situation that pushes near 100% of the maximum limits of the conditions present
8. **Marked Official Approved Emergency Vehicles:** A law enforcement vehicle displaying the markings of the police department on each side, and the back with the name of the agency responsible therefore, in letters not less than four inches in height, with at least one lamp when lighted shall display a flashing light visible for a distance of 500 feet, as defined by OCGA § 40-8-91.
9. **Precision Immobilization Technique (PIT Maneuver):** A technique whereby the driver's control of the target vehicle is physically interrupted by the pursuing vehicle through deliberate contact with the target vehicle's quarter-panel resulting in a predictable trajectory and transient interruption of the target vehicle's speed and direction.
10. **Primary Pursuit Unit:** The law enforcement unit that initiated the pursuit or the lead law enforcement vehicle in the pursuit when the initiating officer relinquishes the position.
11. **Proximate Cause:** Also known as direct cause. The result of a direct action and cause of loss to property or an injury that the court deem that the loss is the result of that one event.
12. **Pursuit Supervisor:** the ranking officer that is responsible for monitoring the pursuit and ensuring the pursuit is in compliance with policy.
13. **Pursuit-Rated Vehicle:** An authorized emergency vehicle that is specially designed and equipped for use during high-speed pursuits.
14. **Ramming:** The impacting of a suspect vehicle with an authorized emergency vehicle with force likely to cause great bodily harm or death.
15. **Reasonable Suspicion:** Those specific, articulable facts, and rational inferences based on the officer's knowledge, training and experience, that would lead a reasonable officer to believe that criminal activity is being, is about to be, or has been committed.
16. **Roadblock:** The forceable stopping technique of strategically positioning authorized emergency vehicles on a roadway with the intent of completely stopping the flow of vehicle traffic to aid in the apprehension of a suspect.
17. **Secondary Pursuit Unit:** Any law enforcement vehicle that becomes involved as a backup to the primary unit, and follows in the direct path of the pursuit or supports the primary unit at a safe distance. Secondary Units are immediately available to assume the primary role, or assist when the fleeing vehicle stops.
18. **Stationary Roadblock:** Any stationary device, method, restriction, or obstruction utilized or intended for the purpose of preventing free passage of motor vehicles in order to affect the apprehension of an actual or suspected violator in a motor vehicle. The use of channelization, rolling roadblocks/boxing-in, or the PIT maneuver shall not be considered a Stationary Roadblock.
19. **Termination Point:** The location where the pursuit comes to a conclusion.

20. **Termination of a Pursuit:** A pursuit shall terminate when the pursuing officer(s) turns off all emergency equipment and assumes normal vehicle operations and informs dispatch. Alternatively, when a suspect brings his or her vehicle to a stop.
21. **Tire Deflation Device:** A device designed to disable vehicle tires through slow, controlled deflation.
22. **Vehicle Pursuit:** A deliberate attempt by an officer or officers in an authorized emergency vehicle to apprehend a suspect or actual violator of the law who is driving and is actively attempting to elude apprehension and failing to yield to the officer's signal to stop.

Note. An officer who follows a driver whom he reasonably believes is in compliance with OCGA § 40-8-91(e) shall not be considered to be engaging in a Motor Vehicle Pursuit.

36.7 Initiation of Pursuit

(41.2.2)

1. A pursuit is authorized if the officer has a reasonable belief that the suspect, if allowed to flee, would be likely to cause serious injury or death.
2. No pursuit shall be initiated on the basis of traffic charges, unless the subject vehicle is being operated in a manner such as to endanger life and property, prior to pursuit. The Department acknowledges that officers must be given an opportunity to differentiate between a traffic violator, who has failed to yield and the inception of a vehicle pursuit.
3. Vehicle pursuits pose inherent safety risks to the public, the officer and the offender. In deciding whether to initiate or continue a pursuit, the officer shall continually balance the aforementioned risk vs the legitimate need to continue the pursuit.
4. The responsibility for the decision to engage in a pursuit or an emergency response and the methods employed, rests with the individual officer. In arriving at this decision, officers must carefully consider the factors involved, including the seriousness of the offense, and the safety of citizens, whose protection is the department's primary objective.
5. Unless there is, an immediate risk to public safety a pursuit should not be undertaken if the subject(s) can be identified with enough certainty that they can be apprehended at a later time.
6. A pursuit shall not be initiated or engaged in while providing transportation for any person, other than law enforcement officers (e.g. citizens, witnesses, arrestees).

36.8 Pursuit Responsibilities and Procedures

(41.2.2)

1. All emergency vehicle operations shall be conducted in accordance with OCGA § 40-6-6.
2. Upon undertaking a pursuit, the pursuing vehicle shall activate emergency lights, sirens, and cameras, and they shall remain activated for the duration of the pursuit.
3. Officer(s) engaged in a pursuit will wear their seatbelt at all times during the pursuit.
4. Upon undertaking a pursuit, the officer shall notify 911-Communications of the initiation of the pursuit.

Initial information should include:

- a. Unit Identification;
 - b. Location, direction of travel and speed of the pursuit;
 - c. Description of the pursued vehicle, including license plate number, if known;
 - d. Any information concerning the use of firearms, threat of force, or other unusual hazard;
 - e. The number, identity, and description of occupants, if known;
 - f. Traffic and weather conditions; and
 - g. Additional crimes observed, if any.
5. Any police vehicle sustaining damage to, or failure of, essential equipment shall not continue in the vehicle pursuit. The officer shall notify the 911-Communications Center so, if necessary, another police vehicle may be assigned to the pursuit.
 6. 911-Communications personnel shall notify an available supervisor of the pursuit, clear the radio channel of non-emergency traffic, and relay necessary information to other officers and jurisdictions.
 - a. When available, the secondary unit shall immediately notify the 911-Communications Center that they are joining the pursuit and should assume responsibility for relaying information to communications.
 - b. No pursuit shall be conducted in a direction against the lawful flow of traffic on a one-way street or lane of a divided highway.
 7. Unless circumstances dictate otherwise, a pursuit shall consist of no more than two (2) police vehicles: a primary and a secondary unit.
 - a. The number of vehicles engaged in a pursuit may be adjusted to fit the situation with supervisory approval.
 - b. A supervisor who has joined in the pursuit, and was initially supervising the pursuit, shall be considered an additional unit. If the pursuit supervisor joins the pursuit another supervisor will assume control of the pursuit, when available.
 - c. The supervisor shall consider units from other jurisdictions in determining the number of vehicles participating.
 8. Whenever possible, pursuit-rated vehicles should be utilized.
 9. The primary unit shall become secondary when the fleeing vehicle comes under air surveillance or when another unit has been assigned as the primary unit.
 10. The secondary pursuit officer shall have the following responsibilities:
 - a. Maintain a safe distance from the primary pursuit officer and the suspect's vehicle
 - b. Conduct all radio communications/transmissions during the pursuit.
 - c. Assume the primary role should the primary officer become unable to continue the pursuit.
 - d. Assist the primary pursuit officer as needed when the suspect vehicle is stopped.

36.9 Pursuit Supervisor Responsibilities

(41.2.2)

1. Supervisors are responsible for managing all vehicular pursuits to include determining whether the pursuit should continue or be terminated.
2. When made aware of a vehicular pursuit, the appropriate supervisor shall notify the 911-Communications Center that he or she is monitoring the pursuit and accepting supervisory responsibility.
3. The pursuit supervisor is responsible for:
 - a. Monitoring incoming information
 - b. Coordinating and directing activities as needed to ensure that proper procedures are used, to include ensuring that:
 - i. No more than the necessary number of units are involved;
 - ii. Where available, aircraft has been requested;
 - iii. The appropriate radio channel is being utilized; and
 - iv. Surrounding jurisdictions have been notified.
 - c. Terminating the pursuit when necessary
 - d. A supervisor shall respond to the termination point of any pursuit which was not cancelled.

36.10 Pursuit Management and Safety Procedures

(41.2.2)

1. Marked police units shall be the primary unit involved in vehicle pursuits. When a pursuit is initiated by a vehicle other than a marked unit, that initiating unit shall relinquish the role of primary unit when it has been assumed by a marked unit.
2. Motorcycles should not be used for pursuits except in extremely exigent circumstances and when weather and related conditions allow. Motorcycle units shall disengage when support from marked patrol units becomes available.
3. All intervention tactics short of deadly force such as tire deflation devices, low speed tactical intervention techniques, PIT maneuver, and low speed channeling (with appropriate advance warning) should be used when the conditions are favorable for the chosen tactic and when the officer utilizing the tactic has received appropriate training.
 - a. Officers shall employ only the force option that reasonably appears necessary to control the situation.
 - b. The decision to use intervention tactics shall be based on careful consideration of all facts known to the officer and should be initiated when conditions permit.
4. Pursuit intervention tactics should be used only when:
 - a. The officer has reason to believe the continued movement of the pursued vehicle would place others in imminent danger of serious physical injury or death.

- b. Once the pursued vehicle is stopped, officers shall utilize appropriate officer safety tactics. The suspect(s) shall be taken into custody in accordance with law and agency policy, using only the amount of force reasonably necessary to affect an arrest.

36.11 Pursuits Resulting in Traffic Accidents

(41.2.2)

All provisions of this law enforcement agency policy regarding the investigations of traffic accidents involving City-owned or city-leased vehicles will apply.

1. Officers involved in a crash during a pursuit shall:
 - a. Immediately or as soon as possible notify the communications center of the crash, describing all known information, number of casualties or injured, total number of vehicles involved and seriousness of crash.
 - b. When possible provide medical attention within the officer's capabilities, training and abilities
 - c. Ensure a supervisor is made aware of the crash
2. Officers involved in minor crashes that do not disable or render the vehicle unsafe may continue with the pursuit.
 - a. Officers shall immediately notify the 911-Communications Center of the location in which the crash occurred.
 - b. Request the response of a unit to check on the other involved vehicle and gather all necessary information for proper documentation of the crash.
 - c. In the unfortunate event of any crash involving a pedestrian regardless of severity of injury, an officer shall stop and render aid immediately. If the pursuing unit is the only officer in the immediate area, that officer shall terminate the pursuit and render aid. Officers will make all proper notifications through the 911-Communications Center and supervisor. Officers will render aid until relieved by EMS or other Qualified Emergency Personnel.
 - d. The incident shall be investigated by an outside state agency (i.e. Alpharetta Police Department or Georgia State Patrol) as determined by the Chief of Police or his designee.
 - e. A supervisor and TEU Crash Team member, who were not directly involved in the pursuit, shall respond and assist with the investigation of any pursuit that results in personal injury, serious property damage, or fatality.
3. Supervisors Responsibility in pursuits resulting in a crash:
 - a. The pursuit supervisor or any on duty supervisor, watch commander has the ability to terminate the pursuit immediately upon notification of the crash regardless of severity.
 - b. A supervisor shall respond to the scene of the crash to assist in the gathering of information
 - c. A supervisor will ensure statements and photographs or videos of the scene are collected
 - d. The supervisor on the scene of the crash will ensure the scene is protected should there be a need for a larger scale investigation regarding the crash.
 - e. The supervisor will make all proper command notifications.

36.12 Inter-Jurisdictional Pursuits

(41.2.2)

1. The pursuing officer shall notify a supervisor and the 911-Communications Center when it is likely that a pursuit will continue into a neighboring jurisdiction or across the county or state line. The 911-Communications Center shall immediately notify law enforcement in the jurisdiction being entered by the pursuit.
2. When a pursuit extends into another jurisdiction, the responsible supervisor, or the primary unit if a supervisor is not available, shall determine if the other jurisdiction should be asked to assume the pursuit.

The following should be considered:

- a. The distance between the pursuing and pursued vehicles and the speed involved
 - b. The pursuing officer's level of familiarity with the area
 - c. The willingness and capability of the other jurisdiction to assume control of the pursuit
 - d. Communication limitations at longer distances
3. If it is determined that the control of the pursuit should be relinquished to another jurisdiction, the request shall be clearly related to that agency. Confirmation of their acceptance of control of the pursuit should be obtained.
 4. Pursuit into a bordering jurisdiction shall conform to the laws of both jurisdictions and any applicable inter-jurisdictional agreements. The action of officers shall be governed by the policy of their officers' own agency.

36.13 Pursuits from Other Jurisdictions

(41.2.2)

Participation in a neighboring jurisdiction's pursuit is appropriate only in response to a specific request for participation. Mere notification of the existence of a pursuit shall not be construed as a request for participation. Upon such notification, the 911-Communications Center shall clarify whether this agency is being requested to assist in the pursuit.

Prior to acceptance of a pursuit from another agency, the responsible supervisor shall determine the degree of this agency's involvement, if any, and provide the appropriate direction.

36.14 Pursuit Termination

(41.2.2)

1. The primary unit and supervisor shall continually re-evaluate and assess the pursuit situation including all the initiating factors and terminate the pursuit whenever it is reasonable to believe the risks associated with continued pursuit are greater than the public safety benefit of making an immediate apprehension.
2. The primary unit may terminate the pursuit at any time.
3. A supervisor may order the termination of a pursuit at any time.

4. A pursuit should be terminated if the suspect's identity has been determined and apprehension at a later time is feasible, provided that immediate apprehension is not necessary to protect the public or officers.
5. The pursuit should be terminated if the pursued vehicle's location is no longer definitively known.
6. Termination of a pursuit can come in a variety of ways including a voluntary surrender, an accidental or intentional vehicle crash, a foot chase, a fight, or an ambush.
7. The safety of the public and the officers during the law enforcement effort to capture the offender is a consideration when a pursuit concludes. At the termination of a pursuit, officers need to continue thinking critically and act safely in the apprehension of a suspect. This shall be done in accordance with Federal and State law as well as Department policies and procedures.

36.15 Pursuit Intervention Tactics

(41.2.3)

Officers who have received the appropriate training are authorized to utilize the following pursuit intervention tactics.

A. Stationary Roadblocks

Because of the extreme and obvious dangers inherent in the use of roadblocks, it is the policy of the Roswell Police Department that roadblocks will not be utilized in pursuits, when it is apparent that innocent bystanders would be endangered.

1. Stationary roadblocks may be utilized by agency employees during a pursuit only on the order of a supervisor and then only as a last resort when the person being pursued has proved, by his method of flight, total disregard for the lives and safety of the public.
2. Once a decision has been made to utilize a stationary roadblock, the 911-Communications Center will announce on the radio the location of the roadblock and the situation requiring the roadblock. The dispatcher will also ensure that the principal pursuit patrol cars acknowledge the location of the roadblock. If the pursuing units do not acknowledge the existence of the roadblock, the roadblock will be immediately abandoned.
3. Under no circumstances shall vehicles other than agency vehicles be used as roadblocks. Once a roadblock has been ordered and a law enforcement vehicle has been stationed as part of a roadblock, no one shall remain in the vehicle.

B. Rolling Roadblocks

Under certain circumstances the use of the rolling roadblock is effective and the chance of injury and vehicle damage is greatly reduced. The decision to execute a rolling roadblock rests with the pursuing officer based on the totality of circumstances. In a pursuit of low to moderate speed (near or below the posted speed limit), blocking can be accomplished by positioning a patrol vehicle in front of the violator and one or two other patrol vehicles beside the violator as necessary. Speed should be reduced gradually until the violator is stopped. Every effort should be made to avoid actual contact with the violator vehicle. Only police vehicles are to be utilized in rolling roadblocks.

C. Precision Immobilization Technique (PIT Maneuver)

The Precision Immobilization Technique (PIT Maneuver) may be used in order to end the pursuit. Except when deadly force would be legally justified, the PIT maneuver shall not be utilized on any two wheeled vehicle, three wheeled vehicle or golf cart.

1. The PIT maneuver shall only be performed by officers who have received agency approved training. The use of the PIT maneuver is considered a use of force.
2. The decision to execute a PIT maneuver rests with the pursuing officer based on the totality of circumstances. The PIT maneuver Officer shall announce to assisting officers that the PIT maneuver will be performed, at the first available opportunity. When deciding whether or not to perform a PIT maneuver. Primary concerns include:
 - a. Safety of bystanders;
 - b. Suspect's speed;
 - c. Risk of injury to occupants of the suspect vehicle and officer(s) involved; and
 - d. Adequate space for the maneuver
3. The PIT maneuver should only be executed at speeds consistent with PIT training and in locations where it is reasonable to expect that the maneuver can be safely accomplished. It is recommended the PIT be used at speeds not greater than fifty (50) miles per hour.
4. Vehicular damage may occur to vehicles involved in the PIT maneuver. This tactic is a trained pursuit termination procedure in the use of force. Damage to the vehicle(s) involved in the maneuver is not an accident or crash, thus the Accident Review process shall not be initiated. Any damage that occurs shall be documented in the case report. Photographs of the involved vehicles shall be taken regardless of whether there is visible damage or not.

D. Tire Deflation Device

Officers with properly documented training to end a vehicle pursuit may use tire-deflating devices.

1. Tire deflation devices shall not be used when pursuing the following vehicles:
 - a. Motorcycles (unless deadly force is authorized);
 - b. School Buses (when children are on board);
 - c. Any vehicles transporting hazardous materials;
 - d. Other two-wheeled vehicles;
 - e. Semi-tractors and trailers (unless extreme/exigent circumstances exist); and
 - f. Any vehicle that would pose an unusual hazard.
2. The deploying officer will select a location and manner of deployment as to prevent the inadvertent striking of the device by vehicles other than the fleeing vehicle. The officer deploying tire-deflating devices must notify the 911-Communications Center of the location of the devices with ample time for pursuing units to be notified. Extreme caution should be used during deployment.
3. The deploying officer shall be responsible for removing the tire deflation device after its use. The use of the deflation device is not considered a use of force and is encouraged as a means of terminating vehicle pursuits.

36.16 Specialized Vehicles

(41.2.2)

- A. Unmarked units, motorcycles units and arrestee transport vans hereafter referred to as "Specialized Vehicles".

1. Unmarked units without both emergency lights and siren will not become involved in pursuits. Unmarked units with emergency lights and sirens will not become involved in a pursuit except when initiating a pursuit with a suspect involved in a serious felony. Once a marked unit joins in the pursuit the unmarked unit will act as the secondary pursuit unit backing up the marked unit. Once a second marked unit joins in the pursuit the unmarked unit must abandon the pursuit.
2. Police motorcycle units initiating a pursuit may continue that pursuit until a marked patrol vehicle joins the pursuit, at which time the motorcycle unit must abandon the pursuit. After abandoning the pursuit, the motorcycle unit will proceed to the termination point in a non-emergency mode unless otherwise directed by a supervisor. Motorcycle units are not authorized to join a pursuit as a secondary unit without the approval of the Traffic Enforcement Unit Commander or by the on-duty Watch Commander or Supervisor.
3. Vehicles transporting arrestees, witnesses, suspect, complainants, or passengers other than on-duty Roswell Police Officers will not engage in pursuits.

36.17 Aerial Support

A. When an aircraft is available to assist, the following guidelines will be used:

1. When the aircraft has advised that the suspect vehicle is in view, the Pursuit Supervisor may direct that the pursuing units discontinue close pursuit. However, the pursuing officers should continue using all of their emergency equipment (blue lights and sirens). Consideration should be given by the Pursuit Supervisor to the factors involved in the pursuit when making this decision.
2. The aircraft should continue to advise the suspect's vehicle location and approximate speed.
3. When directed to do so by the Pursuit Supervisor, police units may remain in the area of the suspect's vehicle in order to apprehend the suspect when feasible to do so.

36.18 Pursuit Reporting

(6.6; 41.2.2, 41.2.4)

A. Officer Responsibilities

1. Prior to the termination of the shift, the pursuing officer will complete an incident report, unless an extension is authorized by a supervisor.
2. All audio/video should be downloaded prior to the end of the shift.

B. Supervisor Responsibilities

1. The pursuit supervisor will respond to the scene of the pursuit termination to direct the collection of witness statements and to secure them for the supervisor assigned to investigate the pursuit.
2. Within three (3) duty days of receiving the pursuing officer's incident report, the assigned investigating supervisor will complete the Blue Team software Pursuit Report, unless the Watch or Division Commander authorizes an extension.
3. A supervisor, who was not involved in the pursuit, will conduct an investigation for each pursuit, by officers under their command and will review each case for compliance with Department policy.

The following information will be collected, when available, to assist in the investigative and reporting process:

- a. In-car and other available video recordings
 - b. 911-Communications Center recordings (radio traffic and related telephone traffic)
 - c. Accident reports
 - d. Incident Reports
 - e. Suspect statements
 - f. Maps of pursuit and/or AVL data maps
 - g. Additional information as determined by the investigating supervisor
4. After the Vehicle Pursuit Report is reviewed, the Watch Commander will conduct a comprehensive debriefing of the pursuit. The debriefing will emphasize lessons learned and include a discussion of safety issues, tactics, training issues, and compliance with Department policy.
 5. The complete report will be forward through the chain-of-command to the Office of Professional Standards (OPS) Division Commander. The OPS Commander will ensure that the Chief of Police is notified of significant issues and disciplinary actions, which result from vehicle pursuits.

36.19 Pursuit Training

(2.1; 41.2.2, 41.2.3)

- A. All sworn personnel will receive initial training and an annual review of the agency's pursuit policy. Pursuit training will consist of the following topics:
 1. Department Policy and Legal Updates
 2. Vehicle Operations
 3. Pursuit Intervention Tactics
 - a. Stationary Roadblocks
 - b. Rolling Roadblocks
 - c. Precision Immobilization Technique (PIT)
 - d. Tire Deflation Device (Stop Sticks)

Initial PIT training will be authorized or provided by the Department for patrol officers as needed.

36.20 Annual Review and Analysis of Pursuits

(6.6; 41.2.2)

The Office of Professional Standards will conduct an annual documented analysis of all pursuit reports to assess patterns or trends that may indicate training needs, recommendations or policy modifications. Additionally, the annual analysis shall include a documented review of pursuit policies and reporting procedures approved by the Chief of Police. Statistical data regarding vehicle pursuits will be submitted to the Georgia Association of Chiefs of Police.

Chapter 37 – Traffic Function / Accident Investigation

The responsibility for the enforcement of traffic laws and regulations rests with all uniformed personnel of the Department. All sworn officers, while on duty and in uniform, will take appropriate enforcement action for all violations of traffic laws and regulations they observe. Members of the Uniform Patrol Division (UPD) will have primary responsibility for traffic enforcement and accident investigation.

37.1 Police Traffic Function

Traffic law enforcement is one of the primary responsibilities of the agency and has as its basic objectives:

- A. Identifying and removing those drivers whose behavior indicates that they are an immediate danger to the public, i.e., intoxicated drivers;
- B. Improving driving behavior that differs from the accepted or legal requirements through direct enforcement and driver observation of police enforcement activities; and
- C. Developing and encouraging voluntary compliance with traffic laws and ordinances through a continuing enforcement program.

37.2 Traffic Enforcement Unit (TEU)

(46.2.7)

The Traffic Enforcement Unit (TEU) is the Department's traffic enforcement component and is primarily responsible for enforcement of traffic laws that cause motor vehicle and pedestrian accidents. In addition to enforcement of traffic laws, the police traffic function of the TEU will consist of the following elements:

- A. Planning, analysis, inspection, and coordination of the Department's police traffic services program through data analysis of traffic accident information and enforcement patterns
- B. Technical accident investigation and reconstruction (if needed), to include investigation of all fatality accidents and serious personal injury accidents as needed
- C. Development and coordination of the Department's selective enforcement program, to include specialized speed enforcement efforts;
- D. Calibration and maintenance of speed measuring devices (Radar, VASCAR, Laser, etc.), preliminary breath testing devices and their records
- E. Evaluation and coordination of enforcement activities resulting from citizen complaints
- F. Follow-up investigation of all hit and run accidents
- G. Special events coordination where vehicular or pedestrian traffic is concerned
- H. Investigation of accidents involving City-owned or City leased vehicles that occur within the Department's jurisdiction
- I. Traffic safety education, in conjunction with the Community Relations Unit
- J. Enforcement of Driving Under the Influence of Alcohol / Drugs (DUI) violations

37.3 Traffic Enforcement Goals and Objectives

- A. The objective of the Roswell Police Department's traffic enforcement program is the reduction of fatalities, personal injuries and property damage as a result of traffic accidents. To this end, the Department will collect and analyze traffic accident data in order to direct selective enforcement efforts to those areas or conditions that contribute to traffic accidents.
- B. The reduction of the number and severity of traffic accidents will be the sole motivation of the Department's traffic enforcement efforts without consideration to the generation of revenue or imposition of quota systems.
- C. The goal of each watch or unit involved in the Department's selective enforcement effort will be a reduction in the number or severity of traffic accidents in areas targeted as a result of accident data analysis.

37.4 Traffic Enforcement Unit Members

A. Hit And Run Investigator

The Hit and Run Investigator assignment is responsible for the follow-up investigation of all hit and run accidents that occur in the Department's jurisdiction and for issuing citations or making arrests for violations discovered during the investigation. The Investigator may assist all personnel with the collection and preservation of evidence related to hit and runs and is responsible for processing all evidence recovered from hit and run accidents. The Hit and Run Investigator answers directly to the TEU Supervisor or Watch Supervisor on duty during assigned work hours. Work hours are assigned by the UPD Commander. This position may be assigned to investigate traffic fatalities, City vehicle accidents, or any other duties as needed.

B. Traffic Enforcement Officer

TEU Officers are responsible for enforcement of traffic laws primarily through selective enforcement techniques and procedures. TEU officers are strategically deployed to:

1. Areas determined to be high areas of traffic accidents. Decisions will be based on monthly accident reports and general accident patterns
2. The subject of citizen complaints regarding violations of traffic laws
3. Target specific violations or high violation areas

Officers in this position are responsible for providing assistance to other officers in relation to their expertise in accident investigation and traffic law enforcement.

TEU Officers answer directly to the TEU Supervisor. If there is no TEU Supervisor on duty, TEU Officers answer directly to the Watch Supervisor.

37.5 Uniform Responsibilities

Each watch may assign patrol officers to traffic enforcement duties. These officers will be deployed in the same manner and with the same responsibilities as TEU officers.

37.6 Uniform Enforcement Procedures for Traffic Law Violations

(61.1.5, 71.1.1, 71.3.3)

Good judgment by the police officer in consideration of the circumstances and conditions at the time of the violation will ensure appropriate action and gain the public confidence in traffic enforcement.

A. Driving Under The Influence (DUI) Of Alcohol / Drugs

Driving under the influence has been interpreted by various courts to mean that there is a presumption of impairment when their ability to operate a moving motor vehicle is reduced or impaired by the consumption of alcoholic beverages or other drugs. The mere fact that a driver has the odor of alcoholic beverages on his or her breath is not sufficient cause for arrest. The violation is when the driver's ability is impaired.

Arrests are determined by the driver's observed operations on the roadway or involvement in an accident, field sobriety tests and blood alcohol tests.

B. DUI Countermeasures And Enforcement Program

1. Drivers impaired by alcohol and / or drugs represent a serious threat to the lives and public safety. Consequently a comprehensive, coordinated and ongoing countermeasures program involving education, enforcement, adjudication, treatment and public support is essential if a program is to have long term success in combating the DUI problem.

Enforcement is one of the key elements in the DUI Countermeasures program. If the Department does not detect and apprehend impaired drivers, the rest of the system cannot function.

2. Patrol officers must be alert for signs of alcohol and / or drug impairment in all contacts with motorists. After conducting an initial examination at the scene of the traffic contact and upon determining that probable cause to arrest is present, the officer will affect a physical arrest of the subject.
3. Chemical tests will be offered in accordance with the Georgia Implied Consent law and Department policies and procedures. Officers are reminded that chemical tests are supplemental tools only, and a refusal to submit to a chemical test will not constitute cause to issue a citation for a lesser offense.
4. All officers will be familiar with DUI detection and field sobriety tests. If any officer recognizes a need for additional training in either area, the officer should seek advanced training through the chain-of-command by making application to the Training Unit.
5. The DUI Enforcement Program uses various combinations of the following counter-measures: selective assignment of personnel to and surveillance of locations where significant violations/accidents have occurred; selective safety checks for deterrence purposes; and enforcement of DUI laws.

C. DUI Procedures

The procedures below address driving under the influence cases:

1. A motor vehicle will be stopped based on reasonable suspicion and/or probable cause for an arrest. In talking to the driver, the officer will observe the manner of his or her speech and note any odor of alcoholic beverages on the breath/person of the driver.

2. After field sobriety tests are administered, and the officer has determined that the driver is in violation of Georgia DUI laws, the driver should be placed under arrest. Once the driver is placed under arrest for DUI, he or she becomes subject to testing procedures under the Implied Consent Law.
3. It is now imperative that the suspect be read the Implied Consent Notice in its entirety at the scene or as soon as practical. It must be read understandably, clearly and exactly as it is printed on the card currently issued by the Department of Public Safety. The officer should state clearly which test or tests are requested and ask the suspect if he or she understands the warning and rights.
4. If the suspect consents to a breath test, he/she will be transported to the nearest Intoxilyzer. The Roswell Police Department's Intoxilyzer 9000 machines are located in Building B of the Law Enforcement center, adjacent to the Sally Port. Access to Building B is restricted for authorized personnel only. The following procedures shall be followed during the use of the Intoxilyzer machines:
 - a. Only certified Georgia Intoxilyzer 9000 operators may administer the test.
 - b. Arrestees shall remain under the continuous personal supervision and control by an officer at all times.
 - c. Officers will remain armed and in control of their agency approved weapons at all times, during the testing process.
 - d. The arrestee will remain in handcuffs or other agency approved restraints for the duration of the testing process.
 - e. Officers' body worn cameras will remain activated throughout the testing process.
 - f. Officers will notify dispatch of their arrival and departure.
 - g. Officer portable radios are equipped with emergency notification buttons, in case of a need for emergency assistance.
 - h. The officer conducting the test will print and file four (4) copies of the test results, which will be filed as follows:
 - i. One (1) copy will be placed in the provided folder, mounted on the wall near the machine.
 - ii. One (1) copy will be provided to the arrestee.
 - iii. One (1) copy will be turned in the Records Section, to be scanned and uploaded into RMS and made available for court.
 - iv. The Intoxilyzer operator will retain One (1) copy.
 - i. If the breath test results indicate no alcohol present or an amount that is low compared to the observed level of impairment, the officer will re-read the Implied Consent Notice for blood/urine test and consider requesting the assistance of a Drug Recognition Expert (DRE) certified officer for evaluation of the arrestee.
 - j. If the machine fails during testing, due to operator error, RFI interference, or other technical issues, the operator may correct the issues and re-attempt the breath test. If the further failure occurs and the test cannot be completed, the operator will re-read the Implied Consent Notice for blood/ urine testing and follow the procedures outlined in this policy.

- k. Situations may warrant more than one test to be given and in these situations the officer must read the Implied Consent Notice again, requesting a subsequent test each time.
5. The Traffic Enforcement Unit Lieutenant or his designee shall serve as the department liaison for maintenance and required inspections of the Intoxilyzer 9000 machines.
 - a. The department liaison will coordinate with the Georgia State Patrol to ensure quarterly inspections of the machine are completed.
 - b. The department liaison will be responsible for documenting completion of all required certifications and inspections of the Intoxilyzer 9000 machines. Certification and inspection documentation will be stored in the TEU folder, located on the shared drive.
 - c. If issues related to machine failure, low printer toner, or other maintenance-related problems occur, officers will notify the department liaison via email.
6. If a blood and/or urine test is to be administered, the arrestee will be transported to the nearest hospital for collection of the samples by proper medical personnel. (See 34.3 "Collection, Preservation and Presentation of Physical Evidence")
7. Persons arrested for DUI with or without a valid driver's license that refuse to take the test to determine alcohol / drug content, will be processed through the Fulton County Jail and placed in jail. The arresting officer is required to complete all necessary documentation to include the incident report, DPS 1205 (Implied Consent Affidavit Form), and citation(s) and/or warrants. The DPS 1205 (Implied Consent Affidavit Form) must then be forwarded to the Uniform Patrol Administrative Assistant to be mailed to the Department of Drivers Services as soon as possible, but not later than it would take to reach DDS within ten (10) days. A copy will be given to the offender.
8. DUI violators will be incarcerated and not turned over to a third party except in extreme circumstances authorized by a supervisor.
9. The driver's vehicle may be released to another at the driver's request provided all other surrounding circumstances are reasonable and safe. If no one is available to pick up the car and it cannot be safely left at the stop location, it will be impounded for safekeeping. Officers are not compelled to tow the car if it can be reasonably released with the driver's permission. Obviously if the vehicle must be impounded for evidentiary reasons, the driver will not be afforded the opportunity to release the car.
10. When a person is charged with DUI, the arresting officer is to take the driver's license (Georgia or out of state) and attach it to the DPS 1205 Form. If the driver refuses to submit to the breath test, a copy of the refusal will also be attached to the court's copy of the citation.
11. Officers responding to traffic accidents involving DUI on public or private property will follow all procedures relating to DUI enforcement and include all necessary information on the Uniform Motor Vehicle Accident Report as required.

D. Speed Law Violations / Extenuating Circumstances

Speeding violations are to be considered as a type of offense which causes auto accidents, property damage and injuries. The enforcement of speed violations is considered to be a high priority, especially in those areas which have proven to possess a high injury-accident rate. Speeding enforcement should also be given on the residential streets and at those locations where citizen complaints have indicated that speeding violations occur. The following guidelines should be followed when taking enforcement action:

1. All detected speeding violations should be enforced by a written warning or citation, especially at the locations and times noted in selective enforcement reports
2. The use of speed detection devices are governed by applicable state law (O.C.G.A. 40-14-8)
3. When speed has been determined to be the causative factor in a traffic accident, a citation should be issued. This includes speed related offenses such as "following too closely" or "too fast for conditions"

E. Hazardous Moving Violations

Hazardous traffic law violations are defined as those violations affecting the use or protection of streets or highways enacted primarily to regulate safe movement of vehicles and pedestrians. It is Department practice to issue citations or arrest, if appropriate, for hazardous moving violations and operating unsafe or improperly equipped vehicles.

F. Equipment Violations

When a vehicle is found to be in violation of several equipment requirements, a citation should usually be issued for the most serious violation.

G. Commercial Vehicles

Enforcement of commercial vehicle laws is governed by applicable state laws and local ordinances.

H. Non-Hazardous Violations

Minor traffic infractions may be resolved by written warnings.

I. Multiple Violations

1. When multiple violations are observed which can be classified separately as having distinctly different elements, they will be dealt with independently. A motorist stopped for following too closely and subsequently found to be operating without a driver's license should be issued two separate citations.
2. A warning citation may be issued at the officer's discretion for a non-hazardous (and non-serious) violation in conjunction with another citation for a more serious equipment or hazardous moving violations. For example, a warning for a seat belt violation may be issued when a subject has been stopped and given another citation for speeding.

J. Newly Enacted Laws, Traffic Control Devices and/or Regulations

Normally, a grace period (30 days) is established during which only warnings will be given. Thereafter, officers should use discretion.

K. Pedestrian Enforcement

In enforcing traffic laws pertaining to pedestrians, officers will concentrate their efforts on pedestrian violations in those areas where complaints have been received. Prior to any substantial increase in the enforcement effort directed toward pedestrian traffic, sufficient publicity and community awareness campaigns should be conducted.

L. Bicycle Enforcement

Bicycles often receive a low priority in the overall enforcement of traffic laws. This is often due to the perceived seriousness of the violations, the age of the violators, or difficulty in apprehending the violator.

The use of bicycles as a major means of transportation, both for business and recreation, has resulted in an increase in traffic accidents involving bicycles and an attendant increase in traffic fatalities and personal injury accidents. It is inherent in the role of the police to enforce those laws relating to the safe operation of bicycles.

M. Off-Road and Recreational Vehicles

When investigating the use of recreational vehicles on private property, attempts will be made to contact the property owner to determine if permission has been granted, and in writing to operators of recreational vehicles to operate on the owner's property. If the owner's permission is not granted, the operators are in violation of state law O.C.G.A. 40-7-4. If violations of other applicable laws occur while operating a recreational vehicle, such as DUI, reckless driving, hit and run, or criminal damage to property, additional enforcement action may be taken by officers. Any recreational vehicle driven upon public roadways will fall in accordance with registration laws and driver's license laws as would any other motor vehicle driven upon public roadways.

N. Parking Violations

When enforcing parking violations, particularly in residential areas, the officer should first attempt to correct a parking problem by attempting to locate the owner of the vehicle and having the vehicle removed. If compliance is not achieved, a citation may be issued. If an immediate hazard is caused by the violation, the vehicle should be towed. An effort to contact the owner of the vehicle should be attempted before the vehicle is towed. Blocking a roadway is sufficient reason for the vehicle to be towed.

1. Parking Violation Procedures

- a. Whenever an officer finds a motor vehicle which has been abandoned or left unattended on a public street, road, highway, controlled access highway or other public property, they are authorized to have the motor vehicle impounded when such motor vehicle **poses a threat to public health or public safety**. This is done pursuant to O.C.G.A. 40-11-3 or City Ordinance.
- b. When an officer finds a motor vehicle which has been abandoned or left unattended on a controlled access highway (Ga.400) and such vehicle is not a threat to public health or safety, the vehicle may only be impounded after 24 hours. Once an abandoned or unattended vehicle, that is not a hazard, has been identified by a by an officer, the officer should immediately tag the vehicle and the 24 hour period will begin at that time. This is done pursuant to O.C.G.A. 40-6-206.
- c. Whenever an officer finds a motor vehicle which has been abandoned or left unattended on any public street, road, highway or other public property (other than Ga. 400) and the motor vehicle does not pose a threat to public health or safety, the officer must allow a period of at least five (5) days to expire before impound. The five day period should begin once the vehicle has been tagged or actual time has been confirmed. In this situation, the officer must reasonably believe that the person who left such motor vehicle unattended does not intend to return and remove the vehicle. This is done pursuant to O.C.G.A. 40-11-3.

- d. The City of Roswell Code of Ordinances allows police officers to impound a vehicle that is found to be parked in any place within the corporate city limits where parking is not permitted at that particular place and/or time, or where temporary or limited parking has been placed by the Chief of Police pursuant to local ordinance.
- e. Once a decision has been made by an officer to impound a vehicle pursuant to this section, the officer must include pertinent information in the report and include the state law or local ordinance relied on for the impound, and if the vehicle had been previously tagged and the date of the tagging. Impounds will be properly documented on a miscellaneous incident report.
- f. Abandoned vehicles will not be impounded from private property unless:
 - i. The vehicle is wanted in connection with a crime;
 - ii. Emergency conditions exist- the vehicle constitutes an immediate danger to life and / or property.
 - iii. Junked Motor Vehicles - Per Roswell Ordinance, any person employed by the city to remove junked vehicles constituting a nuisance has the right to enter private property to remove a junked motor vehicle.
- g. Particular emphasis is placed on enforcing improper parking on properly marked fire lanes (yellow or red curb and warning signs) and unlawful parking in properly marked handicapped parking spaces. A City of Roswell Parking Ticket or, if the driver is present at the time of issuance, a Georgia Uniform Traffic Citation should be issued. The code for fire lane violations is a Roswell City Ordinance and the code for handicapped parking violations is State Law (OCGA 40-6-225).

O. License Violations

When encountering a driver with no license on person officers should check through the computer, by name and date of birth or driver's license number, for the current status of driving privileges. If the violator has a valid license, officers' actions should be dictated by the initial violation or contact.

1. If the driver does not have a valid license listed on GCIC / NCIC records, the officer should determine if the violator was ever issued a license through this state or other state of residency. If it can be determined no license was ever issued, the officer will make a physical arrest for no driver's license, unless extenuating circumstances prohibit a physical arrest (e.g., medical emergencies, in some cases child care restrictions). If a physical arrest is not made, the supervisor on duty will be notified and a report will be written.
2. If the violator was issued a license in this or other state of residence and the violator's driving privileges have been revoked or suspended, the officer should cite for driving under suspension or revocation and the driver should be arrested.
3. If the driver is not eligible to drive other arrangements should be made (e.g., another licensed driver in the vehicle, or someone who can come and get the vehicle up). The vehicle need not be towed if it is legally and safely parked or on private property with the property owners permission.
4. If there is doubt about the correct status of a license suspension and verification of court action cannot be gained within a short period of time, the officer should release the driver until verification by teletype is gained. A citation can then be issued when confirmation of the license suspension is received.

37.7 DUI Forced Draw Program

A. Purpose

To establish guidelines and procedures for using search warrants to obtain blood evidence from suspected impaired drivers who refuse to submit to chemical testing.

B. Policy

The Department recognizes the need to combat the ever increasing incidents of suspected impaired drivers refusing to submit to the required chemical testing after their arrest and implied consent has been read. Thus, the department has adopted the blood draw program as a means of reducing these refusals and possibly aiding in more convictions in court. The acquisition of blood evidence is governed by O.C.G.A 40-5-67.1 (d.1) which became effective July 1, 2006.

C. Scope

Search warrants to obtain blood from suspects can be obtained in the following situations;

1. Fatality traffic collision.
2. Serious injury traffic collision.
3. The driver refuses to do Standardized Field Sobriety Tests or refuses the State chemical test.
4. Known repeat DUI offenders.
5. Other serious crimes as needed with approval of a supervisor

D. Procedures

1. Persons arrested for driving under the influence who refuse to take the required chemical test will be transported to the designated Detention Center so that the officer can obtain a search warrant via Electronic Warrant Interchange (EWI) system.
2. An officer will maintain visual contact with the arrestee while the search warrant is obtained and during the blood draw. To eliminate any implication of coercion, the officers will not tell the arrestee that they are obtaining a search warrant for their blood.
3. Each officer applying for a search warrant is responsible for corroborating the facts stated in the search warrant affidavit and determining the accuracy, validity, and truthfulness of the information presented.
4. The warrant must be signed by a neutral and detached magistrate who is authorized to hold a court of inquiry for any area of the county in which the premises described in the search warrant is located.
5. After obtaining the search warrant, the arresting officer will contact **Ten-Eight Forensic Services, Inc.** by calling the primary dispatch telephone number **678-977-5828** (secondary telephone number 678-977-4717) to request a technician to respond and complete the Georgia Bureau of Investigations (GBI) Blood test kit.

The following information must be provided to **Ten-Eight Forensics, Inc.** at the time of the request:

- a. The location and address for requested services
- b. Services requested are for a consented draw or if a search warrant has been obtained
- c. Telephone number for Roswell Dispatch or arresting officer

Note. The person arrested will be served with a copy of the signed search warrant before the blood draw.

6. If for some reason two (2) blood samples cannot be obtained by **Ten-Eight Forensic Services, Inc.** (i.e. dehydrated, etc.) the reason will be documented on all paperwork.
7. The arresting officer and supervisor will be present during the drawing of the blood, and will note the name of the technician who drew the blood and the time on all necessary forms to include the incident report. If the officer suspects the person is under the influence of drugs, it should be documented on the crime lab paperwork to check for both alcohol and drugs.
8. After completing the GBI blood test kit, the arresting officer will ensure all necessary forms have been completed before the technician leaves. The arrestee will then be turned over to the designated Detention Center for processing. A copy of the search warrant will be left with the arrestee.
9. If the subject of the warrant refuses to cooperate with the blood draw and is suspected of a serious offense, which resulted in great bodily injury or death, they will be advised that they will be restrained to facilitate the draw. If they still refuse to comply, then the arrestee will be secured to safely facilitate the blood draw at the discretion of the supervisor. Arrestees will not be restrained and physically forced to comply with the search warrant for minor offenses.
10. After the arrestee has been secured, the arresting officer will read the search warrant to the arrestee. Once the blood sample is attained, the arresting officer will complete the GBI blood test kit.
11. If for any reason the technician cannot obtain a blood sample after (4) needle sticks (i.e. dehydrated, resisting, etc.), no further attempts will be conducted. The arresting officer will note the reason in their report.
12. If the arrestee advises without prompting that, they want to take the breath test that opportunity will be afforded to them, after the blood draw has been completed.
13. The sealed G.B.I. blood test kit will be taken to the Property and Evidence Room where it will be secured in an evidence refrigerator. All protocols for entering the GBI blood test kit in evidence will be adhered to. A GBI Online Evidence Submission Form and a copy of the incident report must be submitted with the blood test kit.
14. After the blood draw has been completed, it is the duty of the arresting officer to return the search warrant to the court and file a verified list of items seized.

E. Training

It will be the responsibility of the Training Unit to provide selected sworn personnel with the necessary training to obtain blood evidence via the use of a search warrant.

Trained medical personnel (i.e. Ten-Eight Forensic Technicians) will only conduct forced blood draws. The search warrant for blood in a DUI case will be obtained by law enforcement personnel with the approval of a supervisor.

37.8 Requests for Re-Examination of Drivers

(61.1.11)

Any officer having reason to believe that a person is not physically or mentally qualified to be a Georgia licensed driver should send that person's name, address and date of birth to the Georgia Department of

Drivers Services (OCGA 40-5-34c). The request for re-examination will be in letter form to the Driver's License Advisory Board.

Physical or mental defects must be described in specific detail and the specifics of the incident must be written in such detail that reasonable grounds for the re-examination are conclusively established. The request for re-examination letter must be signed by the initiating officer and the officer's supervisor.

37.9 Officer / Violator Relations and Information to Violator

Traffic law enforcement is one of the routine tasks performed by patrol officers, but for the violator it is frequently an emotional experience. Officers should be aware of these conditions, should strive to make each contact educational, and leave the violator with the impression that the officer has performed a necessary task in a professional and friendly manner. Traffic stops have two objectives which the officer seeks to achieve. The first objective is to take appropriate enforcement action and the second is to favorably alter the violator's future driving behavior. This requires a thorough understanding of human relations and demands flexibility of the officer.

37.10 Traffic Stop Procedures (Redacted)

(61.1.7)

37.11 Special Processing

(61.1.3)

A. Non-Residents

1. If a violator's state of residence is a member of the Non-Resident Violator Compact (see section below), the officer may release the person on a copy of the citation and will advise the violator that if the citation is not paid, or if he / she does not appear in court on the date indicated, the State of Georgia will notify the Department violator's home state and the driver's license will be suspended until the fine is paid.
2. If a violator's state of residence is not a member of the Non-Resident Violator Compact, the violator must post a bond. The violator may be escorted to the Roswell Police Department Jail to post a bond. The citation should be marked "Posted Bond" in the remarks section of the citation, and appropriate copies forwarded to the Records Clerk.

The following states are NOT members of the Nonresident Violator Compact:
Alaska, Michigan, Oregon, California, Montana and Wisconsin

Persons holding a license from any other state fall under the Nonresident Violator Compact Agreement.

B. Juvenile Offenders

1. When a driver who is the age of 16 or younger (with or without a valid driver's license) violates a motor vehicle law or ordinance where a citation is written, the case is directed to the Fulton County Juvenile Court. No court date should be given either verbally or in writing; the Juvenile Court will handle the notification as to when the juvenile is to appear. The remark section of the citation should be clearly marked "JUVENILE".
2. A Juvenile Complaint Form will accompany the following traffic violations whether the juvenile is arrested or released with a citation.
 - a. Homicide by Vehicle

- b. Manslaughter
 - c. Driving Under the Influence (DUI)
 - d. Failure to stop and render aid
 - e. False affidavit relating to ownership of vehicle
 - f. A felony in the commission of which a motor vehicle is used
 - g. Racing on the highway or street
 - h. Fleeing or attempting to elude an officer
 - i. Fraudulent or fictitious use of a license
 - j. Hit and run or leaving the scene of an accident
 - k. Laying drags
 - l. Display of another person's license
3. A Juvenile Complaint may also accompany other citations where the officer feels that additional information surrounding the circumstances of the violation would be beneficial to the court.
 4. Juveniles that are taken into custody for D.U.I. should be read their rights under the Georgia Implied Consent Law for the purpose of the chemical test(s) for alcohol or drugs.
 - a. If the juvenile takes the test(s), the results should be noted in the Juvenile Complaint form.
 - b. If the juvenile refuses to take the chemical test(s), it should also be noted and the proper forms for a refusal completed and forwarded to the Georgia Department of Drivers Services.
 - c. Drawing of blood and / or obtaining urine samples should be done by qualified medical personnel.
 - d. All necessary precautions should be taken to expedite the juvenile's stay in the book-in area. The juvenile may not be placed in any holding cell.

37.12 Stopping a Known or Suspected Felon (Redacted)

(61.1.7)

37.13 Traffic Citations, Incident, and Supplemental Reports

- A. Accurate, timely and complete reports are fundamental to this Department's efficient and effective operation. Reports by uniform personnel will be completed and submitted to a supervisor by the end of the watch, unless prior approval has been granted.
- B. The supervisor will check each report for accuracy, completeness and legibility. The supervisor will physically or electronically sign the approved report. Approved reports are forwarded to the Records Section. Hand written traffic citations are also forwarded and distributed as follows:
 1. Court Copy - Municipal Court (Roswell Court Services)
 2. Dept. of Public Safety Copy - Roswell Court Services
 3. Issuing Department Copy - Records Section
 4. Violator's Copy - Violator
 5. Officer's Copy - Retained by the officer for one (1) year from date of issuance

Exceptions. For all traffic arrests the first three copies will be left with the jail at the time of book-in.

- C. Reports will be printed legibly in black ink or typed.

- D. E-tickets will be submitted electronically to records. In the event of an arrest, the court and violator copy will be turned in to the jail.

37.14 Warning Citations

Warning citations may be issued to violators on a Department Warning Ticket or a Uniform Traffic Citation form (UTC) for minor traffic violations. The warning citation should contain all normal information *except* a court date. When using a UTC, the pre-printed word "Warning" should be circled, the word "WARNING" written in the remarks section and an "X" drawn through the court date section at the bottom. For E-tickets, the "Warning" box will be checked and the court date removed.

37.15 Accountability for Traffic Citations

- A. The Department utilizes both electronic generated citations and paper citation books as a mean of issuing citations to officers.
 - 1. Support Services Division (SSD) personnel shall issue multiple paper citation books to supervisors who will then assign the citation books to officers.
 - 2. Electronic generated citation numbers are issued to officers through the Department's OSSI/RMS System.
- B. Records of the issuance of traffic citation books are maintained by SSD personnel and compared to records of completed and voided citations. Officers shall account for all traffic citations assigned to them.
- C. Any voided, damaged, or otherwise unused paper citations will be marked with the assigned officer's name and badge number and all copies forwarded to SSD. An incident report shall be completed for all lost or stolen traffic citation books.
- D. All unassigned paper citations shall be secured in a locked area or cabinet accessible only to Support Services Division personnel.
- E. The Support Services Commanding Officer is responsible for periodic auditing of traffic citations.

37.16 Traffic Direction and Control

(61.3.2)

- A. Traffic direction and control are necessary to ensure the safe and efficient movement of vehicles and pedestrians. Police officers will be assigned to carry out identified traffic direction and control functions only at those times and places where law enforcement authority and / or human intervention is required to ensure safety and efficiency, and until such time that the problem is resolved.
- B. Emergency conditions may dictate the manual control of traffic. These include but are not limited to:
 - 1. At the scenes of traffic accidents
 - 2. At felony stops (when practical)
 - 3. At the scenes of fires (firefighters might also be utilized)
 - 4. Malfunctioning traffic signals as a result of power outages or signal damage;
 - 5. During periods of adverse road and weather conditions
 - 6. Road construction
 - 7. Special events and functions
- C. In order to establish uniform procedures for the provision of traffic direction and control, the following will be adhered to:

1. Equipment

Officers will wear the following equipment for safety when directing traffic in the roadway.

- a. Reflective vest
- b. Approved headgear (optional)
- c. Flashlight and traffic cone (low light conditions)
- d. Patrol Uniform (not training uniform)

Exception. An exception to the above will be made only when the urgency of the situation requires that first responder officers immediately administer first aid, relieve congested traffic or secure the scene. As soon as the emergency situation stabilizes or assistance arrives on the scene, the officer must put on high visibility equipment.

2. Traffic Control At Fire Scenes

- a. Officers engaged in traffic direction at fire scenes will ensure ingress and egress from the scene by emergency vehicles.
- b. No vehicles are allowed to cross fire hoses without the approval of the senior fire official on the scene. Ordinance 4-9.23F.3.
- c. Parked vehicles which interfere with fire operations may be towed as needed.

3. Traffic Control During Adverse Road And Weather Conditions

- a. The supervisor will request dispatchers to notify the local radio stations, public works, Roswell Fire Department and other public safety agencies of adverse road conditions that will affect the motoring public.
- b. Department personnel will provide traffic direction at the scene of downed power lines, broken gas and water mains or construction sites when the lack of traffic control would endanger the safe movement of traffic through the area.
- c. The supervisor may close a street if the surface conditions and terrain create an unusually hazardous condition. The supervisor or watch commander should request assistance from the proper agency in alleviating the problem and request public service radio announcements be made in reference to the closure. Other public safety agencies will also be notified.

4. Escorts

- a. Funeral escorts are provided when requested and when personnel are available. Escorts will only be provided by marked patrol cars or motorcycles. The patrol car(s) will utilize emergency blue lights and alternating headlights at all times during the escort. The patrol vehicle with its escort may proceed past a red traffic signal or a stop sign only after using due regard ensuring traffic has stopped. In most cases, assistance should be obtained by other police officers to block traffic. The purpose for the blocking of the traffic is to keep the procession together and moving in an orderly fashion.
- b. Requests to escort public officials or dignitaries must be approved by the Chief of Police or his designee.
- c. Police Vehicles will not be used to escort any emergency vehicle which has its own operating emergency equipment or private vehicles on emergency runs. Police officers may facilitate the movement of other emergency vehicles by assisting with traffic

control at key intersections. Officers will request EMS personnel for medical emergencies.

5. Special Events

- a. Special events such as parades, sporting events, highway construction and maintenance, picketing, etc., may require special traffic plans which cover all aspects of traffic control and direction.
- b. Generally, the Traffic Enforcement Unit will handle special events as they may occur.
- c. Upon learning of a special event, the UPD Commander will promptly designate certain personnel to ensure the preparation and implementation of a special traffic plan which addresses:
 - i. Assisting with other agencies in coordinating the traffic movement based on anticipated attendance, location and time
 - ii. The route to be utilized to allow for normal and emergency activities to continue with a minimum amount of disruption
 - iii. Side streets and congested traffic areas used to their maximum potential by eliminating parking to assist in a smooth flow of traffic. Officers may be assigned to key areas to assist with this
 - iv. Emergency services (fire, police, ambulance, etc.) are provided unrestricted access from at least one direction
 - v. Crowd control by use of foot patrol and officers in cruisers. These officers may be at a stationary post or mobile
 - vi. Information provided to the media at the earliest possible time addressing changes or alterations of the event, parking, etc.
 - vii. Providing a list of authorized personnel permitted to cross police lines. These may include press, promoters, vendors or VIP's
 - viii. Allotment of adequate scheduled breaks for the officers during the course of the event

6. Traffic Control Devices

- a. Temporary traffic control devices such as cones, barricades, etc., may be obtained from the Transportation Division for special events or emergency situations. Supervisors may request these devices and determine the location for using them.
- b. Temporary devices will be removed when the event or emergency situation is over and returned to the Transportation Division.

7. Safety Checks (Redacted)

37.17 Manual Direction of Traffic

(61.3.2)

A. Visibility

Officers will wear a reflective jacket or reflective vest when directing traffic. To indicate that the officer is present for the purpose of directing traffic the officer should be positioned so that he or she can be seen clearly by all.

B. Stopping Traffic

To stop traffic, the officer should:

1. Look directly at the person to be stopped until eye contact is made
2. Raise the hand at the wrist so that its palm is toward the person to be stopped

C. Starting Traffic

To start traffic, the officer should:

1. Look directly at the person to be started
2. With palm up, the arm is swung through a vertical semi-circle until the hand is adjacent to the chin. This gesture is repeated until traffic begins to move.

D. Right Turns

Right turning drivers usually effect their turns without the necessity of being directed by the officer. When directing a right turn becomes necessary, the officer should extend the arm and index finger and gaze toward the driver, followed by swinging the extended arm and index finger in the direction of the driver's intended turn.

E. Left Turns

Left turning drivers should not be directed to effect their movement while the officer is also directing oncoming traffic to proceed. The officer should either direct opposing vehicles to start while avoiding left gestures directed at turning drivers, which lead them to complete their turn only when there is a gap in the oncoming traffic, or to stop or hold oncoming drivers, after which the left turning driver can be directed to turn. After stopping oncoming traffic, the extended arm and index finger and officer's gaze are directed toward the driver who intends to effect a left turn. When the left turning driver's attention has been gained, the extended arm and index finger are swung to point in the direction the driver intends to go.

F. Manual Control Of Traffic Signals

A limited number of traffic lights within the City have the ability to be operated manually. The City Traffic Engineering Department provides training and certifies officers to perform this function. Any officer who has completed the training and has been certified is authorized to manually control traffic at these intersections for any emergency purpose.

37.18 Signaling Aids

A. The whistle, if used, is to get the attention of drivers and pedestrians. It is used as follows:

1. One long blast with a **STOP** signal.

2. Two short blasts with the **GO** signal.
 3. Several short blasts to get the attention of a driver or pedestrian who does not respond to a given signal. Establish eye contact as soon as possible.
- B. The whistle should be used judiciously. It should not be used to indicate frustration. The volume should be just that sufficient to be heard by those whose attention is required. Therefore, whistle blasts directed at pedestrians should be moderate in volume. The whistle should be used only to indicate stop, go, or to gain attention. When its purpose has been achieved, the officer should cease sounding the whistle.
- C. The voice is seldom used in directing traffic. Arm gestures and the whistle are usually sufficient. There are numerous reasons why verbal commands are not used. Verbal orders are not easy to give or understand and often lead to misinterpretations which are dangerous. An order which is shouted can antagonize the motorist. Occasionally, a driver or pedestrian will not understand the officer's directions. When this happens, the officer should move reasonably close to the person and politely and briefly explain directions.
- D. The flashlight can be used to halt traffic. To stop traffic, slowly swing the beam of light across the path of oncoming traffic. The orange traffic cone will be attached to the end of the flashlight when directing traffic. After the driver has stopped, arm signals may be given in the usual manner with the vehicles headlights providing illumination.

37.19 Traffic Direction at Accident Scenes

(61.3.2)

- A. Minor traffic accidents requiring only an accident report do not present a major problem relative to traffic direction. In these cases, the officer should note the position of each vehicle and other relevant physical evidence and have the vehicles moved to a safe location, restoring traffic flow, and then complete the accident report.
- B. In serious accidents requiring a more thorough investigation, the scene may need protection for an extended period of time. In these cases, investigating officers will follow these procedures:
1. Summon sufficient manpower to handle traffic direction responsibilities
 2. Utilize sufficient equipment to protect the scene (barricades, traffic cones, etc.)
 3. Detour traffic as necessary
 4. Give priority attention to collecting the information necessary at the scene to facilitate restoring normal flow of traffic
 5. Restore the scene to a safe condition (replace signs, etc.)
 6. Continue traffic direction duties until traffic flow is normal

37.20 Traffic Engineering

- A. The Roswell Police Department fully recognizes its unique opportunity and responsibility to contribute to improving traffic engineering in the community. To this end, the Department will actively participate in studies with the City's Traffic Engineering Department to alleviate problems and improve traffic flow coordination.
- B. The primary responsibility for traffic engineering in the City of Roswell rests with the Traffic Engineering Division of the Public Works Department. All officers will take an active interest assisting that Division in carrying out their duties by:
1. Accurately reporting traffic accident data on accident reports and including information which is of assistance in resolving traffic engineering problems.

2. Reporting any observed problems which can be corrected by Traffic Engineering, such as malfunctioning traffic signals, signs down, improper light timing, etc. Immediate notification of these problems is in most cases through the Communications Center.
 3. Reporting any roadway design conditions which may contribute to traffic accidents and should be studied for possible correction. This will include conditions observed by an officer or reported by a citizen.
- C. Traffic accident reports are entered into a database on a daily basis where they can be accessed by Traffic Engineering personnel. The Traffic Engineering Division collects and analyzes traffic data from police accident reports. In addition to their normal reporting activities they will:
1. Provide summaries of traffic accident locations, including time, weather and causative factors
 2. Provide traffic surveys, studies and counts in response to complaints, law changes, traffic pattern changes, etc., referred by Department personnel
 3. Participate in local and regional transportation planning agencies and will, in conjunction with the Traffic Enforcement Unit, transmit Department proposals, recommendations and information to those agencies.

37.21 Assistance to Highway Users

Because of the overall danger to all motorists, the Department will offer reasonable assistance at all times to the motorist who appears to be in need of aid. This will apply at all hours of the day, but particularly during the nighttime hours when the hazards are higher. Officers should be constantly alert for roadway users who appear to need assistance. Officers should freely provide information and directions upon request. In an effort to better serve the citizens, officers should not only become familiar with the streets and services of their city, but also the various services and facilities in the area. To that end, the following procedures will apply:

- A. Requests for information, directions or assistance are handled as a normal function of a Department member's duties. In instances where the information or location is unknown, a request will be made to another officer or the Communications Center for the information.
- B. Personnel who observe motorists stranded on the highways will either lend assistance or, if in route to a call or otherwise committed, will notify the Communications Center to dispatch an available unit.
- C. In lending assistance, officers are authorized to transport stranded citizens to nearby service facilities or a telephone to summons aid. Transports out of the officer's assigned zone will first be cleared with a supervisor.
- D. In cases of mechanical failure, if the citizen cannot obtain aid from private resources in a reasonable amount of time and the vehicle is a traffic hazard, a city contract wrecker service will be called to remove the vehicle to the wrecker service or a repair facility. The officer will remain with any vehicle which presents a traffic hazard until it is removed from the roadway.
- E. Officers who assist stranded motorists should remain alert to the following possibilities:
 1. The vehicle in the possession of the motorist has not been authorized for their use
 2. The vehicle is in unsafe operating condition
 3. The motorist is unlicensed to drive
 4. The motorist is incapable of safely operating the vehicle
 5. The vehicle's occupants have engaged in criminal activity

- F. Officers may provide assistance to motorists in obtaining tow services, if needed, by calling for a specified wrecker of the motorist's choice or by calling for a City contract wrecker service.
- G. Officers will render all practical assistance to users of the roadway who are involved in emergency situations.
- H. Officers will immediately advise the Communications Center upon discovery of a vehicle fire. The location, type of vehicle, location of fire, and cargo (if applicable) will be given to the dispatcher. The Communications Center will notify the Fire Department of these facts so an appropriate response can be made.
- I. Upon discovery of a medical emergency, the officer will request Roswell Fire and Rescue and if necessary, an ambulance. When requesting a paramedic unit, the following information will be given to the Communications Center:
 - 1. Type of emergency
 - 2. Location
 - 3. Age and condition of patient
 - 4. Any other information available regarding the emergency

After notifying the dispatcher of the nature of the emergency officers will render first aid assistance consistent with their training.

- J. Police vehicles will not be used to escort any emergency vehicle which has its own operating emergency equipment unless approved by a supervisor and only under extreme or special circumstances. Private vehicles on emergency runs will not be escorted by police vehicles at any time. Examples of extreme or special circumstances are:
 - 1. The escort of an emergency vehicle to a hospital when the driver of the emergency vehicle is not familiar with the location of the hospital.
 - 2. When the emergency equipment on the vehicle needing to be escorted is malfunctioning. In unclear situations a supervisor is to be consulted.
 - 3. No emergency escort may be provided unless the officer receiving the request has reasonable grounds to believe a very real emergency exists. If such an emergency exists, the patient should be transferred to an ambulance or, in the event that an ambulance is unavailable, to the cruiser for the emergency run. The driver of the civilian vehicle should be directed to proceed to the emergency medical facility at normal speed in compliance with all traffic regulations.
 - 4. Vehicles carrying emergency supplies such as blood should have the supplies transferred to the patrol cruiser, if practical.

37.22 Hazardous Conditions

(61.4.2)

A. Hazardous Roadway Conditions

Hazardous highway conditions are defined as:

- 1. Defects in the roadway itself (holes, ruts, or dangerous shoulders)
- 2. Lack of, or defects in, highway safety features (e.g., center and roadside striping and reflectors) or improper, damaged, destroyed or visually obstructed traffic control and information signs

3. Lack of traffic control and information signs (curve and hill warnings, stop and yield signs, speed limit signs, street and highway identification), or improper, damaged, destroyed, or visually obstructed control or information signs
4. Lack of mechanical traffic control devices or improperly located or malfunctioning traffic control devices
5. Lack of roadway lighting systems or defective lighting systems
6. Natural or man-caused obstructions (fallen trees and rocks, litter, debris, parts of vehicles, broken water mains and electrical wires)
7. Ice or heavy snow accumulations on roadway surfaces
8. Fire and attendant smoke in areas adjacent to the highway
9. Vehicles parked or abandoned on or near the highway

B. Roadside Hazards

Roadside hazard refers to all physical features of the roadside with which a vehicle leaving the road surface can collide, resulting in unnecessary injury to people or damaged property. Roadside hazards included in the definition are:

1. Rigid non-yielding supports for traffic control devices and lights, or the non-performance of safety installations (i.e., break away sign supports that fail to function properly)
2. Improperly engineered guard rails
3. Unshielded bridge railings that may not be able to retain an impacting vehicle and redirect it parallel to the roadway, thereby minimizing damage to the vehicle and danger to traffic below the bridge
4. Bridge abutments and other hazardous fixed objects built off the roadway, and into which the vehicle might crash with high injury probability
5. Utility poles, trees, ditches, inappropriately steep banks, culverts, rock formations, and other fixed objects and features of the roadside environment into which a vehicle might crash instead of being able to come to a stop in a clear distance

C. Correcting Hazards

The following procedure will be followed in identifying, reporting and correcting hazardous roadway and roadside conditions:

1. When a hazard is identified and in the officer's opinion such hazard requires immediate correction (such as a fallen tree or electrical wire across or on any part of the traveled portion of this situation), he or she will immediately inform the Communications Center of this situation and identify the assistance or special equipment required. The officer will protect the scene and bystanders, direct traffic, or take any other action deemed necessary to correct the situation.
2. When a hazard is detected that represents a potential accident situation but the threat of such is not imminent, the officer will pass this information on to the Communications Center. The Communications Center will notify the Public Works Department or other proper authority to have the situation corrected. If the officer can correct the situation he or she will take appropriate action.

D. Radioactive and Hazardous Materials

1. A hazardous material is defined as any element, compound, or combination thereof which is flammable, corrosive, explosive, toxic, radioactive, an oxidizer, or is highly reactive and which, because of handling, storing, processing, and packaging may have detrimental effects upon operating and emergency personnel, the public, equipment, and / or the environment.
2. Radioactive materials are in current use in hospitals, research laboratories, and numerous industrial and military applications, and are transported throughout the state by truck, rail, air and water borne vessels every day. While many of these are in common use, accidents or spills present a serious threat to the health and safety of the general public, especially the officer who happens to be first on the scene. Many accidents and other emergencies involve more than one agency and require a cooperative emergency response. It is of extreme importance for all officers to be aware of what actions they should take during hazardous material emergencies.
3. Upon receipt of a hazardous material call to a building or vehicle location or upon determination by the officer that hazardous materials or gases are involved, the officer's primary responsibility is the immediate notification to the Communications Center that hazardous materials are suspected. The Communications Center is responsible for notification of the Roswell Fire Department.
4. After notification to the Communications Center, the officer's primary responsibility is security of the scene or building to limit anyone other than Fire or Emergency Management personnel from entering the premises.
5. After security of the scene is established, the officer will interview any witness(es) to assist in determining what is involved in the form of chemical or gases. Under no circumstances is the Police Department equipped to perform a rescue mission where hazardous materials of unknown origin are involved.
6. Steps in handling radioactive material

Complete information concerning the incident will be forwarded to the Communications Center by the quickest means available. This information will include:

- a. Basic description (explosion, fire, etc.)
- b. Exact location
- c. If possible, all information contained on the Interstate Commerce Commission (ICC) label or labels

Upon being notified of any incident, the Communications Center will notify the Roswell Fire and Rescue Department, which in turn will advise notification of one or more of the following:

- a. Atlanta-Fulton County Emergency Management Agency
- b. Emergency Medical Team
- c. State Emergency Response Team
- d. Environmental Protection Agency Emergency Response Team

7. Atomic Weapons

When it is believed that an accident or incident has occurred involving an atomic weapon (or weapon component) or radioactive material that can be identified with a military service, the

Communications Center will, in addition to the notification specified in above, request assistance from appropriate military headquarters.

8. Hazardous Material

First, and most important, is the identification of shipments considered hazardous. This is usually accomplished directly or indirectly by descriptive data in shipping documents, on containers, package labels, and vehicle placards. If this information is not readily obtainable due to an incapacitated driver, destruction of a bill of lading or other shipping papers, the Communications Center will immediately contact the Chemical Transportation Emergency Center (CHEMTREC) 1-800-424-9300. CHEMTREC provides technical expertise in handling hazardous material emergencies. They can also provide additional phone numbers for emergencies, such as accidental poisoning. When in doubt, the Communications Center should immediately contact CHEMTREC. Basic information needed:

- a. Name of caller and call-back number
- b. Location of problem
- c. Shipper or manufacturer
- d. Container type
- e. Truck number
- f. Carrier name
- g. Consignee
- h. Local atmospheric conditions
- i. Vehicle placard description

9. Isolation and Evacuation

In the case of hazardous material incidents, officers will isolate the hazard area, evacuate non-essential personnel, and make preliminary hazard identification (spill, leak, fire). The Roswell Fire Department will be notified to aid in any such matter.

37.23 Repossession of Vehicles

- A. Persons authorized to repossess personal property are: Sheriffs, Marshals, their lawful deputies, and recovery service agents.
- B. Persons authorized to repossess personal property must have in their possession a Writ of Possession.
- C. When an officer of this Department is called upon to preserve the peace during the repossession of a vehicle, the officer is to ascertain that the person attempting to repossess the vehicle is authorized to do so.
- D. If the officer finds that the person attempting to repossess the vehicle is authorized, the officer will allow the vehicle to be repossessed and preserve the peace while it is being done.
- E. If the officer finds that the person attempting to repossess the vehicle is not authorized, the officer will:
 1. Advise the person attempting to repossess the vehicle that under Georgia Law; Code Title 44-14-262, he is not authorized to take possession of the vehicle.
 2. When on private property, the officer will further advise the person attempting to repossess the vehicle that in order to preserve the peace, he must leave without taking possession of the vehicle and obtain legal process through court action. Any further action at that time may result in the arrest of the person attempting to improperly repossess the vehicle.

3. When on public property, the officer will advise the person attempting to repossess the vehicle that under O.C.G.A. 44-14-230 and 44-14-231, he is not authorized to take possession of the vehicle and that said person should obtain legal process through court action. Any further attempt at that time to take possession of the vehicle may result in the arrest of the person attempting to improperly repossess the vehicle.
- F. The officer must not become involved in any civil dispute between the parties; either the person attempting to repossess the vehicle is authorized or is not authorized, but the officer must preserve the peace.

37.24 Wrecker Service

- A. Officers requesting wrecker service should make their request through the Communications Center. Only the licensed, contracted wrecker service(s) provided by the City will be used in police action. The investigating officer and not the wrecker driver is responsible for completing the impound. For scene safety an officer will stand by and not leave the scene until the wrecker service has cleared with the vehicle in tow.
- B. Under OCGA 40-6-276, the wrecker driver is responsible for removal of all parts belonging to the vehicles being towed, or if the parts consist of small particles or broken glass, will clear the streets of the parts unless ordered not to do so by the police officer due to circumstances at the accident scene. Failure to comply may result in misdemeanor charges being made against the driver by the officer.
- C. Private request wrecker service(s) do not require an impound slip be completed by the officer.
- D. Accident victims may use the wrecker service of their choice when:
1. The victim / driver is not under arrest
 2. The vehicle involved is not causing an immediate traffic hazard and will be moved within a reasonable time
 3. The parties involved must make arrangements for payment directly with the wrecker service.
- D. The person in charge of the vehicle may leave the vehicle at the scene providing it can be parked off the roadway in a manner not creating a traffic hazard. Vehicles cannot be left on private property without the expressed permission of the property owner.
- E. In the event the owner or operator is incapacitated, or not available to designate a wrecker, the City's contracted wrecker service will be used. Vehicles towed from the scene of an accident are to be stored on the premises of the contracted wrecker service unless otherwise designated by the operator, or officer
- F. Recovered Stolen Vehicles
1. Recovered vehicles stolen from another jurisdiction, whether abandoned or recovered during an arrest will require the jurisdiction to be contacted. The jurisdiction has the option of sending their agency or contracted wrecker service to tow the vehicle, or pay for the City's contracted wrecker service to tow the vehicle to a location specified by them.
 2. If another jurisdiction requests our Department process the vehicle it will be towed to the parking lot of the Law Enforcement Center. The agency will be advised that their agency is responsible for all towing charges. The name and rank or position of the individual from that jurisdiction authorizing the tow will be included in the officer's report. Once processed, the vehicle will be moved to the premises of the City's contracted wrecker service. Recovered vehicles stolen from the Department's jurisdiction will be processed at the scene or, if

impractical, towed to the parking lot of the Law Enforcement Center, processed, and then moved to the premises of the City's contracted wrecker service.

H. Investigative Holds

1. Officers may place an investigative hold on a vehicle if the vehicle is evidentiary in itself (i.e. fatality/ serious injury accident, is part of the crime scene and contains evidence such as bodily fluids, etc.) or requires to be secured until a search warrant can be obtained. The circumstances, justification, and reason for the hold must be stated in the officer's incident report or in a supplemental report.
2. Evidentiary vehicles will be transported by the City contracted wrecker service to the secure designated area within the Law Enforcement Center complex. The Impound/Release Form will be completed before the end of the officer's watch. Once the evidence is collected the vehicle will be moved to the premises of the City's contracted wrecker service. Vehicles will not be given directly to owners. The officer, detective, or evidence technician who processes the vehicle is responsible for informing the Evidence Custodian that the vehicle is no longer in our custody.
3. Vehicles to be searched by warrant will be moved to the Law Enforcement Center. It is the responsibility of the officer placing the hold to obtain and execute the search warrant unless specific arrangements are made with another officer or detective to perform these duties. Supervisors may allow the hold if they take the responsibility for ensuring the warrant is obtained and served properly. Warrant service should be completed within 24 hours, if possible. Once the search warrant is executed vehicles held at the Law Enforcement Center complex will be moved to the premises of the City's contracted wrecker service. Vehicles will not be given directly to owners.
4. Once a vehicle is processed or searched the hold will be removed. An investigator's summary or supplemental report will be completed documenting the processing or search and the removal of the hold.
5. If an individual attempts to obtain a release for a vehicle which has a hold, the department employee will inform the on-duty Watch Commander. The Watch Commander will investigate and tell the employee if the hold can be removed. Holds removed by Watch Commanders will be noted in the release record and include the name of the supervisor authorizing the release.

37.25 Accident Investigation

The Roswell Police Department performs a variety of traffic accident investigation functions including providing emergency service to the injured, protecting the accident scene, conducting accident investigations and follow-ups, preparing reports and taking proper enforcement action relative to incidents. The purpose of accident investigation is to properly determine the causative factors involved in an automobile crash and utilize these factors to develop enforcement that will reduce the incidence of accidents.

A. Definitions

1. **Traffic Accident Reporting:** Basic data collection intended to identify and classify a traffic accident and the persons, property, time, location, and planned movements involved along with possible contributing factors such as traffic law violations
2. **Traffic Accident Investigation:** Collection of factual information identifying and describing people, roads and property involved; describing the results of the accident in relation to marks on the road, debris, damage to vehicles / objects, final positions of vehicles and bodies; collection and organization of evidence for study and interpretation to tell how the accident happened

B. Accident Report and General Investigation

1. A police officer will be assigned, respond to, and prepare a Georgia Uniform Motor Vehicle Accident Report of, accidents involving any of the following:
 - a. Death or injury
 - b. Property damage or fire
 - c. Hit and run
 - d. Impairment due to alcohol or drugs
 - e. Hazardous materials
 - f. Damage to public vehicles or property

Note. All of the above cases require an accident report on public streets or highways per O.C.G.A. 40-6-278.

A Uniform Accident Report is used for private property accidents for a, c, and d, and if a violation of applicable Georgia traffic law occurs. Example: DUI, reckless driving and vehicular homicide apply on private property.

2. In a particularly serious accident involving near death injuries, fatalities or complex accidents, it may be necessary to summon expert or technical advice or assistance from the Traffic Enforcement Unit. Such assistance will be requested through a supervisor. As a matter of policy, a TEU Crash Team will respond and investigate all confirmed fatality accidents.
3. Accident scene responsibilities of the first officer at the scene:
 - a. Administering emergency medical care (basic life support measures) and fire suppression pending arrival of Roswell Fire and Rescue or Emergency Medical Service (EMS)
 - b. Summoning additional help as required (officers, rescue, wreckers, etc.)
 - c. Protecting the accident scene and establishing a safe traffic flow pattern
 - d. Preserving short-lived evidence (broken parts, skid marks, etc.)
 - e. Expediting removal of vehicles, persons and debris from the scene
 - f. Locating witnesses and recording accident information
 - g. Quell disturbances (if any) between parties involved
4. The officer assigned to the zone or sector in which an accident occurs will normally be responsible for the investigation of any accident. If the Traffic Enforcement Unit Crash Team is requested to conduct the investigation by a supervisor, TEU is in complete charge of the investigation. The on-scene units will secure the accident scene until the Crash Team arrives. The Crash Team will complete the Georgia Uniform Motor Vehicle Accident Report, and any applicable Incident Reports required. The officer receiving the call or officer(s) designated will assist.
5. In cases of private property accidents, accident reports need not be filled out if there is no violation of applicable Georgia traffic law as defined in O.C.G.A. 40-6-3. However, officers will complete an accident report on private property at the request of any citizen. The type of report is as follows:
 - a. No damage, injury or death – Uniform Motor Vehicle Accident Report
 - b. Traffic law violation - Uniform Motor Vehicle Accident Report
 - c. Hit and run - Uniform Motor Vehicle Accident Report

- d. DUI involved accident - Uniform Motor Vehicle Accident Report
 - e. Over or under \$500.00 damage, or injury with no traffic law violation – Uniform Motor
 - f. Vehicle Accident Report
6. The accident investigation equipment and emergency medical supplies required in every patrol vehicle include (in addition to the standard patrol vehicle emergency equipment):
- a. Fire extinguisher
 - b. An emergency medical kit, including surgical gloves and all listed contents
 - c. Police line tape
 - d. Each officer will have in their possession a sufficient supply of proper forms necessary in completing accident reports and investigations, a reflective traffic safety vest and a flashlight if the officer is on duty during hours of darkness.
7. Traffic Enforcement Unit Crash Teams will have access to accident investigation kits with the following contents in addition to the above:
- a. (2) 300 foot fiberglass tape measures
 - b. (2) 100 foot fiberglass tape measures
 - c. (1) 10 foot steel tape measure
 - d. Lumberman's yellow crayon
 - e. Spray paint
 - f. Traffic template
 - g. Hammer
 - h. Screwdriver set with Torx head bits and socket ratchet set
 - i. High pressure tire gauge
 - j. Concrete nails and (U) nails
 - k. Camera, flash and case
 - l. Carpenter's level
 - m. Framing square
 - n. Clipboard
8. Enforcement action will be taken when the officer has detected a violation of a traffic law and when evidence exists to satisfy all the elements of that particular violation. An officer may also choose to take enforcement action on any other violation discovered during the accident investigation. (EXCEPTION: when a TEU Crash Team is requested, Crash Team will determine appropriate enforcement action.)

C. At Scene Stabilization Activities

1. Upon the receipt of a report of a motor vehicle accident the officer assigned will proceed as expeditiously as possible to the scene. The police vehicle should not be parked at the scene in a manner that will endanger pedestrians, motorists or citizens. The officer should consider using the police vehicle as a shield to protect the scene as well as the officer.
2. The officer will wear a reflective traffic vest at all times.
3. In case of injuries, persons trapped in vehicles, etc., the Roswell Fire Department and EMS should be immediately notified.
4. In case of danger of fire from leaking ruptured gas tanks, car batteries or where there is any sign of hazardous materials the Roswell Fire Department will be notified immediately.

5. Any police officer arriving at the scene of such an accident and seeing hazardous materials placards should immediately request the services of the Roswell Fire Department. The Roswell Fire Chief or his/her designee will assume control of any scene involving hazardous materials and police officers will provide support as required. Accident investigation will start upon release of the scene by the Fire Chief.
6. Normal traffic flow should be established as soon as possible after the injured are cared for. If vehicles cannot be driven or pushed from the roadway, the scene is being held for the arrival of a Crash Team, and the vehicles are creating a hazard; the officer will manually direct traffic around the scene or call for sufficient personnel to handle traffic direction. If the scene will not be cleared for an extended period the Public Works Department will be called to deliver any barricades or traffic cones as may be needed.
7. If a fatality accident has occurred on a State highway and a portion is to be closed, it is the responsibility of the supervisor on the scene to have the Georgia Department of Transportation notified immediately.
8. Any property belonging to accident victims will be protected from theft and pilferage and, if victims are not present, inventoried and turned into the Property and Evidence Section along with a property sheet. When officers encounter currency, it should be immediately counted in front of witnesses and noted in the report.

37.26 Accident Investigation Procedures

(61.1.5)

- A. The officer receiving the call will handle the investigation unless a TEU Crash Team has been requested.

The required investigative tasks include:

1. Obtain driver's license information from all drivers involved in the accident.
2. Question and obtain names and addresses from any and all witnesses and assure that they not leave the scene until released by the investigating officer. Obtain their driver's license for identification. If a witness must leave the scene prior to completion of the investigation, obtain the necessary information as quickly as possible and allow the witness to leave.
3. Examine and record vehicle damage and effects on roadway.
4. Investigate and determine the cause of the accident. If vehicles have not been moved, note the position of all vehicles involved and take measurements, photographs and collect evidence when necessary.
5. After the preliminary investigation is complete, clear the roadway quickly, if possible, and refrain from blocking any portion of the roadway while completing paper work.
6. After clearing the roadway, the investigating officer should turn off the blue lights as quickly as possible to reduce the existing hazard by attracting less attention.
7. When a violation of traffic law occurs, officers may use discretion in the issuance of citations, if the total damage is perceived to be lower than the state requirement for a report.
8. Advise the witness(es), if any, of the possible need to testify and allow them to leave. Ensure that the principals have exchanged necessary information.

9. If all necessary information has been obtained at the scene, and there was no transport of injured, a follow-up investigation may not be necessary. If persons injured are transported, follow-up investigation at the hospital may be necessary.
10. These procedures ensure that proper information and data is collected in order to:
 - a. Support planning and coordinated accident prevention programs
 - b. Support prosecution for violation of traffic laws

37.27 Fatality Accident Investigation

- A. The first officer on the scene of an accident involving fatality or the probability of a fatality will follow the same procedures outlined for the first officer on any accident scene. In addition, the officer will notify a supervisor who will respond to the scene and request a TEU Crash Team. The supervisor upon arrival at the scene will assume responsibility and control until the Crash Team arrives. At that time, complete control of the accident scene will be relinquished to the Crash Team Lead Investigator or Supervisor.
- B. The on-scene officers will not alter the accident scene or move any evidence, unless absolutely necessary to administer first aid or rescue, until the arrival of the Crash Team. Uniform Patrol Officers will remain as long as necessary to aid the Crash Team.
- C. At the start of the investigation:
 1. If possible, obtain the driver's license of the victim
 2. Photograph and if possible, videotape the accident scene and all evidence, vehicles, bodies, etc.
 3. Note the position of all vehicles, evidence and bodies, etc. involved and take measurements using the Coordination, Triangulation, or Photogrammetry methods
 4. Identify and question ALL witnesses and have them complete a Voluntary Statement Form.
 5. From witness statements and physical evidence on the scene, the Crash Team will investigate and determine the cause of the accident. This may include reconstruction.
 6. If the body is taken from the scene prior to being photographed, a Crash Team member will go to the location of the body and take the necessary photographs.
 7. ALL vehicles will be impounded and held for more extensive investigation.
- D. Any driver involved in serious or fatal accident and believed to be under the influence of drugs and/or alcohol will be read the Georgia Implied Consent law requesting a blood test and a drug screen. The driver will be transported to the hospital for the performance of the test(s). (See O.C.G.A. 40-5-55 for further clarification)

37.28 Hit and Run Accidents

- A. The first officer to arrive on the scene will:
 1. Administer first aid and request rescue and an ambulance, if needed.
 2. Obtain information and give an initial lookout.
 3. Request a wrecker service if needed.
 4. If the hit and run involves a fatality, notify the supervisor to request a Crash Team.

- B. The officer receiving the call will handle the report and preliminary investigation. The report will be forwarded to the TEU Hit and Run Officer for a follow-up investigation.

Note. If the preliminary investigation officer chooses to initiate the follow-up investigation themselves, he or she is completely responsible for the full investigation.

1. Investigate and if possible, determine the cause of the accident.
 2. Complete the Uniform Motor Vehicle Accident Report listing only the victim information. The suspect section of the accident report will have the "Hit and Run" box checked. A Hit and Run Supplemental report form listing ALL required information available on the perpetrator and perpetrator vehicle must be completed. This form is for Department use only to be utilized by the TEU hit and run investigator. Photographs of damage, evidence and tag number(s) of the victims vehicle will be taken and forwarded to the Hit and Run investigator.
 3. If possible, give additional information for the lookout.
 4. The report will be forwarded through the proper chain to the TEU Hit and Run Investigator for follow-up investigation.
- C. If needed, the TEU hit and run investigator may be called out to assist the preliminary investigating officer.

37.29 Accidents Involving Department-Owned Vehicles

This policy establishes the process for the investigation and review of accidents involving Department-owned vehicles.

An Accident Review Board (ARB) is established to conduct hearings, provide impartial reviews of accidents, identify safety and training issues, make recommendations on disciplinary action, and perform other duties as required by the Chief of Police.

A. Definitions

1. **Department-Owned or Leased Vehicles:** Any vehicle owned or leased by the City and used for police business or operated by RPD personnel.
2. **Accident:** Any traffic related incident involving a Department vehicle that results in vehicle damage, property damage, or a person being injured in a non-intentional manner.
3. **Minor Damage:** Tire and/or rim damage, small scratches, etc., not to include normal wear and tear.
4. **Significant Damage:** Any damage beyond minor damage that alters vehicle appearance or functionality. Contact between city-owned vehicle and any other vehicle, or contact between city-owned vehicle and pedestrian, will be treated as Significant Damage for the purposes of documentation.

Note. Acts of God such as hail storms, striking an animal, falling trees, etc. will be documented on an Incident Report or Accident Report and entered as a supervisor observation in BlueTeam.

B. Reporting Employee's Responsibility

Employees involved in an accident will take the following steps:

1. Immediately notify the on-duty supervisor of the accident.
2. Make no statement to other parties involved in the accident as to City liability, nor comments regarding the filing of claims. Questions in this regard will be referred to the City's Fleet Coordinator.
3. Once released by the investigator, the Fleet Maintenance Facility will be notified to arrange for repair estimates. If the vehicle is not drivable, have the vehicle towed to an approved facility. If the vehicle has to be removed prior to the investigator arriving on scene, photos will be taken of the entire accident scene prior to moving the vehicle if practical. The photos will be forwarded to the investigating officer.

C. Investigating Officer's Responsibility

1. Ensure that the appropriate reports and forms are completed and forwarded to a Traffic Enforcement Unit Supervisor. Collect all necessary evidence and documentation regarding the accident.

D. Supervisor's Responsibility

1. If within the Department's jurisdiction, ensure that a qualified investigating officer responds to the scene to investigate the accident. A supervisor will promptly respond to the scene within the Department's jurisdiction. A supervisor may respond if within a reasonable distance and time of the Department's jurisdiction.
2. Notify the Traffic Enforcement Unit Supervisor(s). If the accident involves serious injury or if investigating the accident will constitute a conflict of interest, Alpharetta Police Department will be called to investigate the accident.
 - a. Accident investigations under this agreement shall be conducted by an officer regularly employed as a law enforcement officer in a full-time capacity by the investigating authority. Such officer shall have all necessary training and certifications required for such investigations.
 - b. Serious accidents, for purposes of this agreement, shall be those accidents involving a visible injury, fatality and/or an accident making one or more of the involved vehicles inoperable or otherwise unsafe for travel.
 - c. Operational expenses for investigations shall be borne by the investigating authority; however, both parties agree to re-examine these expenses after six months to determine any necessary adjustments.
 - d. All investigations shall be prepared and submitted to the head of the requesting jurisdiction's police department or their designee.
3. Ensure that a complete and accurate copy of the report has been approved and a copy of the case number sent to the Traffic Enforcement Unit Supervisor(s). At a minimum, officer should obtain photographs and voluntary statements from all parties involved. If the accident occurred in another jurisdiction, ensure the officer obtains the investigating officer's business card with their case number and forward it to the TEU Supervisor(s).
4. An incident report and BlueTeam software entry will be completed for all accidents resulting in minor damage. These accidents do not require a notification to the ARB.
5. An accident report will be completed for all accidents resulting in significant damage.

E. TEU Supervisor's Responsibilities

1. Ensure the accident has been properly logged on the tracking sheet with the necessary information.
2. Compile all documents and maintain case files for review.
3. Forward a copy of the accident report to the City's Fleet Coordinator and Risk Manager.

37.30 Accident Review Board (ARB)

A. Administration

1. The Traffic Enforcement Sergeant will assign an Accident Number to each case heard consisting of the last two digits of the calendar year and a three digit sequential number (for example the first case in 2003 would be Accident Number 03-001, the next 03-002, etc.). The Traffic Enforcement Sergeant will forward permanent records of the disposition of all matters brought before the Board to the Office of the Chief of Police for record keeping. The Board will record all proceedings where persons other than the board members are present; i.e. employees, witnesses, etc. Recordings will be forwarded to through the BlueTeam software to be kept with the permanent record.
2. Employees determined to be "at-fault" will have an opportunity to review the accident case file. Once the employee reviews the case file, the Accident Acknowledgement cover sheet (RPD069) will be completed by the employee. The employee will sign that he/she has reviewed the accident case file, agrees or disagrees with the findings of the investigating officer and either does not request to have a hearing before the Accident Review Board or does request to have a hearing before the Accident Review Board. The Accident Acknowledgement form will then be signed by the employee and witnessed by two supervisors. The form will then be forwarded (along with the case file) through the BlueTeam software up the chain of command for review.
3. If the employee requests to have a hearing before the Accident Review Board, the employee(s) will be notified, in writing, of the date and time of the hearing at least seven days in advance. The written notification will further state (a) that knowingly making false statements may result in administrative or criminal sanctions; and (b) this is an administrative review and does not involve an outside complainant. The employee and the employee's direct supervisor will be notified via e-mail of the date and time of the hearing. The supervisor or the employee will acknowledge the employee is aware of the hearing date and time.
4. The UPD Commander or his/her designee will appoint five (5) employees to the Accident Review Board. The Traffic Enforcement Sergeant will serve as the chairperson. All board members serve a one-year term expiring in January, and may be re-appointed at the direction of the UPD Commander or his/her designee. A list of alternate board members will be appointed by the UPD Commander or his/her designee. This appointment will run concurrently with the primary board members and these officers will fill in whenever a primary board member is not available. At no time will a board member hear his or her own case. If a board member is absent, an alternate will be chosen from the 'alternate board member list maintained by the Chairperson. The Board will meet as necessity dictates. The Chairperson or the UPD Commander will call all Board meetings. Issues to be heard by the Board may be postponed by the UPD Commander or the Board Chairperson.

B. Employee Rights

1. A board member will ensure that employees having a hearing before this board understand their administrative rights from the Employee Rights Form (Garrity v. New Jersey and Gardner v. Broderick) at the beginning of their hearing and be requested to sign

the form as acknowledgement. Employees wishing to familiarize themselves with these administrative rights should refer to the Internal Affairs Section of the Department's Policies and Procedures Manual.

2. Employees will have the right to confront and cross-examine any witness or other employees giving testimony. Employees will also have the right to present any evidence in their own behalf.
3. Employees will be privy to all facts and evidence used in the hearing against them. The Board will provide the employee with a copy of the Accident Review Board Worksheet (Form RPD011) utilized in their case upon making a final decision.

C. Board Member Duties

1. The Board will review at-fault accidents requested by employees (as indicated on the Accident Acknowledgement Form) involving Department owned vehicles. The Board, by majority rule, will determine if the employee failed to comply with proper procedures, violated policy, or was negligent, and make recommendations on disciplinary action.
2. Once a hearing has taken place the Board will complete an Accident Review Board Work Sheet (see Form RPD011) and make its recommendations. The board will make comments to provide needed explanation or to assist those making decisions regarding disciplinary action and training needed.

Note. A hearing will not be held on accidents already investigated by the Internal Affairs Unit. A hearing will not be held if there is a criminal investigation pending on an employee's City vehicle accident.

D. Board Procedures

1. If the Board determines that the employee is at fault, members of the Board will consult the Accident Review Board Work Sheet (see Form RPD011). The worksheet is designed to address several issues including:
 - a. The seriousness of the accident
 - b. The driving record of the employee involved
 - c. Contributing factors
2. The Accident Review Board Worksheet is divided into seven sections:
 - a. **Contributing factors:** The Board will assess the cause of the accident relying heavily on information contained in the police accident report based on O.C. G. A. 40-5-57 or other applicable State law.
 - b. **Negligence:** The Board will determine if the employee failed to prevent the accident due to indifference, lack of diligence, or reasonable care, or if the employee's actions or lack thereof were indicative of reckless, knowing or intentional conduct.
 - c. **Mitigation:** The Board may consider actions taken by the officer, to avoid or lessen the severity of the collision.
 - d. **Prior Good Driving Record:** The Board will consider the driving record of the employee prior to the date of the accident under review.
 - e. **At-fault Accidents:** The Board will assess the number of at-fault accidents during the preceding 36-month period from the date of the accident under review.

- f. **Seat Belt:** The Board will determine if the seat belt was not in use.

E. Board's Report, Case File and Disciplinary Action

1. The completed case file will be forwarded to the UPD Commander. The file will document the Board's findings. An appropriate training and/or disciplinary action will be recommended based on the Preventable Accident Guide (see Form RPD011).
2. If the employee did not request to have a hearing before the board, the TEU Sergeant completing the case file will recommend any disciplinary action according to the Preventable Accident Guide (see Form RPD011).
3. Whether the employee requested a review board or did not request a review board, the Accident Review Board cover sheet (RPD068) will be completed by the TEU Sergeant. The form will also be completed for employees deemed "not at-fault." The form will be signed by two (2) supervisors and forwarded with the case file through the chain of command.

F. Appeals

Employees adversely affected by a disciplinary action taken have the right to appeal under the Disciplinary and Appeals Procedure outlined in the City of Roswell's Human Resources Policy. All proper channels will be used when an employee appeals the Board's findings or any subsequent disciplinary action taken. All appeals will be properly completed within time restraints as outlined in the City of Roswell Human Resources Policy.

37.31 Traffic Records

A. Types of Records

The Roswell Police Department traffic records are generally maintained by the Records Section. The traffic records system contains the following records or data:

1. Traffic accident data (accident investigation reports, locations, etc.)
2. Traffic enforcement data (citations, arrest reports, dispositions and locations)
3. Roadway hazard memos will be sent to the agency or department responsible for correction. If the hazard was created as a result of an accident, a copy of the memo will be filed with the accident report.
4. Traffic volume data is compiled and distribution reports are generated by the Roswell Traffic Engineering Department and shared with the Police Department on an as-needed basis.

B. Records Retention and Release

Traffic records (accident reports and citations) are maintained by the Records Section. Accident reports are available in person, by fax, by e-mail and on-line from the Records Section.

C. Processing, Maintenance and Distribution of Records

Data from auto accidents will be entered into the Department computer system, with copies sent to the Georgia Department of Public Safety for inclusion in the State's record system.

D. Retention Requirements

Accident reports are retained for at least seven (7) years or as provided in the State of Georgia Records Retention guidelines.

E. Release of Records

Auto accident reports are released within a reasonable time to involved parties, insurers, the media and other as required by law. Investigative supplements, and witness statements may be considered the fruits of an investigative effort and should not be released without the approval of the investigative officer or a supervisor.

F. Traffic Report Review Process

1. All traffic accident reports will be submitted for supervisory review before the investigating officer goes off duty. A patrol supervisor will review the reports to ensure that they contain complete and accurate information. After supervisory review, traffic reports are forwarded to the Records Section.
2. Records personnel will review traffic reports and forward copies, as necessary, to appropriate agencies.
3. Reports not completed or needing further information will be retained by the investigating officer's supervisor with a note attached explaining the reason. When the additional information is obtained, the report will be forwarded to the Records Section.
4. If additional follow-up investigation is required, the original report should be forwarded as usual and the follow-up filed on a supplemental report to be forwarded and matched to the original report upon completion.

G. Accident Data Summaries

Enforcement and accident data summaries will be utilized to support patrol operations, development and planning of countermeasures, and evaluations of program effectiveness.

1. The data to be summarized will include the number of auto accidents, accidents with injuries, accidents with fatalities, the number of citations issued for DUI, hazardous, and non-hazardous violations. The report will compare data on a year-to-date basis with the year-to-date data for the previous year.
2. The Traffic Enforcement Unit (TEU) Supervisor will review the types, locations, times, and causative factors of auto accident reports completed and the types, locations, and times of citations issued for hazardous moving violations.

37.32 Selective Enforcement

Selective Enforcement programs are used to supplement and improve the Department's role in traffic enforcement. Selective enforcement will never replace the duty of patrol officers to continue to take action upon violations committed in their presence, nor will it relieve on-duty officers of the responsibility for the overall enforcement effort in detecting, apprehending and prosecuting traffic violators.

A. Selective Traffic Enforcement Program

Selective traffic enforcement is an activity of the Traffic Enforcement Unit. Selective traffic enforcement functions include the following procedures:

1. Compilations of traffic accident data will be produced on a monthly basis for review by Command Staff and TEU supervisors.
2. Compilations of traffic enforcement data will be produced on a monthly basis for review by Command Staff and TEU supervisors. Collision and enforcement data will be compared to assist in appropriate direction of enforcement efforts. Traffic complaints received during the

month will also be reviewed determine if adequate enforcement is being applied to identified high accident rate and complaint locations.

3. Selective enforcement will be undertaken in those areas where analysis of traffic accidents and violations indicates that special attention is needed. Patterns of causes and / or sudden increases in the number and severity of accidents or violations are reasons for extra enforcement activity at a given location. When the Police or Traffic Engineering Department becomes aware of a particular problem that may or may not be reflected in accident report data, communication between the agencies will occur and steps will be taken to correct the problem.

B. Specific Assignments

1. The Traffic Enforcement Unit will mainly be responsible for selective enforcement, however, occasionally; the Uniform Patrol Division will assign a special car to enforce specific violations at identified locations. This unit will exclusively enforce selected hazardous moving violations with no responsibility for answering radio calls or for any other patrol function.
2. Selective enforcement information will be distributed to all supervisors on the Department and all supervisors should share the responsibility for ensuring selective enforcement is carried out.

C. Responsibility For Traffic Analysis

The Traffic Enforcement Unit Supervisor is responsible for traffic analysis for the Police Department. Other personnel will be assigned as necessary to conduct statistical analyses of accident and enforcement data for program evaluations.

D. Traffic Analysis Factors

Information is gathered from the accident summaries based upon the Motor Vehicle Accident Reports submitted by individual officers. Analysis of traffic accidents will include geographic, temporal, and causative factors, such as:

1. Month, day, and hour
2. Location and directions
3. Weather and road conditions
4. Driver actions contributing to the accident

E. Selective Traffic Enforcement Activities

1. Selective enforcement activities are based upon analyses of the traffic accident data to provide effective countermeasures against factors contributing to traffic accidents. Enforcement efforts will then be directed toward that behavior contributing to accidents. For example, if left turn violations contribute to a high number of accidents at a particular intersection, selective enforcement activity to cite persons improperly turning left will be maintained at that intersection.
2. Selective enforcement activities will also be based upon traffic violation complaint areas.

F. Observation of Accident Causing Traffic Violations

The Roswell Traffic Engineering Department conducts periodic statistical and visual surveys to determine by location, time and day of week the predominant violations that are causing accidents. The Engineering Department members assigned to observe will:

1. Observe and report traffic flow
2. Look for improper driving behavior
3. Be alert for hazardous environmental conditions
4. Identify and report emergency and or other service needs

G. Deployment of Selective Traffic Enforcement Personnel

Deployment of personnel for selective traffic law enforcement is based on analysis of traffic accidents and traffic-related calls for service usually covering the past three (3) year period. This information can be obtained from annual traffic accident report summaries. These summaries are updated each year in order to follow any new trends. These summaries provide data that includes all seasons of the year and allows for variations that occur as the result of weather, population shifts and monthly or seasonal increases or reductions in the traffic volume.

H. Selective Traffic Enforcement Program Evaluation

On at least an annual basis, the Uniform Patrol Division Commander or his designee, will evaluate the selective traffic law enforcement program. This review will attempt to ascertain whether selective enforcement efforts have met their objectives. The selective enforcement evaluation will be used in the formulation of goals and objectives of the division and the Department in the subsequent year.

37.33 Speed Measuring Devices

(61.1.8)

The effective use of speed detection devices and their acceptance is dependent upon the operator's understanding of the specific limitations of speed detection devices, adequate training and the initial certification combined with periodic recertification to demonstrate the operator's efficiency.

The Department will use speed detection devices in high or potentially high accident locations when speed is a factor, in areas where speed limit violations are prevalent, and in response to citizen complaints concerning speeding motorists.

The Department will only utilize speed measuring devices which meet or exceed the performance specifications established by the Georgia Department of Public Safety. (O.C.G.A. 40-14-1)

A. Operator Training and Certification

1. All officers using speed measuring devices must successfully complete an initial basic operator program and receive certification prior to issuing citations requiring financial sanctions for violations (OCGA 35-8-12).
2. Officers will obtain and maintain a P.O.S.T. certification for speed detection device(s) utilized.

B. Radar Procedures

The precise method for using a radar unit and the enforcement of those laws applying to speed will vary in accordance with the type of radar equipment used. Generally, the following procedures are applicable:

1. The radar unit must be properly installed according to the manufacturer's recommended procedures
2. The effective range of the particular radar unit must be thoroughly understood by the operator so visual observations can support the speed readings.

3. The radar unit must be properly calibrated to ensure accuracy in checking speed. Prior to use, an accuracy check will be performed using the manufacturer's recommended procedure.
4. An accuracy check will be made upon request of any citizen about to receive a traffic citation for speeding through the use of radar. This accuracy check will be offered to the violator prior to the issuance of the citation pursuant to O.C.G.A. 40-14-5.
5. An accuracy check will be made at the end of using the radar unit, or at the officer's end of duty.
6. In compliance with OCGA 40-14-5 (a) all accuracy checks will be recorded in the individual operator's Radar Log Book indicating the date and times used, the serial number of the unit and tuning forks, and whether there were any errors as a result of the test. This is an absolute minimum to be recorded. Department procedures or changes in Georgia State Law may require that additional information be added to the officer's Radar Log Book.
7. Any radar unit not meeting the manufacturer's minimum accuracy requirements will be removed from service and will not be used until it has been serviced, calibrated, and recertified by a qualified technician as required in OCGA 40-14-4.

C. Vascar Procedures

1. The Vascar unit calculates speed by measuring the distance the patrol vehicle travels, through the use of a sensor (odometer module), connected to the speedometer cable of the patrol vehicle, and dividing it by the time it took the violator to travel that distance. This results in obtaining an average speed of the violator vehicle.
2. Much of the same laws applying to radar use also apply to Vascar use. The exceptions being basically that the calibration check does not have to be offered to the violator due to a completely different calibration procedure that requires that the patrol vehicle travel to a specific, measured and marked calibration course.
3. Vascar operators must receive training in the proper use of Vascar devices. The operators must be certified in the use of the Vascar unit.

D. Laser Procedures

Prior to each use, the laser will have its accuracy checked by both of the following tests:

1. Internal Calibration Test
2. External Distance and Alignment Test

Each test will be performed in direct accordance with the manufacturer's procedure.

E. Courtroom Evidence

In order to substantiate a case involving any speed measuring device (radar or laser) in court, officers should be prepared to testify to:

1. The time, place, and direction of the vehicle and the speed of the vehicle as displayed on the unit.
2. That the defendant's vehicle was identified as the violator vehicle to the exclusion of other traffic on the road.
3. That the defendant was the individual operating the vehicle within the officer's jurisdiction and on a State approved roadway for use of speed detection devices.

4. The fact that the device was operating properly.
5. The fact that the device's accuracy was checked before and after the officer's shift, by an approved accuracy method.

F. Proper Care

Speed detection devices will be kept clean and in proper repair. Daily inspection by officers assigned to operate radar, Vascar or laser will be performed.

G. Programmed Maintenance of Radar, Vascar and Laser Units

1. It is the duty of the Traffic Enforcement Unit Supervisor or designee to ensure that adequate and necessary maintenance, calibration and operational record systems (suitable for introduction as evidence in court) are developed and maintained.
2. Preventative maintenance will include professional calibration and maintenance of each speed detection device at least once each year by a factory-authorized technician to include all lights, readout windows, connectors, tuning forks, mounting brackets, and all other vital parts of the units or their casings and mounts

H. Maintenance and Calibration Records

Records will be maintained of each radar, Vascar or laser unit to include:

1. Statement of origin and accuracy
2. All calibrations performed, including certificates of calibration
3. All reported defects or repairs to each unit
4. Equipment specifications for speed measuring devices

I. Radar / Vascar / Laser

Radar, Vascar and laser units used by the Roswell Police Department will be in compliance with DPS rule 570-7-.05.

J. Certified Speedometer

A secondary method used to measure a violator speed is a certified speedometer. Whenever a speedometer is used as a basis for issuing a citation for a speeding violation, the operator of the vehicle will either have the speedometer checked by using radar to verify its accuracy, or have had the speedometer calibration checked for accuracy and certified by qualified personnel.

K. Pacing

Radar and Vascar can also be used by pacing a vehicle driving in the same direction and monitoring the speed as measured by the radar or Vascar. Such pacing should continue over a constant distance between patrol vehicle and violator vehicle, for a long enough period of time to obtain an accurate speed reading on both the patrol vehicle and the violator vehicle. Radar and Vascar operational procedures will be followed as trained and indicated in this procedure.

37.34 Traffic Citation Information

The issuance of a traffic citation is applicable in the majority of cases for all traffic violators. At the time a motorist is charged with a violation, the issuing officer will note on the citation information relative to the specific charge, to include:

- A. A court date, even when the citation is eligible for payment, in order to allow that person to contest the citation. The issuing officer will advise the violator that the citation must either be paid by the date on the citation or the subject must appear in court on that date (an exception to this step is noted for juveniles; a court date is not assigned by this Department, it is determined by the Fulton County Juvenile Court);
- B. Other information relative to processing the citation (such as address and telephone number of the Court Services Division, special instructions for juveniles, etc.) is provided on the citation, and will be provided to the violator at the time the citation is issued.

37.35 Roswell Traffic Incident Management Enhancement (T.I.M.E.) Open Roads Operations Plan

The Roswell Police Department, Fire Department, Department of Transportation and American Towing agreed to an “Open Roads Policy” in 2005 (See RPD Policies and Procedures Manual for policy statement). These procedures are the operations plan for this policy.

A. Goal

During any traffic related incident, it is the intent and goal of the Roswell Police Department, the Roswell Fire Department and the Roswell Department of Transportation to clear and open the roadway as expeditiously as possible, allowing vehicular traffic to continue without further impediment.

Note. Statistically, 50% of all crashes are secondary crashes, resulting from ‘rubbernecking’ at a crash site.

B. Mission

1. As a first responding Roswell Police Officer, or a Roswell Police Supervisor, it is incumbent upon each officer responding to any traffic related incident, to maintain the free movement of traffic. If that cannot be accomplished, we must make every attempt to open the traffic up as soon as practical.
2. It is also the responsibility of the Communications Center to advise callers / complainants, involved in minor traffic crashes, with no injuries, to direct them to move their damaged vehicles off the roadways in a safe fashion, to a safe site.

C. Objective

Our primary objective is to open the impacted roadway as soon as we possibly can, in a safe fashion.

D. Details

1. Traffic Crash: “Open it up ASAP!”

a. **On GA 400 only / Fatality or serious Injury...**

Notify our Comm. Center to contact GDOT, advise them of any stoppage or shutdowns and request H.E.R.O’s assistance. Have them en-route. Have our Comm. Center notify our RDOT and tell them what you have; tell them how long you anticipate the closure to be and tell them what you need; have the Comm. Center notify Alpharetta PD either for assistance or to keep them advised of their pending traffic problems: have the Comm. Center notify FCPD to ask for assistance or to notify them of their pending problems. Implement the GA 400 detours. Re-route north or south exits as required. If you can

utilize a cross over ramp / movement from GA 400, use it for a short term only, providing it can be accomplished in a safe manner for both motorists and officers.

2. Establish a Command Center as soon as possible and a Unified Command that complies with the National Incident Management System (NIMS) standards, addressing all aspects of the incident to include RFD, RDOT, GDOT and any other agency involved.
3. Select a separate area for the media and inform the Department's PIO of the location as well as the Comm. Center.
 - a. **On GA 400 or on any other State route / city street...**
4. In a serious or fatal crash, notify American Towing as soon as you can. It allows sufficient time to respond without being caught in the traffic back up and delaying the opening of the roadway. If it's on GA 140, GA 9, GA 92, advise GDOT of the closure. If travel is severely limited on any state route, notify GDOT.
5. Notify RDOT and advise them how long you anticipate the closure and tell them what you need in the way of barricades, signage, etc. They'll respond initially with cones to assess the scene, allowing for the right equipment to be deployed.
6. Upon arrival, if you see that you'll need specialized equipment (backhoe, forklift, crane, front end loader, etc., notify American Towing first and then notify the Towing & Recovery companies on the enclosed sheet.) order whatever you need after making a concerted assessment of the incident.
7. **Don't hesitate to order what you need.... it will take longer to arrive once the backup begins.**

Note. The insurance companies, representing the vehicles involved, will be billed for specialized equipment and not the city.

8. American Towing is a member of the Georgia Towing & Recovery Association. They are Wreck Master certified. (Wreck Master is a state recognized organization that trains and qualifies operators to various levels of proficiency.)
 - a. Blue Light-Bar Operation
9. Blue Lights serve two purposes... one to get a driver's attention causing them to pull over for the approaching vehicle and the second is to keep traffic away from the stopped police vehicle, while in the roadway.
10. One of the side effects of blue lights is that it causes approaching drivers to divert their attention to the blue lights. Activated blue lights, on a patrol car, *off the roadway*, serve no valid purpose other than to draw attention to the activity of the officer...causing a 'slow down' of approaching traffic. When off the roadway, turn the lights off unless they serve a specific purpose or are needed for officer's safety. We need to keep traffic moving.
 - a. Traffic Cones / Traffic Control Devices
11. It has been recommended by Metro T.I.M.E. Operations, that all marked patrol cars be provided with 6 traffic cones to be set out at a crash site behind the first responding patrol car, in a taper pattern. Subsequent vehicles will have additional cones. RFD's trucks will also have cones on their rear boards to be deployed in a taper pattern by the driver... as part of his 'parking routine'.

12. The manual on Uniform Traffic Control Devices (MUTCD) has been established and adopted by GDOT and Roswell's DOT and is Federal Law. The M.U.T.C.D. Phase 1 / Advance Warning = Stopping Sight Distance Requirements.
 - a. 10 MPH 45 ft
 - b. 30 MPH 200 ft
 - c. 60 MPH 570 ft
 - d. 75 MPH 820 ft
13. Most of the new fire apparatus is designed so the alternating headlights and in some instances, the headlights automatically turn off once the parking brakes have been applied.
14. If fire equipment is staged in such a position where the headlights or alternating headlights are facing any oncoming traffic, ask the driver or engineer of the truck to turn off the headlights or alternating headlights. Explain that they are 'blinding' the oncoming traffic and it's not safe for the units on the ground. Their training addresses that very issue but in the heat of the moment, some drivers simply overlook headlights.
15. Bridge Jumper / GA 400
 - a. Shut the impacted roadway down. Notify GDOT. Request H.E.R.O assistance. Notify RDO and tell them about the closure. Tell them what you need in the way of signage, cones, etc. Notify Alpharetta and Fulton County and advise them of their pending traffic problems.
 - b. Each incident must be handled on a case-by-case basis. The primary responder must begin a dialogue with the jumper until either relieved by the Department's negotiator or a supervisor. The responder will continue the dialogue in an attempt to bring about a safe resolution to the incident.
 - c. Other metro agencies have been successful in moving tractor-trailers under a limited jump zone, reducing the distance the jumper would fall... reducing injury to the jumper. Dekalb County FD has jump air bags that can be utilized...providing that the responding agencies traffic has not been too severely impacted by the roadway shutdown.
 - d. Keep the jumper contained as much as possible to prevent their free movement. If the jump zone gets too spread out, you'll never be able to get it contained again. Try to keep it contained to one to two lanes.
16. Plane Crash Follow FAA instructions
 - a. Rerouting of traffic:
 - i. RDOT has the best handle on rerouting traffic within the city limits. Alpharetta's Public Works Department needs to be notified of any road closures if it's apt to impact their city.
 - ii. GDOT, located on Maxwell Road, can provide a great deal of assistance. GDOT says that GA 9 can only handle 14% of GA 400 traffic in case of a GA 400 shutdown north of our city.
 - b. Positioning / Staging of Patrol Vehicles
 - i. If a patrol vehicle is the first to arrive at a traffic incident, blue lights are activated. The vehicle will be positioned to protect any injured persons and the immediate scene. Deploy any on board cones in a taper pattern, to the rear of the patrol

car. Don't get over extended. Remember, your safety and welfare is paramount. Work Safely!

- ii. If the patrol vehicle arrives after Fire & Rescue, the vehicle should be placed to the rear of the staged FD equipment and placed in a strategic position to protect personnel on the ground.
- iii. Don't take another lane unless it's absolutely necessary. Our goal is to keep as many lanes open as possible.

17. Summary

- a. Use common sense and good judgment. Open the roadways up as soon as you can ... safely.
- b. Order the equipment required to clear any roadway obstacle as soon after you arrive on scene as is practical.
- c. If RPD personnel maintain the mentality of clearing and keeping roadways open, we'll be assured that we've done all that we can do to keep traffic running smoothly.
- d. The city has adopted the Federal Intelligent Traffic System (ITS) and all that has been discussed is in line with the ITS guidelines.

E. Alternate Routing / Traffic

- 1. Contact GDOT immediately if any State Route traffic is impacted
- 2. North Bound GA 400 # 1
 - a. If the incident is between Chattahoochee River Bridge & Holcomb Bridge Road and any two lanes can be utilized there is no need to reroute traffic.
 - b. If all lanes are closed notify GDOT immediately and then reroute from Northridge Rd onto GA 9 (northbound) with an assist from Fulton County. If no FC units are available, radio will receive permission for two of our units to stage @ Northridge Rd. H.E.R.O. RDOT and GDOT are to be notified and any message boards needed will be placed by GDOT. RDOT can supplement if message boards are needed closer to the City at Northridge Road.
- 3. North Bound GA 400 # 2
 - a. If the incident is between HBR and Alpharetta City limits and any two lanes can be utilized there is no need to reroute traffic.
 - b. If all lanes are closed, notify GDOT immediately and then reroute onto Exit 7A / 7B. Notify Alpharetta PD and if assistance is needed, request the help. Notify Fulton County to let them know of pending delays on GA 400. Notify H.E.R.O. Notify GDOT to install message boards, cones, barrels, etc. to direct traffic onto Exit 7A / 7B

F. Resources

- 1. Removal Equipment available from the contracted wrecker service who will determine what equipment is necessary for the removal of vehicles/objects from the roadway.

Note. Owner of the property or equipment removed, etc. is invoiced. The City of Roswell is not invoiced for any services provided.

2. City of Roswell DOT is paged out by dispatch after normal business hours. The first page goes to the Traffic Operations Supervisor and then he or she will call from that point. The Traffic Operations Supervisor will determine what equipment is necessary to effectively handle the incident.

Special Note. Only the parties involved with the incident are responsible for paying any invoices. The Department is not responsible for invoicing or for the invoice.

G. GDOT Assistance

1. The Georgia Department of Transportation has a Regional Office on Maxwell Road call 770.528.3238 and speak to the Area Engineer.
2. GDOT is able to provide and put into place “detour” signs, not requiring permanent installation.
3. GDOT is able to provide additional gasoline or battery operated temporary signage, advising motorists of detours.

H. Hazardous Materials

1. Hazardous Materials (HAZ-MAT) should always be considered at any traffic incident. Look carefully at or for:
 - a. Tractor Trailer Diesel fuel spills
 - b. Commercial Vehicles of any kind
 - c. Tanker Spills: Ruptured Tanks, Spillage, leaks of any kind
 - d. Overturned Commercial Vehicles
 - e. Anything that is suspicious or of *ANY* concern.
2. If in doubt, do not approach. **Safety is paramount.** If there is any question about the contents of any commercial vehicle **do not approach.** Notify RFD and have them respond to advise the contents or any possible Haz-mat concerns.
3. If you're close enough, read the placard and advise RFD. Use binoculars, if available, to read placards.
4. If the driver / operator is available ask about the contents or make contact with the corporate carrier to determine the contents.
5. RFD / Haz-Mat are responsible for any clean up.
6. If the vehicle is overturned contact the appropriate towing and recovery company and have them en-route. Stage them outside the unsecured area until RFD / Haz-Mat gives the clear sign allowing entry.
7. If you can safely detect diesel fuel spillage notify RFD. A Haz-Mat clean-up team will be notified if RFD cannot provide the cleanup detail.
8. Notify GDOT / RDOT of road closures. Notify the appropriate personnel according to Department SOP's.
9. Assist with any evacuation procedures.
10. Deploy sufficient personnel to safeguard the general public.

I. Aircraft Down on Roadways

1. ANY aircraft down for whatever reason will require notification of NTSB (National Transportation Safety Board) via the FAA.
2. Dispatch will make the proper notifications including the PIO.
3. The lead supervisor on the scene will call the FAA (Federal Aviation Authority). They are available 24/7 at 404.305.5180. They will put you in conference calling with the NTSB's agent, either on-duty or on-call. (NTSB - 202.314.6290)
4. While waiting for the agent to return the call (you'll have 10 – 15 minutes) have dispatch contact H.E.R.O. units for assistance and RDOT for barricades, cones and sign boards outlining detours. Establish a proper secure perimeter and treat it as a crime scene.
5. The FAA will establish a conference call between the on scene supervisor and the NTSB Investigator. A decision will be made between the two individuals as to how to proceed... either to remove the aircraft from the roadway or to secure the area with a minimum number of officers in conjunction with crime-scene procedures. Follow the directions of the NTSB. They have final and total authority.
6. Establish and staff alternate / detour routes utilizing first line supervisors. Include Fulton County, Alpharetta, Forsyth and Cherokee County, if needed.
7. Notify the Chain-of-Command of the status.
8. Identify an area for the media and have radio notify the Department PIO of the location. Whether or not the aircraft is on the roadway, all roadways, in the adjoining area will be severely impacted.

J. Air Rescue And GPS Coordinates For Helicopter Landing Zones

1. If an air rescue unit is needed or has been requested dispatch will make the contact through Rural Metro Ambulance / (or other approved medical transporter). The call should come from the Fire Department's Incident Commander. If none is available, the approved medical transporter will make contact through their communications center. The PD will not arbitrarily order an air rescue unit to respond.
2. The following list is for reference only and can be used to assist the Incident Commander. The numbers are specific to designated areas, but as long as an air rescue unit has the general area, they'll find us.
3. Ground and Aircraft Security
 - a. The PD will provide security for the landing zone (LZ) by aligning 3-4 vehicles in a semi-circular configuration, approximately 200 to 300 feet apart. If there are any hazards, make sure that radio is aware and has made contact with air rescue.
 - b. As a precaution, illuminate the hazard with your spotlight. If the aircraft is making what appears to be a final approach and you suddenly see a severe hazard to ground personnel or the aircraft wave the pilot off the final approach.
 - c. Headlights should be turned off. Blue light operation is expected and effective in the landing process.

4. Landing Zone (LZ) Selection

- a. The desired area to be used as a temporary emergency landing zone needs to be level, flat and free from excessive dust, debris, pedestrians, overhead wires or any perceived hazards.
- b. The City Atlas shows the same LZ's displayed here if you need to locate adjacent or alternate areas to be utilized as an LZ.
- c. Do not shine your spotlight in the direction of the approaching helicopter and do not approach the aircraft until directed to do so by the flight crew.
- d. It is imperative that you understand the pilots are experienced and highly skilled in flying under extreme conditions. If they have the GPS coordinates, they'll find us.

5. ALPHA ZONE

- Hembree Springs School
- N34 03.38 W84 20.36
- Lebanon Church (New) / Crabapple Road north of GA 92
- N34 03.14 W84 21.97
- RAPSTC / Elkins and Hembree Roads
- N34 03.42 W84 18.31
- Elkins Road @ GA 9
- N34 03.02 W84 20.29
- Roswell High School / King Road (Woodstock & Crossville Road area)
- N34 03.52 W84 23.12
- Super Target / GA 92 @ Hardscrabble Road
- N34 03.58 W84 24.07
- Intersection (HBR and GA 9)
- N34 03.14 W84 21.97
- Wal-Mart / Mansell Road
- N34 02.42 W84 20.29

6. BRAVO ZONE

- Bank of North Georgia / GA 9 @ HBR (Old Lebanon Church)
- N34 01.97 W84 20.91
- Hwy 120 @ GA 9 (Atlanta Street and 120)
- N34 00.70 W84 21.10
- Crossville @ Crabapple (GA92)
- N34 02.65 W84 21.80
- 92 @ Sandy Plains (Kroger)
- N34 03.59 W84 25.62
- Hwy 120 @ Cobb County Line
- N34 00.06 W84 23.65

7. CHARLIE ZONE:

- GA 140 @ Dogwood Road (Red Lobster parking lot)

- N34 01.26 W84 20.01
- Dobbs Drive Soccer Field / Old Public Works
- N34 00.99 W84 21.27

8. DELTA ZONE:

- GA 400 @ HBR (On the bridge)
- N34 01.26 W84 19.68
- Martins Landing Athletic Field (just off HBR)
- N34 00.59 W84 18.74
- Home Depot / HBR
- N34 00.89 W84 18.86
- Mansell Road East of 400
- N34 02.06 W84 18.07

9. ECHO ZONE:

- HBR @ Barnwell Road (Station #7)
- N34 58.88 W84 16.44
- Kohl's Parking Lot @ HBR (Scott Road / Fouts Road area)
- N34 00.88 W84 17.78
- Horseshoe Bend @ Lake Area
- N33 59.45 W84 17.62
- HBR Middle School
- N33 59.46 W84 17.22

37.36 Enforcement Alternatives

Officers are to use individual discretion, based on professional judgment, as to which form of enforcement action will be taken. Action will be appropriate for each violation of the law. This will be accomplished in a fair, impartial, courteous and businesslike manner with one of the three following options:

- Written Warning:** A written warning is a proper alternative in response to a minor traffic violation, but not to the extent that court or other judicial action is warranted. A written warning will be issued on the Georgia Uniform Traffic Citation form with the warning box checked.
- Written Citation:** Traffic citations will be issued to violators who jeopardize the safe and efficient flow of vehicular and pedestrian traffic. A written citation will be issued on the Georgia Uniform Traffic Citation form.
- Physical Arrest:** The physical arrest of a driver is the most extreme action that may be taken for a traffic offense. This action may only be taken when:
 1. The continued operation of the vehicle would result in immediate danger to the public.
 2. When the driver's license has been suspended or revoked and only if there is proof that the driver has been properly served with notice of suspension as required by law.
 3. When the driver's privilege to drive is revoked under the habitual violator statutes. If the status is unable to be determined, the officer will not make a physical arrest.
 4. For violation of an offense where arrest is required by law.
 5. When the appearance in court of the charged party is in doubt.

37.37 Traffic Patrol Definitions

(61.1.6)

A. Visible Traffic Patrol

1. **Area:** moving or stationary observation in an area that includes a number of streets or sections of highway.
2. **Line:** moving or stationary observation on a specific street or highway between two points.
3. **Directed:** area or line patrol that is specifically directed by supervisory personnel and is based on unfavorable traffic accident or enforcement data.

B. Stationary Observation

1. **Covert:** when operating speed detection devices, traffic enforcement vehicles will not be concealed (O.C.G.A. 40-14-7).
2. **Overt:** traffic enforcement vehicles will be positioned in such a manner near the roadway intersection, that is clearly seen by persons using ordinary powers of observation.

C. Unmarked Vehicles

1. In compliance with O.C.G.A. 40-8-91 unmarked vehicles will not normally be used to make traffic stops.
2. Officers driving unmarked vehicles while in uniform may make incidental traffic stops for significant violations.
3. Plain clothes officers will only make traffic stops for traffic violations that endanger the public and a marked vehicle cannot respond in time to make the stop.

37.38 Immunity from Arrest / Traffic Citations

(61.1.3)

A. Legislators

All legislators, state or federal, will be free from arrest during legislative sessions or committee meetings, and while going to or returning from such sessions or meetings, except for treason, felony, or breach of the peace. When legislators are in session, citations or physical arrest will not be initiated without prior approval of the arresting officer's immediate supervisor. (Ga. Const. Art.3, Sec.4, Para. IX)

B. Privilege of Militiamen

1. The members of the organized militia or military forces will in all cases, except treason, felony, or breach of the peace, be privileged from arrest during their attendance at drills, parades, meetings, encampments, and the election of officers and going to, during, and returning from the performance of any active duty as such members. (O.C.G.A. 17-4-2)
2. No doubt the legislative purpose of the immunity statutes was to prevent civil interference with the military on active duty in the performance of duty. This purpose will be served only if the immunity is asserted at the earliest opportunity. The legislative purpose is defeated if the militiaman allows himself to be deterred from the performance of his duty and then raises the privilege for the sole purpose of avoiding the criminal sanctions which he / she faces. (140 Ga.App.441 (5) Militia will be composed of the Army National Guard, Air National Guard, the

Georgia Militia when organized, and the Georgia State Guard when organized.(O.C.G.A. 38-2-2(10)

3. Any sheriff or peace officer may apprehend persons subject to the Georgia Code of Military Justice (GCMJ) upon reasonable belief that an offense has been committed and that the person apprehended has committed an offense. (O.C.G.A. 38-2-340) All members of the Georgia organized militia are subject to the provisions of the Georgia Code of Military Justice. (O.C.G.A. 38-2-322)

C. Uniform Act to Secure the Attendance of Witnesses

Witnesses who come into or pass through Georgia pursuant to a summons issued under the Uniform Act to Secure the Attendance of Witnesses are immune from arrest or the service of civil or criminal process in connection with matters which arose prior to the witness' coming into the state under the summons (OCGA 24-10-96).

D. Diplomatic and Consular Immunities

1. Diplomatic Immunity

- a. The person of a diplomatic agent will be inviolable. He will not be liable to any for arrest or detention. The receiving state will treat him with due respect and will take all appropriate steps to prevent attack on his person, freedom, or dignity. (Vienna Convention on Diplomatic Relations, Article 29-31, 23 U.S.T. 3227; 23 U.S.C. 254a et seq.)
- b. The term "diplomatic agent" includes the head of a mission (generally an ambassador) of a foreign government and members of the diplomatic, administrative and technical staff of a mission. (22 U.S.C. 254a).
- c. The members of the family of a diplomatic agent forming part of his household shall...enjoy the privileges and immunities afforded the diplomatic agent. (Vienna Convention on Diplomatic Relations, Art. 37).
- d. Private servants of embassy personnel have no immunity.

2. Consular Privileges and Immunities

- a. In the absence of a specific treaty, consular officials are not entitled to diplomatic immunity. (Hall v. Coppel, 74 U.S. 549, 19 L Ed 244,247).
- b. The Vienna Convention on Consular Relations, Article 41-42, 21 U.S.T. 78, provides that:
 - i. The receiving state will treat consular officers with due respect and will take all appropriate steps to prevent any attack on their person, freedom, or dignity.
 - ii. Consular officers will not be liable to arrest or detention pending trial, except in the case of a grave crime (felony offense that endangers the public safety) and pursuant to a decision by the competent judicial authority.
 - iii. Except as specified above, consular officers will not be committed to prison
 - iv. If criminal proceedings are instituted against a consular officer, he must appear before the competent authorities.

- c. In the event that a consular officer or employee or members of their families are taken into custody, the U.S. Department of State should be promptly notified.
- d. The term "consular officers" includes consul generals, consuls, vice consuls and consular agents who are official representatives of a foreign government accredited to the United States. (Vienna Convention on Consular Relations, Art. 1.)

Honorary consuls are not entitled to immunity under Article 41. Georgia extends the same privileges and immunities as are extended to consulate general of foreign countries to the Coordination Council for North American Affairs of the Republic of China (Taiwan). (OCGA 50-1-1)

- e. Family members of consular officials are not entitled to immunity. (Vienna Convention on Consular Relations, Art. 57.)
 - f. Traffic violations by Consular Officers.
3. The U.S. Department of State has taken the position that "authorities in all jurisdictions of the United States would be free to issue regular traffic tickets or summonses to any driver with diplomatic or consular status who fails to observe traffic laws and regulations." (7 Digest of Int'l L. 17, p.172.)
 4. In DUI cases where a Consular Officer is considered a danger to himself or others, the U.S. Department of State advises that a law enforcement officer may:
 - a. Take the Consular official to the station or a location where he or she may recover sufficiently to drive safely
 - b. Take him or her to a telephone to call someone to drive them home
 - c. Call a taxi for him / her
 - d. Take the official home
 - e. In all cases involving a Consular official a superior officer should be contacted
 5. Verification of Status of Persons for Whom Immunity is Claimed

A person claiming immunity is required to produce satisfactory evidence that he or she is entitled to immunity. The U.S. Department of State issues identification to diplomatic agents and Consular officials accredited to the United States. (7 Digest Int'l. L. 8, p.108) The Georgia Secretary of State issues identification cards to honorary consuls and members of the families of career Consular officials who are stationed in Georgia.

In any situation in which a law enforcement official needs to establish entitlement to diplomatic or consular immunity and the person asserting it cannot produce satisfactory evidence thereof (i.e. identification card issued by the U.S. State Department) or the official wishes to verify that the employment from which the person's immunity or that a family member derives is still valid, confirmation of the correct status, or wishes advise concerning a particular situation, the official can telephone the U.S. Department of State as follows:

- a. During regular hours, the Office of Protocol, U.S. Department of State.
 - i. For Diplomats: (202) 647-1404
 - ii. For international organization employees: (202) 647-1406
 - iii. For Consular Officers: (202) 647-1664
 - iv. For United Nations employees: (202) 415-4131

- b. After normal hours, all calls should be made to the Command Center of the Office of Security, U.S. Department of State as follows:
 - i. (202) 895-3603 / (202) 647-2412
 - ii. (202) 415-4444 (United Nations employees)
 - iii. (202) 647-1512 (Duty Officer)

37.39 Automated License Plate Recognition Systems

(41.3.9)

A. Purpose

The purpose of this policy is to provide officers with guidelines on the proper use of Automated License Plate Recognition (ALPR) systems.

B. Policy

The availability and use of ALPR systems have provided many opportunities for enhancement of productivity, effectiveness, and officer safety. It is the policy of the Roswell Police Department that all authorized employees abide by the guidelines set forth herein when using ALPR systems.

C. Definitions

1. **Automated License Plate Recognition/License Plate Reader (ALPR):** A special system consisting of equipment designed to read, store and check license plates. The ALPR is commonly mounted to a patrol vehicle and connected to a computer within a vehicle. However, there are other device configurations available (handheld, stationary/fixed).
2. **ALERT:** A visual and/or auditory notice that is triggered when the ALPR system receives a potential "hit" on a license plate.
3. **Detection Metadata:** A license plate or other identification number that is recognized by the ALPR system. This data includes plate numbers, photographs of license plates, the date, time, and location a detection was made; and the vehicle in use at the time of the detection.
4. **Hot Lists:** A list of stolen plates and vehicles entered into the National Crime Information Center (NCIC) database and the Georgia Crime Information Center (GCIC) database, as well as any information that is entered manually by Department Personnel.
5. **LEARN:** Law Enforcement Archival and Reporting Network
6. **OCR:** Optical Character Recognition
7. **READ:** Digital images of license plates and vehicles and associated metadata (e.g., date, time, and geographic coordinates associated with the vehicle image capture) that are captured by the ALPR system.
8. **Stationary ALPR System:** ALPR cameras that are affixed to a structure within an intersection.
9. **TAS (Target Alerting Service):** Software designed to allow trained personnel to monitor hits generated from Trailer Mounted Systems.

D. Procedures

ALPR systems and associated equipment and databases are authorized for official public safety purposes only. Misuse of this equipment and associated databases, or data, may be subject to disciplinary actions up to and including termination. ALPR systems and ALPR data are the property of this Department and intended for use in conducting official business.

1. License Plate Recognition System Usage

ALPR operation and access to ALPR collected data shall only be used to support law enforcement activities and homeland security operations in accordance with local, state and federal law. Acceptable uses include, but shall not be limited to; Interdiction of revoked/suspended driver's licenses; recovery of stolen property; enforcement of stay-away-orders; apprehension of individual pursuant to an outstanding arrest warrant; and interdiction of criminal and/or terrorism suspects.

2. The Traffic Enforcement Unit (TEU) Lieutenant or his/her designee has the authority to issue and or approve LPR Devices. Access to ALPR data on the ALPR server will be regulated by the TEU Lieutenant. Data stored on the server will be retained for a minimum of thirty (30) days.
3. Only individuals designated by the TEU Lieutenant or his/her designee and who are properly certified will be authorized to use the ALPR device.
4. Only devices authorized by the Department will be approved for use.
5. The TEU Lieutenant will be responsible for overseeing the development and administration of the training process for assuring proficiency of instructors and operators with the ALPR. This will include but not be limited to:
 - a. Ensuring training is developed based on manufacturer's recommendations, NCIC/GCIC regulations and appropriate legal mandates.
 - b. Maintaining training records:
 - i. Ensuring that proficiency training is received by each user and;
 - ii. Training is documented and forwarded to the Training Unit.
 - c. Reviewing and revising all applicable training criteria on an as needed basis.
6. The operator's immediate supervisor will ensure:
 - a. Operators follow established guidelines and procedures for the use and maintenance of the ALPR (document any deviation and forward report to the SSD Commander for appropriate action); and
 - b. Repairs and replacement of damaged or non-functional ALPRs are documented and performed as directed by the SSD Commander.
7. The TEU Lieutenant shall be responsible for overseeing the technology portion of the ALPR Program.
 - a. All ALPR Devices purchased by the agency will be approved, inspected and installed as determined by the SSD Commander.
 - b. ALPR Devices in need of repair or replacement will be brought to the attention, via the chain of command, to the SSD Commander.

E. Guidelines for Use

1. The ALPR device passively reads the license plates of moving or parked motor vehicles using ALPR optical character recognition technology and compares them against a Hot List.
2. A Hot List Download is automatically installed with the most current wanted vehicle information available from NCIC/GCIC daily.
3. Manual additions to the Hot List can also be entered into the system as they are received via the 911-Communications Center, or as a result of the agency's legitimate investigative needs.
 - a. Examples of possible scenarios where manual entry of a license plate number includes but are not limited to:
 - i. Be On Look Out (BOLO);
 - ii. Attempt to Locate;
 - iii. Motorist overdue to destination;
 - iv. AMBER Alert;
 - v. Child Abduction;
 - vi. Wanted Person; and
 - vii. Missing Person.
 - b. License plate "READS" are transmitted from the ALPR device to a centralized server via a secured network connection. The centralized server store the license plate number read, location of the read, date and time, and the image captured.
 - c. During operation, ALPR "hits" are indicated by an audible and visual alarm. An ALPR "hit" shall not be used as the sole reason for a traffic stop or enforcement contact until all provisions contained in this section have been satisfied. Contact with the vehicle and its occupants will only be made after the "hit" is confirmed.
 - i. The officer receiving the notification must first visually verify that the Hot List entry matches the digital image displayed by the ALPR. If, for any reason the information does not match, the "hit" will be rejected. If, however, the information does match, the "hit" will be accepted and the officer will verify the "hit" through NCIC/GCIC.
 - ii. After verifying the "hit" the officer will then take appropriate action based on the circumstances.
4. Target Alerting Service:
 - a. Any officer that has received instructions on the use of the TAS Program may use the software to monitor hits generated by the stationary ALPR Systems. If an Alert is received via the officer's MDT, the officer will be responsible for verifying the current status of the plate.
 - b. Prior to initiation of a traffic stop based on an Alert:
 - i. Visually verify that the vehicle plate number matches the plate number recognized by the ALPR system, including both alphanumeric characters of the license plate and the state of issuance.
 - 1) Operators will disregard the Alert, and indicate "Incorrect Hit" if the image is not the same as the license plate examined visually.

- ii. When circumstances allow, users should verify the current status of the plate by one of three (3) ways:
 - 1) By clicking on the "Validate Hit" icon on the alert vehicle detail screen
 - 2) Through NCIC/GCIC via OSSI software on the MDT
 - 3) Through the 911-Communications Center via radio

F. Training

1. Prior to using an ALPR Device for law enforcement purposes, officers will be properly trained and demonstrate proficiency on the device's capabilities.
 - a. Training will be based on manufacturer's recommendations and suggestions from the TEU Lieutenant.
 - b. Training will include at a minimum:
 - i. Setup and maintenance procedures;
 - ii. Proper use guidelines;
 - iii. Legal issues involved with the use of the ALPR Device;
 - iv. Reporting requirements (maintenance issues, etc.); and
 - v. Other issues as deemed necessary and established by the TEU Lieutenant.

G. Maintenance

1. The SSD Commander is responsible for overseeing the installation, implementation, and maintenance of the ALPR. In the event the ALPR needs repair, the officer should notify the on duty supervisor and make arrangements for repair.
2. The ALPR will not be disconnected for repairs by anyone, except a technician authorized by the SSD Commander.
3. The ALPR camera lenses should be cleaned as recommended in training, at the beginning and ending of the officer's shift. Any damage observed shall be immediately reported to a supervisor. The supervisor will document the damage and forward the report to the SSD Commander.

H. Data Security, Access, Storage and Retention

The Roswell Police Department utilizes the LEARN Database for data security, access, storage, and retention with regards to ALPR detections.

1. Data Security and Access:
 - a. The Department LEARN account manager shall:
 - i. Grant access to authorized law enforcement personnel; and
 - ii. Conduct user account audits, to ensure only active, authorized personnel access to the system
 - b. Use of the LEARN database is restricted to authorized law enforcement personnel only.
 - c. Users are only granted access after receipt of approved training on the use of the system.

- d. RPD authorized users share Detection Metadata and have access to data generated by other agencies, through use of the LEARN Database.

2. Data Storage and Retention:

- a. The Vigilant Solutions LEARN Database serves as a host server for all storage of all detection data submitted by client agencies.
- b. LEARN Database retains Detections, Metadata, indefinitely.
- c. TAS Alerts are retained by the number of records selected.

- I. School Zone Enforcement Program

The Roswell Police Department utilizes automated school zone speed enforcement to maximize driver compliance and reduce speeding and accident risks within approved school zones.

1. **Training:** Training is mandatory for all officer conducting reviews and approvals of speeding violations through the RedSpeed system. This training is conducted by RedSpeed or one of the Traffic Supervisors trained on the use of the system.
2. **Quality Control Review:** Citations should only be issued where a violation is clearly and legible evidenced. Acceptance or rejection of a violation rests with the Roswell Police Department.
3. **Monthly Site Inspections:** A monthly inspection of each site must be conducted to ensure the cameras are properly placed; signs are maintained and visible and an independent test of each camera is performed. The information will be documented in the Monthly Site Inspection Log. The logs shall be stored in the Vendor's system and available to the Department.
4. **Citation Approval Procedure:** By law, all citations must be approved and mailed within thirty (30) days after obtaining the name and address of the owner of the motor vehicle but no later than sixty (60) days after the date of the alleged violation. Citation approval should commence as soon as possible after the violation enters the queue to allow for any quality control issues that may arise. All speed camera citations during the final review **MUST** be approved by a sworn law enforcement officer.
5. **Criteria for the Issuance of a Valid Citation:** RedSpeed will provide photos and/or video with each alleged violation. One photograph should show the vehicle and its location on the roadway. The second should show the license plate of the vehicle. A 10-second clip shows the vehicle moving through the school zone.
 - a. In order to approve the citation, the following criteria must be met:
 - i. Registration plates on vehicle matches the information on the citation.
 - ii. Speed shown on data bar, in the photograph, is at least eleven (11) mph over the posted speed limit.
 - iii. Vehicle make coincides with the image depicted in the photograph
 - iv. Date and time of the violation are within the statutory times.
 - v. The violation is unobstructed.
 - vi. If photographs contains multiple vehicles traveling away from the camera, the lane identification number must be consulted to confirm the correct vehicle is being cited.

37.40 Funeral Escorts

A. Purpose

To establish guidelines on conducting funeral escorts. The Chief of Police or his designee shall approve all escorts.

B. Scope

Funeral escorts may be conducted under the following circumstances:

1. Current City of Roswell Public Safety Personnel
 - a. Active or fully retired
 - b. May escort family to and from residence
2. Family of Current City of Roswell Public Safety Personnel
 - a. Spouse, parents, children and step-children
 - b. Escort services will begin at the funeral service location and end at the final preparatory location
 - c. Must be within 100 miles roundtrip beginning and ending at the Roswell Police Department (39 Hill Street, Roswell, GA 30075)
3. Participatory (Funeral Escorts from Outside Agencies)
 - a. Participation in a funeral procession hosted by another agency
 - b. Line of duty death as determined by the parent agency
4. Mutual Aide
 - a. Requested by another agency to assist with escort services

Chapter 38 – Legal Process

38.1 Purpose

The purpose of this policy is to ensure sufficiency of information, accuracy, timeliness, and accessibility in the delivery of legal process services.

38.2 Policy

The Department will serve and/or execute legal process in support of the judicial function as required by Federal and State Constitutions and state statutes. All court documents, or legal process, officially received by this Department shall be executed in good faith, in a timely and efficient manner, pursuant to Federal, State, and local laws, and in accordance with Department policies and procedures. The Department will provide training as needed to ensure that officers remain knowledgeable of changes relating to the field of arrest, and search and seizure.

It is the policy of this Department that employees will not perform the task of serving civil process documents, unless exigency exists. Such exigency is at the determination of the on-duty Watch Commander.

38.3 Definitions

(1.2.1, 1.2.3, 74.2.1, 74.3.2)

Criminal Process: Services relating to criminal matters that support a judicial function and are performed by law enforcement officers who are ordered by the courts or authorized law to perform such services. These services may include executing arrest warrants, search warrants and affidavits, administrative warrants, or any other type of service ordered by the courts, which directly results from a criminal matter. Only sworn law enforcement officers will execute arrest or search warrants. (GA. CODE 27-305)

Civil Process: Services performed by law enforcement officers who are sanctioned by the courts and by the law which supports the judicial function relating to civil matters.

Probable Cause: Those facts and circumstances within an officer's knowledge which would lead a reasonable and prudent person to believe an offense has been committed or is being committed and/or that a particular individual has committed or is committing the offense.

Exigent Circumstances: Situations in which speed is essential to the accomplishment of lawful police action, such as hot pursuit of a fleeing suspect, destruction of evidence, or an imminent threat to public safety.

Curtilage: The area of land occupied by a dwelling and its adjacent yard and outbuildings, actually enclosed or considered as enclosed.

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

Consensual Search: When an individual willfully gives law enforcement permission or consent to search an area/item in which the individual has a reasonable expectation of privacy. A spouse or a roommate can grant consent to search a mutual shared area of a premises in the absence of the other party. Room(s) that are exclusive to the other party not present may not be searched without his/her consent.

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 and is considered equivalent to "in the officer's presence." This excludes reporting of a crime by any third party other than another officer who has direct knowledge. (OCGA 17-4-20).

Arrest: The restraint of liberty of a person to come or go as he pleases, no matter how slight. A person has been arrested when he/she is not free to go, regardless of whether formal words of arrest are used. If the person voluntarily submits to an arrest or yields on condition of being allowed his freedom of locomotion under the discretion of the officer, the arrest is complete (OCGA 17-4-1).

Arrest Warrant: A judicial order to arrest a particular person and to bring said arrestee promptly before the magistrate issuing the warrant or other judicial officer.

Interview: Is the free and willing exchange of information between the interviewer (officer) and the interviewee.

Interrogation: Is an exchange in which the subject is being questioned about their involvement in a crime or criminal activity.

Investigative Detention: A brief detention of a person whom a reasonable officer suspects to be engaged in criminal activity. Such suspicion must be more than a "mere hunch."

Felony: A violation of State law criminal in nature with the minimum punishment being one year imprisonment.

Misdemeanor: A violation of State law criminal in nature with the maximum punishment being up to one year imprisonment.

38.4 Good Faith

Whenever a Department law enforcement officer executes any legal process, that officer will do so in good faith and pursuant to all federal, state and local laws, and in accordance with Department procedures and policies.

38.5 Search and Seizure

(1.2.4, 74.3.1)

A. Searches in General

1. Only sworn law enforcement officers will execute search warrants for a location and seize property. Civilian personnel or hired professional services with specific technical extraction skills, equipment, and processing techniques may be required to assist. Officers will conduct searches of persons, places and things pursuant to established State and Federal laws governing search warrants and/or warrantless searches.
2. Law enforcement officers will have due regard for the protections guaranteed under the provisions of the Fourth Amendment to the United States Constitution while executing warrantless searches, or searches with a warrant. Officers should refer to current case law for additional guidance.

B. Searches with a Search Warrant

The following is required of all search warrants and search warrant affidavits:

1. **Issuance:** The warrant must be issued by a judicial officer authorized to hold a court of inquiry (OCGA Section 17-5-21).

2. **Probable Cause:** The judicial officer must find probable cause that the place to be searched contains items connected with criminal activity (*Berger v. New York*, 388 U.S.41). The officer must swear or affirm under oath that the facts presented for establishing probable cause are true. Probable cause is defined as "what facts and circumstances within an officer's knowledge would lead a reasonable person to believe that an offense has been committed or is being committed and/or that a particular individual has committed or is committing the offense."
3. **Description:** The warrant must describe with sufficient particularity the person or the place to be searched and the items to be seized (OCGA 17-5-23). If a place can be easily identified by a street number or address, then no further information is necessary; however, an officer should elect to further describe the place to be searched.

Note. A warrant may be issued based on an affidavit containing only hearsay where the reliability of the informant is established and the underlying factual circumstances are described.

C. Searches without a Warrant / Searches Incident to Arrest

1. **Scope:** A search incident to a lawful arrest must be limited in scope to the arrestee's person and the area 'within his immediate control' (*Chimel v. California*, 395 U.S. 752; 1969). Additionally, police may search the passenger compartment of a vehicle incident to a recent occupant's arrest only if it is reasonable to believe that the arrestee might access the vehicle at the time of the search or that the vehicle contains evidence of the offense of arrest. (*Arizona v. Gant*, 556 U.S. 332; 2009).
2. **When Authorized:** A search incident to an arrest is authorized for the following:
 - a. For the security of the officer
 - b. To secure items that might aid in an arrested individual's escape
 - c. To prevent the destruction of instruments of fruits of the crime
3. **Nature:** A search incident to a lawful arrest must be concurrent in time and place with the arrest.
4. **Booking or Administrative Searches:** A jail house search of an arrested individual is justified as an administrative search. A custodial search of the arrestee's person may be justified as either an administrative search or as an inventory procedure. Once an officer has taken any property discovered during the search into his control, a further non-contemporaneous search is no longer an incident of the arrest.

D. Exigent Circumstances

1. **Justification:** A warrantless search is permitted when there is both probable cause and exigent circumstances. The ultimate test is whether there is such a compelling necessity for immediate action that proceeding without a warrant is justified.
2. **Exigent Circumstances Defined:** Hot pursuit, a fleeing suspect, imminent destruction of evidence, or other situations in which speed is essential to the accomplishment of lawful police action are examples of exigent circumstances.
3. **"Hot Pursuit" Warrantless Pursuits into the offender's Home:** In *United States v. Santana*, the Supreme Court ruled that hot pursuit justifies forcible entry into the offender's home without the need for a warrant. The court said "We thus conclude that a suspect may not defeat an arrest that has been set in motion in a public place... by the expedient of escaping into a private place." In order to justify this arrest, the three elements of hot pursuit must be satisfied: (1) the arrest process has begun; (2) the offender knows he is being placed under arrest; and, (3) the offender takes action to avoid the arrest. However, under the restrictions imposed by the

Supreme Court case of *Payton v. New York*, officers may not enter an individual's home or dwelling without a warrant. Warrantless probable cause arrests, permissible in a public place, do not justify access to the sanctity of an offender's home.

4. **Searches Where Public Safety is Endangered:** Under special circumstances where an officer hears screams, observes an immediately dangerous situation to anyone, or other exigent circumstances exist, an officer may make an emergency search of persons or premises. In *Michigan v. Tyler*, the court specified the "compelling need for official action and no time to secure a warrant". Various other courts suggested factors establishing this compelling need to include the gravity of the offense, the presence of weapons, and the likelihood of escape. The "totality of the circumstances" is the deciding factor in each case.

E. Stop And Frisk

1. **Grounds for Stop:** To lawfully stop an individual, the law enforcement officer must have a reasonable suspicion that the person stopped is involved in criminal activity. A Miscellaneous Incident Report should be filled out on all such stops of suspicious persons particularly if a person was detained (no matter how brief), if the person was searched, or if the person's property was searched. A detailed description of the activity and of the person should be included. A temporary detention via traffic stop is sufficiently documented by citation or written warning, provided that the subject was not physically restrained nor their property searched.
2. **Grounds for Frisk:** In *Terry v. Ohio*, 392 U.S. 1, the Supreme Court decided that an officer is authorized to stop and frisk an individual whenever the law enforcement officer has a reasonable suspicion that the subject is committing, has committed, or is about to commit a crime and the officer has articulable reasons to fear for his or her safety. Since the scope of the search in *Terry* is limited to weapons, such search may not be intrusive and beyond the scope of looking for weapons. However, contraband discovered in such searches is subject to seizure and may be admissible into evidence. When the officer no longer is in fear for his or her safety, the exception to warrantless search and seizure under *Terry* no longer applies.
3. **Nature of Frisk:** The frisk for weapons must be only a limited intrusion of a person (a pat down). Pockets cannot be entered during a pat down unless the officer feels an object which is consistent with a weapon in its size, shape, or feel.
4. **Search after Frisk:** Feeling an object which might be a weapon will justify a more extensive intrusion to obtain the suspected weapon. An officer may enter pockets to dispel the alarm that a weapon is present.

F. Vehicle Stops

1. **Significance of Stop:** A 'seizure' occurs whenever a vehicle is stopped, without consent and not at a Safety Check Point, even if the purpose is generally limited and the detention quite brief. Therefore, the Fourth Amendment applies.
2. **Grounds for Stop:** There must be reasonable suspicion to justify an investigatory stop of an individual vehicle. Law enforcement officers do not have an unrestricted right to a nonconsensual stop of people, including pedestrians and drivers.
3. **Vehicle Roadblocks/Safety Checkpoints:** Vehicles may be stopped at general roadblocks and safety checkpoints, which serve legitimate law enforcement purposes. If the purpose of the roadblock is legitimate, (e.g., to check driver's licenses and not randomly stop vehicles, and if evidence of other crimes is observed, the officer has the right to take reasonable investigative steps (see section below). Vehicle roadblocks/safety checkpoints are prohibited unless approved by a Unit Commander or above.

4. **Initial Intrusion:** Law enforcement officers may take reasonable action to protect themselves after a lawful stop of a motor vehicle. An officer may prefer to ask the driver of a vehicle to step out of the vehicle. Law enforcement officers may consider external factors such as weather, crowds, etc., prior to asking anyone to step out of their vehicle.
5. **Further Intrusion:** If the police officer has a reasonable belief that a person stopped is presently armed and dangerous, the officer may conduct a limited protective search of the vehicle and frisk of the person.

G. Vehicle Searches

1. **Exigent Circumstances:** The mobility of motor vehicles often constitutes exigent circumstances authorizing a warrantless 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. (*Gondor v. State*, 129 GA. App.665; 1973)
2. **Standard:** To search under exigent circumstances, the police officer must have probable cause to believe the vehicle contains items that are subject to seizure.
3. **Time and Place Search:** If probable cause and exigent circumstances existed originally, the police may search the vehicle after towing it to a safe location without securing a search warrant. When probable cause exists without exigent circumstances, a warrant is required. (*Caito et al. v. State*, 130 GA. App.83; 1974)
4. **Arrest of Occupant:** If a person is arrested after a vehicle stop, the passenger compartment of the vehicle may be searched incident to the arrest as defined in this Chapter.

H. Container and Luggage Searches

1. **Standard:** Containers are subject to the same search warrant requirements and expectations described in this Chapter.

I. Inventory of Vehicles

1. **Seizure of Vehicle:** For an inventory of a vehicle to be valid, the police custody of the vehicle must be lawful. An inventory of a vehicle is not a search. An inventory is a departmental policy designed to ensure safe storage and that valuable possessions within a vehicle under police custody are accounted for. Any contraband which is found inadvertently during an inventory may be seized.
2. **Justification:** The inventory must be conducted only to fulfill the police caretaking function of securing the contents of the vehicle and ensuring the vehicle may be safely stored.
3. **Nature of Inventory:** The search must be a routine part of standard police procedures for impounding vehicles, rather than a pretext for an investigatory search. It is standard operating procedure for officers to inventory all impounded vehicles.
4. **Inventory:** Closed containers may be opened during a personal effects inventory. (*Ill. v. Lafayette*, 162 U.S. 640, 33 CrI 3183; 1983)

J. Plain View Doctrine

In order for the Plain View Doctrine to apply:

1. The law enforcement officer must be at a location where the officer has a legal right to be;

2. The seized items must appear on their face to be incriminating; and
3. The items seized must be plainly visible to the law enforcement officer.

K. Abandonment

1. **Act:** Abandonment is a voluntary relinquishment of control of property, i.e., disposing of, denying ownership.
2. **Implications:** Abandoned property is not protected by the Fourth Amendment. Officers may seize abandoned property *without* probable cause and *without* a warrant. Whether or not property has been abandoned is a question of intent, which must be shown by clear, unequivocal and decisive evidence.

L. Curtilage

1. **The Curtilage Doctrine:** Curtilage is afforded the same Fourth Amendment protections as is the home. Generally speaking, curtilage has been held to include all buildings in close proximity to a dwelling, which are continually used for carrying on domestic purposes; or such places as are necessary and convenient to a dwelling, and are habitually used for family purposes (including a patio).
2. **The Open Field Doctrine:** The Fourth Amendment protections do not extend to the "open fields" surrounding the curtilage and the home.
3. **Legitimate Expectation of Privacy:** The determination of whether Fourth Amendment protections 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 which was searched.

M. Consent

1. **Voluntariness:** The law enforcement officer obtaining consent has the burden of proving that the defendant's consent to a warrantless search was given freely and voluntarily.
2. **Test:** The voluntariness of a person's consent is measured by the totality of the circumstances.
3. **Consent after Arrest:** If the consenting party is in custody, the voluntariness of the consent is still measured by the totality of the circumstances, although courts will analyze the relevant factors more critically.
4. **Third Party Consent:** Consent for a warrantless search may be given by a third party who shares control of (or has common authority over) the premises or items to be searched. Areas belonging exclusively to parties not present or not giving consent will not be searched. Law enforcement officers will obtain a signed consent to search, if practical, when audio and video recording are not available. Officers are reminded that an oral consent is subject to the same scrutiny as a written consent.

N. Greater Intrusion Searches

1. **Exterior Intrusions:** Intrusions on the body's surface (swabbing, hair samples, retrieval of evidence from the mouth, etc.) are governed by the Fourth Amendment. Such searches are permissible as long as they are conducted in a reasonable manner and are justified under the circumstances (e.g. probable cause to search, consent, etc.).
2. **Interior Intrusions:** Certain intrusions into the body (e.g., stomach pumping, surgery) have been held to be in violation of the Fourth Amendment (*Rochin v. California*, 342 U.S. 165,

Winston v. Lee, 470 U.S. 753). Hence, only under the most exigent circumstances and only pursuant to a search warrant, could such a procedure be allowed. However, other more common interior intrusions, such as blood tests, may be conducted without a warrant if the setting and procedures are reasonable, as when blood is drawn by a doctor in a hospital (Schmerber v. California, 384 U.S. 757). Probable cause must exist in all cases.

O. Exigent Crime Scene Searches

A prompt, warrantless search of a crime scene may be conducted within the limits of an exigency exception to check for victims, suspects posing an immediate threat to public safety or officers, and other extenuating circumstances as defined by current case law. Once the exigency no longer exists, officers or investigators must obtain consent or a warrant to conduct any further search and processing of the crime scene. (Thompson v. Louisiana, 469 U.S., 105 S. Ct. 409, 83 L. Ed. 2nd 246)

38.6 Execution of Search Warrants

(5.10; 74.3.1)

A. Supervisory Personnel

1. Prior to the execution of a search warrant, an officer of supervisory rank should have reviewed the affidavit and warrant and the circumstances of its issuance to ensure that requirements of law are being met and that all the necessary elements are present even though the warrant may have already been signed by the appropriate authority. All search warrants and affidavits obtained by any officer should, if at all possible, be reviewed first by a supervisor prior to review and approval by a magistrate.
2. An officer of supervisory rank shall be present during the execution of any search warrant, except when searching items, vehicles, or persons that have already been legally seized and are located at the Roswell Police Department. Whenever possible, the supervisor should be a member of the lead unit. In situations where the unit supervisor is unavailable, a sergeant or higher-ranking officer from another unit shall assist. The requirement to have a supervisor present may only be waived by the respective Division Commander and/or their designee.

Note. All requests for wiretap warrants must be approved in advance by a Division Commander, the Chief of Police, and the District Attorney's Office. (The actual written application for interception of wire or oral transmissions by law enforcement officers must be executed by the District Attorney of the circuit wherein a device is to be physically placed, or by the Attorney General. O.C.G.A. 16-11-64.)

B. Assigned Officers

All involved personnel will conduct themselves in a professional manner by:

1. Restricting their actions in such a manner as is consistent with the scope of the warrant
2. Whenever possible, leaving property not seized in an orderly fashion (or as found) and ensuring that it is not left in an unreasonable state of disorder or destroyed
3. Ensuring all evidence seized is inventoried, documented, and forwarded to evidence or the Crime Lab

Note. Contraband will not be destroyed without either the appropriate order of the court or, in cases where prosecution is not to follow, by proper documentation. Contraband that is perishable, hazardous, or other items not accepted by the evidence technicians may be properly disposed of with supervisory approval. Said disposal shall be documented and recorded whenever possible.

C. Warrants Outside of the Department's Jurisdiction

Officers will notify the law enforcement agency having jurisdiction prior to attempting to serve a search warrant outside the City of Roswell. It is preferred that a sworn officer from that jurisdiction be present, during the execution of the warrant. A Roswell Police Department supervisor will also be present during the warrant execution.

38.7 Force Used to Execute a Search Warrant

(74.3.1)

- A. An officer has a right under a lawful search warrant to use all necessary and reasonable force to get into any building, dwelling or other area described in a search warrant (OCGA 17-5-27).
- B. Unless the search warrant contains a no-knock provision, an officer is required to give oral notice to the person or persons inside, if any, of the identity of the officer and of the fact that the officer has a search warrant to search the premises (OCGA 17-5-27).
- C. If the person or persons inside refuse to acknowledge an officer's notice, or if an officer cannot determine if anyone is present inside, or if it is unoccupied, an officer can then use reasonable force to gain entrance (OCGA 17-5-27).
- D. Any action taken by the officer should be recorded as to each action taken prior to making a forced entry, such as: "... knocked on door, identified myself by position, and advised I have a search warrant for the premises. No one responded to my call and entrance was gained". The purpose of the record is that the officer will have to testify in court concerning the reason for their actions (Jackson v. State, 129 Ga. App. 901; 1973).
- E. Whenever force is used to gain entry into a premise or place, and any amount of damage occurs, the supervisor present will ensure that all damage is documented and photographs taken if necessary.

The appropriate amount of time that the officer should allow will depend on the conditions of each search.

38.8 When a Search Warrant can be Executed

(74.3.1)

- A. The search warrant may be executed at any reasonable time, day or night; a reasonable time depends on the facts in each individual case (OCGA 17-5-26). A search warrant must be served within ten (10) days of issuance or the warrant will be voided and must be returned to the court of the judicial officer who issued the warrant (O.C.G.A. 17-5-25). If the warrant is served, a "duplicate copy will be left with any person from whom any instruments, articles, or things are seized; or if no person is available, the copy will be left in a conspicuous place on the premises from which the instruments, articles, or things were seized."
- B. "A written return of all instruments, articles, or things seized will be made without unnecessary delay before the judicial officer named in the warrant or before any court of competent jurisdiction. An inventory of any instruments, articles, or things seized will be filed with the written return and signed under oath by the officer executing the warrant" (OCGA 17-5-29).

Upon issuance of the search warrant, the officer will obtain three copies. The first copy will be left with the judge after the warrant is approved. The second copy will be left pursuant to paragraph "A" mentioned above, and the final copy will be returned to the Court upon completion of the search.

38.9 Locations/Persons to be Searched Pursuant to a Search Warrant

(74.3.1)

- A. Officers will be limited to search in areas particularly described by the search warrant.
- B. Officers will also be limited to searching only for those items particularly described in the search warrant.
- C. Officers will be limited to searching individuals named or described in the search warrant. Officers should have more descriptive information than 'a male', 'a white female', etc., if the officer is to list an individual on the warrant to be searched.
- D. In the execution of the search warrant the officer executing the same may reasonably detain and/or search any person in the place at the time:
 - 1. To protect themselves from attack.
 - 2. To prevent the disposal or concealment of any instruments, articles, or things particularly described in the search warrant (OCGA 17-5-28).

38.10 Arrests

(1.2.6, 74.3.1)

A. Authority

Sworn officers have the authority to arrest for violations of City Ordinances and violations of State Law pursuant to the Official Code of Georgia. This authority is outlined in the Roswell Code of Ordinances as well as in the Official Code of Georgia Annotated (O.C.G.A.).

B. Arrest without a Warrant

- 1. OCGA 17-4-20 sets out situations in which an officer may arrest without a warrant.
 - a. When an offense is committed in the officer's presence or within his immediate knowledge;
 - b. When an offender is endeavoring to escape;
 - c. If the officer has probable cause to believe that an act of family violence has occurred;
 - d. The officer has probable cause to believe that the offender has violated a criminal family violence order;
 - e. The officer has probable cause to believe that an offense involving physical abuse has been committed against a vulnerable adult;
 - f. For other cause, there is likely to be a failure of justice for want of an officer to issue a warrant.
- 2. An officer's power to arrest without a warrant does not extend to offenses, which are long past.
- 3. Except where otherwise provided by law with respect to a law enforcement officer's jurisdictional duties and limitations, a law enforcement officer may make an arrest for an offense outside of the jurisdiction of the law enforcement agency by which he or she is employed without a warrant: If the offense is committed in such officer's presence or within such officer's immediate knowledge; When in immediate pursuit of an offender for an offense committed within the jurisdiction of the law enforcement agency that employs such law enforcement officer; While aiding or assisting another law enforcement officer in the jurisdiction of the law enforcement agency employing such other law enforcement officer.

4. In every case of an arrest without a warrant, the person arresting shall, without delay, convey the offender before the most convenient judicial officer authorized to receive an affidavit and issue a warrant as provided in Code Section 17-4-40. No such imprisonment shall be legal beyond a reasonable time allowed for this purpose; and any person who is not brought before such judicial officer within 48 hours of arrest shall be released (O.C.G.A. 17-4-62). If the arrest is made with a warrant, the person must be brought before a judicial officer also within a reasonable time, and no later than 72 hours pursuant to OCGA 17-4-26.

No officer will arrest any person without a warrant, when they know that there is no reasonable cause to arrest such person.

C. Arrest with a Warrant

An arrest with a warrant is made when a criminal arrest warrant has been issued by an appropriate judicial officer and the officer fulfills their responsibility by arresting the individual named in the warrant.

D. Obtaining an Arrest Warrant

All arrest warrants shall be obtained by a judicial officer. If the officer is the prosecutor, he/she shall swear or affirm under oath that probable cause exists to arrest the person. Once issued, an arrest warrant may be carried from one county to another, and it may be served in any county of the state regardless of where it was issued.

E. Contents of Arrest Warrants

A valid arrest warrant must contain the following information as required by statute and court decisions;

1. The authority under which the warrant is issued.
2. Identification of the person who is to execute the warrant, (Generally addressed "To any sheriff deputy, sheriff, coroner, constable, marshal, or police officer").
3. Identification of the person to be arrested.
4. The offense committed, along with the time, date, and place of occurrence of the offense, including the county in which it was committed.
5. The victim's name.
6. A description of the offense, including all the elements of the offense.
7. If the offense is a theft, the warrant must contain a description of the stolen property, identification of the owner, the property's value, and the person from whose possession it was taken.

No officer will arrest any person under color of a warrant unless he reasonably believes a valid warrant exists and that the person described in the warrant is before him.

F. Initial Contact with an Individual to be Arrested

1. A person about to be arrested has the right to know that he/she is being taken into custody by an officer with lawful authority.

The suspect may have notice if he:

- a. Actually knows the person making an arrest is an officer.
- b. Sees the officer's uniform or badge.
- c. Is apprehended while committing a crime.
- d. Is pursued from the scene of a crime.
- e. Is told by the officer that he is making an arrest and why.

2. If an officer, who is not known to a suspect, fails to identify himself or to make his purpose known, the suspect has the right to resist what appears to be an unlawful assault. However, once identified as an officer, the assumption that the arrest is unlawful is made at the peril of the person who resists.
3. If a person knows or believes the arrest is lawful, it is his duty to submit quietly to custody. An officer making a lawful arrest has the right to use only that force which is necessary to accomplish the arrest.
4. If the arrest is unlawful, a person has the right to resist the arrest. All arrests made by officers of the Roswell Police Department will be lawful arrests.

G. Alternatives to Physical Arrests

1. Reasonable police action, or what constitutes probable cause varies with each situation, and different facts may justify an arrest, an investigative detention, a search, or no action at all. There may be a report written and an application for a complaint made, or in some cases, when the offense is of minor nature, a verbal warning or other direction may be given, as long as it is legally justified. 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 official authority as defined by statute and judicial interpretation.
2. Whether a person is arrested or released on a copy of charges (citation), officers shall not inhibit the person's right of access to the courts. This is accomplished by assigning or obtaining a court date. If the case is sent to Municipal Court, the officer will assign a court date. State and Superior Court dates are assigned by those courts and they will make defendant court date notifications.

H. Force Used to Execute an Arrest

1. An officer has a right to use that force, which is objectively reasonable to affect a lawful arrest.
2. Whenever force is used to effect an arrest, the incident will be fully documented and photographs will be taken of any evidence of injury or damage resulting from the incident.

38.11 Immunity from Arrest

(74.3.1)

A. General Information

Currently in the United States there are foreign nationals entitled to some degree of special privilege under international law, i.e., the Vienna Convention on Diplomatic Relations. Some of these persons are members of Diplomatic Missions, others are assigned to Consular Posts, and others are employees of International Organizations or members of national missions to such international organizations.

For each of these categories of persons, particular rules apply and, even within these categories, different degrees of immunity may be accorded to different classes of persons. Although the majority of these persons are assigned to Washington, D.C. and New York City, a considerable number are assigned to Atlanta (excluding Ambassadors). Moreover, nearly all of these persons are free to travel around the country either on official business or for pleasure.

1. Staffs of Diplomatic Missions

Three categories of persons are entitled to privileges and immunities under international law. The first of these, staffs of Diplomatic Missions, are composed of Diplomatic Agents, administrative, technical, and service staff. Diplomatic Missions are the principal

communication link between the country which sends them and the host country. Diplomatic Agents and family members forming part of the household enjoy the highest degree of immunity and privileges. These include *complete immunity* from the criminal jurisdiction of the host state and from prosecution no matter how serious the offense. This high degree of immunity and privilege from the criminal jurisdiction is shared by members of the Diplomatic Agent's administrative and technical staff and their immediate families, with the only distinction being with regard to immunity from civil jurisdiction.

Service staff members have only official act immunity which in practical terms is simply an affirmative defense to be raised by an accused staff member before a United States Court with subject matter jurisdiction over the alleged crime. If such court, in full light of all the relevant facts, determines that the action complained of is an official act, only at that point does international law preclude the further exercise of jurisdiction by the U.S. Court. Because the judicial determination in a case of this type is very much dependent on the facts surrounding the incident, a full and complete report may be critical in permitting the court to make a just decision. The families of service staff members enjoy *no* privileges or immunities.

2. Members of Consular Posts

The second category consists of members of Consular Posts which are composed of Consular Officers, Consular employees, service staff and Honorary Consuls. Consulates are distinct from Diplomatic Missions in that they do not have the principle role of providing communication between the two countries but rather perform a variety of functions of principle interest to their respective sending countries (e.g., issuance of travel documents and generally promoting the commerce of the sending country). The current treaty regime recognized a hierarchy within the staff of the Consular Posts but, since the privileges and immunities are few, there is not a great deal of practical difference in the degree of immunity afforded the various general categories of persons. Generally, members of Consular Posts have only official act immunity as explained above with respect to both criminal and civil matters.

It is essential to know that no law enforcement officer is expected or authorized to determine whether a given set of circumstances constitutes an official act. Rather, this is an issue which may only be resolved as a matter of law by the host country court with subject matter jurisdiction over the alleged crime; however, international law holds that consular members may only be arrested pending trial provided that the underlying offense is a felony and that the arrest is made pursuant to a decision by a competent judicial authority, (e.g., a warrant issued by an appropriate court). Hence, the degree of the offense will usually dictate the course of action to be taken. Finally, without a special bilateral agreement to the contrary, neither the service staff nor family members of consular members in general enjoy personal inviolability. The only exception here, beyond that afforded by any bilateral agreement, involves an immunity enjoyed by service staff from any obligation to provide evidence as a witness with respect to official acts.

3. International Organization Personnel

The final general category of individuals to which privileges and immunity extend consists of International Organization Personnel and National Missions to such organizations. The nations concerned here have concluded treaties embodying grants of privileges and immunities, agreeing that the important purposes of their envoys may only be accomplished if these measures are afforded. The vast majority of International Organization Personnel have only official act immunity. In certain cases however, the most senior executives of such organizations have been accorded privileges and immunities equal to those afforded Diplomatic Agents. The remainder of the staff of these Missions has only official act immunity.

B. Traffic Enforcement

Stopping a foreign official and issuing a citation does not constitute an arrest or detention and is permissible, although signature of the citation by such an individual may not be required. Accordingly, an officer should never hesitate to follow normal procedures to intervene in a situation involving a traffic violation which he or she has observed even if immunity ultimately bars any further action at the scene. Sobriety tests may be offered in accordance with ordinary procedure but may not be required or compelled.

If the officer judges the individual to be intoxicated, the officer should not permit the individual to continue to drive since the primary concern here should be the safety of the public and the intoxicated driver. Under such circumstances a number of options are available: the officer could summon a friend of the driver, if appropriate; call a taxi; or the officer could provide transportation. In any event, the officer involved should fully document the facts of the incident, the identity of the individual, and a written report of the incident should be forwarded to the Department of State.

C. Identification of Persons Entitled to Privilege and Immunity

The only authoritative identity document providing an accurate indication of the status of the holder is the identity card issued by the Department of State Protocol Office. There are three types of identification cards: Diplomatic (blue border for Diplomats), Official (green border for employees), and Consular (red border for consular personnel). Identification cards contain a photograph of the bearer along with the bearer's name, title, mission, city and state or country, date of birth, identification number, expiration date, and a United States Department of State seal. A brief description of the bearer's immunity will be printed on the reverse side.

While this form of identification is generally to be relied upon, Department personnel are urged to seek immediate verification as indicated below in connection with any traffic or criminal incident or any other case where they have reason to doubt the validity of the card. Additionally, officers should be alert to the fact that newly arrived members of diplomatic and consular staffs may not yet have these official identity documents and should be prepared to coordinate with the United States Department of State for verification if confronted with such a situation.

D. Procedure

Officers who have grounds to arrest a person claiming immunity, must coordinate the process with the State Department utilizing the following procedure:

1. Whether the case involves an ordinance violation, a misdemeanor or a felony, the suspect may be briefly detained until his diplomatic status can be verified. Extreme patience and courtesy are called for in these situations and the use of handcuffs or other restraints should be avoided, if possible.
2. The ranking officer who is on duty at the time should be notified. The State Department should be contacted as soon as possible so that the individual's status can be determined. This notification to the State Department should be made by the ranking officer.

The telephone numbers are:

Business After Hours

- (202) 647-1404 Staffs of Diplomatic Missions (202) 647-2412 All Inquiries
- (202) 647-1664 Members of Consular Posts (202) 647-2412 All Inquiries
- (202) 647-1406 International Organizations (202) 647-2412 All Inquiries
- (212) 415-4131 United Nations Personnel (212) 415-4444 United Nations Personnel

3. If the State Department does not verify the diplomatic status of the suspect, the suspect should be processed routinely. If the suspect's immunity is confirmed, the suspect should be handled in accordance with the instructions provided by the State Department personnel.

38.12 Determining Warrant Service Risk

(46.2.1)

- A. All planned warrant service (when the offender is not already in custody) shall have a "North Fulton SWAT Threat Assessment" completed, prior to the execution of the warrant, unless exigent circumstances exist for immediate service.
 1. The Watch Commander will be notified of all threat assessments requiring SWAT review.
 2. A "North Fulton SWAT Threat Assessment" will be completed as part of planning and evaluation for an on-going critical incident (e.g. - barricaded suspect, hostage incident, threatened suicide, etc.).
 3. All source documents will be attached to the Threat Assessment (e.g. – criminal history, incident reports, personal observation, informant, victim's statement, video of crime, independent research, etc.).
 4. The supervisor has a responsibility to review the affidavit and circumstances to ensure that the requirements of the law have been satisfied.
 5. When it is determined that SWAT is required, copies of ALL completed Threat Assessments will be given to the SWAT Team Commander or a SWAT Team Leader, with as much notice as possible, ahead of the warrant service.
 6. Towed vehicles, homes or buildings secured during a necessary protective sweep, business records at a complaint non-suspect business, cell phones, and similar items or places do not require a threat assessment.

38.13 No-Knock Search Warrants

(5.10; 74.3.1)

- A. To gain entrance to any building or dwelling without giving notice, a search warrant must contain a "no-knock provision". This provision should be in the body of the affidavit.
- B. A no-knock provision cannot be based on mere suspicion, but rather must be founded upon probable cause from an investigation and/or informant.
- C. It is the responsibility of the officer requesting the warrant to obtain the correct address and location of property or premises to be searched.
- D. Prior to the application for a no-knock search warrant, the officer must receive authorization from the Chief of Police or acting Chief, to ensure that the requirements of law are being met and all necessary elements are present.

38.14 Impounding of Vehicles upon Arrest

- A. Vehicles will be impounded on all misdemeanor and felony arrests when:
 1. The operator is physically or mentally incapable of operating the vehicle; AND the operator refuses to release the vehicle to a person of his own choosing who is present and who is

properly qualified and physically capable of operating the vehicle and the person has agreed to do so; or,

2. The vehicle's condition would not permit it to be operated without being in violation of City ordinance or State law; or,
3. The driver or owner of a vehicle is arrested and has parked the vehicle on private property other than his own, is without permission to leave the vehicle, and no qualified person, as described above, is available; the arresting officer has the authority to remove said vehicle for impoundment and safe keeping, or,
4. Any vehicle is left on the roadway and presents a traffic hazard.

Note. The officer must make this determination based on the circumstances.

B. OCGA 10-11-2, relating to the impoundment of vehicles sets out a procedure for wrecker services to contact local law enforcement agencies within seventy two (72) hours after an impound to seek the identity and address of the last known registered owner of the impounded vehicle.

1. Impounds occur only when someone takes custody of a vehicle, without the owner's / driver's permission and said vehicle is taken to the impounding wrecker service's storage lot. Impounds are distinguished as being either a police impound or a private impound. A police impound occurs when a law enforcement officer takes custody of a vehicle and causes it to be removed by one of the City's contract wrecker services. Reasons for police impounds may be for abandoned vehicles, the arrest of the driver of a vehicle, or the vehicle is evidence in a criminal investigation. Vehicles that are removed at the owner's / driver's request or are removed because they are not drivable due to an accident are not considered impounds even though they may be removed by one of the City's contract wrecker services. Private impounds occur whenever any wrecker service contracts with a private or public enterprise to remove vehicles from private property at the property owner's request. There is no law enforcement involvement with private impounds unless there is the occurrence of criminal activity. Examples of private impounds would be a wrecker service impounding a vehicle from a shopping center or an apartment complex pursuant to an agreement between the wrecker service and the owner of the parking area where the vehicle was impounded.

2. In order to comply with OCGA 40-11-2, the following policy is hereby established:

- a. Whenever a police impound occurs, the officer in charge of the impound may release registration information concerning the impounded vehicle to the wrecker driver, if requested, and if the time and circumstances allow.
- b. Whenever a private impound occurs, OCGA 40-11-2(b) requires the wrecker service removing the vehicle to contact the local law enforcement agency to determine the registered owner of the vehicle.
- c. Whenever a wrecker service conducts a police or private impound and the identity of the owner of the vehicle is not known, the wrecker service will comply with the following procedure.

C. The wrecker service will complete a Request for Owner Identification Form (RPD0037) furnished by the GCIC Coordinator. The completed form will then be turned into the Records Section. The form will be printed or typed and complete as to all requested information. The GCIC Coordinator will periodically collect all requests submitted and obtain, through NCIC/GCIC, information concerning the name and address of the last known owner of said vehicle. If the vehicle by tag or by VIN is not on file, then the form will so indicate. If the vehicle and/or tag are reported stolen, then the appropriate personnel will be notified. Upon obtaining the registration, a printout will be attached to a copy of the RPD037 form

and left to be picked up or mailed to the requesting wrecker service. A copy of the original form will be retained and filed with the GCIC Coordinator.

38.15 Inspection/Administrative Search Warrants

- A. Roswell Police Department employees designated by the Chief of Police may obtain and execute Inspection Search Warrants (or Administrative Search Warrants) pursuant to Department business and local ordinance such as Roswell Code of Ordinances 7.5.5. The purpose for Inspection Search Warrant is to obtain judicial permission in order to conduct an inspection of property. The purpose of the inspection is to ascertain if the property is unsafe, hazardous or in violation of any local ordinance.
- B. Once it is determined that an Inspection Search Warrant and Affidavit are required, the following procedure will be adhered to:
 - 1. Probable cause must be documented on the affidavit that a violation of local ordinance has occurred.
 - 2. The source, date, and type of all previous complaints concerning the property must be documented.
 - 3. All previous steps taken to gain entry in order to inspect, the number of times attempted, the name of anyone encountered, refusal of consent and resistance met and all other pertinent information concerning previous attempts.
 - 4. Consult with a supervisor and obtain that supervisor's approval.
 - 5. Attempt to obtain a warrant through the City of Roswell Municipal Court.
 - 6. Inspection Search Warrants will only be issued for property located within the Department's jurisdiction.
 - 7. The officer will have a supervisor present during the execution of the warrant and will have a uniformed police officer present.
 - 8. The execution of the Inspection Warrant will be recorded.
 - 9. A copy of the Inventory Sheet and a copy of the Inspection Search Warrant along with the return of service must be left with the owner and/or legal occupant of the premise, or if no one is there, copies must be left in a conspicuous place.
 - 10. Copies of the affidavit will not be left at the location. Affidavits should only be in the possession of the issuing Judge and the officer/employee obtaining such warrants.
 - 11. Once the search/inspection is complete, the original of the Inventory Sheet and Inspection Search Warrant must be returned to the issuing Judge as soon as possible.
 - 12. Employees responsible will ensure copies of all documents are entered into the case file.
- C. Even though the forms and process for obtaining and serving Inspection Search Warrants are very similar to Criminal Search Warrants, they are different in that a Criminal Search Warrant is considered an investigative tool in pursuing a criminal matter, whereas Inspection Search Warrant is considered an investigative aid in pursuing an administrative matter on a local basis. Inspection Search Warrants and Affidavits will be clearly marked as such.

38.16 Property Received Through Legal Process

Any time property comes into the possession of a law enforcement officer who has executed an arrest or search warrant, by physical arrest without a warrant, or through orders by the courts the officer will be responsible for that property and will immediately place the property in evidence following proper procedure.

38.17 Civil Process

(74.2.1)

A. Procedure/Responsibilities

1. During a call for service, if an officer is presented with a Temporary Protection Order (TPO) by a petitioner **and** the respondent is on scene, the officer will run both parties on GCIC to determine if the TPO has already been served or if either party has a warrant for their arrest.
 - a. A valid and served TPO shall be enforced by the officer.
2. The officer will obtain a physical copy of TPO from petitioner.
3. The officer will notify the on-duty Watch Commander. The on-duty Watch Commander will have a supervisor respond. Whenever possible, the responding supervisor shall be a current Fulton County Sheriff Post de Facto Deputy.
4. The supervisor will obtain the physical copy of the TPO from the officer and will be responsible for proper service the TPO. For proper service, the supervisor must adhere to the following process:
 - a. Verify TPO is active:
 - i. Call issuing County Sheriff Officer, Fulton County Service/Warrant Division: 404-612-5129.
 - ii. Identify yourself and tell them you have respondent and copy of TPO, provide the deputy with the TPO number, and advise the deputy you would like to serve the TPO.
 - iii. Ask for the deputy to verify the TPO is valid and get the deputy's name and badge number for the report.
 - iv. Advise deputy that an AM message will be sent through Roswell Dispatch once TPO is served.
 - b. Make a copy of the TPO if possible. If a copy cannot be made then the copy provided to you will be given to the respondent, petitioner will need to get another copy from Superior Court.
 - c. Read the order in the entirety out loud to the respondent to include any Rule Nisi. Only initialed conditions need to be read out loud.
 - d. Sign the TPO and give the copy to the respondent.
 - e. Provide a reasonable amount of time for the respondent to gather enough of their personal items to last until their court date to include but not limited to: clothes, cellular phones, computers, personal care item. Any item in dispute will remain at the location.
 - f. Request Dispatch send an AM message to the issuing County Sheriff stating:

“Sergeant (Name) badge (###) just served TPO (####) on (Respondent Name) and gave (him/her) a copy. Your agency may now enter the TPO in GCIC as active. Please acknowledge receipt of this message.”

5. The supervisor will obtain a case number from dispatch and complete an incident report documenting service.
6. The supervisor will have Dispatch print a copy of the AM message that was sent and the AM message that was received back from the issuing County Sheriff Office. A copy of the messages shall be logged as soon as possible on the Attachment Log and placed into the plastic bin on the wall next to the Uniform Patrol Division (UPD) mail slots. Records personnel will scan the document into RMS under the case number.

Chapter 39 – Use of Force

39.1 Purpose

The purpose of this policy is to establish and prescribe guidelines for the lawful use of deadly and non-deadly force. To establish guidelines for the reporting, investigation and reviewing of all use of force incidents by sworn officers of the department.

39.2 Policy

The Roswell Police Department recognizes and respects the value and special integrity of each human life. Investing 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.

It is the policy of the Roswell Police Department that personnel shall use only that force which is reasonable to mitigate an incident, make an arrest, or protect themselves or others from harm. When it is objectively reasonable that a subject is fully in law enforcement's control, then the force must terminate.

Only certified weapons instructors shall conduct all training and qualifications in the use and handling of firearms and all less lethal weapons.

39.3 Definitions

Authorized Weapon: A weapon with which the officer has received agency training and has qualified through a proficiency examination on proper and safe usage. In addition, the weapon must be registered with the department, and comply with agency specifications.

Chokehold: Applying any direct pressure to the throat, windpipe, or airway of another with the intent to reduce or prevent the intake of air.

Deadly Force: Force which is intended, or likely to cause death or great bodily injury.

Duty of Care: Officers have an affirmative duty to care for persons in their custody. Officers and supervisors are responsible for providing or obtaining appropriate medical attention to any person in their custody who is injured or complains of injury. This duty applies whether injuries preceded custody, occurred during apprehension, or were sustained while in custody. Additionally, officers have an affirmative duty to provide or obtain medical attention for members of the public who are injured as a result of police involved actions.

Excessive Force: Force that is not objectively reasonable from the perspective of a reasonable officer in the same circumstances.

Excited Delirium: A state of extreme mental and physiological excitement, characterized by extreme agitation and hyperactivity, overheating, excessive tearing of the eyes, hostility, superhuman strength, aggression, acute paranoia, and endurance without apparent fatigue.

Force: The amount of effort required by police to compel compliance by an unwilling subject.

Forcible Felony: Any felony which involves the use or threat of physical force or violence against any person.

Intervene: To come between, whether verbally or physically, so as to prevent or alter a result or course of events.

Neck Restraint: A method of rendering a person unconscious by restricting the flow of blood to the brain by compressing the sides of the neck where the carotid arteries are located.

Non-deadly Force: Force which is neither intended to nor likely to cause death or great bodily injury.

Positional Asphyxiation: Breathing capabilities greatly reduced due to body positioning (i.e. subject restrained, hobbled and lying in such a position the ability to breathe is restricted). Special attention should be given to subjects who have engaged in violent activities due to the muscle fatigue or with subjects who are under the effects of drugs or alcohol.

Reasonable Belief: The facts and circumstances the officer knows, or should know, are such as to cause a reasonable and prudent peace officer, to act or think in a similar way under similar circumstances.

Serious Physical Injury: A bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement or results in long-term loss or impairment of the functioning of any bodily member or organ. This also includes loss of consciousness due to use of force actions.

39.4 Legal Justification

(1.2.2, 4.1.2)

A. Legal Justification for the Use of Force

Georgia Statutory Law, under Criminal Code Section 16-3-21 (Use of Force), justifies the threat or use of force. Ga. O.C.G.A. § 16-3-21 reads:

" A person is justified in threatening or using force against another when and to the extent that he reasonably believes that such threat or force is necessary to defend himself or a third person against such other's imminent use of unlawful force; however, a person is justified in using force which is intended or likely to cause death or great bodily harm only if he reasonably believes that such force is necessary to prevent death or great bodily injury to himself or a third person, or the commission of a forcible felony"

Less lethal (non-deadly) force can be used by an officer in the performance of his/her duty:

1. When necessary to preserve the peace, and prevent commission of offenses;
2. When preventing or interrupting a crime;
3. Making lawful arrests and searches, overcoming resistance to such arrests and searches, and preventing escapes from custody;
4. In self-defense, or defense of another against unlawful violence to their person; and
5. To accomplish lawful objectives.

In the use of less lethal force, officers shall use agency-approved empty hand techniques and/or intermediate weapons (OC spray, baton, less lethal munitions or Taser) in connection with which he/she is trained, qualified, and certified as determined by the agency training procedures.

B. Legal Justification for the Use of Deadly Force

Deadly force is force, which is intended or reasonably likely to cause death or great bodily harm. The use of deadly force in Georgia is guided by OCGA § 17-4-20(b) and OCGA § 16-3-21. Deadly force may be used when an objectively reasonable officer believes that deadly force is necessary to:

1. Protect themselves from receiving great bodily injury or death
2. Protection and defense of any person in imminent danger of great bodily injury or death

3. To prevent the commission of a forcible felony

O.C.G.A. § 17-4-20 (b) addresses the use of lethal force by a law enforcement officer when making an arrest. It states:

Police officers may use deadly force 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 if the officer reasonably believes that the suspect's escape would create a continuing danger of serious physical harm to any person (wording approved by State Attorney General's Office). Nothing in this Code section will be construed so as to restrict such police officers from the use of such reasonable non-deadly force as may be necessary to apprehend and arrest a suspected felon or misdemeanor.

O.C.G.A. § 17-4-20 (c) addresses the use of lethal force to prevent escape by stating:

"...nothing in this Code section shall be construed so as to restrict the use of deadly force by employees of state and county correctional institutions, jails, and other places of confinement or by peace officers of any agency in the State of Georgia when reasonably necessary to prevent escapes or apprehend escapees from such institutions."

O.C.G.A. § 17-4-20 (d) addresses the use of lethal force to apprehend a suspected felon by stating:

"No law enforcement agency...shall adopt or promulgate any rule, regulation, or policy which prohibits a peace officer from using that degree of force to apprehend a suspected felon which is allowed by the statutory and case law of this state."

No distinction will be made relative to the age of the intended target of deadly force. Regardless of the nature of the crime or the legal justification for the use of lethal or potentially deadly force, officers are reminded that their basic responsibility is to protect the public. Members are instructed to be particularly cautious when using lethal or potentially lethal force under conditions that would subject innocent bystanders to substantial danger.

When the use of deadly force is justified and the weapon used is a firearm, the policy of the Roswell Police Department is that sworn personnel should fire for "center of mass" whenever possible and appropriate. This policy is for the purpose of maximizing the probability that the fired projectile will incapacitate the subject and cause him or her to immediately cease hostile activities. In the extreme stress and urgency of a shooting situation, any attempt to "wound" a subject might produce unfavorable circumstances for the officers and/or innocent bystanders; therefore, such attempts are neither required nor recommended.

When circumstances permit and when reasonably practical, officers should identify themselves as law enforcement and give a verbal warning of their intent to use deadly force.

39.5 Determining Appropriate Level of Force

(1.2.10, 4.1.1)

A. Objective Reasonableness

The use of force by government officials is controlled by constitutional principles and clarified by case law. An officer's use of any level of force must be objectively reasonable in light of the circumstances which the officer is facing. Constitutional use of force is guided by *Graham v. Connor*, 490 U.S. 386 (1989). *Graham* recognized that police officers are forced to make split-second decisions, in tense,

uncertain, and rapidly evolving situations. The Court also stated that reasonableness is not capable of a precise definition or mechanical application. With this understanding, two officers faced with similar circumstances may arrive at different choices of the level of force required, but both may be reasonable. All use of force applications are judged based on the following:

1. The totality of circumstances;
2. From the perspective of a reasonable officer;
3. On the scene;
4. At the moment force was used;
5. Without 20/20 hindsight; and
6. In circumstances that are tense, uncertain, and rapidly evolving.

B. Determining Reasonableness

The Court specified three (3) factors (referred to as the Graham factors) to assist in determining reasonableness. The factors are:

1. The severity of the crime;
2. Whether the subject was an immediate threat to safety of officers or others; and
3. Whether the subject was actively resisting or attempting to evade arrest by flight.

C. Other Determining Factors

In determining the appropriate level of force, officers shall evaluate each situation in light of facts and circumstances of each particular case.

Those factors may include, but are not limited to:

1. The feasibility of using de-escalation tactics or other alternatives to force;
2. The amount of time and any changing circumstances, during which the officer had to determine the type and amount of force that appeared to be reasonable;
3. The conduct of the subject being confronted (as reasonably perceived by the officer at the time);
4. The availability of back-up;
5. The training and experience of the officer;
6. The proximity or access of weapons to the subject;
7. Officer versus subject factors such as age, size, physical condition, skill level, injury/exhaustion and number of officers versus subjects;
8. The perception of the use of alcohol or drugs by the subject;
9. The perception of the subject's mental or psychiatric history based on specific actions or knowledge of the subject;
10. Characteristics of being armed (bulges, adjustment of clothing, "security touches");
11. Officer on the ground or other unfavorable position; and
12. The environmental factors (lighting, weather, terrain, obstacles, etc.) and/or other circumstances.

D. De-Escalation Techniques

Whenever practical and safe to do so, an officer should use de-escalation techniques and other alternatives to higher levels of force, consistent with his or her training.

Whenever practical and when such delay will not compromise the safety of the officer or another, and will not result in the destruction of evidence, escape of a suspect, or commission of a crime, an officer will allow an individual a reasonable amount of time and opportunity to submit to verbal commands before force is used.

E. Duty to Intercede

All employees of the Roswell Police Department have an obligation to protect the public and other employees from acts of misconduct and/or force, which is objectively unreasonable.

All employees shall intercede within their scope of authority and training and notify appropriate supervisory authority if they observe another agency employee or public safety associate engage in any unreasonable use of force or if they become aware of any violation of departmental policy, state/provincial or federal law, or local ordinance.

39.6 Weaponless Control Techniques

(2.4; 4.1.6, 4.1.7)

Weaponless control techniques are hand-to-hand defensive tactics which can be used to subdue or control a subject who is resisting an arrest.

A. Authorization

1. Weaponless techniques include all soft and hard physical techniques which may include the following:
 - a. Soft Physical Techniques require officers to use some combination of strength, leverage, joint locks, pain compliance measures, pressure points, and arm bars with sufficient force to make the lawful arrests.
 - b. Hard physical techniques may require the officer to use his hands, fist, elbows and knees in gaining compliance and interrupting the threat. This may include knee strikes and elbow strikes.
2. Prior to utilizing any authorized weaponless technique, all sworn personnel shall receive initial training in defensive tactics by a certified instructor.

B. Use of Neck Restraints Prohibited

1. The Roswell Police Department prohibits the use of neck restraints; choke holds, vascular neck restrictions, or similar techniques for the purpose of gaining control of a subject unless deadly force would be considered reasonable.

C. Utilization Procedures

1. Each application of any weaponless control technique must be objectively reasonable.
2. The effects of soft and hard physical techniques vary among individuals. Officers should be prepared to employ other force options, consistent with Department policy, if the subject does not respond sufficiently to the physical techniques and cannot otherwise be subdued.

D. Medical Aid

1. Provide immediate medical aid in the event of any associated injury or distress.
2. Immediately summons EMS to the scene.

E. Reporting

1. A Use of Force Report will be completed whenever an officer administers a weaponless control technique, except joint manipulations or other basic control techniques used during handcuffing, in accordance with the use of force policy.

39.7 Oleoresin Capsicum (OC) Spray

(4.1.4, 4.3.1, 4.3.4)

Oleoresin Capsicum is an inflammatory agent causing intense burning of the skin, eyes, and mucous membranes. The Department issues OC aerosol restraint spray to provide officers with additional use of force options for gaining compliance from resistant or aggressive individuals in arrest and other enforcement situations. OC should only be used in accordance with the guidelines and procedures set forth here and in compliance with this agency's use of force policy.

A. Authorization

1. Sworn personnel may only carry OC spray which have been specifically issued or authorized by the department.
2. Prior to being authorized to carry OC, all sworn personnel shall receive initial training in the use of OC spray.
3. Uniformed officers will carry only authorized OC canisters in the prescribed manner on the duty belt.

B. Utilization Procedures

1. Whenever practical, officers should issue a verbal warning prior to using OC.
2. Each application of OC spray must be objectively reasonable.
3. If practical, the use of OC should be avoided, under conditions where it may affect innocent bystanders.
4. Once a suspect is no longer is an active threat, the use of OC is no longer justified.
5. The effects of OC vary among individuals. Therefore, all subjects shall be handcuffed as soon as possible after being sprayed. Officers should be prepared to employ other force options consistent with Department policy, if the OC spray does not put an end to the subjects' physical resistance.

C. Decontamination

1. Once the scene is determined safe, officers will immediately assist with the decontamination of persons contaminated with OC spray. Officers shall proceed with the following guidelines for decontamination:
 - a. Remove the subject from the contaminated area to fresh air
 - b. Immediately summons EMS to the scene
 - c. Provide relief through cool water from an available source (EMS or otherwise)
 - d. Monitor subject until effects have subsided

D. Reporting

1. Accidental discharges as well as intentional uses of OC spray against an individual shall be reported to the officer's immediate supervisor as soon as possible.

2. A Use of Force Report shall be completed following all discharges of OC spray except during testing, training, malfunction or accidental discharge.

E. Replacement

1. All OC spray devices shall be maintained in an operational and charged state by assigned personnel. Replacements for damaged, inoperable, expired, or empty devices are the responsibility of officers to whom they are issued.
2. Replacements of OC spray canisters shall occur when the unit is less than half full, as determined by weighing the canister.
3. Unexplained depletion of OC canisters shall require an investigation and written report by the officer's supervisor to the commanding officer.

39.8 Impact Weapon/Baton

(4.1.4, 4.3.1, 4.3.4)

The Department issues the ASP tactical police baton, to provide officers with additional use-of-force options for gaining compliance and control of resistant or aggressive individuals in arrest and other enforcement situations. It is the policy of this agency that personnel use the ASP Baton when warranted, but only in accordance with the guidelines and procedures set forth here and in this agency's use of force policy.

A. Authorization

1. The department issues authorized personnel the ASP tactical police baton.
2. Sworn personnel may carry only impact weapons, which have been specifically issued by the department.
3. Prior to being authorized to carry an impact weapon, all sworn personnel shall receive initial training in the use of impact weapons.

B. Utilization Procedures

1. Whenever practical and reasonable, officers should issue a verbal warning prior to using an Asp Baton.
2. Each application of an impact weapon must be objectively reasonable. Each strike must be justified based on the circumstances faced by the officer.
3. Once a suspect is incapacitated or no longer is an active threat, the use of an Asp Baton no longer justified.
4. An intentional strike to the head with an impact weapon is considered deadly force. The head, throat, neck, spine, groin, and kidneys shall not be targeted unless deadly force is justified. The preferred target areas, as identified in training, are the arms and legs.
5. All suspects will be handcuffed as soon as possible after being controlled. However, personnel should also be prepared to employ other means to control the suspect – to include, if necessary, other force options consistent with agency policy – if the subject does not respond sufficiently to the strikes and cannot otherwise be subdued.

C. Medical Aid

1. Immediately after employing the ASP Baton, employees should be alert to any indications that the individual needs medical care and if needed, will ensure appropriate medical aid. This includes, but is not limited to, loss of consciousness, breathing difficulties, and excessive swelling to extremities.

2. Upon observing these or other medical problems or if the suspect requests medical assistance, the employee will immediately summon emergency medical aid.
3. Suspects on which the ASP Baton has been used will be monitored for indication of medical problems and will not be left alone while in police custody.

D. Reporting

1. A Use of Force Report will be completed whenever an officer displays or deploys his/her baton in accordance with the use of force policy.

39.9 Conducted Energy Weapon (TASER)

(4.1.4, 4.3.1, 4.3.4)

A Taser is a Conducted Energy Weapon (CEW) with the capability of disrupting the body's ability to communicate messages from the brain to the muscles causing temporary motor skill dysfunction. A CEW is a less than lethal force option available to authorized sworn personnel. Personnel will only use a CEW in adherence to the department's use of force policy and standards, CEW training, and applicable Georgia statutes.

A. Authorization

1. Officers may only carry CEW devices issued by the department.
2. Prior to receiving authorization to carry a CEW, all sworn personnel shall successfully complete an initial TASER certification-training course.
3. TASER recertification must be conducted annually in order for officers to carry a CEW. Instructors will conduct a visual inspection of all CEW's during in-service classes.
4. Officers who do not complete recertification annually, will lose their authorization to carry the CEW.
5. While on duty, Uniform Patrol officers issued a TASER are required to carry on their persons the Taser and at least one other authorized intermediate (less lethal) weapon in an issued or approved holster.

B. Weapon Readiness

1. The TASER shall be carried in a Department-issued or approved holster. The TASER will be carried on the officer's duty belt on the support side/reaction side of the officer's body or on an external body armor carrier in such a manner that requires a support hand/reaction hand draw. The intention of this policy is to mitigate the risk of "weapon confusion" with the officer's handgun.
2. The device will be carried fully armed with the safety on in preparation for immediate use when authorized. Only TASER approved, department issued components, batteries, accessories, and cartridges shall be used.
3. When carrying a TASER, officers should try to protect the device from the rain. If a TASER is drenched or submerged in water, officers are not to use or attempt to use the device until it has been inspected by the Training Unit.
4. The TASER fires two probes from a replaceable air cartridge. If the cartridge breaks open, it MUST be immediately replaced with a new cartridge.

5. Cartridges should be replaced when they are deemed defective, inoperable, pose a possible safety hazard or the shelf life has expired (out-of-date). Cartridges taken out of service may be used for training purposes only. Defective TASERS and defective or out-of-date air cartridges will be returned to the Axon Coordinator in Support Services Division, for replacement.
6. A daily 5-second spark test (in accordance with training), will be conducted prior to the start of an officer's watch.
7. The TASER shall be pointed at the ground in a safe direction with the safety on during loading, unloading, or when handled in other than an operational deployment. Hands should be kept clear from the front of the TASER at all times.

C. Deployment

1. The TASER is deployed as a force option and is not intended to replace firearms or self-defense techniques.
2. The TASER may be used against persons who are actively resisting or exhibiting active aggression, or to prevent individuals from harming others.
3. The TASER may be used when force is legally justified to prevent the reasonably foreseeable threat or actual attempted assault, battery, and/or injury to officers or another person(s).
4. In situations where lesser force options are ineffective or likely to be ineffective.
5. The officer reasonably believes the subject poses a credible threat to the officer or another person.
6. The subject poses a threat from a distance and the officer is at risk of injury if he/she attempts to approach the offender.
7. All environmental concerns are examined, i.e. location where subject may possibly fall.
8. Officers may display the TASER's 'warning arc' or paint the subject with the device's laser sight in an attempt to gain compliance of the subject where resistance, assault, and/or violence are reasonably anticipated.
9. In preparation for firing, the TASER will be pointed in a safe direction, taken off safe, and then aimed. In order to increase dart-to-heart safety margin distance, the primary target areas are below the neck area for back shots and lower center mass (below chest) for front shots. When possible, it should be aimed at the subject's back.
10. Laser sights should be used as the primary aiming device and the fixed sights as the secondary aiming device.
11. The use of verbal commands and warnings, when appropriate, should be given prior to discharge. Although preferred, commands and warnings are not always required for this type of force to be considered reasonable. The use of verbal warnings will also alert other officers of your intent to deploy the TASER and better prepare them to assist.
12. Officers should only use a CEW when objectively reasonable, and each 5 second cycle must be independently justified.
13. Only one officer on a scene will use the TASER, unless a malfunction or miss occurs, and the need for its use continues.

14. If the subject is not controlled by the initial cycle, additional cycles may be utilized, in accordance with training. A reasonable time period will be provided to the subject to recover enough to make a reasonable decision not to comply voluntarily with commands before each additional cycle is initiated. Officers should consider alternative force options, if control is not gained.
15. The subject is to be handcuffed as soon as practical to minimize the number of deployment cycles.

D. Drive Stun Mode

1. The device may be used in drive stun mode when attempting to take a subject into custody. There are two methods for utilizing a drive stun.
2. Following probe deployment officers may utilize a “drive stun” in order to complete the circuit in the case of ineffective probe deployment and/or to increase the area of neuromuscular incapacitation (NMI).
3. Officers may also utilize a “drive stun” by removing the cartridge and pressing the unit against an appropriate area of the body based on training. It is important to note that when the device is used in this manner:
 - a. It is primarily a pain compliance tool due to a lack of probe spread;
 - b. It is minimally effective when compared to conventional cartridge type deployments;
 - c. It is more likely to leave marks on the subject’s skin.
4. When applying the drive stun mode, contact with the offender should be to the trunk, back, arms and legs, but not to the face and head.

E. Prohibited Use of TASER

1. The device is prohibited in the following situation:
 - a. In a punitive manner
 - b. As an interview/interrogation tool
 - c. On a handcuffed/secured arrestee, absent overtly assaultive behavior that cannot be reasonably dealt with in any other less intrusive fashion
 - d. On subjects who do not demonstrate an overt intention to flee or use violence against an officer or another party.
 - e. In any environment where an officer knows that a potentially flammable, volatile, or explosive material is present
 - f. In any situation where the subject or their clothing may be contaminated with a combustible liquid, gas, or highly combustible material
 - g. In an environment where the subject’s fall could reasonably result in serious injury or death (such as a swimming pool or on an elevated structure)
 - h. In drive stun mode for pain compliance more than two times, while attempting to take someone into custody; however, the “drive stun” may be used in a defensive manner

more than twice if an officer is being attacked and the subject is actively assaulting the officer.

- i. To experiment on a person or allow a person to experience the CEW even if the person requests it. This CEW experience does not apply to voluntary CEW training exposures, or CEW demonstrations as authorized by the department.
2. The use of a TASER is not authorized in the following situations, **UNLESS** the subject's actions present the immediate threat of death or great bodily harm:
 - a. On persons appearing to weigh less than 100 pounds, particularly children
 - b. On women known to be pregnant
 - c. On frail or infirmed persons, unless a substantial physical struggle is likely to result in injury to the subject, officer, or others.
 3. The use of a TASER should be avoided, if possible, in the following situations:
 - a. Subjects in control of a motor vehicle or riding mode of transportation (e.g. bicycle, motorcycle, etc.), or machinery
 - b. Subjects with known heart problems
 - c. Subjects with an obvious debilitating illness
 - d. Subjects with known neuromuscular disorders such as muscular sclerosis, muscular dystrophy or epilepsy.

F. Medical Aid

1. Once the subject is in custody, the arresting officer will notify the 911-Communications Center that the TASER was deployed and if the subject was exposed.
2. A 911-Communications Officer will immediately notify the on-duty supervisor and dispatch emergency medical personnel.
3. The subject will be continually monitored by an officer for any signs of medical distress and shall not be left alone while in custody until medically released.

G. Probe Removal

1. If a subject, who has a probe embedded in their body, requests that the probes be removed by medical personnel, the officer is to arrange for medical personnel to remove the probes.
2. Only qualified medical personnel shall remove probes when there is any indication there is a serious injury or any complication from the use of the TASER, or when the probe is embedded in the eye, neck, head, genital area, breasts, throat, vascular structure, or when special circumstances dictate.
3. Officers may remove probes from non-sensitive areas. With another officer witnessing, the arresting officer will remove the probes. Officers removing the probes will wear latex gloves, as the probes will have biohazard material on them when removed.
4. Officers on scene will complete the following steps for TASER probe removal:
 - a. Break each of the insulated tether wires one at a time. To break the insulated tethers grasp the wire with both hands and pull the wire apart. The insulated tether is a thin wire and will break easily.

- b. Using the slot in the cartridge clip, slide the clip underneath the probe. Keeping the clip between your thumb and index finger remove the probe with a swift, firm pull directed perpendicular to the skin surface, at the site of entry as outlined in training. **DO NOT ATTEMPT TO REMOVE THE PROBE BY PULLING ON THE TETHER WIRE OR BREAK AWAY PROBE BODY.**
- c. Carefully inspect the probes to insure that the barbs are intact.
- d. Place probes sharp-tip first into the cartridge wire pockets, secure in place, and place in a secure location. The wire pockets are the square slots on the front surface of the cartridge when the doors are not in place. These packets are slightly thinner than the probes. Jamming the probes, tip first, into the pockets will hold them securely in place. Probes can also be placed directly in an appropriate biohazard/sharps container.
- e. When appropriate, each probe wound and surrounding skin will be cleansed with a saline soaked gauze or alcohol pad by the officer or the medical personnel on scene.
- f. When appropriate, each affected area will then be covered with a Band-Aid or other appropriate dressing.

H. Reporting

1. A Use of Force Report will be completed whenever an officer intentionally aims/points or deploys his/her TASER in accordance with the use of force policy.
2. If possible, the puncture sites and surrounding area should be photographed and/or videoed prior to the removal of the probes. Photographs of the puncture wounds should also be taken after the probes have been removed.
3. An on-duty supervisor will be immediately notified and a Negligent Discharge Report will be completed when a TASER is unintentionally fired, such as accidentally during a spark test.

I. TASER Download

1. After a deployment (pointed or fired), the TASER logs will be downloaded by placing the battery in the docking station and replacing it with a fully charged battery pack, before an officer goes off duty. This allows the investigating supervisor or internal affairs investigator to review the log.
2. Approximately every 30 days, supervisors will exchange officers' TASER batteries with a fully charged battery pack from the docking station and dock the previous battery for data transfer and recharging. This will ensure that the TASER has the latest firmware installed and keep the device charged and functioning properly.

J. Off-Duty Utilization and Storage

1. Officers may carry TASERS when working approved extra-duty employment.
2. When off-duty the TASER, cartridge, and accessories are to be stored in a secure location to ensure they are not accessible to children, unauthorized persons or used in an inappropriate manner.

K. Remediation

1. Officers who commit a hazardous practice with a TASER are subject to remedial action. Hazardous practices observed by, or reported to supervisors will be forwarded to the Department's Training Unit Commander.
2. The Training Unit Commander will consult with a certified TASER Instructor and determine the remedial action-training plan. The remediation will be documented in the BlueTeam software and will include a copy of the training plan.

39.10 Canine (K-9) Deployment

Roswell Police K-9s shall be deployed in accordance with the guidelines and procedures set forth in the agency's Canine (K-9) Team policy (policy 24.3, 24.3b). Each use of a department police K-9 that results in a use of force will be evaluated in accordance with applicable case law and the totality of the circumstances present at the time of deployment.

A. Authorization

1. In accordance with the agency's Canine (K-9) Team policy (policy 24.3), department police dual-purpose K-9s are trained and authorized to track, search and/or apprehend persons who has committed a misdemeanor crime (where a violent act has been committed), a felony crime, felony arrest, or correctional institutions. This includes persons who have fled or are in the process of fleeing any of the above-mentioned offenses.
2. K-9s may be used to provide a strong psychological deterrent presence to certain types of criminal misconduct.
3. K-9s may be used to protect a citizen, the handler or other officers from physical harm.
4. K-9s should not be released to apprehend an apparent juvenile offender unless the handler has reason to believe the juvenile is committing a forcible felony or violent act, which may result in serious injury or death.
5. All department K-9 teams are required to complete and maintain at least one certification through a national organization.
6. K-9 handlers will maintain a regular training program with their assigned police K-9, as necessary.
7. K-9 handlers shall only use their assigned K-9s in a force situation when objectively reasonable.

B. Deployment

1. Prior to deploying a K-9 in a manner that is likely to result in a physical apprehension, a minimum of three (3) verbal warnings shall be given indicating:
 - a. The presence of a police K-9;
 - b. The intent to use the K-9 to locate the suspect(s); and
 - c. The risk of being bitten by the K-9, if the suspect(s) does not voluntarily surrender.
2. Each verbal warning should be given at a volume reasonably sufficient for the suspect(s) to hear, and should be spaced out at intervals that gives the suspect(s) reasonable time to comply.

Exceptions. If circumstances and facts are present that indicate that giving verbal warnings would subject officers to an enhanced risk of death or serious bodily injury, verbal warnings shall not be required.

3. In rapidly evolving situations resulting in an immediate need to use a K-9 for an apprehension, every effort will be made to give verbal warning, but only as circumstances permit.
4. Prior to deploying a K-9 in the field, the handler will evaluate the risk to innocent persons in the area the K-9 will be utilized.
5. In instances where a K-9 deployment results in a physical apprehension, the handler will remove the dog from the suspect as soon as this task can be safely accomplished.

C. Medical Aid

1. After the suspect is under control, officers will immediately render necessary aid.
 - a. Remove the canine from area or away from the offender to protect against further bites when safe and appropriate.
 - b. Immediately summons EMS to the scene
 - c. Provide relief with first aid kit if necessary
 - d. Monitor subject until relieved by EMS personnel
 - e. Once the subject has received medical aid by properly trained medical personnel, photographs of all injuries shall be taken.
 - f. Photographs of all injuries including bites will be taken regardless of the extent of or absence of injuries.
 - g. Severe bite incidents will be reported immediately to the Chief of Police through the chain-of-command.

D. Reporting

1. A Use of Force Report will be completed anytime a K-9 Handler commands his/her assigned K-9 to target a specific individual for an apprehension or deploys his/her K-9, which results in a canine bite.
2. A K-9 deployment report will be completed. This does not negate the need for an incident report completed by the investigating officer.

39.11 Impact Munitions

(4.1.4, 4.3.1, 4.3.4)

The Department utilizes a designated 12-gauge shotgun with the Defense Technologies Drag Stabilized Round as a less lethal impact projectile. Personnel will only use an impact munition in adherence to the department's use of force policy and standards, less lethal shotgun training, and applicable Georgia statutes.

A. Authorization

1. Officers who demonstrate proficiency and complete the required less lethal shotgun training will be authorized to deploy the 12 gauge less lethal Drag Stabilized Round.
2. Sworn personnel may only carry impact munitions which have been specifically issued or authorized by the department.

B. Utilization Procedures

1. Whenever practical and reasonable, officers should issue a verbal warning prior to using the less lethal impact round.
2. The 12-gauge shotgun is also utilized for other projectiles; therefore, at least one other employee must witness the loading of the less lethal shotgun with the Drag Stabilized Rounds, prior to deployment. A clearly marked (orange furniture) 12-gauge shotgun should be utilized.
3. The head, throat, neck, and groin shall not be targeted unless deadly force is justified. The preferred target areas, as identified in training, are the lower abdomen, back, arms and legs.
4. Once a suspect is incapacitated or no longer is an active threat, the use of the less lethal impound round is no longer justified.

C. Medical Aid

1. As soon as safe and practical after deploying the less lethal shotgun round, employees should notify 911 communications to start emergency medical personnel.
2. Suspects on which the less lethal shotgun round has been used will be monitored for indication of medical problems and will not be left alone while in police custody, until they are medically cleared by a healthcare professional.

D. Documentation

1. A Use of Force Report will be completed whenever a less lethal shotgun is aimed/pointed at an individual or a round is fired.

39.12 Vehicle Related Force

Police vehicles may be used as weapons in certain situations. The use of the police vehicle to attempt to ram another vehicle or person is a use of force. Vehicles will only be used in this manner in situations which are objectively reasonable based on the circumstances known to the officer.

The use of the PIT maneuver is considered a use of force and shall only be performed by officers who have received agency approved training (see 36.14 policy).

39.13 Department Firearms (Redacted)

(Policy Intro and subsections A-C Redacted)

D. Firearm Inspections

A Department firearms instructor must inspect all firearms, prior to the issuance or authorization to carry. Care and maintenance of issued and approved firearms is the responsibility of the officer, to whom the weapon is assigned.

1. Personnel carrying an issued or approved firearm are required to field strip and clean the firearm after firing, and at other times as necessary.
2. Only authorized personnel will conduct any servicing required beyond routine cleaning.
3. Issued weapons found to be malfunctioning will be given to a Department armorer, who will repair the weapon or take it out of service until it is repaired. Malfunctioning personal weapons

will be reported to a Department armorer and taken out of service until repaired by an authorized armorer or gunsmith.

E. Training

Prior to being authorized to carry a Department firearm, all sworn employees must successfully complete the proper familiarization, safety, proficiency training and receive instruction on department policy and legal requirements regarding use of force. Issuance and instruction will be the responsibility of the Training Unit. Officers must be qualified with each specific weapon platform (i.e. Semi-automatic handgun, semi-automatic rifle, shotgun, etc.), prior to carrying a firearm of that type.

A certified firearms instructor will conduct and document firearms qualifications.

F. On-Duty Carrying Restrictions

All on-duty officers will be armed with, and carry on their persons, an approved duty handgun, at least one extra loaded magazine and handcuffs, unless specifically exempted by the Chief of Police.

All detectives or officers working in a plain clothes capacity are required to carry their handgun in a secure, approved holster. The holster will be so designed as to be capable of securing a firearm so it will not fall out, even when upside down.

While on-duty, an officer may be temporarily unarmed only when required by applicable policy or law, for example, when the officer is in a detention center or interview room.

The carrying of any unauthorized firearm and / or ammunition on duty is prohibited and will result in disciplinary action by the Department.

(1-3 Redacted)

G. Deployment of Firearms

Officers may deploy a long gun in any circumstance where they can articulate a reasonable expectation that the weapon may be needed. Examples of situations when deploying a long gun is appropriate may include, but are not limited to:

1. Situations where the officer reasonably anticipates an armed encounter.
2. When an officer is faced with a situation that may require the delivery of accurate and effective fire at long range.
3. When an officer reasonably believes that, there may be a need to deliver fire on a barricaded suspect or a suspect with a hostage.
4. When an officer reasonably believes that, a suspect may be wearing body armor.

H. Other Authorized Use of Firearms

Roswell police officers are also permitted to fire their approved firearms under the following circumstances:

1. For training, practice, or recreational shooting in an area where firing a weapon is both safe and lawful.

2. When necessary to destroy a seriously wounded or sick domestic animal, but only after all reasonable attempts have been made to locate and receive permission from the owner of the animal.
3. When necessary to destroy an obviously mad or vicious animal that cannot otherwise be controlled, or when a non-domestic animal has been injured. The officer's supervisor will be notified for prior approval.

I. Prohibited Use of Firearms

Roswell police officers are prohibited from discharging their weapons under the following circumstances:

1. Warning shots are strictly prohibited by the Department.
2. Solely to prevent the destruction of theft of property.
3. From or at a moving vehicle except as the ultimate measure of self-defense or defense of another when the suspect is using deadly force. Officers should also consider that if force is used against the driver of such vehicle, the vehicle may become an uncontrolled deadly weapon and create an additional hazard.
4. At escapees from arrest or confinement, except 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.

J. Immediate Notification of Firearms Discharge

Employees who discharge a Department authorized (issued, alternate duty, back-up or approved off duty) firearm, intentionally or accidentally, other than for training or recreational purposes will notify the 911-Communications Center immediately.

If an officer negligently discharges an approved firearm, he or she will complete a Negligent Discharge Report, in BlueTeam software. The employee's chain of command will also be advised of the facts of the incident personally. If the facts involved reveal negligence, the officer will be removed from duty until completing remedial firearms training.

K. Alternate Duty or Back-up Firearms

All firearms carried as alternate duty or back-up must be approved by the Chief of Police or his designee and only upon annual qualification for the weapon platform, conducted by the Department.

The Department understands there will be special circumstances or assignments that may dictate the use of a more concealable or different firearm. Any officer who desires to carry an alternate duty weapon must qualify with the weapon platform and submit a Firearms Approval form. The request must be forwarded to the Chief of Police for approval.

Firearm Approval forms (approved or denied), will be scanned into a digital format and a copy forwarded to the Department armorer and the officer. The Administrative Assistant, in a secure computer file will archive the digital copy and the original kept in a file designated for Firearms Approval forms. Officers are responsible for filing their copy (physically or electronically) and maintaining a personal file of approval forms. No alternate weapon may be carried until the officer receives the approved form.

L. Firearms Carried When Off-Duty

An officer may carry a firearm while off-duty in accordance with state and federal law. The decision to carry a personal firearm and ammunition off duty is an individual one and not an agency requirement. When off duty, an officer may carry a personal weapon of his choosing in a non-conspicuous manner.

Issued firearms, when carried off duty, will be secured in issued or approved holsters. When officers have agency permission to work an off-duty job in uniform, issued firearms and an approved holster will be worn. When an officer has agency approval to work an off duty job, out of uniform, weapons will be carried in an approved holster.

Officers are prohibited from carrying firearms and performing official acts under color of law, while under the influence of alcohol.

M. Off-Duty Firearms Safety

Each employee is responsible for the safe handling, transportation and storage of issued firearms while off duty. This also applies to personally owned firearms.

It is not practical to establish hard and fast rules that apply to everyone, because the circumstances for everyone are not the same. Factors that must be considered include the number and ages of persons other than the officer living in the home, the possible presence of visiting children and access to the residence by outsiders. The following guidelines will be used for adopting safety practices:

1. Firearms should be stored out of reach of children and out of sight of others entering the residence.
2. Firearms should be secured when left unattended in the home or in a vehicle.
3. When transporting firearms officers should ensure they are out of sight. Firearm left unattended in a vehicle should be locked in the trunk. If the vehicle does not have a trunk some type of secure lock box should be used.

39.14 Other Weapons of Last Resort

The use of force policy does not preclude officers from using any available resource when defending himself/herself or another from physical assault, which is likely to cause great bodily harm or death. The Department recognizes that in some extreme circumstances, where the survival of the officer is in jeopardy, the situation may dictate pressing other implements into service as weapons. These might include the officer's flashlight, metal clipboard, knife, or even a motor vehicle, etc.

The use of such devices, degree of exigency present in the situation and the totality of the circumstances will be examined, as in any other Use of Force incident.

39.15 Rendering Medical Aid

(4.1.5, 70.3.1)

Any time force is used and the subject has a visible injury and/or complaint of injury, a medical assessment, by properly trained medical personnel, will be provided. The officer will advise the 911-Communications Center of the apparent medical issue or injury and request Emergency Medical Services (EMS) personnel.

1. The officer, when safe to do so, will provide immediate and appropriate medical aid as necessary, within the limitations of the officer's knowledge and training, until relieved by EMS or other trained personnel.

2. The subject must make any refusal of medical treatment to EMS personnel, not the officer. Determination as to further treatment or care at a hospital will rely upon the professional assessment.
3. All injuries to a subject, regardless of the source of the injury, shall be documented in the incident report.
4. An on-duty supervisor shall have photographs taken of all parties, who sustained injuries as a direct result of the use of force. This includes photographing the injuries of all directly-involved officers.

39.16 Training

(4.3.2, 4.3.3, 11.3.4)

All sworn personnel shall receive training on the policy, State Law and Case law pertaining to use of force, prior to assignment to field duties. Sworn personnel will receive additional training at least once annually, thereafter. Use of force training will include information regarding the process for the investigation of use of force and other actions that result in death or serious bodily injury.

Proficiency testing shall be conducted biannually on primary service weapons, unless otherwise approved by the Chief of Police or his designee. Training and proficiency testing for patrol rifle, shotgun and Taser shall be conducted annually. Refresher training for O.C. Spray, expendable Baton and weaponless control techniques will be completed biennially.

The Training Unit shall document firearms and weapons training, lack of proficiency, and remedial training. Qualified firearms instructors that have been certified by the State of Georgia Peace Officer Standards and Training (P.O.S.T.), shall conduct all training and qualifications in the use and handling of firearms. Less lethal weapon training will be delivered by certified instructors for the respective disciplines.

39.17 Use of Force Reporting

(4.2.1, 4.2.2)

- A. The primary officer involved in a use of force incident will complete a Use of Force Report. All other officers utilizing or witnessing any of the actions listed below, will complete a supplemental report documenting their involvement. Basic physical control techniques used to affect a routine custodial arrest, do not constitute a use of force (RPD officers are trained to utilize wrist locks when handcuffing arrestees).
 1. Any arm bar or joint lock technique (not including routine wrist locks during handcuffing).
 2. Any voluntary takedown of individuals (leg sweeps, tackle, etc.).
 3. Striking techniques with an employee's personal weapons (i.e. fists, hands, elbows, knees, feet, etc.).
 4. The deployment of chemical agents.
 5. The display or deployment (striking techniques) of an impact weapon.
 6. The aiming/pointing or deployment of a Taser (fired probes and or drive stun) at an individual, whether or not the exposure was effective.
 7. Use of a Canine (K-9) for apprehension.
 8. The aiming/pointing or use of any other intermediate weapon, less lethal weapon, or weapon of last resort.
 9. The use of the Precision Immobilization Technique (PIT Maneuver).
 10. The aiming/pointing or use of lethal force with any weapon.
 11. After any use of force by an employee that results in, or is alleged to have resulted in injury to another person regardless of the type of force used.

Note. Negligent Discharge of O.C. or of a Taser shall be documented in a Negligent Discharge Report.

- B. Involved officers must notify a supervisor of all use of force actions. A supervisor will respond to any use of force which results in an injury or complaint of an injury. The primary officer who initiated the use of force, will complete a Use of Force Report in the BlueTeam software. Any secondary officer, who uses force or witnesses the use of force, will complete a supplemental incident report in the Mobile Field Reporting System. The supervisor, who responded to the scene, will investigate the use of force action(s) and ensure all officers and witnesses have been properly documented in the report.
- C. Civilian witnesses and officers from other agencies who witnessed the incident will be asked to give a statement. Employees (preferably the investigating supervisor) will, if practical, record the statement. Digital or tape recordings or the in-car audio/video camera system are acceptable devices for use in the field. At the station interviews of non-RPD employees should be conducted in an interview room. A recorded statement is preferable, but if not practical a non-recorded statement may be taken or the witness may be given a statement form to complete. Once completed, the reports and recording will be provided to the investigating supervisor, for inclusion in the BlueTeam file.
- D. The Use of Force Report will include all incident reports (including backup and witness officers' supplemental reports), copies of or links to all audio and video recordings, photographs, and all other evidence collected in the investigation. As soon as practical after receiving the primary officer's Use of Force Report, the investigating supervisor will render an opinion as to objective reasonableness and compliance to policy. The reviewing supervisor will forward the report to the Watch Commander for review.
- E. The Watch Commander will review and assess all relevant facts and circumstances surrounding the incident and the actions of the employees involved. The Watch Commander will render an opinion as to objective reasonableness and compliance to policy. Watch Commanders may approve counselling for minor policy infractions not related to the actual use of force and shall document the counselling in the BlueTeam software. Use of force incidents described in 39.17 "A", found by the Watch Commander to be objectively reasonable, with no complaint of injury, may be closed by the Watch Commander and forwarded directly to file. Any incident in which the offender has been or alleges to be injured, and/or any incident in which the Watch Commander determines a policy violation has occurred, must be forwarded to the Division Commander for review.
- F. The Division Commander will review the use of force portion of any forwarded incident, as well as the Watch Commanders and Watch Supervisors comments and findings of the incident. The Division Commander will render an opinion as to objective reasonableness and compliance to policy. Any explanation regarding the opinions rendered or other issues raised by the investigation will be noted in the comments section and forward to the Commander of the Office of Professional Standards (OPS).
- G. The Commander of OPS will review the use of force portion of any forwarded incident, as well as the Division Commanders, Watch Commanders, and Watch Supervisors comments and findings of the incident. The OPS Commander will render an opinion as to objective reasonableness and compliance to policy. Any explanation regarding the opinions rendered or policy issues that arise out of the review will be noted in the comments section. The OPS Commander will make the final policy determination and will notify the Chief of Police of any significant concerns. The Chief of Police will determine if the Use of Force incident requires disciplinary action. The OPS Commander will notify the respective Division Commander of the Chief's disciplinary decision. The applicable Division Commander will then deliver the necessary disciplinary action. If a policy failure is discovered, the OPS Commander will make recommendations to the Chief of Police regarding any necessary policy revisions.
- H. The OPS Commander will forward any significant training concerns to the Training Unit for review. The Training Unit Commander will assess the incident and will determine the appropriate training materials, necessary to address the performance deficiencies. Any systemic training issues will be incorporated into Department-wide in-service training and published, so supervisory and management personnel can ensure the issues are addressed.

- I. In the event of a use of force that results in a serious injury or death the response and reporting procedures will be modified as follows.
 1. The involved officer(s) will not write an incident report. A detective will be called out to act as liaison with the outside agency (usually the GBI) called in to investigate the case and will write the incident report based on the facts presented.
 2. The supervisor in charge of the scene will not complete a Use of Force Report. The administrative investigation into the incident will be completed by the Internal Affairs Unit. The Formal Investigation Report will serve as the Use of Force Report for these incidents. The OPS Commander will generate a Use of Force Skeleton report, in Blue Team, in order to insure accurate annual use of force data.

39.18 Approved Destruction of an Animal Reporting

(4.2.1)

- A. The following reporting procedures will be followed whenever an officer discharges their firearm in order to destroy an injured animal for humane purposes:
 1. Officers who discharge a weapon in order to destroy an animal will complete a Firearms Discharge Report, in the BlueTeam software. This report will be forwarded to the officer's supervisor, who will conduct a review to determine if the officer's actions complied with Department policy. The report will be forwarded to the Watch Commander.
 2. If the Watch Commander finds the officer's actions within policy, the Watch Commander may close the report and forward it to file. Any incident in which the Watch Commander determines a serious policy violation has occurred, must be forwarded to the Division Commander for review.
 3. The Division Commander will review the firearms discharge portion of any forwarded incident, as well as the Watch Commanders and Watch Supervisors comments and findings of the incident. The Division Commander will render an opinion as to objective reasonableness and compliance to policy. Any explanation regarding the opinions rendered or other issues raised by the investigation will be noted in the comments section and forward to the Commander of the Office of Professional Standards (OPS).
 4. The Commander of OPS will review the firearm discharge portion of any forwarded incident, as well as the Division Commanders, Watch Commanders, and Watch Supervisors comments and findings of the incident. The OPS Commander will render an opinion as to objective reasonableness and compliance to policy. Any explanation regarding the opinions rendered or policy issues that arise out of the review will be noted in the comments section. The OPS Commander will make the final policy determination and will notify the Chief of Police of any significant concerns. The Chief of Police will determine if the firearms discharge incident requires disciplinary action. The OPS Commander will notify the respective Division Commander of the Chief's disciplinary decision. The applicable Division Commander will then deliver the necessary disciplinary action. If a policy failure is discovered, the OPS Commander will make recommendations to the Chief of Police regarding any necessary policy revisions.
 5. The OPS Commander will forward any significant training concerns to the Training Unit for review. The Training Unit Commander will assess the incident and will determine the appropriate training materials, necessary to address the performance deficiencies. Any systemic training issues will be incorporated into Department-wide in-service training and published, so supervisory and management personnel can ensure the issues are addressed.

39.19 Actions or Force Resulting in Death or Serious Injury

(4.2.3, 11.3.4)

A. Purpose and Scope

This policy provides the direction for the investigation of an incident, involving any department employee whose action(s) or use of force in an official capacity results in a death or serious bodily injury. These types of incidents include but are not limited to; officer-involved shootings and in-custody related deaths resulting from force used, or motor vehicle crashes involving an employee, resulting in serious physical injury or death.

B. Policy

The Roswell Police Department is partnered with the Georgia Bureau of Investigations (GBI) to investigate officer-involved shootings or incidents in which an officer's actions caused a death or serious physical injury in its jurisdiction. This agency will request the GBI or other outside law enforcement agency to investigate any officer-involved incident, at the direction of the Chief of Police.

Any employee involved in any on-duty incident, which results in serious injury or death shall immediately notify the Roswell 911-Communications Center and request emergency medical aid. If the incident occurs outside the City limits, the employee shall immediately contact emergency services of that jurisdiction and request medical aid. As soon as practical, employees shall notify their chain-of-command of the incident and location.

C. Officer Involved Incidents

For the purposes of this specific policy. "officer involved" refers only to the officer(s) who actually discharge their firearm, caused death or serious physical injury of another person, during the course of the event under investigation.

Any officer involved in a shooting or incident resulting in serious physical injury or death must immediately, or as soon as practical, notify a supervisor of the incident and location. A delay in the required notification is allowed, if necessary, to render medical aid, maintain an arrest or prevent an escape of a subject, to protect a crime scene or when the officer is incapacitated.

Until relieved by the next arriving officer, the officer involved will remain responsible for protecting the scene, rendering medical aid and requesting necessary emergency medical services. An exception will be made if the officer is physically unable to fulfill these duties.

The officer involved will take the following actions, undertaken in the order deemed appropriate:

1. Identify any remaining threats and take necessary action.
2. Secure and preserve the scene.
3. Relay information as necessary to 911-Communications and responding units.
4. Protect his/her firearm for examination.
5. Keep their firearm holstered without clearing, unloading, or reloading unless there is a threat still present.
6. Allow their firearm to be collected as soon as possible by a supervisor.
7. Advise his/her supervisor if evidence at the scene has been disturbed.
8. The officer(s) involved shall not discuss the case with anyone except:
 - a. His/her attorney;
 - b. Mental health professional;
 - c. Office of Professional Standards personnel; and

- d. GBI or other outside agency directly assigned to the investigation.

In circumstances where the officer involved is incapacitated and transported to a medical facility, or otherwise unable to respond directly to the police department:

1. The scene supervisor will be responsible for ensuring that all involved officers' firearms will be secured.
2. The firearm will remain in the condition in which it was received until transferred to the control of the GBI or other determined outside law enforcement investigating agency.

When applicable, Axon Fleet in-car and body worn cameras, will only be accessed in accordance with the Body Worn Camera Policy and viewed when permitted by that policy. (44.1, 44.2)

D. Uninvolved Officer(s) Responsibilities

Upon arrival at the scene of an officer involved shooting or incident resulting in serious physical injury or death, the first uninvolved Roswell Police officer(s) will take following actions, undertaken in the order as deemed appropriate:

1. Identify any remaining threats and take necessary action.
2. Secure and separate suspects, if possible.
3. Render medical aid to injured person(s) and evacuate as needed.
4. Secure the area, establish a perimeter, and limit access to authorized persons necessary to investigate the incident.
5. Establish a Crime Scene Log to record the time and identifying information of all persons entering and exiting the perimeter.
6. Protect evidence from loss, destruction, or damage that is likely to occur before backup can arrive.
7. Ensure evidentiary items are not moved or, if moved, note the original location and position of persons, weapons, and other relevant objects and evidence.
8. If possible, take note of the time, and survey the entire area for relevant facts, individuals who are present and who departed the scene, witnesses, potential suspects, and suspect vehicles.
9. Relay any pertinent information to 911-Communications and other responding units.
10. Record the names, addresses, and phone numbers of all witnesses and other persons present at the scene. Request the individuals to remain on scene and complete a written statement.

E. On-Scene Supervisor Responsibilities

The first uninvolved Roswell Police Supervisor on scene shall serve as the Incident Command and will take the following actions, undertaken in the order deemed appropriate:

1. Identify and eliminate hazards for all those involved.
2. Determine the physical condition of officers, suspects, and third parties; render medical aid and ensure emergency medical services has been summoned.
3. Obtain an overview of the situation from uninvolved officers.
 - a. In the event that there are no uninvolved officers who can supply an adequate overview, the Incident Commander should attempt to obtain a brief voluntary overview from one involved officer, requesting only public safety information. Such information as description of at large suspects and their direction of travel, number and direction of any shots fired, perimeter of the incident scene, identity of known

or potential witnesses, and other pertinent information to ensure the safety of the officer(s) and the public.

4. When possible, take photographs of injuries to the involved officer(s), suspect or third parties, prior to being transported to the hospital.
5. Locate the involved employee(s) weapon(s) and mark expended ammunition casings or cartridges;
6. Locate and secure in place weapons, ammunition, and expended casings or cartridges used by the suspect;
7. Ensure a Crime Scene Log has been created;
8. As soon as practical, remove involved employee(s) from the immediate scene. Ensure that a Peer Support Team Member is assigned to each;
9. If an employee is transported to the hospital, ensure that a Peer Support Team Member accompanies or meets him or her there.
 - a. A Peer Support Team Member should provide all reasonable support to the involved and act as a liaison between the employee and the hospital.
 - b. If the employee is incapable of calling, a Peer Support Team Member should ensure that a supervisor, or an officer that is close to the officer involved, notifies his or her immediate family as soon as possible and in person, whenever reasonably possible. The notification will provide the family members with basic information on the status of the involved employee and when and where they will be able to see him or her. At this time, the Peer Support Team Member will arrange for their transportation to the hospital or other location as required. In the case of serious injury or death, notifications will be conducted in conformance with 27.11;
10. Notify and request the response of the Criminal Investigation Division.
11. Ensure the adequacy of the inner perimeter to protect the crime scene. Direct that an outer perimeter be established to prevent unauthorized persons from entering into the secure area of the incident except those who have a specific function to perform;
12. Ensure that all potential witnesses have been identified and separated, and ask for him or her to remain on scene to provide a statement. If witnesses wish to leave, obtain their contact information for future communications;
13. Locate and secure as evidence any clothing or other personal items that may have been discarded or removed from suspects or officers by medical personnel;
14. Ensure the Public Information Officer is notified;
15. Ensure the Commander for the Uniform Patrol Division (UPD) is notified. The UPD Commander in-turn, will ensure the Chief of Police has been notified and is made aware of the facts surrounding the incident;
16. Establish a command post if it appears that an extended on-site investigation will be necessary; and
17. Ensure that a media staging area is established beyond the outer perimeter and that it is appropriately staffed.

F. Responding Investigator(s) Responsibilities

1. Ensure the integrity of the scene;
2. Appoint a detective and/or detective supervisor to act as the case agent and liaison between the Department and the assigned outside agency during the criminal investigation.
3. Ensure the scene has been properly secured and all evidence preserved in situ for the investigating agency.
4. Maintain the accounting and separation of any pertinent witnesses or involved parties.
5. In the event an offender, employee, witness or third party is transported to the hospital, detectives will ensure that an officer has been assigned to maintain a chain-of-custody of that person's affects and clothing as evidence. The assigned officer shall keep current on the individual's medical condition until released by investigative supervision.
6. The responding Crime Scene Investigator shall ensure that officers are maintaining a crime scene log. The Crime Scene Investigator shall take custody of the scene until the release to the investigating agency.
7. The Roswell Police appointed case agent shall complete the Incident Report and ensure the completion of supplemental reports by all on scene employees or those having taken action during the incident or investigation.
8. This policy does not restrict investigative supervision and/or personnel from taking additional action to ensure the complete investigation of the incident.

G. Chief of Police or Designee Responsibilities

1. Notify and request the assistance of the Georgia Bureau of Investigations or other impartial outside agency, such as the Georgia State Patrol, to complete the criminal investigation.
2. The Chief of Police or his designee will contact the Fulton County District Attorney's Office and provide them with details of the incident. The District Attorney's Office will make the determination if a member of their staff should respond to the scene.
3. Monitor the incident to ensure proper scene management and ensure the coordination of involved entities to provide an appropriate investigation to meet the needs of the personnel on scene, the Department, and the community.
4. Upon approval from the Chief of Police, information released to the news media shall be coordinated with the investigating agency and the prosecutor's office, and be limited to the facts of the incident, without speculation or expression of opinion.

H. Removal from Operational Assignment

In every instance in which any employee, whose action(s) or use of force in an official capacity results in death or serious physical injury, the employee will be removed from operational assignment, pending an administrative investigation.

The Chief of Police will determine the specific assignment and duration of removal from operational status on a case-by-case basis.

The employee shall also be required to undergo emotional debriefings with a Department furnished psychologist within three (3) days of the incident, if feasible. The debriefings shall not be related to any Department investigation of the incident and nothing discussed in the debriefings will be reported to the Department. The debriefing sessions will remain protected by the privileged Professional Psychologist Code of Ethics. Removal from operational assignment shall be non-disciplinary, with no loss of pay or benefits.

I. Investigative Process

The investigation involving employees whose action(s) or use of force in an official capacity results in a person killed or received serious physical injury will be conducted in two separate and distinct investigations; a criminal investigation and an administrative investigation.

1. The Georgia Bureau of Investigation (GBI) or other lead agency as designated by the Chief of Police or his designee will complete the criminal investigation.
2. After the criminal investigation is completed, the Roswell Police Department and the Office of the Fulton County District Attorney, Public Integrity Unit will receive copies of the GBI report.
3. The Public Integrity Unit is responsible for reviewing all law enforcement-related shootings or incidents involving injury to civilians in order to determine independently whether police action was legal, warranted, and appropriate. Copies of all Departmental reports and any other pertinent records will be provided to the assigned unit prosecutor.
4. The administrative investigation will be completed by the Office of Professional Standards and will be conducted concurrently with the criminal investigation.
 - a. The administrative investigation must be kept separate and apart from the criminal investigation.
5. Criminal investigators will not be present during internal affairs questioning. No information gained as a result of any administrative interviews will be shared with criminal investigators.
6. Investigators will be cognizant of symptoms of post-traumatic stress during officer interviews, such as time and space distortions, confusion, hearing and visual distortions associated with recalling details of the incident, as well as emotional impairment during questioning.
7. The Formal Investigation Report will serve as the overall use of force report.

J. Post-Incident Debriefing

A mandatory, confidential debriefing with a qualified professional will be scheduled for all directly involved personnel, including 911-Communications personnel. These debriefings are separate and distinct from any fitness-for duty assessment, administrative, or investigative procedures. As such, mandatory, confidential debriefing will be a protected communication.

1. The Employee Assistance Program (EAP) provides employees and their family members counseling and/or family group debriefings (e.g., spouse, children, significant others).
2. The Peer Support Team may be used to facilitate crisis response for employees after traumatic events, critical calls for service, officer involved shootings or deadly force incidents, or line of duty injury or death calls.

K. Other Critical Incidents

Other critical incidents where an officer's actions are deemed the direct or proximate cause of serious physical injury to another will be investigated at the direction of the Chief of Police.

The Georgia State Patrol or other outside investigating agency will investigate motor vehicle crashes involving a Department employee, which resulted in serious physical injury or death.

39.20 Annual Analysis and Review

(4.2.4, 4.2.5)

A. Use of Force Analysis

Annually, the Office of Professional Standards shall conduct an analysis of the agency's show of force incidents, use of force incidents, all force activities, policies and practices. The purpose of the analysis is to identify any patterns or trends that could indicate training needs, equipment upgrades and/or policy modifications. The analysis shall include the following:

1. Date and time of incidents;
2. Types of encounters resulting in use of force;
3. Trends or patterns related to race, age and gender of subjects involved;
4. Trends or patterns resulting in injury to any person including employees; and
5. Impact of findings on policies, practices, equipment, and training.

B. Assault on Officer Review

Annually, the Training Unit shall conduct an administrative review of all assaults on Roswell Police Officers to determine trends or patterns, with recommendations to enhance officer safety, revise policy, and address training issues. The purpose of the review is to determine what actions the agency may take to enhance officer safety, prepare the agency for requests for information regarding use of force events, and maintaining training curriculums that are founded on real data from field-based events. The review will evaluate the implications of each event based on the following criteria:

1. Type of assault;
2. Actions of officers immediately prior to assault;
3. Time and location;
4. Type of call;
5. Pre-assault indicators;
6. Officer/offender comparison;
7. Officer/offender demographics; and
8. Previous criminal history.

Chapter 40 – Off-Duty Jobs

40.1 Purpose and Scope

To set forth guidelines to govern off-duty jobs and outside secondary employment by members of the department.

40.2 Policy

The nature of law enforcement necessitates Department employees to work irregular duty schedules that are subject to change to meet deployment needs. Additionally, it is essential for employees to have adequate rest, in order to remain alert during their tour of duty. It shall be the policy of the Roswell Police Department to impose conditions on off-duty jobs, to assist in preventing conflicts with an employee's primary assignment.

Any employee requesting outside secondary employment, as defined below, shall adhere to the procedures set forth in Chapter 2 of the City of Roswell Human Resources Policies and Procedures Manual.

40.3 Definitions

Off-Duty Job: Any employment, which requires employees to identify themselves as a Roswell Police Officer and potentially act Under Color of Law.

Off-Duty Job Coordinator: An individual(s) who is approved to facilitate or is responsible for specific approved off-duty jobs.

Outside Secondary Employment: Any employment outside the employee's primary employment with the City of Roswell, which does not require the employees to identify themselves as Roswell Police Officers or potentially act Under Color of Law.

40.4 Approval Process

Any requests for extra-duty employment whether received by phone, email, or in-person will be forwarded to the Office of Professional Standards Division Commander. Any new extra-duty job vendor or location must first be reviewed and approved by the Chief of Police.

Once approved, any officer requesting to engage in an extra-duty job shall submit an "Extra Duty Request Report" via BlueTeam, to their immediate supervisor, who will forward it through their chain-of-command to the respective Division Commander.

The request report shall include the date, time, name of business, address, employer contact, and the detailed nature of the work to be performed. A request shall be submitted for each new off-duty job.

The respective Division Commander will normally approve extra-duty job requests; however, if sufficient time is not available for the normal approval procedure, the officer's supervisor may grant temporary approval and forward the request through the chain-of-command.

Note. Many officers work extra duty regularly for different events, approved by The City of Roswell Special Events Division. It would be unfeasible for officers to submit a request for each event; therefore; Extra Duty Employment for such events will only require one approved extra-duty employment request per year.

40.5 Basic Guidelines

- A. The Chief of Police or his designee will be responsible for the overall approval and the administration of off-duty jobs for the Roswell Police Department.
- B. No employee shall use their position with the Department to actively pursue extra-duty jobs or outside secondary employments from individuals or business establishments.
- C. Any conduct during extra-duty jobs, which would result in disciplinary action if the employee were on-duty, may result in termination of the extra-duty jobs and disciplinary action by the Department.
- D. Compensation for extra-duty jobs is paid to the employee, directly by the private (extra-duty) employer.
- E. Only police officers in good standing may be authorized for off-duty jobs.
- F. Officers who are absent or tardy from an extra-duty job without good cause, may be suspended from working future extra-duty jobs. The Chief of Police will determine any such suspension. When an officer must be absent from an extra-duty job for unavoidable reasons, he/she is required to find another officer to cover the extra-duty job.
- G. Officers working off-duty jobs will follow Department policy for completing reports and supervisory notifications.

40.6 Off-Duty Job Conditions

- A. No officer shall engage in any activity or employment of any type, which in the opinion of the approving authority, may:
 - 1. Render the officer unavailable during an emergency;
 - 2. Physically or mentally exhaust the officer to the point that their on-duty performance may be affected;
 - 3. Require that any special consideration be given to scheduling of the officer's regular duty hours or off days, other than approved Personal Time off or Compensatory Time;
 - 4. Bring the department into disrepute or impair the operation or efficiency of the Department;
 - 5. Present an unnecessary safety hazard to the officer.
 - 6. Conflict with the Georgia Private Detectives and Security Act, OCGA Title 43 Chapter 38.
- B. Officers may not engage in, nor will permission be granted for, any activity or employment listed below:
 - 1. Collection agencies
 - 2. Contracted Wrecker Services
 - 3. Private Clubs requiring officers to serve as bouncers or related duties
 - 4. Private security agencies or private investigations agencies (unless specifically approved by the Chief of Police)
 - 5. Any use of Department personnel that is not in the best interest of the Department.

Note. Best interest determinations rest with the Chief of Police.
- C. Special Rules for Businesses Selling Alcoholic Beverages
 - 1. Employment at any bar, lounge, package store or other establishment selling alcoholic beverages either for takeout or "on-premises" consumption, will be largely restricted to

policing of parking lots for the purpose of serving as a deterrent to thefts, property damage, arguments, fights, open container violations, disorderly conduct or other violations.

2. Officers will not routinely patrol the interior of such establishments or act as a "bouncer" for the establishment. Officers will enter the lounge or bar area only to enforce the law or prevent a violation thereof. Officers may, however, station themselves at an entry door, lobby, foyer, etc., in order to prevent or control any of the activities cited in paragraph "A" above.
- D. Permission to engage in any extra-duty job shall be immediately revoked by any supervisor for any of the aforementioned or any of the following reasons:
1. Any employee currently on:
 - a. Sick leave
 - b. Administrative leave (with or without pay)
 - c. On disability
 - d. On a performance improvement plan
 - e. While serving a suspension
 - f. While assigned to the Field Training Officer's Program.
 2. Any other circumstances that would warrant suspension or revocation of said extra-duty jobs as deemed necessary by the Command Staff.
 3. The Chief of Police or City Administrator may revoke approval of extra-duty or outside secondary employment at any time.
- E. Employees shall not exceed a maximum of 40 hours of approved extra-duty or outside secondary employment in a pay period; i.e., employees working 8-10 hour shifts, or 80 hours per pay period, shall not exceed 120 hours in a pay period. Employees working 12 hour-shifts (i.e. patrol or communications), or 84 hours in a pay period, shall not exceed 124 hours in a pay period.
- This sub-section in no way inhibits a supervisor from approving additional overtime hours as the needs of the Department dictate.
- F. Working extra-duty or outside secondary employment shall not occur during the employee's regular or assigned working hours unless the employee is on pre-approved Paid Time-Off (PTO) or Compensatory Leave.
- G. Employees may work immediately before or after a scheduled shift. Employees may not clock out of a duty assignment to work an extra-duty job and then return to duty.
- H. Any employee who is on call and is recalled to duty shall immediately leave the extra-duty or secondary job, return to duty, and report to the directed location without delay.
- I. In situations where a number of officers are employed by the same employer, one officer may serve as the off-duty coordinator for purposes of scheduling only as long as he/she also works at the location.

40.7 Notification Responsibilities

A. Officer Responsibility

Upon reporting to an extra-duty job, officers will notify the 911-Communications Center of their extra-duty job as well as their starting and ending times via MCT/CAD.

Officers will follow the notification guidelines listed below:

1. MCT: On the initial log-in screen, the officer should check the box that states 'Off Duty Work'. After the 'login' button is clicked, it will bring them to a screen that asks for their 'Off Duty Work' information. In that screen, the Officer shall update his/her location name.
 - a. If the Officer is unable to complete this task via MCT, the 911-Communications Center must be notified via radio/telephone. Upon receipt of notification via radio/telephone, the 911-Communications Officer will enter the information in CAD via 'edit unit' and utilizing the 'off duty work' field.
2. Officers shall notify the 911-Communications Center that their extra-duty employment is complete by logging off the MCT.

Officers shall use discretion whether to take police action or to notify 911-Communications and request a patrol unit to his or her location to handle the offense.

Officers shall take appropriate action when becoming aware of any offense, which would normally require police attention, including arrests and taking reports. No action will be taken solely for the benefit of the secondary employer.

B. 911-Communications Responsibility

Upon being notified that an officer is working an extra-duty job in the City, the 911-Communications Center shall monitor the officer's status until he or she clears from the extra-duty employment/location.

40.8 Use of Department Equipment

Any officer who engages in police duties at an approved extra-duty job will have all necessary equipment with them to fulfill their responsibilities and duties as a police officer. Officers will carry the same equipment required for their normal duty assignment. Officers will meet requirements based on their assignment, as indicated on the request for authorization to work either a uniform or plain-clothes employment. The minimum necessary equipment includes the officer's issued identification, badge, firearm, handcuffs and radio.

Note. All details involving traffic direction, which do not occur on private property, require a full uniform and the appropriate personal protection equipment for traffic direction.

40.9 Inspection and Review

Watch Commander's and supervisors shall be responsible for conducting periodic reviews of their assigned personnel through the IAPro software to confirm officers are complying with this policy.

The Chief of Police or his designee, or the Office of Professional Standards Division Commander, may at any time order a random inspection(s) relating to this policy, including but not limited to a review of the CAD and an employee's payroll submission.

The Chief of Police or his designee will conduct an annual audit of approved extra-duty job vendors and/or locations, in order to determine if a previously approved job has become a conflict of interest or is infringing on the ability of the employee to do his/her job for the City, prior approval for such extra-duty jobs may be revoked.

Chapter 41 – Crime Prevention and Community Relations

41.1 Purpose and Scope

The purpose of this policy is to establish a community relations program in response to the needs of the citizens. It provides opportunities for active participation in community affairs in relation to the Department, the City of Roswell, the Criminal Justice System, and the public we serve.

This policy is applicable to all employees of the Roswell Police Department.

41.2 Policy

The Roswell Police Department is committed to crime prevention and community relations. The responsibility of cultivating positive relationships and being active in our community and its many organizations lies with each of us. Through these relationships, we may become aware of issues and take action before they become problems. As a result, the community will be better informed about the Department's activities and roles, thereby increasing their trust and understanding.

41.3 Crime Prevention and Community Relations

(7.8; 45.2.1)

Crime prevention is a primary function of every member of this Department. This effort enlists the support and participation of individual residents, neighborhoods, educators, community groups, businesses, and the media. As a result, we establish trust that increases communication and assures the community that the Department is concerned with meeting their needs. An effective line of communication minimizes the misconceptions the public may have regarding criminal events in their neighborhoods and the role they have in crime prevention and/or subsequent investigations.

Establishment of the crime prevention function, the Community Relations Unit, and Departmental Responsibility:

- A. The Chief of Police establishes departmental goals and objectives concerning crime prevention and community relations.
- B. The Community Relations Unit, through departmental policy, directs and establishes various programs that achieve these objectives. These objectives are disseminated to each member of the Department and generally will be communicated to the public through media announcements and public meetings.
- C. Develop and implement programs focused on:
 1. Foster and improve police/community relations and elicit public support
 2. Identify real and potential community problems, concerns and risks
 3. Initiate action to solve identified problems, alleviate concerns, and reduce or remove risks
 4. Form a partnership with the community through the sharing of timely and relevant data
- D. Planning, coordinating, and implementing crime prevention and community relations activities of the Department; working in close cooperation with other Department components to support and facilitate the crime prevention function.
- E. Scheduling and conducting crime prevention, community relations, and public safety presentations presented by other Department members for schools, daycare centers, senior citizen groups, churches, and other civic groups.

41.4 Crime Prevention Operations

(45.1.1, 45.1.3)

The crime prevention function provides for the development and implementation of problem-oriented or community policing strategies to include focusing on programs by crime type and geographic area on the basis of crime data, and focusing on programs to address community concerns.

A. Among the crime prevention programs are:

1. Neighborhood Watch Program
2. Residential and business security surveys
3. Residential and business security checks
4. Conducting drug-related and safety programs for schools and groups
5. Disseminating safety and security information to the community

B. To ensure that crime prevention concerns are addressed prior to construction, the Department seeks and welcomes the opportunity to participate in the development and/or revision of zoning policies, building codes, fire codes, and residential and commercial building permits.

C. The Community Relations Unit and all other personnel involved in the crime prevention function shall develop and maintain liaisons with community groups, including but not limited to residential, civic, and educational groups to encourage active involvement.

D. There shall be a documented evaluation of the effectiveness of the various crime prevention programs, every two years, which will be submitted through the chain of command to the Chief of Police.

41.5 Community Relations Operations

(45.1.2, 45.2.1, 45.2.2)

The Department will establish positive relations with the community through the commitment to addressing actions, practices, and attitudes that may contribute to community tensions and grievances.

A. The Department's community relations function shall involve:

1. Establishing liaisons with existing community organizations or establishing community groups where they are needed;
2. Assisting in the development of community involvement policies for the agency;
3. Publicizing agency objectives, problems, and successes through social media and news media outlets;
4. Communicating crime trends and problems between citizens, businesses, and the department; and
5. Developing community relations policies as a whole and improving those practices that have a bearing on police-community relations.

B. Community involvement is the responsibility of all agency personnel; therefore, with the assistance of each major component and the Community Relations Unit Supervisor, a quarterly report shall be prepared and submitted to the Chief of Police that includes:

1. A description of current concerns voiced by the community;
2. A description of potential problems identified and having a bearing on the law enforcement function within the community;

3. A statement of recommended actions that address previously identified concerns and problems; and
4. A statement of progress made toward addressing previously identified concerns and problems.

It shall be the responsibility of all department members to transmit relevant information to the Community Relations Unit Supervisor, Division Commanders, and all other supervisory personnel for inclusion in this report. This will ensure that there is an evaluative loop in the community involvement and community-policing actions of the department and that information being gathered by all agency personnel is incorporated into the decision-making processes.

- C. Although considerations should be continual, an annual review shall be conducted of all community relations programs.
- D. A documented survey of citizen attitudes and opinions is conducted at least once every two years with respect to:
 1. Overall Department and individual employee competence and performance;
 2. Officer's attitude and behavior toward citizens;
 3. Concern about matters of safety and security within the City as a whole;
 4. Concern over safety and security within the specific areas the respondent lives; and
 5. Recommendations and suggestions for improvements.

Survey results shall be compiled, with a written summary provided to the Chief of Police. This information is to be used to examine the policies concerning the Department's community relations commitment and the needs of the community.

41.6 Youth and Juvenile Operations

(44.1.1)

The Department has several programs which assist in developing a positive relationship with our juvenile community. Programs include, but are not limited to Revved Up Kids, drug and alcohol awareness, internet safety, and officer friendly.

The responsibility for participation in and support of all juvenile operations shall be maintained through a cooperative effort between all components of the Department. Every employee of the Department shall be responsible for cooperation with the youth in our community.

An annual written review and evaluation of all enforcement and prevention programs relating to juveniles will be conducted and provided to the Chief of Police.

41.7 Citizens Police Academy

A. Purpose and Policy

The Roswell Police Department endeavors to promote and create a close working relationship with its citizens. The rapport between the Department and the community fosters mutual respect and compassion so that the needs of the community and the Department can be reached. The Roswell Police Department Citizens' Police Academy was created to assist in part of the community policing efforts of the Roswell Police Department.

The Citizens' Police Academy consists of a free, thirty-hour (30) program, which allows for Roswell citizens who live and work in the Roswell community to be provide a deeper understanding of the job knowledge, skills, and abilities required of today's law enforcement officer.

B. Selection

Selection of participating citizens shall be based on the following requirements;

1. Eighteen (18) years of age or older or between 14-17 years of age with a parent or guardian.
2. Roswell resident or business owner.
3. *Successfully pass a criminal history background check – no felony convictions or crimes of moral turpitude.
4. The class coordinator will determine the number of participants.
5. Other participants will be allowed at the discretion of the Chief of Police (i.e. employee family members, non-Roswell residents or business owners).

**Criminal history background checks are conducted due to GCIC access, access to secured locations within the Police Departments and ride-a-longs.*

C. Academy Curriculum

Classes within the Citizens' Police Academy are instructed by sworn and non-sworn Department personnel. The ten week program offers citizens an insight to the Department's organizational components and police operations. Citizens will be allowed to conduct a ride-a-long with an officer assigned to Uniform Patrol and a sit-along with an E911 Communications Officer. At the conclusion of the Citizens' Police Academy, the graduating class will be recognized by the Chief of Police and City Officials.

The curriculum topics include;

- Uniform Patrol
- Criminal Investigations
- Crime Scene Investigations
- Internal Affairs/ CALEA Accreditation, Background and Hiring Processes
- Community Relations
- 911-Communications
- K-9
- Firearms Training/ Defensive Tactics
- SWAT
- Narcotics
- Traffic Enforcement Unit/ DUI Task Force
- Ride-alongs/Sit-alongs

D. Application

Participants must first successfully pass all aspects of the application process before attending the Citizens' Police Academy. The application is available on the City's website.

E. Program Responsibilities

The Community Relations Unit has the responsibility for coordinating, planning and organizing the Citizens' Police Academy. Other department components will assist the Community Relations Unit when needed to help facilitate the program.

41.8 Volunteer Program

(45.3.1, 45.3.2)

A. Purpose and Policy

The purpose of this policy is to establish guidelines for the operation of volunteer components and programs within the Department, including the scope of duties and limitations of authority.

It is the policy of the Roswell Police Department (RPD) to offer a volunteer program, which is designed to support the Department and to provide insight into the law enforcement field. The program's intent is to improve the relations between the members of the community and the RPD. Volunteers shall freely offer their services without pressure or coercion, directed or implied, from the City or the Department. Volunteers do not have sworn peace officer status. The Department policy prohibits the assignment of volunteers to duties requiring sworn police officer status.

Individuals participating in the Roswell Police Department Volunteer Program are considered volunteers and are not employees of the City of Roswell. A volunteer's hours of service are provided with no promise, expectation, or receipt of compensation for the services rendered, except for reimbursement for expenses, reasonable benefits, and nominal fees, or combination thereof.

B. Definitions

1. **Volunteer:** A civilian affiliated with the Department in a non-sworn, unarmed, uniformed or non-uniformed capacity, because of his/her interest in performing hours of service for the Department for civic, charitable or humanitarian reasons, without the promise, expectation or receipt of compensation for services rendered.
2. **Volunteer Program Application:** The application completed by an individual who wants to participate in the Roswell Police Department Volunteer Program.
3. **Volunteer Coordinator:** The position responsible for the administration and supervision of the Volunteer Program.

C. Program Description

1. The Roswell Police Department Volunteer Program is designed to provide citizens who seek volunteer opportunities for civic, charitable or humanitarian reasons, with the chance to assist the Department in those areas which their expertise and/or services would be beneficial to the Department and the community. Volunteers are intended to supplement and support, rather than to replace sworn officers and civilian personnel.
2. The volunteer assignments will be determined based upon the volunteer's areas of expertise and interest and the needs of the Department. Volunteers may be assigned to several different assignments during their tenure in the program.
 - a. Volunteers may provide support to sworn or civilian personnel in administrative tasks, community outreach events, or various City of Roswell events.
 - b. Volunteers may be requested to provide support during an emergency or a large-scale special event.
 - c. Volunteers shall not provide volunteer services outside the limits of their stated assignments.
3. Volunteers are not commissioned with sworn peace officer status and will not be assigned to those duties normally performed by officers so sworn. Accordingly, volunteers shall not present themselves as such; they shall not interfere with the duties of a law enforcement officer, and shall not carry any weapon (lethal or non-lethal) while participating in Department activities.

4. Volunteers will be referred to as "Roswell Police Department (or RPD) Volunteers."

D. Program Requirements

1. Individuals who are interested in joining the Roswell Police Department Volunteer Program must meet the following requirements;
 - a. Must be at least seventeen (17) years of age (if younger than seventeen must receive prior approval from the Chief of Police)
 - b. Roswell City resident or business owner
 - c. A Roswell Police Department Volunteer Program Application (Form No. RPD066)
 - d. Civilian Observer Release Form (Form No. RPD038)
 - e. GCIC Awareness Statement Form
 - f. A Roswell Police Department Finger Print Card*;
 - g. Drug screening*
 - h. Polygraph examination*

** These actions will be performed for volunteer assignments that have access to the secure areas of RPD – these requirements will be at the discretion of the Volunteer Coordinator.*

2. The completed forms shall be submitted to the Volunteer Coordinator.
3. The Support Services Division shall be responsible for screening applications and ensuring that legitimate civic, charitable, or humanitarian purposes for participation are met.
4. The Support Services Division shall also be responsible for completing a thorough background check and fingerprinting for the individual, as well as ensuring that the approved volunteer has a signed the Confidentiality Agreement.
 - a. The background check will consist of a check of the Department's Records Management System (RMS) and a check of the Georgia Criminal Information Center (GCIC).
5. The Volunteer Coordinator will review all completed forms and determine if the individual is eligible to participate in the Volunteer Program.
 - a. If the individual is not eligible to participate in the program, the Commanding Officer, Support Services Division shall notify the individual.
 - b. If the individual is eligible to participate in the program, an oral interview will be scheduled.
 - c. Upon conclusion of the oral interview, all completed forms will be forwarded to the Chief of Police or his designee for final approval. The Chief of Police or his designee has the authority to approve or deny individuals and has the authority to revoke an individual's approval at any time.
6. The Support Services Division is responsible for ensuring that all forms pertaining to the application process are completed and placed into the individual's file.
7. RPD will ensure fair and equal treatment in its selection process for all volunteer personnel regarding less of race, sex, creed, color, age, relation, national origin, sexual orientation, or physical or mental disability.

8. All Volunteers must be graduates of the RPD Citizens' Police Academy. The Chief of Police may allow exceptions.

E. Program Administration

1. The Support Services Division Commanding Officer or his designee shall be responsible for the administration and supervision of the Roswell Police Department Volunteer Program. This position will be referred to as the Volunteer Coordinator.
 - a. If a volunteer is assigned to a position within the Department, the volunteer shall report directly to the individual who holds that position. This position shall keep the Volunteer Coordinator informed regarding the performance of the volunteer.
 - b. If the volunteer is assigned to a Division or Unit, the volunteer shall report to a supervisor within that unit, unless otherwise directed. This supervisor shall keep the Volunteer Coordinator informed regarding the performance of the volunteer.
 - c. The Chief of Police or his designee shall have the authority to terminate a volunteer's status at any time, with or without cause and with or without notice.
2. Volunteers will receive training for any authorized or assigned duties that exceed normal civilian support duties (i.e. filing, answering phones).
3. Volunteers participating in the Roswell Police Department Volunteers Program will not be issued or authorized to wear any Roswell Police Department uniforms. Volunteers may wear the Citizens' Police Academy polo provided to them during their attendance in the program. Pants/shoes worn should be appropriate for the volunteer's assignment.
 - a. If necessary for their assignment, volunteers may be issued a Roswell Police Department photo ID card identifying their volunteer status, and shall have it in their immediate possession when working as a volunteer. At no time will the volunteer display the ID card to secure special privileges or personal gain. These cards are Department property and must be returned, if requested by command staff or upon termination of the volunteer's status with the Department.
 - b. Volunteers will be assigned equipment only when it is required by their assignment.
 - i. A highly reflective traffic vest and any other equipment deemed necessary shall be issued to any volunteer who is assigned in a capacity that places them in the roadway with oncoming traffic such as, but not limited to: parking details or traffic-direction details.
 - ii. Volunteers will receive training on the use of any assigned equipment that exceeds equipment used in normal, day-to-day Department operations (i.e. telephones, computers, copy machines).
 - iii. Any equipment necessary for the volunteer will be assigned by the Quartermaster and will be noted by the volunteer's direct supervisor. This notification will be forwarded to the Support Services Division Commanding Officer for inclusion into the volunteer's file.
 - c. Volunteers are not authorized to drive any Roswell Police Department vehicle or other City vehicle.

- d. Volunteers shall report to their direct supervisor any changes in status that may affect their ability to fulfill their assignments such as, but not limited to; illness, injury, medication or voluntary termination of volunteer status.
 - i. Any volunteer that is injured while working in their assignment shall immediately notify their direct supervisor of the injury.
 - ii. The supervisor shall complete any necessary forms and submit a copy to the Volunteer Coordinator for inclusion in the volunteer's file.
 - iii. The supervisor shall be responsible for forwarding a copy of any applicable forms to the Human Resources Department.
- e. Volunteers shall have the ability to terminate their volunteer status with the Department at any time, with or without cause and with or without notice.
 - i. If a volunteer wishes to terminate their volunteer status with the Department, the volunteer shall notify their direct supervisor.
 - ii. The supervisor shall be responsible for notifying the Volunteer Coordinator of the change in the volunteer's status. The Volunteer Coordinator is responsible for inclusion of the information in the volunteer's file.

F. Restrictions

1. All volunteer activity will be approved by the Volunteer Coordinator.
2. Volunteers may be immediately disqualified from the program for:
 - a. Any use or indication of use of illegal substances
 - b. Any use or indication of use of alcohol while actively participating in the program
 - c. Any sexual harassment or sexual misconduct
 - d. Previous arrests or criminal convictions
 - e. Knowingly making false statements during the application process
 - f. Representing themselves as an RPD Officer or an employee of the City; and
 - g. Any other conduct determined by the Chief of Police as detrimental
3. Any employee who has cause to believe that a volunteer is in violation of any restrictions of the program shall immediately notify their supervisor, who will follow the chain of command to notify the Chief of Police. The volunteer's participation in the program will be suspended until further review.
4. A volunteer whose participation in the program is terminated by the Chief of Police shall be precluded from future participation in any RPD Volunteer program.

41.9 Student Intern Program

The Roswell Police Department recognizes that a close working relationship with the community is imperative for effective operation. This includes providing local high schools, colleges and universities a student intern program. The student intern program provides students with the opportunity to observe and participate in designated activities within the Department. The focus of the program shall be to offer the students a variety of law enforcement exposures.

A. Program Responsibility

The responsibility for the coordination of this program is assigned to the Community Relations Unit. Specific responsibilities include coordination with local high schools, colleges and universities, interviewing prospective interns, evaluating intern eligibility, coordinating necessary form completion, intern placement and program evaluation.

B. Program Eligibility

Candidates shall meet the following requirements to be eligible to participate in the program:

1. Completion of Student Intern Program Application, Liability Waiver and Student Intern Work Agreement by the posted deadline
2. Successful completion of a background investigation including an oral interview conducted by the Roswell Police Department. High risk areas to be addressed in the investigation process include:
 - a. Current and past drug usage, sale, distribution, and manufacture
 - b. Current and past alcohol usage
 - c. Open/pending criminal cases
 - d. Criminal case convictions
 - e. Undetected crimes

The Chief of Police or his designee will make the final decision on acceptance of an intern candidate designee.

C. Operational Procedures

Upon successful completion of the application process, the student intern will be given a tour of the Department for familiarization purposes.

The program coordinator will arrange for the placement of interns within the Department based on requests and pre-planned exposures to law enforcement activities. Efforts will be made to give the intern as many diverse assignments as possible. Following deployment, supervisors will exercise normal managerial authority over interns and shall assign either a sworn or civilian employee to monitor the intern's progress. Interns will be issued a photo I.D. card identifying them as a student intern. Interns may only photograph or otherwise record events or activities encountered during the internship with documented consent from supervisor. Violation of this requirement may result in the removal of the intern from the program.

Interns are required to dress in a professional manner. Business casual is recommended.

An intern may be removed from the program when circumstances warrant such an action. Recommendations for removal shall be directed to the Community Relations Unit Sergeant, who will forward the recommendations through his/her chain of command. Final consideration shall be determined by the Chief of Police or his designee.

41.10 Civilian Ride-Along Program

The Civilian Ride-Along Program provides an opportunity for citizens to experience the law enforcement function firsthand. This policy provides the requirements, approval process, restrictions, and member responsibilities for ride-alongs.

A. Eligible Participants

The following persons are eligible to participate in the Civilian Ride-Along Program:

1. Citizens eighteen (18) years or older.
2. Citizens' Police Academy members.
3. Roswell PD high school or college interns.

Requests outside of these categories will be approved at the discretion of the Chief of Police or his designee.

Approval of persons under the age of eighteen (18) to participate in ride-alongs will be made only by the Chief of Police and will require the written consent of a parent or legal guardian.

B. Disqualifiers

No civilian will be permitted to ride if convicted of any felony. In addition, no rider will be allowed to ride if their conviction of any crime was within one year of the requested ride-along. Finally, civilians with pending criminal or traffic charges are not permitted to participate in a ride-along.

C. Approval

Civilians accompanying a police officer during a ride-along must understand, agree to, and sign a waiver prior to their riding opportunity. Certified police officers are exempt from the criminal history review but must comply with all other policy elements.

All ride-alongs will be scheduled through the Community Relations Unit and approved or denied at the discretion of the Watch Commander or their designee. The willingness to accommodate a ride-along will be at the discretion of the Watch Commander in conjunction with the hosting police officer.

The Roswell Police Department, individual police officer, shift supervisor, or civilian, at any point, and without explanation, can terminate a ride-along.

D. Participant Restrictions

1. Ride-along participants shall be limited to ride a maximum of one ride-along or a portion thereof in any six-month period. *This does not apply to police officer applicants.
2. Ride-along participants shall be considered an observer only, and shall be under the direct supervision of the hosting officer, during the ride-along.
3. Participants will not be allowed to carry any weapons during the ride-along, regardless of any weapons permits or licenses they may possess.

Note. Certified Georgia Peace Officers who plan to carry a weapon during their candidate ride-along will notify their hosting officer before the ride-along begins. Firearms will be carried in holsters approved by the RPD.

4. Participants shall be instructed to remain in the police vehicle at all times except when authorized to exit the vehicle by the hosting officer.
5. The hosting officer, shall take reasonable care to prevent the participant from becoming physically involved in or assisting in any type of incident.
6. Participants will not be permitted to ride in a vehicle engaged in an emergency response.
7. All participants are required to wear causal business attire during the ride-along.

Chapter 42 – Juvenile Delinquency Prevention and Control

42.1 Purpose and Scope

The Roswell Police Department will develop, establish and maintain programs to prevent and control juvenile delinquency. The responsibility for supporting and participating in this function will be shared by all personnel. Juvenile investigations are primarily the responsibility of Crimes Against Persons Detectives. Juvenile delinquency prevention programs are primarily the responsibility of Community Relations/Crime Prevention.

42.2 Organization and Administration

The following is a list of programs Community Relations offers to address delinquency.

A. Youth Drug Program

1. One of the best ways to slow down drug abuse is through education of our youth. Education must begin at home and continue in the schools and churches. By establishing a close liaison among the police, our local churches, and schools we intend to reduce drug use and abuse in our community.
2. Community Relations has educational materials available addressing drug abuse and awareness. Instructors impress the dangers of drug abuse and the consequences of a drug arrest to students.
3. Community Relations is responsible for implementing programs intended to prevent and control drug and alcohol related delinquent and criminal behavior by youth.

B. School Liaison Activities

1. Community Relations provides knowledgeable members of the Department to address issues raised by school officials, teachers and students in the following areas:
 - a. Delinquency Prevention
 - b. Ethical Issues
 - c. Child Abuse Prevention
 - d. The Role of Law Enforcement in Society
 - e. The Juvenile Justice System
2. These activities provide a forum through which students, parents, faculty and law enforcement officers can become acquainted and as a result, earn mutual respect. The juvenile operations and delinquency prevention efforts of this agency are the responsibility of all members of the Department.
3. Community Relations will report all juvenile program activities for annual evaluations of all enforcement and prevention programs.

42.3 Juvenile Operations Function

(44.1.1)

- A. Department personnel are responsible to address the following juvenile issues.

1. Assisting Community Relations with the implementation of programs intended to prevent and control delinquent and criminal behavior by youth.
 2. Follow-up processing of all arrests involving youths.
 3. Coordinating or preparing court cases in which a juvenile offender is involved.
 4. Notify juvenile social service agencies of cases warranting their attention.
- B. Crimes Against Persons Detectives are responsible for conducting investigations involving juveniles, assisting officers in juvenile cases and maintaining liaison with other agencies interested in juvenile matters.
- C. Coordinating or preparing court cases involving juvenile offenders will be handled by the arresting officer or the investigator assigned to the case. Only the Georgia Department of Human Resources, Division of Youth Services and Fulton County Juvenile Court can divert juvenile offenders out of the juvenile justice system into social service agencies.
- D. The Roswell Police Department actively participates with other elements of the Juvenile Justice System including the:
1. Juvenile Courts
 2. Juvenile Probation Officers
 3. Fulton County School System and its Resource Officers
 4. Department of Family and Children Services (DFACS)
 5. Department of Juvenile Justice (DJJ)
- E. This liaison allows provisions for review and comment by other elements of the Juvenile Justice System in the development and revision of Department policies and procedures relating to juveniles.

42.4 Operations

(44.2.1)

- A. All personnel dealing with juvenile offenders will use the least coercive among reasonable alternatives consistent with procedures of the Department, State and local law. Youthful offenders may be dealt with by officers in one of the following ways:
1. Outright release of youth to parents or legal guardians with only an admonishment, warning or friendly advice.
 2. Simple treatment by the agency alone with voluntary agreement by the parents.
 3. Issuance of a written citation or juvenile complaint form requiring appearance in court in lieu of taking into custody.
 4. Detainment and referral to the appropriate juvenile court or authorities.

42.5 Diversion Decisions

(1.1.3)

- A. All factors to be considered in diversion decisions relating to juvenile offenders must have support and approval of Fulton County Juvenile Court Judges, with recommendations coming from victim or complainant, within the framework of the Juvenile Court's organization and its juvenile processing code, Title 15, Chapter 11.

Factors to be considered in diversion decisions include:

1. The nature of the alleged offense

2. The age and circumstances of the alleged offender
 3. The alleged offender's record, if any
 4. The availability of community-based rehabilitation programs
- B. Examples of alternative remedies that may be used by officers include but are not limited to: station house warnings; informal referrals; consulting with and arranging for corrective action by parents and dropping of charges.
- C. At all times officers must act within the bounds of State Juvenile Law and Juvenile Court has exclusive original jurisdiction over all juvenile matters.

42.6 Intake Criteria

- A. The Roswell Police Department refers juvenile offenders for formal legal proceedings on those cases involving serious criminal conduct or repeated criminal violations. In general, these cases would include:
1. Delinquent acts that if committed by an adult would be felonies
 2. Delinquent acts involving weapons
 3. Serious gang-related delinquent acts
 4. Delinquent acts committed by juveniles on probation, parole, or case pending
 5. Repeated delinquent acts within the preceding 12 months
 6. Juveniles selected for a diversion program but who refuse to participate
 7. Cases in which it has been determined that parental supervision is not effective
- B. By Georgia Law, the Juvenile Court has jurisdiction over those individuals who are under the age of 17, under the age of 21 who committed an act of delinquency before reaching the age of 17 and who have been placed under the supervision of the court (or are on probation to the court), or individuals under the age of 18 years who are alleged to be a "deprived child" or a "status offender". Juvenile Courts also have jurisdiction alleged traffic offenders under the age of 17 years.
- C. On minor criminal and traffic offenses, the police officer should make every effort to release juveniles to parents or legal guardians and issue a copy of the charges when necessary. If a copy of traffic charges is issued, it will be marked "JUVENILE" in the remarks section and the court appearance information will be left blank. The juvenile will be told by the officer that the Fulton County Juvenile Court will contact them to advise of a hearing date.
- D. When issuance of a copy of charges or release to a parent or guardian is not possible and the juvenile is 13 years of age, the juvenile will be taken to the Regional Youth Detention Center or available shelter with proper authority. If the juvenile is 12 or under, has committed an offense and the parents or legal guardians cannot be located, the juvenile must be turned over to DFACS custody or available shelter with proper authorization.

42.7 Taking a Juvenile into Custody

(44.2.2)

- A. When an officer has reason to take a juvenile into custody for alleged non-criminal behavior (a status offense), every effort will be made to release to parents or guardian with a copy of charges when appropriate.
- B. When the juvenile has visible injuries or is alleged to have been harmed the juvenile will be taken to a hospital or medical facility for proper treatment. If not suspected of being involved in causing the injury or harm, parents or a guardian will be notified.

- C. If the youth is in danger of harm, the child will be taken into protective custody by DFACS. If the child is taken into protective custody, the officer may be required to transport the child to a children's shelter. Upon arrival, the officer will need to fill out and sign a safekeeping form. This is a form that is filed with the Juvenile Court that effectuates the transfer of physical custody of a child from parent or legal guardian to DFACS. A hearing will be held within seventy-two hours.
- D. Periodically, an officer may be dispatched to a school, residence, etc., to meet with a caseworker from DFACS. This call for service may be for the purpose of the DFACS worker taking a child into safekeeping. The officer should ask the caseworker to explain the circumstances that led to their being there and the reason for taking the child. The caseworker will have a safekeeping form that will need the signature of a police officer. The signing of the form ONLY attests to the fact that the physical custody of the child is being transferred. The probable cause is not substantiated by the Police Department, but by the DFACS.

42.8 Runaway Juveniles

A runaway is considered to be a child under the age of 18 who has left home without the consent of their parent or legal guardian. The circumstances of the child leaving the home, as well as the length of time that the child has been gone are both factors to be considered in determining whether or not the child is a runaway.

A. Report Procedure

When parents and legal guardians (custodians) contact the Police Department to file a missing person juvenile report, the report should be taken immediately and titled MISSING PERSON JUVENILE. The reporting officer will place the child on the Georgia Crime Information Center (GCIC) computer.

B. Handling of Located Runaways

1. Upon locating a child who is the subject of a Missing Person Juvenile Report; or a Juvenile Pick-up Order; or a child who the officer has reason to believe may be a runaway will be handled in the following manner:
2. If the child is a resident of Fulton County and is reported in Fulton County as a runaway, every effort will be made to locate and return the child to a parent or legal guardian. If no contact can be made with either, RYDC or DFACS will be contacted to determine what can be done. The transporting officer will be required to fill out an incident report and, if taken to detention, a juvenile complaint form.
3. If the child is not a resident of Fulton County every effort will be made to contact the parent or legal guardian to have them pick up the child at the Roswell Police Department within a reasonable amount of time. If they cannot respond, the responsible law enforcement agency of the jurisdiction of the child's residence will be contacted to meet with the reporting officer to transport the runaway to either their home or to the detention facility in their jurisdiction.

42.9 In-Custody Procedures

(6.34; 44.2.2, 44.2.3)

A. When a juvenile is taken into custody, the following procedure will be used:

1. The juvenile will be taken to the juvenile intake facility without delay unless the juvenile is in need of medical treatment.
2. The officer conducts a search of the NCIC / GCIC files to determine the identity and status of the juvenile.

3. The officer prepares all reports regarding the offense or charges, or situation, including a Juvenile Complaint Form.
4. The officer will notify the juvenile's parent(s) or legal guardian(s) advising the location and legal status of the juvenile in custody, when possible.
5. The juvenile in custody will receive an explanation of the juvenile justice system and those Department policies related to the incident.

42.10 Questioning Juvenile Offenders

- A. Juvenile arrestees must be given the same constitutional protection as adults. If the juvenile is in custody or being questioned as a suspect, a reasonable effort shall be made to inform a parent, guardian, or attorney regarding the interview or arrest; however, the presence of a legal guardian is not mandatory to proceed with questioning.
- B. Interviews should be conducted in the designated interview rooms, with no more than two officers present and/or participating in the interview. The interview will be as brief as possible.
- C. The officers involved in the interview and processing of the juvenile arrestee should explain the procedures of the Department, the Juvenile Court and the Juvenile Justice System/process to the juvenile and the parent or guardian.
- D. At all times, every member in the Department, having contact with any juvenile, shall be responsible for ensuring the juvenile's rights are protected. All applicable laws and Departmental regulations for handling of juveniles will be followed.
- E. This policy is not intended to prevent officers from conducting preliminary investigation/interviews in the field, prior to a custodial arrest.

42.11 Fingerprinting and Photographing Juveniles

(1.2.5)

- A. Juveniles may be fingerprinted and / or photographed for investigative purposes with consent of a parent or guardian or pursuant to a court order.
- B. Every child, as defined in O.C.G.A. Title 15, charged with an act which would be a felony if committed by an adult will be fingerprinted and photographed upon being charged.
 1. Juvenile fingerprint / photograph files are required by GCIC, therefore all juveniles accused of felonies will be processed at the Department before being released on a copy of charges to parents / guardians or transported to a juvenile detention facility.
 2. Two photographs and two fingerprint cards will be produced and forwarded to the Records Section with a copy of the incident report and juvenile complaint form.
- C. A child charged with a misdemeanor or status offense will not be fingerprinted or photographed for record keeping purposes.
- D. The Records section will fill out an Offender Based Tracking System (OBTS) form for each case.
 1. Fingerprints, OBTS form, personal identification data and all other pertinent information will be forwarded to G.C.I.C.
 2. Juvenile fingerprint / photograph files will be kept separate from those of adults.

- E. Fingerprint / photograph files of children may be inspected by law officers when necessary for the discharge of their official duties.
- F. Upon application, a child's fingerprints will be removed from file and destroyed if a petition alleging delinquency is not filed, or the proceedings are dismissed after either a petition is filed or the case is transferred to the Juvenile court or the child is adjudicated not to be a delinquent child.
- G. The name or picture of any child under the jurisdiction of the court for the first time will not be made public by any news media upon penalty of contempt under State Juvenile Code, except as authorized by an order of the court.

42.12 Source Samples for Comparison

Physical samples from the suspect (hair, blood, urine, nails, stomach contents, handwriting samples, etc.) will only be obtained for comparison purposes under the direction and consent of the Juvenile Court Judge.

42.13 Juvenile Records

(82.1.2)

- A. Official juvenile records will be kept separate from the records and files of arrests of adults. Unless a charge of delinquency is transferred for criminal prosecution, there is an interest of national security, or the court orders it in the interest of the child, records will not be open to public inspection and their contents will not be disclosed to the public.
- B. With the consent of the court, inspection of the records and files is permitted by:
 1. A juvenile court having the child before it in any proceedings
 2. Counsel for a party to the proceedings
 3. The officers of public institutions or agencies to whom the child is committed
 4. Law enforcement officers of other jurisdictions when necessary for the discharge of their official duties
- C. Provisions relating to court ordered expungement of records and disposition of records when juveniles reach adult age are determined by court order. Responsibility for carrying out the court order regarding these records lies with the Records Section.

42.14 Review and Evaluation of Enforcement and Prevention Programs

(44.1.3)

The Community Relations Unit shall annually conduct a review and evaluation of all enforcement and prevention programs relating to juveniles. The evaluation shall address whether a specific program should continue functioning as is, be modified, or be discontinued.

Whenever policies and procedures relating to juveniles are reviewed or modified, the Fulton County Juvenile Court authorities and any other interested or involved juvenile agencies will be contacted for their input into proposed changes.

Chapter 43 – Sworn Auxiliary and Reserve Officer Program

43.1 Purpose and Policy

To establish the functions of the Roswell Police Department Sworn Auxiliary and Reserve Officer Program and create guidelines for their training, supervision, operation and deployment, and establish certain limitations of their activities.

The Roswell Police Department will maintain a Sworn Auxiliary and Reserve Officer Program to provide a variety of public service functions to enhance and supplement the capabilities of the agency's full-time members.

Sworn Auxiliary and Reserve Officers will be certified as required by the Georgia Peace Officers Standards and Training Council (POST). Individuals certified as police officers are authorized to act as peace officers when serving in a law enforcement capacity, which could reasonably be expected to require the assertion of police powers.

Sworn Auxiliary Officers will be considered volunteers of the City and will not be financially compensated for their time.

Reserve officer positions must be approved each year in the City budget, and are subject to Human Resources position control policies. Reserve officers will be considered part-time employees as defined in the City of Roswell Human Resources Policies and Procedures Manual.

43.2 Program and Training Requirements

(31.4.7, 31.4.8)

- A. All Sworn Auxiliary and Reserve Officers must meet the below conditions and are required to be familiar with, and adhere to the policies and procedures of the Roswell Police Department, all relevant City and case law and the rules and regulations of Georgia Peace Officer Standards and Training (POST) to include OCGA 35-8-8.
 - 1. Must possess current Basic Peace Officer POST Certification
 - 2. Must possess a valid Georgia Class C Driver's License
 - 3. Must be able to perform all of the required tasks of a full-time sworn police officer, with or without reasonable accommodations.

- B. All Sworn Auxiliary and Reserve Officers shall receive in-service training, equivalent to that of full-time officers. The Training Unit will be responsible for the training of all individuals who serve as a Sworn Auxiliary and/or Reserve Officer. The Training Unit Commander will coordinate and schedule training as mandated by POST certification and Department requirements. Sworn Auxiliary and Reserve Officers shall complete and maintain the following certifications:
 - 1. Maintain or exceed annual twenty (20) hours POST Training for Certification (Use of Force, De-escalation, Community Policing)
 - 2. Successfully complete semi-annual firearms qualifications with service weapon
 - 3. Maintain CPR Certification

43.3 Supervision

- A. The Sworn Auxiliary and Reserve Program is under the authority of the Office of Professional Standards Division Commander. A program participating officer may be assigned to various functions and be placed under the direct supervision of that function's supervisor.
- B. A program participating officer will be assigned to serve as the Reserve Unit Commander.
- C. The assigned Reserve Unit Commander is responsible for monitoring the officer's certification status, his/her on-duty status, handling related personnel matters, to include maintaining a directory of all program participating officers. The Reserve Unit Commander will maintain an emergency and contingency call-up plan for each program participating officer, which will be initiated by the Chief of Police or his designee.
- D. Regardless of rank, Sworn Auxiliary and Reserve Officers have no supervisory authority over active officers. Moreover, they have no supervisory authority over other program participants, unless granted by the Chief of Police, as in this case of the Reserve Unit Commander.

All Department supervisors are required to take appropriate action when a Sworn Auxiliary or Reserve Officer is observed in noncompliance with Department directives, orders or procedures.

43.4 Service and Responsibilities

- A. Sworn Auxiliary Officers may be called upon in emergencies, to perform day-to-day functions within their training and authority. A Sworn Auxiliary Officer may be selected to become a Reserve Officer with the Police Department. All Sworn Auxiliary and Reserve Officers are expected to meet the minimum qualifications established for a police officer.
- B. Sworn Auxiliary and Reserve Officers are required to volunteer/work eight (8) hours each quarter for events, patrol or other approved activities. Those who fail to meet the minimum hours may face removal from this program.
- C. The Reserve Unit Commander will publish and recruit for special events, through the most applicable means available to the department. (i.e., Email or text messaging).
- D. The duties of Sworn Auxiliary and Reserve Officers will vary in accordance with the needs of the Department. Generally, these duties will include, but are not limited to, providing security, traffic control and increased police visibility at special events.
- E. Only Georgia certified police officers may submit a request for consideration for participation in the program, to the police department's recruitment/background investigations officer. The background of each Sworn Auxiliary and Reserve Officer candidate will be investigated in the same manner as regular full-time officers. Program participating officers may resign at any time, with written notice to the Chief of Police.
- F. Division Commanders may request the assistance of a Sworn Auxiliary and/or Reserve Officer to cover specific events or functions. Requests for assistance will be submitted through the chain-of-command to the Reserve Commander. The request will state the number of officers, number of hours needed, dates, location, and duties to be performed. Reserve Officers are authorized to work up to an average of thirty (30) hours per week based on an annual evaluation.

43.5 Selection and Removal from Program

(31.4.7, 31.4.8)

- A. Selection requirements for Sworn Auxiliary and Reserve Officers are the same as for full-time police officers. Any officer participating in this program cannot be concurrently employed as a law enforcement officer, with any other department or agency.
- B. Sworn Auxiliary and Reserve Officers are required to conduct themselves in a professional manner governed by City ordinances, state laws, written directives, rules and regulations, and any other requirements set by the Chief of Police. Disciplinary matters involving program participating officers will be investigated in the same manner as those involving other Police Department personnel.
- C. Failure to meet the established training requirements or failure to comply with Department rules, regulations and code of personal and professional conduct will be handled in the same manner as full-time personnel. Violations may result in disciplinary action, up to and including termination of part-time employment, at the discretion of the Chief of Police.

All Sworn Auxiliary and Reserve Officers serve at the discretion of the Chief of Police. The Chief of Police may terminate the membership of any program participant at any time, with or without cause.

43.6 Communications and Radio Numbers

All members of the Sworn Auxiliary and Reserve Officer Program will be assigned a radio number. Program participating officers will use the assigned radio number when making transmissions.

43.7 Uniform and Equipment

- A. Issued uniforms and equipment will be identical to that of full-time sworn personnel. All uniforms and equipment will be worn in accordance with Department policy. Sworn Auxiliary and Reserve Officers who separated from full-time employment by Career Retirement, may display the rank held at the time of retirement; however, this rank does not give the officer authority over any officers unless designated by the Chief of Police.
- B. Other equipment, such as a patrol car or radio, may be temporarily provided during their duty assignment. Sworn Auxiliary and Reserve Officers are not eligible to participate in the Roswell Police Department Assigned Vehicle Program.
- C. Each program participating officer will carry the issued identification card, which identifies the officer as a volunteer or employee of the Roswell Police Department.

43.8 Off-Duty Employment

- A. Sworn Auxiliary and Reserve Officers shall be approved to work extra jobs in accordance with RPD Policies and Procedures manual Chapter 40, with the following additions:
 - 1. The Chief of Police reserves the right to restrict the type and number of approved extra jobs that Reserve Officers work.
 - 2. All Sworn Auxiliary and Reserve Officers are prohibited from working any Apartment Security as a form of Secondary Employment.
 - 3. Any off-duty job requests approved prior to retirement or separation must be resubmitted and approved through the Reserve Unit Commander, when a former full time employee is accepted into the program.

43.9 Liability and Performance Evaluation

Sworn Auxiliary and Reserve Officers have the same liability protection as active full-time sworn personnel.

All Reserve Officers are required to be evaluated as defined in the City of Roswell Human Resources Policies and Procedures Manual as established for full-time officers. The Reserve Unit Commander will be responsible for ensuring all evaluations are completed and submitted as required by policy.

Chapter 44 – Department Recording and Storage Devices

44.1 Audio / Video Recording (AVR) Equipment Use

(41.3.8)

A. Purpose

The purpose of this policy is to provide Roswell Police Department (RPD) employees with guidelines for the use of in vehicle audio visual equipment. And the management, storage and retrieval of Audio/Video Recordings (AVR) produced by in-car video systems.

B. Installation / Training

The Department Fleet Maintenance Officer and the Support Services Division Commander is responsible for ensuring the coordination of installation, and training of all audio and video equipment in police vehicles in accordance with the manufacturer's recommendations.

C. General Use (Officer's Responsibilities)

1. **The following incidents will be both audibly and visually recorded:**

- a. All traffic stops.
 - b. All priority responses (including but not limited to; armed encounters, acts of physical violence, felonious conduct, crime scenes and belligerent encounters with citizens when possible).
 - c. All vehicle pursuits.
 - d. All crimes in progress.
 - e. Any situation or event that the officer, through his or her training and experience, believes should be audibly and visually recorded.
2. Once the recording of an incident has been initiated it shall not be terminated until the incident has come to its conclusion. If interruption occurs, officers will document the reason for termination or interruption.
 3. Officers are **not** required to inform the public that they are using recording equipment unless asked. There is no legal requirement for an officer to notify a citizen that their actions are being recorded. If the public inquires if an audio/video recording based on the totality of circumstances and officer discretion.
 4. Officers assigned to vehicles containing audio/video recording equipment are responsible for inspecting the equipment daily and do a functionality check, prior to start of watch to ensure the equipment is in operating condition.
 5. Any damaged or malfunctioning equipment will be logged by the officer into the In-Car Camera Malfunction Log (Form No. RPD063). The officer will also immediately report the requested repair via email to their respective supervisor, or on-duty supervisor. The email shall be forwarded through the chain of command to the Fleet Maintenance Officer to coordinate the repair. The Fleet Maintenance Officer will be responsible for updating the log once the repair is complete, or the unit is taken permanently out of service.
 6. Officers failing to record incidents as directed by this policy or terminating a recording prior to the conclusion of the incident will be subject to remedial training, or discipline up to and including termination.

D. Supervisor And Watch Commander Responsibilities

1. Supervisors shall ensure that officers equipped with AVR equipment utilize it in accordance with policies and procedures therein. On a monthly basis, supervisors shall randomly review at least two (2) audio and video recordings. The reviews are to ensure officers are in compliance with departmental use of the AVR equipment guidelines, to ensure that the AVR equipment is functioning and being operated properly, and to identify any areas in which additional training or guidance is required. Supervisors will follow-up weekly to check on the status of any requested repairs.
2. All reviews shall be documented in the records management system. Supervisors shall conduct a weekly follow up, to check on the status of any identified deficiencies and sure that the deficiencies were corrected. The Watch Commander shall ensure that the supervisor's reviews are completed correctly. The Division Commander shall address any policy, procedure, or other issues discovered during the review.

E. Use, Storage and Monitoring Video Recordings

Video and audio recordings are stored in an off-site digital database available to personnel with access codes. Videos and audio recordings will be kept in compliance with the Georgia Local Government Records Retention Schedule.

F. Notation of Significant Events

1. Officer(s) will document that the AVR equipment was utilized in all required Arrest/Crime reports, accordingly.
 - a. Part of a criminal investigation
 - b. Shows a vehicular accident
 - c. Shows the detainment or arrest of an individual, or
 - d. Shows an officer's use of force
 - e. The officer has reason to believe that a personnel complaint will be generated by law enforcement action taken

G. Reviewing of Audio/Video (AVR) Recording

1. An officer may review their audio/video recording files as it relates to:
 - a. The officer's involvement in an incident for the purposes of completing a criminal investigation and preparing official documents
 - b. Prior to courtroom testimony or for courtroom presentation
 - c. Providing a statement pursuant to an Administrative Inquiry, including Officer-involved-Shooting investigations.
 - d. For potential training purposes.

Note. No employee shall access and or review another officer's audio/video recordings, unless that employee has a legitimate law-enforcement purpose for accessing the particular incident (16.109).

H. Release of Recordings

1. All recordings made with Department owned equipment will remain the property of the Roswell Police Department and may only be used as outlined below.
 - a. Roswell Police Department, Office of Professional Standards personnel

- b. Roswell Police Department police supervisory personnel with a legitimate investigative or supervisory need.
- 2. Recorded events with the approval of the Chief of Police or his designee may be duplicated and released for the following reasons:
 - a. Any Prosecutor or authorized court official, upon request
 - b. Roswell Police Department Training Unit - upon the request of the Training Unit Commander
 - c. Any law enforcement agency at the request of the agency's Chief (requests shall be in writing).
 - d. Any other individual or organization with a demonstrated need (including the officer) in accordance with O.C.G.A. 50-18-70 (The Georgia Open Records Act). All open records requests will be forwarded to the office of the Chief of Police. Recordings which are not subject to disclosure by law will not be copied or distributed unless approved by the Chief of Police or his designee.

I. Use of Assigned Personal Recording Devices

- 1. Officers shall not use any other non-Department issues video or audio equipment upon being issued an AVR (In-Car Camera).
- 2. Conduct daily checks (prior to start of watch) of their personal recording devices to ensure they are operable.
- 3. Report any malfunction or damaged equipment immediately to their respective supervisor.
- 4. All recordings made while working in any capacity as a Police Department employee are subject to review by Department Administration.
- 5. Employees are responsible for maintaining recordings as per all applicable retention regulation/laws.
- 6. Employees are responsible for the chain of custody of all recordings and, must be able to testify to it in court, if required.
- 7. Ensure that any audio or video recording made depicting an arrest be retained in compliance with the Georgia Records Retention Schedule.
- 8. Upon request by District Attorney or Solicitor's Office, the requested recordings will be made available for review and be made available to be copied if required.
- 9. The Department is not responsible for any hardware or software support issues relating to individually-owned equipment and/or peripherals.
- 10. In all cases where individually-owned equipment and/or peripherals are used in Department work areas, the owner of the equipment shall assume full and sole responsibility for the equipment's legal and safe operation and any liability that may result from its presence and/or use on or in department property.
- 11. The Department is not liable for any individually-owned recording system equipment, software, and/or peripheral devices that may be stolen, damaged or otherwise made inoperable while in departmental work spaces or vehicles.

12. If the Department determines that an employee has failed to adhere to these provisions concerning the "Personal Use of Recording Equipment" and related department policy, the employee may be directed to cease the use of personal recording equipment and appropriate disciplinary actions will be taken.

44.2 Body Worn Camera

(41.3.8)

A. Purpose

The purpose of this policy is to establish rules and regulations regarding the use and responsibility of Body Worn Camera's (BWCs) by uniformed and investigative personnel, as approved by the Chief of Police. The policy is to provide officers with instructions on when and how to utilize the BWCs so that officers may reliably record their contacts with the public in accordance with Department policy and procedure, and law.

B. Policy

It is the policy of the Roswell Police Department that upon the issuance of a BWC, officers will complete Department training in the proper use and maintenance of the BWC. Additional training relating to updates shall be provided on the equipment, data storage, liability issues, law, or other revisions in policy. Officers shall wear and activate their issued BWC, when such use is consistent with policy/procedure and law. The use of the BWC for any purpose other than in accordance with this policy is prohibited.

Officers shall not utilize any other non-Department issued video or audio equipment. This policy does not apply to the use of still cameras.

C. Procedures

Officer and public safety takes precedence over recording events, therefore, the BWC is not required to be activated if it is unsafe or impractical to do so or where a malfunction or other mechanical issue impeding the use of the device exists.

1. Objective Of The Body Worn Camera

The Body Worn Camera (BWC) shall be used and activated prior to initiating or as soon as practical after initiating the following police actions:

- a. Officers shall activate the BWC to record all contacts with citizens in the performance of their official duties. This includes, but not limited to all self-initiated contacts and dispatched calls for service.
- b. All enforcement encounters where there is reason to believe that the individual is committing a violation or petty offense for which a citation may be issued.
- c. All vehicle stops.
- d. Pedestrian stops (including officer initiated consensual encounters)
- e. When taking or attempting to take an individual into custody.
- f. Any public interaction, regardless of context, that escalates and becomes adversarial, so long as it is not one of the prohibited situations listed below under exceptions.

Exceptions. Body-worn cameras shall not be used to record:

- g. Surreptitious communications with other police personnel

- h. Encounters not directly related to official activities. (Example: general conversation and meal breaks).
- i. Any area where a reasonable expectation of privacy exists (unless taking police action, such as but not limited to restroom, locker room, or break room, physician offices, hospitals).
- j. When an officer is on break or is otherwise engaged in personal activities
- k. Witness or victim refuse or reluctant to provide information or a statement if recorded and the encounter is non-confrontational.

The public does not need to be informed that they are being recorded. There is no legal requirement for an officer to notify a citizen that their actions are being recorded. If the public inquires if an audio/video recording is being made, the Officer may confirm or deny the presence of the audio/video recording based on the totality of the circumstances and officer discretion.

Officer and Public safety are the utmost importance during any incident. Officers shall not sacrifice safety for the sake of making a video. However, as soon as practical, the BWC shall be used if it applies to the above listed objectives.

2. General Use of The Body Worn Camera Equipment and Use

The Body Worn Camera generally will consist of a camera with a built in audio and recording device. The BWC shall be worn in a location and manner that maximizes the camera's ability to capture video footage of the officer's activities and as recommended by the manufacturer.

If an officer is unable to activate the BWC prior to initiating enforcement or investigative duties, the officer shall activate the BWC as soon as practical and safe to do so. The officer shall indicate in his/her report the reason for the delay in activation.

a. Off Duty Employment

Officers assigned a BWC shall use the camera at approved off-duty employment at times consistent with this policy. If used for this purpose, the officer shall upload all recordings during their next regularly assigned on-duty shift unless a major event is captured on a recording during an off-duty assignment.

b. Restricted Recordings

There are certain instances where content of a recording may be accidental, inadvertent, and of a personal nature that is not the intended use of the device and is not job related. In these instances personnel can request that the recording be restricted. These requests must be submitted in writing directly to the Chief of Police or his designee.

All requests and final decisions shall be kept on file with the Office of Professional Standards.

3. Inspection and Testing of Body Worn Camera

It is the responsibility of the assigned officer to inspect and test their BWC at the start of shift to make sure the BWC is operating properly.

During the inspection of the BWC equipment, the officer should do the following:

- a. Ensure the lens is clean
- b. Ensure the battery is charged
- c. Ensure the video and audio is working correctly by uploading a sample video

Officers shall notify their supervisor or on-duty supervisor if their BWC is malfunctioning.

Any damage or malfunctioning equipment will be logged by the officer onto the Body Worn Camera Malfunction Log (Form No. RPD064). The officer will also immediately report the requested repair via email to their respective supervisor, or the on-duty supervisor. The email shall be forwarded through the chain of command to the Fleet Maintenance Officer to coordinate the repair. The Fleet Maintenance Officer will be responsible for updating the log once the repair is complete, or the unit is taken permanently out of service. Supervisors will coordinate with officers to ensure for the replacement of BWC equipment.

Failure to immediately report any problems, equipment failure and/or malfunction to a supervisor or failure to conduct the proper equipment testing may result in disciplinary action.

4. Modification of Recordings Prohibited

Officers shall not alter, edit, erase, copy or modify in any manner the BWC recordings, except as authorized by law or policy. A violation of this provision is considered serious misconduct and subject to disciplinary action.

5. Reviewing BWC Recordings

An officer may review their BWC recording files as it related to:

- a. The officer's involvement in an incident for the purposes of completing a criminal investigation and preparing official documents
- b. Prior to courtroom testimony or for courtroom presentation
- c. Providing a statement pursuant to an Administrative Inquiry, including Officer-involved-Shooting investigations
- d. For potential training purposes

Note. No employee shall access and or review another officer's BWC, unless that employee has a legitimate law-enforcement purpose for accessing the particular incident (16.111).

6. Storage of Recordings

At the end of each shift, officers shall upload all BWC recordings to the secure storage provided.

7. Retention Period For BWC Recordings

Retention of the recordings from law enforcement BWC shall be retained in compliance with retention laws or for 180 days from the date of such recording (whichever is longer) except: If such body worn camera recordings are:

- a. Part of a criminal investigation,
- b. Shows a vehicular accident,
- c. Shows the detainment or arrest of an individual, or
- d. Shows an officer's use of force or the officer has reason to believe that a personnel complaint will be generated by law enforcement action taken, then it shall be retained for 30 months from the date of such recording; and
- e. If such recording contains evidence that is or can reasonably be anticipated to be necessary for pending litigation, it shall be retained for 30 months from the date of such recording, and if the litigation is commenced during such a period it shall be retained until a final adjudication of such litigation.

- f. Georgia Code Section 50-18-96 does not require the destruction of such video recordings after the required retention period.
- g. Any video recordings destroyed pursuant to the retention schedule provided in this code section shall be deemed to have been properly destroyed, and no evidentiary presumption shall be made that such recording was harmful to the governing body or any law enforcement officer depicted in such recording.

8. Confidentiality of BWC Recordings

The BWCs uses are limited to law enforcement and investigative activities involving members of the public, officers shall comply with applicable laws and policy regarding confidential information. Unauthorized use or release of BWC recordings may compromise ongoing criminal and administrative investigations, or violate privacy rights and laws. A violation of this provision is considered serious misconduct and subject to disciplinary action.

9. Release of Information From BWC Recordings

Requests for duplication of body worn camera recordings will be handled as follows:

- a. Recordings that contain evidence of a crime will be handled as any other digital evidence.
- b. Requests received by the Department through the Opens Records Act must be submitted in writing. The request may also be on a signed form provided by the Roswell Police Department. The request must be submitted to the Records Department for review and approval. The requesting party may be charged a fee to cover the cost of duplication. If a fee is charged, the requesting party will be notified in advance of the amount.

As general guidance for release of BWC recordings under the Georgia Open Records law, please note the following:

- c. Evidence is not a public record;
- d. Video recordings (photographs) of juvenile offenders are confidential
- e. Body worn camera recordings obtained within a non-public area (home or non- public area of a business) are not a public record. See, *Wilson v. Layne*, 526 U.S. 603, 614 (1999), GA House Bill (HB) 976, passed on July 1, 2016;
- f. Body worn audio/video recordings obtained depicting a victim of sexual assault in such a way that their identity may be ascertained is not a public record
- g. Video containing data of the report or investigation of abuse, neglect, exploitation or isolation of older persons or vulnerable persons are not public records
- h. Any other laws making the identity of the person(s) depicted confidential;
- i. Any other privacy concerns giving the person(s) depicted a legitimate privacy interest in not having audio/video data released, such as, but not limited to medical information protected under HIPPA

Authorization must be approved by the Chief of Police and/or his/her designee for any officer to obtain a "personal" copy of any recording.

BWC and related equipment, data, images, video and metadata captured, recorded or otherwise produced is the sole property of the Roswell Police Department and any unauthorized release of said above is prohibited.

10. Supervisor and Watch Commander's Responsibilities

Supervisors shall ensure that officers equipped with a BWC utilize it in accordance with policies and procedures defined herein.

- a. On a monthly basis, supervisors shall randomly review at least two (2) BWC recording to ensure that the equipment is operating properly and that officers are using the BWC appropriately in accordance with policy and to identify any areas in which additional training or guidance is required.
- b. All random reviews shall be documented in the records management system and the respective Watch Commander (Lieutenant) shall be notified.
- c. A review of a probationary employee in the FTO program.
- d. The Lieutenant shall ensure that the supervisor (Sergeant's) reviews are completed correctly.
- e. Any policy, procedure, or other issues discovered during the review shall be addressed by the Division Commander.

Chapter 45 – Department Storage Devices

45.1 Computer Policy

(11.4.4, 41.3.7, 82.1.6)

The Roswell Police Department utilizes personal computers, laptop computers and mobile data computers in the performance of daily operations. The following policies apply to all types of computers, to include data storage devices, in use by the Department.

A. Acquisition and Use of Computer Hardware and Software Liability

1. Employees will not use unauthorized copies of protected personal computer software or the same program simultaneously on two or more computers. To do either of these things is illegal and violates the terms of license agreements between software vendors and the Roswell Police Department.
2. Each Department employee using a computer will comply with the terms of license agreements accompanying all software programs. Supervisors must ensure that no employee is placed in a workplace situation that may appear to be in conflict with any software licensing agreement.
3. Violation of this policy will result in an adverse personnel action and possible criminal prosecution.

B. Purchase and Installation of New Software

1. Requests for the purchase of personal computer software will be forwarded to the City of Roswell Information Technology (IT) Department. Each request will contain the name of the software product, a brief description of how the software will be used, the name of the individual who will use the software, and the serial number of the computer where the software will be installed.
2. IT will approve the purchase order prior to ordering from the vendor and will receive delivery of the software. IT will install or approve the installation of the software on the appropriate computer(s).

C. Use of Software

1. No transfer of software from one computer to another will occur until the IT Department has been notified and approval has been received from IT.
2. IT is to be notified prior to deletion of software from any computer.
3. No program will be manipulated or altered except by authorized personnel.
4. All software and data storage media from outside sources must be scanned with a current version of virus detection software before they are used on any Roswell Police Department computer.

D. Purchase and Installation of New Hardware

1. All requests for new computers will be forwarded to the IT Department. Each request will contain a complete description of the requested computer; type of computer, brand, model, etc.
2. If the new computer is a replacement, any required software on the old computer will be installed on the new computer and deleted from the old computer. The IT Department will install or approve the installation of all new or replacement hardware devices.

E. Hardware Maintenance

1. No peripheral equipment is to be installed on Roswell Police Department computers without prior approval from the IT Department or designee.
2. Computer system files or configuration setups are not to be deleted or modified without authorization.

F. Surplused Computers

The IT Department will be notified when a computer is to be surplused. To prohibit access to the information stored on the hard drive(s) of surplused computers, Department personnel will wipe the hard drives with Department of Defense compliant software or destroy the hard drive prior to the computer being turned over to the Fixed Assets Office.

G. Police Records Management System

Roswell Police Department approved Incident Reports and Miscellaneous Incident Reports are entered electronically into the One Solution Records Management System (RMS). A full system backup will be performed on the software a minimum of two (2) times a week. The backups will be stored inside the fire proof safe located in the PC Room on the 2nd floor of the Police Department.

The system creates a history of all accesses and attempted accesses. This history file allows for the tracking of any access violations.

45.2 Department Internet / Social Media Policy

A. Department Rights and Responsibility

1. The unique responsibilities and public trust afforded employees of the Roswell Police Department require that the use of good judgment, decency, and common sense in professional and personal public actions that reflect on the Department. The Department is responsible for establishing standards of conduct and for the oversight of such actions.
2. This responsibility extends to any employee participation in Internet postings and networking where individuals identify themselves as Department employees either overtly (by voice or in print) or covertly (through photographs or videos depicting individuals in uniform, in Department vehicles, etc.). Examples of such forums include but are not limited to personal web pages, social networking sites and chat rooms, web logs (blogs), and dating services. City and Department sponsored forums are exempt.
3. Suspected violations of this policy will require a formal investigation by the Internal Affairs Unit. Employees may be required to provide access to any internet posting or networking site to which the employee subscribes as part of the IA investigation. Provision of access does not require the employee to supply the investigator with personal passwords. The Department will not record passwords unless provided voluntarily by the employee. The Department may view and record any and all material on the site for the purpose of confirmation or denial of violation(s) of policy.

B. Restrictions

1. Employees will adhere to the City of Roswell Internet & Electronic Mail Acceptable Use Policy. Non-business related accessing of personal web pages, public chat room forums, or other types of Internet postings during working hours is permitted if it is reasonable, does not interfere with the prompt performance of duty, and is not for entertainment purposes. This restriction

- applies to the use of agency, personal, or third-party owned computers, cell (smart) phones, and other web enabled devices.
2. Personnel who have posted information on the Internet are particularly vulnerable to criminals discovering their identity and/or other personal information.
 - a. Employees assigned to undercover and/or specialized assignments are restricted from participating in Internet posting and networking without documented supervisory approval.
 - b. Employees may be denied a request for assignment or transfer to a specialized or undercover assignment due to past postings or networking that could compromise their ability to secure their personal information in a covert operation.
 3. Employees will not identify themselves directly or indirectly as an employee of the Roswell Police Department on any personal webpage, blog, or social networking site without prior Departmental approval.
 4. Photographs or other depictions of Department uniforms, badges, patches, vehicles, or other items identified specifically with the Roswell Police Department will not be used on personal employee Internet postings without prior Departmental approval.
 5. Employees wishing to use references to, or photographs/depictions noted above, must first receive written supervisory approval, which is forwarded through the chain of command for final review and authorization by the Chief of Police.

C. Limitations

1. No sexual, violent, racial, ethnically derogatory material, comments, pictures, artwork, video, or other reference may be posted along with any Department approved reference. Previously approved web pages, sites or postings shall not be modified in any format without a documented review and approval.
2. Employees shall not post any material on the Internet that brings discredit to, or may adversely affect the efficiency, professionalism, or integrity of the Department.
3. Employees will not be held responsible for material or posts placed on their site by other individuals unless it can be shown that they were involved in or solicited the posting. Employees must remove derogatory posts from their site as soon as possible after becoming aware of their existence.

D. Approval Process

1. The employee seeking approval to use references to the Roswell Police Department on personal web pages or sites will use the following approval process:
 - a. In a memo, letter, or email describe the proposed reference to the Department and the intended purpose
 - b. Provide a list and graphics of any photographs, artwork, etc. to be used
 - c. Provide a printed layout of the entire proposed web page, posting or site
 - d. Provide thorough documentation of the proposed posting site location within the Internet (specified access route) and any access and/or password requirements for viewing by others
 - e. Submit the above detailed information with a request for approval to the Chief of Police via the employee's chain-of-command and the Office of Professional Standards (OPS). The request, accompanied with a written supervisory recommendation for approval,

must be submitted to OPS for review and approval, prior to review by the Chief of Police.

2. The employee will receive, in memo form, an approval or denial of the request.
3. The process and restrictions described in this policy shall be retroactive for any currently existing sites created by any employee or third party.
4. The above specified procedures, approval process and limitations, shall also apply to web pages, other Internet-based sites and postings, that are owned and/or managed by third persons, when any Department member encourages and/or condones that information and/or images regarding the officer or references to the Police Department will be contained within these pages, sites or postings.
5. The Office of Professional Standards will randomly access every approved web page, site, or posting to confirm the postings have not deviated from the format approved.

45.3 Use of Department Cellular Phones

(1.28)

- A. Cell phones will be issued upon the approval of the Chief of Police and may not be transferred by that employee to another person.
- B. Cell phones are to be used for police Department business. Incidental personal calls are permissible, but must not interfere with police business. Employees must reimburse the City for any charges incurred.
- C. Employees who use their personal cell phone for City business may be reimbursed by the City for such business use upon completion of the required paperwork and submission of a copy of their cell phone bill that documents the charge.
- D. The Chief of Police in his sole discretion may issue cell phones to personnel in the following categories:
 1. Employees who command the Department or a division of the Department.
 2. Employees who command a watch, shift or unit that operates seven days a week and their immediate subordinate.
 3. Employees whose assignment requires them to frequently communicate with other City Department personnel, other agencies, businesses, community leaders, that do not have radio communications with the Police Department, and the sole use of a desk phone is, in the opinion of the chief of police, not practical.
 4. Employees whose assignment requires them to use "covert" phones, not readily identifiable as a police Department phone.
 5. Public Information officers as assigned by the Chief of Police.
 6. Employees who perform a crucial function within the Department and who in the opinion of the Chief of Police must be readily available to supervisors and staff in order to ensure the efficient operation of the Department.

Chapter 46 – North Fulton SWAT (Redacted)

Chapter 47 – Active Threats, Disturbances, Emergencies and Critical Incidents (Redacted)

Chapter 48 – Mobile Field Force (Redacted)

Chapter 49 – Roswell Municipal Court Security

49.1 Policy

The Court Security Unit (CSU) shall operate in partnership with court personnel to include security administration and court operations, as well as facilities, equipment, plans and procedures on security surveys geared towards the effective operations of the City's Municipal Court (CALEA 73.1.1).

49.2 Purpose

The purpose of this policy is to provide rules and guidelines for personnel assigned to the City of Roswell Municipal CSU.

49.3 Role and Authority

(73.1.1)

A. Role and Authority Officers assigned to the CSU shall:

1. Preserve the peace, protect life and property, and enforce the laws of the State of Georgia in the City Court.
2. Provide primary security for the City Court Judge, employees of the court, and all other participants before, during and after Court sessions as necessary and practical. The presiding Judge and the Chief of Police have concurrent authority in the courtroom and may change guidelines herein as they deem necessary in the courtroom.
3. Coordinate on issues concerning facilities, equipment, plans and procedures such as security surveys geared towards the effective operations of the City's Municipal Court.
4. Follow all policies and procedures of RPD, including management of unusual occurrences.

Note. Due to the nature of the court security position, assigned officers have access to sensitive and confidential information. The unauthorized dissemination of information relating to charges, case files, evidence, or any other privileged information related to the court security position, is subject to immediate termination.

49.4 Court Security Unit Coordinator

(73.1.1)

The Chief of Police shall designate a CSU Coordinator to serve as a liaison between the Department and City Court. The CSU Coordinator shall meet with the Roswell Municipal Court Judge at least quarterly to ensure adequate security of the court is being maintained, and report any identified issues to the Chief of Police.

The assigned coordinator shall have component responsibility for the subsequent staffing of all positions deemed necessary for adequate courtroom security as needs arise and on every occasion that the court is in session. In the event that an assigned CSU officer is not available, the Coordinator or designee will assign another police officer.

The assigned coordinator is also responsible for the following:

1. Municipal Court Physical Security Plan;
2. Required facility equipment; and
3. CSU officers

49.5 Court Security Unit Officers Duties / Responsibilities

(73.1.1)

A. CSU officers duties and responsibilities shall include;

1. Maintaining liaison with the Municipal Court Judge concerning security concerns.
2. Providing and supervising security for the court.
3. Escorting arrestees to court services when requested by the court.
4. Summoning employees to testify.
5. Checking any suspicious hand carried articles by the public and, when necessary, restricting such items in accordance with this policy.
6. The transporting officers will search each arrestee prior to being placed in the designated seating area. The arrestee may retain any paperwork needed for their court appearance or any paperwork provided to them by the court or municipal probation officers.
7. Any person ordered to be detained by the Judge, who appears to be under the influence of alcohol or other drugs or who is acting violent or self-destructive shall be immediately removed from the courtroom. The individual shall be transported to the designated to a detention center or to the hospital emergency room, if the person is under the influence to the extent they must be cleared medically prior to being accepted at the detention center.
8. CSU officers shall conduct a visual inspection of the fire suppression equipment prior to each court session.
9. Conducting courtroom security inspections prior to each court session.

49.6 Equipment

(73.4.1)

A. Special equipment needed for the CSU shall be kept at City Court, shall be immediately accessible to unit personnel and shall be maintained in a state of operational readiness. That equipment may include:

1. Fire suppression;
2. First aid kits;
3. A walk-through metal detector or magnetometer;
4. Duress alarms;
5. Approved restraining devices;
6. AED;
7. Communication devices (such as portable radio and cell phone)
8. Issued duty belt (firearm, Taser, two full ammunition magazines, handcuffs, O.C. spray, portable two-way radio); and
9. Computer, with RPD RMS access.

49.7 Courtroom Procedures (Redacted)

49.8 Court Holding Facility Procedures (Redacted)

Chapter 50 – Training

The Training Unit is designed specifically for the purpose of training and career development of all Department personnel.

To this end, the Training Unit will develop and implement basic police officer, advanced, and specialized training, in-service training, and a career development program. This training will address Department and Georgia P.O.S.T. requirements.

Training Unit personnel will address their duties with the following in mind:

1. Well-trained officers are better prepared to act decisively and correctly in a broad spectrum of situations
2. Training results in greater productivity and effectiveness
3. Training fosters cooperation and unity of purpose

Proper training is extremely important as police agencies are held legally accountable for the actions of their personnel and for failing to provide adequate training.

50.1 Organization and Responsibilities

(33.6.1)

The Office of Professional Standards Division Commander and the Training Unit Commander are responsible for the overall operation and administration of the Training Unit and will have the authority for matters of operation, policy, organization, staffing and discipline. The Training Unit Commander will exercise such lawful directives as are necessary to assure the effective performance of the unit and ensure that the unit's goals and objectives are achieved pursuant to Department policy.

A. Training Unit personnel will ensure that the following functions are addressed:

1. Planning and development of training programs
2. Notifying all Department personnel of required training, and training that is available to Department personnel
3. Maintenance of all training records
4. Implementation of training programs
5. Selection of instructors
6. Evaluating and coordinating training programs

The Training Unit Commander will ensure that all training programs are reviewed annually so that they complement personnel and operational needs, legal requirements and Department policies. This evaluation and updating process will include a review of new laws, court decisions and Department directives. During the evaluation of the training programs, training issues will be identified through consultation with other Unit, Section and Division Commanders.

B. Training will be provided to all newly appointed personnel. All entry level police officers, and communication officers must graduate from a field training program before being assigned to solo duty. Civilian personnel will be provided with on-the-job training relative to the position.

C. The Training Unit is responsible for the recording and maintenance of records for all training conducted by the Department. Individual training records are kept by Georgia P.O.S.T. Council for all P.O.S.T. approved training. Department personnel are responsible for ensuring that their training is properly recorded by P.O.S.T. Training records are available via Internet access at www.gapost.org.

50.2 Training Committee

(33.1.1)

- A. The Roswell Police Department will establish and maintain a Training Committee. The Training Committee will act in an advisory capacity to the Training Unit. Its purpose is to assist in the development and evaluation of departmental training needs and to serve as a focal point for input from agency components.
- B. The Training Committee will be made up of four (4) officers. There will be two (2) police officer from the Uniform Patrol Division, one from the Criminal Investigations Division and one officer from the Traffic Enforcement Unit.
- C. Officers will be assigned to the committee by the Division Commanders and will serve for a period of one year beginning in January.
- D. Assigned officers represent equally the line, supervisory, and management levels of their Division and are responsible to report training suggestions to the committee from all levels.
- E. The Committee answers directly to the Commanding Officer, Office of Professional Standards and the Training Unit Commander. Members will meet annually or when necessary with the Training Unit Commander to review future needs.

50.3 Evaluation and Development of Training Programs

- A. The Training Unit will have the responsibility for conducting an annual evaluation of the departmental training process. Evaluations will include an update and revision of training programs including field training, roll call training, firearms and in-service training. Training programs will be reviewed to assure consistency with personnel and operational needs, legal requirements and Department policies. The Unit will consult with Division Commanders as well as the Chief of Police in making a thorough evaluation of the training process.
- B. Many sources of information and data within the Department provide legitimate measures of training needs. During its annual review, the Unit will integrate the following resources into training program development:
 - 1. Inspection reports
 - 2. Staff reports and / or meetings
 - 3. Consultation with field personnel and field observations
 - 4. COPS Committee reports
 - 5. Training evaluations
 - 6. Internal Affairs investigative reports
 - 7. Participation and approval by the Chief of Police

50.4 Relationship with the Academy

(33.2.3)

The Georgia Police Officers Standard and Training Council (P.O.S.T.) formulates the basic course of instruction for peace officers (and other positions requiring state certifications) in the State of Georgia (O.C.G.A. 35-8-9). Any school/academy offering a basic course of instruction must be certified according to GPOSTC Certification provisions (O.C.G.A. 35-8-7).

49.5 Academy Liaison

(33.2.4, 33.4.2, 33.4.3)

The Training Unit Commander shall maintain a close alliance with P.O.S.T. and the regional academies in order to be consistent in the training of all personnel.

The Department will utilize P.O.S.T. approved local and regional academies as well as the Georgia Public Safety Training Center (**GPSTC**). All Department employees in attendance at an academy or a training center are covered by worker's Compensation. Any injury received while in training will be treated as if it occurred in the line of duty.

Furthermore, all new Department employees shall receive instruction in departmental policies and procedures, and while attending any outside academy or school, all department rules, regulations, policies and procedures will apply, in addition to all academy rules and regulations.

If an employee is trained in an outside academy the Training Unit Commander shall be the main liaison for the agency and the new employee. The Training Unit Commander shall maintain communication with the academy and the new employee and report any findings/updates to the OPS Commander.

50.6 Training Attendance

(33.1.2)

- A. The OPS Commander, along with Training Staff personnel will determine which training programs will require mandatory attendance. Attendance at training sessions is a duty assignment. Employees will attend as scheduled. Failure to attend training as assigned without an acceptable reason for an employee's absence could result in disciplinary action.
- B. Officers may attend advanced or specialized training by submitting a Training Request, in the BlueTeam software. Once the approving Watch Commander or supervisor receives a Training Request they must either approve or deny the request within 72 hours. The 72 hour time limit begins when the Watch Commander or supervisor goes on duty. Officers must take this into consideration when submitting a request to the staff member approving training who is on sick leave, PTO, or RDO.
- C. Employees may be excused from scheduled training by a supervisor in the employee's chain-of-command. The supervisor who excuses the employee from training will promptly notify the Training Unit.

50.7 Reimbursement of Training Expenses

(33.1.3)

- A. Meals that will not be reimbursed include, but are not limited to; brown bag lunch and learning seminars, training classes held at the Roswell-Alpharetta Public Safety Training Center (RAPSTC) or at another training facility that is located within 25 miles radius of the City or the employee's home, whichever is applicable. Travel outside this radius is not considered local, and the Per Diem for meals will apply according to policy.
- B. Transportation: Employees are authorized to utilize their assigned City vehicle for travel or another City vehicle that is available. If no City vehicle is available, or if using a City vehicle is impractical, then a request explaining the mitigating circumstances shall be submitted to the Chief of Police for approval consideration to use their own vehicle for transportation to and from training 10 days prior to the date of travel.

If a vehicle is available and the employee chooses to use their personally owned vehicle (without

mitigating circumstances), no mileage reimbursement will be allowed.

- C. Lodging: Reimbursement for lodging is not permitted for local travel unless special circumstances deem it is more practical for the 25 mile radius requirement to be waived. Prior approval shall be obtained by the Chief of Police and must be submitted and stated on the Travel forms. If officers attend training at the Georgia Public Safety Training Center in Forsyth, GA., lodging will be on campus at that site and will be provided by the Training Center for the duration of the course attending.
- D. Travel Approval and Advances: Each employee's Division Commanding Officer will approve all training and Per Diem expenses prior to that employee attending the course(s).
 - a. Advances of Per Diem require the endorsement from an employee's Division Commanding Officer and approval from the Chief of Police. These requests shall be made no later than ten (10) working days prior to departure.
 - b. Travel and training related receipts shall be submitted to the Training Unit Commander within five (5) working days of returning to regular duties. Receipts for meal or food purchases do not have to be turned in.

The above is consistent with the City of Roswell Human and Resource Policies and Procedures, Chapter 18, Training and Related Travel.

50.8 Course Curricula, Lesson Plans and Instructor Certification

(1.3.11, 33.1.4)

A. Course Curricula

1. Development of course curricula is the responsibility of the Training Unit. The curricula should be based on the needs of the Department and the community, and must satisfy P.O.S.T. Council guidelines. In determining course curricula and the development of training programs, the Training Unit Commander may use all training resources available through the Training Unit and P.O.S.T.
2. Course curricula may also be developed from using outside resources within the public and private community. Public organizations include other law enforcement and government agencies, and other components of the criminal justice system. Private organizations include training seminars, programs, conferences or work sessions. The purpose of using outside public and private organizations is to enhance our own training programs. All resources and training will meet with the prior approval of the Chief of Police.
3. On occasions in-service, advanced and specialized training may occur at an outside training facility. In order for an employee to receive credit for any outside training, the training must follow P.O.S.T. guidelines. Training provided by Department personnel at outside facilities must also be approved by P.O.S.T. and the Chief of Police.
4. Performance objectives will be developed and focus on the elements of the job task for which training is needed. They provide clear statements of what is to be learned and provide the basis for evaluating participants, and the effectiveness of the training program. These performance objectives acquaint the training participants with the information they are required to know, skills that must be demonstrated, and the circumstances under which the skills are used.

B. Lesson Plans

1. Lesson plans utilized during training will be approved by the Office of Professional Standards Division Commander, to ensure that the subject matter is addressed completely and

accurately. The lesson plans will establish the terminal performance objectives of the course of instruction.

2. Instructors for all initial, advanced, in-service and specialized training programs are required to utilize a lesson plan, which will include at a minimum:
 - a. A statement of student performance job-related objectives;
 - b. The content of the training and specification of the appropriate instructional techniques;
 - c. List of resources used in the development of the curriculum;
 - d. A list of resources required in the delivery of the program; and
 - e. Identification of any tests used in the training process.

C. Instructors

1. The Chief of Police or his designee may authorize an RPD certified instructor to teach at a Regional Academy. RPD acknowledges that GPSTC has discretion and direction over the subject matter taught. As a result, all liability on part of any RPD instructor is assumed by the Regional Academy.

All instructors are required to complete the P.O.S.T. Instructor Training Course. Instructors teaching in a high liability area (i.e. firearms instructor, baton instructor, O.C. spray or other defensive tactics instructor, etc.) must have that specialty endorsement added to their general certification. All certified instructors are required to follow P.O.S.T. guidelines in updating and maintaining their instructor certification requirements.
2. When training programs pertain to other areas of the criminal justice system, the Training Unit should seek an individual from that area to assist in the instructional process. Examples may include a judge discussing courtroom procedures, a district attorney discussing criminal prosecution or a nurse discussing health care. This type of training increases effectiveness improves coordination and promotes better understanding throughout the criminal justice system.
3. Whenever possible, certified law enforcement instructors are encouraged to provide training to other components of the criminal justice system.

D. Departmental Instructor Selection Process

1. Departmental Instructors will be developed to assist the Training Unit in conducting advanced and specialized training. Officers must have a minimum of three (3) years of experience as a sworn law enforcement officer, two (2) of those years with the Roswell Police Department.
2. Qualified Officers may apply by submitting a letter of interest to the Training Unit Commander specifically addressing their area of instructional interest and qualifications. The Training Unit Commander will submit an Instructor Candidate Recommendation form to the requesting officers watch commander (Lieutenant) and supervisors (Sergeants). Commanders and supervisors will consider the candidate's most recent annual and quarterly performance appraisals and complete the recommendation form. Candidates must be currently performing their duties in a manner that meets or exceeds expectations. Candidates must display good interpersonal communications skills and the expertise and job knowledge to effectively instruct students. Supervisors will complete an Instructor Candidate Request form and return it to the Training Unit Commander within 10 days. Candidates must be recommended by at least two (2) supervisors.
3. Once recommended, the Instructor Candidate will be assigned to create and present a five (5) minute block of instruction to an Instructor Selection Board. The Instructor Selection Board will be made up of the Training Unit Commander and two (2) POST certified instructors who will

be selected by the Training Unit. When considering the applicant the Instructor Selection Board will take into consideration the candidates interpersonal skills and job knowledge as well as departmental needs. Upon approval of the committee the candidate may submit a request for POST Instructor training.

50.9 Testing

- A. All testing procedures for initial, advanced, in-service and specialized training classes will be approved by the Training Unit Commander and will consist of two types:
 - 1. Written examinations that evaluate cognitive knowledge
 - 2. Performance examinations that evaluate psychomotor skills
- B. When possible, instructors will administer a test to all attendees upon completion of the training. All tests should be competency-based, use performance objectives and measure participant knowledge of and ability to use job-related skills. For written examinations, seventy percent (70%) is considered the minimum passing score unless otherwise specified by the instructor or designated by the training standard.

50.10 Remedial Training

(26.1.4, 33.1.5)

- A. All supervisory personnel should recognize and utilize the effectiveness of remedial training as a positive corrective measure in the disciplinary process for all Department personnel. The need for remedial training is best reflected in the performance evaluation system. All remedial training provided shall be completed and documented within the next period of performance evaluation. The criteria utilized to determine the need for remedial training should be as follows:
 - 1. The employee displays a lack of knowledge in a specific area of required activity
 - 2. The employee displays a lack of skill in a specific area of required activity
 - 3. The employee displays a lack of ability in a specific area of required activity
- B. Every employee of the Roswell Police Department is required to qualify in certain critical skills, such as for certified officers, the proper use of their firearms, the safe operation of their emergency vehicle, CPR and first aid. Other frequently utilized skills are report writing, typing, filing, interpersonal communication, budgeting, inventory, records, resolving of conflicts and decision making. Whenever the employee displays that he or she is lacking any of the above skills it is imperative that corrective action be taken. Such corrective action should involve remedial training.
- C. The employee's willingness to participate in remedial training is indicative of a positive form of discipline. If the employee is unwilling to participate, then negative sanctions must apply. In any event, once the need for remedial training is determined, that training becomes the employee's duty assignment.
- D. The determination for remedial training may be accomplished by close line supervision and by proficiency tests during regular training programs. The type of remedial training to best remedy the situation will be determined by the employee's chain-of-command.

50.11 Training Records

(33.1.6, 33.1.7)

- A. Training records of Police and 911-Communication Officers are maintained electronically through the Georgia P.O.S.T. Data Gateway website. The records are updated upon completion of an officer's

participation in a training program and in accordance with P.O.S.T. regulations. Training records shall contain at a minimum, the date of the training, types of training received and number of hours.

- B. Employees attending outside training will provide one copy of the certificate of completion or attendance to the Training Unit following the training program.
- C. Training records of courses conducted on PowerDMS are maintained in the employee's user inbox (documents, history tab).
- D. The Training Unit is responsible for maintaining records of each training class conducted by the Training Unit. These records will include at a minimum the following:
 - 1. Course content (Lesson Plans, PowerPoint presentations, etc.);
 - 2. Roster of participants; and
 - 3. Performance of individual attendees as measured by tests, if administered.
- E. All lesson plans and related records will be maintained in accordance with the Georgia Records Retention Schedule.

50.12 Requirements for Sworn and Civilian Personnel

(1.5; 33.1.2, 33.5.1, 41.2.7)

- A. Georgia Peace Officers Standards and Training Council (P.O.S.T.) requires that each sworn officer receive a minimum twenty (20) hours of P.O.S.T. approved training each calendar year. Failure to do so may result in loss of arrest powers in the state of Georgia and removal from enforcement duties. It is the individual officer's responsibility to satisfy this requirement each year.

To assist the officer in fulfilling this mandate, the Training Unit will plan, develop, schedule and implement in-service training. This training will take into consideration the needs of the Department and the community.

- B. To maintain compliance through the Georgia Association of Chiefs of Police Accreditation Program, civilian personnel are required to complete specific annual training.
- C. In-service training programs will be developed to provide for advanced and specialized training, proficiency training in high risk, high liability areas, and in critical tasks. Sworn and Civilian employees will receive annual training in the following areas:
 - 1. Legal updates
 - 2. Firearms proficiency
 - 3. Agency's Use of Force policies
 - 4. Agency's policies on vehicle pursuits (to include authorized forcible stopping techniques)
 - 5. Ethics, On and Off-Duty Conduct (all personnel)
 - 6. Agency's policies on domestic violence incidents involving employees (all personnel)
 - 7. Harassment [including sexual harassment] (all personnel)
 - 8. Agency's policies on citizen complaints / Internal Affairs (all personnel)
 - 9. Training regarding interactions with persons suspected of suffering from mental illness or persons with diminished capacity (all personnel)
 - 10. Search and Seizure
 - 11. Transportation of Arrestees
 - 12. Property and Evidence
 - 13. Selection and Hiring

14. SWAT Operations
15. De-escalation Techniques
16. Bias Based Profiling
17. Crowd Control Response
18. Agency's All Hazard Plan and Incident Command System (ICS)* (all personnel)

Note. Biennial training shall be conducted of tabletop or full-scale exercises to assess the Department's capabilities with the All Hazard Plan and ICS.

- D. All employees scheduled for in-service training are responsible for notifying the Training Unit if a conflict arises. Absence must also be cleared through the employee's chain-of-command.

50.13 Firearms Training

- A. The Department's firearms training program will include issuance of and instruction in:
 1. Agency's use of force policies to include legal requirements on use of deadly force
 2. Rendering of aid after use of lethal and less-than-lethal weapons
 3. Firearm safety and proficiency
- B. The firearms proficiency training will, as closely as possible, reflect those circumstances and conditions that our police officers are most likely to confront in real life deadly force situations.
- C. All aspects of the firearms training program will include the Department issued weapon, off-duty and secondary, and special approval weapon.

50.14 Firearms Qualification

(4.3.3, 4.3.5)

- A. Firearm Qualifications Requirements

Georgia Peace Officer Standards and Training Council (P.O.S.T) requires that all law enforcement officers qualify annually on a GA POST approved qualification course. However, it is the policy of Roswell Police Department that;

1. All officers shall qualify with an issued or approved alternate duty weapon biannually unless otherwise approved by the Chief of Police. Qualification must be completed with each firearm platform (Semi-auto pistol, Backup weapon, Semi-auto Rifle, Precision Rifle, Shotgun) to be carried or for which approval to carry is sought.
 2. The required biannual qualification will be scheduled by the Training Unit Commander, and approved by the Office of Professional Standards Division Commander.
- B. Firearms Qualification – Primary Service Weapon (Biannually)
 1. A minimum score of 80% on a GA POST Approved Course is required for qualification.
 2. Any officer who fails to achieve a minimum qualification score on a GA POST course will receive an immediate opportunity to reattempt the course and achieve a qualifying score. If the officer is still unsuccessful on the second attempt, he/she will receive 50 rounds of remedial training, prior to being afforded a third attempt. In the event that an officer does not achieve a qualifying score on the third attempt, the officer will receive an additional 50 rounds of remedial training, prior to being afforded a fourth attempt. Should the officer not obtain a qualifying score on the fourth attempt, the Training Unit Commander will submit a letter to the officer's respective Division Commander. The officer shall be placed on limited duty status **without**

privileges (i.e., not permitted to work, on-duty or off-duty, in assignments which require the member to carry a firearm), until the employee qualifies with a passing score.

3. The officer must attend remedial training conducted by a departmental firearms instructor or attend GPSTC Semi Auto Level 1 prior to the next scheduled qualification. The remedial training will be scheduled as soon as possible. Scheduling of the remedial training will be coordinated with the officer's supervisor and the Training Unit Commander. The officer will then receive two (2) additional attempts to achieve a qualifying score after completing remedial training.
4. Upon the officer's achievement of a minimum qualifying score (80%), the Training Unit Commander will submit a letter to their Division Commander indicating that the officer has achieved the qualifying score, including the percentage achieved. The Division Commander may, at their discretion, return the officer to an enforcement position or request that the officer receive additional firearms training to be scheduled by the Training Unit Commander.
5. In the event that the officer fails to achieve a qualifying score, the Training Unit Commander will submit a letter to the Division Commander and the Chief of Police requesting that the member remain in a non-enforcement position. The Chief of Police will determine the appropriate disciplinary action to be taken.
 - a. Officers placed in a non-enforcement role due to failure to achieve a minimum qualification score will be temporarily relieved of the firearm and of their City vehicle.

C. Firearms Qualification - Patrol Rifle

Officers who want to carry an issued or alternate duty rifle must qualify annually and achieve a minimum score of 80% on a POST approved Qualification Course. In addition, an annual safety inspection and approval shall be required by Training Unit or designated certified armorer.

D. Firearms Qualification - Shotgun

Officers wishing to carry an issued or alternate duty shotgun must qualify annually and achieve a minimum score of 80% on a POST approved Shotgun Qualification Course.

E. Firearms Qualification – Approved Back-Up Weapons

Officers wishing to carry personally owned or issued back-up weapons must qualify annually with each approved weapon and achieve a minimum score of 80% on a POST approved Back-up Qualification Course. RPD028 (Firearm Approval Form), must be completed and approved by the Chief of Police, prior to using a back-up weapon for official use.

If an employee fails to qualify with a personally owned weapon, that weapon will no longer be authorized for official use.

F. Firearms Low Light Proficiency Training

All officers shall complete an annual low light handgun proficiency course as designated by the Chief of Police. Officers must achieve a minimum passing score (80%).

G. Firearms Range Use and Safety Rules

The Roswell Police Department is committed to maintaining a safe training environment. The range is utilized for firearms and tactics training and mandatory qualifications. The Training Unit will schedule an Open Range day typically once a month, to allow officers the opportunity to improve their shooting skills and tactics. The following range rules apply to all individuals authorized to use the firing range.

1. A Range Supervisor (Training Unit Commander or his designee), will be present for training during all times the range is in use by the Roswell Police Department. When necessary, the Range Supervisor shall assign additional certified firearms instructors to serve as Range Instructors.
2. The Range Supervisor must approve all courses and methods of fire.
3. The Range Supervisor or his designee, shall address the safety procedures and range rules prior to every training event.
4. Range Instructors shall be certified in CPR and First Aid.
5. Department personnel shall be held to strict safety standards and will abide by the training range safety rules:
 - a. No officer will be permitted on the range if there is knowledge or reason to believe he/she has consumed an alcoholic beverage or any other intoxicating substance that might impair the officer's ability to safely handle the weapon.
 - b. Any officer under the care of a physician, who is taking prescribed medication that carries precautions against driving, the use of machinery, or any activity that requires alertness, must notify the Range Supervisor prior to engaging in any firearms training.
 - c. Treat all firearms as if they loaded.
 - d. Keep your finger off the trigger, until you are ready to fire.
 - e. Always point your weapon in a safe direction, so that if it were to negligently discharge, there would be no human injury and minimal or no property damage.
 - f. Know your target, its foreground, and background.
 - g. Officers reporting to the range will be directed to unload or reload their weapons under the supervision of a range instructor.
 - h. Under no circumstances shall any officer attempt to unload or reload a weapon in the parking lot, vehicle or area other than the firing line under the supervision of the Range Supervisor or range instructor.
 - i. Weapons shall be kept in the holster at all times unless otherwise directed by a Range Instructor.
 - j. Ear and eye protection must be worn at all times while on the firing line.
 - k. Officers shall wear their issued ballistic vest when firing their handguns and issued plate carrier when firing their rifles/shotguns.
 - l. Do not leave a weapon unattended on the firing line or anywhere in the complex or range.
 - m. Officers shall notify a range instructor prior to leaving the range for any reason.
 - n. Never practice or train by pointing a live firearm at another person.
 - o. Officers shall not be allowed to proceed forward on the firing line or allowed to pick up items near the firing line until a Range Instructor has declared the line safe.
 - p. In case of a malfunction, keep the weapon pointed down range and clear the malfunction. If the officer is unable to clear the weapon, he/she will raise their hand and request the assistance of a range instructor.
 - q. Firing at objects that are not designated as targets is prohibited.
 - r. Shotgun slugs and metal piercing ammunition are prohibited when using metal targets.
 - s. No targetting equipment or targets shall be used unless approved by the Range Supervisor or his designee.
 - t. All ammunition and weapons must be in compliance with Department policy.
 - u. All officers are responsible for the clean-up of their firing position, surrounding area, and returning all range equipment to its proper storage area.

- v. All officers are responsible for contributing to the safety of everyone in attendance. Any Department member has the authority to call a cease-fire at any time if they see an unsafe situation happening.
 - w. No weapons or ammunition will be stored at any range utilized by the Department.
6. Department personnel who fail to abide by the rules may be disqualified and removed from the range by the Range Supervisor. Notifications will be made to the respective Supervisor, Watch and Division Commander of personnel who have been removed from the range for safety violations.
 7. Remember that the responsibility for safe training falls on both instructors and students alike. It would be impossible for the instructors to physically insure the safety of everyone on the range on their own. Every officer shall be responsible for the safe handling of their firearms/weapons.

50.15 Firearms Qualification Records

The Training Unit shall maintain a permanent qualification log for every officer authorized to carry firearms. The log shall consist of the officer's name and the issued or other approved weapon(s) make, model, caliber, and ammunition, serial number of weapon, date, results of shooting tests, and written test results.

50.16 Roll-Call, In-Service, Advanced and Specialized Training

(4.5; 33.2.3, 33.5.2, 33.5.3, 33.5.4, 33.6.1, 33.7.1, 33.7.2)

It is the responsibility of the Training Unit to ensure that personnel of the Department receive up-to-date information on new laws, changes in current laws, technological improvements and revisions made that effect the operation of the Department. This training responsibility also includes supervisory, management and specialized training.

A. Roll-Call Training

1. Roll-call training is defined as training or informal sessions of short duration administered to employees just prior to their tour of duty. The goal of this training is to keep officers up-to-date between their formal in-service training sessions. Roll-call training is designed to be beneficial to both officers and supervisors and should consider the special needs of all Department personnel.
2. The Training Unit and supervisors are responsible for the planning, development, and delivery of Roll-call training. Instructional personnel are normally the supervisory officers for the personnel assigned to their particular watch. This does not preclude other personnel such as investigators, administrative personnel, health experts, or other personnel from presenting roll-call training.

B. In-Service Training

The Training Unit provides in-service and to both sworn and civilian employees. In-service training may be used to supplement promotional, pre-assignment, career, and executive development training.

1. The curriculum is structured to motivate experienced officers and to further the professionalism of the Department. The curriculum will include, but is not limited to:
 - a. Department Policy, Procedures and Rules and Regulations (emphasis on changes)
 - b. Statutory or Case Law affecting Law Enforcement

- c. Functions of Agencies in Criminal Justice System
- d. Exercise of officer discretion
- e. Interrogation and Interview Techniques
- f. Use of Force
- g. Emergency First Aid / CPR
- h. Health Awareness and Communicable Diseases
- i. New or Innovative Investigative or Technological Techniques
- j. Hazardous Materials Incidents
- k. Incident Management
- l. Crime Prevention
- m. Collection and Preservation of Evidence
- n. Report Writing
- o. Accreditation Update Training
- p. The Performance Evaluation System
- q. State Mandated Training
- r. Firearms
- s. Victim / Witness Rights

C. Advanced / Specialized Training

1. Advanced / Specialized training is training to enhance skills, knowledge and abilities beyond the level taught in either initial or other in-service training programs. Advanced / Specialized training may address the development or enhancement of the skills, knowledge and abilities particular to specialization such as, management, administration, supervision, personnel policies, Department policies, procedures, or rules and regulations specifically related to the Department.
2. All members of the Roswell Police Department who have demonstrated leadership capabilities, and are presently in a position of leadership, or will be assigned to a position of leadership will participate in various advanced training programs designed to strengthen their leadership skills.
3. Employees placed in selected and specialized assignments will receive the training required to adequately perform the duties and meet the responsibilities of the position.
4. Advanced training is mandatory for personnel promoted to supervisory and management positions. Supervision training approved by the Chief of Police is required for civilian supervisors and sergeants. Approved management training is required for civilian manager and lieutenant positions.
5. Selection to attend such training courses is made by the Chief of Police. The selection will be based on:
 - a. Length of service
 - b. Leadership abilities
 - c. Rank (preference to supervisors)
 - d. Needs of the Department
 - e. Recommendation of the Division Commanders

Personnel selected to attend advanced training will discuss with the Chief of Police the return assignment prior to departure.

6. Many functions within the Department require pre-assignment or P.O.S.T. assignment specialized training. Specialized training may be provided internally, at a regional academy, or

by outside public or private organizations. Those areas which the Roswell Police Department identifies as positions requiring specialized training are, but are not limited to, the following:

- a. North Fulton SWAT (NFS) Members
 - i. Tactical Operations
 - ii. Hostage Negotiations
 - iii. Sniper / Counter Sniper Operations
 - iv. NFS In-Service Training
 - b. Traffic Enforcement Unit (T.E.U.) Personnel
 - i. Fatal Accident Investigation
 - ii. Motorcycle Operations
 - c. Field Training Officer Personnel
 - i. F.T.O. Course
 - ii. F.T.O. In-Service Training
 - d. Bicycle Patrol Unit Personnel
 - i. Police Cyclist Course
 - e. Criminal Investigation Personnel
 - i. Basic Criminal Investigations
 - ii. Interviews and Interrogations
 - iii. Criminal Procedure
 - iv. Search Warrants and Affidavits
 - v. Crime Scene Processing
 - f. Internal Affairs Personnel
 - i. Internal Affairs Class
 - g. Accreditation Personnel
 - ii. Accreditation Manager Training
 - h. Special Investigations Personnel
 - iii. Narcotics Investigations
 - iv. Surveillance Techniques
7. The Training Unit will ensure that all personnel receive specialized training to provide the necessary skills for job performance. The specialized training will utilize specific lesson plans and evaluations conducted by experienced personnel or training officers. Specialized training provided to personnel will include:
- a. Development and / or enhancement of the skills, knowledge, and abilities particular to the specialization
 - b. Management, administration, supervision, personnel policies, and support services of the function
 - c. Supervised on-the-job training
8. Whenever an employee has been promoted or assigned to a specialized area, that employee will be enrolled in a specialized training program as soon as practical after the assignment.

D. Succession Planning

1. Approved executive training is required for positions of Major and higher. Upon promotion, the training will be provided to personnel who have not received the appropriate level of training. Candidates should successfully complete one or more of the following:
 - a. Bachelor's Degree
 - b. Professional Management Program – PMP
 - c. Master's Degree
 - d. Columbus State University – Command College
 - e. FBI National Academy
 - f. Southern Police Institute
 - g. Northwestern University Center for Public Safety – School of Police Staff and Command

E. Accreditation Process Training

1. The following policies are established to ensure that Department employees are familiar with the accreditation process.
 - a. All newly hired personnel are provided with the CALEA Accreditation Overview with their Policies and Procedures Manual within thirty days of being hired or completion of the RPD Advanced Basic Training.
 - b. All Department personnel will receive updated progress reports and training during the self-assessment phase of accreditation.
 - c. Prior to all re-accreditation on-site assessments, familiarization and preparation training will be presented to all employees.

The familiarization shall include:

- The history and background of Accreditation and the Department's involvement in the process
 - The Accreditation Process
 - The Goals and Objectives of Accreditation
 - The Advantages of Accreditation and its Impact on the Agency
2. The assigned Accreditation Manager will receive accreditation manager training from CALEA. Newly assigned Accreditation Managers who have not received this training will attend the training at their first conference attendance within one year of appointment. All personnel assigned to work accreditation are encouraged to take this training.

F. Outside Training

1. To help meet the needs of the department, there are regional academies certified by P.O.S.T. that provide basic in-service, advanced and specialized training. The training programs provided by these facilities are generally available to all Department personnel. It is beneficial and often necessary for employees of the Department to attend training courses at another agency or facility.
2. The Training Unit Commander is responsible for identifying outside organizations, both public and private, that provide useful training. The Department encourages employees to apply for outside training.

3. To supplement the training available at the regional academies, there are several public and private organizations and schools that periodically provide relevant training programs. Among those approved by the Department are:
 - a. Calibre Press - Street Survival Seminar
 - b. Federal Law Enforcement Training Center
 - c. Institute of Police Technology and Management
 - d. International Association of Chief's of Police Training Seminars
 - e. National Crime Prevention Institute
 - f. National Intelligence Academy
 - g. Northwestern Traffic Institute
 - h. Ohio Peace Officer's Training Academy
 - i. Commission on Accreditation for Law Enforcement Agencies, Inc. Training Conferences
 - j. Southern Police Institute
4. Employees of the Department who locate outside schools or seminars should bring them to the attention of the Training Unit Commander.

G. Civilian Personnel Training

1. Newly appointed civilian personnel will receive the following training prior to assumption of job responsibilities:
 - a. Orientation to the agency's role, purpose, goals, policies and procedures
 - b. Working conditions and regulations pertaining to the position and general Department procedures
 - c. Responsibilities and rights of employees
2. Pre-service training shall be required for the following full-time and part-time positions:
 - a. 911-Communications Officers
3. The Training Unit provides in-service training as needed for Department civilian personnel. To ensure civilian personnel receive the appropriate pre-service and in-service training regarding Departmental procedures, and other areas that would likely impact the employee's assignment, certain topics are required annually for civilian personnel.

These topics include:

- a. Harassment (includes sexual harassment)
- b. Agency's policies on Domestic Violence Involving Employees
- c. Code of Ethics, On and Off-Duty Conduct
- d. Agency's policies on citizen complaints and Internal Affairs
- e. Dealing with the mentally ill or persons with diminished capacity
- f. All Hazard Plan to include the Incident Command System

H. Request to Attend Training

1. To attend training held at the Roswell-Alpharetta Public Safety Training Center, employees must complete a Training Request in the BlueTeam software. If the training is to be conducted by an outside vendor other than the listed academies, the employee must attach the flyer or

brochure for the training course to the Training Request. All financial obligations will be established prior to an employee attending a training function at an outside facility.

After submission of the Training Request, and acquiring the appropriate approval, the request will be forwarded to the Training Unit. Upon receiving the request, the Training Unit will make all necessary arrangements for the employee to attend the training. If the training course was other than at a regional academy, the employee must also forward a course outline showing topics that are covered.

2. All training at outside agencies is pursuant to state law and P.O.S.T. rules and regulations. Employees are reminded that Department policies, procedures, rules and regulations are still applicable. If any training or skills learned at an outside agency conflict with any Department procedures, policies, rules and regulations, these conflicts should immediately be brought to the attention of the Training Unit and the employee's section, watch or unit commander.

50.17 Field Training Program

(3.5; 33.2.4, 33.4.1, 33.4.2, 33.4.3)

It is the policy of the Roswell Police Department to provide all newly hired personnel with continuing education from basic mandate to on the job training to prepare them to function as a police officer.

A. Field Training Officers (FTO)

Field Training Officers will be developed to train and supervise probationary police officers who have graduated from the Police Academy, ensuring that police officers is capable of performing the various skills acquired during academy training under actual working conditions.

Officers having two (2) or more years of law enforcement experience with a minimum of one (1) year of service with the Roswell Police Department qualify for the position. Qualified officers interested in Field Training Officer (FTO) positions should submit a letter of interest and qualifications to the Training Unit Commander. The Training Unit Commander will submit FTO Candidate Recommendation forms to the requesting officer's Watch Commander (Lieutenant) and Supervisors (Sergeants). In completing the recommendation form, supervisors will consider the most recent performance appraisal:

1. Candidates must currently be performing their duties in a manner that overall meets expectations. Candidates must display skills pertinent to interpersonal communications.
2. Candidates must hold the Department, its policies, rules and regulations, goals and objectives in high esteem as evidenced by their speech, actions, attitude, appearance and overall personal demeanor.
3. Georgia P.O.S.T. FTO Certification is preferred. If the candidate meets the Department's requirements but lacks tenure to satisfy the POST certification requirement, the officer will be required to complete the certification process as soon as they become eligible.

The supervisor submitting a recommendation must complete and return the form to the Training Unit Commander within ten (10) days for candidates to continue in the process. Candidates must be recommended for the position by at least two (2) watch supervisors (sergeant or above).

The Office of Professional Standards (OPS) Division Commander will establish an FTO Selection Board consisting of the OPS Division Commander or designee, the Field Training Coordinator/Department Training Officer and one (1) active FTO. The Board will review the personnel, training, and Internal Affairs files for the previous two (2) years from the date of the request letter and any other documents deemed relevant. Interviews will be conducted with all acceptable candidates and recommendations made to the OPS Division Commander. The OPS Division Commander will make written notification to

each candidate of the final decision. Following a favorable decision, any selected candidate who has not completed FTO training will be scheduled for the next available class.

B. New Officer Status

Per P.O.S.T. regulations, police officers will not be assigned to positions requiring the carrying of firearms, enforcing the law, or making arrests until their successful completion of mandate training. No new officer will be allowed to work any extra job until he/she has completed the Field Training Program.

C. Initial Training

All newly hired police officers will receive orientation information addressing:

1. The agency's role, purpose, goals, policies and procedures
2. Working conditions and regulations pertaining to the position and general Department Procedures
3. Responsibilities and rights of employees

The following materials are issued to all newly hired police officers:

1. Roswell Police Department Policies and Procedures Manual (electronic format) containing:
 - a. Policies and Procedures
 - b. Rules and Regulations
2. Accreditation Overview
3. Department General Orders
4. A list of current signals and codes used by the Department
5. Uniforms and duty gear
6. Other items as required

Newly hired police officers are initially assigned to the Training Unit. Upon successful completion of Mandate Training, new officers will begin Phase I (Orientation) of the FTO Program and continue until successful completion of Solo Phase at which time they will be released from the FTO Program for permanent assignment.

D. Law Enforcement Basic Training Program

All new officers shall be required to comply with the minimum requirements of POST for certification as a law enforcement officer in the State of Georgia.

The curriculum for the Georgia Basic Peace Officer Course is prescribed by the GPOSTC, and is designed to satisfy the minimum mandatory requirements of the POST Act O.C.G.A. 35-8-1. No recruit shall be allowed to perform the duties or functions of a sworn officer until he/she has completed this requirement. This curriculum is based on tasks of the most frequent assignments of law enforcement officers in Georgia.

The GPOST curriculum is delivered via the POST approved Peace Officer Reference Text (PORT), a manual that is issued to each student, at the beginning of their academy training. During the basic training program, the new officer will be evaluated using techniques designed to measure competency in the required skills, knowledge and abilities. The evaluating techniques include, but are not limited to written examinations and practical exercises.

Upon employment, non-certified police officers will attend the first available Basic Law Enforcement

Training Course. Each officer is provided with his/her academy's orientation material at the time the academy begins. This orientation material provides information regarding:

1. Organization of the academy;
2. Academy's rules and regulations;
3. Academy's rating, testing, and evaluation systems; and
4. Physical fitness and proficiency skill requirements, and daily training schedules.

E. Time Keeping Responsibility

Time keeping for newly hired police officers is the responsibility of the Training Unit. If a POI is required to be off duty for any reason such leave must be approved by Training Unit personnel or the Training Unit Commander. Newly hired police officers are assigned to shifts or watches by the Training Unit. All paid time will be submitted through the Munis Self Service.

F. Supervision

The chain of command for Field Training Officers (FTOs) is a bifurcated system. FTOs report to their immediate watch or unit supervisor regarding all field activities. FTOs report to the FTO Coordinator regarding all newly hired police officer training issues. FTOs are expected to keep both the watch or unit supervision staff and the FTO Coordinator apprised of a police officer's progress.

The immediate supervisor for all new police officers is the Field Training Officer. The chain of command for field supervision of the new police officers and FTOs is as follows:

1. Watch or Unit Supervisor (Sergeant)
2. Watch or Section Commander
3. Uniform Patrol Division Commander

The chain of command for new police officers and FTOs for the Field Training Program is as follows:

1. FTO Coordinator
2. Training Unit Commander
3. Uniform Patrol Division Commander

G. Field Training Goals

Training is one of the most important responsibilities of a law enforcement agency. To ensure the Field Training Program is professional in nature and accountable for the training provided, the following procedures will be implemented. Training addresses those duties and critical tasks the new police officer will be required to perform daily when assigned to patrol duties.

The goal of Field Training is to provide newly hired police officers with "on-street" experiences following the completion of classroom training. The length of the Field Training Program allows for rotation among watch assignments and different Field Training Officers. This rotation provides the new police officer more exposure to the Department's activities and allows for a more objective evaluation of the new police officer by several Field Training Officers. The program length will vary from four (4) weeks to thirty-two (32) weeks, depending upon the following certified status of the police officer.

H. Field Training Duration

1. Certified Police Officer I

Length of time in the Field Training Program for certified police officers is determined by the

officer's law enforcement experience:

- a. Officer with (2) years or more experience: 10-week Field Training Officer Program
- b. Officer with (2) years or less experience: 16-week Field Training Officer Program

The Field Training Officer will submit letter to Field Training Coordinator for POI to be released to the solo phase. A supervisor completes weekly Observation Reports during the police officer's solo phase.

Release from FTO Program is subject to final evaluation by Training Unit Commander.

2. Non-Certified Police Officer I

Non-certified Police Officer I's will complete mandate training before permitted to carrying their issued firearm. He/she will then be assigned to Field Training Officer Program for a (22) week minimum.

Field Training Officers will submit Daily Observation Reports to the Field Training Coordinator. At the end of the training Field Training Officers will submit a letter to the Field Training Coordinator for a new police officer to be released to solo phase.

During solo phase, weekly evaluations will be submitted by a supervisor to the Field Training Coordinator.

3. Rehired Employees

Rehired employees will be assigned to the Field Training Officer Program for a minimum of 4 weeks.

I. Evaluations Guidelines

Field Training Officers are responsible for the daily evaluation report used to evaluate and rate an officer's daily performance. Field Training Officers are provided with evaluation guidelines which serve as means of program standardization and continuity. These standardized evaluation guidelines provide specific direction in evaluating and rating the officer based on knowledge, skills and abilities of critical and frequently performed patrol duties.

Field Training Officers are responsible for the completion of the Daily Observation Report (D.O.R.) as it pertains to comments about the police officer's performance and specific documentation. Field Training Officers will review the completed D.O.R. with the new police officer's. The D.O.R. evaluation by the Field Training Officer is to be signed by the new police officer and the Field Training Officer. These provide timely assessments of the new police officer's performance and serves as instructional tools for the Field Training Program.

J. Counseling

It is the responsibility of the Training Unit Commander or his designee to advise all entry level employees in sworn positions availability to psychological counseling, should the need arise. Counseling is provided by the Employee Assistance Program, available to all employees. Counseling may also be provided through the Roswell Police Department Chaplaincy Program.

K. Release from Field Training Program

1. Prior to release from the Field Training Program, the supervisor will advise the Field Training Coordinator in writing advising that the new police officer is ready for release from the Program.

2. If the police officer has not successfully shown competence in all of the critical tasks areas through solo training, remedial training and an additional time in the program may be recommended.

If at the end of the extension of solo training the police officer has still not shown competency in all of the critical performance task areas, termination of training may be recommended. The Training Unit Commander will provide documentation of POI's status and recommendations to the Chief of Police.

If the Chief concurs with the recommendation for termination, the police officer will be discharged pursuant to current City personnel policy. If the recommendation is for termination of employment, the police officer will be advised to report to the Chief's Office for interview. The police officer will be advised during the interview with the Chief of Police of documentation supporting recommendation of termination. The badge, identification and all other equipment will be turned in to the Training Unit Commander, who will provide receipt to the police officer.

L. New Officer Training File

A newly hired police officer training file is confidential and may be reviewed only by personnel connected with the Field Training and Evaluation Program or by persons having a "need-to-know". A request by others to review any file will first be approved by the Training Unit Commander and the Chief of Police. Agencies conducting background checks on former employees will be directed to the Training Unit Commander for information regarding the Training Program.

Access to all police officer files will be granted only in instances where the agency representative has a release, signed by the officer. Non-law enforcement agencies will be advised of the officer's dates of employment with the Department and reason for leaving as noted on the "Notice of Separation"

50.18 Brazilian Jiu Jitsu Training

A. Purpose

The purpose of this policy is to mandate Brazilian Jiu Jitsu training for all new officers and encourage additional training for existing officers. Brazilian Jiu Jitsu teaches methods to control a suspect and restrain them in various positions, which reduces the risk of injury to the suspect as well as to the officer. This training will also benefit the physical fitness of officers.

B. Policy

It is the policy of the Roswell Police Department to provide personnel with Brazilian Jiu Jitsu training to accommodate the ever-increasing demands of the law enforcement profession. This policy shall apply to all sworn personnel.

C. Procedures

1. The department will provide all sworn personnel, with Brazilian Jiu Jitsu (BJJ) training at a facility approved and designated by the Chief of Police or his designee.
2. Newly hired police officers will be required to attend BJJ training at a minimum of four (4) sessions a month, until the officer completes the prescribed BJJ course of instruction. The Training Unit will be responsible for managing the scheduling of the each newly hired police officer. Newly hired police officers are eligible to receive up to three hours of paid training per week, for BJJ at the approved facility; however, there is not a limit on BJJ training hours. The Training Unit must approve any absence from required training. Officers will receive P.O.S.T. credit for attendance.

3. Once a newly hired police officer completes the basic BJJ course of instruction, as determined by the Training Unit, he/she may voluntarily continue with BJJ training.
4. All officers may attend BJJ training on or off duty, for P.O.S.T. credit. Officers may be paid for up to three (3) training sessions per week; however, there is not a limit on BJJ training hours at the approved facility.
5. BJJ training on duty requires the approval of supervision, which may be influenced by factors including, but not limited to, work force and call volume.
6. All personnel must sign in when attending training at the approved BJJ facility. The Training Unit will maintain the training logs and enter the training hours for P.O.S.T. credit.
7. Personnel must wear the facility's approved apparel during all training sessions. Newly hired police officers will be provided this apparel by the city, as part of the mandatory training; however, officers who are voluntarily participating are responsible for obtaining this apparel themselves.
8. City of Roswell Worker's Compensation will cover any injuries sustained during official BJJ training. All injuries during BJJ training must be reported to supervision as soon as practical. The responsible supervisor will report all injuries to Human Resources, on an Accident/Injury Report Form.

50.19 Roswell Police Department Training Facility

The Roswell-Alpharetta Public Safety Training Center is located at 11565 Maxwell Road, Alpharetta, Georgia 30004.

A. Classrooms

There are classrooms located within the Training Center that will accommodate students for local, in-service and specialized training. Each student is provided adequate desk space, a chair and adequate lighting. The classrooms have, or have available, a marker board, overhead projector, slide projector, projection screen, television, computer and video recorders. All students are provided the necessary materials needed for instruction.

B. Firearms Training System (FATS)

The Firearms Training System (FATS) is a judgmental simulator shooter training system that utilizes actual weapons retrofitted with a laser-emitting device coupled with a video projection on a wide screen. The system provides a controlled "shoot – don't shoot" scenario for the student.

C. Additional Classrooms

The Law Enforcement Center squad room(s) may be utilized to provide additional classroom space or a larger classroom environment if needed. The Meeting Room at Roswell City Hall and the meeting rooms at the Roswell City Auditorium are also available for training purposes of needed. These buildings are located directly across Hill Street from the Law Enforcement Center.

Chapter 51 – Securing and Transporting Arrestees

51.1 Purpose and Scope

The Department utilizes sworn personnel for arrestee transports.

When handling arrestees, transporting officers should remember that each situation is different. The use of proper discretion and the thoughtful consideration of what is right and appropriate, in accordance with Department policy, are essential. When complying with these directives, transporting officers should consider many factors. These factors include but are not limited to:

1. The physical condition of the person in custody
2. The seriousness of the offense for which the person is in custody
3. The age and sex of the person in custody
4. The disposition toward violence displayed by the person in custody
5. The urgency of the situation or the presence of a crowd
6. The number of persons in custody

51.2 Policy

Establish policies and procedures for proper restraint, control, and transportation of arrestees.

51.3 Restraint Devices

(70.2.1)

The purpose of restraint devices in arrestee transport situations is to reduce the chance of attack or escape by the arrestee. Restraint devices will be applied using approved methods. Only those restraint devices that are approved by the Department will be used by any transporting officer.

The following approved restraint devices may be utilized by transporting officers:

1. Issued or department approved handcuffs
2. Leg shackles;
3. Arrestee restraint belts;
4. Waist chains;
5. Flex-cuffs; and
6. Straight jackets or medical restraints for use on injured, ill, mentally or physically impaired arrestees.

Restraint devices not issued by the Department will be submitted to the Training Unit for inspection and recommendation for approval by the Chief of Police prior to use. Devices such as rope, cord, plastic tubing and other items not normally issued for use as approved restraints will not be carried or used for arrestee restraint purposes.

Arrestees will not be restrained to any object (such as an automobile) or in such a manner or condition that the arrestee's safety is placed at unnecessary risk. No arrestee will be restrained in such a manner as to restrict breathing or cause choking. To prevent unnecessary injury to arrestees, restraint devices will be double locked, if so equipped.

51.4 Arrestee Searches

All persons taken into custody shall be searched by the transporting officer prior to transport. This search shall include a full and careful search of the suspect for weapons, contraband and evidence of the crime for which the arrest is made, and should occur after handcuffing.

It is required that all items in the possession of an arrestee be thoroughly examined. Any item which is contraband or which can be used as a weapon will be removed from the arrestee. Disposition of the property is made in accordance with applicable policy.

It is the policy of the Department that all arrestee searches and arrestee restraining be accomplished as humanely as possible with consideration for the safety of the arrestee, the public and the officer. Any use of force beyond that required to properly search and restrain arrestees is strictly prohibited.

A. General Arrestee Search Procedures

1. The arrestee should normally turn his or her back to the officer.
2. The officer should remain a safe distance from the arrestee while the arrestee assumes the proper position.
3. The officer should remember to be in a position to prevent escape at all times.
4. The officer should closely observe the suspect before approaching to see that the suspect's hands are open and clear and to look for any unusual bulges in the suspect's clothing that might be a weapon or contraband.
5. If the suspect is holding anything, the suspect should be instructed to place or drop the item while facing away from the officer and to step back from the item.
6. After the suspect has assumed the proper position, the officer should approach cautiously from the rear if possible.
7. No suspect will be approached until the officer who conducts the search has holstered his or her firearm.
8. The officer should place appropriate restraint devices on the arrestee before the search commences to ensure the safety of the arrestee, the officer and the public.
9. While searching the suspect, the officer should maintain balance to control the arrestee's movements and to react to any sudden movements by the suspect.
10. Officers should attempt to keep their head and body behind the body of the suspect to lessen the chance of attack.
11. The arrestee will have appropriate restraint devices applied prior to being placed in the transport vehicle unless circumstances preclude it.

B. Strip and Body Cavity Searches

All strip and body cavity searches shall be conducted at the designated detention center, by the jail staff and in accordance with their Department's policies and procedures.

51.5 Preparing for Arrestee Transports

(70.1.2)

- A. At the beginning of each tour of duty, transporting officers who may transport an arrestee will inspect all approved equipment and vehicles for safety and function.
- B. Transporting officers are responsible for having on their person all normally issued equipment and having that equipment in good operational order. This equipment includes, but not limited to, issued

communication device(s), issued firearms and restraint device(s). If any issued equipment is in poor condition or not available for use, the deficiency will be immediately reported to the transporting officer's supervisor and corrected before any arrestee transport is made.

- C. All vehicles used to transport arrestees will be thoroughly searched for contraband prior to as well as after the completion of each transport, and at the beginning of each shift. The transporting officer will also conduct a visual safety and equipment inspection.
- D. At no time should police equipment or any other items be stored in the same vehicle compartment as that in which arrestees are confined. The reason being that those items have the potential of being used, to facilitate an escape, as a weapon or cause an arrestee to move or act in a manner that might be interpreted by officers as being aggressive or confrontational. Additionally, during a vehicle collision, any items stored in the rear passenger compartment could potentially injure the person being transported.

If any deficiency or damage is noted, or contraband or weapons are found in the vehicle, transporting officers will immediately notify their supervisor. The supervisor shall notify the on-duty detention facility supervisor, who shall attempt to determine the origin of the contraband and complete the necessary documents.

51.6 Standard Arrestee Transports

(70.1.1, 70.1.4, 70.1.5, 70.1.6, 70.2.1, 70.4.1, 70.4.2, 70.5.1)

- A. Before taking custody of an arrestee to be transported from a detention center the transporting officer will ensure that the arrestee has been properly identified by comparing the name, date of birth, sex, race, hair and eye color, height, weight, build, and scars, marks or tattoos as listed on the booking report accompanying the arrestee. The officer will ensure that all necessary documents accompany the arrestee.

When picking up arrestees from outside facilities positive identification will be made by name, date of birth, and comparing any personal data or physical descriptors listed on the warrant.

- B. The physical condition of the arrestee will be checked and medical attention provided before transport, if necessary.
- C. Before placement into a transport vehicle, all arrestees shall be adequately searched by transporting officer and anytime custody is assumed by another officer.
- D. All arrestees will be handcuffed behind the back, unless otherwise approved by a supervisor. Transporting officers shall not utilize any unauthorized restraining devices, regardless of the physical or mental condition of the arrestee. Whenever practical, waist chains should be utilized for long distance transports.
- E. Handcuffing Method
 1. The hands shall be handcuffed to the rear of the arrestee with the palms facing outward.
 2. The handcuffs will be double locked with keyholes facing upward
 3. Once applied, the handcuffs should be checked for fit by pulling or pushing on handcuffs' jaw
 4. The officer shall check to ensure that the cuffs are not tight as to restrict blood circulation or damage the arrestee's carpal nerve
- F. All arrestees will be transported in a vehicle equipped with a security screen or other barrier designed to separate the transporting officer(s) from the persons being transported. Door handles and window

cranks of the transport vehicle will be removed or made inoperative. Any moveable portion of the security barrier will be closed and locked.

- G. Any extra weapons or tools that an arrestee could use as a weapon will be appropriately secured in the trunk or as far from the arrestee area of the vehicle as possible.
- H. Arrestees will be secured with vehicle safety restraints (seatbelts).
- I. Arrestees will be placed behind the security barrier in such a manner that their actions may be observed by the transporting officer(s).
- J. If the transporting vehicle has only a single bench arrestee seating area (such as a patrol car), only two (2) nonviolent arrestees will normally be transported at any time. The arrestees will be secured with restraints.
- K. An adult and a juvenile will normally not be transported in the same vehicle at the same time. If circumstances force the transportation of a juvenile with an adult, such transport will be approved by a supervisor and only under the following conditions. The adult is:
 - 1. An immediate relative of the juvenile
- L. Female and male arrestees will normally not be transported in a patrol car at the same time. If circumstances force the transportation of a male and female arrestee together, such transport will be for arrestees from the same incident and who are non-combative. Female and male arrestees may be transported together in the arrestee transport van but will be seated in different rows or benches.
- M. When walking an arrestee from one location to another, the transporting officer will walk behind the arrestee and off to the side so that the transporting officer's firearm is on the side away from the arrestee. The transporting officer must be close enough to the arrestee to maintain control and prevent attack or escape.
- N. The transporting officer will notify Communications at the beginning of the transport as to the number and sex of the arrestees and the transport destination. When transporting arrestees of the opposite sex beginning and ending mileage will also be provided.
- O. The transporting officer will take a safe, direct route to the final destination.
- P. The transporting officer must be especially watchful of the arrestee at all stops.
- Q. No side trips or unauthorized stops are permitted. Should an emergency arise in the path of the transport, transporting officers will contact their supervisor for advice before taking action that would halt the transport. Life threatening emergencies will take priority over transportation situations.
- R. No unauthorized persons are permitted in a police vehicle without prior approval of a supervisor.
- S. If the arrestee is to be turned over to an outside agency detention center, the transporting officer will submit a signed receipt for the arrestee to a supervisor no later than the end of that tour of duty. A report stating the reason for turning over the arrestee including the agency and name of the person who received the arrestee (the report prepared by the transporting officer may be used as the receipt).
- T. Normally, an arrestee will not be allowed to communicate with anyone other than Department employees after being taken into custody by the transporting officer. If, in the opinion of the transporting officer, it becomes necessary that the arrestee be allowed to communicate with another, the following guidelines apply:
 - 1. The arrestee must be nonviolent.

2. The arrestee must be seated in the rear of the transport vehicle.
3. Communications will be made with only one person at a time in the vicinity of the transport vehicle.
4. The communication will either be made through the protective screen or through an open door to the arrestee holding area with the transporting officer standing between the communicating parties at all times in such a manner so as to prevent contact between the two and to prevent escape.
5. Communications will be halted immediately if the arrestee becomes violent, over-emotional, attempts to escape or attempts to injure themselves.
6. Once the transport vehicle leaves the original location of pickup, no communications will be allowed with outside parties unless an overriding emergency arises.
7. If the arrestee requests to communicate in private with legal counsel, this activity will be conducted at a proper holding facility.

51.7 Non-Standard Arrestee Transport

(70.2.1, 70.3.1)

A. Arrestees of the Opposite Sex

1. Arrestees will be searched by an officer of the same sex, if circumstances permit.
2. It is not always practical or possible for arrestees to be searched by an officer of the same sex. Officers searching arrestees of the opposite sex should record the search on video or in the presence of a witness, whenever practical.
3. Prior to leaving the arrest location, the transporting officer will give the beginning mileage shown on the transport vehicle odometer. Upon arrival at the final destination, the transporting officer will give the ending mileage. E-911 Communications Division will respond with a reading of the time. If Communications does not respond with the time, the transporting officer will restate the transport information and will request a time reading from 911-Communications Center.

B. Juvenile Arrestees

Juvenile arrestees will be handled in the same manner as arrestees of the opposite sex, with the following exceptions:

1. If the juvenile is charged with a non-violent crime and is under the age of sixteen (16), handcuffing the juvenile arrestee is at the discretion of the transporting officer.
2. Searches of juvenile arrestees should be conducted by officers of the same sex as the arrestee, recorded on video and in the presence of a witness, if circumstances permit.
3. Searches of juvenile arrestees should be as limited as possible, but sufficient so as to locate any weapons or large contraband.
4. When handling a juvenile arrestee, the transporting officer should take appropriate action to identify and be in the presence of witnesses, as much as is practical.

C. Physically Impaired, Sick or Injured Arrestees

When handling physically impaired, sick or injured arrestees, extra care must be exercised by the transporting officer and exceptions to standard transport policy may be made, only with the approval of a supervisor.

1. Physically impaired arrestees are those arrestees who have an obvious physical disability or impairment. It is the duty of the transporting officer to treat these individuals with appropriate restraint of action while providing security and safe transportation.
2. The transporting officer will determine if a physically impaired arrestee can use the device (crutches, canes, walkers, etc.) as a weapon. During transport, such devices will be removed from the arrestee and placed in the trunk area to be secured.
3. Depending on the nature of the illness or injury, the transporting officer may determine what means should be used to restrain the arrestee and seek supervisory approval, prior to deviating from transporting with handcuffs behind the back. The transport should be completed in a manner as not to aggravate the illness or injury. If this cannot be accomplished, the officer will notify their supervisor and request medical transport.

D. Mentally Impaired Arrestees

1. Prior to taking custody of a mentally impaired arrestee, the transporting officer should make a significant effort to become informed as to the following:
 - a. The type of abnormal behavior displayed by the arrestee
 - b. The disposition toward violence that may suddenly be displayed toward the transporting officer or toward the arrestee himself
 - c. The name, relationship and location of any person perceived as a threat by the arrestee and why that other person is perceived as a threat
 - d. The name and location of previously visited mental health care facilities
 - e. The type, location and last time known to have taken any medications (take a sample or the prescription bottle if available)
 - f. The relative ability of the arrestee to communicate coherently and follow instructions
 - g. Any real or imagined physical injuries
 - h. The circumstances why the arrestee came into police custody
 - i. Anything that might have in the past soothed the arrestee
 - j. The name of any police officer who might have had contact with the arrestee in the past and any information that might have been gained from that encounter

Information of the type outlined can govern the transporting officer in their handling of mentally impaired arrestees and reduce the chances for violence.

2. Restraining Mentally Impaired Arrestees

If handcuffing behind the back is not practical, the transporting officer may determine what means should be used to restrain the arrestee and seek supervisory approval, prior to deviating from transporting with handcuffs behind the back.

The transporting officer must take care in determining that the method of restraint chosen is appropriate taking into consideration any known aberrant behaviors of the individual. Many forms of mental impairment can cause behavior that varies widely and instantaneously. The transporting officer must know the extent to which the abnormal behavior may become violent, produce loss of muscle control, cause a desire for the individual to injure himself or cause convulsive behavior. The transporting officer must then provide appropriate restraint to minimize the chance for injury to the individual, Department employees and the public.

3. Transporting Mentally Impaired Arrestees

When deciding what type of restraint is appropriate, the transporting officer should consider what type of transport vehicle would be most appropriate. In most cases, the transport vehicle will be a marked car, a police arrestee transport van or an ambulance.

a. Marked Cars

- i. If a marked car is the vehicle of choice, the person in custody should be restrained with issued handcuffs behind the back in such a manner that the individual is able to sit up in the rear of the car.
- ii. Should leg restraints be required, only leg shackles, "Flex cuff" or other approved restraints will be used.

Note. Removing any "Flex-cuff" type product presents a hazard of cutting the wearer; therefore, "Flex-cuff" restraints will be removed only with approved cutting tools such as bolt cutters or heavy metal cutters. Due to the potential of losing control of the cutting device and injuring the arrestee, a knife will not be used to remove "Flex-cuff" type products.

- iii. No arrestee will be restrained in such a manner so as to choke or restrict breathing at any time.
- iv. Except in extreme circumstances, no arrestees will be restrained in such a manner so that their legs and hands are pulled up behind the back requiring the arrestee to be transported in a prone position. Supervisory approval is necessary before such a transport is allowed.
- v. Should further restraint be necessary, a sworn police officer will be placed in the rear seat with the restrained arrestee. This officer should unload his weapon and secure it before getting in the rear with the arrestee.

b. Arrestee Transport Van

- i. When transporting a mentally impaired arrestee in a police van, the arrestee will normally be restrained in the same manner as noted above in a marked car.
- ii. Should it become necessary to transport an arrestee in a recovery position, the arrestee should be placed on the floor of the arrestee holding area with an attendant to prevent injury.
- iii. No transporting officer will ride in the rear of an arrestee transport van with a loaded weapon.

c. Transports in Ambulances

- i. If a mentally impaired arrestee requires medical attention, is catatonic or needs to be totally immobilized for any reason, the arrestee should be restrained to a stretcher and transported in an ambulance. This includes any arrestee restrained in a straight jacket.
- ii. The arrestee should be restrained in such a manner that breathing is not impaired and only to the minimum extent that will prevent the danger of injury to himself and others.

When a mentally impaired arrestee is transported in this manner, a transporting officer should ride in the ambulance with the arrestee and a police officer should follow the ambulance in a police vehicle.

4. All transportation of mentally impaired arrestees will be made in compliance with the communication notification rules for the transport of female and juvenile arrestees.
5. When transporting to a mental health facility, the transporting officer will not enter any secured area in possession of a firearm. Standard security procedures for delivering an arrestee to a holding facility should be used.

51.8 Completing an Arrestee Transport (Redacted)

(70.1.6, 70.5.1)

51.9 Arrestee Transports in Non-Screened Vehicles (Redacted)

(70.1.3)

51.10 Extradition and Long-Term Arrestee Transports (Redacted)

(70.1.4, 70.2.1)

51.11 Escapes (Redacted)

(70.1.7)

51.12 Notification of Arrestee Security / Medical Risk

(70.1.8, 70.5.1)

- A. Arrestees with medical or security risks are defined as those believed to have escape or suicide potential, have other personal traits of a security nature, or have medical problems requiring special attention or regular observation.
- B. Prior to the delivery of an arrestee designated as a security or medical risk to another agency or court, the agency or judge of the presiding court will be notified and informed of the nature of the security or medical risk. This notification may be by telephone to a receiving agency or court officer and will also be written and included in the documentation provided to the receiving agency or court.

The purpose of prior notification is to allow the agency or judge to decide whether the assignment of additional personnel are needed for transfer or as security in the courtroom and also to determine whether special type(s) of arrestee restraints if any, will be utilized to secure the arrestee.

51.13 Emergency Situations

- A. No provision of this policy will prevent any transporting officer from taking appropriate action in a life threatening emergency.
- B. It is emphasized that all due care should be taken to safeguard the well-being of anyone being transported as well as to prevent the escape of those in custody before leaving the transport vehicle unattended. The precautions to be considered include, but are not limited to, the following:
 1. Summon assistance immediately
 2. Park the transport vehicle in a safe location, preferably off the roadway
 3. Lock the transport vehicle

4. Use appropriate emergency lighting to avoid exposing the transport vehicle to traffic hazards and to facilitate location to other emergency vehicles
5. Remove the keys from the transport vehicle once it is safely parked out of traffic
6. Return to the transport vehicle as soon as assistance arrives
7. Resume the transport as soon as possible

51.14 Medical Facilities

(70.3.1, 70.3.2)

Unless otherwise directed by the health care provider, the arrestee will be appropriately restrained and in view of the transporting officer at all times.

- A. When an arrestee is admitted to a healthcare facility, the transporting officer's supervisor will be notified. The supervisor may consider the following actions dependent on the seriousness of the charges involved: the availability of manpower in the field, the seriousness of the injuries and the anticipated length of stay in the facility.
 1. If the arrestee was arrested for a misdemeanor and transported by a sworn officer directly from the scene, the supervisor may instruct the officer to release the arrestee on a notice to appear in court.
 2. If the arrestee was arrested for a felony and transported by a sworn officer directly from the scene, the supervisor may instruct the officer to release the arrestee and to secure arrest warrants.
 3. A sworn officer may be instructed to remain with the arrestee.
- B. A report will be completed detailing the reasons why the arrestee was transported to the medical facility and the circumstances surrounding any illness or injury. The report will also contain the names of all officers involved with the arrestee, the name and location of the medical facility where the arrestee was transported and any pertinent facts surrounding the incident.

51.15 Transporting Injured Non-Arrestees

In most circumstances, police officers will summon Emergency Medical Services to transport an injured person encountered.

If a situation arises requiring an officer to transport the injured party; the person will first be stabilized as much as possible. The injured party will be placed in the rear of the officer's vehicle with another officer or emergency personnel to tend to the person during transport, if possible.

51.16 Courtesy Transports

- A. Only sworn personnel will conduct courtesy transports.
- B. A supervisor will be notified at any time an officer wishes to make a courtesy transport for approval.
- C. When conducting a courtesy transport, the individual will be searched before entering the vehicle. If the subject refuses the search, the courtesy transport will not take place.
- D. No person is allowed in the front seat of the transport vehicle or in front of the security barrier without prior approval of a supervisor. Should approval be given, all bags (purses, packages, etc.) will be secured out of the reach of the individual.

- E. Prior to the transport, the 911-Communications Center will be advised of the starting location, final destination, reason for transport, the number and sex of those being transported and if any are juveniles.
- F. When transporting females or juveniles, the odometer reading will be given at the beginning and at the end of the courtesy transport. 911-Communications Center will respond with the time in both instances. Should the 911-Communications Center fail to respond properly, the information will be restated until a proper response is received.
- G. It is emphasized that all due care must be taken in the operation of the transport vehicle and the safest, most direct route be taken. Should the individual create an emotional or violent environment in the vehicle the officer's supervisor will be immediately consulted for instructions.

Glossary

A

ACADEMY

An academy is a facility at which agency or officer training programs are conducted. Other facilities, such as a firing range and driver-training track, are usually considered to be part of the academy but may not necessarily be located at the same site. The academy may include several training centers such as: Fulton County, North Central Georgia Law Enforcement Academy, or Georgia Public Safety Training Center.

ACCOUNTABILITY

The state of being held responsible by higher authority for specified job-related results.

ACTIVITY

See Function

ACCREDITATION

Accreditation is the process by which an accrediting organization vouches that an agency conforms to a set of standards or confirmation that an agency has met sufficient professional standards to qualify for professional recognition.

ACTUAL STRENGTH

The total number of persons employed in any agency.

ADA

Americans with Disabilities Act

ADVANCED TRAINING

Training often held outside the agency and designed to impart higher level supervisory and management skills to participants. Participants who are most often chosen for such training possess above average leadership skills. Examples of advanced training programs are those provided by the FBI National Academy, the Southern Police Institute, the Northwestern University Traffic Institute and the Institute of Police Technology and Management.

ADVERSE IMPACT

A substantially different rate of selection (generally less than 80 percent) that works to the disadvantage of members of a race, sex, or ethnic group; causing an unfavorable effect.

ADVERTISEMENT

The direct or indirect contact between an agency and the general public by way of printed publications or broadcast announcements.

AFFIRMATIVE ACTION PLAN

A written plan for recruiting, hiring, training, and promoting minorities and women.

ALLOTMENT

An authorization for or limitation on, expenditures for a given period. For example, the agency may be appropriated a certain amount for an entire budget year, but may be authorized to spend only one-fourth of the amount during any quarterly allotment period.

APPOINTMENT/SELECTION RATE (RATIO)

The number of candidates who achieve entry-level probationary status divided by the total number seeking employment.

APPROPRIATION

Money that the agency is authorized to spend for a specific purpose, such as for personnel services, operating expenses, supplies, etc.

AREA PATROL

Patrol or stationary observation in an area or beat that includes a number of streets, roads, or sections of highway.

ARRESTEE

A person who has been arrested and taken into custody.

ARRESTING OFFICER

A sworn law enforcement officer who takes a person into custody, with or without a warrant.

ASSESSMENT CENTER

A standardized evaluation of behavior based upon multiple sources of input and using trained observers and multiple techniques. Judgments about behavior are made from specially developed assessment exercises designed to measure the participant's performance in specific job-related tasks and situations.

AUTHORITATIVE INSPECTION

A term that is sometimes used for "line" inspection. (See line inspection)

AUTHORIZED STRENGTH

The number of personnel legally or officially sanctioned by the agency's government.

AVAILABLE WORK FORCE

The largest potential group or number of individuals eligible, qualified, and capable of assuming specific activities and responsibilities.

B

BAILIFF

A court officer, who guards the jurors, maintains order in the courtroom, announces the opening and closing of the court, calls witnesses and other persons to appear in court, attends to other matters under the court's direction, and may maintain secure custody of defendants while in court. A bailiff's duties may include both

security and clerical functions. (This job responsibility falls under the City of Roswell Court Services / Marshal's Department / See also Marshal Definition).

BARRICADED PERSON

An individual who resists being taken into custody by using, or threatening the use of, firearms, other weapons, explosives, etc. Generally the barricaded person is behind cover. As used here, the barricaded person may or may not have taken a hostage or made a threat to his or her own life.

BASIC/ENTRY-LEVEL TRAINING

The orientation of new officers to their jobs and the development of basic law enforcement skills.

BEAT

(See Zone / Sector)

BI-MONTHLY

Every other month; every second month

BI-WEEKLY

Every other week; every second week

BODY ARMOR

A vest or jacket whose material, such as Kevlar or nylon cloth, affords ballistic protection and whose construction may or may not accommodate metal or ceramic inserts.

BOOKING

A procedure for admitting to a holding facility a person charged with an offense; includes searching, fingerprinting, photographing, medical screening, collecting personal history data, and inventorying and storing a person's property.

BUDGETED STRENGTH

The number of personnel for who funds have been authorized for a given period. This number can, but does not necessarily have to, coincide with authorized strength.

C

CALEA

Commission on Accreditation for Law Enforcement Agencies, Inc. CALEA is a private, non-profit corporation working to promote, recognize and maintain professional excellence in law enforcement through accreditation.

CANDIDATES

Persons seeking employment who have completed a formal application.

CAREER COUNSELING

The relationship (process) between a counselor and employee that is designed to facilitate an employee's career choices; understanding of career goals; and achievement of career goals through meaningful, well-informed choices.

CAREER DEVELOPMENT ACTIVITIES

An organized and supervised set of duties or functions designed to stimulate learning (e.g., counseling, training, job rotations).

CAREER DEVELOPMENT IN-SERVICE TRAINING

A training process used to provide an advanced level of instruction that enhances an employee's overall potential for upward mobility and/or job satisfaction.

CAREER SPECIALTY

An area of interest or specialization that enhances the upward mobility and/or job satisfaction of an employee.

CELL

Any area, space, or enclosure into which a detainee is placed and locked in, so as to prohibit freedom of movement.

CEO

Chief Executive Officer, the Chief of Police.

CHAIN OF COMMAND

Formal lines of communication going downward or upward within the organizational hierarchy through each successive level of command.

CHAIN OF EVIDENCE

The continuity of custody of material and items collected as physical evidence. The connotation, under the law, is that the item or material introduced subsequently into the court must be proven to be the same as that obtained initially and delivered to the laboratory for examination.

CIRCLE SYSTEM

A series of fixed roadblocks intended to contain a vehicle or suspect in a given area.

CITATION

Any traffic enforcement action that involves a written notice to the accused to appear and that contemplates trial adjudication or disposition to determine the guilt or innocence of the person charged with a violation.

CIVIL ARREST

A civil arrest is made pursuant to a written order by a judge of a competent jurisdiction in a civil action or proceeding. Such written orders may be given by a supreme court, the family court, county court, district court, surrogate's court, or magistrate's court, depending upon the area of the country.

CIVIL PROCESS

Those writs, summonses, mandates, or other process issuing from a court of law or equity pertaining to a cause of action of a civil nature. The term includes original, intermediate, and final process to be served by the agency in any action involving civil litigants.

CIVILIAN PERSONNEL

Employees who are not required to take an oath of office as a condition of employment. Civilian employees include communications officers.

CLASS

A grouping of jobs for which duties, responsibilities, qualifications and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices. (See "Position" for the differentiation among class, job and position.)

CLASS SPECIFICATION

An official statement or guideline about the general duties, responsibilities, and qualifications involved in the kinds of jobs included in the same class.

COLLISION DIAGRAM

A diagram of an intersection or section of roadway on which reported accidents are shown by arrows indicating direction of approach and interrelated maneuvers.

COMMAND PROTOCOL

The process identified to ensure a continuation of supervision at all levels of the chain of command when vacancies or absence from duty exists.

COMMANDER/COMMANDING OFFICER

A sworn employee placed in charge of any Departmental component.

COMMUNITY'S LANGUAGES

Languages used by ethnic or racial groups living within the agencies service area.

COMPENSATION PROGRAM

A description of the complete salary plan of the agency, including the basic salary levels for all classes of positions and all forms of compensation provided by the agency.

COMPONENT

(See Organizational Component)

COMPUTERIZED DOCUMENTATION SYSTEM

A computer-based method of storing, disseminating, and accessing written directives and other information. Dissemination of written directives on diskettes for use in stand-alone personal computers is one form of a "computerized documentation System"

CONCEALED OBSERVATION

Stationary observation in which the observer is not visible to persons, using ordinary powers of observation, from the roadway being observed.

CONCURRENT JURISDICTION

Having equal jurisdiction or authority.

CONDITION DIAGRAM

A map of an intersection or section of roadway showing all objects and physical conditions having a bearing on traffic movement and safety at that location (usually drawn to scale).

CONSTRUCT VALIDITY

The identification and measurement of the characteristics or traits believed to be important to successful job performance; must be demonstrated by statistical data.

CONTENT VALIDITY

The justification of a component of the selection process by showing that it measures a significant part of the job.

CONTRABAND

Items that are not permitted within a holding facility because of the illegality or possible use to disrupt security measures within the facility.

COOPERATIVE PERSONNEL RECRUITMENT AGREEMENT

An agreement covering the mutual exchange of information or experienced personnel between two or more agencies that are seeking qualified applicants for jobs.

COUNSELING

The giving of advice, advising, discussions between an employee and a supervisor (rater) during an evaluation of work performance that leads to advice.

COURSE

A body of prescribed study about a specific topic.

COURT

A judicial officer or the room or space where judicial officers conduct trials, hearings, or other judicial activities.

CRIME/FORENSIC LABORATORY

A crime laboratory is defined as a laboratory that employs one or more full-time criminalists whose principal function is the examination of physical evidence for law enforcement agencies in criminal matters and who provide testimony with respect to such physical evidence to the criminal justice system. (The State of Georgia Bureau of Investigation Crime Laboratory is the agency responsible for this function.)

CRIME PREVENTION PROGRAMS

Programs intended to educate citizens on crime prevention techniques such as; avoiding victimization, marking for identification and securing property, working with neighbors in a crime watch effort, recognizing signs of drug abuse, etc.

CRIME SCENE

The location where the crime occurred or where the indication of the crime exists.

CRIME SCENE PROCESSING

The specific actions taken at a crime or accident scene, consisting of the taking of photographs, preparing the crime or accident scene sketch, and the collecting and preserving of physical evidence.

CRIME SCENE PROCESSOR

The person or persons charged with the responsibility for processing the crime scene, but whose primary duties are different, such as a traffic officer or detective.

CRIME SCENE SKETCH

A drawing, usually a planar projection, of the crime scene, to scale and showing all of the significant aspects of the crime scene.

CRIME SCENE SPECIALIST/TECHNICIAN

A person who processes the crime scene, who may have a higher level of training than the crime scene processor and whose primary duty is crime scene processing.

CRIMINAL INTELLIGENCE

The end product of a process that converts individual items of information either into evidence, or more often, into insights, conclusions, or assessments (perhaps less solid than fact but always more helpful than raw information) that can form the basis for the development of law enforcement strategies, priorities, policies, or investigative tactics regarding a specific crime, suspect, criminal organization, etc. The intelligence process includes the systematic collection of raw information that, after collation, evaluation, and analysis, is disseminated to appropriate units of the agency.

CRIMINAL PROCESS

Those writs, summonses, mandates, warrants, or other process issuing from a court of law compelling a person to answer for a felony or misdemeanor. The term also includes process issued to aid in crime detection or suppression, such as search warrants.

CRISIS RESPONSE

Training that is designed to modify or enhance performance in specific crisis situations, such as family conflicts, spousal abuse, disturbances, rape and homicide.

CRITERION-RELATED VALIDITY

The justification of a component of the selection process by showing that it is predictive or correlated with important elements of the job; must be demonstrated by statistical data.

CULTURAL ENVIRONMENT

The customary beliefs, social forms, and material traits that influence the life of an individual or community.

CURRICULUM

A series of courses related to a specific kind of training program.

CUSTODY

Legal or physical control of a person; legal, supervisory or physical responsibility for a person.

D

DECENTRALIZED LOCATION

An extension of a central location to designated sites in outlying areas.

DETAINEE

A person who, having been detained, is held in a holding facility for not more than 72 hours. Such persons are held in the holding facility pending arraignment, release, adjudication, or transfer to another facility.

DISABLED ARRESTEE

An arrestee with an anatomical, physiological, or mental impairment that hinders mobility.

DIVERSION

In the broadest sense, any procedure that (1) substitutes non-entry for official entry into the justice process, (2) substitutes the suspension of criminal or juvenile proceedings for continuation, (3) substitutes lesser supervision or referral to a non-justice agency or no supervision for conventional supervision, or (4) substitutes any kind of non-confinement status for confinement.

E

EMERGENCY MEDICAL CARE

Initial attention to (1) life-threatening situations, including airway care, pulmonary and cardiopulmonary resuscitation, control of bleeding, and prevention of shock; (2) injuries, including soft tissue injuries, internal injuries, and fractures; and (3) heart attack, stroke, diabetic coma, insulin shock, epileptic attack, emergency childbirth, alcohol and drug abuse, ingested and inhaled poisons, bites and stings, and exposure to heat and cold.

EMERGENCY MEDICAL CARE EQUIPMENT AND SUPPLIES

It is assumed that the first responder will have necessary emergency care equipment and supplies. The equipment assumed to be available is as follows: triangular and roller-type bandages, universal dressings/gauze pads and occlusive dressing, adhesive tape, bandage shears, eye protector (paper cup or cone), stick (for impaled object/tourniquet), blanket, pillow, upper and lower extremity splint sets, exam gloves, sterile water, etc.

EMERGENCY SITUATION

An actual or potential condition that poses an immediate threat to life or property. In the context of mutual aid, it means a situation that exceeds the capability of a local agency to counteract successfully.

EMOTIONAL STABILITY/PSYCHOLOGICAL FITNESS EXAMINATION

Professional screening designed to identify candidate behavior patterns and/or personality traits that may prove either deleterious or advantageous to successful job performance.

ENCUMBRANCE

A commitment in the form of an order, contract, salary, or similar item that will become payable when goods are delivered or services rendered.

ENTRY LEVEL

The stage at which a person is first employed in a position.

EQUAL EMPLOYMENT OPPORTUNITY

The provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, age, sex, religion, national origin, or physical impairment.

ESSENTIAL PERSONNEL

Personnel necessary to perform a designated task or job function. All other persons are considered to be nonessential personnel.

EVALUATION CHECKLIST

A tool used in evaluating the effectiveness of the career counseling process. Indicated on the checklist are the criteria that determine whether the employee has reached an effective performance level in the area of career development.

EXECUTION

The performance of an act required by the writ, warrant, or other process commanding the seizure of a person or thing, as opposed to mere delivery of an instrument without any concomitant seizure.

F

FAIRNESS

Resulting in minimum adverse impact.

FIELD INTERVIEW

The stopping and questioning of a person by a law enforcement officer because the officer (1) has reasonable suspicion that the subject may have committed, may be committing, or may be about to commit a crime, (2) believes the subject may be a hazard, or (3) believes the interview may have a preventive effect.

FIELD TRAINING

A structured and closely supervised program provided to newly hired police officers to facilitate the application of skills and knowledge obtained in the academy/classroom to actual performance in on-the-job situations.

FIELD TRAINING OFFICER (FTO)

An officer who has been carefully selected and trained to deliver the field-training program to newly hired police officers.

FIREARM

A weapon that expels a projectile by means of exploding or expanding gases.

FIXED ROADBLOCK

A full or partial roadblock established at a fixed point.

FOLLOW-UP INVESTIGATION

An extension of the preliminary investigation. The purpose is to provide additional information in order to close a case, arrest an offender, and/or recover stolen property. The investigation may include the following activities: (1) identifying and apprehending the offender; (2) collecting, preserving, analyzing and evaluating evidence; (3) recovering stolen property; (4) interviewing victims and witnesses; (5) interrogating suspects; (6) determining in detail the exact circumstances of the offense; (7) determining if other crimes may have been committed by the suspect; (8) reporting information obtained; and (9) preparing case for court presentation.

FOREIGN JURISDICTION

For purposes of this manual, a foreign jurisdiction is one in which the agency has no legal authority to serve or execute process by use of its own personnel.

FOREIGN PROCESS

Any writ, warrant, mandate, order, or other process, either civil or criminal, originating in a foreign jurisdiction and intended to be served or executed in the agency's jurisdiction.

FORMAL APPLICATION

A written form used to express an interest in employment and to request information on a person's basic occupational qualifications, work experience, educational background, training, and special skills or abilities.

FUNCTION

A general term for the required or expected activity of a person or an organizational component. (Example: patrol function, communications function, and the crime analysis function.)

G

GENERAL ASSISTANCE

Services of a non-emergency nature provided by agency personnel, such as providing directions, assisting stranded or disabled motorists, etc.

GENERAL ORDER

A term to describe permanent directives concerned with policy, rules and procedures affecting more than one organizational component. General Orders are only issued by the Chief of Police.

GOAL

A relatively broad statement of the end or result that one intends ultimately to achieve. A goal usually requires a relatively long time span to achieve, and whenever possible, should be stated in a way that permits measurement of its achievement.

H

HANDICAPPED ARRESTEE

An arrestee with an anatomical, physiological, or mental impairment that hinders mobility.

HAZARDOUS TRAFFIC LAW VIOLATION

Violation of any law, ordinance, or regulation affecting the use or protection of streets or highways and enacted primarily to regulate the safe movement of vehicles and pedestrians. There are two categories of this violation: (1) unsafe behavior-an action or omission in traffic that is hazardous even when vehicles, streets or highways, and people involved are in legal condition; (2) unsafe condition-causing or permitting an illegal and possibly hazardous condition of a driver or pedestrian in traffic, streets or highways used by traffic, and/or vehicle used in traffic.

HIGH-RISK TRIAL

A trial the nature of which indicates a serious security threat or can provoke a strong emotional response from the general public or interested groups. That response may threaten the safety of those involved or lessen the integrity of the judicial process.

HIGHWAY

The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular traffic; a street; or a publicly maintained traffic way.

HOLDING FACILITY

A temporary confinement facility for which the custodial authority is usually less than 72 hours and where detainees are held pending release, arraignment, adjudication, or transfer to another facility. Excluded from this definition are rooms, areas, or space provided for processing, questioning, or testing a detainee-when the detainee is under continuous supervision and control of agency personnel within the room, area, or space and for a short period of time.

I

IDENTIFYING INFORMATION

Any data included in personnel records and selection materials that directly or indirectly make a specific individual recognizable or known.

IMPROPER CONDUCT

An allegation is true and the action of the agency or the officer was inconsistent with agency policy and the complainant suffered harm.

IN CUSTODY

Being under the full control of an escort officer during transportation.

IN-SERVICE TRAINING

Training in addition to newly hired police officer's training that may include periodic retraining or refresher training, specialized training, career development, promotional training, advanced training, and roll-call training.

IN TRANSIT

State of being transported, such as when an escort officer moves an arrestee from point of origin to the destination.

INCIDENT

An event that requires law enforcement action or the dispatching of officers in response to citizen requests for law enforcement services. This includes any incident, whether criminal or noncriminal, for which there has been a response to the scene, an investigation, or the preparation of an oral or written report.

INFORMED CONSENT

A voluntary agreement to participate in an activity and/or allow an activity or procedure to be performed based upon the availability of all pertinent information and the ability to understand the consequences of the agreement decision.

INITIAL APPLICATION

A written form (referred to as a pre-application contact card-usually attached to a recruitment brochure) used to express a person's general interest in employment; it provides the prospective employer with such basic information as the person's name, address, age, telephone number, and the position desired.

INSTITUTION

A facility that confines persons against their will and/or provides care for persons, e.g., mentally ill or adult or juvenile offenders.

INSTRUCTIONAL MATERIAL

Training guides, bulletins, and checklists.

INSTRUMENT FOR DETECTION OF DECEPTION

A mechanical or computerized apparatus (Voice Stress Analyzer, Polygraph, Etc.) designed for the detection of deception by measuring and recording stress related changes in a person's body (voice characteristics, respiration, galvanic skin response, heart activity, etc.)

INSUFFICIENT EVIDENCE

There is insufficient proof to confirm or refute an allegation.

INTAKE

The point at which a juvenile offender enters the juvenile justice system. "Intake" may be initiated on request of the law enforcement agency, but the intake process is generally supervised by a probation agency, juvenile court, or special intake unit.

J

JOB

One or more positions with duties and responsibilities identical in all significant respects so that a single descriptive title can be used to identify the work done by incumbents. (See "Position" for the differentiation among class, job and position.)

JOB ANALYSIS

(See Job Task Analysis)

JOB CLASSIFICATION

A detailed written statement that (1) identifies the characteristics of various positions (jobs) by assigning job titles and job specifications, (2) arranges positions according to a logical plan that groups those with common characteristics, and (3) establishes minimum qualifications and equitable salaries for each group.

JOB DESCRIPTION

An official written statement setting forth the duties and responsibilities of a job, and the skills, knowledge, and abilities necessary to perform it.

JOB INVENTORY

An itemized list of skills, knowledge, and abilities used to evaluate personal characteristics.

JOB RELATED

A procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.

JOB TASK

A description of what an employee does, for what purpose, on instructions from whom, when and where, and with what materials and equipment.

JOB TASK ANALYSIS

A systematic examination of the functions and objectives of each job to be performed as it relates to the skills, knowledge and abilities required to perform the tasks or duties of the job.

L

LATERAL ENTRY

A personnel practice that permits employees from within or outside the agency to be selected for a position and be exempted from all or part of the agency's selection process for that position; if the employees meet the minimum qualifications of the employing agency, they are not necessarily subjected to the total selection process.

LEGAL PROCESS

Any item of civil or criminal process, whether original, intermediate, or final that is valid on its face and is to be served or executed by the law enforcement agency.

LESSON PLAN

A detailed guide from which an instructor teaches. The plan includes the goals, specific subject matter, performance objectives, references, resources, and method of evaluating or testing students.

LIFE SAFETY CODE

The current manual published by the National Fire Protection Association specifying minimum standards for fire safety necessary in the public interest. One chapter is devoted to correctional facilities.

LINE INSPECTION

Inspection conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected. Line inspection may be carried out by any supervisor within the chain-of-command and is often conducted by supervisory personnel who may also be responsible for insuring that any substandard conditions revealed in the inspection are corrected.

LINE PATROL

Moving patrol or stationary observation on a specified route between two points, usually on one city street or a section of a highway.

M

MAGNETOMETER

A device for measuring magnetic fields; used to detect ferrous and nonferrous metal objects in either hand-held or walk-through configurations: commonly known as a "metal detector".

MAINTAIN ON FILE

On hand, catalogued or recorded in an official written record (including microfilm, microfiche, or computer printout) that is available for visual inspection in the agency.

MANUAL

A digital or hard-copy collection of written directives in book, notebook, or other similar format.

MARSHAL

A sworn law enforcement officer employed by the City of Roswell, who may or may not be uniformed, having responsibility for maintaining security in the courtroom. His or her duties also ordinarily include the duties of a bailiff, court probation and warrant processing and serving.

MASS MEDIA

Printed/electronic means of communication designed to reach the general public.

MEASURABLE OBJECTIVES

A one-sentence statement of specific results that can be directly measured or determined; results that determine not only the direction of change that may occur but also the degree or amount of that change.

MEMORANDUM

An informal, written document that may or may not convey an order; it is generally used to clarify, inform, or inquire.

MINIMUM ADVERSE IMPACT

The use of selection components or procedures among all those available that reduce any unfavorable effect to the greatest extent possible consistent with validity.

MOVING ROADBLOCK

(See Rolling Roadblock definition)

MUTUAL AID

An exchange of services, personnel, and/or equipment between law enforcement agencies during time of emergency.

N

NEIGHBORING JURISDICTION

A law enforcement agency in an adjoining city or other unit of local government; in the case of a county, a city or other unit of local government within the county, or an adjoining county.

NONDISCRIMINATORY PROCEDURES

Components of the selection or appointment process that have no demonstrable adverse impact (or a minimum adverse impact) upon the selection or appointment rate of any race, sex, or ethnic group.

NONESSENTIAL PERSONNEL

(See Essential Personnel)

O

OBJECTIVE

An objective is an end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a sub-goal or an element of a goal, and therefore, requires a shorter time to accomplish than does a goal.

ON FILE

On hand, catalogued or recorded in an official written record (including microfilm, microfiche, or computer printout) that is available for visual inspection in the agency.

ON-THE-JOB TRAINING

Instruction or training provided to an employee by another employee or employees on a tutorial basis during a tour of duty while the trainee performs normal activities of employment.

ORIENTATION

A general review to acquaint persons with the overall nature of a subject.

ORGANIZATIONAL COMPONENT

A subdivision of the agency, such as a division, section, unit, or position that is established and staffed on a full-time basis to provide a specific function.

OTHER TRAFFIC LAW VIOLATIONS

Violation of any law, ordinance, or regulation affecting the use or protection of streets or highways but not enacted primarily to regulate safe movement of vehicles and pedestrians.

OUTSIDE ACADEMY

An academy not operated by the agency, such as a regional or state training academy providing in-service, or specialized training.

OUTSIDE JURISDICTION

Another municipality, county, state, or nation.

P

PATROL

The deployment of officers to repress and prevent criminal activities, investigate offenses, apprehend offenders, and furnish day-to-day law enforcement services to the community.

PERFORMANCE

The way in which a person functions or performs.

PERFORMANCE OBJECTIVES

Statements of operational behavior required for satisfactory performance of a task, the conditions under which the behavior is usually performed, and the criteria for satisfactory performance.

PERMANENT WATCH OR SHIFT

The assignment of employees to specific hours for an indefinite period.

PERMANENT STATUS

The period of unconditional employment in a position following the completion of a probationary period.

PERSONAL EQUIPMENT

The apparatus or gear required by patrol officers; includes at a minimum, badge, baton and holder, belts, ammunition (clip), Department name and rank insignia, flashlight, handcuffs and case, notebook, raincoat and cap cover, and Department firearm and holster.

PERSONNEL ORDER

An announcement of changes in the status of personnel, such as a transfer or promotion.

PHYSICAL AGILITY

A candidate's physical strength, endurance, coordination, and ease of movement as measured by a valid and useful test.

PHYSICAL ARREST

Any enforcement action that consists of taking persons into custody for the purpose of holding or detaining them to answer a charge of law violation before the court.

PHYSICAL EVIDENCE

Any substance or material found or recovered in connection with a criminal investigation.

PHYSICAL PLANT

The physical confines of the holding facility. The reception area for the facility, the sally port, holding cells, and related spaces are included. If used only for booking detainees into the holding facility, the booking area is included.

PHYSICAL QUALIFICATIONS

Any quality or ability pertaining to the body (i.e., hearing, height, weight, visual acuity, physical fitness, physical agility) that has a bearing upon a candidate's suitability for employment.

POINT TRAFFIC CONTROL

The control of vehicular traffic and pedestrian movement at a particular place on a roadway, such as an intersection.

POLICE HAZARD

Any situation, person, property, or place that may induce an incident calling for some law enforcement action.

POLICY

A written directive that is a broad statement of agency principles. Policy statements may be characterized by such words as "may" or "should" and usually do not establish fixed rules or set procedures for conduct of a particular activity, but rather provide a framework for development of procedures and rules and regulations.

POLICY FAILURE

An allegation is true, and although the action of the agency or officer was not inconsistent with agency policy, the complainant suffered harm.

POLYGRAPH EXAMINATION

(See Instrument for Detection of Deception)

POSITION

The duties and responsibilities, or work, assignable to one employee. A position may be filled or vacant. For purposes of comparison, a patrol officer assigned as a Fleet Maintenance Officer would occupy a "position". Patrol officer would be the "class"; and patrol officer (assigned as a fleet maintenance officer) would be a "job". A position may have functional responsibility for a single task (i.e., fleet maintenance officer, patrol officer, or community relations officer) or over several tasks (i.e., "administrative lieutenant responsible for communications, records, data entry, etc.).

PRELIMINARY INVESTIGATION

Generally, the activity that begins when officers arrive at the scene of an incident. The activity should continue until such time as a postponement of the investigation or transfer of responsibility will not jeopardize the successful completion of the investigation. The investigation usually includes the following tasks: (1) providing aid to the injured; (2) protecting the crime scene to ensure that evidence is not lost or contaminated; (3) determining if an offense has actually been committed and, if so, the exact nature of the offense; (4) determining the identity of the suspect or suspects and effecting an arrest if it can be accomplished either at the scene or through immediate pursuit; (5) furnishing other field units, through the communications system, descriptions, methods and direction of flight, and other relevant information concerning wanted persons or vehicles; (6) obtaining complete identification of all witnesses; (7) determining what information is known by the victims and witnesses; (8) arranging for the collection of evidence; (9) determining in detail the exact circumstances of the offense; (10) obtaining written statements from victims and witnesses, and from the suspect if such statements can be obtained legally; and (11) accurately and completely recording all pertinent information on the prescribed report forms.

PRIVATE SECTOR ORGANIZATION/VENDOR

Any business enterprise not under governmental control or ownership and capable of providing goods and/or services to a law enforcement agency.

PROBATIONARY PERIOD/STATUS

A latter phase of the selection process represented by some form of conditional employment.

PROCEDURE

A written directive that is a guideline for carrying out agency activities. A procedure may be made mandatory in tone through the use of "shall" rather than "should" or "must" rather than "may". Procedures sometimes allow some latitude and discretion in carrying out an activity.

PROCESSING

Pre-booking activities involving detainees in custody, after which detainees may either be released from custody by one of several means or they may be escorted to a holding facility-at which time they would be booked.

PROFICIENCY

The additional skills, knowledge, and abilities that are needed to remain competent in performing the duties and responsibilities of a job.

PROPER CONDUCT

An allegation is true, but the action of the agency or the officer was consistent with agency policy and the complainant suffered no harm.

PROVIDER AGENCY

An agency that provides service, equipment, or supplies from another agency.

PURSUIT

An active attempt by a law enforcement officer in a motor vehicle to apprehend one or more occupants of another moving vehicle, where the driver of the fleeing vehicle is aware of the attempt and is resisting apprehension.

Q

QUANTITATIVE OBJECTIVE

A specific result that can be directly measured or determined.

QUANTITATIVE TERMS

Expression of, or relating to, determined or measured amounts.

R

RATIO

The relationship in quantity, amount, or size between two elements; an indicator of the relative sizes of quantities compared.

RATED EMPLOYEE

The employee whose work performance is evaluated by a rater.

RATER

The supervisor who evaluates the performance of a subordinate employee.

RATING

The estimate of the value, worth, strength, capacity of, etc.

REASONABLE BELIEF

The facts or circumstances the officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

RECEIVER AGENCY

An agency that receives service, equipment, or supplies from another agency.

RECRUITMENT ACTIVITIES

A systematic method of seeking potentially qualified job applicants.

RECRUITMENT LITERATURE

A body of writing relating to methods of seeking qualified applicants for jobs.

REMEDIAL TRAINING

Personalized training to correct a specific deficiency, which is usually identified by either (1) testing or other evaluation during training or (2) supervisory evaluation during routine job performance.

REPORTING AREA

A subdivision of the agency's service area, usually no more than a few city blocks in size that is used as the smallest geographical unit for aggregating data on the distribution of calls for service by location.

RESERVE OFFICER

A sworn officer who is available to work specified law enforcement duties on an on-call basis. Reserve officers have the same selection process, basic training requirements and annual training and qualification requirements as full time officers.

RESTRAINING DEVICES

Equipment that is used to restrain the movement of the arrestee, such as handcuffs waist chains, ankle chains, and tie-down stretchers.

REVIEWING OFFICER

The person, normally the rater's supervisor, who is responsible for ensuring the completeness of an evaluation report and the fairness, objectivity and lack of bias on the part of the rater in measuring performance of the employee.

ROAD

That portion of a highway that includes both the roadway (traveled portion) and the shoulder. (See Highway definition)

ROADBLOCK

A temporary operation in which law enforcement or other authorized personnel stop some or all traffic to inspect individual vehicles or their contents to interview drivers.

ROADWAY

That portion of a highway, improved, designed, or ordinarily used for vehicular travel, exclusive of the shoulder. (See Highway definition)

ROLLING ROADBLOCK

Use of one or more moving vehicles to block the roadway and prevent approaching vehicles from continuing.

ROLL-CALL TRAINING

Training or informational sessions of short duration administered to law enforcement officers just prior to, or after, their tour of duty.

RULES AND REGULATIONS

A set of specific guidelines to which all employees must adhere.

S

SALARY AUGMENTATION

Pay that is added to the base salary of the employee. Such augmentation may be considered as premium pay, merit pay, differential pay, or a temporary increase because of a temporary assignment to a position with higher base salary.

SALARY SEPARATION

A difference between salary of one rank and the next highest rank or between that provided for one classification of work and any other.

SCHOOL-CROSSING SUPERVISION

Control of pedestrians and vehicles by adult school-crossing guards, or control of students only by student safety patrols.

SEARCH AND RESCUE

Involves a coordinated effort to locate individuals missing in a wilderness area, in large bodies of water, or elsewhere.

SECONDARY EMPLOYMENT

Any outside employment, which is either extra-duty or off-duty. Extra-duty employment is any secondary employment that is conditioned on the actual or potential use of law enforcement powers by the officer-employee. Off-duty employment is any secondary employment that is not conditioned on the actual or potential use of law enforcement powers by the off-duty employee. All secondary employment by any sworn member of the Department must be pre-approved.

SECURITY HAZARD

Any threat to the security of the arrestee, to the facility in which he or she is held, or to others with whom the arrestee may come into contact. Estimations of the degree of security hazard will govern the means of transport, the kinds of restraining devices to be used, and other actions to be taken by the escort officer to provide proper protection for and security of the arrestee.

SECURITY OFFICER

A sworn law enforcement officer, who may or may not be uniformed, having responsibility for maintaining security at private businesses or functions.

SECURITY SURVEY

An on-site examination and analysis of security needs that (1) determines the nature and degree of the threat, the exact kind and degree of protective measures used, and the precise kinds of security measures that are required and (2) recommends the appropriate policies, procedures, and equipment needed for the security function.

SELECTION CRITERIA

Rules, standards, procedures, or directives upon which a judgment or decision concerning employment can be based.

SELECTION MATERIALS

All written tests, test scores, answer sheets, study materials, evaluations, ratings, questionnaires, reports, and forms used in the selection process that have a bearing upon the employment decision.

SELECTION PROCEDURE

Any established method or combination of methods used in any way as the basis for an employment decision.

SELECTION PROCESS

The combined effect of components and procedures leading to the final employment decision, including minimum qualifications (e.g., education, experience, physical attributes, citizenship, residency), written tests (if any), performance tests (if any), oral exams (if any), interviews, background investigations, medical exams, polygraph tests, police academy ratings, probationary period ratings, personality inventories, interest inventories, psychiatric evaluations, veteran's preference, cut-off scores (if any), and ranking procedures.

SELECTIVE TRAFFIC ENFORCEMENT

The assignment of personnel to traffic enforcement activities at times and locations where hazardous or congested conditions exist. Such assignments are usually based on such factors as traffic volume, accident experience, frequency of traffic violations and emergency service needs.

SERIOUS PHYSICAL INJURY

A bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in long-term loss or impairment of the functioning of any bodily member or organ.

SERVICE

The delivery of any item of civil process that is complete with the act of delivery and does not require physical or legal seizure of a person or thing.

SERVICE COMMUNITY

Those persons living within the agency's jurisdiction.

SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

SHIFT

A time division of the day for purposes of assignment, such as an eight-hour period. Shifts may be consecutive eight-hour periods or they may overlap to meet unusual or peak loads.

SINGLE POINT OF CONTACT

A specific person, position, organizational component, or phone number.

SKILL

A present observable competence acquired or developed through experience and/or training.

SKILLS, KNOWLEDGE, AND ABILITIES (SKA)

Skills are the proficiency with which an individual performs. Knowledge is a body of information or the understanding gained through learning, education, experience, or associations. Abilities are processes required to perform the various job responsibilities.

SPAN OF CONTROL

The number of persons reporting to any one supervisor.

SPECIAL EVENT

An activity, such as a parade, athletic contest, or public demonstration, that results in the need for control of traffic, crowds, or crimes.

SPECIAL ORDER

A directive affecting only a specific segment of the organization or a statement of policy or procedure regarding a specific circumstance or event that is of a temporary nature.

SPECIAL PURPOSE VEHICLE

A vehicle used because of considerations of weather, terrain, the need for inconspicuous appearance, quietness, storage requirements, special operational needs, etc. Includes SWAT trucks, bomb disposal

vehicles, mobile command posts, all-terrain vehicles (ATV's), boats, aircraft, motorcycles and arrestee transport vehicles.

SPECIALIZED ASSIGNMENT

An assignment often characterized by increased levels of responsibility and specialized training, but within a given a position classification; a specialized assignment may involve higher pay or additional benefits.

SPECIALIZED TRAINING

Training to enhance skills, knowledge and abilities taught in either initial or other in-service programs. Specialized training may address supervisory, management, and/or executive development training, or it may include technical and job-specific subjects (e.g., homicide, traffic fatality, fingerprint or juvenile investigation, etc.).

STAFF INSPECTION

Inspection conducted by personnel who do not have control of the persons, facilities, or procedures being inspected. Staff inspectors in larger agencies are generally members of a specialized component responsible for conducting inspections throughout the agency. The results of staff inspections are usually reported to the agency's chief executive officer.

STANDARDS

Issued by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), a standard is made up of three parts; (1) the standard statement, (2) commentary, and (3) levels of compliance.

(1) The standard statement is a declarative sentence that places a clear-cut requirement or multiple requirements on an agency. Many statements call for the development and implementation of a policy or procedure in the form of a rule, regulation, or written directive. Other standards require an activity, a report, a procedure, or other action.

(2) The standard commentary is designed to explain or expand upon the standard or to provide guidance with regard to gaining compliance with the standard. A commentary is not binding upon the agency.

(3) The standard levels of compliance is an alphabetical listing of the agency sizes, and the alphabetical listing of either "M" for Mandatory, "O" for Other than mandatory, or "N/A" for if the standard is Not applicable.

STATEWIDE LAW ENFORCEMENT RADIO SYSTEM

A radio communications network that permits the law enforcement agencies within the state to communicate with each other directly, through another agency, or by means of a relay system.

STATIONARY OBSERVATION

Traffic observation at a selected place, usually one with an unfavorable accident experience or traffic flow problem, for traffic law enforcement purposes-especially to detect violations and deter possible violators.

STATUS OFFENSE

An act or conduct declared by statute to be an offense, but only when committed or engaged in by a juvenile and that can be adjudicated only by a juvenile court.

STREET

(See Highway definition)

STRESS MANAGEMENT

The ability to cope with the impact of various types of situations.

SUPERIOR OFFICER

A sworn employee with the rank of Sergeant or above.

SUPERVISION AND CONTROL

Means direct in-person contact.

SUPERVISOR

A sworn employee with a rank of Sergeant or above, or any civilian employee so designated by Department policy or assignment.

SWAT

An acronym for Special Weapons and Tactics. A SWAT team usually refers to a group of five or more officers who are specially selected, trained and equipped to handle high-risk incidents, such as those involving snipers, barricaded persons, hostage-takers, selected warrant services, and other situations or activities as deemed necessary by command leadership.

SWORN OFFICER

A commissioned law enforcement officer, subject to an oath of office and possessing those general peace officer powers prescribed by constitution, statute, or ordinance in the jurisdiction.

T

TACTICAL TEAM

Usually refers to a group of five or more officers who are specially selected, trained, and equipped to handle high-risk incidents, such as those involving snipers, barricaded persons, hostage-takers, selected warrant services, and other situations or activities as deemed necessary by command leadership.

TASK

A unit of work performed by an individual to accomplish the goal of a job.

TASK ANALYSIS

A systematic, structured process for dissecting a job into its basic parts. A task analysis identifies the important or essential elements of a job, the key work behaviors, and the knowledge, skills, and abilities required for these work behaviors.

TEMPORARY ASSIGNMENTS

Job tasks that are assigned for a limited time.

TEMPORARY HOLDING AREA

A room, space, or area for the processing, questioning or testing of detainees where they may not be subject to the continuous control or supervision of agency personnel in the same room, space, or area. The time period for which a detainee is being held under these circumstances may not exceed four (4) hours by CALEA standards.

TRAFFIC ACCIDENT INVESTIGATION

Collection of factual information identifying and describing people, roads, and vehicles involved in an accident; describing the results of the accident in terms of damage to vehicles and roadside objects, injuries to people, marks, residue and debris on the road and final positions of vehicles and bodies; interpretation of these facts in terms of behavior of road users involved; and sometimes, an attempt to specify the peculiar combination of factors required to produce that particular accident.

TRAFFIC ACCIDENT REPORTING

Basic data collection to identify and classify a traffic accident and the persons, vehicles, time/location, planned movements involved, and possible contributing factors, such as traffic law violations.

TRAFFIC CONTROL DEVICE

All signs, signals, markings and devices placed on, over, or adjacent to a street or highway by authority of a public body or official having jurisdiction to regulate, warn, or guide traffic.

TRAFFIC CONTROL SIGNAL

Any device, whether manually, electrically, or mechanically operated, by which traffic is alternately directed to stop and permitted to proceed.

TRAFFIC ENGINEERING AUTHORITIES

Persons responsible for traffic engineering in various local, regional, and state agencies (e.g., street or highway department, public works department, transportation department).

TRAFFIC LAW ENFORCEMENT

Law enforcement as it applies to statutes, ordinances, and legally authorized regulations relating to the use of streets and highways and ownership and operation of motor vehicles and other road vehicles.

TRAFFIC LAW ENFORCEMENT ACTION

The part of traffic law enforcement involving arrest, citation, or warning of any person alleged to have violated a law, ordinance, or regulation pertaining to the use of traffic ways when the person has knowledge of this action and when it is to (1) prevent such violation from endangering persons or property or inconveniencing other users of the traffic way; (2) prevent continued violation, or; (3) discourage recurrences.

TRAFFIC LAW VIOLATION

Violation of any statute, ordinance, or legally authorized regulation relating to the use of streets and highways or the operation and ownership of motor vehicles and other road vehicles.

TRAFFIC PATROL

The part of law enforcement traffic supervision that consists of driving or walking within an area or a roadway for the purpose of providing protection, security, and service to the public.

TRAFFIC SURVEY

An examination of traffic characteristics, such as volume, speed, delay, accidents, origin, destination, etc.

TRAFFICWAY

The entire width between property lines or other boundary lines of every way or place of which any part is open to the public for purposes of vehicular travel as a matter of right or custom. All highways are traffic ways, but traffic ways include also some areas on private property, such as shopping centers.

TRANSPORT VEHICLE

The vehicle used for transporting an arrestee from one point to another. This term does not refer to commercial vehicles, such as buses, trains, or aircraft that may be used for arrestee transport.

TRANSPORTING OFFICER

A sworn officer, who is responsible for transporting an arrestee from one point to another.

U

UNENCUMBERED BALANCE

That part of an appropriation or allotment that has not been committed and is thus available for expenditure.

UNFOUNDED COMPLAINT

Either an allegation is demonstrably false or there is no credible evidence to support it.

UNITY OF COMMAND

The concept that each individual in the organization has one, and only one, immediate supervisor.

UNSATISFACTORY PERFORMANCE

Employee behavior or work performance that is substandard and may lead to corrective or disciplinary action.

UTILITY/USEFULNESS

An assessment of the practical value of a component of the selection process based upon considerations of validity, selection/appointment ratio, the number of candidates to be selected, and the nature of the job.

V

VALIDITY

Proof through statistical data that a given component of the selection process is job related either by predicting a candidate's job performance or by detecting important aspects of the work behavior related to the position.

VERBAL WARNING

A warning given orally without any written record.

VIDEOGRAPHS

Images of persons or objects recorded on a videocassette, videodisc, or other recording medium, by means of a video camera, for playing back, as on a television set.

VISIBLE OBSERVATION

Stationary observation by an observer in full view but so located, such as on a side street, that effort is required by those in the traffic stream to discover the observer.

VICTIM

A person who suffers physical, financial, or emotional harm as the direct result of a crime* committed upon his or her person or property. Also regarded as victims are (a) a spouse, child, parent, or legal guardian of a minor victim and (b) a spouse, child, sibling, parent, or legal guardian of a homicide victim. (The definition excludes any person involved in a crime as a perpetrator or accomplice.)

**(Any of the following constitute "a specific crime": all felonies, all misdemeanor crimes against persons, and, upon the recommendation of the responding officer, other crimes.)*

VICTIM ADVOCATE

A person authorized by the agency to assist victims in specified ways. Such advocates may be agency members (sworn or nonsworn) or volunteers (unpaid citizens).

VIP

"Very Important Person" A dignitary, famous personality, notorious person, or any other person in need of special security.

VOLUNTEERS

Unpaid citizens.

W

WITNESS

A person who-as determined by the law enforcement agency-has information or evidence relevant to the investigation of a specified crime. (See * under Victim definition) When the witness is a minor, the term "witness" includes an appropriate family member. "Witness" includes neither defense witnesses nor anyone involved in the crime as a perpetrator or accomplice. (All victims are witnesses.)

WORK BEHAVIOR

The manner of performance of one or more tasks (physical and mental) to achieve the objectives of the job.

WORKLOAD

The sum total of cases and other measurable activities occurring within a given area or time period.

WRITTEN DIRECTIVE

Any written documents used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional material.

WRITTEN WARNING

A warning in which the violator is given a written record of the action at the time of the violation and which he or she may be required to acknowledge by signing.

Z

ZONE / SECTOR

A geographic area assigned to a patrol officer. The terms apply to the area patrolled by an officer on foot or in a vehicle.