



Public Safety Meeting

AGENDA

April 6, 2010

I. CALL TO ORDER

II. MATTERS BEFORE COMMITTEE

1. [Discussion / Approval - Out of State Training for School Resource Officers](#)
2. [SOP Updates](#)

III. ADJOURN



Public Safety Meeting

AGENDA

April 6, 2010

Item:

Discussion / Approval - Out of State Training for School Resource Officers

Department:

Police

Additional Information:**Financial Impact:**

City will be refunded for hotel, registration and travel expenses from school mini grant. City will only be responsible for per diem.

Budgeted Item:**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

[McDaniel Training](#)

[Bailey Training](#)

From: Charles McDaniel (chuck10855@yahoo.com)

To: Chuck McDaniel

Date: Tue, February 9, 2010 12:54:24 PM

Subject: ejetju

Feb 9th, 2010

Training Request Information for:

Cpl. Charles McDaniel

2010 School Resource Officers Convention

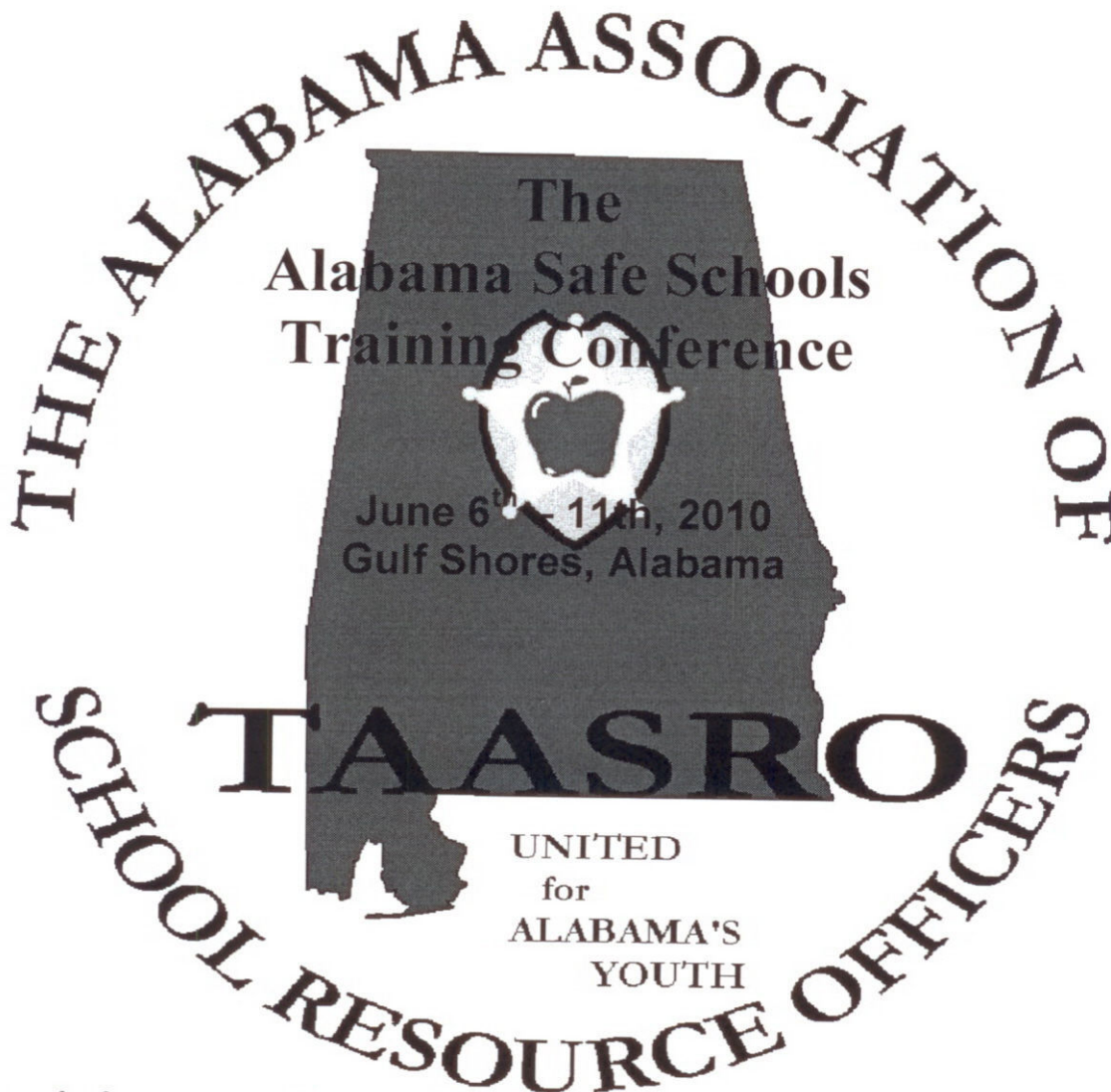
Registration Fee:	\$150.00
Hotel Fee:	\$ <u>800.31</u>
Total	\$ 950.31

Included in this packet is a Registration Form that needs to be sent in, Hotel Reservation contact Information and cost, Mileage as provided by Mapquest, a copy of the Conference Schedule and the Monroe Police Department Training

Item # 1

**Please contact me with any questions.
678-975-2514**

**The Alabama Association of School Resource
Officers
The Alabama State Department of Education**

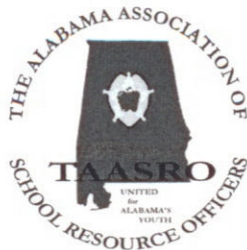


**A training event for all professions working to provide
safety for our schools and the youth!**

For conference information visit www.taasro.org or Email TAASRO Education
Coordinator, Steven Whited swfppd@yahoo.com

United for Alabama's Youth

10th Annual!



2009 SAFE SCHOOLS CONFERENCE SCHEDULE
June 7th-12th, 2009
1720 Gulf Shores Parkway
Gulf Shores, Alabama 36547

SUNDAY, June 7th

2009 Conference Registration will be held at CONNECTIONS 1720 Gulf Shores Parkway, Gulf Shores, AL. 36547

5:00 – 7:00 PM *Registration/Welcome Reception with food, sponsored by Raptor Technologies*

MONDAY, June 8th

7:30 - 8:00 **Late Registration**

8:00 – 8:30 **Welcome: Rob Cook TAASRO President and Mo Canady NASRO**

8:30 – 9:50 **Opening Speaker: Stephen M. Daley M.Ed, Executive Director radKIDS Personal Empowerment Safety Education**

9:50 – 10:00 **Break**

10:00 – 11:00 **General Session: Chuck Friedman, Motivational Interviewing – Intervention programs and grant opportunities**

11:00 – 12:00 **Working Lunch. (Lunch provided Big O's Seafood Restaurant)**

12:00 - 1:00 **General Session: Jim Toney, Department of Education Update**

1:00 – 1:10 **Break**

1:10 – 2:00 **General Session: Jim Toney, Department of Education Update**

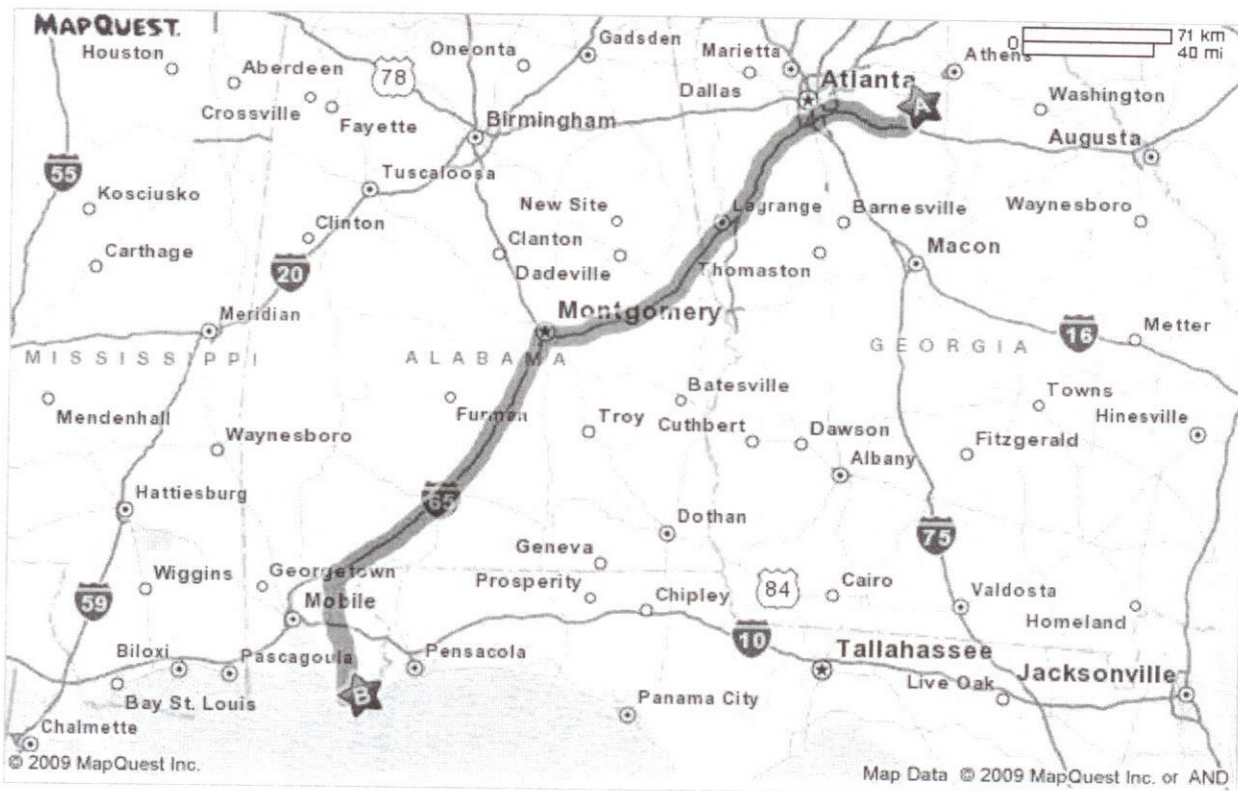
1st ACTIVE SHOOTER SESSION

Continued...

-   11. **RABUN RD** becomes **AL-59 S**. go 48.1 mi
-   12. Turn **LEFT** onto **E BEACH BLVD / AL-182**.
Continue to follow **AL-182**. go 4.8 mi
-  13. **24132 PERDIDO BEACH BLVD**. go 0.0 mi

B **24132 Perdido Beach Blvd, Orange Beach, AL 36561-3069**
Total Travel Estimate : 401.10 miles - about 6 hours 41 minutes

Route Map [Hide](#)



All rights reserved. Use subject to License/Copyright | [Map Legend](#)

Directions and maps are informational only. We make no warranties on the accuracy of their content, road conditions or route usability or expeditiousness. You assume all risk of use. MapQuest and its suppliers shall not be liable to you for any loss or delay resulting from your use of MapQuest. Your use of MapQuest means you agree to our [Terms of Use](#)

WALTON COUNTY BOARD OF EDUCATION

200 Double Springs Church Road, Monroe, Georgia 30656, Telephone 770-266-4520, Fax 770-266-4415
www.walton.k12.ga.us

October 22, 2009

Gary Hobbs
Superintendent

Dr. Harvey Franklin
Assistant Superintendent

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Coleman Landers
Vice Chairman

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Lynn Hill
Jeremy Kilburn
Teresa Nay

Keith Glass, Chief
Monroe Police Department
116 South Broad
P. O. Box 1570
Monroe, Georgia 30655

Dear Chief Glass:

This is to notify you that we have set aside \$2,688.00 for your agency to use for training of our School Resource Officers (SRO's) in the areas of alcohol, drugs, tobacco awareness and prevention, and school safety.

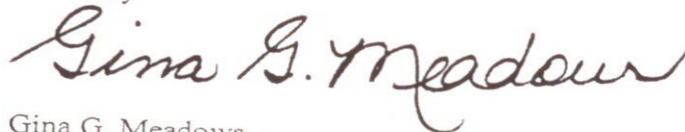
In order to reimburse your agency for training and related expenses, we must have a copy of the training agenda and hotel receipts, together with a Travel Recap and Miscellaneous Reimbursement form. (A copy of the form is attached). It will be officer's responsibility to make hotel reservations and conference reservations. Also attached is the Georgia Security and Immigration Compliance Act - O.C.G.A. 13-10-90. This form must be completed, signed, notarized and submitted to the Department of Budget and Finance.

If you feel that your agency will not need all of these funds, please let me know immediately. My contact number is 770-266-4508.

Please return signed agreement to me by November 10, 2009.

If you have question, please feel free to contact me.

Sincerely



Gina G. Meadows
Student Services Director

cc: Randy Bradberry
CEO Facilities, Maintenance and Operations

Attachments (3): Travel Recap & Miscellaneous Reimbursement Form, Georgia Security & Immigration Compliance Act; and Contract for Services.

In Pursuit of Excellence



Walton County Public Schools



Monroe Police Department Training Request form

(Request form for all state and out of state academy's)

Officer name: Cpl Charles McDaniel Date: Feb 9th 2010
(PRINT NAME)

Supervisors name: Capt M Matthews Shift: _____
(PRINT NAME)

1. Name of Course Requesting: TAASRO
Course Number: _____ Date of Course: June 6th - 11th, 2010
(Include MM / DD / YY and length of course)
Location of Course: 1720 Gulf Shores Pkwy, Gulf Shores Alabama 36547
2. Name of Course Requesting: _____
Course Number: _____ Date of Course: _____
(Include MM / DD / YY and length of course)
Location of Course: _____
3. Name of Course Requesting: _____
Course Number: _____ Date of Course: _____
(Include MM / DD / YY and length of course)
Location of Course: _____
4. Name of Course Requesting: _____
Course Number: _____ Date of Course: _____
(Include MM / DD / YY and length of course)
Location of Course: _____

Supervisor Corporal: (Approved or Not Approved): _____
(Circle one) (SIGNATURE) (DATE)

Supervisor Sergeant: (Approved or Not Approved): _____
(Circle one) (SIGNATURE) (DATE)

Training Officer Approval: (Approved or Not Approved): _____
(Circle one) (SIGNATURE) (DATE)

Uniform Patrol Commander: (Approved or Not Approved): _____
(Circle one) (SIGNATURE) (DATE)

Chief Approval: (Approved or Not Approved): _____
(Circle one) (SIGNATURE) (DATE)

After form has been signed and approved by all above named it is then forwarded to the Departmental Training Officer
Only then will the officer be considered for the open course.

NATIONAL SCHOOL RESOURCE OFFICERS CONVENTION

LOUISVILLE, KENTUCKY, AUG 1-6, 2010

- TRAINING REQUEST FORM
- INVOICE FOR REGISTRATION
\$550.00 NON MEMBER FEE
- HOTEL FEES/ PARKING FEE
\$135.00 X 5 NIGHTS = \$675.00
\$12.00 x 6 DAYS = 72.00

TOTAL HOTEL COST LESS TAX = \$747.00

- TRAVEL INFORMATION
EST. 501 MILES / 8HRS TRAVEL TIME
- COVENTION SCHEDULE

REGISTRATION - \$550.00

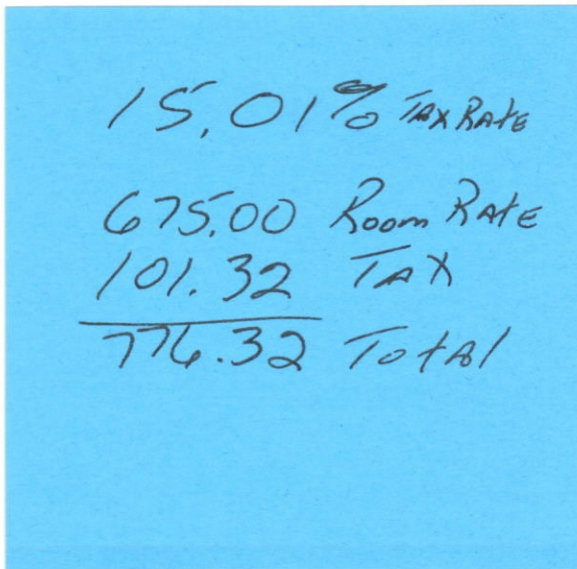
HOTEL /PARK - \$747.00

TOTAL COST

LESS PER DIEM, TRAVEL - \$1297.00



E.C. BAILEY IV #354
wacsro@walton.k12.ga.us
678-283-4516



15.01% TAX RATE
675.00 Room RATE
101.32 TAX

776.32 Total

16 S Broad St, Monroe, GA 30655 to 140 N 4th St, Louisville, KY 40202 - Google Maps











Directions to 140 N 4th St, Louisville, KY 40202
501 mi – about 8 hours 0 mins

Save trees. Go green!
 Download Google Maps on your phone at google.com/gmm



A 116 S Broad St, Monroe, GA 30655

- | | |
|--|-------------------------------------|
| <p>1. Head north on S Broad St toward E Spring St/US-78 Bypass</p> | <p>go 177 ft
total 177 ft</p> |
| <p> 2. Take the 1st left onto W Spring St/US-78 Bypass
About 4 mins</p> | <p>go 1.8 mi
total 1.9 mi</p> |
| <p> 3. Turn left at GA-138 W/Martin L King Jr Blvd
Continue to follow GA-138 W
About 32 mins</p> | <p>go 18.7 mi
total 20.6 mi</p> |
| <p> 4. Turn right to merge onto I-20 W
About 23 mins</p> | <p>go 24.4 mi
total 45.0 mi</p> |
| <p> 5. Take the exit onto I-75 N/I-85 N toward Chattanooga/Greenville
Continue to follow I-75 N
Passing through Tennessee
Entering Kentucky
About 5 hours 55 mins</p> | <p>go 386 mi
total 431 mi</p> |
| <p> 6. Continue onto I-64 W
About 1 hour 4 mins</p> | <p>go 69.9 mi
total 501 mi</p> |
| <p> 7. Take exit 5B for 3rd St/River Rd toward Downtown</p> | <p>go 0.2 mi
total 501 mi</p> |
| <p> 8. Turn right at W River Rd</p> | <p>go 0.1 mi
total 501 mi</p> |
| <p> 9. Take the 1st left onto N 4th St
Destination will be on the right</p> | <p>go 0.1 mi
total 501 mi</p> |

B 140 N 4th St, Louisville, KY 40202

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2010 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.

**CONFERENCE SCHEDULE**Saturday, July 31st

3:00 AM – 5:00 PM BASIC SRO Course begins

Sunday, August 1st

3:00 AM – 5:00 PM BASIC SRO Course continued

4:00 PM – 6:00 PM Attendee Check-In

4:00 PM – 8:00 PM Exhibit Hall open

5:00 PM – 8:00 PM President's Reception

Monday, August 2nd

7:00 AM – 8:30 AM Attendee Check-In

8:00 AM – 8:30 AM Continental Breakfast

8:30 AM – 10:00 AM Opening Ceremonies (**Uniform Requested**)

10:30 AM – 11:30 AM KEYNOTE SPEAKER: John Giduck

11:30 AM – 1:00 PM Lunch on your own

11:30 AM – 6:00 PM Exhibit Hall open

1:00 PM – 4:00 PM Keynote Speaker continued: John Giduck

1:00 PM – 5:00 PM BASIC SRO Course continued

1:00 PM – 5:00 PM ADVANCED SRO Course and SRO Supervisors/Management Course begin

4:00 PM – 4:30 PM Regional Meetings

4:30 PM – 6:00 PM Attendees Reception

Tuesday, August 3rd

3:00 AM – 5:00 PM BASIC SRO, ADVANCED SRO, SRO Supervisors/Management Courses continued

3:00 AM – 5:00 PM Comparative Compliance course

3:00 AM – 11:30 AM Breakout Sessions

11:30 AM – 1:00 PM Lunch on your own

1:00 PM – 4:30 PM Breakout Sessions

Wednesday, August 4th

3:00 AM – noon BASIC SRO, ADVANCED SRO, SRO Supervisors/Management Courses continued

3:00 AM – noon KEYNOTE SPEAKER: Prof. Bernie James

1:00 PM - ? Golf Outing

Thursday, August 5th

3:00 AM – 5:00 PM BASIC SRO, ADVANCED SRO, SRO Supervisors/Management Courses continued

3:00 AM – 11:30 AM Breakout Sessions

11:30 AM – 1:00 PM Lunch on your own

1:00 PM – 4:30 PM Breakout Sessions

3:00 PM - ? Special Event

Friday, August 6th

Item # 1

2010 Conference Schedule

- 8:00 AM – 9:00 AM Membership Breakfast Meeting and Awards Ceremony
- 9:00 AM – 11:30 AM Guest Speaker (TBA)
- 11:30 AM – noon Closing Ceremonies and Certificate Distribution

WALTON COUNTY BOARD OF EDUCATION

200 Double Springs Church Road, Monroe, Georgia 30656, Telephone 770-266-4520, Fax 770-266-4415
www.walton.k12.ga.us

October 22, 2009

Gary Hobbs
Superintendent

Dr. Harvey Franklin
Assistant Superintendent

BOARD MEMBERS

Mark Banks
Chairman

Coleman Landers
Vice Chairman

David Breedlove
Gwen Cantrell
Lynn Hill
Jeremy Kilburn
Teresa Nay

Keith Glass, Chief
Monroe Police Department
116 South Broad
P. O. Box 1570
Monroe, Georgia 30655

Dear Chief Glass:

This is to notify you that we have set aside \$2,688.00 for your agency to use for training of our School Resource Officers (SRO's) in the areas of alcohol, drugs, tobacco awareness and prevention, and school safety.

In order to reimburse your agency for training and related expenses, we must have a copy of the training agenda and hotel receipts, together with a Travel Recap and Miscellaneous Reimbursement form. (A copy of the form is attached). It will be officer's responsibility to make hotel reservations and conference reservations. Also attached is the Georgia Security and Immigration Compliance Act - O.C.G.A. 13-10-90. This form must be completed, signed, notarized and submitted to the Department of Budget and Finance.

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Gina G. Meadows
Student Services Director

cc: Randy Bradberry
CEO Facilities, Maintenance and Operations

Attachments (3): Travel Recap & Miscellaneous Reimbursement Form, Georgia Security & Immigration Compliance Act; and Contract for Services.

In Pursuit of Excellence



Walton County Public Schools



Monroe Police Department Training Request form

(Request form for all state and out of state academy's)

Officer name: Ofc. Everett Bailey Date: _____
(PRINT NAME)

Supervisors name: Cpl. C McDaniel Shift: _____
(PRINT NAME)

1. Name of Course Requesting: National SRO Conference
Course Number: _____ Date of Course: Aug 1st - 6th 2010
(Include MM / DD / YY and length of course)
Location of Course: Louisville, Kentucky

2. Name of Course Requesting: _____
Course Number: _____ Date of Course: _____
(Include MM / DD / YY and length of course)
Location of Course: _____

3. Name of Course Requesting: _____
Course Number: _____ Date of Course: _____
(Include MM / DD / YY and length of course)
Location of Course: _____

4. Name of Course Requesting: _____
Course Number: _____ Date of Course: _____
(Include MM / DD / YY and length of course)
Location of Course: _____

Supervisor Corporal: (Approved or Not Approved): [Signature] _____
(Circle one) (SIGNATURE) (DATE)

Supervisor Sergeant: (Approved or Not Approved): _____
(Circle one) (SIGNATURE) (DATE)

Training Officer Approval: (Approved or Not Approved): [Signature] 02/16/2010
(Circle one) (SIGNATURE) (DATE)

Uniform Patrol Commander: (Approved or Not Approved): [Signature] 2/15/2010
(Circle one) (SIGNATURE) (DATE)

Chief Approval: (Approved or Not Approved): _____
(Circle one) (SIGNATURE) (DATE)

After form has been signed and approved by all above named it is then forwarded to the Departmental Training Officer
Only then will the officer be considered for the course.



Public Safety Meeting

AGENDA

April 6, 2010

Item:

SOP Updates

Department:

Police

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [SOP Update](#)

 [SOP Info](#)

CITY OF MONROE POLICE DEPARTMENT TOWING SERVICES

1. PURPOSE

To provide a policy for the City of Monroe in reference to Towing Companies which may provide towing and related services when requested by the Monroe Police Department on a **rotating** basis.

2. QUALIFICATIONS

Towing Company must have a secure storage lot located within the city limits of Monroe that is manned during normal business hours (8 a.m. to 5 p.m.). A current City of Monroe business license, current State of Georgia Motor Carrier of Property Permit and current Insurance Certificate are required for all towing vehicles. The following information must be submitted 30 days prior to written agreement renewal: current insurance certificates, current information on all drivers, amber light permits, current cab cards and vehicle registration.

3. CITY-FURNISHED PROPERTY

A. No material, labor or facilities will be furnished by the City of Monroe Police Department unless otherwise provided for in this policy.

4. STATEMENT OF EXPERIENCE AND QUALIFICATIONS

Towing Company operator may be required upon request to prove to the satisfaction of the City of Monroe Police Department that he/she has the skill, experience, necessary facilities and ample financial resources to perform in a satisfactory manner under the terms of this policy. Towing Company is required to comply and abide by all applicable federal and state laws and regulations, as well as local ordinances. It shall be the duty of the Towing Company to ascertain all applicable laws, rules, regulations and ordinances and any changes thereto. All employees must have a waiver signed consenting to a background check and must furnish a copy of a valid DOT medical card and drivers license. A new employee will report to the City of Monroe Police Department with the above-mentioned information within two weeks of hire date. This information will also be required on an annual basis at the time of contract renewal.

5. SPECIFICATIONS

The City of Monroe Police Department is an indirect party to the policy to the extent that under such policy, the Monroe Police Department will establish an obligation on the part of the Towing Company to make available to the general public the Towing Company's

service when and as called upon, at an established maximum service cost rate and to safeguard the public by assured coverage while the Towing Company is in performance of such service.

When a person is in need of a towing service, the Monroe Police Department will attempt to contact the towing service of the person's choice whenever possible, provided it can be accomplished in a timely manner.

A. Calls for Service

The Towing Company will be requested by the City of Monroe Police Department for needed wrecker service for all of the area inside the City Limits of Monroe. However, if in the judgment of the Monroe Police Department, additional wrecker services are needed, then other wrecker services will be called. The City of Monroe Police Department shall be the exclusive judge as to whether or not additional wrecker services are required.

Service under this policy is to be rendered only upon the request of the Walton County 911 Dispatch Center or the City of Monroe Police Department. Service is to be rendered immediately upon request. Services rendered in response to requests from other agencies or under other conditions shall not be applicable under this agreement.

NOTE: Towing Company shall not respond to the scene of an accident unless called to the scene by the Walton County 911 Dispatch Center or the City of Monroe Police Department.

B. Answering Calls

All calls for service shall be answered by the Towing Company within twenty (20) minutes of being contacted by Walton County 911 Dispatch Center or City of Monroe Police Department. Contact time and arrival time will be noted and logged by the Walton County 911 Dispatch Center, City of Monroe Police Department and /or requesting officer.

In the event the Towing Company called for service takes longer than twenty (20) minutes to respond to a scene, the following actions will be taken:

- 1) The next available Towing Company on the list will be called and the company which failed to respond in the twenty (20) minute time limit will be placed at the bottom of the call list.
- 2) Two or more failures to respond in the allotted time may result in the offending Towing Company being removed either temporarily or

permanently from the rotating wrecker call list.

C. Types of Service

Included under this policy will be the furnishing of labor, required equipment and other means for removal of wrecked or disabled vehicles or equipment from highways, roads, streets or other public thoroughfares or proximity thereof; to tow or otherwise transport such vehicles or equipment to such places as may be requested or directed.

D. Charges for Services

The Towing Company will charge the public at rates not greater than those stipulated and agreed to by the Towing Company under this policy. (The rates are set forth in **Section 6** of this policy). Such rates will be posted in the Towing Company's place(s) of business in such a way as to be prominently displayed for the attention and information of claimants of vehicles under its care. All charges must be itemized on invoice when submitting bill for payment.

E. Responsibility for Charges for Services

The City of Monroe Police Department and/or City of Monroe shall not be responsible to the Towing Company for any sum whatsoever, and all monies paid to the Towing Company, pursuant to the terms of this agreement, shall be paid by the owner of the vehicle(s) or by such remedies against such owners as provided by law.

Each vehicle is used to stand as security only for the charges against that vehicle and when vehicles which are unclaimed are sold and do not bring as much as the charges against the particular vehicle, the Towing Company agrees to suffer the loss between the sale price and the charges owed against the particular vehicle(s).

Any excess realized from the sale of a car shall not be applied against any deficiency from the sale of another car.

NOTE: The Chief of Police or his designee shall have the authority to waive all charges for a vehicle involved in a law enforcement action where the owner was not properly notified of the vehicle's location.

F. Inventory at Scene and Towing Company's Responsibility for Personal Property

1) The Towing Company shall be responsible and liable for all vehicles and property hauled, towed or stored under this policy, including all equipment and contents thereof and indemnify and hold harmless the City of Monroe

Police Department and the City of Monroe against all claims for damages to any vehicle and/or property hauled, towed or stored under this policy.

- 2) The requesting/investigating officer at the scene will check and inventory all vehicles at the scene and will complete a City of Monroe Police Department **Impounded Vehicle Inventory Record** and release it and all contents to the wrecker driver by signature. The wrecker driver will be given a copy of this form.
- 3) All property contained inside an impounded vehicle will remain in vehicle with the exception of Prescription Drugs, Eye Glasses and Child Restraint Systems. All code contained in Georgia Annotated 40-11-2 will be adhered to.

G. Hours of Service

The Towing Company will maintain equipment and sufficient labor force, adequate to supply demand, on a full 24-hour a day basis every day of the year. Stand-by crews and equipment are to be arranged so as to meet emergency situations under abnormal conditions. The Towing Company shall provide one (1) 24-hour phone number for point of contact. Vehicles will be released from storage Monday thru Saturday, 8 a.m.-5 p.m., and on Sunday by appointment only.

H. Office and Storage Facilities

- 1) The Towing Company will be required to maintain a suitable facility to transact business and to accommodate the public. Such facility must be properly maintained, clean and presentable at all times and shall be subject to inspection by the City of Monroe Police Department. Failure to properly maintain facilities shall be cause for suspension and/or removal from the wrecker call list at the option of the City of Monroe Police Department.
- 2) The Towing Company will have a manned area for storage of towed vehicles and/or equipment within the area of service (City of Monroe). Such storage area must be secured against free entry and in such a way as to give security to property entrusted to the Towing Company's care. If the storage area is an open area, it must be enclosed with fencing 6 feet in height with barbed wire topping to discourage theft, damage or malicious mischief and shall be adequately lighted. Such storage area must have security with reasonable human attendance. Such open area must be paved or have sufficient packed gravel surface to prevent problems in entry or exit during inclement weather.

- 3) The Police Department will inspect lot and office location and all equipment on an annual basis or at the discretion of the Chief or his representative.

I. Wrecker and Towing Equipment

- 1) Towing Company shall have in operating condition at all times, the towing equipment necessary to handle calls for service, and access to one extra heavy duty wrecker upon request. Equipment must be commercially manufactured. These are the minimum requirements.
- 2) Each wrecker will be required to carry a full complement of service items such as fire extinguishers, chains, ropes, blocks, dollies, stop lights, flares, flashers, flood lights, hand tools, shovels, axes, wrecking bars, brooms, a major first aid kit and other tools as needed for lighting, extricating, relighting of wrecker vehicle equipment and removal from thoroughfare by towing or carting.
- 3) Each Towing Company must be familiar with the number and type of service calls that can be reasonably anticipated during the term of this agreement, and shall have an adequate number of wreckers of each type or category necessary to provide the required services on a timely basis. If the Towing Company shall at all times be required to utilize the least expensive wrecker that is deemed adequate to perform the required service. Should the least expensive wrecker be unavailable, the Towing Company shall charge at the lesser rate.

J. City Vehicles and Evidentiary Towing

All vehicles belonging to the city of Monroe Police Department will be towed at **NO Charge**.

In the event towing of the vehicle requires the use of specialized equipment not owned by the Towing Company, or in the event a Monroe Police Department vehicle is disabled outside the service area of this agreement, the Towing Company shall be required to make arrangements on behalf of the Monroe Police Department with another wrecker service company for the towing of the vehicle and the Towing Company shall be responsible for ensuring the vehicle is towed to the appropriate location designated by the Police Department. **Vehicles towed at the request of The City of Monroe Police Department for evidentiary purposes will be paid for by the City of Monroe Police Department upon completion of the seizure of the vehicle. If seizure is not completed, the Towing Company will be contacted to repossess the vehicle at no charge for owner pick-up and payment.**

NOTE: A wrecker bill and keys will be left with the Police Department during the week during normal business hours (8am - 5 pm) or with the shift OIC after normal business hours to any vehicle that is towed to a location other than the Towing Company impound lot; i.e.: to the GBI Crime Lab or to the Monroe Police Department. This bill will be returned to the Towing Company should the Towing Company transport the vehicle to their impound/storage lot after the evidence has been processed. All bills left with the City of Monroe Police Department should be signed for by the Officer contact at the time of the tow. If there is no signature on the bill to acknowledge the vehicle tow, the Police Department will not be responsible for payment.

Other than described above, all non-consent towing requested by the Monroe Police Department will be towed to and redeemed from the Towing Company's storage premises.

K. Removal of Debris (as required by Georgia Law)

The Towing Company shall comply with all applicable laws regarding removal of debris. Roadway is to be left clean.

L. Examination of Records

The Towing Company agrees the Chief of Police or his duly authorized representative shall have access to and the right to examine any books, documents, papers and records of the Towing Company involving transactions related to this policy. Such records will be maintained for two years.

In addition to other terms or conditions, the Towing Company will comply with any applicable federal, state or local law or ordinances. **Attention is specifically directed to Georgia Law covering "Disposal of Motor Vehicles by Automobile Wrecking Companies"**. In addition to the requirements of law, the Towing Company will provide the Chief of Police in writing, at least one (1) week before each sale, a list of all vehicles to be sold, including the model, make and year of each vehicle, as well as its tag number and vehicle identification number.

M. Insurance

During the term of this agreement, the Towing Company shall maintain comprehensive general liability insurance covering bodily injuries with a limit of not less than three hundred thousand dollars (**\$300,000**) per occurrence and property damage with a limit of not less than three hundred thousand dollars (**\$300,000**) per occurrence, and statutory workers' compensation insurance, including employer's liability. All insurance shall be provided by insurers

licensed to transact business in the State of Georgia and otherwise acceptable to the City of Monroe Police Department and shall provide for thirty (30) days prior notice of cancellation to the Monroe Police Department. Towing Company shall deliver to Monroe Police Department a certificate or policy of insurance evidencing the Towing Company's compliance with this paragraph. Towing Company shall abide by the terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Towing Company shall maintain insurance for all towing equipment as required by the Public Service Commission of Georgia and/or the Georgia Department of Motor Vehicle Safety. Towing Company shall also provide the Monroe Police Department with notification of the status of all required insurance.

N. Indemnification

Towing Company shall indemnify and hold harmless the City of Monroe Police Department, the City of Monroe and its officers, employees and agents from and against any and all liability, judgment, and cash (including attorney's fees and expenses of litigation) whatsoever resulting from Towing Company, its agents and employees and Towing Company's performance or nonperformance under this policy.

O. Personnel

All Towing Company Personnel who operate towing equipment shall have a valid Georgia driver's license for the operation of same.

6. WRECKER SERVICE RATES

A. Category I

Any vehicle, truck or trailer, damaged or undamaged, with up to four (4) wheels.

- | | | |
|----|--|----------------|
| 1) | Basic Tow (anywhere within Walton County and one hour on site) | \$90.00 |
| 2) | Basic Flatbed Charge (Same as Above) | \$90.00 |
| 3) | Each additional mile (Outside Walton County) | \$ 2.00 |
| 4) | Basic Clean Up | \$5.00 |
| 5) | Fuel Surcharge not to exceed | \$25.00 |

The following scale will be used to determine surcharge. If the price of fuel should go over \$4.00 per gallon, surcharge price will be renegotiated.

\$1.51 per gallon - \$2.00 per gallon	\$ 5.00
\$2.01 per gallon - \$2.50 per gallon	\$10.00
\$2.51 per gallon - \$3.00 per gallon	\$15.00
\$3.01 per gallon - \$3.50 per gallon	\$20.00
\$3.51 per gallon - \$4.00 per gallon	\$25.00

NOTE: The mileage fee may be added when an individual wants to have the vehicle towed to a location outside Walton County, such as Athens or Atlanta.

- | | | |
|----|---|----------------|
| 6) | Charge per hour (at scene after 1 st hour) | \$60.00 |
| 7) | Overtured vehicles <u>OFF</u> roadway - extra charge | \$85.00 |
| 8) | Winching for off-the-roadway vehicles up to 50 Ft | \$85.00 |

B. Category II

Any vehicle, truck or trailer, with more than four (4) and up to six wheels.

- | | | |
|----|--|-----------------|
| 1) | Basic Tow (anywhere within Walton County and one hour on site) | \$105.00 |
| 2) | Each additional mile (Outside Walton County) | \$ 2.00 |

NOTE: The mileage fee may be added when an individual wants to have the vehicle towed to a location outside Walton County, such as Athens or Atlanta.

- | | | |
|----|---|-----------------|
| 3) | Charge per hour (at scene after 1 st ½ hour) | \$ 85.00 |
| 4) | Overtured vehicles <u>OFF</u> roadway - extra charge | \$150.00 |
| 5) | Winching for off-the-roadway vehicles (per foot) | \$5.00 |

C. Category III

Any vehicle, truck or trailer with more than six wheels and up to 18 wheels

- | | | |
|----|--|-----------------|
| 1) | Basic Tow (anywhere within Walton County and one hour on site) | \$300.00 |
| 2) | Each additional mile (Outside Walton County) | \$3.00 |
| 3) | Charge per hour (at scene after 1 st ½ hour) | \$200.00 |

D. Storage of Vehicles

- | | | |
|----|--|----------------|
| 1) | Storage charges will be charged per calendar day. | |
| 2) | Storage fees per day. | |
| 3) | | |
| | a. Vehicles, trucks and trailers <u>up to</u> 6 wheels | \$20.00 |
| | b. Vehicles, trucks and trailers <u>over</u> 6 wheels w/o air brakes | \$25.00 |
| | c. Any vehicle, truck or trailer, <u>with</u> air brakes | \$35.00 |

Use of additional wreckers

Additional wrecker may be needed at the scene of an accident. If additional wreckers are needed, the Towing Company may charge, per the category of vehicle involved in the accident, at the following rates:

- | | | |
|----|-------------|-----------------|
| 1) | Category I | \$ 90.00 |
| 2) | Category II | \$105.00 |

3) Category III \$300.00

NOTE: "Additional wreckers" is considered to be for the same vehicle. There will be towing charges assessed on each vehicle requiring a wrecker or wreckers.

If it is necessary to transport a vehicle by flatbed or dollies because of damage or the use of a light crane is required, then the following schedule shall apply:

- (1) Use of Flatbed/dollies (in addition to per category charges) \$ - 0 -
- (2) Services of light crane or frame (Minimum charge) \$100.00
 - a. Each additional hour \$100.00

If services are canceled after a wrecker has been dispatched, the wrecker service will be put back on top of the rotation.

If a towing service is called to the scene of an accident they are responsible for all vehicles. If the Towing Company needs additional wreckers it is their responsibility to dispatch them. The Towing Company called is responsible for all clean-up.

7. APPLICATION PROCESS AND AGREEMENT TERMS

Any Towing Company interested in being on the rotating towing list for the City of Monroe Police Department must meet the above qualifications and be willing to agree to the above specifications. To apply for the towing rotation list, Towing Company must contact the Chief of Police with the City of Monroe Police Department for review of the Towing Company. Upon review and meeting the above specifications and qualifications, a signed copy of this policy must be obtained for file at the Monroe Police Department. This signed policy will serve as a one year agreement with Towing Company and the City of Monroe for the rotating towing list for the City of Monroe Police Department. Any violations of policy terms may result in the one year agreement becoming void with violating Towing Company.

I have read and agree to all of the above conditions, rules, and requirements as specified in this agreement. I further agree and understand, violations of any of the above terms may result in my company being suspended or permanently removed from the rotating list for wrecker services utilized by the City of Monroe Police Department. The Chief of Police shall be the final authority in determining the seriousness of any violations and the appropriate penalty.

Towing Company Owner/Agent

Date

Monroe Police Department Standard Operating Procedures *Table of Contents*

Section I – Administrative

A-003 Policy Manual
A-005 Written Directives
A-010 Mission Statement
A-015 Goals and Objectives
A-020 Code of Conduct
A-021 Internal Investigations
A-025 Oath of Office
A-030 Organizational Structure
A-035 Employee Commendations
A-040 Crime Analysis
A-045 Courtroom Security
A-050 GCIC/NCIC Procedures
A-055 Records Management
A-056 Legal Process
A-057 Receipt of Funds/Payment of Fines
A-060 Selection Process
A-065 Performance Appraisal
A-070 Promotional Process
A-075 Discipline/Grievance and Appeals
A-080 Uniform Regulations
A-085 Harassment
A-090 Off-Duty/Extra-Duty Employment
A-095 Public Information/Media Relations
A-100 Victims Assistance
A-125 Code of Ethics

Section II – Emergency Operations

E-005 Disaster Response
E-006 Bomb Threats
E-015 Hostage/Barricade Incident
E-020 Unusual Occurrences/ Incident Command System
E-025 Terrorism Prevention Plan
E-030 Missing Children
E-035 Missing Persons (Adult)
E-040 National Guard Notification

Section III – Criminal Investigations

- I-005 Criminal Investigations
- I-010 Evidence and Property Control
- I-020 Informants
- I-035 Crime Scene Processing
- I-040 Computer Voice Stress Analyzer (CVSA)
- I-045 Surveillance Procedures
- I-050 Undercover Operations
- I-055 Interviews and Interrogations

Section IV – Patrol

- P-005 Patrol Operations
- P-006 Traffic Administration and Enforcement
- P-007 Traffic Direction and Control
- P-008 DUI Arrest
- P-009 Procedures for Suspended License
- P-010 Bias Based Profiling
- P-015 Preliminary/Follow Up Investigations
- P-020 Vehicle Operations
- P-021 Vehicle Pursuits
- P-025 Traffic Accident Investigation
- P-030 Use of Force
- P-035 Arrest Procedures
- P-036 Diplomatic and Consular Immunity
- P-040 Search and Seizure
- P-041 Strip/Body Cavity Searches
- P-045 Juvenile Procedures
- P-050 Audio/Video Recording Equipment
- P-055 Speed Detection Devices
- P-060 Transportation of Prisoners
- P-065 Mental Illness
- P-075 Family Violence Incidents
- P-080 Canine Program
- P-085 Assisting Motorists
- P-095 Firearms Qualifications
- P-096 Oleoresin Capsicum Pepper Spray
- P-097 ASP Tactical Baton
- P-098 Taser
- P-125 Vehicle Impounds

Section V – Training

- T-005 Departmental Training
- T-006 Civilian Training
- T-007 Firearms Qualifications
- T-010 Field Training Program (See also Field Training Guide)

Section VI – Communications

- C-005 Communications

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-003 POLICY MANUAL

EFFECTIVE DATE: 02/26/2008

NUMBER OF PAGES: 1

REVISED DATE:

DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
2.1

I. Purpose

To establish the validity and the continuity of the City of Monroe Police Department's Standard Operating Procedures Manual.

II. Statement of Policy

It shall be the policy of the City of Monroe Police Department to establish policies, procedures, rules and regulations as necessary to govern the actions of the employees of the department. (S.C. 2.1.e) In addition, it shall be the policy of the department that departmental policies, procedures, rules and regulations with a like subject matter to City of Monroe Personnel policies and procedures shall serve as a supplement to those policies and procedures and are enforceable as such.

In the event of a conflict, the policy or procedure in question will be submitted to the Major for clarification. These policies and procedures shall supersede any conflicting departmental policies.

Should a situation arise that is not covered, or is not applicable to the current SOP manual, all employees should seek out the appropriate supervisor for clarification or guidance. If a further clarification is needed, the Major may be consulted.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-005 WRITTEN DIRECTIVES

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 3

REVISED DATE: 02/26/2008 DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
2.1

I. Purpose

To establish a system of written directives in order to provide a standard format for written policies, orders, rules and regulations and to provide for the preparation and distribution to all police personnel of new or revised policies and procedures. (S.C. 2.e)

II. Definitions

- A. Standard Operating Procedures: Written directives in the form of policies, rules and regulations that are issued to police personnel as guidelines for police department operations.
- B. Special Orders: Written directives that are supplements to the standard operating procedures. All special orders will be incorporated into the revised Standard Operating Procedures, on an annual basis.
- C. Memorandums: Written directives of a temporary nature issued by the Chief of Police or department supervisor.

III. Statement of Policy

- A. All personnel employed by the Monroe Police Department will be issued a Standard Operating Procedures Manual CD and shall sign an acknowledgement sheet acknowledging receipt. The department's certification manager will keep a copy of the receipt on file.
- B. All policies and procedures will be placed on the departmental server to allow access by any employee in a read-only, print-only format. Hard copies of the manual will be placed throughout the department for easy access.

- C. All police personnel will be notified by email of any revision, deletion, or addition to the manual. Changes will be placed on the server. Employees who are assigned a hard copy of the manual are required to maintain the manual updated. Employees shall sign a cover sheet acknowledging receipt of all revisions or supplements to the Standard Operating Procedures. The certification manager will keep the cover sheet on file.
- D. Only the Chief of Police (or his designee) has the authority to issue, modify, or approve written directives. (S.C.2.1.a)

IV. Issuing Authority (2.1.b)

- A. A Standard Operating Procedures Manual may be issued to persons other than department employees only upon approval of the Chief of Police. The certification manager shall have the responsibility of issuing manuals to department personnel and other persons as directed by the Chief of Police.
- B. The Chief of Police or his designee may issue memorandums of a temporary nature. Any directive that is binding upon personnel of another watch or division must receive prior approval from the Chief of Police before distribution.
- C. Orders involving personnel changes or promotional appointments will only be issued by the Chief or a supervisor designated by the Chief of Police. Personnel changes or appointments will be noted on departmental memorandums.

V. Procedures for Revising and Updating Directives (S.C. 2.1.d)

- A. A recommendation for a revision, addition or deletion to the Standard Operating Procedures may be drafted at any level in the police department and submitted through the chain of command for consideration.
- B. Upon receiving a recommendation to revise, add, or delete any Standard Operating Procedure, the Chief of Police shall direct the certification manager or other supervisor to do so. The certification manager shall review all revisions, additions or deletions to ensure continued compliance with certification standards. Further review by the City Attorney may be required on some directives prior to implementation, if requested by the Chief of Police.
- C. Management personnel may review and discuss any proposed or revised policies or procedures at staff meetings. The new policy or

revision will be distributed to the management personnel at least 3 days prior to the staff meeting in which the policy is to be discussed. Management personnel will review the policy and seek input from their respective areas of responsibility (if appropriate). The policy will be discussed, revised (if appropriate) and either approved or rejected at the staff meeting. Management approval of a policy requires a majority vote by management personnel. Upon approval by management personnel, the certification manager will present the completed policy to the Chief of Police for his signature. Upon the Chief's approval, the policy will become effective on all department employees. This procedure shall apply to all indexing, purging and updating of policies. (S.C. 2.1.f)

- D. The certification manager shall be responsible for dissemination of the policy to all employees. The certification manager will also be responsible for coordination of any training of personnel, as appropriate.

VI. Written Directive Format (2.1.c)

- A. All department policies shall be designated Monroe Police Department Standard Operating Procedures.
- B. The manual shall be divided into sections and shall contain a table of contents and a subject index to aid the reader in locating specific policies.
- C. Policies shall be listed with an appropriate subject heading, effective date, policy number, distribution level and review date. All policies shall describe a purpose, statement of policy, discussion (when necessary) and specific procedures.
- D. Each policy shall be structured in an outline format.
- E. All policies shall have a space at the bottom of the last page for the Chief's signature, which will be added electronically. The original policy with the Chief's physical signature will be maintained on file in the certification manager's office.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-010 MISSION STATEMENT

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 2

REVISED DATE: 2/26/2008 DISTRIBUTION AUTHORIZATION:

STANDARD COVERED

1.1

I. PURPOSE

The primary purpose (mission) of a law enforcement agency is to maintain social order within prescribed ethical and constitutional limits, while providing professional law enforcement services. To attain this, the Monroe Police Department enforces the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of police authority and the constitutional rights of all persons. The Department recognizes that no law enforcement agency can operate at its maximum potential without supportive input from the citizens it serves. This Department actively solicits and encourages the cooperation of all citizens to reduce and limit the opportunities for crime and to facilitate the maximum use of resources.

The Monroe Police Department vigorously responds to calls for law enforcement services, enforces all Federal, State and local laws and ordinances, protects life and property, investigates matters of a criminal nature, preserves the peace, and strives to prevent crime and disorder. We are guided by the ordinances enacted by the City of Monroe, 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, both individually and collectively. In keeping with this goal, we have adopted the following concise mission statement that reflects the fundamental principles of our agency. We feel this should be the cornerstone of each and every member of our agency's policing philosophy:

MISSION STATEMENT

“To protect and to serve our community with the highest quality of law enforcement service by providing fair, firm, and consistent public safety services in partnership with the community.”
(S.C. 1.1)

It is the intent of this manual to provide every employee of the Monroe Police Department as much guidance and direction as possible in order to meet this standard of excellence.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-015 GOALS AND OBJECTIVES

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 2

REVISED DATE: 2/26/2008 DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
2.8

I. PURPOSE

To establish goals and objectives for the Monroe Police Department.

II. DEFINITION

A. Goals

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.

B. Objectives

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 a goal.

III. REQUIREMENTS

A. Procedures for Setting Goals (S.C. 2.8)

1. During the first quarter of the year (usually January), all division commanders within the police Department shall prepare new goals and objectives for the upcoming year and/or update existing goals and objectives.
2. Specific written goals and objectives will be established for each division as well as Department-wide.
3. Each employee is encouraged to participate in the formulation of goals and objectives.

4. The Division Commander will review all comments and suggestions for their merit and will compile the section's report and forward the final draft to the Chief of Police. Upon review by the Chief of Police, these goals and objectives will be returned to the appropriate Division Commander for implementation.
 5. Once new Departmental/Divisional goals and objectives are established, they will be distributed to all applicable personnel through the appropriate chain of command.
 6. Supervisors will ensure that divisional goals are consistent with and support departmental goals. Each Division Commander will submit a semi-annual report (July and December) to the Chief of Police stating the progress made toward the attainment of goals.
 7. Supervisors will inform their subordinates of the progress toward the attainment of departmental and divisional goals on a periodic basis.
 8. The Chief's Office will maintain the current year's goals and objectives on file and will make said goals and objectives available to all Departmental personnel.
- B. Standing Department Goals

The Monroe Police Department exists to safeguard lives and property and to maintain social order in a professional manner for its citizenry. The Department's role is to enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of police authority and the constitutional rights of all persons.

The employees of the Monroe Police Department are dedicated to achieving the following goals:

1. To identify criminal offenders and criminal activity and, when appropriate, to apprehend offenders and participate in subsequent court proceedings.
2. To deter the commission of crimes by reducing the opportunities for such crimes.
3. To facilitate the safe and efficient movement of people and vehicles.
4. To provide a management environment that facilitates the achievement of department goals, while providing for the career needs of its employees.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-020 CODE OF CONDUCT

EFFECTIVE DATE: 12/20/2005

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DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
1.4

I. Purpose

To establish a code of conduct to govern the actions of departmental members.

II. Statement of Policy

The code of conduct shall govern the actions of employees both on and off duty. Any violations of these rules will be subject to discipline.

III. Discussion

All members of the Monroe Police Department are members of a team working together with the primary objective of serving the community. Members who fail to follow the necessary rules and regulations governing conduct not only penalize themselves, but also do a disservice to other members of the department. The code of conduct is not intended to restrict the privileges of anyone, but designed to ensure the rights and safety of all members and to provide working guidelines to encourage equitable and professional conduct.

IV. Rules of Conduct

A. Insubordinate Offenses

The offenses listed in the Code of Conduct are not all inclusive. The Chief of Police and/or Command Staff reserve the right to discipline employees for offenses that are not listed here to include, but not limited to, violations of departmental policies and procedures, City of Monroe ordinances, state or federal laws, or ethical violations.

1. Respect Toward Superiors – Police personnel shall, at all times, display respect to supervisors and superior officers.
2. Abusiveness – Police personnel shall not use abusive language or gestures toward a supervisor, superior officer or co-worker.
3. Public Criticism of Policies, Procedures or Orders – Police personnel shall support the policies, procedures and orders of the department and shall not publicly criticize or ridicule the police department or its policies, procedures, or orders in any manner where such interferes with the maintenance of discipline or otherwise undermines the effectiveness of the police department.
4. Prompt Compliance with Lawful Order of a Supervisor – Police personnel shall promptly execute the lawful orders of a supervisor of the police department and shall not delay or fail to carry out such orders or instructions in a timely manner.
5. Compliance with the Direct Order of a Superior Officer or Internal Affairs Investigator – Police personnel shall obey the direct orders of superior officers or internal affairs investigators to answer questions specifically and directly related to an internal investigation of an alleged misconduct and shall comply with orders from internal affairs investigators. Employees will not discuss on-going internal investigations with anyone outside of Internal Affairs, without specific permission from Internal Affairs or Chief of Police.

B. Neglect of Duty Offenses

1. Abuse of Rest Period – Police personnel shall take only the specified amount of time for meals or rest periods.
2. Tardiness – Police personnel shall report for duty properly prepared at the time and placed required by assignment or orders.
3. Failure to Report as a Witness when Duly Notified or Subpoenaed – Police personnel shall promptly report as a witness when duly and properly notified or by judicial subpoena. In cases of conflict or illness, it is the officer's

responsibility to notify the proper authority (i.e. judge, district attorney, supervisor, etc...)

4. Notification of Sick Leave – Police personnel shall notify their supervisors of absence caused by illness no later than 2 hours prior to the schedule time for duty, whenever possible. Absences caused by emergencies or other legitimate reasons shall be reported as soon as possible.
5. Abuse of Sick Leave – Police personnel shall not feign illness or injury or falsely report themselves ill or injured for the purpose of staying out of work through the use of sick leave.
6. False Illness or Injury Report – Police personnel shall not feign illness or injury or falsely report themselves ill or injured for the purpose of making a fraudulent claim for insurance, worker's compensation or disability retirement.
7. Response to Radio Call – Police personnel shall respond promptly to all radio calls and shall monitor other units' radio traffic.
8. Constant Contact with Radio Dispatcher – Police personnel must maintain continuous contact with radio dispatchers whether in or out of the patrol unit; therefore, officers must have their portable radios turned on when out of the patrol unit.
9. Submission of Reports – Police personnel shall submit all required written reports prior to ending a tour of duty, except as authorized by a supervisor. Personnel will always submit required written reports prior to days off.
10. Willful Violation of Departmental Procedures and/or Directives – Police personnel shall not willfully ignore or violate official policies, directives, procedures, orders or supervisory instructions.
11. Endangering Others Through Neglect of Duty – Sworn police personnel shall take appropriate action in response to emergency situations where there is a clear and present danger to others and in response to serious crimes that come to their attention while on duty.

12. Leaving Assigned Work Area During Hours – Police personnel shall remain in their assigned work area while on duty unless authorized by a supervisor.
13. Failure to Work Overtime, Special Hours – Police personnel shall promptly report for duty when assigned to work overtime, special hours, special details, or special shifts.
14. Failure to Report Job Related Injury – Police personnel shall promptly report any job-related injury to their immediate supervisor.
15. Failure to Report a Police Vehicle Accident – Police personnel shall immediately report any police vehicle accidents in which they are involved to dispatch and to their supervisor.
16. Failure to Carry Assigned Equipment on Duty – Police personnel shall carry all necessary assigned equipment while on duty (i.e. firearm, badge, ID, handcuffs, flashlights, etc.)
17. Failure to Report Loss of Equipment – Police personnel shall immediately report the loss of any police equipment to a supervisor.
18. Dress and Grooming While on Duty – Police personnel shall maintain a neat and professional appearance in accordance with established policy while on duty or in uniform. (Note: “uniform” refers to the dress requirement of the specific assignment).
19. Notification of Correct Address and Telephone Number – Police personnel shall keep the police department informed of their current home address and telephone number and are required to maintain telephone service so they can be reached at any time.
20. Care and Maintenance of Service Weapons and Other Equipment – All police officers that are required to carry a firearm or other equipment shall maintain such firearm and equipment in a clean and serviceable condition.
21. Unauthorized Persons in Patrol Vehicle – Police officers shall not any person in the police vehicle unless the person

is under arrest, a prisoner, a stranded motorist, an authorized ride-along or otherwise authorized by a supervisor.

C. Improper Conduct Offenses

1. Courtesy – Police personnel shall be polite, courteous and professional in their contacts with the public and other police personnel.
2. Confidentiality of Addresses and Telephone Numbers – The address and phone numbers of all police personnel is considered confidential. Such information may only be released when authorized by a supervisor or by the consent of the personnel that it involves.
3. Use of Radio Procedures – Police personnel shall follow proper radio procedures in accordance with established policy.
4. Gossip – Police personnel shall not engage in or convey gossip that is detrimental to the department or other police personnel.
5. Correspondence – Police personnel shall not use the departmental letterhead or stationary without proper authorization from a supervisor.
6. Public Appearances, Speeches – Police personnel shall secure the consent of a supervisor prior to making any public appearance or speech where they are representing themselves as a police officer or where such appearance or speech might be interpreted as the official position of the department.
7. Outside Employment – Police personnel shall obtain prior approval from a supervisor before engaging in any extra-duty or off-duty employment.
8. Wearing of the Uniform While Under Suspension – Police personnel will not wear the uniform of the Monroe Police Department while under disciplinary suspension, except as may be authorized by the Chief of Police.
9. Recommending Attorneys or Bail Bondsmen – Police personnel shall not recommend or suggest to any person

arrested, or to any prisoner, or to any other person concerned with a prisoner in custody, the employment or hiring or any specific attorney or bail bondsman.

10. Bonding Agents – Police personnel shall not become the surety or guarantor, or go on the board of, or furnish bail for any person arrested and charged with a crime except members of their family, and then only upon authorization of his/her commanding officer.
11. Use of Prescription Drugs While on Duty – Police personnel shall determine the likely effect of prescription drugs from their physician before reporting for duty. Police personnel shall obtain the approval of their commanding officer before reporting for duty while taking lawfully prescribed medications that are likely to impair normal physical and mental faculties.
12. Use or Odor of Alcoholic Beverages While on Duty – Police personnel shall not consume, ingest, or partake of intoxicating liquors or alcoholic beverages of any kind while on duty, except as authorized in the performance of official duties. Medically prescribed drugs with an alcohol base shall not be used on duty unless approved by a commanding officer. Police personnel shall not report for duty or be on duty with the odor of alcoholic beverages on their breath or while under the influence of alcohol or other drugs.
13. Abuse of Official Identification – Police personnel shall maintain the security of their official police department identification and shall not lend their identification card or badge to another person, or permit them to be photographed or reproduced.
14. Intentional Abuse of Police Department Equipment – Police personnel shall utilize police department equipment only for its intended purpose in accordance with established procedures and shall not intentionally abuse, misuse, or damage police equipment.
15. Careless Handling of Abuse or Equipment Resulting in Loss or Damage – All personnel shall utilize police department equipment only for its intended purpose in accordance with established procedures, and shall not

subject such equipment to loss or damage through careless handling.

16. Use and Handling of Weapons – Police personnel shall use or handle weapons in a careful and prudent manner whether on or off duty. Officers are responsible for securing their weapons when off duty to prevent unauthorized use by family, friends or children. Weapons shall only be used in accordance with applicable laws and established police department procedures.
17. Improper Use of Official Position – Police personnel shall not use their official position to gain free admission to any public event or place of amusement, or to receive discounts at any eating establishment or merchandise of any type, except in the course of official duties or as authorized by the Chief of Police.
18. Interfering with Official Investigations – Police personnel shall not interfere with a case being handled by other officers of the Monroe Police Department or other governmental agencies. Officers shall not undertake any investigation or other official action that is not part of their regular duties unless ordered to do so by a supervisor; unless the intervening officer reasonably believes that a failure to act would result in an injustice or circumstances require immediate action.
19. Interference by Personnel Under Investigation – Police Personnel, against whom a complaint has been made, shall not attempt directly or indirectly, by threat, intimidation, appeal, persuasion or the payment of money or other consideration, to secure the abandonment or withdrawal of the complaint, charges, or allegations.
20. Recognition and Exposure of Undercover Officers – Police personnel shall protect the identity of officers engaged in covert operations and shall not intentionally expose the identity or occupation of officers engaged in covert operations.
21. Defacing or Marring Facilities or Bulletin Boards – Police personnel shall not mark, mar, alter or deface any printed or written notices placed upon police department bulletin boards or facilities.

22. Dissemination of Information – Police personnel shall treat the official business of the Monroe Police Department as confidential information and shall ensure that it will be disseminated only to those for whom it is intended, by authorized persons and in accordance with established procedures. Sworn personnel may remove or copy official records or reports only in accordance with established procedures.
23. Communicating Criminal Information – Police personnel shall maintain the security of confidential information and shall not intentionally communicate or give law enforcement information to another which may aid a person to escape arrest, delay the apprehension of a criminal suspect, or secure the removal of stolen or embezzled goods, money, or other property. Police personnel shall not intentionally divulge the identity of criminal informants except as required by law and authorized by competent authority.
24. Handling Monies and Property – Money and other property coming into the possession of police personnel, which does not belong to such police personnel, shall be delivered promptly to the proper evidence custodian and a report made of the transaction.
25. Processing Property and Evidence – Property and evidence, which has been received in connection with official police department investigations, will be processed in accordance with established procedures. Police personnel shall not convert to their own use, manufacture, conceal, destroy, remove, tamper with, withhold or falsify any property or evidence in connection with an investigation or other official action.
26. Association with Dissident Groups – Police personnel shall not knowingly associate with any person or organization which advocates or is instrumental in fostering hatred or persecution of any person or groups of person, nor shall they knowingly associate with any person or group which advocates overthrow of the United State Government.
27. Association with Criminals – Police personnel shall avoid regular or continuous associations or dealings with persons who they know or should have known are person under criminal investigation or indictment, or persons who have

criminal histories or immoral reputations in the community, except as necessary in the performance of official duties.

28. Excessive or Unnecessary Force– Police personnel shall use only that degree of force that is necessary to perform official duties and shall not strike or use physical force on any person except when necessary in self defense, in defense of another, to overcome actual physical resistance to arrest, or to prevent escape.
29. Political Activity – Police personnel shall not engage in any political activities while on duty, use their official position when engaged in political activities or use their official position to influence any person to vote for or against any particular candidate or issue.
30. Falsification of Official Documents – Police officers shall not knowingly falsify or knowingly cause another to falsify an official record or document.
31. Unlawful Compensation, Bribery – Police personnel shall not request, solicit, accept, or agree to accept any monetary or other benefit not authorized by law, for past, present, or future performance, non performance, or violation of any act or omission believed to have been either within the official discretion of police personnel, in violation of public duty, or in performance of public duty in violation of Georgia law.
32. Untruthfulness – Police personnel shall speak truthfully and shall not knowingly make false or untrue statements except as authorized in the performance of duties and as necessary to maintain covert operations or investigation of criminal activities not in violation of Georgia law.
33. Willful Violation of GCIC Council Rules and GCIC CJIS Security Policy – Employees shall comply with all the rules and regulations of the GCIC CJIS Security policy.
34. Perjury – Police officers shall not knowingly make false statement(s) while under oath in a formal judicial setting in violation of Georgia law.
35. Harassment – Police personnel shall not use their official position to harass, threaten, coerce or inconvenience any citizen or co-worker because of personal prejudice.

36. Chain of Command – Police personnel shall adhere to the organizational chain of command in the conduct of regular duties, except when necessary for maintaining the morale and/or integrity of the police department or in cases of justifiable personal need.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-021 INTERNAL INVESTIGATIONS

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 5

REVISED DATE: 3/11/2008 DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
2.7

I. Purpose

To provide guidelines and procedures for prompt and just disposition of complaints made against police department personnel.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to investigate all complaints of alleged misconduct against the department or its personnel in a prompt and professional manner to assure the community of prompt corrective action when police personnel conduct themselves improperly, while also serving to protect the department and its personnel from unwarranted criticism or false allegations pursuant to discharge of official duties.

III. Administration

The Administrative Services Captain shall be responsible for and accountable for the Internal Affairs function of the Monroe Police Department. The Captain shall report directly to the Chief of Police concerning the progress and findings of such investigations.

IV. Procedures

A. A written record of all complaints against the Monroe Police Department or its employees shall be maintained regardless of the nature or reasonableness of the complaint. The following types of incidents shall be referred to the Administrative Services Captain for an Internal Affairs review and investigation. Whenever appropriate, the Administrative Services Captain may refer certain matters back to the appropriate division for disposition.

1. Incidents in which the completion of a use of force report is required.
 2. Complaints involving allegations of civil rights violations, or allegations that an employee has used racial or ethnic epithets.
 3. Incidents involving off duty misconduct.
 4. Incidents involving allegations of criminal or unethical activity.
 5. Incidents involving police department supervisors.
 6. Allegations of negligence or neglect of duty resulting in bodily injury or death.
 7. Complaints involving allegations of unlawful or improper manipulation of or tampering with the promotional, evaluation, or disciplinary process.
 8. Complaints involving allegations of abusive conduct by a supervisor directed toward a subordinate. (S.C. 2.7.b)
- B. Whenever an investigation is to be made on any of the above complaints, the Administrative Services Captain must immediately notify the Chief of Police.
- C. Complaints involving minor traffic violations, violations of departmental rules and regulations, discourtesy to the public, etc., should be handled by the employee's own division (S.C. 2.7.a), without referring the matter to Internal Affairs unless one of the criteria listed above is applicable or there is a need for a more in depth investigation (S.C. 2.7.b).
- D. All completed investigations/complaints handled at the line level will be forwarded to Internal Affairs for review. (S.C. 2.7.c)
- E. A copy of the citizen's complaint form shall be furnished to any person initiating a complaint alleging misconduct on the part of the agency or an employee. It shall be the responsibility of the officer that received the complaint to ensure that a copy is given to the complainant. This procedure obviously does not apply to anonymous complaints or complaints where a citizen refuses to complete the form. Complaints made over the telephone shall be referred to the proper supervisor. The supervisor shall make a

written record of the complaint and ask the complainant to complete a citizen complaint form.

- F. Whenever an incident is turned over to Internal Affairs for investigation, the Administrative Services Captain will contact the complainant within five (5) days of the receipt of the complaint. Most internal investigations should be completed within ten (10) working days of receipt of the complaint. Exceptions to this rule would be complaints that involve more complex investigations.
- G. The Captain shall provide the complainant with periodic status reports of the investigation and shall notify the complainant upon completion of the investigation.
- H. All employees are directed to cooperate fully with any internal investigation in a timely manner. Employees who are directed to report at a specific time or date for an interview, CVSA, or other part of the investigation must comply with the order, unless prior arrangements have been made with the Internal Affairs investigator. Failure to do so will result in disciplinary action.
- I. If it becomes necessary to place an employee on administrative leave until the investigation is completed, the employee will be notified in writing of that decision.
- J. All employees shall refrain from discussing an internal investigation, whether it involves them directly or not, prior to the completion of said investigation with anyone outside of Internal Affairs, unless the Internal Affairs officer or the Chief of Police grants specific permission.
- K. An officer or employee may be requested to submit to a voice stress analysis and/or polygraph examination during an investigation into alleged misconduct. The test will be administered to an officer or employee only after the complainant has taken a voice stress analysis and/or polygraph test during the investigation of the incident (if applicable).
- L. During an internal investigation into alleged misconduct on the part of an officer or employee, the officer or employee may be required to:
 - 1. Submit to any medical or laboratory examinations, at the expense of the department, where the examination is specifically and narrowly related to the investigation.

2. Participate in a line-up.
3. Produce a financial disclosure statement.
4. Be photographed.

M. Whenever an Internal Affairs investigation concerning possible violations of criminal law is conducted, the Administrative Services Captain will turn the investigation over the CID Commander. The CID Commander shall maintain close contact with the District Attorney's Office. This liaison may include legal advice or case preparation.

V. Conclusion of Facts

The Administrative Services Captain shall complete a conclusion of facts in the Internal Affairs report. The Administrative Services Captain shall include the conclusion of facts in the internal affairs report. The conclusion shall cover one of the following areas:

- A. Sustained – evidence is sufficient to prove the allegation.
- B. Not sustained – insufficient evidence to either prove or disprove the allegation.
- C. Unfounded – allegation is false or not factual.
- D. Exonerated – officer/employee acted within scope of powers and in a proper manner.
- E. Policy Failure – flaw in policy led to or caused the incident.

VI. Internal Investigations Records

The department shall maintain a record of all complaints made against the agency or its employees. The Administrative Services Captain shall be responsible for the maintenance of all records and materials relevant to an Internal Affairs investigation. Internal Affairs records should be kept in a separate secure file in the Internal Affairs Division and shall only be accessible by the Administrative Services Captain or his designee and the Chief of Police. No other person is allowed to view active Internal Affairs files unless under a subpoena issued by an appropriate court which makes a specific request. If disciplinary action is taken against the employee, a copy of the disciplinary form shall be filed in the employee's personnel file.

VII. Employee Rights

Whenever an employee becomes the subject of a formal Internal Affairs investigation, the immediate supervisor or Internal Affairs officer shall issue a written statement to the employee giving notice of the allegations and the employee's rights and responsibilities relative to the investigation. The statement shall be in the form of a pre-investigative notice. The pre-investigative notice may not be given when the scope of the investigation involves alleged criminal activity.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-025 OATH OF OFFICE

EFFECTIVE DATE: 12/20/2005

NUMBER OF PAGES: 2

REVISED DATE: 3/11/2008

DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
1.2

I. Purpose

To establish a uniform Oath of Office for sworn personnel of the Monroe Police Department.

II. Statement of Policy

All sworn personnel, prior to assuming sworn status, will take and subsequently abide by an Oath of Office as provided by O.C.G.A. 45-3-1 and will enforce the law. The Oath of Office will be administered by the Chief of Police, or designee.

III. Oath of Office (S.C. 1.2)

I, _____ do solemnly swear (or affirm) that I will support and defend the Constitution of the United States of America and of the State of Georgia;

That I will in all respects observe the provisions of the Charter and Ordinances of the City of Monroe; and

That I will to the best of my skill and ability, faithfully and justly perform the duties and obligations of a peace officer without fear, favor or affection.

I do further swear that I am not the holder of any public money due this State, any political subdivision, or government authority unaccounted for; that I am not the Holder of any Officer of any foreign state which I am, by the laws of the State of Georgia, prohibited from holding; and that I am otherwise qualified to hold the office of a peace officer according to the Constitution and laws of the State of Georgia.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-030 ORGANIZATIONAL STRUCTURE

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 3

REVISED DATE: 3/25/2010 DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
2.2, 2.3, 2.4, 2.5, 2.6

I. Purpose

To designate an organizational structure, through which organizational components are arranged, defined, directed and coordinated. This policy will also define the general authority and responsibilities of command and supervisory personnel.

II. Statement of Policy

It shall be the policy of the Monroe Police Department that the department will be organized in such a manner so as to be effective and efficient and to provide clear channels of communication, direction and control between management and employees. Each of the components of the department's organization structure is commanded by one supervisor (S.C. 2.3). Responsibility is accompanied by commensurate authority (S.C. 2.6.a) and each employee is accountable for the use of delegated authority (S.C. 2.6.b).

III. Organizational Structure (S.C. 2.2)

A. Chief of Police

The Chief of Police is the chief executive officer of the department to include the following components: Office of the Chief, Law Enforcement Operations, and Service Support Operations. All supervisory personnel are responsible for the activities of the employees under their immediate control (S.C. 2.5).

B. Office of the Chief

The Office of the Chief consists of the Chief, an Executive Assistant, the Operations Commander and the City Marshal. A Major will serve as the Operations Commander. He or she will serve as the second in command of the Department. He or she will assume command and control of the Department in the absence of the Chief of Police. The City Marshal will address issues of civil law enforcement including code and local ordinance violations, various business license enforcement issues, and facilities security for city government property.

C. Law Enforcement Operations

Law Enforcement Operations is separated into three divisions.

The Patrol Division is divided into morning and day shift with 4 teams working 12-hour shifts each. A Lieutenant, who serves as the watch commander, commands two shifts (A & B or C & D). Overall supervision and performance of each shift is the responsibility of the Sergeant. Corporals serve primarily as street supervisors. Patrol Sergeants are responsible for employee relations, evaluations and discipline. Patrol corporals assist officers in the completion of reports, investigation of serious incidents, and field training. Sergeants serve as the Assistant Watch Commander and have full command authority in the absence of the Lieutenant. Overall supervision and responsibility for the division's performance rests with the Law Enforcement Operations Captain.

The Criminal Investigations Division is commanded by a Lieutenant with other Detectives assigned to the division. One sergeant is the principle crime scene processing officer. Other criminal investigations (i.e. white collar crimes, narcotics, child abuse, neglect, and other crimes) shall be the primary duties of each investigator. Detectives are supervised primarily by the Lieutenant, who has the responsibility for the division's performance. Overall supervision and responsibility for the divisions performance rests with the Law Enforcement Operations Captain.

The Field Investigative Team is commanded by a Sergeant with other members assigned to the team. The team is responsible for street level narcotics within the City of Monroe, as well as any other special details deemed necessary by the Chief of Police. The members of the team are supervised primarily by the Sergeant, who has the responsibility for the team's performance. Overall supervision and responsibility for the team's performance rests with the Operations Commander.

D. Service Support Operations

Service Support Operations is comprised of records, customer service, equipment, armory, school resource officers, municipal court operations, training, information technology, certification, accreditation, and internal investigations. The Administrative Services Division is commanded by a Captain. All sworn and civilian employees are supervised primarily by the Lieutenant, who has the responsibility for the unit's performance. Overall supervision and responsibility for the unit's performance rests with the Service Support Operations Captain.

IV. Chain of Command

To ensure that each person employed in the police department is accountable to only one supervisor at a given time (S.C. 2.4), police personnel will follow the chain of command in their respective divisions.

V. Organizational Structure

An organizational chart shall be maintained in the Chief's office and is available to all personnel. It will be updated annually, or as needed.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-035 EMPLOYEE COMMENDATIONS

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 9

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STANDARD COVERED

I. Purpose

To provide guidelines for the Department to formally recognize exemplary behavior.

II. Policy

The Police Department will recognize acts of valor, extraordinary achievement, or outstanding services by its personnel. Recognition will be accomplished by the presentation of specific awards for certain types of actions as specified in this policy.

III. Awards Committee

Presentation of the Medal of Honor, the Gallantry Star, the Lifesaving Medal, the Purple Heart, the Citation for Meritorious Service, and the Employee of the Year Award will take place only after favorable consideration by the Police Department Award Review Committee.

The Review Committee will consist of the Uniform Division Commander, the Criminal Investigative Division Commander, the Administrative Service Commander, the IT/Accreditation Division Commander and the Chief of Police.

Any employee of the Department may make a recommendation for a commendation. Recommendations for awards under the jurisdiction of the Awards Committee will be submitted to the Chief of Police by use of an official memorandum forwarded through the chain of command. Comments may be made at each level of the chain. The memorandum will contain only information pertaining to the incident on which the awards recommendation is based. The Chief will refer all such recommendations to the chair of the Awards Committee who will schedule a review of the incident. The frequency of the reviews will be

based on the volume of recommendations, but the Awards Committee will meet not less than two times a year when there are recommendations pending.

The Awards Committee will strictly limit its considerations to the facts of the incident under review. A clear demonstration of facts supporting each element of the recommended award, as listed in this policy must be provided in the submitted documentation. The Award Committee may recommend that a lesser award be given if it is their opinion that this would be proper.

The Award Committee itself may initiate an awards recommendation when an incident is known to the members that satisfy the criteria for an award and when no other recommendation has been received.

Any member of the Awards Committee who serves as an immediate supervisor of a person being considered for an award will be disqualified from considering that particular incident.

IV. Authorized Awards

The following awards are authorized for presentation to Monroe Police Officers, civilian employees and others.

A. Medal of Honor

1. The Medal of Honor is the highest honor that can be awarded an officer of this Department. It is granted for conspicuous heroism in the line of duty under circumstances of extreme personal hazard. It shall be awarded only on an order from the Chief of Police and only after the Awards Committee confirms the following circumstances:
 - a. The officer acted in the face of extreme personal danger, without hesitation or regard for his or her own life or well-being.
 - b. The officer took the action willingly and with full knowledge of the grave risks involved.
 - c. The action was so clearly above and beyond the call or risk of ordinary duty, and so conspicuous an example of personal courage, that any lesser award would be considered inadequate and inappropriate.

2. The award will include a medal, a service ribbon and a certificate with the written description of the event.

B. The Gallantry Star

1. The Gallantry Star is awarded to officers who perform extraordinary acts of bravery in the line of duty. It shall be awarded only on an order from the Chief, and only after the Awards Committee confirms the following circumstances:
 - a. The officer acted voluntarily and without regard for personal risk.
 - b. The act occurred at a moment of clear and obvious danger.
 - c. The act was clearly above and beyond the call of ordinary duty.
2. The award will include a medal, a service ribbon and a certificate with the written description of the event.

C. The Combat Cross

1. The Combat Cross is awarded to officers who perform individual acts of heroism while under fire or in life threatening conditions in the line of duty. It shall be awarded only on an order from the Chief, and only after the Awards Committee confirms the following circumstances:
 - a. The officer acted voluntarily and without regard for personal risk.
 - b. The act occurred at a moment of clear and obvious danger.
 - c. The act was clearly above and beyond the call of ordinary duty.
2. The award will include a medal, a service ribbon, and a certificate with the written description of the event.

D. The Lifesaving Medal

1. The Lifesaving Medal is awarded to officers who perform a lifesaving act under extraordinary circumstances. It shall be awarded only on an order from the Chief, and only after the Awards Committee confirms the following circumstances:
 - a. The officer took direct, immediate and positive action to preserve the life of another human being who was in danger of dying.
 - b. The action taken did prevent the loss of a human life.
 - c. The circumstances of the act were such that any delay in providing assistance would, in all probability, have resulted in the person's death.
2. The award will include a medal, a service ribbon, and a certificate with the written description of the event.

E. The Purple Heart

1. The Purple Heart is awarded to officers who suffer serious injury or death in the performance of duty. It shall be awarded only on an order from the Chief and only after the Awards Committee confirms the following circumstances:
 - a. The wound or injury was inflicted by an assailant whose intent was to injure the officer while he or she was engaged in carrying out an authorized enforcement action or was incurred in the performance of a rescue or other lifesaving act.
 - b. The injury sustained must have required treatment by a medical doctor.
 - c. The injury sustained resulted in a necessary loss of time from duty.
2. The award will include a medal, a service ribbon, and a certificate with the written description of the event.

F. The Officers Medal

1. The Officers Medal is awarded to officers who make a significant achievement in carrying out the mission of the Department. It shall be awarded only on an order from the Chief and only after the Award Committee confirms the following circumstances:
 - a. The officer acted with intent and with personal effort.
 - b. The act was clearly above and beyond the call of ordinary duty.
2. The award will include a medal, a service ribbon, and a certificate with the written description of the event.

G. Employee of the Year Award

This award is selected by vote of the Department each year. This award is presented to a police employee whose work performance and actions are clearly above the call of ordinary duty. Significant achievement in providing public safety is required. A constant commitment to outstanding service is demonstrated. Contributions of time and service to the community are desirable, but not absolutely required. The award includes a service ribbon, placement of the employee's name on the Employee of the Year plaque at the police Department, and a certificate.

H. Citation for Meritorious Service

1. The Citation for Meritorious Service is awarded to officers for an act of distinctive gallantry or achievement. It shall be awarded only on an order from the Chief, and only after the Awards Committee confirms the following circumstances:
 - a. The act must be of such distinction as to have brought great credit to the officer and to the Police Department.
 - b. The act must have presented death or great bodily harm to a third party.
2. The award shall include a certificate with a written description of the accomplishment(s) that led to the award and a service ribbon.

I. Legion of Honor

1. The Legion of Honor is awarded to officers who receive a permanent injury or disability in the line of duty. This award is not limited to violent injury and is intended to address any and all serious injuries that an officer may receive during the course of police duties. It shall be awarded only on an order from the Chief and only after the Awards Committee confirms the following circumstances:
 - a. The officer's injury or disability was directly related to the performance of duty.
 - b. The act occurred while on duty.
2. The award will include a medal, a service ribbon, and a certificate with the written description of the event.

J. Longevity Award

1. The Longevity Award is presented to officers who reach 10, 15, or 20 years of civilian law enforcement service. Said service shall not be limited to service solely vested in the Monroe Police Department.
2. It shall be awarded only on an order from the Chief and only after the Award Committee confirms that the officer has amassed the requisite years of service to qualify for the award.
3. The award will include a service ribbon and a certificate of appreciation from the Chief.

K. Honor Graduate Award

This award is presented to police officers who graduated first in academics from their basic law enforcement mandate class. The award will include a service ribbon.

L. Educational Attainment

Educational Attainment Awards may be earned by obtaining a PhD, Masters Degree, Bachelor's Degree, or Associates Degree from an accredited institution of higher learning. This award will consist of a service ribbon.

M. Mayors Citation

The Mayors Citation is awarded at the direction of the Major, City Council, or City Manager for a significant contribution to the City of Monroe. This is awarded by and with the concurrence of the Chief of Police. The award includes a service ribbon and certificate with description of the event.

N. Good Conduct Award

This award may be earned by having two years of exemplary service without any disciplinary actions. This is awarded by the Chief of Police or Division Commanders. The award consists of a certificate of achievement.

O. Good Samaritan Award

1. The Good Samaritan is awarded to officers who perform an exemplary act of humanitarianism during a time of crisis. It shall be awarded only on an order from the Chief and only after the Awards Committee confirms the following circumstances:
 - a. The officer acted voluntarily and with intent.
 - b. The act was clearly above and beyond the call of ordinary duty.
2. The award will include a service ribbon and a certificate with the written description of the event.

P. Intermediate/Advanced Certification

This ribbon will be awarded when an employee completes the requirements set forth by the Georgia Peace Officers Standards and Training Council for Intermediate or Advanced Peace Officer Certification in the State of Georgia

Q. Integrity Award

1. The Integrity Award is earned by an officer who performs a distinguished act of integrity. It shall be awarded only on an order from the Chief and only after the Awards Committee confirms the following circumstances:

- a. The officer acted voluntarily and without regard for personal risk.
 - b. The act was clearly above and beyond the call of ordinary duty.
2. The award will include a service ribbon and a certificate with the written description of the event.

R. Instructors Award

The Instructors Award is earned by any officer completing a POST instructor's certification including, but not limited to: IT, firearms, DT, Radar, LIDAR, Health and Wellness, OC, Expandable Baton, Taser, PepperBall, etc....

S. Exceptional Service Award

1. The Exceptional Service Award is earned by officers who make a highly credible accomplishment or service to the public. It shall be awarded only on an order from the Chief of Police.
2. The award will include a service ribbon and a certificate with the written description of the event.

T. Top Gun Award

The Top Gun may be awarded by departmental firearms instructors to the officer who displays the highest proficiency with firearms during departmental qualifications. The award shall consist of a trophy, service ribbon, and placement of the officer's name on the Top Gun plaque at the police department.

U. The Chief's Award

This award is presented at the discretion of the Chief of Police. It may be given in circumstances not covered specifically in the criteria for any other Department award, or in any other circumstances approved by the Chief. The award includes a service ribbon and a certificate describing the circumstances that led to the decision to make the presentation.

V. Publication and Recording of Awards

If a Medal of Honor, Lifesaving Medal, Gallantry Star, Purple Heart, or the Citation for Meritorious Service is awarded, that fact shall be published in a Special Order directed to the person who is receiving the award and distributed throughout the Police Department.

Special Orders announcing awards, or memorandums detailing awards, shall be made a part of each employee's permanent personnel file. If the award involves a written certificate, a copy of that certificate will also be placed on the permanent personnel file.

VI. Award Ceremonies

Unless noted otherwise, all awards will be presented at the discretion of the Chief of Police at a time and place befitting the award.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-040 CRIME ANALYSIS

EFFECTIVE DATE: 12/20/2005

NUMBER OF PAGES: 2

REVISED DATE: 3/11/2008

DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
6.5

I. Purpose

To establish procedures authorizing crime data to be collected, collated, analyzed and disseminated to the department's managerial and operational functions on a continuing basis.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to regularly collect valid information on reported crimes and criminal activity through various techniques seeking to prevent and suppress crime and to aid line officers and investigators in the apprehension of offenders.

III. Procedures (S.C. 6.5)

A. Source Documents

The Monroe Police Department incident reports, supplemental reports, and follow-up investigations shall serve as the primary source documents from which crime analysis data is extracted. All personnel of the Monroe Police Department will assist in this function by gathering complete and accurate data to be used for crime analysis.

B. Analysis

The crime analysis function will identify and analyze methods of operation of criminal activity and provide crime pattern recognition. The Crime Analyst will collect data from arrest files, incident reports, arrest reports, U.C.R. data and field interrogation data. These programs will include data identifying the frequency of crime-by-crime type, geographic, temporal and chronological factors, victim and target descriptors, modus operandi information, suspect

descriptors, physical evidence information and suspect vehicle descriptors.

C. Documentation Regarding Distribution of Crimes

The crime analysis report shall document the geographic distribution of selected crimes. Pin maps may also be used for additional documentation of temporal and geographical distribution of certain crimes. Pins and flags of various colors are used to readily display the locations of crimes by type.

D. Distribution of Information

Crime analysis information will be disseminated to affected units on a timely basis as needed/requested by the unit to include monthly, quarterly and annual reports that are distributed to the Chief of Police. The Chief of Police will distribute information as need to affected units. Reports may also be requested by a unit for a specific need.

E. Feedback

In an effort to ensure the relevancy and usefulness of processed data, the personnel to whom the crime analysis information was provided shall supply feedback. This feedback may be informal or formal and is necessary to evaluate the effectiveness of the crime analysis and reporting function.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-045 COURTROOM SECURITY

EFFECTIVE DATE: 12/20/2005

NUMBER OF PAGES: 4

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DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
6.15

I. Purpose

To establish procedures for the Municipal Court and to outline the duties and obligations of officers assigned to serve as bailiffs.

II. Courtroom Demeanor - General

- A. An officer shall be attentive and respectful during court and administrative hearings. When called as a witness, an officer shall speak clearly, calmly, and in a manner to be readily heard and understood by all parties.
- B. An officer shall testify only to the truth, as he knows it, with accuracy, confining his testimony to the case heard, the evidence properly before the tribunal, and a reasonable response to questions asked.
- C. An employee shall not exhibit malice, bias, prejudice, animosity, or favor toward any party involved in a matter before the court or administrative hearing.
- D. An officer attending or in the immediate vicinity of a hearing shall not exhibit in any way his displeasure, animosity, or disbelief upon hearing any decision of the court or hearing officer, argument or statement of counsel, or presentation of evidence with which he does not agree.

III. Physical Security Plan

- A. The Administrative Services Division Commander has the overall responsibility for security of the courtroom. The police department shall be responsible for maintaining the physical security of the

courtroom. (S.C.6.15.a) The courtroom is to be used only for the following purposes:

1. Court.
 2. Special Meetings.
- B. The courtroom will be staffed by at least one bailiff at all times while court is in session. The bailiff will report thirty (30) minutes prior to court coming into session. Bailiffs will conduct a physical check of courtroom for contraband.
- C. The bailiff(s) shall be designated by the Patrol Division Commander and shall have a portable radio available during all court sessions.

IV. Court Procedures (S.C. 6.15.b)

- A. Persons who are required to appear in the Municipal Court shall be directed to the front door of the Municipal Court where they will be checked by a metal detector (S.C. 6.15.d). Courtroom bailiffs will physically check all handbags and briefcases before entering courtroom. Entrance to the courtroom will be through the front double doors.
- B. Prisoners from the Walton County Jail shall be transported to the Municipal Court by a bailiff or an on-duty officer and shall enter the courtroom from the back door of the courtroom. Prisoners will be handcuffed while in custody of the bailiffs. Handcuffs will remain on prisoners during the entire court proceeding.
- C. Hand carried articles such as purses, wallets, umbrellas, coats, etc. may be allowed in the courtroom after being searched. Articles such as suitcases, briefcases (except those carried by attorneys) boxes, bags or any item of a suspicious nature will not be allowed. Bailiffs will inspect or search any item of a suspicious nature.
- D. Officers waiting to testify may wait outside the courtroom in the Patrol Division work area or may wait in the courtroom.
- E. The clerk of court shall serve as the cashier for the court. The clerk of court shall collect fines and write receipts.

V. Emergency Procedures

- A. In the event of a fire in the police department or the courtroom, all bailiffs will assist in evacuation. All persons will be directed through the double doors or through the side door of the courtroom.

Overhead sprinkler systems (S.C. 6.15.d) will activate in the event of a fire. Notification of Communications Center will be the responsibility of the bailiff. The dispatcher shall then notify fire department officials. Procedures found in the disaster plan shall apply.

- B. In the event of a medical emergency (i.e. seizure, heart attack, etc.) in the courtroom, the bailiff shall notify the dispatcher. The dispatcher will then notify the emergency medical service or fire department.

VI. Responsibility

- A. The Administrative Division Commander shall serve as the Chief Bailiff of the Municipal Court. His duties shall include:
 - 1. Supervise courtroom security (S.C.6.15.c).
 - 2. Maintain liaison with the Municipal Court judges concerning any security issues.

- B. The Watch Commander shall appoint bailiffs from each watch before court. All officers serving as bailiffs will be in full uniform and duty gear. Officers testifying will appear in full uniform or business attire. Bailiff's duties include, but are not limited to, the following:
 - 1. Arrive at least 30 minutes before court time.
 - 2. Provide security for the court.
 - 3. Check interior and exterior doors.
 - 4. Conduct a search of the courtroom before court for contraband (S.C. 6.15.e).
 - 5. Pass out waiver forms.
 - 6. Screen persons requesting access to the courtroom.
 - 7. Ensure that no one approaches the judge without the judges permission.
 - 8. Summon officers to testify when their case is called.
 - 9. Perform other duties at the direction of the judges or the Administrative Division Commander.

VII. Weapons in Courtroom

All persons assigned to bailiff duties are required to carry duty weapons to include less-lethal weapons (including Taser, OC and ASP if certified) and handcuffs in the courtroom. On duty and off duty personnel or state law enforcement personnel are allowed to wear their weapon into the courtroom.

VIII. Security Survey (S.C. 6.15.f)

Once every three years, the Administrative Services Division Commander will be responsible for conducting a security survey of the Municipal Court. The survey should include plans and procedures to deal with:

- A. Emergencies (fire, medical, hostage, bomb disaster, ect...)
- B. High-risk trials, if any.
- C. Searches, both routine and special situations.
- D. Use of restraining devices during court.
- E. Equipment inspections to include fire suppression, magnetometers, and security. (Bailiff equipment (i.e., restraining devices, communications, and weapons are inspected at the patrol level. Deficiencies are corrected immediately.)

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-050 GCIC/NCIC PROCEDURES

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STANDARD COVERED

I. Purpose

To provide a general overview of the Criminal Justice Information System (CJIS) Network, the Georgia Crime Information Center (GCIC) and National Crime Information Center (NCIC) policies and operating procedures.

II. Statement of Policy

The Criminal Justice Information System is an integral part of local law enforcement; therefore, it shall be the policy of the Monroe Police Department to follow all CJIS, GCIC, and NCIC policies, procedures, rules and regulations. These include the CJIS Network Policy Manual, GCIC Operations Manual, GCIC Rules of Council and the NCIC Code Manual.

III. Definitions

Criminal Justice Information System (CJIS) – consists of all terminals operated by criminal justice agencies, the records and files accessed by those terminals, the computers and equipment utilized by GCIC and local or regional computer centers who are connected to the Georgia CJIS, and federal, state, and local criminal justice agencies and employees who operate, support, use and benefit from the network.

IV. Procedures

A. GCIC Computer Terminals

The GCIC computer shall be operated only by certified terminal operators and/or operators that are going through the GCIC workbook certification program.

B. GCIC User Agreements

A formal user agreement will be maintained between the Chief of Police and the GCIC Director. The Chief of Police is responsible for the Department's compliance with the laws and policies regulating the operation of the CJIS network. Each employee of the department will be required to sign an awareness statement which indicates that he/she is aware of the penalties of disseminating privileged information obtained from the GCIC network.

C. Law Enforcement Teletype Information

The computer terminal interfaces with GCIC and NCIC. This terminal shall only be used for the sending and receiving of official law enforcement messages. It is the responsibility of the operator to enter information into the terminal and to relay necessary information to the officers and criminal investigators. GCIC logs and retains all messages sent or received by Georgia CJIS network terminals for seven (7) years. All printouts generated by these terminals will be destroyed by shredding when no longer needed.

D. Terminal Agency Coordinator (TAC)

1. The Chief of Police must appoint a Terminal Agency Coordinator. The TAC is responsible for ensuring that all departmental employees adhere to all GCIC/NCIC policies pertaining to CJIS network operations. Each TAC must successfully complete the TAC certification course and examination administered by GCIC or law enforcement academies. All TACs must be certified within sixty (60) days of their appointments.
2. The TAC will perform the following duties:
 - a. Assist the Chief of Police in developing policies and procedures for CJIS network operations.
 - b. Maintain the quality of GCIC/NCIC record entries. Quality refers to the timeliness, accuracy, completeness and validity of reports.
 - c. Serves as the point for validations and all other GCIC/NCIC network related matters.

- d. Administer the GCIC terminal operator-training program within the department.
- e. Ensure the department's in-service training programs inform employees of the requirements and guidelines for the effective use of GCIC/NCIC files and services.
- f. Ensure the written record validation procedures are established and followed.
- g. Maintain copies of all required operations manuals, updates, revisions, operations bulletins and broadcast messages related to CJIS network operations, dissemination logs of criminal history records obtained via the CJIS network copies of signed User Agreements.
- h. Notify the GCIC Security Officer when a new Chief of Police is hired and arrange for the signing of a new User Agreement.

E. Criminal History Record Information (CHRI)

1. Protected information will not be disseminated to unauthorized persons. Criminal history information will not be broadcasted over the radio. If it is necessary to alert an officer that a subject has a history of violent crimes, a coded warning must be used.
2. The type/amount of CHRI disseminated by law and each requestor's authority and purpose. CHRI provided through the CJIS network may be presumed to be current and valid only at the time it is received. CHRI may be requested and disseminated for the following reasons:
 - a. Investigative or court utilization
 - b. Criminal Justice Employment (fingerprint cards required)
 - c. Public and private employment
 - d. Licensing
 - e. Individual inspection of records

f. National Security Checks

g. Other reasons as provided by law

F. Physical Security and Maintenance of Criminal History

All CHRI documents must be used to indicate the intended use of requested CHRI valid purpose codes. Their respective definitions are:

“C” Criminal Justice Administration – Must include: requestor’s name, operator’s initials, case number, social security number, citation number, docket number or other number which links the request to a criminal case file or investigation, and must be placed in the “ARN” field of the IQ and/or FQ screen.

“J” Criminal Justice Employment Checks

“E” All other purposes including:

- Public or private employment
- Georgia firefighters employment
- Licensing
- International travel

Purpose code “E” refers to GCIC files only. When using purpose code “E”, requestors must provide:

- Applicant fingerprint cards or an original signed consent
- Form of the person whose records are being requested
- Refer to GCIC Council Rule 140-2-.004(1)(b)(1).

“P” Georgia convicted felon – a consent form is not required.

G. Logging of Dissemination

1. All dissemination of Criminal History Records Information must be logged. Each log entry must include:

- a. Date of inquiry
- b. Identifiers used to perform the inquiry
- c. Type of history (criminal or drivers)

- d. Purpose code
 - e. Operator performing inquiry
 - f. Name of person to whom the information was released.
 - g. Case number if history is for investigator or officer.
2. Logged entries must be maintained for two (2) years for audit purposes.
 3. If there is any doubt in reference to a dissemination or method of dissemination, contact the Terminal Agency Coordinator (TAC).

H. First Offender Information

Dissemination of CHRI on persons who have completed sentences under the provisions of Georgia's First Offender Act is regulated by Georgia law and GCIC Council Rule 140-2-04. Records containing such CHRI will be provided by GCIC only when purpose code "C" is used. Such records may not be used for any employment or licensing purposes.

I. Obtaining and Recording Information

1. It is the responsibility of Monroe Police personnel to obtain and record all necessary and pertinent information concerning stolen guns, vehicles, boats, articles, missing persons (including runaway juveniles) and subjects arrested on Monroe warrants. This information will be recorded in the proper section of the Incident Report. The following information will be recorded in the report:
 - a. Date of incident
 - b. Description of missing person or missing/runaway juvenile to include the date of birth, physical description, clothing, distinguishing features (such as scars, birthmarks, tattoos, etc...), etc.
 - c. Model and/or make

- d. Name or brand name
 - e. Serial number
 - f. Any other miscellaneous information unique to the theft, such as vehicle identification numbers, color, caliber, owner applied numbers, etc....
 - g. Subjects arrested for Monroe Municipal Court failure to appear and probation violation warrants, to include name, date, when, and by what agency, etc..
2. Once the information is recorded and the report is complete, the information will be documented on the GCIC/NCIC Entry/Removal form available in the squad room. The officer will relay the necessary data to the GCIC/NCIC operator or the 911 operator for after hours entry into the GCIC/NCIC computer.
3. Upon completion of the GCIC/NCIC Entry/Removal form, copies of the form shall be forwarded as follows:
- a. White and yellow copy will be forwarded to the administration office to be recorded per GCIC/NCIC rules and regulations
 - b. Yellow copy will be forwarded to CID by the TAC.
 - c. Pink copy will be the entering officer's copy.

J. HIT Confirmation Request/Response

A hit confirmation request occurs when an agency desires a response on a "hot file" entered into GCIC by the department. On all hit confirmation requests, the terminal operator must confirm, deny or state a specific time needed to respond to the request. There are two priorities requested:

- 1. Urgent – requires an answer to the request within 10 minutes.
- 2. Routine – requires an answer to the request within 1 hour.

Terminal operators responsible for hit confirmation procedures must have immediate access to all files needed for the request.

K. Warrants

1. The active warrant file is maintained and stored in the Administrative Services office. Warrant files are accessible 24 hours a day; seven days a week by authorized personnel only.
2. Warrants are issued by the Judge and LEDS worksheets completed by Administrative Services personnel. Once completed, a drivers inquiry (DQ) and criminal inquiry (IQ) are ran and attached to the LEDS worksheet. Administrative Services personnel will post the warrant in the in-house computer warrant file. Administrative Services personnel will enter the completed LEDS worksheet. Minimum information to be entered is as follows:
 - a. Defendant's name
 - b. Date of birth
 - c. Social security number
 - d. Warrant number
 - e. Charge and code section violated (including original charges if probation or contempt)
 - f. Date warrant issued
3. The warrant file is checked daily by the Administrative Services personnel to check for discrepancies and verify warrant validity.
4. All warrants are entered into GCIC "hot files" within 12 hours of being posted (if applicable) according to GCIC policy.
5. All information will be verified prior to GCIC entry. Verification is obtained from:
 - a. Issuing department copy of citation (if applicable)

- b. GCIC responses from driver's license registration file, wanted persons and criminal history file inquiries.
6. The following criteria must be verified and matched prior to confirming validity and/or requesting a hold on a wanted person located by another agency:
 - a. Name as listed on warrant (or verified alias)
 - b. Date of birth
 - c. Sex
 - d. Drivers license number (if known)
 - e. Physical description
7. After a warrant has been served, the arresting officer will notify the Administrative Services Division. Administrative Services personnel will check the GCIC/NCIC computer to see if Walton County 911 has cleared the warrant. If Walton County 911 has cleared the warrant, the terminal operator will obtain confirmation of the removal and attach it to the warrant. If the warrant has not been removed from the GCIC/NCIC computer, the terminal operator will:
 - a. Perform a "clear" transaction on the "hot file" entry.
 - b. Show status as "served" in the in-house computer warrant file.
8. Upon verification from Court Services that a warrant has been recalled, the terminal operator will:
 - a. Remove the warrant from the active file.
 - b. Note on warrant date of recall and by whom
 - c. Change status in the in-house computer warrant file to reflect "recalled," and
 - d. Perform a "cancel" transaction to the GCIC "hot file"

9. Request to hold and to attempt to locate individuals wanted by another agency maybe received by fax (to include copy of warrant) or GCIC terminal. The minimum information required for this agency to hold or attempt to locate is:

- a. Name as listed on warrant
- b. Date of birth
- c. Sex and race
- d. Warrant number
- e. Charge
- f. Location to check, and
- g. Request to arrest and/or hold

L. Hot File Entry/Removal

All stolen items (vehicles, guns, tags and articles) and reported missing persons should be entered into the GCIC hot files as soon as possible. Stolen items will only be entered after an incident report has been completed and approved by supervisor. Juveniles reported missing must be entered immediately. Once a stolen item and/or missing person have been recovered, the hot file must be removed as soon as possible.

M. Administrative Messages

All administrative messages sent to other criminal justice terminals are for criminal justice purposes only, this includes All Point Bulletins (APB) and Be on the Lookout (BOLO). For specific requirements and restrictions, refer to the CJIS Network Policy Manual, section 5.3.1 and 5.3.2.

N. Validations

1. A validation packet is prepared monthly by GCIC and sent to the department to check validity, active status, correct spelling, and additional information on all GCIC hot files entered by the department.
2. A record is valid if supporting documentation exists and is current, wanted persons have not been apprehended,

missing persons not found, and stolen property not recovered. On all validations, the case files are reviewed to determine if information is accurate, complete and correct. In addition, the tasks listed below should be performed by the Terminal Agency Coordinator (TAC) for the following items:

- a. Wanted persons – the original warrant, court services or other sources are checked to ensure each record entry is still valid (i.e. has warrant been served, dismissed or recalled.) Determine whether extradition is still authorized from all jurisdictions within the city limits cited in each entry. State wide is the standard unless circumstances require otherwise.
- b. Missing persons – check case file to determine if subject is still missing and still being sought after. Contact the complainant. A validation checklist will reflect the status and will be placed in the case file. If the person has been found, the TAC will remove the GCIC hot file. Such action will be noted on the checklist.
- c. Vehicles – Check with the owner of the vehicle to determine if he/she has recovered the vehicle or an insurance claim was filed. If the insurance claim was filed, check with the insurance company. Case status or removal of vehicles should be noted on the validation checklist and placed in the case file.
- d. Stolen articles – Check with the owner to see if the property has been recovered or if an insurance claim was filed. All information should be noted on the checklist and placed in the case file.
- e. Other property (boats, guns, securities) – the owner will be contacted to check for recovery and/or insurance claim filed. Case status or removal will be noted on checklist and placed in the case file.

3. When the previous steps have been completed, the TAC should take the following actions:
 - a. Cancel all records that are invalid, that have no case file documentation or that are no longer of interests.
 - b. Clear all records showing a "Locate" posted by another agency or by the department.
 - c. Modify all record entries reflecting inaccurate or outdated information and that do not show a twenty-four hour number for hit confirmation in the miscellaneous field.
 - d. Make supplemental entries when additional information is available to increase the value of record entries.
 - e. Take no action on records that are completed, accurate, do not show a "locate" and are still valid.
4. After all records have been validated, a message is sent to GCIC advising that the validation has been completed for the specific month.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-055 RECORDS MANAGEMENT SYSTEM

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STANDARD COVERED
6.1, 6.2, 6.4

I. Purpose

To provide procedures for comprehensive reporting and records management system. This policy applies to written records as well as computerized versions and the management of both.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to maintain an Records Unit for the purpose of control, maintenance, security and retrieval of all reports generated by officers and employees of the department. The records management function is a responsibility of Administrative Services Division. The Administrative Services Division Commander shall conduct an audit and evaluation of the compliant recording and field reporting process, as needed.

A. The following records shall be maintained in the Records Division:

1. Accident reports
2. Incident reports
3. Master name index
4. Arrest reports/incident reports and criminal history file
5. Fingerprints
6. Municipal court warrants

B. The following records shall be maintained by the Investigative Division

1. Investigative case files
2. Intelligence reports
3. Informant files

C. The following records will be maintained by the Office of the Chief of Police:

1. Internal Affairs Reports
2. Accident Review Board Reports
3. Personnel files

III. Incident Report Procedures

A. Incident Recorded – each incident or complaint received by telephone at the Walton County 911 Center will be promptly recorded. If the call is received from an officer, the dispatcher shall properly record the call on the daily police log. Incidents or calls for service to be recorded include:

1. Citizen's reports of crimes (S.C. 6.1.a)
2. Citizen's complaints (S.C. 6.1.a)
3. Citizen's request for service when an:
 - a. Officer is dispatched (S.C. 6.1.b)
 - b. Employee is assigned to investigate (S.C. 6.1.b)
 - c. Employee is assigned to take action at a later time.
4. Criminal and non-criminal cases initiated by law enforcement officers. (S.C. 6.1.c)
5. Incidents involving arrests/summons/citations. (S.C. 6.1.d)

- B. Case Numbering System – each incident, call for service or other police activity shall be recorded by the Walton County Communications Center. Each recorded incident is assigned a computer generated case number. Each case number is unique in that a sequential number is assigned to each case. The case number ties together all the forms and reports related to a particular incident. The first two digits indicate the year the incident occurred and the last digits indicate the sequential number of the incidents.
- C. Completion of Field Reports – All reports and other forms should be completed by an officer before the completion of a workday. An extension of one day may be provided upon approval by a supervisor; however, all reports must be completed prior to the officer's off days. Field reports and other forms will be reviewed by a supervisor before the reports are filed in Records. Supervisors will review the report for neatness, clarity and completeness. Any report that is not approved will be given back to the reporting officer to correct.
- D. Arrest files – An arrest record is made of all persons custodially arrested when booked into the Walton County Sheriff's Office. The arrest/booking report record is maintained by the Walton County Sheriff's Office. The incident for which the person was arrested will be assigned an incident number and the filing system will be updated. Fingerprinting and photographing of arrested persons is performed by the Walton County Sheriff's Office. (S.C. 6.4)
- E. The agency maintains records to include:
 - 1. Incidents by type (S.C. 6.2.a)
 - 2. Incidents by location (S.C. 6.2.b)
 - 3. Stolen, found, recovered and evidentiary property file (S.C. 6.2.c)

IV. Reports Processing and Distribution

- A. When reports are completed and approved by a supervisor, the reports will be sent to Records, where they are checked for accuracy and for proper filing and storage. If a report is missing, the clerk will notify the appropriate watch commander or supervisor, who will provide information to the clerk of the report status and shall have the report turned in within two days.

B. Forms to be used in field reporting include, but are not limited to:

1. Incident reports
2. State accident reports
3. Private property accident reports
4. Uniform traffic citations
5. MPD warning citations
6. Juvenile complaint forms
7. Vehicle impound and inventory forms
8. Property and evidence form
9. Accident checklist
10. GCIC acknowledgement form

C. Distribution of agency records to organizational components and other agencies will be as follows:

1. Accident reports – The original copy will be sent to the Georgia Department of Motor Vehicle Safety and a copy will be maintained in departmental files. Copies may be given to parties involved for insurance purposes.
2. Incident reports – Generated reports will serve as the primary source of incident reports. Incident reports that are not unfounded, exceptionally cleared or cleared by arrest will be routed to CID for review and investigative follow-up.
3. Juvenile complaint forms – the completed juvenile complaint form and the original petitions will be forwarded to the Juvenile Court of Walton County. A copy may be maintained by the case officer. A copy of the Juvenile Complaint Form will be maintained by CID when a criminal investigative file has been opened on the juvenile.

V. Open Records, Records Accessibility and Reproduction

- A. Citizens can get a copy of an accident report or incident report during normal business hours (Monday through Friday from 8 AM to 5 PM) by coming to the Customer Service window.

- B. Under Georgia Open Records Act, any person is entitled to review a police report of an incident with the exclusion of the following information:
 - 1. Records specifically required by the federal government to be kept confidential.
 - 2. Medical or veterinary records and similar files, the disclosure of which would be an invasion of personal privacy.
 - 3. Law enforcement or prosecution records that would involve the disclosure of a confidential source, disclose confidential investigative or prosecution material which would endanger the life or physical safety of any person or persons, or disclose the existence of a confidential surveillance or investigation. (NOTE: stalking and/or domestic violence reports are not open)
 - 4. Records of law enforcement, prosecution, or regulatory agencies in any pending investigation or prosecution of criminal or unlawful activity, other than initial police arrest reports and initial incident reports.
 - 5. Names of juveniles, unless the juvenile is to be tried as an adult and release of juvenile information is authorized by a superior court judge.
 - 6. Active internal affairs reports.
 - 7. Active investigations.
 - 8. Criminal history files.
 - 9. Informant files.

- C. Personnel Records of Law Enforcement
 - 1. Personnel records of law enforcement employees are generally subject to public disclosure, after redacting the

social security number, month, and day of birth, financial information and insurance/medical information.

2. Additionally, for sworn law enforcement officers' home address, home telephone number, identification of immediate family or dependants shall be redacted from the record.
 3. Medical records of law enforcement officers not open records. Veterinary records of police K-9s are not open records.
- D. Open records requests do not have to be made in writing. The keeper of the records shall log the request and attempt to obtain such requests in writing to eliminate any dispute as to what was requested or when the request was made.
- E. Report Control/Maintenance/Retrieval – It is the responsibility of the on-duty patrol supervisor to maintain control over the completion of field reports. Reports are to be entered on the computer and turned over to the Records Clerk, where they are properly filed. Records information is available twenty-four hours a day through the records management system. Retrieval and release of the information contained in reports shall be done only by the Administrative Services Division Commander, or designee. All network database information will be accessed only by security access codes provided to all personnel.
- F. Disposition Forms – Disposition forms that are received from the Walton County Superior Court will be filed in offender's criminal history file. Disposition on all city offenses will be properly recorded in the Municipal Court docket book.
- G. Master name index – All reports will use names as a common source of report retrieval. An identification number and criminal history is maintained on each person custodially arrested.

VI. Front Office Coverage

- A. The front office is staffed Monday through Friday from 8 AM to 5 PM.
- B. Front office personnel shall be responsible for handling the front desk and the window where citizens come for copies of reports, , obtain information, etc.... Front office personnel will receive payments when the Municipal Court Clerk is not available.

- C. When front office personnel receive emergency phone calls from citizens, the call shall be immediately forwarded to the Walton County 911 Center for dispatching. The person forwarding the call will obtain the caller's name and phone number (for return call if the call is dropped during transfer) and will remain on the phone until a Walton County 911 Center dispatcher has taken control of the call.
- D. The TAC is responsible for forwarding the GCIC/NCIC computer to another agency when necessary (i.e. office closure, emergency situations, etc.)
- E. Recipients of packages delivered via Fedex, UPS, courier, etc. will be notified immediately via cellular phone of the arrival of the package. The recipient will either pick up the package as soon as possible or will make arrangements to have someone else pick up the package. Packages will be signed in when received and signed for when picked up.

VII. Maintenance of Records

Records will be maintained in accordance with the Georgia Records Retention Act.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-056 LEGAL PROCESS

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STANDARD COVERED

4.4, 4.5, 4.6, 4.7

I. Purpose

To establish procedures for the proper processing of criminal and non-criminal warrants by this department and to ensure that all warrants are promptly and efficiently served.

II. Statement of Policy

The Monroe Police Department is not responsible for civil service; the Walton County Sheriff's Department is responsible for all civil service within the county. The Monroe Police Department is not responsible for the retention of any criminal warrants; the Walton County Sheriff's Department is responsible for the retention and processing of criminal warrants. The Monroe Police Department maintains and is responsible for processing warrants issued by the Municipal Court (traffic related or are for failure to appear) and the Probation Office.

III. Types of Legal Process

- A. Criminal Process – Criminal process is defined as those services performed by law enforcement officers that are sanctioned by the courts and by the law, which support the judicial function relating to criminal matters. These services may include executing arrest warrants, search warrants, administrative warrants or any other type of service ordered by the courts which directly results from a criminal matter.

- B. Civil Process – Civil process is defined as those services performed by law enforcement officers that are sanctioned by the courts and by the law which supports the judicial functions relating to civil matters.

IV. Execution of Criminal Process

- A. Criminal Arrest Warrants – sworn law enforcement officers within the Monroe Police Department will have the authority, pursuant to state law, to arrest an individual pursuant to a valid criminal arrest warrant. Even though the laws of Georgia provide for “citizen’s arrest” to be made by citizens, criminal arrest warrants may not be executed by citizens or civilian departmental employees.
- B. Search Warrants/Affidavits – Only law enforcement officers within the Monroe Police Department will search a person, property, or premises pursuant to a valid search warrant.

V. 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, or through orders by the courts, the officer will be responsible for that property and will immediately place said property in the Property and Evidence Section when applicable.

The execution of orders for civil writs requiring the seizure of real or personal property will only be performed by a sworn law enforcement officer. Civil arrest functions will be performed by Walton County Sheriffs Office. (S.C. 4.6)

All property acquired through the civil process function (i.e. asset forfeiture proceedings, condemnation, abandonment, etc.) is accounted for in agency records. Property to be disposed of will be done pursuant to legal authority (S.C. 4.7)

VI. Procedure for Municipal Court Warrants

- A. Warrants from Municipal Court shall be written by the Municipal Court clerks.
- B. A warrant memo will be attached to the warrant.
- C. The Administrative Services Division personnel will enter the warrant on GCIC and then file the warrant in the warrant book. Access to the warrants shall be on a 24-hour basis.
- D. When a hit is received on a wanted person, it is the responsibility of the Administrative Services personnel to verify the status of the warrant by checking the warrant file.

- E. Warrants on persons who live outside the city may be transferred to the appropriate agencies by copy. The original warrant is never to be taken from the Monroe Police Department. A copy is to be made of the original warrant when a person is arrested and taken to the Walton County Sheriff's Office. The Administrative Services personnel are responsible for removing the original warrant from the file and returning the same to Court Services and canceling the warrant on GCIC.
- F. All Municipal Court warrants will be retained by Court Services until the court appearance plus three years after being executed. All open warrants will be maintained for a period of fifty (50) years, then purged.
- G. All attempts of service and other pertinent information will be noted on the memo attached to the warrant. When officers serve a warrant, they will fill out the date and time of service and their name and badge number. If an officer attempts to serve a warrant, he/she will fill out the service attempt section of the warrant memo.
- H. Officers shall be limited to serving only those warrants where the person resides in the city limits. Officers shall notify the proper agency on warrants to be served outside the jurisdiction of the Monroe Police Department and request for an officer from that agency to help serve the warrant. Under no circumstances will an officer serve a warrant outside the city limits without an officer from the appropriate jurisdiction being present.

VII. Obtaining and Recording A Warrant

Criminal arrest warrants will be obtained by Department law enforcement officers at the Magistrate's Court, Criminal Division, located in the Walton County Public Safety Building.

A. Warrant Requirements

If the officer is the prosecutor, the officer shall swear or affirm under oath that probable cause exists to arrest the individual. The arrest warrant shall contain the following:

1. A warrant number designated by the magistrate.
2. The name of the individual to be arrested. If a name is not known then a detailed description shall be included (John Doe Warrant). If an arrest warrant is obtained and the individual is known and has not been arrested, the officer

shall include on the warrant the arrestee's full name, last known address, height, weight, age, date of birth, social security number, driver's license number, FBI/SID number if known, physical characteristics if unusual and vehicle if known.

3. Name of the criminal offense violated and the O.C.G.A. section number.
4. Probable cause for the warrant.
5. The officer's or prosecutor's signature.
6. The magistrate's signature.

B. Criminal Arrest Warrant Obtained After an Arrest

Once a law enforcement officer has arrested an individual without a warrant, the officer will obtain a warrant as soon as possible from the Magistrate and for a misdemeanor offense forward the warrant with the arrest report to the Records Section. Felony arrest warrants will be held by the officer and presented to the Magistrate at the First Appearance Hearing.

If a situation arises where an arrest has been made by an officer and the application for the criminal arrest warrant is denied by the Magistrate Judge, the arresting officer shall immediately notify their superior and the arrested individual shall be immediately released. The officer shall then thoroughly document in an incident report the reasons or probable cause for the arrest and that the individual was released after denial of a criminal arrest warrant by the Magistrate's Court. If this situation should occur and the charge the individual was arrested for is a felony, the officer shall immediately notify their superior and release the arrested person, and after express approval from the officer's supervisor, may pursue this case further by contacting the District Attorney's Office in reference to having the case indicted.

C. Criminal Arrest Warrant Obtained Prior to an Arrest

Once a law enforcement officer has obtained probable cause for the arrest of an individual, the officer should obtain a criminal arrest warrant. Once the arrest warrant is obtained, it will be responsibility of the officer to attempt to locate the individual named on the arrest warrant in order to affect the arrest.

If an officer or investigative component accumulates multiple warrants during a day or shift, a priority system will be established so that arrest warrants for serious or dangerous offenses are served first.

Warrants that are generated or obtained as a result of an investigation will be turned over to the Walton County Sheriff's Office if the warrant cannot be served by the end of the officer or investigator's shift. Exceptions to this policy must be approved by a supervisor.

D. Search Warrants/Affidavits

Once a law enforcement officer has obtained probable cause to search a person, property or premise, and there are no exigent circumstances surrounding the search, the officer should prepare an affidavit and obtain a search warrant from the Magistrate's court or appropriate judicial officer. Once the search warrant is obtained, it will be the responsibility of the officer or detective who obtained the search warrant to execute said warrant as soon as possible or practical.

Even though search warrants should be executed as soon as possible or practical, certain situations may call for a delay in the execution of said search warrants. If a delay is necessary, it will meet with the approval of the officer or detective's supervisor and in no event will a search warrant be executed after 10 days from the date of issuance.

Once a search warrant and affidavit is obtained and is to be immediately executed, there is no need for the detective to document the warrant in a log book. However, if the search is not immediately executed or is delayed, the primary detective assigned to the search will record the required information in the C.I.D. warrant log and maintain the warrant itself in a centralized location within the division.

Officers will refrain from making copies of search warrants as the potential is great for confusion if the search has already been executed. Copies will only be made in situations where the search is complete and the copy is used as an exhibit in the Investigative Supplemental, or when approved by a supervisor. All copies will be stamped "copy" in red ink on the face.

E. Records

1. Criminal Process Documentation

Each item of criminal process listed below will be maintained in agency records:

- a. Date and time received (4.4.a)
- b. Nature of document (4.4.b)
- c. Source of document (4.4.c)
- d. Name of defendant (4.4.d)
- e. Officer assigned for service (4.4.e)
- f. Date assigned for service (4.4.f)
- g. Court docket number (if available) (4.4.g)
- h. Date process expires, if any (4.4.h)

2. Execution/Attempted Service of Legal Process

A record will be maintained on execution or attempted service of legal process documents which will include the following:

- a. date and time service was executed/attempted; (4.5.a)
- b. Name of officer(s) executing/attempting service (4.5.b)
- c. Name of person on whom legal process was served/executed (4.5.c)
- d. Method of service/reason for non-service; (4.5.d) and
- e. Address of service/attempt (4.5.e)

VIII. Serving Criminal Arrest and Search Warrants

A. Arrest Warrants within the Incorporated City of Monroe

Whenever a law enforcement officer (detective or investigator) attempts to serve a criminal arrest warrant at any location within the incorporated area of Monroe, the officer should have departmental uniform officers present during the warrant execution.

B. Search Warrants within the Incorporated City of Monroe

Whenever a law enforcement officer (detective or investigator) attempts to serve a search warrant at any location within the incorporated area of the City of Monroe, the officer will have departmental uniform officers present during the warrant execution. A departmental supervisor will also be present during the warrant execution.

C. Search Warrants outside the Incorporated City of Monroe

Whenever a law enforcement officer attempts to serve a search warrant at any location at any location outside of the incorporated City of Monroe, the officer will have uniform officers from the agency responsible for law enforcement within that location present during the warrant execution. A departmental supervisor will also be present during the warrant execution.

D. Serving Criminal Arrest and Search Warrants without Uniform Officers Present

In certain situations, such as using the element of surprise in order to affect an arrest or a search, the execution of criminal arrest and search warrants may be done, periodically or on a routine basis, without the presence of uniform law enforcement officers. This practice will be an exception to the rule and will only be done after approval of a division commander.

IX. Good Faith

Whenever a departmental law enforcement officer executes any phase of the legal process function, that officer will do so in good faith and pursuant to all federal, state, and local laws, and in accordance with departmental procedures and policies. In situations where procedures are not clearly set out by law or policy, the officer will consult with their supervisors, prosecutors or the City Attorney.

Officers and detectives will stay abreast of current laws, ordinances and court decisions which may affect their duties. This information will be obtained through independent study, in-service training, legal bulletins, specialized training and roll-call training.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-057 RECEIPT OF FUNDS/PAYMENT OF FINES

EFFECTIVE DATE: 3/17/2008 NUMBER OF PAGES: 2

REVISED DATE: DISTRIBUTION AUTHORIZATION:

STANDARD COVERED

I. Purpose

To provide procedures for the proper management of money received from the payment of fines.

II. Authority and Responsibility

The Administrative Services Division is responsible for the receipt of fines for offenses adjudicated by the city municipal court. Persons authorized to receive payment of fines are limited to the Administrative Services Division personnel.

III. Procedures for Fines/Forfeitures

A. Payment of fines may be made with the Municipal Court Clerk prior to a court appearance or with Administrative Services personnel immediately after court. A receipt shall be properly completed with the person's name, amount received, citation number, violator's name and person paying fine (if different from the violator). If a docket number is known, it should be recorded on the receipt. The white copy of the receipt will be given to the person tendering payment, the yellow copy will be placed in the ticket file and the pink copy will remain in the receipt book.

B. The Municipal Court Clerk is responsible for accounting for the funds received through the payment of fines. The Clerk will complete a Daily Balance Sheet which will be compared to the ledger (documenting monies received). Any discrepancies will be resolved. (The Daily Balance Sheet may represent more than one day. In instances where this may occur (i.e. Clerk is absent, holidays, etc..) the Daily Balance Sheet will be balanced to a ledger that reflects the same time period.)

- C. All monies received for the payment of fines will be kept in a secured location.
- D. Deposits will be made daily or as needed (if payments are not received daily).

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-060 SELECTION PROCESS

EFFECTIVE DATE: 12/20/2005

NUMBER OF PAGES: 4

REVISED DATE: 3/18/2008

DISTRIBUTION AUTHORIZATION:

STANDARD COVERED

3.1, 3.2, 3.3, 3.4

I. Purpose

To establish a fair, equitable and job related selection process regardless of race, religion, creed, sex, age or national origin.

II. Policy

All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner by department personnel. The selection process will be consistent with the federal, state, local and Equal Employment Opportunity (EEO). The agency will follow the City of Monroe Equal Employment Opportunity Plan (S.C. 3.1)

III. Selection Elements

- A. Application filing
- B. Application review – legal requirements and minimum job requirements
- C. Oral interview
- D. Background investigation
- E. Polygraph or Computerized Voice Stress Analysis (CVSA)
- F. Psychological exam
- G. Medical and drug exam

IV. Procedures (S.C. 3.2)

A. Entry Level Hiring Process Applications

1. When the City of Monroe has an opening for a sworn position within the police department the Chief either obtain applications on file with the City of Monroe Personnel or will post a job announcement for a period of time on the Department's website or other locations at his or her discretion.
2. The minimum qualifications for entry level sworn positions within the department are established by state law, the Chief of Police and the City of Monroe personnel policy. Required qualifications include the following:
 - a. Be a United States citizen;
 - b. Have vision correctable to 20/20 pursuant to visual acuity standards;
 - c. Possess a valid Georgia driver's license or be able to obtain a Georgia license by the time of appointment;
 - d. Minimum age of 21 years;
 - e. Ability to meet physical standards set by POST for determining good health fitness and ability to perform assigned duties; and
 - f. Have a high school diploma or GED.

B. Application Review

All applications will be reviewed for the eligibility requirements of the specific hiring process. All applicants that meet the requirements will proceed in the selection process.

C. Oral Interview (S.C. 3.3.c)

The Department maintains the primary responsibility for developing and administering oral interviews. This process will be coordinated and/or administered by the Chief of Police, or designee.

D. Background Investigation (S.C. 3.3.d)

A background investigation of each candidate for employment will be conducted prior to appointment to probationary status. The background investigation will be conducted by personnel trained in collection methods and reporting requirements needed in the selection process. The background investigation, though costly and time consuming, is the most useful and relevant component of the selection process.

The investigator will use all data available on the candidate, especially the application form, background questionnaire, and other information deemed appropriate. Whenever practical, the investigation should be done in person. However, some circumstances may dictate the use of telephone, facsimile machine, or written correspondence.

A background investigation will include verification of the following:

1. Educational achievement from school transcripts, certificates, and personal contact with school officials.
2. Employment verification and references from contact with employers, supervisors and co-workers.
3. Citizenship verification from birth certificate, driver's license, governmental documents, etc...
4. Georgia P.O.S.T. certification and prior disciplinary actions administered or recorded by P.O.S.T.
5. Criminal history verification from NCIC, state, local records including driving history and FBI fingerprint check
6. Verification of personal references from three (3) references by the candidate.

E. Polygraph or Computerized Voice Stress Analyzes (CVSA Examinations) (S.C. 3.3.e)

In completing the background investigation of police officer candidates, a polygraph or CVSA examination will be administered. A copy of all relevant questions to be utilized in the polygraph or CVSA examination will be furnished to the candidate prior the

examination. Questions asked of candidates will not include disability-related inquiries.

Only polygraph or CVSA operators that are qualified to conduct examinations by virtue of their training will be used to administer polygraph or CVSA examinations. The acceptance or denial of employment shall in no way be based solely upon the results of a polygraph or CVSA examination instrument.

F. Psychological Examination (S.C. 3.3.b)

A psychological examination designed to assess the emotional stability and psychological fitness of each candidate will be conducted prior to appointment to probationary status.

Psychological assessments are needed to eliminate candidates who may not be able to carry out their responsibilities or endure the stress of the working conditions. Each candidate's test is conducted and personally reviewed by a qualified professional, such as a psychologist or psychiatrist to ensure proper interpretation.

G. Medical Examination/Drug Screening (S.C. 3.3.a)

Potential candidates will be required, after a conditional offer of employment to submit to a medical screening at a facility designated by the department. The screening will also include a drug test at a facility approved by the City.

V. Civilian Employees

A background investigation for all full-time civilian positions is conducted prior to probationary status. (S.C. 3.4) The background investigation will include:

A. Verification of qualifying credentials (S.C. 3.4.a)

B. A review of any criminal record (S.C. 3.4.b)

C. Verification of at least three personal references (S.C. 3.4. c)

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-065 PERFORMANCE APPRAISAL

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 4

REVISED DATE: 4/29/2008 DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
3.7, 3.8

I. Purpose

To establish criteria and procedures for the in-house performance evaluation of police department personnel; to inform employees how well they are performing their work; and how employees can improve work performance.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to improve individual performance by identifying and measuring strong and weak points of employees, recording evaluations in objective terms, encouraging officers in their work, and giving constructive counsel to them concerning their shortcomings.

III. Performance Evaluation Objectives

- A. To allow for fair and impartial personnel decisions.
- B. To maintain and improve performance.
- C. To provide a medium for personnel counseling.
- D. To facilitate proper decisions regarding probationary employees.
- E. To identify training needs.
- F. To provide a fair and objective means for recognition and measurement of individual performance in accordance with prescribed guidelines.

IV. General Guidelines (S.C. 3.8.b)

- A. A performance evaluation shall be completed annually on each employee by the employee's immediate supervisor. (S.C. 3.7)
- B. The evaluation shall be based only on performance during the specific period listed on the evaluation form.
- C. Performance evaluation reports shall be maintained in the personnel file of the employee.
- D. A copy of the evaluation will be given to the employee.

V. The Evaluation Process (S.C. 3.8.b and d)

- A. It shall be the responsibility of each rating supervisor to counsel each employee of the following:
- B. If, during the rating period for non-probationary personnel, the rating supervisor determines that an employee's performance is unsatisfactory, he or she shall submit a written notice to the employee. The notice shall contain the specific areas to be corrected and shall be given at least 90 days prior to the end of the rating period.
- C. Supervisor/Rater (S.C. 3.8.c)

Evaluation forms are distributed annually to the employee's immediate supervisor for rating purposes. The immediate supervisor is in the best position to observe the employee and to determine how well he/she is performing the job. The rating supervisor, upon completion of the form, shall sign with the appropriate title and date the form. If more than one supervisor contributed to the evaluation, each supervisor should sign and date it.

D. Division Commander

The completed evaluations are then forwarded through the chain-of-command to the Division Commander. The Division Commander will review the scored items on the form to determine whether the rater was thorough, fair and objective. The Division Commander also uses this review as one element in evaluating the rater. If the Division Commander agrees with the appraisal, he/she will endorse the score. If the Division Commander and rater

cannot agree on the employee's overall evaluation, these facts shall be documented and turned over to the Chief of Police for review.

E. Employee

The evaluation report must be discussed individually with the employee. This discussion shall include a review of the tasks of the position occupied, level of performance expected, and evaluation rating criteria to ensure that the employee fully understands the Department's expectations of him/her during the upcoming rating period.

The employee shall sign and date the form. This signature does not necessarily mean that the employee agrees with the evaluation, only that it has been discussed with him/her. Employees are entitled to a copy of the evaluation.

F. Chief of Police

Completed performance appraisals are forwarded to the Chief of Police. The Chief reviews the evaluation form and, by signing, signifies that the performance appraisal review has been completed according to established City and Department policies and procedures. The fully executed performance appraisal is then forwarded to the City Manager to be included as part of the employee's personnel form.

VI. Rating System

Each employee will be rated according to his/her job class and assignment within the Department.

Specifically listed on the performance evaluation form are traits, abilities and characteristics important to succeed in the Department. These traits, abilities and characteristics are: job knowledge, quantity of work, drive, performance under pressure, accuracy, dependability, attendance, interpersonal relationships, creativity, housekeeping, courtesy, and overall evaluation.

Each trait, ability or characteristic is rated by one of five descriptive phrases. The phrases range from unacceptable (i.e. poorly informed about work duties, does not meet minimum requirements, has poorly defined goals and acts without purpose, cannot handle pressure, makes frequent errors, requires close supervision, often absent and/or late without good excuse) to exceeds expectations (i.e. has complete

mastery of all phases of job, superior work production record, sets high goals and strives incessantly to reach these, thrives under pressure, requires absolute minimum of supervision, always conforms to work hours and maintains an excellent attendance record.) The rater will select the phrase that best indicates the employee's performance. (S.C. 3.8.a)

The performance appraisal also request major weak and major strong points with examples of each. The rater will list three areas the employee is weak and three areas the employee is strong.

VII. Rater Training (S.C. 3.8.d)

Upon promotion to supervisory rank, the Division Commander to whom the supervisor reports shall conduct training with the newly appointed supervisor to ensure that the performance appraisal will be properly executed and that ratings will be based on reasonable expectations consistent with those of all other supervisors.

VIII. Contested Evaluations

An employee who disagrees with an evaluation, either in its entirety or any portion, has the right to submit a written statement regarding contested areas. The written statement shall be attached to the rating form. The employee's comments shall become part of the evaluation document and shall be forwarded to the endorser and Chief of Police as part of the evaluation.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-070 PROMOTIONAL PROCESS

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 6

REVISED DATE: 5/09/2008 DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
3.9, 3.10

I. Purpose

To establish uniform written guidelines for the promotion process.

II. Statement of Policy

The Monroe Police Department shall use only those promotional procedures which test all eligible personnel in a uniform manner. All elements of the promotional process shall be job-related and non-discriminatory.

III. Authority and Responsibility

The Chief of Police is vested with the authority and responsibility for administering the department's role in the promotion process to include performing appropriate administrative and liaison activities to carry out the process. The Chief of Police will be responsible 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 arranging for assessors if an assessment center is utilized. The Chief of Police will maintain the primary responsibility for any oral interviews and administration of the probationary periods.

IV. Job Related and Non-Discriminatory Criteria

All elements of the promotional process will be job-related and non-discriminatory. It must be ensured that candidates are evaluated by a promotional process that measures traits or characteristics that are a significant part of the job being sought.

Criteria and procedures for promotional purposes are established by the Chief of Police. The relative value of each of the criteria will be

determined by the Chief of Police. The announcement posted for the promotional process shall list the criteria to be used and the numerical weight given to each component of the selection process. These criteria and procedures are as follows:

A. Years in Law Enforcement

Experience as a law enforcement officer is directly job related as a tool to measure one element or proficiency.

B. Post-Secondary Education

Studies have shown that law enforcement officers with college experience usually perform better than officers without that experience regarding written communication skills and interpersonal skills.

C. Advanced/Specialized Training

The more advanced/specialized training that an officer possesses, the better equipped he or she will be to handle the supervisory responsibilities of directing and leading.

D. Most Current Performance Appraisal

Past performance, rated on the most current performance appraisal, shall be a good indicator of future performance.

E. Assessment Center Exercises

The assessment center exercises measure certain dimensions necessary for proper performance at various levels of supervision and management.

F. Oral Board

All candidates within the same promotional range shall be asked a series of standardized, job-related questions in the same order.

V. Promotional Procedures

A. General

1. All promotional materials shall be kept secured in the office of the Chief of Police. (S.C. 3.10.h)

2. Eligibility lists will not be utilized by the Department. Each promotional process will stand alone. If a promoted individual fails to perform adequately within 3 months or refuses the promotion, the Chief may either promote the next qualified candidate or may initiate a new promotional process.
3. Lateral entry may be permitted for any position within the department depending on the applicant's ability to meet or exceed the requirements and in compliance with promotional requirements for the position. (S.C. 3.10.g)

B. Promotional Opportunity Announcements

Whenever there is a vacancy or forecasted vacancy for a supervisor position, and a decision to fill the position(s) is made, a written announcement will be posted and/or distributed to all effected employees. This announcement will include:

1. A description of the positions or job classifications for which vacancies exist;
2. A description of eligibility requirements; and
3. A description of the process to be used in selecting personnel for the vacancies.

C. Evaluation of the Promotional Potential of Personnel (S.C. 3.10.a)

Three to five years of progressive police and supervisory experience in a law enforcement environment; or an equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for promotion to the vacant position.

Only those persons who have at least two years in grade may participate in the promotional process for the next highest rank. All eligible personnel who wish to apply for any promotion shall provide a letter to the Chief of Police containing the below-listed information which shall be used to evaluate the promotional potential of the candidate:

1. Law enforcement experience.
2. Number of hours and description of advanced/specialized training, excluding basic training and in-service training.

3. College/university credits

Note: if there are not adequate personnel who meet the requirements as specified above, the Chief of Police is authorized to modify the requirements to provide an adequate number of personnel to compete in the process, or appoint someone to the position.

D. Written Tests (S.C. 3.10.b)

No written tests shall be given as part of the promotional process.

E. Oral Interviews (S.C. 3.10.d)

If oral interviews are to be conducted as part of the promotion process (other than those in the assessment center), they will include standardized questions to be asked of each candidate and standardized rating scales to assess a defined set of personal behaviors.

F. Assessment Centers (S.C. 3.10.c)

Assessment Centers may be used as part of the promotional process. The use of assessment centers shall measure the following dimensions: perception, decisiveness, judgment, oral communication, written communication, leadership, and organizing and planning. All candidates being assessed shall be given orientation materials detailing the assessment center procedures prior to going through the center. Whenever an assessment center is used, the following standards will be used as criteria:

1. Measures dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge specified in written job task analysis.
2. Uses multiple assessors who are thoroughly trained prior to participating in a center;
3. Uses 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; and
9. Provides participants, upon request, with written rationale and information concerning the dimensions, ratings and recommendations of the center.

VI. Review, Appeal and Reapplication Process

- A. 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 as follows:
 1. All candidates are permitted to review the written results of scored elements of the selection process of any of their own work product. They shall not be permitted to examine the papers or test of other candidates. Examination and review must take place within one week after notification of results under the supervision of the Chief of Police.
 2. Any of the promotional procedures or portions of the procedures may be appealed through the City's grievance procedures.
- B. If a candidate is successful in his/her appeal of a portion of the promotional process, the following general guidelines for remedy will be applied:
 1. If the appeal is sustained on an error in scoring which may be corrected, the scores of all persons will be examined for accuracy, scores corrected as needed, re-calculations made and lists corrected if needed.

2. If the appeal is sustained on an uncorrectable error, the Chief may:

- a) discard the part of the process containing the error and rescore the candidates on the other elements;
- b) allow the candidates to redo the part of the process containing the error; or
- c) Initiate a new promotional process.

C. Officers may apply or reapply for any promotional process where he or she meets the basic requirements. (S.C. 3.10.f)

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-075 DISCIPLINE/GRIEVANCE AND APPEALS

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 2

REVISED DATE: 4/29/2008 DISTRIBUTION AUTHORIZATION:

STANDARD COVERED

I. Purpose

To establish a formal method that allows employees to resolve their grievances with management fairly and expeditiously.

II. Policy

The Monroe Police Department is committed to the fair treatment of employees and officers a remedy for work-related complaints. It shall be the policy of the Monroe Police Department to seek resolutions of grievances at the lowest possible level; to provide due process for all adverse actions that are work related but may not involve disciplinary matters; to encourage appropriate review of current policies, procedures, and practices in order to find ways to improve management of the Department and the employees; to provide a procedure for presentation and joint reconciliation of grievances which arise between employees and their supervisors; and to assure employees that their problems and complaints will be considered fairly, rapidly and without reprisal.

III. Scope

This policy shall apply to all police department personnel and shall be in accordance with the City of Monroe Personnel Policies.

IV. Chapters of the City Policy

The following chapters in reference to grievance and appeals can be found in the City of Monroe Personnel Policy Manual.

Chapter VI – 1	Progressive Discipline
Chapter VI – 1	Standards of Conduct
Chapter VI – 2	Unlawful Harassment
Chapter VIII – 1	Disciplinary Appeals
Chapter VIII – 2	Types of Separation
Chapter VIII – 1	Grievance Process

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-080 UNIFORM REGULATIONS

EFFECTIVE DATE: 12/20/2004 NUMBER OF PAGES: 6

REVISED DATE: 4/08/2008 DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
1.4, 3.11, 5.2

I. Purpose

To identify issued equipment and the proper wearing of the department issued uniform and to provide for a review of the loss or damage to departmental property.

II. Statement of Policy

The uniform or plainclothes worn by officers of the Monroe Police Department shall be worn in such a manner that will project a positive, professional image toward the community. (S.C. 1.4) Any officer wearing a uniform or plainclothes in such a manner other than those expressed in this directive may be subject to disciplinary action.

III. Issued Equipment and Clothing

The police department will issue uniforms and equipment for all sworn officers. Equipment deemed essential to job performance may also be furnished, if authorized by the Chief of Police

The following equipment and clothing shall be issued to sworn officers (S.C. 3.11.a and b).

Clothing	Quantity
Short sleeve uniform shirts	3
Long sleeve uniform shirts	3
Pants	3
Bulletproof Vest	1
Winter jacket	1
Police ball cap	1
Rain jacket	1
Inner belt	1

Boots/shoes	1
Reflective traffic vest	1
Equipment	Quantity
Gun belt	1
Holster	1
Handcuffs with holster	1
Service weapon *	1
Magazine case	1
Magazines*	3
Nameplate	1
Insignia stripes/bars (as needed)	2
Rechargeable flashlight	1
ASP Baton*	1
ASP scabbard	1
Walkie talkie*	1
Walkie talkie charger	1
Walkie talkie holder and belt loop	1
Citation book	1
OC spray*	1
OC scabbard	1
Badge*	1
Police identification card	1 (S.C. 3.11.b)

IV. Uniform Standards – Patrol Division (S.C. 1.4)

- A. Officers are required to report to duty wearing clean and pressed uniforms.
- B. The complete uniform shall be worn at all times while on duty.
- C. A tie, dickey, or black turtleneck will be worn with long sleeve winter shirts.
- D. The department issued bulletproof vest is considered part of the uniform. The wearing of the vest is left to officer discretion; however, it is the recommendation of the department that vests be worn while on duty for officer safety. (S.C. 5.2)
- E. The uniform cap will be worn at the discretion of the officer.

V. Uniform Standards – Criminal Investigations Division (S.C. 1.4)

All personnel assigned to the Criminal Investigations Division will wear either the department uniform or will be dressed in professional business attire. Exceptions may be made by the Division Commander when officers are working specialized or undercover assignments. (S.C. 3.11.a)

VI. Dress Code – Administrative Personnel (S.C. 1.4)

Administrative personnel will dress in business professional attire, subject to management approval. (S.C. 3.11.a)

VII. Loss or Damage to Departmental Issued Equipment

- A. Any loss of or damage to departmental issued equipment shall be reported to the commanding officer immediately, and a supplemental incident report describing the circumstances will be written and turned in within twenty-four (24) hours to the watch commander with a copy to the Chief of Police.
- B. It will be duty of the watch commander to forward a copy of the report of the loss or damage to the equipment to the Uniform Patrol Division Commander. If the loss or damaged equipment has asterisk (*) next to it in the listing of the item in this policy, the Chief will determine whether the cost of replacing the equipment will be borne by the employee.
- C. If the loss or damage to equipment is covered by private insurance (i.e. homeowners, car insurance, etc..) any amount recovered from the insurance company must be paid to the department. Failure to do so constitutes a theft and the employee will be subject to dismissal and criminal prosecution.
- D. The Watch Commander will notify the Chief of any disciplinary action taken and how restitution to the City will be made.

VIII. Personal Grooming Standards

As a representative of Monroe Police Department, each employee should strive for an image that he or she can be proud of and an image the public can respect. It will be each employee's responsibility to maintain good personal hygiene habits; i.e. bathing, dental care, clean proper fingernails and hair care. It shall be the responsibility of all supervisors to ensure that personnel under their command adhere to the following guidelines.

The guidelines set forth are reasonable, enforceable and ensure that personal appearance contributes to the favorable image of the department.

1. Hair regulations for male officers/employees

All male employees shall keep their hair clean, neat and combed. Hair shall not be worn in any unnatural style or cut which would draw unusual attention to the employee.

Male officers shall wear their hair at a length which will permit proper wearing of uniform headgear, not extending over the ears, collar, or covering the face. Hair must be clean, neat, combed and worn in such a manner as to not hang over the forehead under the regulation headgear. Hair shall be worn no longer than to the top of the shirt collar at the back of the neck but not to touch the collar when standing with the head in a normal position. Hair will not extend beyond the top portion of the ear. The bulk of the hair shall not interfere with the normal wearing of all standard headgear. Wigs or hairpieces are permitted provided they comply with the same standards as natural hair.

Sideburns will be neatly trimmed and not extend below the midpoint of the ear. Sideburns will be of even width (not flared) and end with a clean-shaven horizontal line.

2. Hair regulations for female officers/employees

All female employees shall keep their hair clean, neat and combed. Hair shall not be worn in any unnatural style or cut which would draw unusual attention to the employee.

Female officers, while in uniform, will keep their hair off the face to permit an unobstructed field of vision and to present a well-groomed appearance. Hair must not interfere with the proper wearing of a uniform hat and the hair in front will not hang over the forehead under the regulation headgear. If the hair is longer than shoulder length, it should be pinned up in a manner that does not draw unnecessary attention to the officer and so that it will not provide a handhold in a combative situation. Hair restraint devices will be subdued and unobtrusive.

3. Mustaches, Beards, Goatees

A short and neat trimmed mustache may be worn by employees provided that it does not extend more than ½ inch below the corners of the upper lip nor more than ½ inch horizontally past the corners of the mouth. It cannot turn upward or be worn in a twisted manner. It cannot be of a “handle bar” style and may not be waxed on the ends. The upper lip must be exposed and the moustache cannot be worn so thick that it extends over one-fourth inch outward.

Beards, goatees, and chin whiskers will not be worn except for verified medical reasons or on special assignments. In any event they will be neatly trimmed and groomed in appearance. Employees with medical conditions will be assigned duties with the least possible exposure to the public. No uniformed personnel will be allowed to display this type of facial hair.

4. Jewelry

Employees will wear only jewelry that reflects conservative taste, style and color. Jewelry shall not, in any manner, interfere with the assigned duties of the employees. Necklaces, if worn by officers, should stay inside the t-shirt and not be visible.

Earrings are not authorized for wear by male employees. Female employees may wear post-type earrings only and only one earring may be worn in each ear. No part of the earring may dangle.

Rings will be limited to one on each hand. A wedding set will be considered as one ring.

With the exception of earrings as set out above, no other body piercing jewelry will be visibly worn while on duty.

5. Fingernails

Fingernails shall be neatly trimmed, clean and of a length not to interfere with the use of department equipment. Fingernail polish, if used, will not be vivid, bright or unusual color.

6. Fragrances

Fragrances, such as perfume, after-shave, cologne, etc., will not be used in excess. Employees will at all times be clean and well groomed and their bodies free of offensive odors.

7. Cosmetics

Use of cosmetics shall be kept to a minimum and will reflect a conservative and natural appearance. Bright colors in facial and eye make-up are prohibited. False eyelashes are prohibited.

8. Exemptions

Exemptions from the above rules require prior written authorization from the Chief of Police.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-085 HARASSMENT

EFFECTIVE DATE: 12/20/2005

NUMBER OF PAGES: 4

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DISTRIBUTION AUTHORIZATION:

STANDARD COVERED

I. Purpose

To establish a procedure for handling employee complaints relating to alleged harassment (i.e. sexual or other forms of harassment). The Monroe Police Department adopts the City of Monroe's harassment policy.

II. Statement of Policy

It shall be policy of the Monroe Police Department to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, sex, national origin, age, handicap, or disability in accordance with all applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

In support of this policy, the City of Monroe expressly prohibits any form of conduct which constitutes harassment directed against any employee because of his or her race, color, religion, sex, national origin, age, handicap or disability. The term "harassment" includes, but is not limited to slurs, jokes, offensive or nonprofessional conduct, or other verbal, graphic or physical conduct relating to an individual's race, color, national origin, citizenship, age, disability, or other protected status. "Harassment" also includes sexual favors, unwelcomed or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature, including cartoons, calendars and posters. Improper interference with the ability of employees to perform their expected job duties will not be tolerated.

III. Administration

IV. Forms of Harassment

A. It shall be the intent of this policy to make it especially clear to City employees, at all levels, that sexual harassment and other illegal forms of harassment will not be tolerated. Specifically, the Monroe Police Department expressly prohibits:

1. Unwelcomed sexual advances;
2. Request for sexual favors; and
3. All other verbal or physical conduct of a sexual or otherwise offensive in nature where:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; and/or
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; and/or
 - c. Such conduct has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive working environment.

B. It is the responsibility of each supervisor to create an atmosphere free of illegal harassment, sexual or otherwise. In addition, it is the responsibility of every department employee to respect the rights of co-workers, supervisory personnel and subordinates and to conduct oneself professionally and courteously at all times when representing the City of Monroe.

V. Reporting Requirement

A. Any employee who believes that he or she has been subjected to unlawful harassment or who has witnessed such conduct must immediately report the incident to his or her supervisor.

B. If the supervisor is the subject of the alleged complaint, or if for any reason the employee does not wish to report such an incident to their supervisor, the employee will immediately report the matter directly to the Chief of Police.

- C. In the event the employee alleges that the Chief of Police is the subject of the complaint, the report will be made directly to the Internal Affairs Officer.
- D. In the case the Internal Affairs Officer is the subject of the complaint and the employee does not feel comfortable to report the incident to the Chief of Police, the report will be made to the City Manager.
- E. In the event the alleged offender is a detainee, trustee, or inmate under the control of the police, sheriff, or State corrections authorities, the offended employee, or their supervisor, will take immediate action to stop the harassment and report the matter to the controlling correctional authority.

VI. Investigation of Complaints

- A. All reported incidents of harassment alleged against an officer, employee, or authorized visitor to the department will be immediately investigated by the Chief of Police or designee.
- B. Complaints against fellow employees will be treated confidentially to the extent that a thorough investigation reasonably allows.
- C. Officers of the department trained and experienced in investigation will conduct investigations.
- D. Statements of the complaining party and key witnesses will be completed on official witness statement forms, signed and witnessed.
- E. Prior to any signing, each complainant, witness or subject of an investigation will be reminded of the perjury laws of the state.
- F. Any individual suspected or accused of an offense will be read their Miranda Warning, prior to any interview or interrogation.

VII. Disciplinary Action

- A. Any violation of this harassment policy is grounds for disciplinary action, including but not limited to warning, suspension, discharge, demotion, transfer, and or probation.
- B. The Chief of Police may also impose other remedial actions in appropriate circumstances, including but not limited to counseling,

training, treatment, placing of conditions on continued employment, and criminal referral.

- C. If it is concluded that a complaint or report of harassment was intentionally or knowingly false or that information provided in an investigation was intentionally or knowingly false, the individual(s) providing such false complaint, report, or information are subject to disciplinary action and possible criminal charges for filing a false report or misleading police report or official document.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-090 OFF DUTY/EXTRA DUTY EMPLOYMENT

EFFECTIVE DATE: 12/20/2005

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DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
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I. Purpose

To establish guidelines, conditions and restrictions related to outside employment.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to allow employees to participate in off-duty or extra-duty employment within the limitations set forth by law and this S.O.P.

III. Discussion

The nature of law enforcement requires employees to have the ability to work irregular duty schedules, which are often subject to change when meeting manpower needs. Additionally, it is necessary that an employee have adequate rest to be alert during the employee's tour of duty. For these reasons and because certain occupations inherently conflict with an employee's primary responsibility to the department, the department may impose conditions on outside employment or may prohibit it altogether. Determination of the degree of limitation will be based upon the interests of the department in furthering professionalism, protecting the reputation of the employee and the department, and ensuring the department receives full and faithful service in return for employment.

The Monroe Police Department allows officers to engage in off-duty/extra-duty employment as long as such off-duty/extra-duty employment does not interfere in any way with the performance of their duties and responsibilities as an officer, and as long as such off-duty/extra-duty employment does not involve the officers in any conflict of interest between employment as officers and the off-duty employment.

IV. Definitions

- A. Employment – The provision of a service, whether or not in exchange for a fee or other service.
- B. Extra-Duty Employment – An employment that is conditioned on the actual or potential use of law enforcement powers by the officer or employee.

Types of extra-duty employment include, but are not limited to, the following: providing security to an organization or business, directing traffic for an organization or business, security officer for an apartment complex, etc.

- C. Off-Duty Employment – Any employment that will not require the use of law enforcement powers by the off-duty employee.

Types of off-duty employment include, but are not limited to, the following: retail positions, consulting services, pool cleaning service, lawn service, substitute teaching positions, etc...

V. Outside Employment Procedures

- A. Applications

An application for approval for off-duty/extra-duty employment will be submitted for each extra-duty or off-duty job worked. Applications for duty-related extra jobs will be filled out completely and signed by the officer. The watch commander and division commander will then approve or disapprove the application and forward the application to the Chief of Police. In cases of civilian employees, the division commander will approve or disapprove the application and then forward the application to the Chief of Police. The Chief of Police retains the authority to approve or disapprove all applications in accordance with the regulations contained herein and such decisions may not be the subject of a grievance or appeal.

- B. Accountability to the Department

1. No employee may engage in any outside off-duty/extra-duty employment without the prior explicit approval of the Chief of Police.

2. All outside employment is subject to investigation by order of the applying officer's watch commander. If it is determined that an off-duty/extra-duty employment job at any location is not consistent with this policy, the applicant's commanding officer will be notified.
3. The Chief of Police reserves the right to require any employee to discontinue any outside employment, if he determines that the outside employment is inconsistent with this policy.
4. Any employee engaged in outside employment will be expected and required to conduct him/herself in a manner becoming of an officer or employee of this Department.
5. Any conduct occurring during outside employment, which would result in disciplinary action if occurring during on duty hours, may result in the termination of the outside employment and could result in departmental disciplinary action. On-duty field supervisors will be responsible for overseeing the conduct of officers working duty related off-duty employment in their zones, unless there is a Monroe Police Department field supervisor also working at the off-duty/extra-duty job.

VI. Denial or Revocation of Off-Duty/Extra-Duty Employment Application and Request

- A. Application for off-duty/extra-duty employment that does not meet the requirements of these regulations will be denied. If an application is denied or is later revoked, the officer's Watch Commander will be notified immediately.
- B. If an officer's Watch Commander disapproves an application for an off-duty/extra-duty job, the Watch Commander will immediately put the reasons for such disapproval in writing and send the documentation to the Chief of Police.
- C. The Watch Commander, Division Commander, Major or Chief of Police may order an off-duty employment permit to be revoked if he finds that the off-duty employment is interfering with the officer's regular duties.
- D. No officer shall work a duty-related job while under suspension by the department or serving in a light duty capacity.

VII. Circumstances Prohibiting Off-Duty/Extra-Duty Employment

No off-duty/extra-duty employment will be worked or authorized if any of the following exists.

- A. The job is duty-related and outside the Monroe city limits unless expressly approved by the Chief of Police.
- B. The business or location has been determined by the Chief of Police to be unsuitable for off-duty/extra-duty employment or a potential conflict of interest exists.
- C. The employment is on behalf of a labor organization which is on strike; where the employees of the employer are on strike against the employer; or where there is a lockout of employees at the location where the employee is to work.
- D. The employment involves the serving of civil process, the collection of money or repossession of property.
- E. Part of the off-duty/extra-duty employment occurs during the officer's scheduled duty hours and no authorized leave is being taken. Under no circumstances will any officer/employee work an off-duty/extra-duty employment job during his regular tour of duty. (Example: "checking by on-duty," "keeping an eye on the place," or any task unrelated to a regular duty assignment.)
- F. An officer agrees or arranges with an employer to receive a flat rate for services from which that officer will pay other officers. (Each officer must be paid individually by the employer.)
- G. If permit or licenses are required or other regulations are imposed on the business, and the business does not comply with such licenses, permits or regulations.
- H. The business has been found to be consistently or frequently in violation of state or federal laws or city ordinances.
- I. The officer has not completed the field training program. (May be waived if the job is off-duty, not extra-duty).
- J. The business or its management requires the officer to enforce "house rules" which are in conflict with state laws, federal laws, or city ordinances.

- K. The businesses or its management restricts the officer from certain areas of the premises to which the public has access.
- L. The individual or business for which the officer works refuses to cooperate in an investigation related to off-duty/extra-duty employment.
- M. When it appears from the applicant's sick record or other evidence that the secondary employment may impair his or her health or his or her ability to discharge his or her departmental obligations.
- N. Where secondary employment or the place where it is performed is such as to impair the officer's efficiency or capabilities as a member of the department or to interfere with his or her response to any emergency call.
- O. Where the secondary employment would personally involve the sale of intoxicating liquors, (e.g. clerk in a liquor store or bartender).

VIII. Employees on Leave of Absence

No officer or employee will be permitted to engage in off-duty/extra-duty employment where the officer or employee is on a leave of absence recovering from an illness or injury, unless the officer or employee receives explicit written approval from the Chief of Police prior to engaging in such employment. Written approval for off-duty/extra-duty employment which was obtained before the injury or illness occurred will not be sufficient for purposes of this paragraph.

IX. Off-Duty Employment Hours

- A. Outside employment hours include time spent on extra jobs. For off-duty/extra-duty employment purposes, an officer's workday is defined as that 24-hour period following the normal reporting time. In any seven-day period in which the officer performs forty(40) hours of regular duty work, outside employment shall not exceed thirty-six (36) hours. In no case, shall an officer work longer than 76 total hours in any seven-day period.
- B. Sick leave taken will not reduce an officer's overall work week. Scheduled overtime worked for the department and off-duty court appearances will reduce the number of hours permitted for duty related and regular off-duty extra jobs.

C. Under no circumstances may an officer work more than sixteen (16) hours without a rest period. Any sixteen (16) hour work period must be followed by a suitable period of rest of at least six (6) hours.

X. Uniforms

Any employee engaged in duty-related outside employment, where the departmental uniform is worn, must comply with all the rules and regulations concerning the wearing of the uniform and equipment to include: ASP Baton, bullet resistant vest, firearm, OC spray, Taser, and duty belt.

XI. Emergency Call-In

It must be noted and agreed by the officer and the off-duty employer that the officer's first responsibility is to the City of Monroe and the Monroe Police Department. If, for any reason, the department has an emergency situation and needs to call off-duty police personnel to work, the officer will report to duty when called. The Chief of Police, or designee, will make the decision to call in off-duty personnel who are engaged in off-duty/extra-duty employment.

XII. Performance Review

The watch commander will continuously review the performance of officers who engage in off-duty/extra-duty employment and will require termination of the job(s) if the officer does not meet his or her departmental responsibilities.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-095 PUBLIC INFORMATION/MEDIA RELATIONS

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 7

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STANDARD COVERED
5.19

I. Purpose

To establish guidelines that will assist police department personnel in making news releases and to provide cooperation and assistance to news media with regards to cases and/or incidents over which the Monroe Police Department has primary responsibility and jurisdiction.

II. Statement of Policy

The Monroe Police Department actively seeks to establish a cooperative environment in which the news media may obtain information on matters of public interest without hampering department operations. However, certain information will be withheld from the news media to protect the constitutional rights of an accused/victim, to avoid interfering with a department investigation, or because it is legally privileged.

It will be the policy of the Monroe Police Department and its employees to cooperate with news media personnel, whenever possible, in the release of information. Release of such information shall be made without partiality and shall not be withheld in favor of a particular agency or representative.

III. Administration

The public information function of the Monroe Police Department is the responsibility of the Chief of Police, or designee. In the absence of the Chief of Police or a designated Public Information Officer (PIO), public information relating to police matters will be handled as set forth in this policy.

IV. Media Access

A. Allowing Newsman to Enter Area of a Serious Incident or Crime Scene (S.C. 5.19.a and b)

Perimeters may be established to prevent persons from entering the area of a serious incident or crime scene. Dependent upon the tactical situation and the likelihood of jeopardizing police operations, members of the news media may or may not be allowed in these areas. Authorization for entry is normally dependent upon the judgment of the supervisor present. While members of the news media may be permitted in the area of a crime scene or a serious incident, they do not have the authority to be within an area that has been secured to preserve evidence or at any location where their presence jeopardizes police operations.

B. News Media Not Exempt From Laws

The primary responsibility of members of the news media is to report the news by obtaining information and photographs/video of newsworthy incidents. Their opportunity to do so is frequently at an emergency scene. An officer sharing these circumstances with news people should not obstruct them in their performance of their duty. However, members of the news media are neither implicitly nor expressly exempt from the requirements of any municipal, state or federal statute.

C. Requesting Withholding of Publication

Members of the news media may photograph/video or report anything they observe when legally present at any emergency scene. When publication of this coverage would interfere with an official investigation or place a victim, suspect or others in jeopardy, the withholding of publication is based on decisions of a cooperative press, not censorship by the department. Under these circumstances, officers should advise members of the news media or their superior officials of the possible consequence of publication. However, officers may not interfere with news media activities as long as the news person's performance remains within the confines of the law.

D. Photographing Defendants

Employees of the Monroe Police Department will neither encourage nor discourage the media from photographing or televising defendants when they are in public places. Employees of the department shall not position or pose the accused for the benefit of the media.

V. Release of Information to News Media

- A. Department personnel will not be restricted from responding directly to the members of the news media in regard to their daily operations; however the Chief of Police, or designee, must be informed as soon as possible of any major or newsworthy incident.
- B. The Commanding Officer, or designee, on the scene of any newsworthy police incident, at which members of the news media are present, will give only basic information to those members.
- C. In administrative matters (such as internal affairs investigations, disciplinary actions, etc...) information should only be released by the Chief of Police.
- D. Members of the department must exercise care, common sense, and discretion to avoid rendering statements or information that, if later quoted, may create a misunderstanding or compromise the effectiveness of the department.
- 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 actual press releases will be issued by the Chief of Police, or designee.
- G. Command Staff personnel are authorized to confirm an incident of newsworthy event to members of the news media; however they are bound by this policy and procedure.
- H. The Walton County 911 Center will handle the release of general information regarding current working accidents and street hazards or closings during traffic rush hours.

VI. Release of Information Guidelines

A. Information Which May Be Released

1. The identity of an arrested adult, to include age, home address, occupation, charges, circumstances of the arrest, bond information and arresting officer's name and assignment.
2. As a general rule, the identity of an arrested juvenile will not be released even when charged as an adult. The only exception is in those circumstances where such release would be in the best interest of public safety.
3. Mug shots may be released upon approval of the investigator.

B. Suspect Information

The existence of a suspect may be acknowledged without divulging names, as long as it will not interfere with the investigation. After apprehension and prior to being charged, a description of the suspect may be released.

C. Victim/Witness Information

1. Information concerning the name, age, address, occupation and injuries received may be released when doing so would not jeopardize the victim's life or property.
2. The existence of a witness may be confirmed but under no circumstances will a witness to a crime be identified.
3. In cases involving a sexual assault, the victim's name and address will not be released. Only the age, sex and geographic area may be released.
4. Any death in the city, whether accidental, natural or by homicide or suicide, automatically qualifies for media attention. The crucial concern in releasing the identity of the deceased is to first notify the next of kin. Once the notification is made, the release of the decedent's name, age, home address, occupation, cause and manner of death is proper. A release may be made when notification has been attempted, even though unsuccessful and within

a reasonable period of time (twelve hours may be considered reasonable).

5. Accidents of all kinds (automobile, construction, drowning, etc.) frequently attract the attention of the news media. Information should be made available concerning the facts and circumstances of an accident as soon as it becomes available. The identity of the victim (once notification has been accomplished) should be released. Of particular importance is a statement concerning the use of seat belts or other safety equipment (i.e. helmet) and if alcohol or drug was a factor in the accident. Juveniles involved in an accident are not exempted from public disclosure and should be identified.

D. Information Not to Be Released

1. An investigator or arresting officer shall not discuss his/her case nor confirm arrest information with the news media prior to or during adjudication. Post adjudication requests for interviews shall be coordinated with the Chief of Police.
2. Investigative or sensitive information involving an ongoing internal affairs investigation shall be disclosed except by authorization of the Chief.
3. Criminal History Record Information shall be released or confirmed by police employees per GCIC Rule 140-1-02. Penalties are provided. Requests by the media to inspect an individual's arrest record will be denied. If further information is requested, referral to the District Attorney's Office may be made. Charging documents filed with the court are public record.
4. The existence or the contents of any confession, admission, statement or alibi given by an accused or the failure to make same shall not be released.
5. The results of or failure of a defendant to submit to any test, such as a CVSA, breathalyzer, etc., shall not be released.
6. The testimony, credibility or character of any witness or victim shall not be released.

7. Any opinion as to the innocence or guilt of the accused or merits of the case, such as evidence and arguments, whether or not their use in court is anticipated, shall not be released.
8. Transcripts, reports or summaries of judicial proceedings from which the public press have been excluded by judicial proclamation shall not be released.
9. The home address, telephone number or photograph of an employee of the Police Department, unless the employee consents (or employee's family if the employee is incapacitated) shall not be released.
10. Information, which, if prematurely disclosed, would significantly interfere with an investigation or apprehension, shall not be released. Especially prohibited are premature disclosures of unchecked leads, unverified information, and specific facts of an M.O., details known only to a suspect and information that may cause a suspect to flee or avoid apprehension.
11. The identity of an arrested juvenile (under 17 years of age) shall not be released. It is permissible to state the age, sex and hometown. Inquiries concerning juveniles charged as an adult should be directed to the Administrative Services Division Commander or Chief of Police.
12. The existence, but not contents, of suicide notes may be acknowledged.

E. Release of Information Concerning Confidential Investigations and Operations

Only the Chief of Police, or designee, shall have the authority to release information relative to departmental confidential investigations and/or operations. The objective is not to keep the media uniformed, but is to not jeopardize the investigation.

F. Release of Information When other Public Services Agencies are Involved in a Mutual Effort

When the Monroe Police Department and other public service agencies (Walton County S.O., Fire, EMS, Medical Examiner, etc.) are involved in a joint operation, the Chief of Police shall coordinate with the other public service agency's spokes-person(s) to facilitate

the timely release of information in compliance with the same guidelines as established earlier. If possible, a representative from all agencies assisting in the joint operation should be present for the interview with the media or should aid in the drafting of the press release.

VII. News Releases

While most information is orally communicated, there may be instances that require a written press release. All written press releases must be approved by the Chief of Police, or designee, prior to release and shall include only known facts while maintaining compliance with existing directives. Press releases should generally be short in length, one page or less, yet contain sufficient information. Releases may be faxed to local media outlets.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-100 VICTIMS ASSISTANCE

EFFECTIVE DATE: 12/20/2005

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DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
6.11, 6.12

I. Purpose

To establish a uniform system of victim/witness assistance to be utilized by the Monroe Police Department.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to treat victims and witnesses with fairness, compassion and dignity. Consequently, the department will remain dedicated to the development, implementation and perpetuation of appropriate victim/witness assistance program and activities which will provide victims of crime with all reasonable assistance to: protect the victim/witness from further harm; to nurture cooperation between the police, victim/witness assistance organization and the victim/witness; and to enhance willingness on the part of the victim/witness to assist in prosecution of criminal offenders.

III. Definitions

- A. Victim – Individuals or family members subjected to financial, emotional, psychological, or physical trauma as the direct result of a crime committed upon his/her person or property.
- B. Witness – Individuals or family members who have knowledge or evidence pertinent to the investigation of a crime.

IV. The Crime Victims and Witnesses' Rights

- A. A victim or witness to a crime has certain rights that have been recognized by the Georgia General Assembly and written into law. Passage of victim related bills outlines for law enforcement their obligations to crime victims under the law. Victimization must be

result of at least one of the following types or categories of offenses:

1. Homicide
 2. Assault and battery
 3. Kidnapping, false imprisonment, and related offenses
 4. Reckless conduct
 5. Cruelty to children
 6. Feticide
 7. Stalking
 8. Sexual offenses
 9. Burglary
 10. Arson
 11. Theft
 12. Armed robbery
 13. Homicide or feticide by vehicle
 14. Serious injury by vehicle
 15. Sexual exploitation of a child
- B. Upon initial contact with a victim, law enforcement officials and court personnel are mandated to advise the victim of certain rights they have in the judicial process. Victims and witnesses must be advised of the following:
1. They have a right to protection from intimidation and harm.
 2. They have a right to be informed of the criminal justice process; arrest of the accused, release from custody notification, and informed about the various stages prior to trial.
 3. They have a right to certain compensation when eligible.

4. They have a right to assistance with their employers concerning court appearances.

C. The program shall also attempt to provide the following through the Victim-Witness Assistance Program, District Attorney's Officer or with law enforcement assistance:

1. Referral to social agencies in the community that provide emergency care, food, shelter, clothes and other support.
2. Preparation and orientation for court appearances.
3. Escorts and moral support in the courtroom.
4. Information regarding the status and disposition of their cases.
5. Property return and assistance with restitution.
6. Assistance in applying for crime victim's compensation.
7. Other information or assistance needed or determined appropriate.

V. Police Department's Role in Victim/Witness Program

The Monroe Police Department and the Walton County District Attorney'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.

- A. The CID Division Commander, or designee, will serve as the victim/witness coordinator for the agency and shall ensure the proper administration of the victim/witness program. He shall supervise and guide assistance activities of the department and personnel who have direct contact with victim/witnesses.
- B. The CID Division Commander, or designee, shall maintain liaison with the Victim/Witness Assistance Program Coordinator and other agencies that are concerned with the rights and needs of victims/witnesses to ensure that all referrals are based on accurate and up-to-date knowledge of the services provided and to maintain an ongoing channel of communication between agencies working together.

- C. The CID Division Commander, or designee, shall maintain confidentiality and security of files relating to participants in the program and shall periodically coordinate with the Victim-Witness Assistance Program and the District Attorney's Office any information disseminated to the public or media about the department's role in the program.
- D. The role of the department will be accomplished through the following objectives:
 - 1. Training all personnel as to the mission of the Victim/Witness Assistance Program as it pertains to law enforcement.
 - 2. By treating all victims and witnesses with fairness, compassion and dignity.
 - 3. By providing a toll free, emergency response phone number (911), and on initial contact, provide all victims/witnesses with immediate assistance if necessary.
 - 4. Provide victims/witnesses with a list of community services available, within the service area, as well as the number for the victim/witness liaison officer.
 - 5. Provide services with duplicating victim/witness assistance services provided elsewhere.
 - 6. Provide victims/witnesses with the appropriate brochures describing the judicial process and the phone number of the Victim Assistance and Domestic Violence Program office.

VI. Procedures

A. Preliminary Investigations

The primary responsibility for provide 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 shall render the following services in addition to other normal investigative routines:

- 1. Provide a *Victims' Rights* pamphlet which outlines 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 Walton County Victim Assistance Program. (S.C. 6.11.a)

2. Advise the victim/witness about what to do if the suspect or the suspect's companions or family threatens or otherwise intimidates him or her. (e.g. temporary protective orders, restraining orders, additional police intervention) (S.C. 6.11.b)
3. Inform the victim/witness of the case number (if known by the officer) and subsequent steps in the processing of the case. (S.C. 6.11.c)
4. 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. (S.C. 6.11.d)

B. Follow-up Investigations

1. A victim/witness shall be re-contacted within ten (10) days of the initiation of an investigation and periodically thereafter by the investigating officer, if in the opinion of the investigating officer, a supervisor, or the Chief, the impact of the crime has been unusually severe upon a victim/witness. The purpose of this contact is to determine if needs are being met and/or additional assistance is needed. (S.C. 6.12.a)
2. An investigating officer shall explain to the victim/witness the procedures involved in the prosecution of their cases and their role in those procedures, if not an endangerment to the successful prosecution of the case. (S.C. 6.12.b)
3. Scheduling line-ups, interviews and other required appearances at the convenience of the victim/witness whenever feasible. Factors which should be considered in this scheduling include the physical, financial and emotional well being of the victim/witness. If necessary, the Monroe Police Department will provide transportation to and from the police station for the victim/witness. (S.C. 6.12.c)

4. Whenever possible, victim/witness property taken as evidence by the department will be promptly returned (with the exception of contraband, disputed property, and weapons used in the course of a crime). Officers should consult with the District Attorney, prosecutor and Official Code of Georgia Annotated whenever questions of law or rules or evidence are in doubt. (S.C. 6.12.d)
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 the Rape Abuse Help Line/Hot Line at 1-800-551-0008, Walton County Rape Crisis Center 24hr 404-377-1428, or Battered Women's Shelter at 404-873-1766 to assist them during the follow-up investigation. (S.C. 6.12.e)
6. If requested by the victim the Monroe Police Department personnel will be available to conduct a follow-up security survey on each burglary, assault in home, etc...

VII. Threatened Victims/Witnesses

- A. Threats to any victims or witnesses will be documented by a supplemental report to the original incident report and forwarded to the Criminal Investigation Division for appropriate 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.
- B. Appropriate assistance may range from arrest of the individual making any threats to simply talking with the threatened person.
- C. 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/protective measures to the threatened person. If outside this jurisdiction, the member learning of such a threat will also notify the affected police department.
- D. 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 care, to ensure that he or she is not being stalked or followed;
 4. Field investigation records or 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 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 a 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); and/or
 8. Documentation of all reports of threats or intimidation on an Incident Report to be read at roll call by all officers coming on-duty.
- E. The District Attorney's or Prosecutor's Office will be promptly notified of any threats received.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-125 CODE OF ETHICS

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 2

REVISED DATE: 3/11/2008 DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
1.3

I. Purpose

To establish a written code of ethical conduct that will serve as a model for all members of the Monroe Police Department.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to adopt the "Law Enforcement Code of Ethics" published by the International Association of Chiefs of Police. Furthermore, members of this department shall be required to abide by this code of ethics, especially, when situations arise which are not directly addressed by an SOP.

III. Code of Ethics (S.C. 1.3)

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 to respect the constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will 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, political beliefs, aspirations, 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 or 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 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 before God to my chosen profession – law enforcement.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: E-005 DISASTER RESPONSE

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 6

REVISED DATE: 5/05/2008 DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
5.17

I. Purpose

To expedite the mobilization of department personnel in an effective and efficient manner during a disaster.

II. Statement of Policy

It is the policy of the department to effectively respond to all emergency situations occurring within the corporate limits and to bring these situations to a safe conclusion. Proper notification of emergency management, fire, emergency medical and other support services will be made when necessary. When it is evident that an emergency situation has occurred or is imminent, the Chief of Police shall be notified as well as all pertinent department personnel. The Incident Command System (ICS) will be used to respond to all incidents involving multiple divisions of the Monroe Police Department and/or other agencies.

III. Definitions

A. Natural disaster include, but are not limited to, the following:

1. Earthquakes
2. Flooding
3. Severe weather
4. Large scale fire

B. Man-made disaster include, but are not limited to, the following:

1. Mass transportation accident
2. Hazardous materials accident
3. Explosions
4. Biohazard threats and incidents

IV. Emergency Planning

The Chief of Police, or designee, will coordinate emergency management planning and act as a liaison to the Walton County Emergency Management Agency and other city and county emergency services to develop and maintain emergency operations plans for the police department.

V. Command Authority

The Watch Commander shall have command authority over all police personnel until the arrival of the Chief of Police. In the absence of the Chief, the Uniform Division Commander shall assume command authority. Coordination of activities will be made by the highest commanding officer with personnel from the Walton County Emergency Management Agency, fire and emergency medical services.

VI. Disaster Plan

In the event of a disaster, the following procedures shall be followed in conjunction with guidelines established through the Walton County Emergency Management Agency as a guide for handling the situation in an appropriate manner.

- A. Communications – The Walton County 911 Center is designated as the primary communications center during emergency situations occurring within the City. All of our radio equipment operates on the Walton County 800 Mhz trunked radio system. All Walton County public safety agencies have access to several common radio channels which will allow person-to-person communication. (S.C. 5.17.a)
- B. Situation Maps – The Incident Commander will obtain maps which may be used for planning and tactics in a disaster situation. The zoning map located in the Watch Commander's office is the primary map for use during an incident. The Permits and Inspections Department has complete maps businesses and streets within the City of Monroe that can be used. (S.C. 5.17.b)
- C. Field Command Post – Normally, the command post will be the Law Enforcement Headquarters because of the security and resources available to this location. However, there occasionally must be a field command post located at a site closer to a particular incident. The Incident Commander shall select a field command post site when needed with particular attention to the safety of

personnel and the ability to protect that site. The site may change if a situation escalates or the problem shifts to another location. Whenever possible, the command post will be designated in advance of the action plan. Maps of the affected area shall be maintained in the field command post. (S.C. 5.17.c)

- D. Chain of Command – To provide for unit of command during a disaster situation operation, which may involve personnel from other agencies, a scene or incident is necessary. This person exercises control over all civil law enforcement resources committed to an operation. The senior law enforcement officers will be in charge of the overall scene and of all police resources at the scene of any unusual occurrence until relieved by a higher ranking officer. This will include all police and civilian resources from other law enforcement agencies. (S.C. 5.17.d)
- E. Casualty Information – Rendering aid to and preventing further casualties is the priority of any incident command situation. Information relating to fatalities and/or injuries shall be made public by the Chief of Police, Uniform Division Commander or the designated Public Information Officer. Upon obtaining the identification of a deceased or injured victim of a fire, criminal act, accident or other misfortune, the Chief of Police will assign personnel to 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 designee. A “reasonable length of time” will be determined after examining all areas of concern and circumstances and may vary accordingly. (S.C. 5.17.e)
- F. Community Relations/Public Information – The Chief of Police or the designated Public Information Officer shall serve as the media liaison officer during any disaster situation. Information designed to control rumors will be promptly disseminated to the news media, as well as responses to inquires by the news media. (S.C. 5.17.f)
- G. Court/Prosecutorial Liaison – Incidents may occur during which specialized legal assistance is required. Should such a need arise, the Walton County District Attorney’s Office should be contacted at 404-371-2561. The “on duty” attorney will contact other required resources within their office if needed. (S.C. 5.17.g)
- H. Other Law Enforcement – Mutual aid assistance shall be requested through proper channels as outlined in O.C.G.A. sections 36-69 and the guidelines of this plan. Formal requests for mutual aid may

be made telephonically or by teletype on the GCIC computer system when time allows per requests from the Shift Supervisor. The Department will maintain a liaison with all of the City/County Departments and various legislative authorities to keep them aware of any needed resources. The following agencies are among the first asked for assistance:

1. Walton County Sheriff's Department
 2. Loganville Police Department
 3. Georgia State Patrol
 4. Georgia Bureau of Investigation (S.C. 5.17.h)
- I. Military Assistance – In the event that National Guard assistance (Military Support/Martial Law) is needed in a matter of a public safety emergency, the chain-of-command to the Mayor/City Manager will be followed, who will officially request the service of the County Emergency Management Agency, who will in turn notify the Georgia Emergency Management Agency (GEMA), who will in turn notify the Georgia National Guard for assistance. (S.C. 5.17.i)
- J. Public Facility Security – Any public facility may become a target during an unusual occurrence. As soon as possible, security of the Monroe Police Department and the City Municipal Complex will be instituted. Normally, personnel requested on mutual aid from other agencies will be used to provide security for these facilities. (S.C. 5.17.j)
- K. Traffic Control – It shall be the responsibility of the Monroe Police Department to take charge of traffic control. The perimeter of the incident area must be secured and traffic may need to be routed around the scene. The decision about traffic control should be made by the incident commander.
1. Uniformed police officers should be used on all traffic posts. If officers are needed at the incident scene, Mutual Aid should be requested from adjacent agencies to man these traffic posts.
 2. It shall be the responsibility of the traffic posts to ensure that only authorized and necessary persons are permitted to respond to the scene. Unnecessary personnel at the scene only contribute to confusion and usually counterproductive.
 3. At the first opportunity, the routes prohibited to traffic shall be blocked with moveable barricades, flashing lights and

other visible barriers until traffic is permitted access again.
(S.C. 5.17.k)

L. Equipment Requirements – Officers shall report in uniform with gun belt, radio, and personal equipment from their own agencies when called in for mutual aid or emergency mobilization. The senior supervisor on duty will immediately assess the equipment needs of the situation and see that any equipment in addition to that issued to every officer is distributed. If specialized firearms or other rescue equipment is necessary, such as repelling gear or automatic weapons, the C.R.T. will be activated. Special equipment or emergency supplies shall be requested on an “as needed” basis from any of the following agencies by Communications at the direction of the Incident Commander:

1. Walton County Emergency Management
 2. Walton County Fire Department
 3. Walton County Emergency Medical Service
 4. Georgia Emergency Management Agency at the direction of the Walton EMA Director
 5. Georgia Department of Transportation
 6. Georgia Environmental Protection Agency
 7. Georgia National Guard per the Mayor or City Manager
- (S.C. 5.17.l)

M. De-escalation Procedures – at the time when the Chief of Police and other authorities decide that the operation has concluded, they will advise all personnel to return to normal operations and will institute all post disaster incident procedures. A GCIC teletype will be made to all involved agencies. (S.C. 5.17.m)

N. Post Incident Duties – Upon the conclusion of any situation or incident involving a tactical deployment, the Incident Commander shall prepare a confidential after-action report evaluating the overall law enforcement response, to include any proposed recommendations for revision of training, operational or administrative procedures. After-action reports will be forwarded to the Chief of Police. (S.C. 5.17.n)

O. After-Action Reports – Immediately after an unusual occurrence situation, an after-action debriefing and critique will take place. The on-duty supervisor at the time of the incident shall be responsible for completing a detailed narrative report of the operation, with copies of all logs, case reports, witness statements, and other documentation attached. (S.C. 5.17.o)

- P. Transportation – The senior supervisor on duty will immediately assess the transportation needs of the situation and take what action is necessary to secure the required transportation. City owned vehicles will be used as the primary source of transportation. However, when mutual aid is requested, all personnel responding from other agencies will be requested to provide marked police vehicles to assist with transportation needs. When required, other specialized vehicles (such as Walton County Sheriff's Department and private buses) may be requested. (S.C. 5.17.p)

VII. Maintenance of Plan

The Chief of Police, or designee, shall be responsible for maintaining the department's disaster plan in accordance with the Walton County Emergency Management Agency. The plan shall be reviewed annually and updated as needed.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: E-006 BOMB THREATS

EFFECTIVE DATE: 12/20/2005

NUMBER OF PAGES: 4

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DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
5.16

I. Purpose

To provide uniform procedures for handling bomb threats and to provide information on bomb or explosive disposal.

II. Communications

A. Whenever a bomb threat is received either by phone or a complaint, the person receiving the information should attempt to establish the following:

1. Location of explosive or bomb
2. Time set
3. Type of explosive
4. Reason
5. Other relevant information

B. The person receiving the bomb threat shall immediately notify a superior officer.

C. If the bomb threat is received at the police department, the patrol supervisor shall notify communications and the patrol supervisor that he or she is responding to the location. The officer will inform the manager or person in charge of the location. The officer shall inform the person that it is their responsibility to authorize and organize the evacuation of the building.

III. Building Searches

A. Bomb Threats

1. The bomb squad does not normally respond to mere bomb threats.
2. Officers responding to the scene will turn off all communications equipment (i.e. radios, cell phones, pagers, etc..) a minimum of 300 feet from the target location. (S.C. 5.16.a) Officers outside the established safe distance from ground zero will act as a liaison with communications and other officers regarding activities or needs occurring at the scene.
3. If possible, make face to face contact with the complainant who received the threat to obtain addition information to include:
 - a. Whether previous threats have been received;
 - b. Possible motives/suspects;
 - c. Vulnerabilities of equipment and personnel
4. If an explosive device is alleged to be within a building but has not been located, the superior officer will contact the building owner/management or other responsible persons to determine if a search of the facility is desired.
5. The decision to search, evacuate or reenter a location during a bomb threat is the responsibility of the individual in charge of the property.
6. If the person responsible for the property desires a search of the location, it shall normally be conducted with the assistance of personnel familiar with the building and its contents.
7. Searches will be done systematically. Each area/room shall start from the floor to waist, waist to eye, eye to ceiling and ceiling/false ceiling.
8. Officers will not declare an "all clear" or any other language that would indicate that the location is free of explosive devices. The superior officer will merely state to the responsible state to the responsible person that no device was found.

B. Suspected Device

1. The watch commander will become the incident commander and remain so until the arrival of the Chief of Police or law enforcement operations OIC. The initial Incident Commander shall establish a Command Post and/or staging area and advise radio of the location. The appropriate bomb disposal unit will be notified immediately.
2. Do not touch, disturb, move or in any way cause the device to be moved or anything else in the area of the device to be disturbed.
3. Officers will remain a minimum of 300 feet from the suspected device. All other personnel will be evacuated beyond 300 feet from the area. (S.C. 5.16.c)
4. Officers should always be aware of the possibility of secondary devices in the area. (S.C. 5.16.b)
5. Minimal department personnel will remain in the area of the device.

C. Post Blast

1. The first superior officer on the scene will become the Incident Commander until the arrival of the Chief of Police or Law Enforcement OIC. The initial Incident Commander shall establish a Command Post and/or staging area and advise radio of the location.
2. The minimum distance for the staging area of a post blast incident will be 1000 ft from ground zero. (S.C. 5.16.c)
3. The first officer on the scene shall advise the Communications Center of the extent of the damage, number of casualties/injuries, hard to evacuate buildings and other information as necessary.
4. Evacuate injured parties to a location outside the perimeter. This will be done in a "load and go" manner. When EMS is on the scene, they are the primary medical responders and will take the lead role in transportation, triage, and treatment.

5. Traffic and crowd control will be conducted in accordance with the Disaster Response Plan.

D. Follow up Investigations

1. Upon the location of a suspected device or after a post blast, the investigation of the incident will commence. Depending on the severity of the incident, there could possibly be many different agencies assisting in the investigation such as ATF, FBI, GBI, and other agencies.
2. The area around the suspected device (300') or ground zero (post blast 1000') shall be considered a crime scene and treated as such.

- E. News Media – The need for public information during incidents of suspected devices and post blast investigations will be intense. The media will be handled in compliance with the policy on Public Information/Media Relations.

IV. Bomb Disposal Units

- A. The Bomb Disposal Unit utilized by this Department will be the GBI Bomb Squad 404-244-2600.
- B. In the event the GBI Bomb Squad is unavailable, the US Army Bomb Disposal Unit at Fort Gilliam will be contacted.
- C. The Chief of Police will direct access to any other bomb disposal units.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: E-015 HOSTAGE/BARRICADE INCIDENT

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 7

REVISED DATE: 3/11/2008 DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
5.18, 7.2

I. Purpose

To establish guidelines for the handling of incidents involving hostage situations and barricaded subjects.

II. Statement of Policy

When confronted with hostage/barricaded incidents, it shall be the policy of the Monroe Police Department to consider the lives of the hostages, civilians, and officers to be of the utmost importance. A successful outcome depends upon the use of a team approach, good communication, and the effective and efficient coordination of all personnel. The primary objective is to preserve human life; those of the hostage(s), citizens and police personnel. A secondary objective is to apprehend the suspect(s) and to recover property.

Officers who come into contact with hostile, barricaded persons, or persons with hostages should attempt to avoid confrontation in favor of controlling and containing the situation until the arrival of trained tactical and/or hostage negotiation personnel. (S.C. 5.18.a)

III. Procedures

A. Initial Responding Officer's Responsibilities

When an officer is confronted with a situation in which a potentially armed suspect has seized control of a dwelling, structure or place, immediate steps must be taken to insure the safety of bystanders and responding officers.

1. Evaluate the situation, avoiding confrontation, and control the affected area.

2. If the officer feels he or she is in direct danger or his or her presence would endanger civilian personnel, he or she should retire to a safe position(s) which permits viewing of any possible areas of escape and yet provides for the confinement of the suspect(s).
3. The officer should contain the situation and discourage the incident from becoming mobile by blocking off all escape routes.
4. Maintain firearms discipline. Gunfire by a barricaded suspect in the general direction of officers who are adequately covered does not justify the return of gunfire. If it is necessary to resort to gunfire, it should be limited to self defense or to the defense of another and then only when there is no risk to any possible hostage(s) or civilian(s).
5. Notify the Communications Center by the safest means available, advising the following:
 - a. Location and physical description of the barricade.
 - b. Number, description and names (if known) of barricaded suspect(s).
 - c. Reason the suspect(s) is barricaded.
 - d. Whether or not the suspect(s) is armed and, if armed, the type(s) of weapon(s) the suspect(s) is using.
 - e. Number and description of any hostage(s) being held. However, the hostage's name(s) shall not be given out over the air.
 - f. Any areas or streets which may be unsafe for additional units responding to the scene.
 - g. Advise responding units not to go directly to the scene but to a location near the situation for control purposes.
 - h. If the subject should leave cover, attempts should be made to prevent reentry if possible.

6. Immediately notify the Watch commander and request that he or she respond to the scene.
7. Evacuate bystanders (S.C. 5.18.g) and injured persons(S.C. 5.18.h), if the situation permits, and arrange for medical treatment or transportation to a medical facility.
8. Brief Watch Commander on the status of the situation and the position of all officers around the location.

B. Watch Commander at the Scene

1. Designate responding units to block off all possible vehicular escape routes.
2. Evaluate the situation and assign additional personnel to establish an outer perimeter beyond the line of sight of the barricaded location. Citizens and unauthorized vehicles shall not be allowed within this outer perimeter.
3. Determine the necessity to evacuate civilian personnel from areas of potential danger and assign patrol personnel to effect their removal, paying special consideration to their safety.
4. Designate someone to be note taker, maintaining the time line of notes regarding occurrence of events, decisions made, authorization of decisions, time and date.
5. Ensure that all personnel maintain firearms discipline.
6. Update the Communications Center of any new information.
7. If the Watch Commander determines the need for negotiators and/or the Walton County Sheriff's S.E.R.T. Team, immediately notify the Communications Center to contact the appropriate personnel. (S.C. 5.18.b)
8. The Chief of Police is to be notified any time the Walton County Sheriff's S.E.R.T. Team is called to a situation within the Monroe Police Department's jurisdiction.
9. Designate a staging area at a safe location out of sight of the barricaded location to which additional units can respond. Advise the dispatcher of its location.

10. Have all civilians who are evacuated from areas of potential danger, or who are leaving the inner perimeter on their own, held at a safe location for identification and debriefing.
11. Designate a preliminary news media (press) information area as close to the scene as practical and that safety considerations permit, and establish it closer when it is safe to do so. Also, assign an officer as liaison with media representatives so that those covering the event may be kept "officially" informed of progress. Generally the news media area should be no further away than the staging area or closer than the command post. However, for safety reasons and to prevent exposure of officer location, the locations should not be close enough to allow the viewing of the incident (S.C. 5.18.k)
12. Request that an ambulance and fire/rescue respond to the staging area on standby. (S.C. 5.18.j)

C. Communications Responsibilities

The Walton County 911 Center is designated as the primary communications center during emergency situations occurring with the City. All of Walton County's first responders' radio equipment operates on the Walton County 800 trunked radio system. All Walton County public safety agencies have access to several common radio channels which will allow person-to-person communication. (S.C. 5.18.e) (S.C. 7.2.d)

1. Upon being advised of a barricaded situation, the communications center shall:
 - a. Ask all units to hold any traffic that is not emergency in nature.
 - b. Relay to other responding units the following information as it is received from the field:
 - 1) The location of any areas or streets which may be unsafe.
 - 2) The location of the staging area as designated by the Watch Commander

- 3) The location of the command post as designated by the Watch Commander.
 - 4) The designated emergency response route and any connecting route.
2. Upon receipt of a request from the Watch Commander for the Walton County Sheriff's S.E.R.T. team, the dispatcher will notify the Walton County Sheriff's Department of the request and will also notify the Chief of Police of the request. (S.C. 5.18.m)
3. The Communications Center shall make the following notifications:
 - a. Chief of Police and the Patrol Supervisor.
 - b. Other law enforcement agencies (i.e. Walton County Sheriff's Office, Georgia State Patrol, Georgia Bureau of Investigations, etc.) if assistance is needed.
 - c. Additional equipment available for hostage situations which includes, but is not limited to: helicopters, canines, specialized surveillance equipment (S.C. 5.18.d and j), etc....
4. The dispatcher shall notify the Federal Bureau of Investigations if the barricade involves a bank or a political hostage.
5. The dispatcher will advise the other units which are not involved in the incident to switch their radios to a designated channel.

IV. Control of Scene

- A. The officer-in-charge of the department will establish a central command post in a safe area and establish a chain of command in compliance with the Incident Command System. (S.C. 5.18.i) He or she shall establish both an inner perimeter (to contain the suspect) and outer perimeter (to prohibit unauthorized access to the area). (S.C. 5.18.f) When it appears that the situation cannot be resolved promptly and there is the possibility of danger or injury to the police or general public, a request will be made to the Communications Center for a call-out of the Walton County Sheriff's S.E.R.T. Team.

- B. The Walton County Sheriff's Department S.E.R.T. Team is the designated S.E.R.T. Team for call outs within the city. The S.E.R.T. Team is configured such that negotiators respond with the call out of the unit. (S.C. 5.18.m) The S.E.R.T. Team shall operate within its standard operating procedures until such time that the scene is released back to the Monroe Police Department. (S.C. 5.18.c)
- C. Continued negotiating, a lessening of demands and the uneventful passage of deadlines imposed by the perpetrator may indicate he/she is beginning to weaken. The negotiations will continue to consume time. If convinced that the suspect has become destructive and irrational, the S.E.R.T. Commander, or designee, should prepare for an assault action. Chemical agents and/or use of force may be utilized at the discretion of the Chief, or designee. The authority to commence an assault and/or to employ firepower will only be given by the Chief of Police, or designee. (S.C. 5.18.l)
- D. If it becomes necessary to allow a perpetrator to move from the original location of negotiations by vehicle or other means accompanied by a hostage(s), the following plan will take effect:
1. The Incident Commander will notify the Communications Center if there is to be movement of the captor and hostage(s) and the proposed route and destination, if known.
 2. The Communications Center will notify commands along the primary and parallel route not to interfere with the progress of the convoy.
 3. The Communications Center will notify other agencies if pertinent and notify command covering the location of destination if outside of the city.
 4. Responsibility will be maintained unless the incident shifts to another jurisdiction or is relieved by a higher authority.
 5. The Commander of the new area or other jurisdiction will be briefed and the assistance of the Monroe Police Department will be offered if necessary. The Incident Commander will command the hostage transportation convoy and determine its size. Consideration should be given to the number of captors, their armament, the number of hostages and the destination. The convoy should have a minimum of four (4) vehicles:

- a. Escape vehicle.
 - b. First vehicle – the hostage negotiating team and two members of the Walton County Sheriff's Team as a containment unit.
 - c. Second vehicle – the remainder of the Walton County Sheriff's S.E.R.T. Team or four members as an assault team.
 - d. Third vehicle – command car containing the Walton County Sheriff's S.E.R.T. Commander and the Incident Commander.
6. Communications will be maintained as to the progress and exact location of the convoy. (S.C. 5.18.n)

V. Post Incident Activities

- A. All injury and casualty information shall be relayed to the Public Information Officer (PIO) for media briefings. Information shall include but not be limited to number of injuries, number treated and released, number of casualties, names and ages of victims, and names of casualties once the next of kin is notified.
- B. Immediately after a barricaded person or hostage situation, an after-action debriefing and critique will take place. The on-duty supervisor at the time of the incident shall be responsible for completing a detailed narrative report of the operation, with copies of all logs, case reports, use of force reports, witness statements, and other documentation attached. (S.C. 5.18.o)
- C. The Watch Commander shall debrief his/her officers and instruct each to prepare a short summary report about their duties and observations and forward the report to the Incident Commander, or designee. The Incident Commander shall review the officers' summary reports with the Watch Commander and evaluate the totality of the incident.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

**SECTION: E-020 UNUSUAL OCCURRENCE RESPONSE/INCIDENT
COMMAND SYSTEM**

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5.34**

I. Purpose

To provide for response and initiatives and to expedite the mobilization of department personnel in an effective and efficient manner to natural or man-made emergency situations, unusual occurrences, civil disturbances, events and disasters.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to respond to those natural or man-made emergency situations, disasters, unusual occurrences and civil disturbances that occur within the city. In addition, to the many functions the department may be required to perform, our foremost responsibility shall always be the protection and preservation of life, and secondly, the protection and security of property. The Chief of Police has primary responsibility for emergency management planning for the department.

III. Incident Command System (S.C. 5.34)

A. The ICS will be utilized if circumstances dictate the necessity of expanding personnel and resources beyond the scope of the first responder. ICS is the combination of personnel, procedures, equipment, facilities, and communications operating within a common organizational structure, and the responsibility for the management of assigned resources beginning with the first responder. ICS develops in a modular structure from the bottom up with command responsibility placed on the first responder. ICS must be applied to the global aspect of emergency management, such as capture of suspects, evacuations, media contacts, crowd control and scene security.

- B. ICS develops in a modular structure based upon the nature of the incident. Only in rare cases is the entire agency mobilized for one incident. The department approved ICS structure will build from the bottom up with the initial responsibility and performance placed on the first responder, who often assumes the first role as incident commander or agency representative. The specific organizational structure that may be established for any given incident will be based upon the management needs of the incident. The first responder/Incident Commander, regardless of professional rank, has the latitude and authority to assign any person to any assignment deemed necessary to deal with a particular critical incident.
- C. Based upon many unforeseen factors, some of which are individual levels of professional expertise, physical location at the time of the critical incident and the absolute need to insure sound incident command practice, personnel must be prepared to function at any level of ICS.
- D. Unless specifically ordered by the Incident Commander to respond to a critical incident that is reasonably considered to be outside the boundaries or scope of an employee's duty assignment, all personnel must maintain their current assigned duties or posts until directed otherwise. Abandoning assigned duty posts in order to respond to a critical incident outside their respective duty assignment only leads to a breakdown in the incident command system and loss of order among responders and will not be tolerated. Officers' actions should be directed by the Incident Commander.
- E. The ICS implements the design elements through an expandable management organization that eliminates voids and redundancies in assignments and is portable. The ICS can be used to manage planned events or unexpected emergencies. The incident management tasks fall into five general areas. These are included in the ICS organization as:
 - 1. Command
 - 2. Operations
 - 3. Planning
 - 4. Logistics
 - 5. Finance

- F. Responsibilities of ICS: The following are the approved assignments and responsibilities in the ICS. Duty assignments are created by the first responder/Incident Commander/agency representative with consideration given to the extent of the critical incident. One person may be assigned to multiple duties.

1. Incident Commander

The Incident Commander is the first responder who assumes control of a critical incident. The Incident Commander may be a subsequent responder who assumes management of the critical incident in the event that other first responders are engaged with an active threat. Without exception, the Incident Commander is responsible for all activities associated with the critical incident to include the final authority on all aspects of operations, logistics, finance and planning. The Incident Commander has direct supervision over all function officers; in particular, safety, public information dissemination, associated collateral duties at medical facilities, government buildings and any liaison to other responding supporting agencies.

In the event another entity has incident command responsibility for an incident, the first law enforcement responder shall assume the duty of agency representative. When another entity has responsibility of the incident command, this department's agency representative will not assume the authority of an Incident Commander. However, the department and all employees shall recognize the authority of the agency representative in making all policy decisions, as well as possessing supervisory authority over all departmental activities, associated with the occurrence. Working in partnership with the other Incident Command Structure, the agency representative shall direct all law enforcement related functions (similar to the authority of an incident commander) using approved ICS principles.

The modular progression of incident command may call upon additional personnel and resources to accomplish the following functions as deemed necessary by the Incident Commander:

- a. The Incident Commander may assign a person to be the Liaison Officer. This person is responsible for

organizing and briefing staff, identifying and contacting assisting agency/jurisdictional representatives, and monitoring the involvement of assisting agencies.

- b. The Incident Commander may assign a person to be the Safety Officer. This person is responsible for developing and recommending measures to the Incident Commander for assuring persons health and safety and to assess and/or anticipate hazardous and unsafe conditions.
- c. The Incident Commander may assign a person to be the Public Information Officer. This person shall be responsible for the release of information and rumor control and will follow guidelines set forth in the Public Information/Media Relations.
- d. The Incident Commander may assign a person to be the Hospital Officer. This person is responsible for coordination of all department activities at the Walton County Medical Center or other medical facility to include the management of employee-related injuries and casualties. The Hospital Officer reports directly to the Incident Commander and works in close partnership with the Chief of Police during cases of employee injury or death.

2. Finance

This function is responsible for all financial and cost analysis aspects of the critical incident, to include processing of requisitions, field purchase orders and pay vouchers. The Finance function is also responsible for maintaining required personnel records, preparing all employee injury claims, coordinating State and Federal funding for employee injury and death compensation and setting up separate private and public accounts to receive money on behalf of injured or killed employees. The Finance function reports directly to the Incident Commander.

The Finance function may assign a Family Liaison. The Family Liaison is responsible for managing the affairs of any department employee who is severely injured, incapacitated or department employee who is severely injured, incapacitated or killed in the line of duty, to include

liaison for a decedent's beneficiaries. The Family Liaison works in close partnership with the Chief of Police and may work independently of an Incident Commander based upon concurrent circumstances.

3. Logistics

This function is responsible for communications, providing/obtaining incident equipment and items, provide food, refreshments, temporary restroom facilities, break areas, services and material in support of all personnel deployed at a critical incident. This person may be required to make emergency purchases through outside vendors. The Logistics functionary reports directly to the Incident Commander.

The Logistics Officer is also responsible for staging and has the authority to appoint a staging officer, if necessary. Staging includes managing and organizing all staging areas for all disciplines responding to critical incidents. Staging areas are maintained for collection of all personnel and resources until the staging officer allocates them to a particular assignment. The staging officer will assign each affected personnel one of three stage conditions: (1) assigned, (2) available, or (3) out of service.

4. Operations

This function is responsible for the management of all operations applicable to the critical incident to include, but not limited to, coordinating law enforcement related tactical and strategic plans, traffic control and perimeters, and investigations. The Operations Function may request additional resources and revise plans as necessary with the knowledge and approval of the Incident Commander.

- a. Operations will be responsible for handling or assigning duties of the Headquarters Officer. This person is responsible for coordinating operations in Walton County 911 Center, managing security and operations for all government buildings, managing security and operations at the police department and serve as advisor to the Incident Commander in making policy and deployment decisions through the duration of the critical incident.

- b. Operations will be responsible for handling or assigning duties of the Investigations Officer. This function is responsible for the investigation and case filing of any criminal conduct from action at the scene of a critical incident. Other responsibilities include the collection and preservation of evidence, gathering of intelligence information, investigating the use of deadly force and maintaining and preserving the complete criminal case file.

G. Authority

The circumstances of the event will determine which entity will have responsibility/authority over the situation.

1. The Monroe Police Department will assume responsibility for the following functions:
 - a. Incident Scene Stabilization
 - b. Traffic Control
 - c. Hazardous Device Incidents
 - d. Hostage Negotiations
 - e. Evidence Collection
 - f. Armed Tactical Intervention
 - g. Criminal Investigations
 - h. Incident Scene Security
 - i. Victim Services
 - j. Evacuations
 - k. Crowd Control
 - l. Search Operations (joint with Monroe Fire)
 - m. Terrorist Incidents
 - n. VIP Visits, such as Federal dignitaries, heads of state or other elected officials.

In these situations, Monroe Fire should provide an agency representative to consult and advise the law enforcement Incident Commander until a future transfer of command is appropriate.

2. Monroe Fire has responsibility for the following functions:

- a. Rescue Operations
- b. EMS
- c. Hazardous Materials
- d. Fire Suppression
- e. Arson Investigation
- f. Weather/Natural Disaster Relating Critical Incidents. In these situations the Monroe Police Department will provide an agency representative to consult and advise the Fire Incident Commander until a future transfer of command is appropriate.

3. Other agencies declaring jurisdictional control

If Federal or State enforcement agencies declare their intent to control a situation, that department's assigned Incident Commander shall assume responsibility of the situation and become Incident Commander. The Monroe Police Department will assign an agency representative and make every attempt to provide the controlling agency with resources and personnel to assist with the situation.

H. Responsibility of the First Responder/Incident Commander

1. Determine Overall Priorities. The first responder/Incident Commander must assess the whole of the incident and immediately develop a response plan based upon the following priorities:
 - a. First Priority – Tactical intervention into the incident is initiated when a definite interaction with readily identifiable suspects is required to neutralize the incident or prevent additional victimization. The first responder's mission is to prevent a person or thing

from being an active threat, decrease the possibility of further injuries or deaths. Evacuations may be necessary to achieve this priority; however, evacuations are secondary to the eradication of active threats.

- b. Second Priority – Stabilize the incident to prevent any threat escalation. Establish a perimeter.
 - c. Third Priority – Protect property.
 - d. Fourth Priority – Establish the Incident Command System to manage all deployed and responding personnel and supplies.
 - e. Fifth Priority – Facilitate any criminal investigation.
2. Select a strategy. Every incident requires a documented action plan.
 3. Plan for joint coordination with other responders and agencies.
 4. If necessary, activate appropriate tactical response resources: SWAT, Bomb Disposal, Dive Team, Forensics, etc.
 5. Maximize the use of all available resources. All on scene personnel must be assigned a task or returned to the staging area.

I. Managing Disorder

Critical incidents must be managed by a sense of order, and in most cases, the first responder/Incident Commander must achieve order from chaos before any life safety or incident stabilization can occur. Failure to establish order immediately upon arrival to a critical incident will cause substantial problems in bringing the crisis to a successful conclusion. The first responder/Incident Commander must first establish immediate control over all public safety responders, who, in turn will assist in gaining control over the general public.

J. Transfer of Command

Transfer of command may take place from a first responder, and subsequently upward through the chain of command, to a later arriving senior ranking person or to a person with expertise/specialized training in the situation (i.e. accident investigator).

1. Transfer of command should take place face to face to include a complete briefing of activities and circumstances.
2. The person relieved of command shall complete a written report specifying the circumstances surrounding the transfer of command, to include the exact time and to whom the command was given. This report shall be forwarded to the Incident Command.
3. A ranking employee, normally at the middle or executive level management, may delegate authority to someone of lesser rank at any time during the tenure of the critical incident; however, the delegating ranking employee must understand that absolute singular command was also delegated.

K. Safety Alerts

The Safety Officer is responsible for issuing safety alerts, or warnings, to all responders describing any and all known hazards present or threatened at each critical incident scene. Safety alerts should be conducted whenever circumstances dictate. Citizens will be notified as the situation warrants.

L. De-escalation and Termination of the ICS

Once the disturbance has been brought under control and the situation has returned to normal, the Incident Commander will begin de-escalation procedures to include, but not limited to: disengage officers as appropriate, lower the phase of the emergency, re-establish local services. A thorough inspection of the City should also be conducted to ascertain if any additional damage has been done attributable to the disaster.

The mobilization and response to a critical incident can be terminated when the critical incident has de-escalated to a point where all personnel and material resources have either been released or returned to routine service levels.

M. Post Incident Debriefing

As soon as practical, persons involved in any phase of the critical incident should be debriefed to mitigate the impact of the incident on personnel and to accelerate recovery processes. Provisions for follow up counseling should be considered for those having stress reactions to abnormal traumatic events.

Post incident debriefings should also be used to share information among all responders in order to learn from the incident and achieve great successes during future responses.

N. After Action Reports

The Incident Commander is responsible for submitting an after action report at the conclusion of the critical incident to the Chief of Police, with copies to appropriate levels in the chain of command. The purpose of the after action report(s) is to evaluate the department's overall response to the critical incident, with the intent of serving as a foundation for future similar responses.

An after action report should contain the following information:

1. Brief description of the incident.
2. Description and detail of services provided for the incident to include personnel and equipment.
3. Cost analysis for the department to provide services, to include salaries, incidentals, equipment used and lost, and food costs.
4. Copy of any event log(s) maintained by any person assigned to the incident.
5. Copy of all reports submitted by any person assigned to the incident.
6. Attachments, to include maps, forms, used and any related documents.
7. Summary of casualties, injuries to employees and citizens and assessment of private and public property lost.
8. Final evaluation of the incident. Discussion of the problems encountered and successes realized. This must

be a critical evaluation of the overall response conducted by the department. The final evaluation shall provide suggestions to remedy any and all problems encountered during the critical incident. The suggestions may include policy changes, procedural changes, training solutions, and equipment acquisition or any other endeavor intended to prevent the problems from reoccurring in the future. Assignments can be made by an command staff to any employee to prepare the necessary changes or modifications to policy or procedure to correct any deficiencies in response identified by the after action report.

- O. All newly sworn personnel shall receive training on the incident command system. The GEMA/FEMA website provides certification courses that all newly sworn personnel will be required to complete.
- P. The Chief of Police, or designee, shall review after action reports to determine the effectiveness of the incident command structure and any training needs.
- Q. In all unusual occurrences, the Incident Command System should be activated and the above listed procedures followed. Listed below are some specific instances that may occur. The incident Command System procedures listed in this policy should be followed. Depending on the incident, more detailed procedures are listed in other policies in Section E of the Department Policy and Procedure Manual.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: E-025 TERRORISM PREVENTION PLAN

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I. Policy

It will be the policy of this department to take a proactive stance in the war on terrorism by identifying potential targets within this agency's jurisdiction, if any. Once the targets are identified, if any, an assessment of vulnerability shall be conducted. (S.C. 5.33.a)

The Monroe Police Department will cooperate with appropriate authorities, if needed, in order to coordinate special security procedures for high risk targets. These agencies include Federal, State and County organizations.

The Department adopts in full the "Georgia Emergency Operations Plan" dated February 2006, updated in January 2008 on the Georgia Emergency Management Association (GEMA) website. This adoption is in compliance with February 14, 2006 Governor's Executive Order stating "That the Plan shall be binding on all local emergency management programs and on all State Boards, Departments, Agencies, Associations, Institutions, and Authorities, and the Plan shall serve as the basis to assist all local governments in times of emergency or disaster."

Monroe Police Department participates in planning session as a part of the Walton County Emergency Management Authority. (S.C. 5.33.b)

The Chief of Police, or designee, and the Major will act as a liaison with the Georgia Information Sharing & Analysis Center (GISAC). (S.C. 5.33.c)

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: E-030 MISSING CHILDREN

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I. Purpose

To establish a uniform process and immediate response to reports of missing children and the prompt entry of descriptive information into the GCIC/NCIC missing persons file.

II. Statement of Policy

It shall be policy of the Monroe Police Department to take every report of a missing child seriously. Officers will investigate all reports thoroughly and shall consider every child at risk until significant information to the contrary is confirmed.

It shall also be the policy of this department that jurisdictional conflicts are to be avoided when a child is reported missing. If a missing child either resides in or was last seen in the City of Monroe, this department will immediately initiate the required reporting process. If a child resides in the City of Monroe and was last seen in another jurisdiction, but the agency covering that jurisdiction chooses not to take a missing child report, the agency will assume reporting and investigative responsibility.

III. Definitions

- A. Missing child – any child under the age of 17 and whose whereabouts are unknown to his or her parent, guardian or responsible party.

- B. At-risk child – any child 13 years of age or younger. (Note: this age was established by the federal Missing Children Assistance Act because children of this age group have not established independence from parental control and do not have the survival

skills necessary to protect themselves from exploitation on the streets). This definition also applies if:

1. The child is out of the zone of safety for his or her age, developmental stage, and/or physical condition. In the case of an infant, the zone of safety will include the immediate presence of an adult custodian or the crib, stroller or carriage in which the infant was placed. For a school-aged child, the zone of safety might be the immediate neighborhood or the route taken between home and school.
2. The child is mentally diminished. If the child is developmentally disabled or emotionally disturbed, he or she may have difficulty communicating with others about needs, identity or address. The disability places the child in danger of exploitation or other harm.
3. The child is drug dependant, including both prescription and illicit substances. Any drug dependency puts the missing child at risk. The diabetic or epileptic child requires regular medication or his or her condition may become critical. The illicit drug abuser, on the other hand, may resort to crime or become the victim of exploitation.
4. The child is a potential victim of foul play or sexual exploitation. Risk to the child can be assumed if the investigation indicates a possible abduction, violence at the scene of abduction, or signs of sexual abuse.
5. The child is in a life-threatening situation. The environment in which the child is missing may be particularly hazardous. Examples of a dangerous environment could be a busy highway for a toddler or an all-night truck stop for a teenager.
6. The child is absent from home for more than 24 hours before being reported to law enforcement as missing. While some parents may incorrectly assume that 24 hours must pass before law enforcement will accept a missing person case, a delay in reporting might also indicate the existence of neglect or abuse within the family.
7. The child is believed to be with others who could endanger his or her welfare. A missing child in such circumstances is in danger not only of sexual exploitation, but also of

involvement in criminal activity such as burglary, shoplifting and robbery.

8. The child is absent under circumstances inconsistent with established patterns of behavior. Most children have an established routine that is reasonably predictable. Significant, unexplained deviations from that routine increase the probability of risk to the child.
- C. A Child is Missing (ACIM) – a public/private partnership devoted to assisting law enforcement in search/early recovery efforts during the initial hours of a child/elderly person's disappearance via a rapid-response neighborhood notification system utilizing a high-tech telephony program. ACIM uses a three-prong program: a telephone database, geo-mapping system, and a satellite imagery system.
- D. Levi's Call – Georgia's version of the national Amber Alert program. A voluntary partnership between law enforcement, emergency management, and broadcasters to issue an urgent bulletin in child abduction cases. 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 also are accessed to display descriptive information about a suspect's vehicle.

IV. Responsibilities

A. Communications Personnel

1. Determine if circumstances of the report meet the definition of a missing child as determined above. By questioning the caller about the circumstances of the report, the call-taker can make a preliminary assessment about the level of risk to the missing child. This assessment shall also prepare the call-taker to promptly activate additional response protocols if needed.
2. Promptly dispatch an officer to the scene of the report.
3. Notify a supervisor of the call.
4. Transmit the appropriate radio alerts and other notifications. A critical responsibility of the call-taker is to obtain sufficient information from the reporting party to

broadcast a radio message that alerts other officers and other agencies if necessary. Information should include the child's race, sex, height, weight, hair and eye color and clothing, as well as the last known location of the child.

5. Search the CAD system for previous responses that might have a bearing on this incident.
6. Safeguard all pertinent records. The records of all communications related to the incident will be safeguarded for future investigative reference.
7. Initiate a media contact – including activation of the Levi's Call Alert System, "A Child is Missing" program and any other community notification methods when appropriate.

B. First Responding Officer

1. Respond promptly to the scene of the report.
2. Interview the parent(s) or person who made the initial report. The purpose of this interview is to gain insight into the circumstances surrounding the disappearance and other information needed to conduct an initial assessment of the case.
3. Obtain a description of the missing child including photograph(s) and videotapes. The collection of information about the missing child, including race, height, weight, hair and eye color, clothing, and other noteworthy features, should be done promptly and relayed to other officers who may be assisting in the investigation. Several recent photographs and/or videotape, if available, should be secured.
4. Verify that the child is in fact missing. First responders should never assume that searches conducted by distraught parents or others have been performed in a thorough manner. Another check of the house and grounds should be made that includes where children could be trapped, asleep or hiding. Special attention should be paid to enclosures like refrigerators, freezers, and the interior of trunks of parked vehicles were limited breathing air may place the child at even greater risk. In the case of older children, first responders should ask if parents have checked with the child's friends or perhaps

overlooked or forgotten something the child may have said that would explain the absence. Note: A search of the home should be conducted even if the missing child was last elsewhere.

5. Confirm the child's custody status. First responders should ascertain whether a dispute over the child's custody might have played a role in the disappearance. Questions regarding whether the reporting party has full legal custody, if the noncustodial parent has been contesting custody, or if the missing child expressed a wish to live with the other parent, may help an officer gain important insight into the case.
6. Identify the circumstances of the disappearance. First responders need to ascertain whether the circumstances surrounding the child's disappearance are such that a heightened level of response is warranted. If "unusual circumstances" exist, then the decision to employ additional response methods is clear. In other situations where the circumstances are not clear, officers should keep the missing child's safety in mind and act accordingly.
7. Determine when, where and by whom the missing child was last seen.
8. Interview the individual(s) who last had contact with the missing child.
9. Identify the child's zone of safety for his or her age, developmental stage, and physical and mental state.
10. Obtain a description of the suspected abductor(s) and other pertinent information. Officers need to immediately record witness information, not only for general investigative use but also before witnesses forget or speak to others who may confuse or make suggestions about what was actually observed. If the abduction scene involves a business or other public place, officers may be able to supplement witness information with video from security cameras that might provide crucial information about the suspect, vehicles and circumstances. In the case of a suspected family abduction, the reporting party may have photographs of the abductor or other valuable information.

11. Determine the correct NCIC Missing Person File category and ensure that a notification is promptly transmitted.
There are 5 categories with the Missing Persons File that apply to children. They are disability, endangered, involuntary, juvenile and catastrophe. Simply because the child is younger than 17 does not require that the juvenile category be used. The circumstances of the disappearance should govern category selection. Note: NCIC suggests that family and non-family abduction be entered in the involuntary category. Runaways are most commonly entered in the juvenile category unless unusual circumstances exist.
12. Provide detailed descriptive information to the 911 Center for broadcast updates.
13. Identify and interview everyone at the scene.
14. Secure and safeguard the area as a potential crime scene. First responders must take control of the immediate area where the incident occurred and establish an appropriate perimeter to avoid destruction of vital evidence. In addition to external crime scenes, the missing child's home and particularly his or her bedroom, should be secured and protected until evidence and identification material can be collected.
15. Record if the child has access to an online computer, cellular phone and/or pager.
16. Prepare necessary reports and complete appropriate forms.

C. Supervisors

1. Obtain a briefing from the first officers on the scene. This briefing allows the supervisor to determine the scope and complexity of the case and develop an appropriate response. This briefing should be conducted away from family, friends, or any other individuals who may be present. Doing so will allow officers to speak freely about the events that have transpired and pass along initial impressions and opinions that might be misconstrued by others

2. Determine if additional personnel and resources are needed to assist in the investigation.
3. Consider activation of the Levi's Call Alert system if the child has been abducted and/or "A Child is Missing" program. If circumstances indicate the chances for the child's safe recovery would be increased by immediate public awareness, the supervisor should promptly activate such efforts.
4. Establish a command post. The command post should be close enough to the center of the activity to facilitate control and coordination, but sufficiently apart to allow a free exchange of ideas among responders.\
5. Organize and coordinate search efforts.
6. Ensure that all notifications have been made. The supervisor should notify the Patrol Division Commander, the CID Commander, and the Chief of Police. Because dissemination of information is an integral part of the search for a missing child, the supervisor should ensure that all officers, other departments and agencies in the area, and all investigative networks are supplied with accurate details.
7. Establish a liaison with the victim's family. Families of a missing child will experience extreme stress. Supervisors should establish a liaison with the family who can explain what investigative actions are being employed and what they can do to assist in the search.
8. Manage media relations until arrival of the Chief of Police, or designee.

D. Investigators

1. Obtain a briefing from personnel at the scene. This briefing should be conducted prior to interviews with family members of the missing child or witnesses who may have been identified during the initial stage of the case.
2. Verify the accuracy of all descriptive information.
3. Conduct a neighborhood canvass.

4. Obtain a brief history of recent family dynamics from family members, neighbors, teachers, classmates, etc.
5. Explore the basis for conflicting information, if any.
6. Implement effective case management.
7. Evaluate the need for additional resources and specialized services.
8. Update descriptive information. If it appears that the case will not be promptly resolved, the investigator should ensure that the descriptive record, especially that entered into the NCIC Missing Person File, is updated to include dental characteristics, scars, marks, tattoos, and fingerprints along with additional articles of clothing, jewelry, or unique possessions.

V. Levi's Call – Georgia's Amber Alert

A. 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 imminent danger of harm or death.
3. The child must be 18 years of age or younger.
4. There must be enough descriptive information to believe that an immediate broadcast alert will help recover the child.

B. Levi's Call will not be granted:

1. In cases of non-custodial abductions where no danger exists to the child.
2. Runaways.

C. When an abduction is confirmed and investigators determine that the case meets "Alert Criteria," the GBI regional office should be contacted. If after hours, on weekends and holidays, contact the

GBI Communications Center at 404-244-2600. An operator will locate the on-call agent.

- D. The GBI will verify that the use of an alert is justified and will work with the investigator to draft an "Alert Bulletin." The bulletin will include:
1. Description of the child (race, physical attributes, and clothing worn) at the time of the abduction.
 2. A suspect description.
 3. A description of the vehicle in which the two may be traveling.
 4. Where the abduction took place and where the child was last seen.
 5. A phone number where the public can contact us with information.

VI. A Child is Missing Program

- A. When an officer receives a report of a missing child (age 1-7), an elderly person (with Alzheimer's) or a disabled person (in danger), he or she should notify the supervisor for approval to notify ACIM.
- B. All other circumstances will need approval for the use of ACIM.
- C. Factors for determining the use of ACIM.
1. Juveniles
 - a. The child must be under the age of seventeen (17).
 - b. The reporting person must be an adult family member, teacher, or another adult who is responsible for the child.
 - c. If the juvenile is a habitual runaway, ACIM would only be used if foul play is suspected.
 - d. A first time runaway.
 - e. Stranger abductions prior to calling Levi's Call Alert, based on the preliminary investigation.

2. Senior Citizens

- a. The person must be sixty-five (65) years of age or older, unless he or she has early Alzheimer's.
- b. It must be out of character for the elderly person to be considered "missing."
- c. ACIM may also be used if an elderly person has frequently walked away from a nursing home facility.

3. Disabled Person

- a. There is no age stipulation for a disabled person.
- b. Caution must be used when determining whether a person is truly disabled. For purposes of this policy, a disabled person will fall into one of the following categories:
 - 1) The person has a physical or mental impairment that severely limits self-care.
 - 2) The person is disoriented or unable to respond to simple questions regarding personal information such as name and address.
 - 3) The person is dependant upon life sustaining medication.
 - 4) The approving supervisor may taken into account exigent circumstances that may influence using ACIM even if the person is a habitual runaway or walk away. Examples of these circumstances are: suspected foul play, imminent severe weather, etc.

D. Using ACIM

1. Once a decision has been made to utilize ACIM, the officer can immediately call ACIM at 1-888-875-2246 or page the operator at 1-954-492-4478.
2. The officer will provide the operator with a phone number for the public to contact the department with information

about the missing person. (Note: most times, the Communications Center number is given).

E. Investigating Information Received from ACIM

1. Information received from a citizen concerning the missing person or a possible sighting of the missing will be relayed to the supervisor or investigator in charge of the case.
2. If a sighting of the missing person is confirmed, the supervisor may want to consider using ACIM again using the most recent known location in the notification of the residents. This is particularly important if the sighting location is in a different location.

F. Follow-up Investigation

1. If the missing person is found, the supervisor or investigator on the scene will call ACIM. A case follow-up report will be faxed to the department for the supervisor or investigator to complete and fax back to ACIM (954-763-4569).
2. If the missing person is not found within twenty-four (24) hours, the supervisor may pass the case on to the next shift and make them aware that ACIM is working with them on the case and if additional calls are necessary ACIM will know what areas have been called and can assist the officers in further searches.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: E-035 MISSING PERSONS (ADULT)

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 3

REVISED DATE: 4/29/2008 DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
5.25

I. Purpose

To establish guidelines for the handling of missing person reports.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to answer all reports of missing persons whether foul play is suspected or not. All officers shall follow the procedures outlined in this directive when conducting an investigation of a reporting of a missing person.

III. Definitions

- A. At Risk Persons – Any person who is physically or mentally challenged and who poses a risk to themselves or others, e.g., mental disorders, suicidal, Alzheimer patient, diabetics.
- B. Critically Missing – A reported missing person who is missing and foul play is suspected.
- C. Missing Adult – Any person who is 17 years old or older.

IV. Initial Reporting Procedures (S.C. 5.25.a)

- A. Sworn personnel of the Monroe Police Department shall answer all reports of missing persons. All reports of missing persons shall be considered legitimate unless otherwise proven by facts surrounding each case.
- B. The responding officer will make an initial investigation surrounding the missing person. The officer will determine the time, place, and the person's state of mind just prior to them being thought of as missing.

- C. The reporting officer shall gather the information necessary for entry on the GCIC computer:
 - 1. Name
 - 2. Sex
 - 3. Race
 - 4. Date of birth
 - 5. Weight
 - 6. Hair color
 - 7. Eye color
 - 8. Clothing, if known

- D. The reporting officer shall provide the Communications Center with basic information for an immediate look out for the missing person to all City and County patrol units and surrounding areas by radio transmission. (S.C. 5.25.b)

- E. The reporting officer shall complete an incident report with all of the required information and submit it to the supervisor for approval. A copy of the report will be then given to Administrative Services (during normal work day hours) or dispatch (after hours) for entry into GCIC for statewide lookouts. The officer shall note on the incident report that the missing person was entered on GCIC. (S.C. 5.25.b and c)

- F. All reports of missing persons will be entered into computer immediately by Administrative Services (during normal work day hours) or dispatch (after hours) upon receipt of a completed and approved report. The reporting officer will immediately notify the investigator assigned to the case of the information received so that he/she can make a determination of the proper course of action.

- G. If foul play is suspected or the missing person is considered at-risk, the Patrol Supervisor shall immediately notify investigate personnel to assist in the case regardless of the age of the person reported missing. (S.C. 5.25.g)

- H. The Patrol Supervisor shall arrange for a search for the person if the factors justify such actions. (S.C. 5.25.e)

- I. Missing persons determined to be at-risk or critically missing shall require an expanded investigation and search. (S.C. 5.25.e and g)

V. Investigative Follow-Up (S.C. 5.25.e)

- A. Follow-up investigations of missing persons shall be the primary responsibility of the Investigative Division. However, patrol officers who acquire additional information about any aspect of the case should complete a supplemental report or forward the information to the investigator assigned to the case.
- B. The investigator assigned to the missing person case shall maintain contact with the reporting persons (S.C. 5.25.d) to inform them of the following:
1. Name of the investigator assigned to the case.
 2. Status of the case.
 3. Any special instructions concerning the case.
 4. A phone number and case number for them to contact the investigator with any new information.
- C. It is the responsibility of the investigator assigned to the case to have the entry on GCIC removed by Administrative Services (during normal hours) or a dispatcher (after hours) whenever the person is located or the case is closed. This shall be done as soon as possible to prevent the missing person from having any future problems with other agencies. (S.C. 5.25.c)

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: E-040 NATIONAL GUARD NOTIFICATION

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STANDARD COVERED

I. Purpose

To establish a procedure for the notification of the Georgia National Guard during emergencies such as breach of the peace, riots, disasters, etc.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to request assistance from the Georgia National Guard any time a situation develops that is beyond the capabilities of local enforcement agencies to address.

III. Procedure

A. Whenever any situation arises that continues an outbreak of insurrection, riot, breach of the peace or a combination to oppose the enforcement of the law by force or violence within the City of Monroe and such unlawful combination or disaster has progressed beyond the control of the local authorities, the Chief of Police will notify the Mayor of the Monroe, the Sheriff of Walton County or a Superior Court Judge to request for assistance from the National Guard.

B. The Mayor, Sheriff and Superior Court judge have the authority to request the National Guard by notifying the Governor.

- C. The Governor may then, at his/her discretion, order the Guard into active service of the state for such period, to such extent and in such manner as he/she may deem necessary.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: I-005 CRIMINAL INVESTIGATIONS

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STANDARD COVERED
5.21, 5.23, 5.24

I. Purpose

To establish a procedure by which the Criminal Investigations Division can properly perform its functions. These investigative functions include recovering stolen property, processing crime scenes, conducting interviews and preparing and reviewing cases for court. The duties, procedures and guidelines that are set forth in this policy shall comply with all applicable department policies, federal and state laws.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to maintain a Criminal Investigations Division for the purpose of fully investigating crimes and to gather intelligence information. This directive contains acceptable procedures to be used by the officers of the Monroe Police Department in the investigation of criminal activities. Due to the complexity of criminal investigations, the contents of this directive should not be considered all inclusive. Officers should exhaust every effort to bring an investigation to a successful conclusion.

III. Authority

The Criminal Investigative Division Commander, or designee, shall be responsible for coordinating and overseeing the investigative operations of the Monroe Police Department. The CID Commander, or designee, shall at all times ensure that the Chief of Police is informed concerning all major investigations. The CID Commander, or designee, shall determine off days for all investigators based on the assessment of activity and manpower coverage. The Chief of Police must approve the CID Commanders off days.

IV. Case Management

- A. The CID Commander, or designee, shall assign cases to investigators. Once assignment has been made, the investigator has full responsibility for the case; however, this does not preclude the assignment of more than one investigator to an investigation. The purpose of such assignment is to make once person accountable for each case. In situations requiring specialized skills and abilities (i.e. drug investigation, juvenile offenses, homicides), the CID Commander, or designee, may assign the case to a particular investigator who possesses the special skills necessary to properly conduct the investigation.
- B. When a case is assigned, information specific to the case shall be recorded in an incident report and shall include (S.C. 5.24.a):
1. Investigator assigned
 2. Date of assignment
 3. Case number
 4. Date cleared (if applicable)
 5. Victim's name
 6. Administrative designators (S.C.5.24.b)
 - a. Active – refers to a case where there is presently an ongoing investigation and or meets requirements of solvability factors.
 - b. Pending/Other Reports – refers to a case that is typically open but is waiting for further information such as lab results.
 - c. Closed by Investigation – an investigation has taken place and the file is closed for reasons other than exceptionally cleared, cleared by arrest or unfounded. In many instances this status refers to a case that does not contain enough leads to solve the case.
 - d. Cleared by arrest – refers to a case that has been solved by an arrest of a suspect.

- e. Exceptionally cleared – victim does not want to prosecute, or upon discovery that a crime did not occur after the report was filed or offender is deceased.
- f. Unfounded – refers to a case where the evidence does not support the occurrence of a crime.

V. Technical Aids

- A. When an investigator is assigned a case and he or she feels that a voice stress analysis and/or polygraph may be a useful tool in his/her investigation, one may be requested. Investigators at the Monroe Police Department will perform voice stress analysis tests. There may be times when polygraph and/or voice stress analysis tests will be performed by other outside agencies, upon the approval of the Chief of Police or the CID Commander, or designee. (5.23.a)
- B. It will be the investigator's responsibility to make all the necessary arrangements for the examination. In the event an examination must be canceled, the investigator shall notify the outside agency as soon as possible.

VI. Follow Up Investigations (S.C. 5.21 and 5.23)

The following procedures shall be utilized, as appropriate, when conducting follow-up investigations on incidents occurring in the corporate limits of Monroe.

- A. Investigators shall review and analyze all incident reports prepared by the Patrol Department. (S.C. 5.21.a and 5.23.a)
- B. Interview and take written or taped statements from all witnesses, victims and suspects. (S.C. 5.2.1.b and 5.23.a)
- C. Review departmental records that may aid in bringing the investigation to satisfactory conclusion. (S.C. 5.21.a and 5.23.a)
- D. Interview patrol officers and other sources to seek additional information relevant to the investigation. (S.C. 5.21.c and 5.23.a)
- E. Submit all applicable evidence for testing and analysis to the appropriate crime lab (S.C. 5.21.d), review all results and prepare for court. (S.C. 5.23.a)

- F. When necessary a B.O.L.O. shall be given to the Patrol Division and forwarded to other agencies.
- G. When a search is necessary, it shall be planned and organized as follows:
 - 1. Assistance from the patrol division will be initiated through the watch commander and/or patrol supervisor.
 - 2. Investigator in charge shall coordinate with the patrol supervisor concerning personnel assignments and duties.
 - 3. Patrol supervisor will assign personnel according to instructions and needs provided by the investigator. (S.C. 5.21.d)
- H. All reports, statements and other pertinent information shall be completed prior to presenting the case in court.
- I. When necessary, the investigator shall ask the victim to make an eyewitness identification involving showups, photographic identifications and lineups. Any showups, photographic identifications and lineups will contain a sufficient number of persons to provide a comparison basis for the victim to view. The date and time of the eyewitness identification will be coordinated with the victim. During showups, the victim will be concealed from the persons involved in the showup. When necessary, transportation may be provided for the victim. (S.C. 5.21.i)
- J. The investigator shall make himself or herself available to the District Attorney's office to assist in preparing cases for prosecution. (S.C. 5.21.h)
- K. The investigator should make a concerted effort to identify and apprehend all suspects. (S.C. 5.21.e)
- L. The investigator is responsible for collecting all evidence. (S.C. 5.21.d)
- M. Establish possibility of MO similar to other cases. (S.C. 5.21.f)
- N. Criminal history checks of suspects. (S.C. 5.21.g)

VII. Investigator's Case Files (S.C. 5.24.c)

- A. Each investigator shall be responsible for maintaining a file on each active case assigned to him or her. The investigator's case file shall contain the following (where appropriate or applicable):
1. A copy of the incident report.
 2. A copy of the arrest/booking report.
 3. A detailed report of the investigative effort.
 4. Date and time of notification of victim, witnesses, complainant.
 5. Statement(s) of victim(s) and witness(es).
 6. Interview(s) and interrogations(s) of suspects.
 7. Pictures/video of suspects, the crime scene, etc...
 8. Crime lab reports.
 9. Other documentation as appropriate to the case. (S.C. 5.24.c)
- B. Active case files are available only to personnel assigned to the Criminal Investigations Division and the Chief of Police. Cleared or inactive case files will be released in compliance with an open records request. (S.C. 5.24.d)
- C. Case files shall be filed in the file cabinet by case number. All active misdemeanor cases shall be placed in an inactive status, when all possible leads have been exhausted.
- D. Files will be purged in accordance with the records retention schedule. (S.C. 5.24.e)

- E. Serious felony cases shall remain active indefinitely at the discretion of the CID Commander, or designee. Case files on homicides, kidnappings and rape shall remain active until an arrest is made.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: I-010 EVIDENCE AND PROPERTY CONTROL

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 11

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STANDARD COVERED
6.9, 6.10

I. Purpose

To establish standardized procedures for receiving, processing, storing, releasing, and disposing of property or other items of physical evidence acquired by members of this department.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to process, store, maintain, account for and dispose of all property seized, found or possessed by department personnel.

III. Definitions

- A. Alternate Evidence Custodian – A member of the department assigned to act in the capacity of the primary Evidence Custodian during temporary absences of the primary Evidence Custodian.
- B. Chain of Custody – A chronological written record of those individuals who have had custody of the evidence from its initial acquisition until its final disposition.
- C. Evidence – Anything that tends to assist in ascertaining the truth of a matter, or furnishes proof of a fact. Normally, evidence is classified as either physical or testimonial. Procedures for testimonial evidence will not be covered in this SOP.
- D. Evidence Ledger – A bound ledger, record type book, or computer program maintained by the Evidence Custodian to provide double accountability control, through cross-reference with the evidence voucher.

- E. Found Property – Any item, not considered physical evidence, acquired by member of the Monroe Police Department which appears to have been lost/misplaced, or for which ownership cannot be established.
- F. Primary Evidence Custodian – A member of the department assigned the primary responsibility for the property and evidence room and the individual accountable for control of all property accepted or stored in the evidence room.
- G. Property Receipt – The form used by members of this department to record the acquisition of property or other items considered evidence during the course of their official duties.

IV. Responsibility

The Criminal Investigations Division Commander shall designate a primary and alternate Evidence Custodian for the management of all evidence functions. The Evidence Custodians shall have sole authority for the maintenance of property and evidence records, and shall be accountable for the control of all property stored in the property/evidence room.

V. Evidence Room

- A. The police department shall maintain a secure evidence room for the purpose of storing all evidence recovered or any property that is found or held by the department. This department will maintain the highest level of security for handling exceptional, valuable, and or sensitive items. The evidence room contains separate secured areas for firearms, drugs, money and other valuable items of evidence. (S.C. 6.9.e) The entry door will always be closed and locked.
- B. In the absence of the Primary Evidence Custodian (i.e., vacation, extended sick leave, training, etc.) the Alternate Evidence Custodian shall be responsible.
- C. Inspections
 - 1. An annual inspection of the Evidence Room will be conducted by the primary evidence custodian, or designee. Such inspection will be to:
 - a. Determine that Evidence Room is maintained in a clean and orderly fashion.

- b. Ensure that policies and procedures concerning evidence/property are being followed.
 - c. Ensure that property/evidence is protected from damage or deterioration.
 - d. Ensure that accountability procedures are being maintained.
 - e. Ensure that property with no evidentiary value is being disposed of promptly. (S.C. 6.10.a)
2. Unannounced inspections of the Evidence Room and records may be conducted as directed by the CID Commander and/or Chief of Police. Such inspection may include a random inspection of records with physical property. Unannounced inspection reports shall be maintained by the Chief with copies forwarded to the CID Commander, Evidence Custodian and Certification Manager.
 3. Inspection reports shall be maintained by the CID Commander, or designee, and copied to the Certification Manager.

D. Inventory

1. An annual audit of property and evidence held by the agency is conducted by a supervisor not routinely or directly connected with control of the property or evidence. (S.C. 6.10.c)
2. An inventory of property held in the Evidence Room will be conducted whenever a new Evidence Custodian is appointed to and/or transferred from the position and is conducted jointly by the newly designated property custodian and a designee of the CEO to ensure that records are correct and properly annotated. (S.C. 6.10.b)

VI. Rules and Regulations

A. General

1. All property that is seized as either evidence or found property shall be transferred to the control of the Evidence

Custodian. Officers shall log all property and evidence into the agency records as soon as possible (S.C. 6.9.a); however, all property and evidence must be entered before the end of the officer's tour of duty. (S.C. 6.9.b)

2. Each item collected on property receipts will be documented in the incident report. The incident report will detail the circumstances of why the property was collected. (S.C. 6.9.c)
3. All property and evidence shall be released to the control of the Evidence Custodian. If the Evidence Custodian is on-duty, evidence and property will be turned over to him or her. If the Evidence Custodian is not on duty or is unavailable to take receipt of property and evidence, the officer will place items in the temporary lockers. The Evidence Custodian, or designee, will be called in for items that will not fit into the temporary lockers.
4. If personal property (i.e. money, wallet and contents, jewelry, etc.) is taken from an arrestee, police personnel shall place the property into an envelope or bag. Any money must be counted and a property receipt will be completed.
5. All property removed from a vehicle shall be released to the control of the Evidence Custodian and so noted in the officer's report.
6. Any time computers or computer equipment are seized as evidence of a crime or for the further investigation of a crime, due care should be taken to ensure the safe transport and storage of such computer equipment. If CID personnel have reason to believe that information contained within the computer or on a disk or other storage media may be difficult to retrieve or is beyond their expertise, no attempt should be made to retrieve it. Investigators may request assistance from the GBI. All computer equipment and storage media shall be properly tagged and turned over to the Evidence Custodian.

B. Evidence to Court

1. Evidence required in court will be released to the officer presenting the evidence or the District Attorney/prosecuting counsel.

2. The evidence will be returned to the Evidence Custodian immediately after all legal requirements have been satisfied.
3. When returned, the evidence will be resubmitted in the original packages with the property receipt attached. In the event the court retains the evidence, the presenting officer will notify the Evidence Custodian so that the records may be cleared and the receipt so noted.
4. The chain of custody will be signed by the officer accepting control of the evidence and by the Evidence Custodian when receiving the evidence upon its return.

VII. Property Receipt

- A. The Monroe Police Department Receipt for Property is to be completed by the officer taking official custody of any evidence. It may be completed in the officer's legible handwriting or printing or the receipt may be typed. The case number will also be documented on the receipt.
 1. The receipt is to be completed by the officer taking official custody of physical evidence at the location where he or she finds, seizes, receives, or otherwise comes into physical possession of the physical evidence.
 2. The name of the person from whom the evidence was received will be entered on the receipt in the space provided. The officer should indicate, with an "x" in the appropriate box, whether the person was the owner of the item(s) or was other than the owner. If items were not obtained from a person to claim or exercise custody, the word "none" will be entered in the space provided for the "Name of Person From Whom Property was Obtained" and marks will be made in either of the two boxes.
 3. The address of the person from whom evidence is obtained is to be entered on the receipt in the space provided. If no name is shown, the address space may be left blank.
 4. The location where the officer assumed custody of the evidence is to be entered in the space provided.

5. Enter the date and time the evidence was obtained is to be entered in the space provided.
 6. When evidence is collected form one person, place or at the same time, all items should be listed on the same property receipt, bagged and kept together, whenever possible.
 7. Drugs must be bagged inside two clear bags (at least an 8X10 bag on the outside to meet State Crime Lab requirements).
 8. Each separate item of evidence listed on a property receipt will be number consecutively (beginning with number one) in the space provided. The number of pieces of each item obtained will appear in the quantity column. The description of Property section will be completed in sufficient details to enable easy and certain identification of the item(s) described.
 9. The officer assuming custody of the physical evidence listed on the receipt will enter his or her signature and badge number in the spaces provided.
 10. The pink copy of the receipt will be given to the individual from whom the evidence is obtained. If no person is present at the location where the evidence is obtained and the location is indoors, the pink copy of the receipt will be left at the location by the officer. If the location where the physical evidence is obtained is outdoors and no on-the-scene owner of the evidence can be identified, the officer will retain the pink copy of the receipt in the case file. (S.C. 6.9.f)
 11. When making returns of search warrants, photocopies of the pink copy of the receipts can serve as inventories of seized property.
- B. Establishing the chain of custody record is initially the responsibility of the officer who signed the receipt. As changes in custody occur, each new custodian assumes responsibility for the maintenance of the chain of custody when he/she assumes custody of the evidence listed and described on the receipt.

- C. The white copy of the property receipt is to remain with the evidence. The yellow copy of the property receipt may be maintained in the case file or turned in with the incident report.

VIII. Property Control

A. General (S.C. 6.9.d)

It is the responsibility of the arresting officer or reporting officer to properly package and tag all property and/or evidence with a property receipt and to establish the chain of custody record before transferring the property to the control of the Evidence Custodian.

1. Evidence and non-evidence property will not be mixed in the same property bags. All bags containing evidence or property shall have a property receipt attached, before releasing to the Evidence Custodian.
2. A separate property receipt must be attached to any property/evidence, which is too large to be put in a property bag.
3. Officers submitting evidence will prepare a report detailing the circumstances by which the property came into their possession and describe each item of property in the report.
4. Supervisory officers are responsible for maintaining an adequate supply of property receipts and shall make them available to all personnel under their command.
5. It shall be the responsibility of the officer or investigator placing property into evidence to release the property from evidence after the disposal of the case in court or the property is no longer necessary to the prosecution of the case. Officers confiscating property have the responsibility of notifying the person of record when said property is released from evidence if that person is legally entitled to receive such property.
6. Officers receiving found property will make every attempt to identify the rightful owner and notify them that the property is being held for safekeeping.
7. Unclaimed property will be disposed of after ninety (90) days.

B. Storing of Evidence

After property or evidence is properly tagged with a property receipt, the officer will secure the item in the appropriate metal lockboxes. The Evidence Custodian will routinely transfer evidence from the lockboxes to the Evidence Room.

IX. Duties of Evidence Custodian

- A. The Evidence Custodian will receive, barcode, store and release evidence and other property in a timely, efficient, and accountable manner, avoiding any unnecessary delay in receiving and releasing property.
- B. The Evidence Custodian will follow established procedures, which minimizes loss, theft, or destruction of property or any other actions that might lead to loss of evidentiary value of property.
- C. All procedures will be followed to maintain a proper chain of custody and to document the transfer of property to the point of release from police control.
- D. Every legal effort will be made by the Evidence Custodian to prevent the unnecessary accumulation of property in the Evidence Room.
- E. The Evidence Custodian will make an effort to identify and notify the owner or custodian of property in the Department's custody. (S.C. 6.9.f)
- F. Receiving Property
 - 1. General – Evidence and property will be received by the Evidence Custodian only after items have been recorded on the property receipt and each item listed has been properly packaged.
 - 2. Weapons – Weapons will be received as indicated above; however, all firearms will be unloaded with the ammunition packaged and properly marked.
 - 3. Drugs – Drugs will be transferred to the control of the Evidence Custodian along with a properly executed property receipt.

G. Recording and Storing

Upon the receipt of evidence or property, the Evidence Custodian will date and initial the property receipt and log the items into the Evidence/Property Records Management System. A barcode label will be attached to the property or the property container and the property receipt.

X. State Crime Lab

The Monroe Police Department adopts in full the policies and procedures established by the state crime lab in submission of evidence to the state crime lab. In accordance with their procedures, the property receipt will accompany any item of evidence/property taken by the Evidence Custodian to the State Crime Lab. The property receipt will be stamped at the Crime Lab and then be returned to the police department files. Transfer will also be noted in the Evidence/Property Records Management System.

XI. Evidence and Property Room Procedures

- A. The Evidence Custodian will date and sign the property receipt attached to the evidence or property.
- B. All evidence shall be logged into the Evidence/Property Records Management System, to include the date, report number, officer's name, evidence number, date and time of receipt, and description of evidence/property.
- C. The property receipt along with a Crime Lab Submission Form will accompany any item of evidence taken to the Crime Lab. The receipt will be stamped at the Crime Lab. The receipt will then be returned to the police Department's files.
- D. Narcotics and dangerous drug evidence (capsules, pills, etc.) shall be counted. Additionally, all containers of narcotics and dangerous drugs shall be inspected for tampering to safeguard against the substitution of material having the same weight. Officers should use rubber gloves for personal protection.

XII. Disposition of Property and Evidence (S.C. 6.9.g)

A. Release from Evidence Status to Property

The impounding officer will release evidence to property status as soon as possible after the case has been tried. When the

impounding officer releases the evidence, it is that officer's responsibility to notify the owner that they have thirty (30) days to claim the property. All officers shall notify property owners that they may reclaim released property between the hours of 9:00 am and 4:30 pm, Monday through Friday.

B. Testing

Property and evidence may be released to an officer for testing or processing. Such release will be documented on the chain of custody form

C. Court Order

Evidence will be disposed of by court order from a court of competent jurisdiction. Destruction of contraband will also be carried out after receipt of a signed court order.

D. Public Sale

Unclaimed property may be sold in accordance with applicable status.

E. By Conversion to City Use

Conversion to use by the City of Monroe will be by an order of the court.

F. By Return to Rightful Owner

Property may be released to the person in whose name the property is listed upon proper identification of the legal designee. Found property may or may not be released to the finder, dependant upon the circumstances of the case and nature of property found. In all cases of found property, the department reserves the right to secure legal determination before releasing property. A criminal history should be obtained before returning a firearm to an owner.

G. Found or unclaimed property may be released to the Salvation Army, Goodwill Industries or other nonprofit organization.

H. Every effort will be made to dispose of all found, recovered and evidentiary property within six months after all legal requirements have been met.

XIII. Department Property and Equipment

All equipment must be clean, in good working order and conform to department specifications. Equipment maintained in storage must be maintained in a state of operational readiness. Employees are responsible for the proper care department property assigned to them. Damaged or lost property may subject the responsible individual to reimburse charges and appropriate disciplinary action.

A. Damaged - Inoperative Property or Equipment

Members and employees shall immediately report to their commanding officer any loss of, or damage to, department property assigned to or used by them. The immediate supervisor will be notified of any defects or hazardous conditions existing in any department equipment or property.

B. Care of Departmental Buildings

Members or employees shall not mar, mark, or deface any surface in any department building. No material shall be affixed in any way to any departmental equipment without specific consent from a commanding officer.

C. Notices

Members and employees shall not mark, alter or deface any posted notice of the department. Notices or announcements shall be posted on bulletin boards without permission of the commander officer. No notices of a derogatory nature will be posted at any time.

D. Surrender of Department Property

Members and employees are required to surrender all department property in their possession upon separation from the department. Failure to return non-expendable items may cause the person to reimburse the department for the fair market value of the article and/or subject the individual to civil and criminal penalties.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: I-020 INFORMANTS

EFFECTIVE DATE: 12/20/2005

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DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
5.27

I. Purpose

To establish policies and procedures for the use of informants and other individuals in a confidential or operative capacity.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to cultivate the use of individuals wishing to cooperate in the furtherance of law enforcement functions. It is also the policy of this department to carefully control the nature, manner, and means by which these individuals are utilized.

It is the policy of this department to ensure the anonymity of informants wherever and whenever possible. The information gathered shall be limited to criminal conduct and to potential threats to the community. Informant development for a criminal investigation should utilize incident reports, victim/witness statements, physical evidence, etc.

III. Definitions

A. Confidential Informant (C.I.) – An individual who, through close or criminal association with others involved in criminal conduct, provides information or assistance of investigative significance, usually, but not necessarily, in an ongoing capacity and usually motivated by expectation of personal gain of some nature.

B. Confidential Source (C.S.) – An individual who, through legal business or personal connections, provides information of investigative significance at the request of an investigating officer, usually motivated by friendship or civic concern.

- C. Concerned Citizen – A citizen, with no criminal connection to investigative target who, usually on a one-time basis, cooperates with the department in an investigation. This individual is characterized as an ordinary citizen, usually with no criminal history or background and with firm ties to the community and motivated by a civic concern to assist law enforcement.

IV. Informants – Procedures (S.C. 5.27)

- A. Whenever practical, contacts between department personnel and paid informants should be made by at least two (2) officers or by one (1) officer with a cover nearby.
- B. When only one officer is making contact with an informant without a cover officer, the officer contacting the informant should notify the Criminal Investigative Division Commander, or designee, or another supervisor of the meeting and approximate timeframes and location for the meeting.
- C. Officers should strive to understand the informant's role in criminal investigation in an effort to minimize possible embarrassment or liability to the department as a result of a misunderstanding.
- D. At the beginning of an officer/informant contact, a full and complete understanding between parties must be agreed upon, including:
 - 1. The amount and method of payment, if any.
 - 2. Guidelines on the expenditure of advance or expense money, if any.
 - 3. Procedures to be followed in the event the informant is arrested.
 - 4. What information can the informant provide?
 - 5. Why does the informant want to aid the police?
 - 6. Establish the informant's reliability.
- E. This department will have a no tolerance policy toward criminal activity in exchange for a continuing relationship with an informant.
- F. When recruiting informants, officers have a responsibility to relate the emotional and physical factors exhibited by the informant to the anticipated task.

- G. When meeting an informant, the officer should always select the place and time. Locations and times should vary to avoid developing a pattern.
- H. The officer should not permit an informant to take charge of a relationship, meeting or investigation. The officer must retain control.
- I. Juveniles should not be used as an informant without the consent from their parents and the approval of the CID Division Commander, or designee.
- J. A single male officer should not contact female informants, unless the meeting is discussed with and approved by the CID Division Commander, or designee.

V. Informant Files

- A. All the informant files will be considered highly confidential and will be kept in a locked file by the CID Division Commander, or designee. No information is to be released from these files or concerning a confidential informant without the approval of the CID Division Commander, or designee. Out of date information will be removed as necessary.
- B. Each investigator will obtain the following information on each paid informant.
 - 1. Full name and assigned code name
 - 2. Date of birth
 - 3. Address
 - 4. Sex
 - 5. Race
 - 6. Place of employment (if applicable)
 - 7. Telephone number
 - 8. Name, address and telephone number of person(s) to contact in case of emergency
 - 9. Criminal history

10. Payments made to informant

11. Information received

12. Informant's involvement in operations

- C. Each investigator will make a file displaying the informant's number/code name on the outside and which contain all the information described in paragraph B above. The file will be secured in the informant file.
- D. Informant files will be locked and maintained separately from other investigative files. Access to general informant's files will be limited to the CID Division Commander, or designee. The Chief of Police shall have the authority to review any of the informants' files maintained by the department.

VI. Investigative Funds

- A. Informant payments will be with the advance approval of the CID Division Commander. The CID Division Commander will establish criteria for the payment of informants and has the responsibility of determining the circumstances under which payments are authorized and the amounts of payments. No amount in excess of \$100.00 will be approved without the approval of the Chief of Police.
- B. No specific amount of payment will be discussed with the informant by any officer prior to a meeting between the CID Division Commander and Chief of Police.
- C. Upon payment, the informant will sign a receipt and the officer will witness the signature. A copy of the case supplemental documenting the results of the informant's information will be attached to the pay voucher. This record will be kept in the informant's file.
- D. Each payment to an informant will be recorded. An audit of informant payment records may be made by the Chief of Police, or designee, at any time. Individuals outside of the Department will only have access to the payment records.

VII. Use of Informants by Patrol Personnel

- A. The procedures described above shall apply to the use of informants by patrol personnel. Any information given by an informant to an officer shall be relayed by the officer to his supervisor and then to the CID Division Commander, or designee.
- B. Patrol supervisors will not ordinarily be allowed to disburse money for informant information. An officer who wishes to pay an informant must receive approval from the CID Division Commander, or designee, prior to agreement to make a payment.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: I-035 CRIME SCENE PROCESSING

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I. Purpose

To define the responsibilities of persons who process a crime scene and to establish procedures for the proper collection and preservation of evidence.

II. Statement of Policy

It shall be the policy of the Monroe Police Department that proper collection, documentation, preservation and submission of physical evidence is handled in an efficient, effective and professional manner. Crime scene technicians are on call on a 24 hour basis.

III. Discussion

Through evidence discovered at the scene, suspects are developed or eliminated, investigative leads are established and theories concerning the crime/incident are substantiated or disproved. Officers must always be cognizant that any physical evidence collected might someday have to be presented in a court of law. Therefore, it is imperative that each officer exercise care in the processing of a crime scene so as not to overlook valuable evidence or contaminate or destroy collectable items.

Physical evidence appears in many shapes, sizes and forms, thereby necessitating various recovery, preservation and submission techniques. The officer or technician processing the crime scene should be properly trained and equipped to collect, identify and package the evidence so that it will not be changed in form and value when it reaches the laboratory.

It will be the responsibility of the officer collecting the evidence to maintain a chain of custody of the evidence to ensure that it is presented to the court in a professional manner and in compliance with all legal requirements.

IV. Crime Scene Protection

A. Primary officer's responsibilities

1. Upon arrival at the scene of a crime, patrol officers shall:
 - a. Secure the scene to protect valuable evidence.
 - b. Provide aid and comfort to the victims.
 - c. Keep unauthorized persons away from the crime scene.
 - d. Rope off the scene with crime scene tape, if necessary.
 - e. Request a supervisor and crime scene technician to respond.
2. Do not touch, move or disturb anything. Leave the scene exactly as found, prevent contamination and preserve for fingerprints. If extenuating circumstances arise and it becomes necessary for the officer to remove a piece of evidence (that will need processing) prior to the arrival of the investigator or evidence technician, he/she should attempt to photograph and preserve the item for fingerprints and note the location where it was found. The item will be turned over to the investigator or technician upon their arrival at the scene, along with a completed property receipt. If the item may have prints, it must be put in a box or a paper bag, not a plastic bag, in order to preserve the prints.
3. If an investigator is called to the scene, the officer should be prepared to supply him or her with a full name and address of the victim, description of suspect(s) and suspect vehicle, case number and any other pertinent information available.

4. Attempt to locate entry and exit points, determine what has been moved or is out of its usual place or if any foreign object has been left behind. This information should be provided to the investigator and included in the incident report.
5. If the officer takes custody of any evidence prior to the arrival of the investigator, he or she should complete a property receipt.
6. The officer should remain at the scene with the investigator or technician to aid them in protecting the scene and supplying them with needed information, unless excused by the investigator or supervisor.

B. Investigative responsibilities (S.C. 4.1.d)

The Criminal Investigation Division shall have the primary responsibility of processing and searching a crime scene. The investigator or technician shall be responsible for the collection and preservation of evidence to include:

1. Fingerprints
2. Blood samples
3. Photographs
4. Video taping
5. Sketching the scene
6. Weapons (knives, guns, axes, clubs, etc.)
7. Clothing
8. Bullets
9. Other items that may be relevant to the investigation
10. Writing crime scene reports

V. Evidence Processing

The following procedures shall be used when collecting and processing evidence in the field:

A. Fingerprints

1. Fingerprints may be recovered from a variety of surfaces including smooth surfaces, glass, paper, metal, plastic, desks, countertops, etc..
2. Where the possibility of latent prints exists, the investigator should use the best technique for developing the prints. The surface type will determine the technique used.
 - a. Black dusting powder may be the best for light colored surfaces.
 - b. White dusting powder may be the best for dark colored surfaces.
3. If there are fingerprints on an item that the investigator is unable to develop, the item shall be collected and submitted to the GBI Crime Lab for processing.
4. When a print becomes visible after dusting, the investigator shall lift the print using latent lifting tape, if it is determined to be the best collection method.
5. The lifted print shall be put on a fingerprint card and the investigator shall note on the back of the card the date, time, location of incident and print location, incident number and the investigator's name.

B. Blood Samples

1. When necessary to collect blood samples from a living or deceased person, the sample shall be collected by personnel of the Walton County Medical Center. The sample shall be placed in the evidence refrigerator at the police department until take to the GBI Crime Lab for analysis.
2. Whenever blood stained clothing is collected, it will be air-dried and placed in a paper bag and submitted to the GBI Crime Lab.

3. Blood stains on floors, counters, walls, door facings or other surfaces shall be removed by using water dampened cotton ball or swab and placed in a brown paper evidence bag.

C. Rape Evidence

1. The clothing of the victim and suspect shall be placed in separate paper bags and properly tagged and marked
2. Any evidence that is submitted to the Crime Lab for comparison shall be placed in the appropriate packs provided in the rape evidence kit and must be properly tagged and marked.

D. Other Evidence

All other evidence observed at the crime scene, needing further processing will be properly tagged, marked and brought to the Property and Evidence room. The Evidence Technician will properly log in the evidence for follow-up.

VI. Evidence Packaging (S.C. 6.9.d)

A. Drugs

1. Must be double bagged in plastic bags with the exterior bag being no smaller than an 8X10 sized evidence bag.
2. Drugs that must be submitted to the Crime Lab must be packaged separately from ones that are not being sent to the Lab and placed on separate property receipts.
3. Information on the plastic bag must match the information on the property receipt.
4. Do not package wet marijuana in plastic bags. Place wet marijuana in a paper bag and put it in a locker to dry it out. Complete the property receipt and place it with the bag.
5. Place smoking devices in a separate baggie from drugs before placing it into a plastic evidence bag.
6. Complete and attach the Monroe Police Department drug analysis form for marijuana tests.

7. Complete and attach the GBI Crime Lab analysis evidence submission form for testing of evidence such as drugs or fingerprints.
8. All needles and syringes must be placed in the biohazard containers for destruction. The Crime Lab will not test any needles, syringes, contents from syringes or razor blades.
9. All other evidence not in self-sealing plastic bags that will be submitted to the Crime Lab will be sealed with "evidence tape" and initialed.

B. Forgeries, Paper Documents, Photographs, Videos, and Audio Tapes

1. Place into a manila envelope.
2. Attach the property receipt.

C. Weapons

1. An officer must secure the gun with plastic ties.
2. All guns that must be sent to the Crime Lab for analysis will be packaged in gun boxes by the Evidence Custodian.
3. Bullets and magazines will be packaged in a manila envelope with the case number recorded on the envelope. Clasp, tape or staple the envelope.
4. Knives will be placed in a plastic tube or secured in a knife box. Be careful with those items that must be fingerprinted.
5. If blood or the suspicion of a bloodborne pathogen is on an item, mark the container with a biohazard label.
6. Attach a property receipt and a GBI Evidence Submission form (if applicable).

D. Latent Print Cards

Cards should completely filled out. If an index card is used, the following will be written on the card:

1. Date.
2. Case number.
3. Victim's name.
4. Address.
5. Where the print(s) were lifted.
6. Name and badge number of personnel who lifted the prints.
7. Sketch.

VII. Seizure of Computer Equipment and Systems

The nature of computer crimes and computer systems require specific techniques for the recovery of evidence. In order to preserve this evidence, the following guidelines are established when an officer has reason to believe that a computer or computer system contains evidence of criminal activity.

- A. Only investigators specifically trained in recovering evidence from computers are authorized to conduct searches of criminal activity.
- B. When officers come in contact with computers believed to contain evidence, the following procedures shall apply.
 1. Immediately move all individuals away from the computer. Do not allow anyone, especially a suspect, to touch or go near the computer. Some systems have preprogrammed destruction commands that can be initiated with a single keystroke.
 2. If the computer is off, do not turn it on. If the computer is on, do not touch the keyboard or mouse. If there is a telephone modem line attached to the computer and it can be identified, unplug it from the computer. This will protect the computer from outside commands.

3. Do not transmit from a radio or cellular phone in the immediate vicinity of the computer.
 4. Contact a supervisor and request that an investigator respond to the scene to assist in the seizure of the computer.
 5. Photograph the system setup, to include cables, accessories, and the screen (if the system is on).
 6. If the investigator is not available, unplug the power cord from the computer. Clearly mark all cables and accessories and then disassemble the system.
 7. Seize all manuals, printer scanners, and other devices associated with the computer.
 8. When possible, place the devices on the seat of a vehicle during transportation to protect the system from vibrations.
- C. Current law requires specific wording when applying for a search warrant for computers and computer information. Officers should consult with a supervisor from Criminal Investigations prior to applying for a search warrant of this nature.

VIII. Evidence Marking and Transfer

- A. Physical evidence including weapons, clothing, blood samples, fingerprints and photographs shall be collected and tagged using a property receipt. Information on the property receipt includes:
1. Case number
 2. Date
 3. Time
 4. Address
 5. Description of evidence including the location the evidence was located.
- B. Whenever evidence is transferred from one party to another, the chain of custody must be maintained. A record of the transfer must be noted on the property receipt in the chain of custody section. Information to be recorded includes:

1. Item number
2. Date and time of transfer
3. Relinquishing person's name
4. Receiving person's name and signature
5. Purpose of change of custody

IX. Crime Scene Sketches

When an investigator makes a sketch of a crime scene, he or she shall include, at a minimum, the following information on the sketch.

- A. Dimension (room size, length, width, height).
- B. Relation of the crime scene to other buildings, geographical features or roads.
- C. Address, floor or room number as appropriate.
- D. Location of significant features of the scene (victim, weapon, bullet, holes, etc.).
- E. Date and time of preparation.
- F. Name of person(s) preparing sketch.
- G. North direction.
- H. Location of items or physical evidence removed.

X. Crime Scene Photography and Video

The officer/investigator assigned to a case shall be responsible for any photographs taken of the crime scene prior to the removal of any evidence. If officers utilize the video camera assigned to their patrol unit, the video will be submitted to the Evidence Custodian as soon as practical after leaving the scene.

If a 35mm camera is used, officers will submit the film to the Evidence Custodian to have the film developed. Investigators will decide if they need copies of photographs in their case file. Requests for copies of photographs will be submitted to the Evidence Custodian.

- A. When taking photographs and or video, the officer/investigator shall include all major pieces of evidence.
- B. All photographs and or video shall be made using a scale to reflect the proper size and dimension of the object photographed. A photograph or video of the same object without the scale shall also be made from the same direction.
- C. Indoor photographs may require a flash to provide adequate lighting. Outdoor photographs may not require a flash unless the photo is taken at night. All video shall be made with proper lighting techniques as required of the video equipment used.
- D. In a homicide investigation, the investigator shall photograph or video the victim from every direction when possible and shall photograph or video the room or area in relation to the victim.
- E. All photographs or videos taken at a scene shall be marked with the following information:
 - 1. Case number
 - 2. Date
 - 3. Officer/investigator's name and badge number
 - 4. Property receipt

XI. Processing Stolen Vehicles

It shall be the responsibility of the investigator to notify the victim or appropriate agency of the recovery of a stolen vehicle.

- A. When a stolen vehicle from another jurisdiction is recovered, the investigator or officers shall have the vehicle towed to a location specified by the appropriate agency.
- B. Any stolen vehicle from the jurisdiction of the Monroe Police Department, the investigator shall process the vehicle at the location recovered, if possible.
- C. When conditions are impossible to process the vehicle at the recovery site, the supervisor shall have an officer stand by with the vehicle until the vehicle can be processed.

- D. Only the assigned investigator shall authorize the release of any vehicle.

XII. Crime Scene Processing Equipment

All crime scene processing equipment and supplies shall be maintained in the CID offices for access by all investigators. It is the responsibility of the CID Commander, or designee, to maintain an adequate supply of equipment needed for crime scene processing. Equipment maintained shall include:

- A. Equipment used for the recovery of latent fingerprints.
- B. Evidence collection kits
- C. Camera and film
- D. Legal pads
- E. Measuring tapes
- F. Video camera and blank media storage devices
- G. Index cards
- H. Latex gloves

XIII. Evidence Submission Procedures

- A. The Evidence Technician or designee has the responsibility for the submission of all evidence to the Crime Lab. Evidence will be transported to the lab on a timely basis, depending on the perishable nature of the evidence or the severity of the case.
- B. All items submitted into evidence must have the following attached:
 - 1. Property receipt.
 - 2. Evidence submission form – items going to the crime lab.
 - 3. Marijuana analysis form – marijuana only
- C. Property should be placed in the smallest locker necessary to reserve larger lockers for larger items. The same rule should be used when packaging evidence. Small bags for small items; larger bags for larger items.

- D. Flammable items will not be submitted as evidence.
- E. Personal property taken from an arrest individual should accompany that individual to the Walton County Detention Center, that property should not be submitted into evidence.
- F. Found property may be retrieved by the rightful owner. Property that is not claimed within ninety (90) days will be destroyed.
- G. The investigator requesting that evidence be submitted to the Crime Lab shall complete the GBI lab submission form prior to the Evidence Technician taking the evidence to the Crime Lab.
- H. Fingerprints may be submitted at any time before or after a suspect has been identified or taken into custody.
- I. The technician or investigator shall, whenever possible, collect materials and substances from a known source to be sent to the crime lab for comparison with other physical evidence that is already submitted. Examples include hairs, fibers, fabrics, paint, glass, wood, soil and tool marks. All materials submitted from a known source shall be marked with the following information:
 - 1. Description
 - 2. Location where source came from
 - 3. Location of incident
 - 4. Date
 - 5. Time
 - 6. Investigator's name and badge number
 - 7. Case number
- J. It shall be the responsibility of the investigator assigned to the case to request lab examinations of collected evidence.
- K. The property receipt showing the proper chain of custody shall accompany all evidence that is submitted to the Crime Lab for analysis. The submission form and property receipt will be stamped with the date and time it is received at the lab.

- L. The investigator submitting evidence to the Crime Lab shall obtain a written report from the lab describing the results of the lab analysis. The written report will be maintained in the investigator's case file.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: I-040 COMPUTER VOICE STRESS ANALYZER

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I. Purpose

To establish guidelines for the use of the Computer Voice Stress Analyzer (CVSA).

II. Statement of Policy

It shall be the policy of the Monroe Police Department to administer Computer Voice Stress Analyzer examinations in conjunction with pre-employment screening and investigations conducted by the police department.

III. Discussion

CVSA examinations by qualified examiners are gaining national acceptance as an information aid and as a tool to be used in conjunction with an investigation. However, the policy of this department shall be that they shall never be used as a single determinant factor in pre-employment screenings or investigations. CVSA examinations will not be used to circumvent established investigative procedures. The CVSA is used for truth verification. Therefore, the CVSA should be viewed as a means to protect the integrity of an investigation and/or the interviewee.

IV. Definitions

- A. Computer Voice Stress Analyzer (CVSA) – CVSA detects, measures and charts the stress in a person's voice following a pre-formatted questionnaire.
- B. Overt Interview – A live interview by a CVSA examiner with a suspect, victim, witness, complainant, or prospective employee. These interviews are conducted with prior knowledge and

permission that certain questions will be recorded live and captured by the CVSA for analysis. At the examiner's direction, all or portions of the interview may be recorded on audio and/or video tape.

- C. Qualified Examiner – A person who has satisfactorily completed training by a recognized instructor in truth verification and in the use of CVSA. In addition, re-certification must be successfully completed every three years.
- D. Structured Interviews – A legally obtained audio tape interview of a suspect, victim, witness, or complainant. The interviews are designed to capture a response to preformatted questions. This taped interview is then analyzed by the CVSA examiner.

V. Procedures

- A. CVSA examinations will be used in the selection process for employment. The CVSA examiner will review the questions with the applicant, prior to the formal examination. (S.C. 3.3.e)
- B. CVSA examinations should be utilized in conjunction with investigative leads and interviews of available suspect(s), victim(s), and/or witness(es). When appropriate, both the victim and the accused should be tested for comparison. These results are not to be used for arrest or legal action, but are designed for developing leads and/or obtaining case direction.
- C. Persons who may be tested:
 - 1. Any individual who knows right from wrong. Generally, children who recognize right from wrong may be tested.
 - 2. Tests are conducted at the discretion of the examiner.
- D. Persons who may not be tested:
 - 1. Children under the age of seventeen (17) must have parental or legal guardian consent prior to testing. The consent must be in writing and in the possession of the CVSA examiner prior to the beginning of the examination.
 - 2. Any person who has been forced or coerced into taking the examination.

3. Any person who has been indicted by the Grand Jury or formally charged with the crime for which the CVSA is being requested, unless there is an agreement and stipulation signed by the person to be examined, his or her or defense attorney and the prosecutor.

E. Responsibilities of the CVSA examiner:

1. The CVSA examiner will review the available information pertaining to the case in question prior to administering an examination.
2. The CID Commander must authorize any structured interview using the CVSA.
3. The CID Commander or designee must approve an examination request from another organization prior to conducting the CVSA examination.
4. All CVSA examiners will maintain a record of all examinations they have conducted.
5. The CVSA examiner will receive a second opinion on examinations he or she conducted from another certified examiner.
6. The CVSA examiner will refrain from examinations that may compromise his or her integrity. Any tests of friends, relatives or persons the examiner has a relationship with which represents a conflict of interest must be conducted by a neutral examiner.
7. In the event the examiner declines to administer an examination and the decision is questioned, a second opinion from a CVSA examiner is recommended.

F. Responsibilities of the officer/investigator requesting a CVSA examination:

1. The investigator will complete a preliminary investigation and consult with the examiner prior to a CVSA being scheduled. The CVSA is a supplement to, not a substitute for, a thorough investigation.

2. The investigator is responsible for coordinating with the subject and the CVSA investigator the date and time for the scheduled appointment.
3. The investigator will remain available in the Criminal Investigations Division until the completion of an examination.
4. The investigator will notify the CVSA examiner immediately if the subject cancels an examination appointment.

G. CVSA records:

1. CVSA records may include a waiver of rights, voluntary submission forms, a subject information sheet, CVSA graph, and/or statement of results.
2. CVSA records will be maintained for at least a two-year period and/or until any litigation is concluded in the case or issue.
3. The CID Commander, or designee, is responsible for the storage of the CVSA records. Said records will be maintained in a secure area.

H. Internal Affairs:

1. CVSA examinations may be administered during administrative investigations focusing on a sworn officer or civilian member. This ensures the member's constitutional rights and permits any statements or admissions made during the examination to be admitted as evidence.
2. Civilian complaints or witnesses may be tested with the CVSA in order to determine if their complaint, allegation or knowledge of a case is legitimate. These interviews must only be conducted after a voluntary waiver has been signed. In the case of a structured interview (audio tape analysis), the examiner will receive authority from the Internal Affairs Officer.
3. A CVSA examiner will not administer a test on a police officer without written consent.
4. A CVSA examination will not be the sole determinant of an investigation conclusion.

- I. CVSA examinations will be administered to police, civilian, and volunteer applicants as well as persons having access to restricted areas of the Police Department. This is to ensure:
 1. Suitability
 2. Verify accuracy and completeness of information on the application.
 3. Resolve questions or conflicts arising during background investigations.
 4. Discover previous criminal or other disqualifying behavior.
 5. Deter those seeking to penetrate law enforcement departments for improper purposes.
- J. Questions to be asked will be reviewed with an applicant just prior to and at the location of the test to applicants can have sufficient time to discuss and ask the examiner questions.
- K. The CVSA will not be the single determinant of employment status. However, admissions made before, during or after the examination may be used to show cause.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: I-045 SURVEILLANCE PROCEDURES

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I. Purpose

To establish procedures for the conducting of stakeouts or other surveillance projects by patrol and investigative officers of the Monroe Police Department.

II. General Policy

- A. The Criminal Investigations Division Commander, or designee, and/or the Chief of Police must approve all organized stakeouts and surveillance.
- B. Organized stakeouts and surveillances must be conducted by the Investigative Division and/or designated personnel.
- C. All equipment for stakeouts and surveillance such as binoculars, unmarked cars, zoom scope, night scope, etc. shall be maintained by CID, except those items available to the department through other sources. These items must be obtained by or with the approval of the CID Commander, or designee, and/or Chief of Police. (S.C. 5.26)
- D. All personnel involved in a stakeout must wear a bulletproof vest except under the specific authorization of the CID Commander, or designee, and/or Chief of Police.
- E. Organized stakeouts and surveillances may only be conducted when reliable information pertaining to the possible commission of a crime, or when collected information indicates that a crime may possibly be committed at a specific location.

III. Procedures (S.C. 5.23.d)

In conducting a surveillance or stakeout operation, the procedures listed below must be followed:

- A. Analysis of crime and victims in order to establish patterns and M.O. of the crime and the victims so that the operation can be effective.
- B. A full description of all probable offenders, with photographs when available. As much information should be gathered about the offender, as possible, including habits, association, vehicle, etc.
- C. Familiarize stakeout officers with the neighborhood or target area, so that they will be aware of possible danger/cover areas that will benefit them in surveillance.
- D. The CID Commander, or designee, will instruct the stakeout team when an arrest is to be made and how offenders should be followed.
- E. The CID Commander, or designee, must approve all expenses incurred during a stakeout operation before disbursement or reimbursement.
- F. Communications will be conducted on a separate police frequency designated by the CID Commander and will be monitored by Walton County 911.
- G. Equipment and vehicles will be chosen according to the type of surveillance to be conducted. (S.C. 5.26)
- H. The CID Commander shall be responsible for scheduling manpower to provide relief for officers during an extended surveillance.
- I. Surveillance involving organized crime or vice investigations will be conducted with advice from the District Attorney's office.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: I-050 UNDERCOVER OPERATIONS

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I. Purpose

To establish procedures for undercover and covert operations in the enforcement of organized crime and vice activity.

II. Responsibility

The Criminal Investigations Division Commander, or designee, shall have the responsibility for conducting vice and organized crime undercover operations.

III. Procedures

A. When a complaint is received, suspects will be identified through the following:

1. Criminal history
2. Date of birth
3. Informants
4. Address
5. Method of operation
6. Suspect vehicle
7. Associates

B. The CID Commander, or designee, will evaluate the neighborhood or target area where officers will be conducting the undercover operations to determine:

1. Safety for the officers/citizens
 2. Location points for backup officers
 3. Location points for surveillance
 4. Possible utilization of houses, buildings, cars, etc. which may be used in the operation
 5. Preparations for proper radio communication, if required.
- C. The CID Commander, or designee, shall provide each officer involved in the undercover operation with the proper equipment needed to effectively carry out the operation. (S.C. 5.26) The CID Commander, or designee, may distribute funds, when necessary, from the informant fund for use in the operation.
- D. In those operations which may require false identification, the officer(s) involved in the operation will be provided with the necessary credentials to conceal his or her true identify. False identification will only be issued and carried upon the approval of the CID Commander, or designee, or the Chief of Police.
- E. The CID Commander, or designee, and the Chief of Police must be notified prior to the engagement of department personnel in an undercover operation.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: I-055 INTERVIEWS AND INTERROGATIONS

EFFECTIVE DATE: 2/26/2008 NUMBER OF PAGES: 4

REVISED DATE: DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
4.2, 5.23

I. Purpose

To establish procedures for assuring compliance with constitutional requirements during criminal investigations.

II. Definitions (5.23.b)

- A. Interviews – Question sessions with persons who are not in custody or charged with a crime.
- B. Interrogations – Question sessions with persons who in custody and will be charged with a crime.

III. Statement of Policy

It shall be the policy of the Monroe Police Department to protect to protect a defendant's constitutional rights of due process and right to counsel during interviews and interrogations. When an investigator is questioning a person who is a suspect in a crime, he or she will refrain from using tactics that will tend to coerce or induct involuntary statements from the subject.

A. Voluntariness

No attempt will be made to obtain a statement by force, coercion, threats or promises. Whether an accused or a suspect will cooperate or not is left entirely up to the individual. If he or she indicates, at any time, prior to or during questioning that he or she wishes to remain silent, or that he or she wants his or her attorney present, all interrogation must cease.

B. Determination thereof

The court uses two general qualifiers in determining voluntariness. They are “inherently coercive” and that the statement was not the result of “free and unconstrained choice.” Either renders the statement inadmissible.

1. Inherent coercion includes, but is not limited to:
 - a. Physical abuse or the threat of such abuse.
 - b. Extended periods of interrogation without a break or access to the outside.
 - c. Unwillingness to permit the accused access to an attorney, family or friends, especially with the individual has made some effort to make contact.
 - d. Severe physical conditions under which the accused is interrogated.
2. An exclusion under the free and unconstrained choice doctrine occurs when the results of interrogation practices overpowers the accused’s ability to act in a self-determined manner. Circumstances and actions which may violate this doctrine include, but are not limited those listed below. It must be noted that the presence of any one or more of these factors will not necessarily make a statement involuntary. Rather, a court will examine the “totality of the circumstances” at the time the statement was obtained.
 - a. Failure to notify the accused of the charges against him or her;
 - b. Age, intelligence, experience of the accused;
 - c. Physical condition of the accused;
 - d. Overt force, physical abuse, use of weapons, number of officers present;
 - e. Threats and psychological pressure;
 - f. Deprivation of food, sleep, medication;

- g. Isolation, incommunicado interrogation;
- h. Duration of questioning;
- i. Use of trickery, ruse or deception;
- j. Failure to advise the accused of his or her constitutional rights;
- k. Promises of leniency or other inducement.

IV. Procedures (S.C. 5.23.b)

- A. At any time a subject is questioned in relation to a crime that he or she may have committed or participated in, he or she shall be advised of their rights by having the Miranda warning read to them. (S.C. 4.2.c)
- B. The language for the proper warning of rights and waiver contained on the department's waiver of rights form is as follows:
 - 1. Before answering any questions or making any statements you must fully understand your rights.
 - 2. You have the right to remain silent.
 - 3. Anything you say can and will be used in court as evidence against you.
 - 4. You are entitled to have a lawyer now and have him or her present now or at any time during questioning.
 - 5. If you cannot afford a lawyer, one will be appointed for you without cost and he or she may be present at all times during your questioning.
 - 6. You can decide at any time to exercise these rights and not answer any questions or make any statements.
 - 7. Proof of Waiver – The above statement of rights has been read and explained to me by (investigator's name) and I fully understand what my rights are. I am ready and willing to answer questions or make a statement without consulting with a lawyer or have a lawyer present during questioning. In waiving my rights to remain silent and have a lawyer, and my other rights, I wish to state no persuasion

or coercion has been used against me and no promises or threats have been made to me.

- C. Before a statement can be admitted into evidence, the state must prove the suspect fully understood the Miranda warning and freely decided to answer questions. A suspect who remains silent after receiving Miranda warning has not agreed to be questioned. When possible, a signed waiver shall be obtained.
- D. When there is no reason to suspect a subject of being involved in a crime, and after questioning starts he or she makes an incriminating statement, questioning should stop and the subject read the Miranda warning before questioning continues.
- E. Each time the subject is questioned, he or she will be read the Miranda warning prior to questioning.
- F. Once Miranda is given to a suspect and he or she requests counsel, questioning will cease until such a time as the questioning may be done with the suspect and his or her counsel.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-005 PATROL OPERATIONS

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STANDARD COVERED
5.1, 5.4, 6.8, 7.2

I. Purpose

To provide uniform guidelines for the operation of the Patrol Division through the standardizing of procedure and function.

II. Patrol Functions

- A. Preventative patrol: Including inspections and inquiry of persons and property toward the prevention of crimes and/or accidents, and the discovery of hazards and delinquency causing situations.
- B. Crime prevention activities: Including crime prevention education of adults and juvenile levels, conducting security checks of businesses and residences and special crime presentations before community or church groups. (S.C. 6.8)
- C. Responding to calls for service 24 hours a day, seven days a week within its service area. (S.C. 5.1)
- D. Investigation of crimes, offenses, incidents and conditions, including the arrest of the offenders.
- E. Traffic direction and control.
- F. Maintaining public order.
- G. Providing emergency services to the community. The watch commander shall ensure that appropriate first responder agencies are notified to respond to any emergency scene where they are needed.
- H. To develop and maintain good relationship between the police department and the community.

- I. Prompt and accurate reporting of all occurrences and incidents.

III. Organization and Tour of Duty

- A. The Patrol Division shall be divided into four teams (A, B, C, and D) and two watches: Day and Morning (12 hour shifts).
- B. Each team is commanded by a Sergeant as the Watch Commander with a Corporal as the field supervisor.
- C. Each team works a 12 hour shift. The shifts rotate at 0600 and 1800 hours. The teams work 2 days on, 2 days off, 3 days on, 2 days off, 2 days on and 3 days off.

IV. Assignment to Patrol

Upon completion of academy training and field training, recruit officers will be assigned to a patrol watch where a vacancy exists. Assigned to a patrol watch is considered permanent unless manpower needs require a change or the officer requests a transfer. Determination of manpower allocation to each watch will be based upon crime activity for each watch period and calls for service. Manpower allocation will be the responsibility of the Division Commander.

V. Transfers

- A. Non-probationary officers or other personnel may request a transfer to another watch. Transfer requests must be in writing and given to the immediate supervisor/watch commander and then forwarded to the Division Commander. Written requests should specify the reason for the transfer. Transfer requests will be honored under the following circumstances:
 1. There is a legitimate reason for the transfer.
 2. There is a vacancy on another watch.
 3. There is an agreement between officers to swap.
 4. There is an officer with less seniority who can be assigned.
- B. The department recognizes the importance of seniority within the ranks and as such, seniority will generally prevail in transfer requests. Recruit officers who have completed field training and basic mandate training may be reassigned by a supervisor and the

position filled by a transferring officer provided that a written request for a transfer has been submitted before the recruit officer was hired. Senior officers cannot roll a recruit officer after the recruit officer has been on the watch for a year or longer. The use of seniority to determine shift assignments will not over rule the manpower needs of the division as determined by the Division Commander.

- C. Transfers will be at the discretion of the Chief of Police based on the need of the department.

VI. Lateral Transfers

- A. Lateral transfers may be permitted if candidates are eligible for transfer.
- B. Candidates are eligible for lateral transfers in the patrol division among shifts if they are in non-probationary status and if they are currently in the same job class or position that is vacant.
- C. All transfer requests will be reviewed in light of the department's need for equal distribution of experience on shifts. All requests for patrol division lateral transfers should be made in writing to the Division Commanders with copies to the effected patrol Sergeants. The Patrol Sergeants affected by the request shall meet and make a recommendation regarding approval or denial of the request to the Division Commander.
- D. Due consideration will be given for an employee's request for transfer in light of emergency reasons and for educational consideration.
- E. Candidates are eligible for transfer into the Criminal Investigations Division and the Administrative Services Division if they are in non-probationary status, have two years work experience as a sworn officer, and are in the same job class or position that is vacant. Probationary status may be waived by the Chief of Police if no other suitable candidates are found.
- F. All transfer requests to CID and Administrative Services will be considered in view of the following factors:
 - 1. Achieved education and training.
 - 2. Work record with the Department.
 - 3. Special knowledge, skills, and abilities.
 - 4. Prior work experience.

- G. All transfer requests to CID and Administrative Services should be made in writing to the effective Division Commander. The Division Commanders will review the four factors above and any other interviews, if necessary. Once the review process is complete, the top candidate's file will be presented to the Chief of Police for final approval.
- H. Lateral Transfers will be at the discretion of the Chief of Police based on the need of the department.

VII. Off Days

Off days for the Patrol Division personnel will be a fixed rotating schedule determined by the 12-hour shifts. The CID and Administrative Services Commanders will set off-days for their respective divisions. Division Commander off-days will be approved by the Chief of Police.

VIII. Roll Call Procedures

- A. The Sergeant shall conduct roll call during the first fifteen minutes of each watch.
- B. During roll call, the on duty supervisor shall:
 - 1. Assign patrol officers to a specific zone.
 - 2. Brief officers with information regarding daily patrol activity including "BOLOS," major investigations, and unusual situations.
 - 3. Notify officers of changes in schedules/assignments.
 - 4. Notify officers of policy changes or special orders.
 - 5. Inspect officers for readiness to assume patrol
 - 6. Conduct training as needed.

IX. Zone Assignments

- A. The Patrol Supervisor shall assign patrol officers to particular zones.
- B. An officer will be assigned a zone each day and will be responsible for all calls or incidents occurring in that zone.

- C. An officer may be assigned to two zones, if there is a manpower shortage or activity in those zones is minimal.
- D. Officers not assigned to a particular zone will serve as backup units and shall patrol in all zones.
- E. Officers assigned to traffic enforcement duties may be assigned specific zones or may be allowed to patrol all zones.

X. Police Radio Procedures (S.C. 7.2)

- A. Identification of officers – All officers assigned to field or investigative duties shall identify themselves by their badge number. Badge numbers will be assigned upon employment. Officers shall properly identify themselves by badge number during radio transmissions. (S.C. 7.2.c)
- B. Walton County Emergency Codes and Signals – The Walton County 911 Codes and Signals shall be the official signals for the radio transmission between the Communications Center and the officers. A copy of the codes and signals are attached to the end of this policy.
- C. Dispatching Calls for Service
 - 1. Police Units will be dispatched by a communications officer with Walton County 911.
 - 2. The dispatcher will be responsible for obtaining as much information as possible to determine the status of the situation and will send additional units, if necessary, by dispatching in the same manner.
 - 3. If the initial unit arrives and it is determined that an additional unit is not needed, he will notify the dispatcher.
 - 4. When a unit arrives at the station, is out for lunch or supper detail, out of service, the dispatcher will be notified (S.C. 7.2.b).
- D. Failure to Respond to a Call – A call will be given to a unit one time. In the event the dispatcher gets no response from the car called, the dispatcher will then repeat the call a second time. If no response is received from the car on the second attempt, the dispatcher will give the call to the next available unit. The dispatcher will then notify the on duty supervisor so he can make

an investigation as to why the first car did not respond to the call.
(S.C. 7.2.a)

- E. Arrival on Scene – all units will notify the dispatcher when he arrives on the scene so the dispatcher can record the arrival time. When the unit calls back into service on completion of the call, the completion time will be recorded. (S.C. 7.2.a)
- F. Vehicle Stops – when a unit stops a vehicle and gives the location of the stop and tag number, the dispatcher will immediately check the vehicle for stolen status and registration and give this information to the patrol unit. All units must give the information to the dispatcher as soon as possible while in the process of stopping the vehicle to enable the dispatcher to make attempts to get the information on the vehicle, if the computer permits, before the officer gets out of the police unit. (S.C. 7.2.a)
- G. Car to Car Traffic – car to car traffic should be held to a minimum. Car to car traffic will not be permitted unless it is traffic reference to a call being handled or the gathering of police information.
- H. In Progress Call – As soon as the dispatcher receives information of a crime in progress, a unit will be dispatched to the location. This will start units for the location, while the dispatcher has the victim/caller on the telephone getting further information. When the lookout has been completed by the dispatcher, it will broadcast to the unit(s) enroute. This gives a better response time for the unit and still gets all information as quickly as possible. When an “in-progress” call is being handled, all other units should hold all transmissions on the radio, unless they are of an emergency nature.

XI. Assignment of Emergency Vehicles

- A. The dispatcher receiving a call for police assistance shall determine the severity and the nature of the request for police service. It is then this person’s responsibility to obtain as much information as possible from the caller, so that a determination can be made as to the number of field units required and which units will be dispatched.
- B. No unit shall go to the location of an emergency or urgent call unless instructed to do so by the dispatcher or field supervisor. A backup officer will be sent along with the initial officer on all priority I and priority II calls.

- C. When a unit receives a cancellation on an emergency or unit call, the operator of such unit shall immediately turn off their emergency equipment and resume normal duties. The unit shall not proceed to the location of the cancelled call.
- D. Additional or backup units shall resume their normal duties immediately after it has been ascertained that their assistance or presence is no longer needed.

XII. Priority Calls for Service (S.C. 5.4)

The classification of calls below is only intended as a guide for officer reference. When responding to calls for service, each officer must decide based on the totality of the circumstances, when to respond to the call in an emergency fashion (i.e. lights, sirens, speed, etc....) Officers shall refer to the Vehicle Operations policy for further guidance on responding to calls. The provision of this section will not relieve the operator of a department vehicle from the duty to drive with due regard for the safety of all persons nor will these provisions protect the operator of a police department vehicle from the consequences of careless disregard for the safety of others.

- A. Priority I – calls for which a police officer has the discretion to use emergency equipment and should proceed to the location of the call as quickly as he can safely do so. Examples of Priority I calls include but are not limited to: crimes of a high and aggravated nature in progress, accidents with injuries or fatalities, chase in progress (if assistance is requested) officer needs assistance, etc..
- B. Priority II –calls requiring that a car be dispatched immediately to the location. Examples of Priority II calls include fights, fire, domestic incidents, etc.
- C. Priority III – calls which can be held for the officer assigned to that particular location (zone officer). Examples of Priority III calls include but are not limited to: motorist assist, abandoned vehicle, etc..

XIII. Notification of Patrol Supervisor (S.C. 7.2.f)

The dispatcher or patrol officers may notify the Patrol Supervisor whenever necessary; however, notification is mandatory on the following:

- Violent crimes in progress
- Armed robbery
- Murder
- Officer needs assistance/officer injured
- Accident involving a fatality
- Accident involving a police vehicle
- Pursuit in progress
- Hit and run involving a fatality
- Prison/jail break
- Fire

XIV. Officer Exiting Vehicle (S.C. 7.2.b)

- A. Whenever an officer exits his patrol vehicle, he or she shall notify the Communications Center of their location and of proper code. The officer must at all times continue to monitor police department radio traffic.
- B. Upon notification of an officer exiting the policy vehicle, the dispatcher shall note the following on the dispatch log:
1. Time out.
 2. Officer's location.
 3. Reason (proper code).
 4. Time back in service.
- C. The dispatch log shall be a permanent record maintained monthly. All reports during a month will be kept on file for one year and then transferred to storage.

XV. Phonetic Alphabet

A – Alpha	J – Juliet	S – Sierra
B – Bravo	K – Kilo	T – Tango
C – Charlie	L – Lima	U – Uniform
D – Delta	M – Mike	V – Victor
E – Echo	N – November	W – Whiskey
F – Foxtrot	O – Oscar	X – X-ray
G – Golf	P – Papa	Y – Yankee
H – Hotel	Q – Quebec	Z – Zulu
I – India	R – Romeo	

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-006 TRAFFIC ADMINISTRATION AND ENFORCEMENT

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5.15

I. Purpose

To establish guidelines for the administration of all traffic-related activities and to establish the proper procedure for taking enforcement action applicable to traffic law violations. Also to establish guidelines for the operation and deployment of traffic enforcement personnel.

II. Statement of Policy

It shall be the policy of the Monroe Police Department that traffic administration and enforcement is a function of the Patrol Division. These guidelines shall apply to all sworn officers authorized to enforce traffic laws and to those situations where an officer is enforcing traffic law.

III. Responsibility

- A. All patrol personnel have responsibility for enforcing traffic laws. When manpower allows and as needs arise, patrol supervisors will assign an officer to be responsible for traffic enforcement duties during their shift.

- B. All patrol officers shall be responsible for the following traffic activities:
 - 1. Accident investigation.
 - 2. Operation of radar.
 - 3. Operation of Intoxilyzer 5000.
 - 4. Parking/congestion control.

5. Traffic safety education.

6. Selective enforcement.

C. Performance objectives for traffic enforcement shall be developed on an as needed basis and shall be based on enforcement efforts, traffic accident statistics, traffic flow patterns, road conditions and traffic engineering studies.

IV. Enforcement Action

A. The responsibility for enforcing traffic laws is shared by all uniformed personnel. Members of the department shall take appropriate enforcement action for each violation of the law witnessed by them. Such action shall be accomplished in a business like, firm, fair, impartial and courteous manner using one of the four following methods:

B. Officers are encouraged to use discretion, based upon their professional judgment, as to what form of enforcement action will be taken. To facilitate uniformity in the application of traffic laws, the following guidelines should be used:

1. Physical Arrest

a) Officers will affect the arrest of any person in violation of the following traffic laws:

- 1) Driving under the influence of alcohol and/or drugs.
- 2) Homicide by vehicle.
- 3) Feticide by vehicle.
- 4) Fleeing or attempting to elude police officers.
- 5) Impersonating a police officer.
- 6) Suspended or revoked license.
- 7) Possession of drugs.
- 8) Fraudulent or fictitious use of a license.

9) Leaving the scene of an accident with damage and/or injury.

- b) There may be other incidents in which a violator should be physically arrested. The decision to affect a physical arrest should be based upon sound legal principles as opposed to peripheral issues such as the violator's "attitude."

2. Notice to Appear (Citation)

- a) The issuance of a traffic citation is applicable in the majority of cases for those violators residing within the boundaries of the judicial jurisdiction in which the case will be adjudicated.
- b) The traffic citation should be issued to all violators who jeopardize the safe and efficient flow of vehicular and pedestrian traffic including hazardous moving violations, parking violations, and operating unsafe and/or improperly equipped vehicles.
- c) An officer may issue a copy of charges in lieu of physical arrests in all traffic cases, except those dealing with intoxication or suspended license. Officers should refer to the list of traffic law violations and enforcement contained in this policy to ensure uniformity in traffic law enforcement.
- d) Citation books shall be issued to the officers by a supervisor. Issued citation numbers, officer name, supervisor's name, date assigned and date completed and returned shall be recorded on the Citation Assignment Log. All citations will be accounted for by the supervisor documenting the return of the issued citations (including but not limited to voided tickets and warnings). Officers shall report to the supervisor any lost or stolen citations.

- e) Citations shall be stored in a locked, secured room. Only the Chief and the Division Commanders have access to the room.
3. A written warning may be a proper alternative by officers in response to a minor infraction committed to those areas where traffic accident experience is minimal. Written warnings are also appropriate for those violations that occur within tolerances generally allowed by the department and endorsed by the courts. These tolerances would include speeds in excess of the legal limit, but less than a speed for which a citation or arrest would result. It is also applicable to running a stop sign at speed slower than walking at intersections where traffic accident experience is slight.
 4. A verbal warning is appropriate when the violator commits an act, which may be due to ignorance of a local ordinance, which may be unique, or a violation of which the driver may not be aware. An examples of a violation that may warrant a verbal warning is equipment violation (i.e. license plate is not illuminated) of which the driver was unaware.

V. Special Arrests

Officers should follow these guidelines when traffic stops are made on the following persons:

A. Out-of-State Residents (S.C. 5.15.a)

If a violator resides out of state, the officer may use discretion and issue a warning or a citation.

B. Juvenile Offenders (S.C. 5.15.b)

1. A juvenile traffic offense as defined by O.C.G.A. 15-11-73 consists of a violation of any law or ordinance governing the operation of a moving motor vehicle upon the streets or highways of this state by anyone under the age of seventeen (17). The citation normally used will invoke the jurisdiction of the Juvenile Court. A juvenile traffic offense is not an act of delinquency unless the case is transferred to the delinquency calendar or is specified otherwise in the Georgia Traffic Code Section 40-5-54 (Mandatory Suspension of License) or 40-5-70 (Mandatory Suspension

of License for Failure to have Minimum Insurance). The Court's copy of the summons of citation shall be delivered to the Juvenile Court office as soon as practical.

2. The following offenses shall be delinquent offenses and shall not be handled as juvenile traffic offenses:
 - a) Homicide by vehicle.
 - b) Manslaughter resulting from the operation of a vehicle.
 - c) Any felony in the commission of which a motor vehicle is used.
 - d) Racing on the highways and streets.
 - e) Using a motor vehicle in fleeing or attempting to elude an officer.
 - f) Fraudulent or fictitious use of a license.
 - g) Hit and run or leaving the scene of an accident.
 - h) Driving under the influence of alcohol or drugs.
 - i) Possession of a controlled substance or marijuana.
 - j) Any other offense for which driving privileges may be suspended or revoked for an adult.

C. Legislators (S.C. 5.15.c)

All legislators, state or federal, have immunity from arrest when traveling to and from legislative sessions or committee meetings. It shall be the policy of this department to extend courtesy to all legislators by issuing warnings instead of citations. Citations or physical arrests shall only be initiated when there is no legislative session and the offense is of a serious nature such as driving under the influence, fleeing an officer, vehicular homicide, hit and run, and/or driving without a valid Georgia license.

D. Foreign Diplomats/Consular Officials (S.C. 5.15.d)

1. By treaty, diplomats or consular officers are immune from arrest for criminal and traffic offenses unless ordered by a federal magistrate. Once identified, diplomats or consular officers will not be unnecessarily detained. Diplomatic immunity does not normally extend to members of diplomatic officer's families or to employees of consular officers.
2. There are some countries with which the United States has negotiated special agreements entitling employees and family members of consular officers to full immunity from arrest or detention will be stated on the reverse side of their official U.S. Department of State identification card.
3. In any situation in which a law enforcement official needs to establish entitlement to diplomatic immunity and the person asserting it cannot produce an identification card issued by the U.S. Department of State, the correct status can be obtained through a telephone call.

a) During regular hours: Office of Protocol, U.S. Department of State:

- 1) For diplomats and families 202-647-1664
- 2) For diplomatic employees and families 202-647-1405
- 3) For consular personnel and families 202-647-1404
- 4) International organizations 202-647-1402
- 5) Fax number for sending incident reports and citations 202-895-3613

b) After hours:

- 1) Bureau of Diplomatic Security 202-647-7277
- 2) State Department Operations Center 202-647-1512 (urgent after hours matters)

E. Military Personnel (S.C. 5.15.e)

The members of the organized militia or military forces shall 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) Whenever an officer stops military personnel on active duty, they may affect an arrest if the offense meets the above criteria, and shall notify the violator's commanding officer and the District Attorney's office.

VI. Traffic Patrol

Traffic patrol enforcement procedures will include:

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 – Either 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 – Traffic enforcement units will not be concealed from view of the roadway to the extent that the officer is not visible to persons using ordinary powers of observation.
2. Overt – Traffic enforcement units will be positioned in such a manner near the roadway, or intersection that is clearly seen by persons using ordinary powers of observation.

3. Unmarked vehicles – Unmarked vehicles will not be utilized for traffic enforcement activity.

VII. Selective Enforcement

- A. The ultimate goal of selective enforcement is to reduce traffic accidents and gain voluntary compliance with traffic laws. Selective enforcement measures will be used to assign traffic enforcement personnel and equipment to specific geographical locations in order to provide preventative patrol for specific categories of unlawful driving behavior.
- B. To reduce the number of injuries, deaths, and property damage as a result of traffic accidents.
- C. To assist and work towards resolving problems within the city recognized as criminal behavior or activity.
- D. Selective enforcement will be based on an analysis of traffic accidents and priority enforcement action will be directed toward specific violations known to cause accidents. These include:
 1. Speeding: Enforcement of speeding will be made in areas where accidents are prevalent and where complaints from citizens regarding speeding have been received. The radar unit will be used as an enforcement mechanism.
 2. Driving Under the Influence: The objective of selective enforcement of DUI violations is to reduce alcohol or drug related traffic offenses by deploying units and personnel who are specially trained and equipped to apprehend alcohol impaired drivers. Selective enforcement of DUI laws include:
 - a) Assignment of personnel during times and locations where accidents are high or where there have been a number of DUI violations.
 - b) Selective surveillance techniques on roads where there is a large number of DUI-related accidents.
 - c) Selective roadway checks for deterrent purposes.
 - d) Selective enforcement of DUI laws through concentration on existing laws.

3. Violations at Intersections: Violations such as failure to yield, failure to stop or failure to obey signal shall be selectively enforced at intersections where analysis has shown a significant number of violations or accidents.
4. Seatbelt violations – officers will be on the look out for violations of seatbelt requirements with extra diligence towards child restraint violations.

VIII. Deployment of Personnel

- A. The deployment of traffic enforcement personnel will be based on an analysis of traffic accidents and traffic related calls for service covering the most recent three-year period
- B. Traffic enforcement personnel will be deployed to areas, which have shown the greatest number of accidents, and during the times when these accidents occur. Enforcement personnel should take action to enforce any violation that is known to cause accidents.

IX. Stopping and Approaching the Traffic Law Violator

The following steps in stopping and approaching a traffic violator are intended to provide maximum safety for the officer, the violator and other users of the roadway. Varying conditions regarding the engineering of the particular traffic artery, the urgency to stop the violator (drinking driver), and the existing volume of traffic may dictate adjusting or altering the recommended procedure. These procedures are to be followed when possible and are presented from the perspective that ideal conditions exist.

- A. The pursuit of a traffic violator has ended when the officer has positioned himself behind the violator to begin the stopping procedure.
- B. At this point, the officer should notify the Communications Center of the intended location of the traffic stop, the license number and the number of occupants in the vehicle.
- C. The officer should be thoroughly familiar with the area and anticipate the appropriate location to stop the violator. Consideration should be given to a location with ample space, appropriate lighting, and should avoid stops on hills, curves, intersections, private drives, and business locations which have limited parking.

- D. The officer should signal the violator to stop. This signal should be with the blue lights, sounding the horn and if necessary, the siren.
- E. The violator should be signaled and directed to the right side of the roadway close to the curb or onto the shoulder.
- F. On multi-lane roadways, the officer should insure the safety of the violator during lane changes by gradually changing from lane to lane with the violator until the right side of the road is reached.
- G. Should the violator stop abruptly in the wrong lane or in another undesirable location, he should be promptly directed to move to a safer location. Officers should use the public address system to instruct violators to move to a safer location if this equipment is available. If the patrol vehicle is not so equipped and gestures are insufficient to bring understanding, the officer should quickly exit the patrol vehicle and give verbal instructions to the violator.
- H. The violator should not be permitted to move his vehicle once it has stopped if it is suspected the driver is drinking to the extent that his driving ability is impaired.
- I. Once the violator has stopped in an appropriate location, the officer should position the police vehicle approximately one-half to one car length behind the violator's vehicle. The police vehicle should be positioned at a slight angle so the left front is offset approximately three feet to the left of the violator's vehicle and the right rear is near the curb. This position provides maximum safety to the violator, the officer and all other traffic.
- J. The officer should exist from the patrol vehicle and be continuously alert for any suspicious movement or actions on the part of the violator or other occupants in the violator's vehicle.
- K. The officer should approach from the rear of the violator's car, looking into the rear seat area, and stop at a point to the rear of the trailing edge of the left front door. This position should be maintained if there are only occupants in the front seat of the vehicle. From this position, the officer can communicate with the violator, keeping him in a slightly awkward position and at the same time keeping all occupants of the vehicle in view.
- L. In those cases where the violator's car has occupants in both the front and rear seats, the officer should approach to a point near the leading edge of the left front door, being especially alert for any

unusual actions on the part of the occupants and choosing a path so the door cannot be used as a weapon against the officer. From this position, the officer can communicate with the violator and keep all occupants in view.

- M. In those traffic stops made by two man patrol vehicles, the passenger officer should be responsible for all radio communications, writing all notes and messages relayed from the Communications Center and during the traffic stop should exit from the vehicle and act as an observer and cover for his fellow officer. At no time should the two officers approach the violator together.
- N. At night, the procedure is basically the same with the additional necessity of exercising caution in selecting an approach place for the traffic stop, signaling the violator (the spot light should not be used except in extreme situations), and positioning the police vehicle. After the stop, the lights should on low beam for the safety of oncoming traffic.

X. Stopping a Known or Suspected Felon

- A. When a patrol officer locates a vehicle driven by a known or suspected felon, he will notify the Communications Center of the location, a thorough description of the vehicle and a description of the occupants.
- B. The officer will keep the suspect vehicle in view and request sufficient assistance in making the stop. The officer will keep support units informed of the location and direction of travel to facilitate their approach with minimal use of emergency equipment.
- C. The suspect vehicle will not be stopped unless absolutely necessary until adequate support is available and in position. The following procedures will be used in effecting the stop:
 - 1. The police officer will plan to stop the suspected vehicle in a location, which presents minimal danger to other citizens.
 - 2. When conditions are appropriate and support units available, the officer will move into position to the rear of the suspect vehicle.
 - 3. The officer will signal the violator to stop, utilizing all emergency equipment to warn other traffic

4. When possible, the violator will be stopped on the extreme right side of the road.
5. If the violator is known to be armed and dangerous, the officer will have his weapon easily accessible and ready for immediate use.
6. When the suspect vehicle begins to stop, the officer will turn off the siren and actuate the public address system (if available in the patrol vehicle).
7. The officer will park the police vehicle so that it provides maximum protection and cover for him.
8. At night, all lights will be focused on the interior of the suspect vehicle, including spotlights, to the disadvantage of the violator.
9. The officer will exit the police vehicle quickly, but remain behind the door and accessible to the public address system microphone.
10. The officer in command will direct each occupant, utilizing the public address system, to remove himself from the vehicle individually according to specific directions and into the appropriate search position, after which the approach may be made.
11. If a public address system is not available, the officer will give voice commands if they can be heard; if this fails, the officer will cautiously approach the vehicle, keeping all occupants in view, to a point where he can be heard.
12. The officer will give instructions to the support officer, even if not needed, to assure the suspects that additional support is available.
13. The support officer will cover the arresting officer and remain on the curbside of the vehicle until all occupants have exited and are in the search position.
14. The support officer will not give additional commands as this would tend to confuse the suspects, but will make his presence known by commands given by the arresting officer.

15. Extreme caution will be exercised by officers not to get within each other's line of fire.
16. When all occupants have been removed from the vehicle, the support officer should move to a position to cover the arresting officer while the persons are searched.
17. Arrests will be searched and handcuffed prior to being transported.

XI. Officer/Violator Relations

Once the officer has stopped the violator and approached to a point where communications begin, the officer/violator relations are activated.

- A. Be alert at all times for the unexpected, but do not be obviously apprehensive.
- B. Be absolutely certain the observations of the traffic violation were accurate – without reservation.
- C. Present a professional image in dress, grooming, language, bearing and emotional stability.
- D. Be prepared for the contact by having the necessary equipment and forms, if they are to be used, immediately available.
- E. Decide on appropriate enforcement action based upon the violator's driving behavior, not attitude. In most cases, it is advisable to have the form of enforcement action decided prior to the initial contact with the violator. One exception would be an out-of-state driver performing a violation that would not be a violation in his jurisdiction, such as a right turn on a red light.
- F. Greet the violator with an appropriate title and in a courteous manner.
- G. Inform the violator what traffic law he has violated and the intended enforcement action; the violator should not be kept in suspense.
- H. Ask for the violator's driver license and insurance and accept only these forms.
- I. If the driver has not driver's license, obtain another document of identification.

- J. Allow the driver to discuss the violation. Do not argue, berate, belittle or otherwise verbally abuse the violator.
- K. Complete the forms required for the enforcement action taken or exercise a verbal warning if this is the decision.
- L. Explain to the violator exactly what he is supposed to do in response to the action taken and how this action will affect him. (Example: a written warning will remain on his driving record for one year.)
- M. If the enforcement action requires a court appearance, make sure the violator knows where and when to appear. Explain any alternatives to the violator, but do not predict the actions of the court. Advise the violator of the following:
 - 1. Court date, time and location.
 - 2. Whether the court appearance is mandatory or if the fine may be paid at the police department.
 - 3. Fine amount, if known.
- N. Be alert to any emotional stress exhibited by the driver. If stress is present, the instructions may have to be repeated or the violator may need to calm down before resuming driving.
- O. Return the driver's license, insurance and a copy of the warning or citation.
- P. Assist the violator in safely reentering the traffic flow.
- Q. Do not follow the violator.

XII. Reexamination of Drivers

An officer who has reasonable cause to believe a driver is incompetent or otherwise not qualified to be licensed may make a request of the Municipal Court judge or prosecutor for a form to be filled out and submitted to the Department of Motor Vehicles Safety requesting the person to be retested. Once notified by the DMVS, the driver will have ten days to report to the nearest license examining facility for testing.

XIII. Parking Enforcement

- A. Officers shall be responsible for enforcing all parking regulations to include:
1. Parking on a yellow curb on in a fire lane.
 2. Parking in a handicap space without a permit.
 3. Improper parking.
- B. When an officer finds a vehicle that is improperly parked, he may first try to find the driver or owner and have him remove the vehicle. If unable to locate the driver or owner, the officer may issue a citation and place a copy on the windshield. If the vehicle must be towed, the officer may impound the vehicle in compliance with Department policy.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-007 TRAFFIC DIRECTION AND CONTROL

EFFECTIVE DATE: 2/26/2008 NUMBER OF PAGES: 7

REVISED DATE: DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
5.14

I. Purpose

To establish the procedure for directing pedestrian and vehicular traffic.

II. Objectives

The major objectives of the officer directing traffic are to minimize traffic congestion problems and maintain the safe flow of vehicular and pedestrian traffic. Traffic direction will be performed at any accident or fire scene where it is necessary to route traffic in another direction. Traffic direction will be performed during adverse weather conditions where such conditions have caused downed trees, power lines or in areas where there are existing road hazards. Specifically, the officer is responsible for the following:

- A. Regulating the flow of traffic.
- B. Control of turning movements.
- C. Coordinating vehicle movements with the flow at adjacent intersections.
- D. Detouring traffic as necessary.
- E. Controlling pedestrian movements.
- F. Arranging for the removal of obstructions to traffic flow.
- G. Providing for emergency vehicle movements.
- H. Rendering aid and assistance to motorists and pedestrian.

III. Statement of Policy

It shall be the policy of the Monroe Police Department to move traffic as effectively and safely as possible during all situations, however the protection of life will take priority. When an incident requires a road to be shut down, officers will attempt to direct traffic to an alternate route.

Personnel directing traffic or in the roadway controlling traffic will wear reflective clothing at all times. (S.C. 5.14)

IV. Manual Direction of Traffic

- A. Visibility – Officers shall wear their reflective jackets or reflective vests when directing traffic unless it is an emergency situation where time does not permit the putting on of the jacket/vest. During adverse weather conditions, officers shall wear reflective or high visibility raincoat when directing traffic. To indicate that the officer is present for the purpose of directing traffic he should: Position himself so that he can be seen clearly by all, usually in the center of the intersection or street; stand straight with weight equally distributed on both feet; allow hands and arms to hang easily at his or her sides except when gesturing; stand facing or with his or her back to traffic which they have stopped and with their side toward traffic they have directed to move.
- B. Stopping traffic – To stop traffic the officer should first extend his arm and index finger toward and look directly at the person to be stopped until that person is aware or it can be reasonably assumed that he is aware or it can be reasonably assumed that he is aware of the officer's gesture. Second, the pointing hand is raised at the wrist so that its palm is toward the person to be stopped, and the palm is held in this position until the person is observed to stop. To stop traffic from both directions in a two way street the procedure is then repeated for traffic coming from the other direction while continuing to maintain the raised arm and palm toward the traffic previously stopped.
- C. Starting traffic: to start traffic the officer should first stand with shoulder and side toward the traffic to be started, extend his arm and index finger toward and look directly at the person to be started and until that person is aware or it can be reasonably assumed that he is aware of the officer's gesture. Second, with palm up, the pointing arm is swung from the elbow, only, through a vertical semi-circle until the hand is adjacent to the chin. It is necessary this gesture be repeated until traffic begins to move. To start traffic

from both directions on a two way street, the procedure is then repeated for traffic coming from the other direction.

- D. Right turns: Drivers intending to turn right can usually make their turns without the necessity of being directed by the officer. When directing a right turn becomes necessary, the officer should proceed as follows. If the driver is approaching from the officer's right side his extended right arm and index finger and gaze are first directed toward the driver, followed by swinging the extended arm and index finger in the direction of the driver's intended turn. If the driver is approaching from the officer's left side, either the same procedure may be followed utilizing the left arm extended or the extended left forearm may be raised to a vertical position from the elbow while closing the fingers so that the remaining extending thumb points in the direction of the driver's intended turn.

- E. Left turn – drivers intending to turn left should not be directed to turn while the officer is also directing oncoming traffic to proceed. Therefore, the officer should either direct opposing vehicles to start while avoiding left turn gestures directed at turning drivers, which we lead them to complete their turn only when there is a gap in oncoming traffic, or to stop or hold oncoming drivers, after which the left turning driver can be directed into his turn. The officer's right side and arm should be toward the oncoming traffic, and the left side and arm should be toward the left turning driver. After stopping oncoming traffic by using the right arm and hand, the right hand should remain in the halt gesture, then the extended left arm and index finger and officer's gaze is directed toward the driver who intends to effect a left turn. When the left turning driver's attention has been gained, the extended left arm and index finger are swung to point in the direct the driver intended to go.

In order to clear the lane occupied by a driver who intends to make a left turn, but cannot because of oncoming traffic, he can be directed into the intersection and stopped adjacent to the officer's position until the left turn can be safely completed. The driver should be directed into the intersection by pointing toward him with the extended arm and index finger, which is then swung to point at the position at which the officer wishes the driver to stop. After the driver is positioned within the intersection, the officer may either halt oncoming traffic and direct the completion of the turn or permit the driver to affect the turn during a natural break in the oncoming traffic.

V. Signal Aids

A. The whistle is used to get the attention of drivers and pedestrians. It is used as follows:

1. One long blast with a signal to stop.
2. Two short blasts with a signal to go.
3. Several short blasts to get the attention of a driver or pedestrian who does not respond to a given signal.

B. The whistle should be used judiciously. It should not be used to indicate frustration, but 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 gain attention, and when its purpose has been achieved the officer should cease sound the whistle. If the whistle is utilized continuously, it ceases to hold meaning for drivers and pedestrians.

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 may not understand the officer's directions. When this happens the officer should move reasonably close to the person and politely and briefly explain his directions. No officer shall exhibit loss of temper by shouting or otherwise indicate antagonism toward those who do not understand or who do not wish to obey the officer's direction.

D. The flashlight can be used to halt traffic. To stop traffic slowly swing the beam of the light across the path of incoming traffic. The beam from the flashlight strikes the pavement as an elongated spot of light. After the driver has stopped, arm signal may be given in the usual manner, the vehicle's headlights providing illumination. This procedure is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

VI. Traffic Direction at Accident Scenes

- A. Minor traffic accidents requiring 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, have vehicles moved to a safe location, restoring traffic flow, and then complete the report.
- B. In serious accidents requiring a thorough investigation, the scene may need protection for an extended period. In these cases, the investigating officer shall 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. Continuing traffic direction duties until traffic flow is normal.
 - 7. Notify GADOT if a state route is to be closed for more than 15 minutes.

VII. Traffic Direction and Control at Fire Scenes

- A. Officers directing traffic at fire and emergency scenes will ensure that all private vehicles, including volunteer firemen's vehicles, are well clear of the emergency or other traffic.
- B. Officers shall follow these procedures when directing traffic at a fire scene.
 - 1. Summon sufficient manpower to handle traffic direction and pedestrian control responsibilities.
 - 2. Utilize sufficient equipment to protect the scene (barricades, cones, etc.)

3. Detour traffic as necessary.
4. Restore traffic flow.
5. Continue traffic direction duties until the fire scene is cleared.

VIII. Traffic Direction at Special Events

Upon learning of a special event, the watch commander or other patrol supervisor shall plan the event. The following procedures will be utilized.

- A. The time, location and anticipated attendance shall be determined.
- B. The perimeter streets of the special events shall be used to maximize advantage by eliminating or increasing parking space, making temporary one-way streets, and assigning officers to key intersections for control.
- C. Provide for adequate emergency service access to the scene of the event, including fire and ambulance services.
- D. Providing for adequate crowd control. If the event is a parade, ropes may be used along the parade route with officers stationed at intervals as needed.
- E. Ensure adequate publicity for any changes or alternations in street utilization, parking availability, public transportation services, and the location of the event or parade route.
- F. Provisions should be made for identifying those persons working directly with the event to assist them in crossing police lines. This includes promoters of the event, vendors and press personnel.

IX. Temporary Traffic Control Devices

Temporary traffic control devices such as cones, barricades, etc., may be obtained from the City Utilities. These devices shall be utilized when necessary at a special event or an emergency scene. The Watch Commander or Patrol Supervisor on duty shall have the authority to request these devices and determine the location for using them. Police personnel will remove temporary devices when the event or emergency situation is over and return them to the City Utilities.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-008 DUI ARREST

EFFECTIVE DATE: 2/21/2008

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DISTRIBUTION AUTHORIZATION:

STANDARD COVERED

I. Purpose

To establish guidelines for the arrest and processing of persons charged with driving under the influence.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to identify, stop, arrest and prosecute any person who is driving or in actual physical control of a motor vehicle while under the influence of alcohol or drugs, as these individuals present a direct and immediate threat to the welfare and safety of the general public.

III. Establishing Probable Cause

A. The officer observes either or both of the following types of clues that may be indicative of a drinking driver:

1. Vehicle maneuvers.
2. Human indicators.

B. Drivers operating their vehicles in any manner, which would raise a doubt as to their sobriety or other abnormal condition should be stopped and the cause for the erratic driving determined. A few examples of deviations from normal driving, for which the officer must be alert, are listed below:

1. Unreasonable speed where geographical characteristics or other circumstances would ordinarily compel a more moderate rate of travel.

2. Weaving from road edge to white line; sharp jerky movements in correcting direction of travel.
 3. Driving in spurts; first slow and then fast, or vice versa.
 4. Frequent lane changing coupled with excessive speed.
 5. Improper passing without sufficient clearance or cutting in. Taking too long or swerving too much in overtaking and passing (i.e. over controlling);
 6. Overshooting or disregarding traffic signs or signals;
 7. Approaching signs or signals unreasonably slow or fast and attempting to stop with uneven motions;
 8. Driving at night without lights; delay in turning them on after starting from a parked position;
 9. Driving at night with parking lights;
 10. Failure to dim lights when approaching traffic;
 11. Unnecessary use of turn signals;
 12. Driving in lower gears without apparent reasonable cause or repeatedly meshing or clashing gears;
 13. Jerky starting or stopping;
 14. Driving unreasonably slow;
 15. Driving too close to curbs or appearing to hug the shoulder or centerline, or continually straddling the centerline or other lane markings;
 16. Driving with windows rolled down in cold weather;
 17. Driving or riding with head partially or completely out of the window.
- C. Cues for detecting impaired drivers at night are listed below. These cues are listed in descending order of probability that the person observed is driving while intoxicated (source – National Highway Traffic Safety Administration).

1. Turning with wide radius;
2. Straddling center of lane marker;
3. Appearing to be drunk;
4. Almost striking an object or another vehicle;
5. Weaving;
6. Driving on other than designated roadway;
7. Swerving;
8. Speed more than 10 mph below speed limit;
9. Stopping without cause in traffic lanes;
10. Following too closely;
11. Drifting back and forth in lane;
12. Tires on centerline or lane marker;
13. Braking erratically;
14. Driving into opposing or crossing traffic;
15. Signaling inconsistent with driving actions;
16. Slow response to traffic signals;
17. Stopping inappropriately (other than in lane);
18. Turning abruptly or illegally;
19. Accelerating or decelerating rapidly;
20. Driving with headlights off.

IV. Procedures for Stopping the Driver

- A. Once a driver is suspected of being under the influence of intoxicants, every reasonable effort should be made to stop and remove the driver from the roadway immediately.

- B. The gathering of evidence continues as the suspect is apprehended. The driver's response to the blue lights alone or to the blue lights and siren should be all recorded as additional evidence to assist in proving or disproving, beyond a reasonable doubt, the element of "under the influence." Some of the reactions observed during the apprehension are:
1. An unusually fast compliance to the blue lights and siren either on or off the roadway;
 2. A slowness or hesitancy to comply;
 3. A seemingly ignorance of the attempts made to stop the vehicle;
 4. An attempt to outrun the patrol vehicle;
 5. Over-diligence in the use of arm signals as the vehicle is being stopped;
 6. Unusual activity or a moving about of the occupants within the vehicle. There may be an attempt by the driver to changes positions with a passenger while the vehicle is in motion. (Should this occur and both drivers are found to be under the influence, both should be charged with driving under the influence).
 7. An attempt to dispose of bottles or cans of alcoholic beverages by dropping or throwing them from the vehicle before it comes to a complete stop.
- C. When an officer has stopped a vehicle and has developed probable cause to believe that the person driving the vehicle is under the influence of alcohol or drugs, the officer will:
1. Advise the driver that he/she is under arrest for driving under the influence.
 2. Properly secure the person in the patrol unit.
 3. Read the "Implied Consent Warning" from a printed card to the arrestee at the scene.
 4. Arrange for the removal of arrestee's vehicle.

5. Transport the arrestee to the appropriate location for testing.

V. Breath Testing Procedures

- A. The breath test must be performed by a certified operator. The Intoximeter operator shall:
 1. Determine whether the “Implied Consent Warning” has been read to the arrestee. If the warning has not been read, the Intoximeter operator will have the arresting officer read the warning prior to the test being administered. No test will be administered until the arresting officer has read the “Implied Consent Warning” to the arrestee.
 2. Administer the test.
 3. Complete the Intoximeter test.
 4. Print copies of the result for the arresting officer.
 5. Give violators a copy of each printout.
- B. If the results of the breath test are .005, but less than 0.08, and the officer believes that the arrestee was a less safe driver, then the arrestee will be charged with DUI, Under O.C.G.A. 40-6-392(b)(2). The officer will be required to articulate in court facts supporting the contention that the arrestee was a less safe driver at the time of the arrest.
- C. If the results of the breath test are 0.08 or higher, the arrestee will be charged with DUI under O.C.G.A. 40-6-391(a)(4).
- D. If the arrestee was operating a commercial motor vehicle and the breath test results are 0.04 or higher, the arrestee will be charged with DUI, under O.C.G.A. 40-6-391(l).
- E. If the arrestee is under 21 years of age, then the officer will charge the arrestee at 0.02 or greater. The arrestee will be charged with DUI under O.C.G.A. 40-6-391(k)(1).
- F. If a person is charged with DUI and requests a blood test as his additional test, the officer will transport the person to the hospital.

1. The Monroe Police Department is not responsible for the payment of fees for an additional test.
2. Payment for the additional testing is the sole responsibility of the arrestee.
3. Under no circumstances will a second test be conducted on the Intoximeter after the person has successfully completed the first test, unless the arrested person requests a second test on that machine.

VI. Blood/Urine Tests

- A. If the officer has requested a blood and/or urine test, he arrestee will be taken to the Walton County Medical Center for the test. The officer will inform the Emergency Room personnel that he needs a blood and/or urine test. Officers will request a blood test in accordance with Georgia law if one of the drivers is involved in an accident with death or serious bodily injury has occurred.
- B. The officer shall personally observe the taking of the sample by the hospital personnel, whenever practical. Exceptions are recognized in cases of persons of opposite sex and when the designated test requires privacy. The hospital personnel collecting the sample shall be noted in the incident report.
- C. Once the test is completed, a property receipt will be attached to the sample and the arrestee will be transported to the Walton County Jail for detention and processing.
- D. The blood or urine sample will be placed in temporary storage area in the evidence refrigerator until it can be taken to the crime lab for analysis.
- E. Pursuant to O.C.G.A. 40-6-391(b), if there is any amount of marijuana or controlled substance, as defined in O.C.G.A. 16-13-21, present in the arrestee's blood or urine, including the metabolites and derivatives of each or both without regard to the amount of alcohol present, the arrestee will be charged with DUI.

VII. Reporting Procedures

- A. Fill out a citation for the offense:
 1. Attach copy of the test results and arrestee's drivers license (if available) to the court copy of the citation.

2. Give violator's copy to arrestee along with a copy of the test results. If a current Georgia driver's license has been obtained, arrestee will not be permitted to operate vehicle on copy of citation. If the arrestee pleads not guilty to the charge in court a 180 days permit will be administered by the court.
 3. The "Issuing Department" copy of the citation will be given to the jailer at the County Jail and the court copy and DVMS copy of the citation will be turned in to the officer working the information desk.
- B. Completed a detailed incident report.
- C. If an arrestee refused the state-administered test, the arresting officer will complete an "Administrative License Suspension and Implied Consent Affidavit." Officers must sign affidavit under oath in the presence of the notary.
- D. Violators will be incarcerated for a period of six hours before bond can be accepted, if the results of the breath test was .08 or greater or if the violator was given a state-administered blood or urine test as a result of a DUI arrest. Should the violator refuse the state-administered test, they will be charged with DUI and will be held for six hours.
- E. If an officer has requested testing on a driver involved in an accident that resulted in serious injury or death, then the holding requirement stated in paragraph D does not apply. The holding requirement only applies in those cases when the driver is actually arrested and charged with DUI.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

Keith Glass
Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-009 PROCEDURES FOR SUSPENDED LICENSES

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STANDARD COVERED

I. Purpose

To provide guidelines and procedures for the proper processing of person arrested for driving with a suspended or revoked driver's license.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to enforce all laws pertaining to the operation of motor vehicles in the City of Monroe. During a traffic stop, an officer will check the status of a person's driver's license in order to ensure that the person has a legal privilege to drive a motor vehicle.

III. Procedures

A. If a traffic law violator is stopped and a check of the driver's license reveals that the license is suspended, the officer shall:

1. Make sure there is a service date on the record.
2. If the driver has been served with notice of a suspended (i.e., service date on record is evidence of notice), the officer shall arrest for driving with a suspended license and issue a citation under O.C.G.A. 40-5-121
3. Arrange for removal of the driver's vehicle.
4. Take possession of any suspended license(s) the driver has in his or her possession and attach to the citation. (Do not release the person on a copy of the citation, e.g. R.O.T.)

- B. If a check of the driver's license shows that the license shows that the license is suspended, but does not have a service date on the record, the officer shall:
1. Serve the driver with Official Notice of Personal Service and take any suspended Georgia driver's license in his or her possession.
 2. Suspended Georgia licenses should be attached to the Notice of Personal Service and turned into the Administrative Services Division.
 3. The driver must be given a copy of the Official Notice of Personal Service.
 4. No citation or arrest is made on any person without a service date on the record, unless the officer finds evidence of service through local records.
- C. If the driver cannot surrender his or her license, (license lost, not in person's possession, etc.) the driver must complete an affidavit.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-010 BIAS BASED PROFILING

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I. Purpose

To establish a policy that prohibits the use of bias based profiling.

II. Definition

Bias Based Profiling – the selection of an individual(s) based solely on a trait common to a group for enforcement action. This includes, but is not limited to race, economic status, age, cultural group, or any other identifiable group.

III. Statement of Policy

It shall be the policy of the Monroe Police Department that the practice of bias based profiling by officers of this agency is strictly prohibited. However, it is also the policy of this department to patrol in a proactive manner, to aggressively investigate suspicious persons and circumstances and to actively enforce the law. Citizens will only be stopped or detained when there exists reasonable suspicion to believe they have committed, are committing, or are about to commit a violation of the law. Officers shall focus on an individual's conduct and behavior or specific suspect information.

- A. All officers shall exercise their law enforcement powers in a manner that does not unlawfully discriminate against individuals based on race or ethnicity.
- B. No officer shall endorse or act upon stereotypes, attitudes or beliefs that a person's race or ethnicity increases the possibility that the person will act unlawfully.
- C. Officers may only consider race and ethnicity in deciding to take law enforcement action only when the person(s) possesses specific

suspect information that is reliable and is likely to lead to the discovery of that individual.

IV. Training

This department shall develop and deliver training to all officers to provide guidance regarding the consideration of race and ethnicity in their law enforcement activities.

V. Investigation of Complaints

- A. The Monroe Police Department will investigate all complaints against the department or its personnel in a manner that will ensure the community of prompt corrective action when police personnel are alleged to have conducted themselves improperly.
- B. A copy of the citizen's complaint form shall be furnished to any person filing a complaint alleging misconduct on the part of the department and/or its employees.
- C. The complainant shall receive a copy of their complaint once the complaint form has been completely filled out containing facts of the alleged allegation(s). The shift commander will handle all written complaints.
- D. If it is determined that further investigation is needed, the investigating supervisor will forward the complaint to the CID Commander and/or Administrative Services Commander.

VI. Disciplinary Action

- A. The department shall conduct periodic reviews of the officers' conduct to ensure compliance with this policy. Consistent with any complaint of police misconduct, the department will contact the citizen alleging a violation of this policy and advise them of the disposition and action taken regarding their complaint.
- B. Members of this Monroe Police Department found to be in violation of this policy will be subject to disciplinary action.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-015 PRELIMINARY/FOLLOW UP INVESTIGATIONS

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I. Purpose

To provide guidelines for the collection of information during the initial investigations of an incident and for the proper recording of such information on department records.

II. Statement of Policy

It shall be the policy of the Monroe Police Department for the Patrol Division to be responsible for conducting preliminary investigations of all incidents and categories of crime. Patrol officers shall follow the procedures outlined in these directives when conducting preliminary investigations.

III. Preliminary Investigations

A. Upon arrival at scene, the officer shall observe all the conditions, events and remarks, to include:

1. Providing aid to the injured
2. Determining if an offense has actually been committed, and if so, the nature of the offense. (S.C. 5.20.a)

B. Locate and identify witnesses.

1. Full name.
2. Date of birth.
3. Home address.
4. Telephone number. (S.C. 5.20.b)

- C. Maintain the crime scene and protect the evidence. (S.C. 5.20.c)
- D. Interview the complainant, victims and witnesses. (S.C. 5.20.d)
 - 1. Obtain information on suspects (name, address, physical description)
 - 2. Determine what information is known by the witness(es), victim(s) or complainant(s).
 - 3. Furnish other field units with the description, method and direction of flight and other relevant information concerning wanted persons or vehicles.
- E. Arrange for the collection of evidence. (S.C. 5.20.c)
 - 1. Notify investigators (if necessary) to collect evidence and photograph the scene.
 - 2. Collect evidence if there is no need to notify investigators.
- F. Determine the identity of suspects and effect the arrest if it can be accomplished at the scene or through an immediate pursuit.
- G. Interview the suspect
 - 1. Read Miranda warning.
 - 2. Use field interview technique.
 - 3. Take suspects into custody and turn over to investigator.
- H. Complete an incident report

IV. Follow-Up Investigations

- A. Follow-up investigations shall be the primary responsibility of the Criminal Investigations Division. However, patrol officers who acquire additional information on incidents should complete a supplemental report or forward the information to investigative personnel.
- B. The following incidents require immediate notification of investigative personnel by the Patrol Supervisor:

1. Homicide*
2. Aggravated assault
3. Armed robbery
4. Burglary (where latent prints or other physical evidence is available or where the theft amount exceeds \$5,000.00)
5. Rape
6. Suicide *

* Requires notification of the coroner

C. The following information, to the extent possible, should be collected during the preliminary investigation:

1. Names, addresses, and phone numbers of witnesses and others who may have pertinent information regarding the case.
2. Statements of victims, witnesses and officers.
3. A list of items stolen, such as serial numbers, if available.
4. Suspect's name, address and pertinent information relating the suspect to the crime. (Note: In those incidents involving rape or juveniles, do not list names on the incident report. They can, however, be listed on the investigative follow-up report. In addition to the above, put only the street name and not the house number on the incident report when referring to any rape victim and/or juvenile.)

V. Field Interviews

- A. An important aspect of preventative patrol is the conducting of field interviews. Field interviews shall be a primary responsibility of the patrol and investigative divisions.
- B. The results of the field inquiry: identification, information and crime prevention, are best achieved through an open, professional approach. Indiscriminate stopping and questioning of citizens represents both a misuse of police authority and an infringement upon the personal liberty of citizens. Each person questioned

must, in the judgment of the officer, arouse suspicions or appear to be a potential source of information. The practice of stopping a pedestrian or motorist to break the monotony of an otherwise dull tour of duty, or for the sake of showing some activity for the record, is not in keeping with the intent or spirit of the field interview.

- C. The following factors will be considered when making a field interview.
 - 1. Personal appearance of suspect.
 - 2. The area (business district, residential, slum area, heavy drug traffic area, etc.)
 - 3. Time of day (morning hours, late at night, daytime).
- D. Officers should conduct a field interview whenever they observe persons who do not fit the area or the time, persons acting in a suspicious manner, and those who are loitering.
- E. Whenever an officer conducts a field interview, he should notify the dispatcher of his location and the proper code. The officer shall document the interview in an incident report.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-020 VEHICLE OPERATIONS

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I. Purpose

To establish guidelines and procedures for all government owned vehicles operated by members of the Department in performance of their duties; and to establish the policies and procedures regarding the Vehicle Accident Review Board.

II. Statement of Policy

It shall be the policy of this Department that all department vehicles will be operated in a safe manner and in compliance with Federal, State and Local laws. Safety is a priority when operating a department vehicle. The wearing of the seatbelt by the officer and all passengers is part of that priority. (S.C. 5.3)

III. Vehicle Marking

Patrol vehicles will be clearly marked and equipped in a manner that will present a clear identity to the general public. Vehicles used in routine patrol will be equipped with blue lights mounted on the roof and/or in the grill. A siren and public address system will also be mounted on the light bar or in the grill. (S.C.5.5)

Investigative and administrative vehicles will vary in equipment based on the needs of the department.

IV. Equipment for Patrol Vehicle

The following equipment shall be maintained in the patrol vehicle and shall be utilized when necessary by the patrol officer:

- A. One fire extinguisher

B. One utility box containing the following items:

1. Blanket
2. Crime scene tape
3. First aid kit
4. 100 ft measuring tape
5. Box of latex gloves

V. Vehicle Inspection

Each officer assigned to a vehicle will perform a documented inspection on the vehicle prior to the start of the shift. If an emergency prevents the inspection prior to the start of shift, the inspection will be done as soon as practical after the officer has handled the emergency. The inspection will be documented on the department Vehicle Inspection form.

VI. Maintenance Regulations

- A. Any mechanical or electrical alterations or any equipment or accessories added must first have the written approval of the Chief of Police, Uniform Division Commander and the Administrative Services Division Commander.
- B. When service or maintenance is required it shall be performed or arranged for by the City maintenance shop.
- C. Routine service shall be required at intervals as scheduled by the City Maintenance Shop. The schedule will be posted in the Patrol squad room and officers are required to adhere to the schedule. Any changes to the schedule must have the approval of the Uniform Division Commander.
- D. Any time a vehicle needs repair, the officer detecting the problem must complete a maintenance request form reflecting the problem with the vehicle. The original maintenance request shall be taken with the vehicle to the shop if the shop is open. After hours, the form will be left on the dash of the vehicle which will be left parked in the police lot.

VII. Emergency Escort Prohibited

Members of this department will not attempt to escort other emergency vehicles or private vehicles on an emergency run. Assistance may be given by blocking dangerous intersections to aid in the movement of such vehicles.

VIII. Routine Vehicle Operation

Under normal, non-emergency conditions, and while responding to routine calls for service, operators of police department vehicles will strictly adhere to all traffic laws, and will drive defensively in a safe and courteous manner. Officers will exercise prudent judgment and care with due regard to the safety of life and property.

- A. Only sworn personnel shall be permitted to operate department vehicles, unless the request is approved or activity is directed by a department supervisor.
- B. Police personnel shall maintain a valid Georgia driver's license.
- C. Police personnel operating a police department vehicle shall be responsible for the proper use and care of each vehicle and all accessories, equipment and tools assigned to the vehicle.
- D. Seatbelts and shoulder harnesses shall be worn whenever police vehicles are in motion by both the driver and passengers. (S.C. 5.3)

IX. Emergency Vehicle Operation (S.C. 5.4)

Monroe Police Department vehicles may engage in emergency operations when responding to an existing emergency or when in pursuit of an actual or suspected violator of the law. The provision of this section will not relieve the operator of a police department vehicle from the duty to drive with due regard for the safety of all persons nor will these provisions protect the operator of a police department vehicle from the consequences of careless disregard for the safety of others.

- A. A police department vehicle engaged in emergency operations shall utilize emergency lights and siren to warn vehicular and pedestrian traffic along the emergency route.
- B. When engaged in emergency operations, the operator of a police department vehicle shall exercise extreme care.

C. A police department vehicle engaged in an emergency operation may:

1. Exceed the speed limit so long as life or property is not endangered. Speed shall be limited by road conditions, weather, traffic volume and the exercise of good judgment.
2. Proceed past a stop signal or stop sign, but only after slowing or stopping as may be necessary for safe operation. Police department vehicles will not enter a controlled intersection without first stopping. The emergency lights and siren will be on and the vehicle will not proceed further until the right-of-way has been established and there is not extreme risk of an accident.

X. Use of Emergency Equipment (S.C. 5.4)

The proper use of emergency equipment of the patrol vehicle is essential to the safety of the officer and other motorists.

A. The emergency blue lights shall be utilized in the following situations:

1. Stopping the traffic violator.
2. Assisting motorists in the roadway.
3. Roadway is blocked.
4. Any situation where it is necessary to provide visibility for the officer.

B. The siren will be used along with the blue lights only in the following incidents:

1. To assist in stopping a traffic violator
2. Vehicle pursuits.
3. Response to a priority I call (as defined in the Patrol Operations policy.)
4. At all intersections where it is necessary for the police vehicle to enter the intersection in emergency operations mode.

5. Anytime where police vehicle operations impede with the normal flow of traffic.
 6. Other situations that the totality of the circumstances necessitates the siren.
- C. The public address system may be utilized in the following incidents:
1. Felony stops of vehicles.
 2. Control of large crowds.
 3. Barricaded person or hostage situation
 4. Other incidents where the officer may be able to give a suspect or civilian verbal orders through an amplified system.
- D. The spotlight will be used to check buildings, on traffic stops and in other situations where the lighting may provide officer safety.

XI. Vehicle Accident/Report and Review Process

The Monroe Police Department has an obligation to review all accidents involving Department personnel. To accomplish this, the Department has established a Vehicle Accident Review Board. This Board will review every accident involving Department personnel and equipment even if there is no negligence on the part of Department personnel.

A. Reporting Accidents

1. All vehicle accidents involving Department vehicles shall be immediately reported to the field supervisor and the appropriate law enforcement jurisdiction if outside the Department's geographical limits. Personnel involved in such accidents shall follow the procedures outlines below.
2. In addition to normal reporting/handling procedures, an internal investigation will be made of all Department vehicle accidents resulting in damage to City property or injury to Department personnel. In instances where Department personnel are found to be at fault, disciplinary measures will be taken.

3. All accidents are subject to review by the Vehicle Accident Review Board.

B. Accident Jurisdiction

1. Accidents involving only Department vehicles will be conducted by the on-duty supervisor.
2. Accidents involving Department vehicles and non-Department vehicles will be conducted by either the Georgia State Patrol or the Walton County Sheriff's Office (which ever responds first).

C. Accident Reports

1. The employee involved shall complete an incident report and attach it to the accident report. The incident report shall detail the circumstances surrounding the accident.
2. Photos shall be taken of all accidents involving agency vehicles.
3. The involved employee's supervisor shall insure compliance with the City's post-accident drug test policy.
4. The involved employee's supervisor shall complete an Incident Report documenting his/her actions in the investigation.
5. The involved officer's supervisor shall forward the documentation regarding the accident to the division Commander within three days. Documentation will include, but is not limited to the accident report, incident report(s), photos, supervisor's findings and the results of the alcohol/drug test.
6. The Division Commander will promptly forward all pertinent records to the Chief of Police for investigation by the Vehicle Accident Review Board.

D. Vehicle Accident Review Board

The Vehicle Accident Review Board will investigate all vehicle accidents which involve vehicles assigned to the Department. The Board will be composed of officers and employees who will be assigned from various Divisions on an annual rotating basis. The

Board will meet monthly (or as needed) to review all information available concerning the vehicle accidents referred to the Board and make a recommendation to the Chief of Police in each case reviewed. This written recommendation will include recommended disciplinary action of the facts if the case warrants such action. The Chief of Police will make the final decision regarding any action taken against the officer.

1. Personnel

The Vehicle Accident Review Board will consist of five (5) members of the Monroe Police Department. One additional employee from the Administrative Services Division will act as the recorder. The appointments will be for a period of one year and will be made in January or February of each year.

- a. A command level officer shall be appointed by the Chief of Police to serve as the senior member. This position will rotate through the Divisions of the Department.
- b. Other members will be as follows:
 - 1) One officer from the Uniform Patrol Division.
 - 2) One officer from the Criminal Investigations Division.
 - 3) One officer from the Administrative Services Division.
 - 4) One officer or civilian from the Department (as determined by the command level officer.)
- c. Replacements or substitutions
 - 1) The Chief Executive Officer may replace or substitute an appointed member of the Board at any time. A board member will be replaced or substituted if absent from the Department for any reason, or if she/he is personally involved in an accident. This may be a temporary or permanent change.

- 2) No member of the Board will be lower in rank than the officer involved in the accident (with the exception of the civilian if appointed). If a Senior Officer is involved in an accident a completely “new” Board will be appointed to handle that specific accident. After reviewing the facts and making its recommendation, this “Senior” Board would be excused by the Senior Officer and the original Board would continue its tenure.

2. Board Rules

- a. The Board will be comprised of the five members as identified above.
- b. The Board will meet at the Department. The Board may be called into session at any time by the Chief of Police.
- c. The Board will review the current cases provided to it.
- d. The Board will obtain copies of any previous accidents incurred by the employee involved from his/her personnel file.

3. Board Procedures

- a. The senior member of the Board will present the facts.
- b. The involved employee will answer any allegations or offer any other information.
- c. The Board will vote by secret ballot on one of the following :
 - 1) No negligence of the officer found.
 - 2) Negligence of the officer found.
 - 3) Serious negligence of the officer found.
 - 4) Gross negligence of the officer found.

- d. If the Board finds no negligence, the case will be referred to the Chief of Police for disposition.
- e. If the Board finds negligence, serious negligence, or gross negligence, the Board will further determine the extent of disciplinary action that should result. This determination will be put in the form of a recommendation to the Chief of Police. The Chief will have the final authority in the case and will execute any disciplinary action deemed necessary.
- f. The senior member of the board will make a written report to the Chief of Police at the end of each meeting to summarize the activities of the Board. If a "Senior" Board is created to hear an accident, the senior member of the Board will submit a report on the specific incident it was called to review.
- g. The senior member of the Board shall have the authority to order persons employed by the Department to appear before the Board as witnesses. All personnel will respond to such an order.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-021 VEHICLE PURSUITS

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5.6. 5.7. 5.35

I. PURPOSE

The purpose of this policy is to provide guidelines and directions: for the establishment of responsibility for the safe operation of police vehicles during a pursuit; for the initiation or discontinuation of pursuits; for the responsibility of participating officers and supervisor; and to provide the essential balancing of the necessity for the pursuit and more immediate apprehension of the fleeing subject against the risks involved with the pursuit which might include death, injury and/or property damage.

In fulfilling departmental objectives, officers will occasionally encounter dangerous subjects who will attempt to avoid capture by fleeing in motor vehicles. In these cases, officers should attempt to anticipate flight and utilize tactics to prevent a pursuit. If tactics to prevent a vehicle pursuit fail, tactics should be utilized to minimize the duration of the pursuit, and if possible, to influence the subject vehicle's direction in ways that reduce the risk of harm to others. Once initiated pursuits shall be monitored and assessed according to state statutes (**O.C.G.A.: 40-1-1(5); 40-6-6; 40-8-91.1; 40-8-94; 40-6-395; 35-1-14; and 36-92-1**) and this policy to ensure that the need to pursue outweighs the risk and dangers of the pursuit itself.

II. POLICY

The department recognizes its responsibility to apprehend criminals and lawbreakers, but it also recognizes the higher responsibility to protect and foster the safety of all persons in the operation of police vehicles under pursuit conditions. Officers in operating under pursuit conditions shall be constantly aware that no assignment is too important and no task is to be expedited with such emphasis that any of the basic principles of safety are jeopardized. Therefore officers shall only engage in pursuits when the totality of the circumstances outweighs the risk to the officer and the public. Finally officers shall be held accountable for the consequences of reckless disregard for the safety of others and violations of this procedure. When initiating any pursuit the officer shall carefully consider the facts, the driving environment, the seriousness of the offense, the need for apprehension, possible consequences and the safety of persons. Video and audio equipment, when equipped, shall be utilized during pursuits.

III. DEFINITIONS

- A. Discontinue the pursuit: the law enforcement officer ends his or her involvement in the pursuit by slowing down to the posted speed limit and turning off his or her emergency light and siren.
- B. Aerial Support: the use of aerial surveillance to monitor a pursuit or take over the pursuit allowing vehicles to back off to a supportive role.
- C. Authorization to continue pursuit: verbal approval, transmitted over the assigned radio channel, by the supervisor and acknowledgement by the dispatcher and the officer driving the primary unit.
- D. Authorized Law Enforcement Vehicle: a motor vehicle belonging to a federal, state or local law enforcement agency with a functioning audible signal and a functioning flashing or revolving light.
- E. Boxing-in: surrounding a violator's vehicle with emergency vehicles that are then slowed to a stop, forcing the violator's vehicle to do likewise.
- F. Canalization: a technique where objects or vehicles are positioned in a manner intended to direct or redirect a fleeing vehicle into a clearly identifiable and unobstructed path.
- G. Caravan: operating emergency vehicles in a line or alongside each other in a pursuit.
- H. City vehicle: any motor vehicle that is owned, leased, or borrowed by the city.
- I. Priority I emergency call: a request for police service that presents an actual and immediate danger of death or serious bodily injury.
- J. Deadly force: force when employed may bring about serious bodily injury or death.
- K. Emergency operation: driving an emergency vehicle according to state law and this procedure in response to a Priority I or Priority II call or in pursuit of a fleeing vehicle.
- L. Inter-jurisdictional pursuit: Any vehicle that crosses into a neighboring jurisdiction, such as across municipal, county or state line.
- M. Marked police vehicle: a police vehicle displaying the emblem and marking of the police department with overhead lights and audible warning devices.
- N. Paralleling: operating an emergency vehicle on streets or a route parallel to the pursuit route.
- O. Police vehicle: a city vehicle assigned to the police department.

- P. Primary unit: the authorized law enforcement vehicle that initiates a pursuit or any other unit, which assumes control of the pursuit.
- Q. Secondary unit(s): any authorized law enforcement vehicle that becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.
- R. PIT (Precision Immobilization Technique) maneuver: deliberate contact with the rear of a fleeing vehicle by a marked police vehicle with the intention of forcing that vehicle off the roadway in a predetermined direction.
- S. Ramming: deliberate contact with a violator's vehicle by a marked police vehicle to force the violator's vehicle off the roadway.
- T. Roadblock: a barricade or other physical obstruction across a roadway set up to stop or prevent the escape of a fleeing vehicle.
- U. Secondary vehicle: the marked police vehicle that follows the primary vehicle in a pursuit acting as a back-up for the primary vehicle.
- V. Stop stick/spike strip: a rigid column or a strip of belting containing specially designed hollow spikes which when deployed across a lane of roadway, penetrates tires, slowing the pursued vehicle usually to a complete stop.
- W. Supervisor: the supervisor assigned or assuming control of a pursuit situation.
- X. Terminate the pursuit: stopping a suspect vehicle by use of intervention methods or discontinuation of a pursuit at the discretion of an officer or supervisor.
- Y. Unmarked police vehicle: a police vehicle not displaying the emblem or marking of the police department and not having emergency warning devices to include emergency lighting and siren.
- Z. Vehicle pursuit: an active attempt by a law enforcement officer operating an authorized law enforcement vehicle to apprehend a fleeing suspect who is actively attempting to elude the police.
- AA. Violent felony: a serious felony that involves an actual or threatened attack that the officer has reasonable suspicion to believe could result or has resulted in death or serious bodily injury (e.g. aggravated assault, armed robbery, murder, etc...)

IV. EMERGENCY VEHICLE OPERATION

The State of Georgia outlines the privileges and duties of the operator of an emergency vehicle by state statute. Officers must be acting in response to an actual, ongoing bona-fide emergency in order to employ the privileges and immunities of the law. Under O.C.G.A. § 40-6-6, Authorized Emergency Vehicles:

- A. *The driver of an authorized emergency vehicle or law enforcement vehicle, when responding to an emergency call, 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 or she does not endanger life or property; and*
 - 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 audible signal and use of a flashing or revolving red light visible under normal atmospheric conditions from 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 an audible signal and a flashing or revolving blue light with the same visibility to the front of the vehicle.*
- D. (1) *The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons.*

(2) *When a law enforcement officer in a law enforcement vehicle is pursuing a fleeing suspect in another vehicle and the fleeing suspect damages any property or injures or kills any person during the pursuit, the law enforcement officer's pursuit shall not be the proximate cause or a contributing proximate cause of the damage, injury or death caused by the fleeing suspect unless the law enforcement officer acted with reckless disregard for proper law enforcement procedures in the officer's decision to initiate or continue the pursuit. Where such reckless disregard exists, the pursuit may be found to constitute a proximate cause of the damage, injury, or death caused by the fleeing suspect, but the existence of such reckless disregard shall not in and of itself establish causation.*

(3) The provisions of this subsection shall apply only to issues of causation and duty and shall not affect the existence or absence of immunity which shall be determined as otherwise provided by law.

(4) Claims arising out of this subsection which are brought against local government entities, their officers, agents, servants, attorneys, and employees shall be subject to the procedures and limitations contained in Chapter 92 of Title 36.

E. It shall be unlawful for any person to operate an authorized emergency vehicle with flashing lights other than as authorized by subsection (c) of this Code section.

V. PROCEDURES

A. Pursuit Restriction

1. Only two emergency vehicles – a primary vehicle and a secondary vehicle – shall engage in a pursuit, unless additional emergency vehicles are authorized specifically by the managing supervisor.
2. Officers shall not continue a pursuit or assist in a pursuit unless immediate authorization for the pursuit is received from the managing supervisor – if one is on duty.
3. Officers shall not set up roadblocks or deploy tire deflation devices without the approval of the supervisor.
4. Pursuits shall not be undertaken where the officer is operating a police motorcycle, two-wheeled vehicle, a three-wheeled vehicle, a sport utility vehicle (SUV) or a van.
5. If a pursuit is discontinued by the primary vehicle, (unless for mechanical reasons), or the supervisor, then all vehicles shall discontinue the pursuit.
6. Only emergency vehicles or marked police vehicles with emergency warning devices shall initiate a pursuit. If an unmarked vehicle becomes involved in a pursuit, the officer will immediately discontinue his/her involvement in the pursuit as soon as a marked vehicle is available to continue the pursuit. (S.C. 5.6.d)
7. Officers engaged in a pursuit shall not drive emergency vehicles the wrong way (against the regular flow of traffic) on a divided highway, interstate, or expressway or any other street or highway designated for one-way traffic, despite allowances in the state vehicular code. When a fleeing vehicle goes the wrong way against traffic, the primary officer shall:
 - a. Parallel the vehicle in the correct lane of traffic
 - b. Notify dispatch of a wrong way driver

- c. Request assistance from outside agencies to shut down vehicular traffic on the highway coming in the fleeing subject's direction
 - d. Have communications notify the department of transportation to activate reader boards to advise motorists of a wrong way driver.
8. Officers shall not engage in a pursuit when they are transporting prisoners, witnesses, suspects, complainants or any person who is not a member of this department.
 9. Sworn members will not engage in pursuits when emergency equipment or the radio is not functioning properly.

B. Evaluating the Considerations (S.C. 5.6.a)

Officers shall carefully consider the facts and weigh the seriousness of the offense against the possible consequences of jeopardizing the safety of others by a continuous evaluation of the following at the time of the initiation and continuation of the pursuit:

1. Time of day and day of the week
2. Lighting conditions
3. Vehicular and pedestrian traffic
4. Type of roadway
5. Condition of the roadway (e.g. dry, wet, paved, gravel icy)
6. Weather conditions (e.g. clear, overcast, rain, fog)
7. Condition of the emergency vehicle and the condition and type of the fleeing vehicle
8. Driving ability of the officer
9. Speeds of the emergency vehicle and the fleeing vehicle

C. Initiating the Pursuit – Officers shall only initiate a pursuit:

1. When there is reasonable suspicion that the driver of that vehicle has committed a violent felony.
2. When there is evidence of outrageous, reckless driving generally or possibly in association with driving under the influence and these observations precede the officer's intervention through any pursuit mode. (S.C. 5.6.a)

D. Responsibilities of the Primary Vehicle Driver (S.C. 5.6.b)

1. Upon receiving approval from the supervisor at the earliest possible moment, activate the vehicle's emergency warning devices from the point of initiation to that of completion.
2. Immediately notify communications of:
 - a. His or her unit number
 - b. The location
 - c. Direction of travel
 - d. Speed
 - e. Reasons for the pursuit
 - f. The description of the vehicle being pursued
 - g. The number of occupants
 - h. The presence of other law enforcement agencies
 - i. Location at the time the pursuit is discontinued
3. Provide updated information regarding direction of travel, speed, and other pertinent details.
4. Allow the secondary vehicle driver to assume all communications.
5. Abandon the pursuit if any mechanical problems develop in the primary vehicle.
6. Discontinue the pursuit if the hazardous circumstances or environmental factors present an unreasonable risk to public safety.

E. Responsibilities of the Secondary Vehicle Driver (S.C. 5.6.c)

The first officer arriving to assist the primary vehicle driver shall notify communications and becomes the secondary vehicle driver.

1. This officer shall receive immediate authorization from the supervisor to assist in the pursuit to the extent that a supervisor is available and monitoring the pursuit.
2. This officer shall activate all warning devices from the point of entry into the pursuit until it is ended while following the primary vehicle at a safe distance and shall assume the radio communications for the primary vehicle driver.

3. This officer shall become the primary vehicle driver if the primary vehicle driver abandons the pursuit.
 4. This officer shall abandon the pursuit if any mechanical problems develop in the secondary vehicle.
- F. Responsibilities of the Supervisor (S.C. 5.6.f)
1. Assert control over the pursuit.
 2. Control the number of authorized vehicles in the pursuit.
 3. Immediately authorize continuation of the pursuit or orders discontinuation depending on the hazardous circumstances and environmental factors present as communicated by the primary vehicle driver.
 4. Order units to clear intersections in the likely path of the pursuit where appropriate.
 5. Ensure that not more than two (2) emergency vehicles engage in the pursuit unless additional emergency or marked police vehicles are required based on the following circumstances:
 - a. The severity of the offense
 - b. The number of occupants in the suspect vehicle
 - c. The likelihood of the suspects being armed
 6. Direct and approve necessary tactics in the pursuit; including authorizing termination of the pursuit through approved use of force tactics.
 7. Continuously evaluate the pursuit.
 8. Assign additional officers to traffic control, accident investigation, foot pursuit, and/or perimeter security.
 9. Order the discontinuation of the pursuit at any time hazardous circumstances or environmental factors present an unreasonable risk to public safety.
 10. Respond in all situations to the scene of any arrest resulting from the pursuit to control the scene.

G. Responsibilities of the Communications Center (S.C. 5.6.e)

1. Assure that the supervisor of the pursuit is clearly identified and that the approval to initiate or continue the pursuit is broadcast.
2. Assure that pursuing officers (primary and secondary vehicle drivers) request supervisory approval and that all critical information is received from the officers involved and relayed to other units.
3. Keep the supervisor apprised of all relevant traffic problems and other actions that might impact upon the conduct of the pursuit.
4. Record all information received from the pursuing officer.
5. Clear the radio channel.
6. Conduct an inquiry of the license plate through NCIC and GCIC.
7. Notify adjacent jurisdictions of the pursuit and the potential that it may enter their jurisdiction.
8. Continue monitoring the pursuit.

H. Uses of Force/Termination of Pursuit (S.C. 5.6.g)

1. Remember that roadblocks, the PIT maneuver, stop-sticks/spike strips and the firearm constitute seizures, i.e. stopping of movement by a means intentionally applied. Roadblocks, the PIT maneuver, and tire deflation devices could under certain circumstances constitute the use of deadly force but as uses of force
2. Use of firearms
 - a. The use of firearms to affect the apprehension of a fleeing suspect is a use of deadly force.
 - b. Officers shall not shoot at or from a moving vehicle unless:
 - 1) The officer has a reasonable belief that an occupant of the vehicle poses an imminent threat of death or serious physical injury to the officer or another person, or
 - 2) The officer has a reasonable belief that an occupant is using the vehicle in a manner that poses an imminent threat of death or serious physical injury to the officer or another person, and there is no avenue of escape.
3. Roadblocks: Only in the case of suspected fleeing violent felons whose escape poses a danger to life, may an officer set up a stationary or rolling roadblock, a decision that shall be approved by the on-duty supervisor. A stationary roadblock must be clearly visible

at a distance sufficient to enable approaching vehicles to stop safely. The officer in charge of the roadblock shall notify communications of the exact location.

4. PIT Maneuver

Only officers trained in this particular maneuver will attempt to employ this procedure.

1. If the officers in the pursuit determine that the fleeing vehicle must be stopped immediately to safeguard life and preserve public safety, the PIT maneuver may be used.
2. The PIT maneuver shall only be used by officers in accordance with department-approved training received on the PIT maneuver.
3. The PIT maneuver should not be used until other methods for stopping a fleeing vehicle (e.g. tire deflation devices and roadblocks) have been considered and determined to not be feasible.
4. The PIT maneuver should be used only when the danger from the continued pursuit is greater than the danger associated with using the maneuver to end the pursuit.
 - a. The PIT maneuver is considered a use of force and the officer's individual actions must be objectively reasonable. The PIT maneuver will only be executed when the need to stop the pursuit is immediate. The officer must be able to articulate the reason for his actions.
 - b. The PIT maneuver shall not be used to stop a pursuit with a motorcycle or ATV.
 - c. It is noted that the performance of a PIT is an intentional act, accordingly, no accident report need be filed, nor does the officer need to submit to drug and alcohol testing pursuant to this procedure unless other cause is present.

5. Stop Sticks/Spike Strips

- a. Only officers trained in the use of stop sticks/spike strips shall deploy them making sure that their use is contained in the pursuit report. The deploying officer shall advise pursuing units and all other units that they should distance themselves from the pursued vehicle and be prepared to slow down before entering the deployment site. Other traffic should be diverted from the site if all possible.
- b. Stop sticks/spike strips may only be used on pursuits entering this jurisdiction where an outside pursuing agency is actively engaged in the pursuit of a violent felony subject. The on-duty

supervisor shall evaluate the request and may authorize the officers to deploy stop sticks/spike strips.

6. Ramming of Vehicles

The intentional ramming of a pursuing vehicle is forbidden unless deadly force would be justified against all occupants of the vehicle. Use of a PIT maneuver does not constitute ramming for purposes of this section.

I. Reasons for Discontinuation of Pursuit (S.C. 5.6.h)

1. In all cases, given the very nature of the offense that generated the pursuit, officers shall employ felony/high risk traffic stop techniques at the end of all pursuits.
2. Any officer involved in a pursuit shall terminate the pursuit and immediately notify communications of his point of discontinuation under any of the following conditions:
 - a. When ordered by a supervisor or any other higher-ranking member of the department.
 - b. When the officer believes the level of danger created by the pursuit outweighs the necessity for immediate apprehension.
 - c. Traffic volume and/or road conditions dictate that it is too hazardous for the pursuit to continue.
 - d. When the risk conditions have increased and subject's identity has been established to the point where later apprehension can be accomplished and there is no longer any need for immediate apprehension.
 - e. When the location of the pursued vehicle is no longer known.
 - f. When motorists/pedestrians are involved in an accident as a result of the pursuit, immediate assistance shall be given. If there is only the marked primary police vehicle, then this vehicle must stop to provide assistance.
 - g. Emergency equipment or radio of the sworn member's vehicle fails to work properly

Discontinuation of a pursuit requires the officer(s) to abandon all active attempts to stop and/or follow the suspected vehicles and officer(s) shall turn off all emergency equipment, slow to the posted speed limit, then pull to the shoulder of the road and stop when safe to do so. Officers with video equipment in their vehicle shall continue to record during this maneuver.

A decision to discontinue a pursuit shall be reported immediately to the Communications Center and recorded on the Communications Record.

J. Inter-Jurisdictional Pursuits (S.C. 5.6.i)

1. When pursuits from this jurisdiction enter into another jurisdiction, communications will notify the other jurisdiction as soon as possible of the reasons for the pursuit, the vehicle description and if assistance is needed.
2. Pursuits from another jurisdiction enter this jurisdiction
 - a. The communications staff should determine the number of police vehicles from the other jurisdiction that are involved in the pursuit, find out the circumstances of the pursuit to include the offense, vehicle description and if assistance is requested.
 - b. Supervisors will only approve assistance from this jurisdiction if the offense is in keeping with our justification for a pursuit, i.e. violent felony or reckless driving and the number is limited to only one vehicle from the outside jurisdiction. If the pursuit does not conform to this policy, officers shall not engage in the pursuit but may attempt to control intersections to promote the safety of innocent persons in the vicinity.
 - c. A supervisor from this jurisdiction will proceed to the point of completion of the pursuit as quickly as possible.
 - d. The initiating agency will remain in control of any pursuit that crosses into this jurisdiction and will remain responsible for the pursuit.
 - e. Generally, officers will not continue with a pursuit that has passed through this jurisdiction, once the pursuit has left this jurisdiction.

K. Report and Review Process (S.C. 5.6.j)

1. The initiating officer will complete an incident report and pursuit report detailing the circumstances involving the pursuit. In addition to providing the required information on the form, the supervisor will indicate in the narrative section the following:
 - a. The reason or probable cause for engaging in the pursuit
 - b. An account of all violations committed during the course of the pursuit
 - c. A summary of tactics employed to apprehend the subject

- d. The exact point of the discontinuation, apprehension, or termination of any pursuit.
 - e. If the subject is apprehended, there should be an account of the officer's involvement in the arrest.
2. All other officers involved will prepare a supplemental report detailing their involvement, no matter how minor.
 3. The on-duty supervisor will conduct an immediate investigation of the circumstances of the pursuit.
 - a. The supervisor's report additionally will include the following:
 - 1) Officers assigned to the pursuit and the assignment of all those involved in the pursuit in various roles
 - 2) A summary of any accidents or other incidents arising from or related to the pursuit
 - 3) A complete evaluation on the adherence of the pursuit's conduct to the department's pursuit policy
 - 4) If the supervisor discontinued the pursuit, the time and location that the pursuit was ordered terminated.
 - b. Furthermore the supervisor will
 - 1) Collect copies of reports and police vehicle video(s) from all officers involved in the pursuit
 - 2) Order and include a copy of the communications/dispatch tapes
 - 3) Review each report to ensure that all required information is present
 - 4) Conduct an analysis of the pursuit and complete the appropriate section of the Pursuit Report.
 - 5) Attach copies of the officers' reports, including his or her report and forward the packet through the chain of command to the Patrol Division Commander.
 - c. The Patrol Division Commander will review the reports and forward the report to the Chief of Police.
 - d. Chief of police will review the reports for compliance with all statutes and department policies. He will either approve the report or make a recommendation, if needed, for further action (various forms of discipline, suspension, letter, verbal

reprimand, and/or training). The Chief may forward the report to Internal Affairs if circumstances warrant.

4. The department will perform an annual written review of vehicle pursuits. If negative trends or patterns are identified, corrective action will be taken (i.e. training, policy modifications, officer discipline, etc.) (S.C. 5.6.k)
5. The department shall prepare an annual report of any vehicle pursuits on the form provided by the Director of State Certification (S.C. 5.35)

VI. Training

Officers shall not be authorized to utilize any equipment or tactic during a pursuit unless the officer has received proper training and/or certification with respect to that equipment or tactic.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-025 TRAFFIC ACCIDENT INVESTIGATION

EFFECTIVE DATE: 4/08/2008 NUMBER OF PAGES: 6

REVISED DATE: DISTRIBUTION AUTHORIZATION:

STANDARD COVERED

I. Purpose

To establish guidelines to ensure that information concerning traffic accidents is properly reported and recorded.

II. Statement of Policy

It shall be the policy of the Monroe Police Department for officers to respond to and investigate all traffic accidents that occur within the corporate limits of the City or Monroe. The investigation of traffic accidents is necessary, not only to determine traffic law violations, but also to protect the rights of the individuals involved, to obtain engineering data and to assist in traffic education.

III. Traffic Accident Response and Investigation

A. When notified that an accident has occurred, the dispatcher shall obtain the following information and record it on the dispatch log.

1. Location of accident
2. Injuries, if any
3. Is roadway blocked
4. Types of vehicles involved (dangerous cargoes, etc.)
5. Existing hazards (fire, explosives, etc.)
6. Caller's name
7. Phone number of the caller

- B. Officer's response to the accident scene will be determined by the seriousness of the accident. Officers shall respond to all accidents involving injury or death with emergency lights and siren. Other accident responses will be non-emergency.
- C. Accident investigation will generally be the responsibility of the unit assigned traffic duty. If no unit is specifically assigned traffic duty or if that unit is unavailable, the zone car will be dispatched.
- D. An accident investigation will be turned over to the unit assigned traffic duties, if available, upon his arrival. That officer shall be responsible for completing all reports. If a traffic unit is unavailable, the zone patrol officer will be responsible for the reports. If the zone officer is unavailable, the first officer on the scene shall be responsible for the reports.
- E. Notify GADOT on all serious injury or fatality accidents occurring on state routes.

IV. Duties of First Officer to Arrive at an Accident Scene

- A. Officers responding to the scene of an accident will drive in a safe manner so as not to endanger themselves or the public. The first officer on the accident scene will take the following action:
 - 1. Place patrol vehicle in a manner to protect the accident scene.
 - 2. Search for injured. Administer first aid/CPR until emergency medical units arrive, based on training. If injuries are involved, the officer will also advise the dispatcher of the following patient information: complaint, approximate age, conscious, breathing, and if there is uncontrolled bleeding.
 - 3. Summon additional assistance.
 - 4. Protect the scene from bystanders or sightseers.
 - 5. Establish traffic patterns around the scene and/or to respond to major traffic congestion as a result of the accident.
 - 6. Locate persons involved in the accident.
 - 7. Locate witnesses.

B. Fire Hazards

Whenever a fire hazard exists, the first officer shall take immediate action to clear the area of all persons and shall notify Communications for the assistance of fire department personnel. The officer shall summon additional police assistance to make a perimeter around the accident scene.

C. Hazardous Materials

Each patrol vehicle will have a hazardous material booklet in each vehicle. In the event of a train derailment or traffic accident suspected to involve hazardous materials, the responding officer shall immediately:

1. Notify the Communications Center for assistance from the fire department.
2. Notify the supervisor to proceed to the scene.
3. Evacuate the area near the accident scene.
4. Request additional police assistance to establish a perimeter around the scene.
5. When approaching the scene of an accident involving any cargo:
 - a. Do not walk into or touch any spilled material.
 - b. Avoid inhalation of all gases, fumes and smoke, even if it is believed that no hazardous materials are involved.
 - c. Do not assume that gases or vapors are harmless because of a lack of smell.

Supervisors shall establish a command post near the accident scene and shall coordinate activities according to Emergency Operations policies.

D. Serious Injury or Death

1. An accident scene involving serious injury or death should be treated as any other crime scene. Responding officers should ensure the scene is protected from contamination

as much as possible. If necessary, traffic should be diverted until the evidence has been processed and the on-scene investigation is completed.

2. If the investigating officer has probable cause to believe that any of the drivers are under the influence of drugs and/or alcohol, the officer should read the Implied Consent Warning and designate a blood test.
3. If the driver has sustained serious injuries as defined in O.C.G.A. 40-5-55(c), the driver does not have to be under arrest for Implied Consent to be read. If the driver does not have any serious injuries based on the state law, then the driver must be under arrest before Implied Consent is read.
4. Under O.C.G.A. 40-5-55(c), the term “traffic accident resulting in serious injuries or fatalities” means any motor vehicle accident in which a person was killed or in which one or more person suffered a fractured bone, severe burns, disfigurement, dismemberment, partial or total loss of sight or hearing, or loss of consciousness.

V. Duties of Investigating Officer

- A. The investigating officer shall properly record any accident that occurs on a public highway, road or street within the city limits on a Georgia Uniform Motor Vehicle Accident Report. If more than two vehicles are involved, a supplemental report will be completed on the same form.
- B. Accidents occurring on private property shall be properly reported on a Monroe Police Department Private Property Report. All accident reports shall be read and approved by the patrol supervisor.
- C. The investigating officer shall be responsible for the following on-scene duties:
 1. Interviewing the principals and witnesses.
 2. Examining and recording vehicle damage.
 3. Recording accident information.
 4. Determining damage to the roadway or roadway structures, if any.

5. Property damage to other property.
 6. Taking measurements, when appropriate.
 7. Taking photographs, when appropriate.
 8. Collecting and preserving evidence.
 9. Clearing the roadway for the resumption of vehicular traffic and removing vehicles that cannot be driven due to damage.
 10. Exchanging information among parties involved.
 11. Control any verbal or physical disturbances between the principals.
- D. Follow up activities may be conducted away from the accident scene after normal flow of traffic is resumed. The investigating officer shall be responsible for follow up investigations on accidents, as necessary. Follow up activities include:
1. Collecting off-scene data to include locating hit and run vehicles, talking to other witnesses who are not present at the scene, etc.
 2. Obtaining and recording witness statements.
 3. Reconstructing accidents to include making test skids, measurements, etc.
 4. Completion of the accident report and an incident report, if necessary, to support criminal charges arising from the accident.
- E. Expert or technical assistance may be requested from the Georgia State Patrol or others if the accident involves a fatality or serious injury. Expert/technical assistance will be authorized only by the patrol supervisor or higher authority. Such assistance may include:
1. Professional photography
 2. Surveyors
 3. Mechanics

4. Physicists

5. Physician

All reports will be included in the investigating officer's report.

- F. The investigating officer shall be authorized to issue a citation(s) for any violation that resulted in a traffic accident. Officers should take enforcement action whenever they detect a violation of law or ordinance and such violation was the proximate cause of the accident.
- G. The investigating officer shall be authorized to remove any valuable property from the vehicles being towed if the persons involved are unable to care for it and shall take property to the police department for safe keeping. The property shall be noted in the property log and may be released to the owner. The officer shall notify the owner and advise of the location of the removed property.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-030 USE OF FORCE

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DISTRIBUTION AUTHORIZATION:

STANDARD COVERED

1.9, 1.10, 1.11, 1.13, 1.15, 1.16, 1.17

I. Purpose

To establish guidelines for the use of force by police personnel.

II. Statement of Policy

It shall be the policy of the Monroe Police Department that police officers shall use only that force that is reasonably necessary to accomplish lawful objectives. (S.C. 1.9)

III. Definitions (S.C. 1.10)

- A. Deadly Force – that force which is likely to cause death or serious physical injury.
- B. 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.
- C. Serious Physical Injury – a bodily injury that creates a substantial risk or death; causes serious, permanent disfigurement; or results in long-term loss or impairment of the functioning of any bodily member or organ.

IV. Procedures

- A. Police personnel shall not strike or use physical force on any person to the extent that injuries are inflicted except when necessary in self defense, in the defense of another, to overcome actual physical resistance to arrest, or to prevent escape. In no event, shall police personnel use any more force than that which is necessary to perform official duties.

- B. Deadly force is to be used only when an officer reasonably believes that his or her actions are in defense of human life; either his/her own, another officer or a citizen. In any case, the person or officer must be in danger of serious physical injury. (S.C. 1.10)
- C. The use of deadly force against a “fleeing felon” is not justified, unless it is in defense of human life as described above.
- D. Warning shots are not authorized for use by officers of this department.
- E. This policy also applies to any use of non-lethal force by weapons such as the baton, flashlight, Oleoresin Capsicum spray, taser and weaponless physical force.
- F. All personnel will be issued copies of and instructed in this policy by a certified instructor before being authorized to carry a firearm, ASP baton, Oleoresin Capsicum spray, or taser. Officers will receive in-service training at least annually on use of force. (S.C. 1.11 and 1.13)
- G. All training in the area of force shall be taught only by certified instructors (S.C. 1.13.a) and training proficiency will be documented (S.C. 1.13.b).
- H. Any officer, through the use of deadly or non-deadly force, shall seek medical attention for the injured party(s) as soon as reasonably possible.

V. Notification and Use of Force Report Required

- A. An incident report will be completed any time a weapon is discharged for other than recreation or training purposes and does not qualify as a use of force against a person (i.e. destruction of an injured or ill animal, accidental discharge of a weapon, etc..) The officer must articulate the reason the weapon was discharged (i.e. animal was attacking, animal was hurt, animal was visibly ill, cleaning weapon and it discharged, etc..) (S.C. 1.15.a)
- B. Any police officer who takes an action that causes a death or injury to another shall immediately notify his/her supervisor and shall submit a use of force report to his/her supervisor describing the circumstances of the incident before the end of the shift. (S.C. 1.15.b and d)

- C. Any officer who applies force through the use of non-lethal weapons or physical force shall immediately notify his/her supervisor and submit a use of force report before the end of the shift. (S.C. 1.15.c and d)
- D. All use of force reports are to be read and signed by the watch commander or other supervisor. Should a complaint arise against an officer regarding the use of force, the watch commander will review the report with the complainant and with the office to determine if disciplinary action should be taken. Should it be necessary to gather more information, the watch commander may request an investigation by the Criminal Investigations Division Commander or the Administrative Services Division Commander. A written report of the incident, the complaint and a record of the watch commander's review are to be delivered to the Chief of Police no later than two working days after the complaint is received. The use of force report will be maintained in the Chief of Police's office. A copy will be forwarded to the Training Officer as needed. (S.C. 1.16)
- E. Whenever an officer takes an action that results in the death of another person, an investigation of the incident shall be made by the Administrative Services Division Commander. The Commander will submit written reports to the Chief of Police and the officer's watch commander no later than two days after the incident. The report will include the status of the investigation. (S.C. 1.16)

VI. Non-Disciplinary Relief from Duty

- A. Whenever an officer's use of force results in a death or serious physical injury, she/he will be removed from line of duty assignment pending a review by the Administrative Services Division Commander. (S.C. 1.17) The officer will be notified in writing.
- B. Removal from the line of duty will be non-disciplinary with no loss of pay or benefits.
- C. Relief from duty serves two purposes:
 - 1. To address the personal and emotional needs of the officer involved in a fatal use of force incident.
 - 2. To assure the community that the incident is being fully and professionally investigated.

D. Officers so relieved shall remain on a “relieved of duty” status until ordered to return to work by the Chief of Police.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-035 ARREST PROCEDURES

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STANDARD COVERED
1.5, 1.7, 1.8, 4.1, 4.2

I. Purpose

To establish guidelines governing the arrest and the booking of persons by officers of the Monroe Police Department.

II. Authority

Police officers for the City of Monroe shall have the authority to arrest for violations of city code or violations of the Official Code of Georgia occurring within the corporate limits of the City of Monroe. All police officers shall be responsible for the use or misuse of delegated authority.

III. Definition

- A. Arrest – The restraint of the liberty of a person to come and go as he/she pleases, no matter how slight. An individual has been arrested when he is not free to go, regardless of whether formal words of arrest are used. An actual touching of a person with a hand is not essential to constitute a valid arrest. If the person voluntarily submits to being considered under arrest or yields on condition of being allowed his freedom of locomotion, under the discretion of the officer, the arrest is complete (O.C.G.A. 17-4-1).

- B. Stop and Frisk – Generally a momentary detention is not considered to be an arrest, as actions constituting an arrest as defined by O.C.G.A. 17-4-1. Officers who see persons acting suspiciously may investigate and, where appropriate, this may include a stop and frisk. Such an investigatory stop must be justified by some objective manifestation that the person is, or is about to be engaged in criminal conduct. Any momentary detention must be based upon a reasonable and articulable suspicion and

must not be arbitrary or harassing in nature. (S.C. 4.1.b) Givens v. State, 218 Ga. App. 415 (1995); Terry v. Ohio, 392 US 1 (1968).

- C. Arrest Warrant – A written judicial command to arrest a particular individual and to bring the arrestee promptly before the magistrate issuing the warrant or some other judicial officer. There is no such thing as an oral or telephone warrant.
- D. Investigative Detention – An investigative detention occurs when an officer, based on his/her natural senses, experience and good judgment determines that criminal activity might be afoot and detains a suspect to that end. During identification by the officer, the suspect may be frisked if the officer has reason to fear for his personal safety. The suspect may be questioned without an arrest occurring.
- E. Probable Cause – A reasonable ground of suspicion, supported by circumstances sufficiently in themselves to warrant a cautious man to believe that the party is guilty of the offense with which he or she is charged.
- F. Within the Officer's Immediate Knowledge – When, by seeing, or using any of the other senses, the officer has personal knowledge of the commission of a crime. This excludes reporting of a crime by any third party other than another law enforcement officer who has direct knowledge.

IV. Policy

Arrests, with or without a warrant, will be executed by sworn law enforcement officers only. (S.C. 1.7) Newly hired sworn personnel must complete the POST mandate training (or provide documentation of such training) prior to routine assignment in any capacity in which the officer is allowed to make an arrest. (S.C. 1.5)

V. Arrest Without a Warrant (S.C. 1.8)

An arrest must be based on probable cause. O.C.G.A. 17-4-20 sets out the situations in which an officer may arrest without a warrant. An arrest should not be made without a warrant, except for the exception listed below.

- A. The following list requires timeliness. If enough time has passed wherein a warrant could have been obtained, the arrest without a warrant will not be upheld.

1. When an offense is committed in the officer's presence or within his immediate knowledge.
 2. When an offender is endeavor to escape.
 3. When an officer has probable cause to believe an act of family violence has occurred. O.C.G.A. 19-13-1
 4. When for other cause, there is likely to be a failure for want of a judicial officer to issue a warrant.
 5. A fifth exclusion is to prevent the commission of a felony. This exclusion should only be utilized when the criminal act is imminent.
- B. Outside of the time restriction, a sixth exception is noted: that of a fugitive arrest, wherein there is no exception of innocence. An officer has no official power to arrest without a warrant beyond the boundaries of his jurisdiction (except in hot pursuit, continuous and uninterrupted although an officer may temporarily lose sight of the suspect.)

VI. Arrest with a Warrant (S.C. 1.8)

- A. Jurisdiction: A warrant may be issued in any county in Georgia, even for a crime committed in another county. Once issued, a warrant may be carried from one county to another, and it may be served in any county of the state regardless where it was issued. An officer making a lawful arrest has the right to use whatever force is reasonably necessary to accomplish the arrest, but no more.
- B. Contents: A valid arrest warrant must contain specific information required by statute and court decisions.
1. The authority under which the warrant is issued must be indicated.
 2. The person who is to execute the warrant must be identified. (Generally addressed "to any Sheriff, Deputy Sheriff, Coroner, Constable, Marshal or Police Officer.")
 3. The person to be arrested must be identified.
 4. The offense committed is designed.

5. The time, date and place of occurrence of the offense must be given, including the county in which it was committed.
6. The person against whom the offense was committed must be identified.
7. The offense must be described.

C. When the offense is larceny, in addition, the warrant must contain:

1. The property alleged to have been stolen must be identified and described.
2. The owner must be named.
3. The value of the property must be given.
4. The person from whose possession it was taken must be named.

D. Without strict compliance to the above, the warrant will not be valid.

VII. Procedure When Making an Arrest

A. Any person being arrested has the right to know that he is being taken into custody by an officer with lawful authority and the purpose for being taken into custody.

B. Officers shall implement the following guidelines when making arrests:

1. Be firm and calm.
2. Avoid acting "tough" or using profanity.
3. Use force only as necessary to subdue the subject and affect the arrest.
4. After making the arrest, move away from the scene as soon as possible.
5. Restrict the subject's movement during the arrest process.
6. Do not grant any personal privilege to the prisoner.

7. Examine requested clothing and other items for weapons or evidence before giving them to the subject. (S.C. 4.1.g)
8. Be aware of sympathizers near the scene of the arrest.
9. Expect the unexpected.

VIII. Officer Discretion/Alternatives to Arrest

A. What is reasonable in terms of an 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. There may be a report written or in some cases, when the offense is of a minor nature, a verbal warning or other direction may be given. Officers should exercise alternatives to physical arrest whenever possible either by verbal or written warning or citation. The requirement that legal justification be present imposes a limitation on an officer's actions. In every case, an officer must act reasonably within the limits of his authority as defined by statute and judicial interpretation. Officers shall use their discretion in accordance with the prescribed departmental policies, and shall ensure that all arrests are conducted with utmost consideration to the safety of the officer, the arrested person, and the public. The decision to affect a physical arrest should depend on the following circumstances.

1. Seriousness of the offense.
2. Officer's evaluation of the offender's intent.
3. Departmental policy.
4. Complainant's willingness to press charges.

B. No officer shall 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.

C. No officer shall arrest any person without a warrant when he knows that he is without reasonable case to arrest such person.

IX. Immunity from Arrest

A. Consular Immunity – By treat, Consular Officers of foreign nations are immune from arrest for criminal and traffic offenses unless ordered by a federal magistrate. Once identified, Consular Officers

will not be unnecessarily detained. Consular immunity does not normally extend to members of the consular officer's family or to employees of consular officers.

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

1. During regular hours: Office of Protocol, U.S. Department of State:

- a. For diplomats and families: 202-647-1664
- b. For diplomatic employees and families: 202-647-1405
- c. For consular personnel and families: 202-647-1404
- d. International organizations: 202-647-1402
- e. Fax number for sending incident reports and citations: 202-895-3613

2. After hours:

- a. Bureau of diplomatic security: 202-647-7277
- b. State department operations center: 202-647-1512 (Urgent matters after hours)

C. Members of Congress – U.S. Senators and Representatives are free from arrest during their attendees in congress and in going to and from except for “treason, felony, larceny or breach of the peace.”

D. Members of the Georgia General Assembly – the members of the Georgia General Assembly are free from arrest during their attendance in the general assembly and in going to and from except for “treason, felony, larceny or breach of the peace.”

E. Others normally exempt from arrest:

1. Members of the militia during the performance of their duties.
2. Poll officers during their attendance at election and in going to and returning from the same.
3. Voters while casting their ballots.
4. Witnesses on their way to and from court.

F. An arrest involving any of the above will be made only upon the approval of a supervisor.

X. First Appearance Hearing (S.C. 4.2)

- A. Whenever an individual is arrested by a law enforcement officer, OCGA 17-4-62 requires that if the arrest is made without a warrant as defined, the officer shall bring the arrested person before a judicial officer within a reasonable time, but under no circumstances, later than 48 hours after arrest.
- B. If the arrest is made with a warrant, the person must be brought before a judicial officer within a reason time and no later than 72 hours after arrest.
- C. The purpose of this is for the Magistrate's Court to conduct a First Appearance Hearing in order to read the charges, set bond, and either conduct or reset the preliminary hearing.
- D. City of Monroe law enforcement officers need not worry about this procedure for the arrest of individuals on misdemeanor charges, as this is handled between the Sheriff's Department and the Magistrate's Court. This procedure is applicable only to our officers, pursuant to state law, for the arrest of an individual charged with a felony. In situations where the officer has multiple offenses (felonies and misdemeanors), all the charges shall be heard together, before the Magistrate, in a First Appearance Hearing.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-036 DIPLOMATIC AND CONSULAR IMMUNITY

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I. Purpose

To establish procedures for the handling of person with diplomatic or consular immunity privileges or foreign nationals.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to handle all contacts with persons claiming diplomatic or consular immunity in accordance with guidelines established by the U.S. Department of State and international law.

III. Definitions

- A. Alien – An alien is the same as a foreign national; any person who is not a U.S. Citizen.
- B. Diplomatic Immunity – A principle of international law by which certain foreign government officials are not subject to the jurisdiction of local courts and other authorities for both their official and, to a large extent, their personal activities. Diplomatic immunity is not intended to serve as a license for persons to flout the law and purposely avoid liability for their action. The purpose of these privileges and immunities is not to benefit individuals, but to ensure the efficient and effective performance of their official missions on behalf of their governments. (Note: the U.S. Department of State requests waivers of immunity in every case where the prosecutor advises that, but for the immunity, charges would be pursued. In serious cases, if a waiver is refused, the offender will be expelled from the United States.
- C. Foreign National – A foreign national is any person who is not a U.S. citizen.

D. Immunity – A legal barrier which precludes U.S. courts from exercising jurisdiction over cases against person who enjoy it and in no way releases such persons from the duty embodied in international law, to respect the laws and regulations of the United States. It does not mean pardon, total exoneration, or total release from the responsibility to comply with the law.

IV. Introduction

Federal and state laws provide that under certain circumstances, individuals may be immune from arrest. With the limited exception of certain diplomatic officials, immunity from arrest is claimed. In all cases in which the immunity is claimed, an officer has the right to detain the person long enough to verify that the person is entitled to the immunity claim. The detaining officer will immediately notify his or her immediate supervisor of the situation. In all cases, including those in which the suspect provides a State Department-issued identification card, the law enforcement officer should verify the status with the U.S. Department of State or in the case of the U.N. community, with the U.S. Mission to the United Nations.

Once the status is verified, the officer should prepare his or her report, fully describing the details and circumstances of the incident in accordance with normal police procedures. If the suspect enjoys personal inviolability, he or she may not be handcuffed, except when that individual poses an immediate threat to safety, and may not be arrested or detained. Once all pertinent information is obtained, that person must be released. A copy of the incident report should be faxed or mailed to the U.S. Department of State in Washington, D.C., or to the U.S. Mission to the U.N. in New York. Detailed documentation of incidents is essential to enable the U.S. Department of State to carry out its policies.

Under no circumstances will an officer permit a person who is entitled to immunity from arrest to continue to operate a motor vehicle or boat if the officer has probable cause to believe that the person is under the influence of alcohol or drugs.

V. Diplomatic and Consular Immunity

A. Under Federal law, diplomatic and consular officers, members of their official staff, official of international organizations such as the United Nations and family members of such officers will be accorded their respective privileges, rights and immunities as provided by the Treaties and laws of the United States.

- B. All officers will treat these officials with the utmost courtesy and respect that befits their distinguished position if, for no other reason, that the treatment which foreign diplomatic and consular officials receive from this department can directly affect how U.S. diplomatic and consular officials are treated in the foreign country.
- C. It is a well established principle of international law, that persons enjoying such privileges and immunities are to respect local laws and regulations. Any incident involving persons claiming diplomatic or consular immunity or a family member of a diplomatic or consular official will be reported immediately through the chain of command. It is the policy of this department to report all such incidents to the U.S. Department of State for such diplomatic action as may be appropriate.
- D. Because diplomatic and consular immunity may be waived or withdrawn by the foreign government, it can never be ascertained with certainty at the investigative stage that a person asserting immunity will continue to enjoy that immunity with allegation of criminal conduct or that the accused will not later become subject to prosecution. Therefore, all serious incidents (i.e., felonies, DUI's and misdemeanors involving death or serious bodily harm) involving persons with diplomatic or consular immunity will be referred to the District Attorney for prosecution.
- E. Where, however, a person entitled to diplomatic or consular immunity presents a clear, present and actual danger to him or herself or others or it is apparent that a serious crime may be committed, a law enforcement officer may take such reasonable actions necessary to protect public safety and the person entitled to immunity or to halt the illegal activity. This naturally includes the power to defend yourself from personal harm. In all such cases, a supervisor must be called and the United States Department of State contacted immediately.

VI. Diplomatic Immunity

- A. Under Federal law, heads of a mission (usually called the Embassy) of a foreign government to the United States and the United Nations Headquarters in New York, members of the diplomatic, administrative and technical staff of the mission and members of their family household are "not liable to any form of arrest or detention." Generally, this does not extend to United States citizens who are employed by an embassy.

- B. Persons entitled to diplomatic immunity are entitled, by law, to be treated with “due respect” and “appropriate” steps must be taken to prevent any attack on his/her person, freedom or dignity.
- C. Under normal circumstances, this means that a person who establishes that he or she is entitled to diplomatic immunity cannot be arrested or tried for any criminal offense unless such immunity is expressly waived by the foreign government. As indicated above, immunity continues only as long as the person is accredited as such to the United States.

VII. Consular Immunity

- A. In addition to members of their embassy staff, foreign governments may, with the approval of the United States, establish consular offices to provide consular services to their foreign nationals in the United States and to represent them in trade matters. Under Georgia law, officials of the Atlanta office of the Coordination Council for North American affairs of the Republic of China (also known as Taiwan) are entitled to the same protections and immunities as career consuls. There are two types of consular officials: career consuls and honorary consuls:
 - 1. Career consuls are normally full time employees of the foreign government.
 - 2. Honorary consuls may be a citizen of the foreign government who has residency in the United States or a United States citizen.
- B. In the absence of a specific treaty, consular officials are not entitled to diplomatic immunity, but they are entitled to consular immunity which is more limited than diplomatic immunity.
- C. Career consular officers entitled to consular immunity.
 - 1. Include consul-generals, deputy consul-generals, consuls, vice-consuls and consular agents who are official representatives of a foreign government accredited to the United States.
 - 2. “Consular officers shall not be liable to arrest or detention pending trial, except in a case of a grave crime and pursuant to a decision by a competent judicial authority.” A “grave crime” is a felony offense that endangers the public safety and a warrant is required.

3. Career consular officers are subject to criminal prosecution by the courts of this State except for acts performed which are within the scope of consular duties.
- D. Honorary consuls are not entitled to immunity from arrest or detention. They are subject to the civil or criminal jurisdiction of the courts of this State unless they were performing official acts in the exercise of their consular function.
- E. Family members of consular officers are not entitled to immunity but will be treated with appropriate courtesy and respect. Incidents involving family members of consular officials will be reported through channels the same as for consular officials.
- F. Diplomatic and Consular Pouches
1. A diplomatic or consular pouch is a container (of any size) used to transport official communications (including equipment needed for communication). It is required to be clearly marked as such.
 2. A diplomatic or consular pouch will not be opened by any officer under any circumstances. If an officer has probable cause to believe that a diplomatic or consular pouch is being used in furtherance of a crime, all of the facts will be reported to his or her supervisor who will contact the U.S. State Department Bureau of Diplomatic Security.
- G. Procedures
1. In all cases where a person who is known to be entitled to or asserts diplomatic or consular immunity, the person will be treated with the courtesy and respects that befits their distinguished position and a supervisor contacted immediately. It is the duty of the supervisor to contact the United States State Department immediately to verify the person's status and seek official guidance.
 2. Career consular officials may only be arrested for a felony pursuant to a warrant issued by a judge.
 3. Traffic violations:
 - a. Under international law, the issuance of a traffic citation does not constitute an arrest or

detention. Therefore, the officer on the scene may, after ascertaining that the official has the proper credentials, based on the nature of the offense issue a warning or citation.

- b. A copy of the citation, along with a report of the incident, will be forwarded through the chain of command to the United States Department of State, Washington, D.C. 20520.

4. Traffic accidents:

- a. If a motor vehicle in an accident (1) was operated by a person who has verified diplomatic or consular status or (2) bears diplomatic or consular motor vehicle license plates issued by the United States Department of State, a copy of the accident report, together with a copy of any traffic citations issued to the person entitled to diplomatic or consular status and the report of the incident will be forwarded through the chain of command to: OFM Diplomatic Motor Vehicle Office, 3507 International Place, N.W., Washington, D.C. 20008.
- b. Vehicles issued Department of State license plates are required to be covered by liability insurance.

5. Driving under the influence and other offenses where the safety of the official or public is involved :

- a. The primary consideration in DUI cases and other more serious offenses is to ensure that the official is not a danger to themselves or the public. At best, these are sensitive situations and the officer must treat the official with respect and courtesy. If it is necessary to restrain the official to prevent him or her from harming themselves, or others, the officer is authorized to do so.
- b. If the supervisor determines that a diplomatic or consular official is a danger to themselves or others, the supervisor may direct that:

- 1) The official be taken to the police department or another location where he/she may recover sufficiently to drive safely;
 - 2) The official be taken to a telephone or call someone to drive them home;
 - 3) A taxi be called for the official; or
 - 4) The official may be taken home.
- c. In cases involving a motor vehicle or boat operated by a person asserting diplomatic or consular immunity who the officer believes to be intoxicated, the officer may ask the individual to perform field sobriety tests the same as any other driver while awaiting verification of the status claimed.
- d. If the incident involves a person entitled to diplomatic immunity, the supervisor will contact the United States Department of State, Office of Protocol by telephone immediately and advise them of the situation. A full written report will be submitted within 24 hours through channels to: Office of Protocol, Department of State, Post Office Box 2976, Washington, D.C. 20520.
- e. For consular officials, a full report will be submitted through channels to the United States Department of State, Office of Protocol.

6. Protection

- a. If a person asserting or entitled to diplomatic or consular immunity presents a clear, present and actual danger to himself or herself, or others, an officer may take such reasonable actions as may be necessary to protect public safety and the person entitled to immunity or to prevent further illegal activity.

- b. If it is necessary to physically restrain a diplomatic or consular official (i.e. handcuffs), the officer will, after taking appropriate action, explain to the official why he or she is being restrained and that they will be released as soon as they are no longer a danger to themselves or others.
- c. The responding supervisor will immediately contact the U.S. Department of State, in the event a diplomatic or consular official must be restrained. The supervisor will also report the incident through the department chain of command and notify the District Attorney.
- d. Use of excessive force or use of force where there was no clear, present and actual danger to the person entitled to immunity or others may result in the prosecution of the officer under Federal law.

7. Possession of contraband

- a. If a person asserting diplomatic or consular immunity is in possession of contraband (i.e. controlled substances), the officer may seize the contraband.
- b. Any such seizure will be immediately reported to a supervisor. The supervisor will contact the District Attorney and the United States Department of State, Office of Protocol by telephone immediately and advise them of the situation. A full written report will be submitted within 24 hours through channels to: Office of Protocol, Department of State, Post Office Box 2976, Washington, D.C. 20520.

8. Verification of status

- a. Persons claiming diplomatic or consular immunity are required to produce satisfactory evidence of their official status.
- b. The U.S. Department of State issues identification cards to diplomatic officials,

consular agents and officials of international organizations accredited to the United States. On the back of these cards is an explanation of the immunity to which the official is entitled and telephone numbers which may be called to verify status.

- c. Honorary consuls may be issued identification cards by the Georgia Secretary of State.
- d. The U.S. Department of State issues motor vehicle operator permits (driver's licenses) to persons entitled to diplomatic or consular immunity and functions similarly to the Georgia Department of Motor Vehicle Services with regard to these licenses. Driver's licenses issued by the Department of State will not be relied on as conclusive proof of the immunity of the bearer. (Note: U.S. Department of State driver's licenses have a hologram over a portion of the photograph. It will turn dark if tampered with.)
- e. The United States Department of State issues motor vehicle plates (license tags) for vehicles operated by persons entitled to diplomatic and consular immunity.
 - 1. These tags are red, white and blue in color. The status of the vehicle is indicated by a letter code.
 - a) D = diplomatic vehicle.
 - b) S = diplomatic staff vehicle.
 - c) C = consular vehicle.
 - 2. Information regarding the vehicle and registered owner is available through GCIC/NCIC the same as out-of-state plates. Use State code "US."
 - 3. In addition, the Georgia Department of Revenue may issue consular license plates for vehicles registered and operated in Georgia by career or honorary consuls.

4. License plates issued by the Department of State or the State of Georgia will not be relied on as conclusive proof of the immunity of the bearer, but only as an indication that the vehicle may be operated by someone entitled to diplomatic or consular immunity.
- f. In any situation in which an official asserting immunity cannot produce satisfactory evidence thereof, or the officer wishes to confirm the status claimed, the Department of State should be contacted.

1. Regular hours

- a) Diplomats & Families:
202-647-1664
- b) Diplomatic employees & families:
202-647-1405
- c) Consular personnel & families:
202-647-1404
- d) International organizations:
202-647-1402
- e) Fax number for sending incident reports and citations:
202-895-3613

2. After hours: 202-647-7277

- g. Verification of Department of State driver's licenses and motor vehicle registration may be obtained through GCIC/NCIC (State Code is "US") or by calling

1. Registrations: 202-895-3532
2. Drivers Licenses: 202-895-3521
3. After Hours: 202-647-7277
4. Fax Number: 202-895-3646

H. Official Guests

1. Official guests of the United States are foreign nations who are in the United States and are so designated by the U.S. Secretary of State.
 2. Except at large events, such as the Olympics, persons designated as Official Guests of the United States may be accompanied by a representative of the U.S. Department of State.
 - a. Official Guests can include:
 - 1) Foreign government officials;
 - 2) Olympic athletes, coaches and trainers;
 - 3) Members of international sports federations accredited to some international games being held in the United States.
 - b. Official Guests do not have immunity, but will be treated with courtesy and respect. A supervisor should be contacted immediately for any incident involving an Official Guest. The supervisor will, in turn, contact the District Attorney's office.
 - c. The supervisor will submit a report of any incident in which a person designated as an Official Guest of the United States is involved (either as an accused, victim or witness) through official channels to: United States State Department, 101 Marietta Street, N.W., Suite 1010, Atlanta, Georgia 30303, 404-331-3521 or 331-3522 or 331-3523, or contact 202-647-7277 (Washington).
 - d. Verification of an individual's status as an Official Guest may be obtained from: U.S. Department of State – 404-331-3521 (Atlanta) or After hours: 202-647-7277 (Washington)
- I. Diplomats, Consuls, or Official Guests as Victims or Witnesses to a Crime
1. If a diplomat, consul or official guest of the United States is a victim of a crime, the officer will immediately contact a supervisor.

2. It is the responsibility of the supervisor to immediately contact:
 - a. In the case of diplomats and official guests, the regional office of the F.B.I. and the U.S. Department of State command post by phone at 202-663-0812. The F.B.I. has primary jurisdiction over offenses committed against diplomats and official guests. The District Attorney should also be contacted.
 - b. In the case of a consul, the District Attorney and the U.S. Department of State. If the consul is a career consul, the F.B.I. should also be contacted.
3. If a diplomat, career consul or official guest is a witness to a crime, a supervisor will be notified.
 - a. A person entitled to diplomatic or consular immunity may not be detained as a witness, but the officer should promptly obtain the witness's name and a telephone number where the official may be contacted later.
 - b. The supervisor will notify the District Attorney in writing as soon as possible that one of the witnesses is a diplomat, consul or official guest. Any interviews with the witness will be coordinated through the District Attorney's office.
4. By law, diplomats and consuls can appear as a witness only with the prior consent of their government.

J. Foreign Nationals as Victims or Witnesses to a Crime

1. If a foreign national is a victim or witness in a crime, the investigating officer will determine if the individual anticipates traveling out of the State of Georgia within the next 6 months. If the foreign national indicates that he or she will be traveling out of Georgia if the officer has reason to believe that the individual may leave the state, the District Attorney's office will be immediately contacted in

order that the testimony of the individual may be taken by video tape.

2. If the foreign national is unable to communicate in English, a supervisor will be contacted and every effort made to obtain a translator. The investigating officer will include the name, address, telephone number and relationship of the translator to the victim/witness in the Incident Report or Supplemental Report.

K. Defection and Requests for Asylum

1. Defections and requests for political asylum by foreign nationals are highly sensitive and may affect the relations between a foreign government and the United States as well as the treatment of U.S. citizens who travel outside the United States. It is the policy of this department that all officers will handle any request for asylum or a defection with speed, tact and resolution.
2. If an officer is approached by a foreign national who: (1) requests asylum in the United States, or (2) indicates that he or she wants to defect to the United States, the officer will:
 - a. Contact his or her immediate supervisor and request the supervisor come to the scene immediately. If communication is by non-secure means (i.e. radio) do not indicate the reason.
 - b. Take the person into protective custody and permit no one to interfere with the situation. It is important that the officer protect the person from harassment or forceful repatriation.
 - c. Release the person only to the supervisor or a representative from a Federal agency approved by the supervisor.
 - d. Prepare a written report on the incident.
3. A supervisor, upon learning that a foreign national has approached an officer and (1) requested asylum in the United States, or (2) indicated that he or she wants to

defect to the United States, the supervisor will immediately contact by secure means: U.S. Immigration and Naturalization Service, 77 Forsyth Street, Suite G-89, Atlanta, Georgia 30303, Phone: 404-331-2765 or 404-331-2762 (24 hour number).

VIII. Vienna Convention on Consular Relations (VCCR)

- A. The VCCR is an international treaty, which spells out procedures to be followed when a foreign citizen is arrested or detained. The United States is a signatory to the VCCR. Under the Constitution, any treaty entered into by the United States becomes the “supreme law of the land.”
- B. The VCCR requires that a foreign citizen be advised that he or she has the right to have their consulate notified of their arrest. Depending on the country of residence, it may be mandatory to notify that consulate. Once notified, the arrestee is entitled to communicate with their consulate.
- C. In some cases, the nearest consular officials must be notified of the arrest or detention of a foreign national, regardless of the national’s wishes.
- D. Consular officials are entitled access to their nationals in detention and are entitled to provide consular assistance.
- E. Steps to follow when a foreign national is arrested or detained
 - 1. Determine the foreign national’s country. In the absence of other information, assume this is the country on whose passport or other travel document the foreign national travels.
 - 2. If the foreign national’s country is not on the mandatory notification list:
 - a. The officer will offer, without delay, to notify the foreign national’s consular officials of the arrest/detention.
 - b. If the foreign national asks that consular notification be given, the officer will notify the nearest consular officials of the foreign national’s country without the delay.

3. If the foreign national's country is on the list of mandatory notification countries:
 - a. The officer will notify the country's nearest consular officials, without delay, of the arrest/detention.
 - b. The officer will tell the foreign national that the notification is being made.
 - c. The officer will detail all actions in his/her incident report including all notifications and actions taken.

IX. Identifying Documents – U.S. Department of State Identification Cards

While these identification cards are generally to be relied upon, officers should immediately seek to verify the document in connection with any serious incident or in any case where they have reason to doubt the validity of the card. Newly arrived members of diplomatic and consular staff may not yet have these official identity documents and should contact the U.S. Department of State, Office of Protocol, for verification if confronted with such situations.

A. Diplomatic Identification Card – Diplomatic Officers and Families

1. Blue Border
2. Issued to diplomatic officers and their families. Refer to the title section of the card. They are entitled to full criminal immunity and may not be arrested or detained. They may be given a citation.
3. Contains photo of person, number issued by Department of State, expiration date, name of person, date of birth, title, mission (country) and location.
4. The rear of the card contains the following information:

“This person has been duly notified to the Department of State and under International law enjoys immunity from criminal jurisdiction. The bearer shall not be liable to any form of arrest or detention, but may be given a notice of violation.

The bearer shall be treated with due respect and all appropriate steps shall be taken to prevent any attack on the bearer's person, freedom of dignity.”

B. Diplomatic Identification Card – United Nations Diplomats and Families

1. Blue border
2. Issued to UN diplomatic officers and their families. Refer to the title section of the card. This card signifies that the bearer is entitled to full criminal immunity and may be arrested or detained. They may be given a citation.
3. Contains photo of person, number issued by Department of State, expiration date, date of birth, name of person, title, mission (country) and location.
4. The rear of the card contains the following information:

“This person has been duly notified to the Department of State and under International law enjoys immunity from criminal jurisdiction. The bearer shall not be liable to any form of arrest or detention, but may be given a notice of violation.

The bearer shall be treated with due respect and all appropriate steps shall be taken to prevent any attack on the bearer's person, freedom of dignity.”

C. Official Identification Card – Embassy Staff

1. Green border
2. Issued to embassy administrative and technical staff employees and their families. Refer to the title section of card. This card signifies that the bearer is entitled to full criminal immunity and may not be arrested or detained. They may be given a citation.
3. Contains photo of person, number issued by Department of State, expiration date, date of birth, name of person, title, mission (country) and location.
4. The rear of the card contains the following information:

“This person has been duly notified to the Department of State and under International law enjoys immunity from criminal jurisdiction. The bearer shall not be liable to any form of arrest or detention, but may be given a notice of violation.

The bearer shall be treated with due respect and all appropriate steps shall be taken to prevent any attack on the bearer’s person, freedom of dignity.”

D. Official Identification Card – Embassy Service Staff

1. Green border
2. Issued to embassy service staff employees. Refer to the title section of the card. This card signifies that the bearer is entitled to immunity for official acts only.
3. Contains photo of person, number issued by Department of State, expiration date, date of birth, name of person, title, mission (country) and location.
4. The rear of the card contains the following information:

“This person has been duly notified to the Department of State and under International law enjoys immunity from jurisdiction with respect to acts performed in the course of official duties. This form of immunity must be asserted before, and proven to, the appropriate judicial authorities. The bearer is not immune from arrest or the issuance of a citation.”

E. Consular Identification Card – Career Consular Officers

1. Red border
2. Issued to career consular officers. Refer to the title section of the card. This card signifies that the bearer is entitled to immunity for official acts only.
3. Contains photo of person, number issued by the Department of State, expiration date, date of birth, name of person, title, mission (country) and location.
4. The rear of the card contains the following information:

“This person has been duly recognized by the Department of State and under International law shall not be amenable to jurisdiction with respect to acts performed in the exercise of consular functions. This form of immunity must be asserted before, and proven to, the appropriate judicial authorities. The bearer shall not be liable to arrest or detention pending trial except on a warrant for a felony offense.

The bearer shall be treated with due respect and a notice of violation may be issued.”

F. Consular Identification Cards – Career Consular Employees

1. Red border
2. Issued to career consular officers. Refer to the title section of the card. This card signifies that the bearer is entitled to immunity for official acts only.
3. Contains photo of person, number issued by Department of State, expiration date, date of birth, name of person, title, mission (country) and location.
4. The rear of the card contains the following information:

“This person is registered with the Department of State and under International law shall not be amenable to jurisdiction with respect to acts performed in the exercise of consular functions. This form of immunity must be asserted before, and proven to, the appropriate judicial authorities. The bearer is not immune from arrest or the issuance of a citation.”

G. Consular Identification Card – Consular Officers/Employees and Families

1. Red border
2. Issued to consular officers/employees and their families from countries with which the United States has special agreements. Refer to the title section of the card. They are entitled to full criminal immunity and may not be arrested or detained.

3. Contains photo of person, number issued by Department of State, expiration date, date of birth, name of person, title, mission (country) and location.

4. The rear of the card contains the following information:

“In accordance with a special agreement, this person enjoys immunity from criminal jurisdiction. The bearer shall not be liable to any form of arrest or detention, but may be given a notice of violation.

The bearer shall be treated with due respect and all appropriate steps shall be taken to prevent any attack on the bearer’s person, freedom or dignity.”

H. Consular Identification Card – Honorary Consular Officers

1. Red border – refer to the title section of the card.

2. Issued to honorary consular officers. Refer to the title section of the card. This card signifies that the bearer is entitled to limited immunity for official acts only.

3. Contains photo of person, number issued by Department of State, expiration date, date of birth, name of person, title, mission (country) and location.

4. The rear of the card contains the following information:

“This person is registered with the Department of State and under International law shall not be amenable to jurisdiction with respect to acts performed in the exercise of consular functions. This form of immunity must be asserted before, and proven to, the appropriate judicial authorities. The bearer is not immune from arrest or the issuance of a citation. The bearer shall be treated with due respect.”

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-040 SEARCH AND SEIZURE

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 9

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I. Purpose

To provide guidelines for search and seizure procedures for patrol and investigative situations.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to conduct searches and seizures pursuant to established state and federal laws and applicable court decisions. The Fourth Amendment guarantees the right for people to “be secure in their persons, houses, papers and effects, against unreasonable searches and seizures.” The courts are constantly reinterpreting the Fourth Amendment as it applies to police conduct, so officers must stay current on the latest decisions.

Illegally seized items of evidence will not be admitted in court and may be cause to lose a criminal case. Additionally, an illegal search invites judicial challenges and civil law suits. As a rule, no arrest warrant is required for arrests in a public place, as long as probable cause exists. In order to ensure that Fourth Amendment rights are protected, officers will obtain search warrants based upon probable cause in all appropriate criminal cases except for the following circumstances:

- A. Consent searches
- B. Emergency searches
- C. Plain view
- D. Abandoned property and open fields
- E. Inventory searches of vehicles

- F. When executing arrest warrants
- G. Incident to arrest
- H. Pat downs of suspicious persons
- I. Vehicle searches under moveable vehicle exception

III. Definitions

- A. Search – A search is a quest for information. The term “implies some exploratory investigation, or an invasion and quest, a looking for or seeking out ... a prying into hiding places for that which is concealed.” “A search occurs when ‘an expectation of privacy that society is prepared to consider reasonable is infringed.’ Maryland v. Macon, 472 U.S. 463 (1985).
- B. Seizure – The act of taking and removing tangible personal property. “A seizure occurs when ‘there is some meaningful interference with an individual’s possessory interests’ in the property seized.” Maryland v. Macon.
 - 1. A seizure also occurs when officers attempt to maintain a status quo until a warrant can be obtained (e.g. officers lock premises, wait inside or outside for the arrival of a warrant).
 - 2. A seizure of a person occurs not only in the case of an arrest, but also where a person is restrained so that he cannot walk away.

IV. Consent (S.C. 4.1.a)

- A. A search warrant is not necessary where a person who has authority or control over the thing or place to be searched consents to the search. The officer doesn’t have to have reasonable suspicion of probable cause to make a consent search. The officer may merely ask for permission from someone with control over the property. If that person grants permission, the search may take place. The sole justification for a consent search is that the consent was given voluntarily. It is upon the officer to show that the consent was given voluntarily and without threat or coercion. Verbal consent is valid, but harder to prove it was given voluntarily. Thus, in all cases where written consent may reasonably be obtained, a written consent should be obtained to show that the

consent was given voluntarily, freely and willfully without threat or coercion.

B. Consent searches must observe the following rules:

1. Generally, the person granting consent must use, have access or control over the property.
2. If two people have joint ownership of the property, either may give consent.
3. A landlord, including the hotel/motel manager, cannot consent to a search of a tenant's premises unless the tenant has been evicted or has abandoned the property.
4. A husband or wife, or one member of a cohabitating unmarried couple, may consent to a search of the area of common ownership or use.
5. A parent may consent to a search of premises occupied by a dependent minor child.
6. An employee cannot give valid consent to a search of his employer's premises unless he has been left in custody of the premises.
7. An employer may generally consent to a search of the premises used by employees, except premises used solely by the employee, for example, a locker.

C. Consent must be given voluntarily. If an officer requests consent from a citizen under circumstances which a reasonable person would have considered coercive, then the officer must seek a warrant. The officers have the burden of demonstrating voluntariness.

D. A person who initially gives consent may withdraw consent at any time. Officers then shall secure the premises and seek a warrant.

V. Emergency Searches (S.C. 4.1.e)

A. A search warrant is not necessary in an emergency. An emergency is sometimes referred to as "exigent circumstances."

- B. Ten factors should be considered by the officer in determining whether an emergency or exigent circumstances exist.
1. A degree of urgency is involved and the time required getting a warrant.
 2. An officer's reasonable belief the contraband is about to be removed or destroyed.
 3. The possibility of danger to others, including the officer left to guard the site while obtaining a warrant.
 4. Information that the possessors of the contraband are aware that the police are on their trail.
 5. Whether the offense is serious or involves violence.
 6. Where the officer has reason to believe the suspect is armed.
 7. Whether the officers have probable cause.
 8. Where the officers have strong reason to believe that the suspects are present on the premises.
 9. The likelihood the suspect will escape.
 10. The suspect's entry onto the premises after hot pursuit.
- C. If officers enter premises with probable cause to believe that critical evidence will be destroyed or removed unless immediate action is taken, they may enter without a warrant, secure the premises and obtain a search warrant before proceeding further, unless they have obtained consent to search or new circumstances arise necessitating another warrantless search. However, a search warrant must be obtained once the exigency of the situation has been resolved. No further search may be conducted and anything found subsequent may be suppressed at a later time.

VI. Plain View Search/Seizure (S.C. 4.1.g)

A plain view seizure is, technically, not a search. To make a plain view seizure of “property contraband, fruits or instrumentality of the crime,” two requirements must be met:

- A. The seizure must take place where the officer has legally observed the property, and it must be immediately apparent to the officer that the items he observed may be evidence in the crime, contraband and otherwise subject to seizure.
- B. The officer may not move the items, look inside or underneath or behind them for serial numbers or other identifying marks. If such movement is necessary, the officer shall obtain a search warrant.

VII. Abandoned Property and Open Fields

- A. A search warrant is not required for property that has been abandoned. To constitute abandoned property, two conditions must apply:
 - 1. The property was voluntarily abandoned.
 - 2. Property was discarded outside the area in which someone has reasonable expectation of privacy.
- B. The Fourth Amendment does not protect open fields, but the officer must distinguish them from curtilage, which essentially is a yard where private residences are concerned. Curtilage has no absolute definition that officers can apply under all circumstances. The extent of curtilage of a private residence, for instance, is determined by whether the area is enclosed; the nature of the use of the area; proximity of the area to the home; and the measures taken by the homeowner to protect the area from observation.

VIII. Inventory Searches of Vehicles

Inventory searches of vehicles is covered under the Vehicle Impounds policy.

IX. When Executing Arrest Warrants

- A. General guidance – An officer with a valid arrest warrant may search for the defendant in his or her own home. If probable cause exists that the defendant is at home at the time of the search, the

search must be limited to places where the defendant might be found.

- B. Protective sweep – The U.S. Supreme Court has ruled that officers may undertake a protective sweep of the premises without a warrant following the arrest upon a warrant, however certain limitations must be observed.
1. The purpose of the protective sweep is to discover persons on the premises who might present a danger to other officers.
 2. Incident to arrest, officers may without probable cause, or reasonable suspicion look in the closets or other spaces immediately adjoining the place of arrest or where threatening persons might be located.
 3. In order to extend a protective sweep beyond the closets and adjoining spaces, the officer must have reasonable suspicion for fearing that persons may be on the premises that pose a threat. In such cases, the sweep is limited to examining places where a person might hide. It is important that officers carefully document their reasonable suspicion.
 4. During a protective sweep, evidence discovered in plain view may be seized.
 5. The sweep must cease when officers have dispelled any reasonable suspicion of danger.

X. Warrantless Vehicle Searches

In recent years, the U.S. Supreme Court has modified and expanded conditions in which officers may search vehicles. Preferably, officers will search vehicles with the authority of a warrant whenever there is a sufficient time to obtain one. Nevertheless, warrantless searches of vehicles may take place under many conditions and circumstances. It is imperative the officers understand the different types of vehicle searches and their limitations.

A. Definition

For the purpose of this policy, a motor vehicle is any vehicle operated or capable of being operated on the public streets or highways including trucks, automobiles, motor homes, motorcycles,

or any other vehicle capable of carrying persons or property. A vehicle that has been immobilized in one location for use as a storage facility, such as a driveway at a private residence, is not a motor vehicle for the purpose of this policy. For the purpose of this policy, a search is an examination of a motor vehicle with an investigative motive; that is, to discover evidence or to examine the vehicle identification numbers to ascertain ownership.

B. Warrantless search of a vehicle (S.C. 4.1.c)

As noted earlier, a search warrant should be obtained in circumstances where feasible; however, no search warrant is every required to search a vehicle in a public place provided probable cause exists for the search. Additionally, a search warrant is not needed with the driver's consent; when incidental to the arrest of one or more of the occupants; when a frisk is being conducted for weapons; a drug canine hits on the vehicle; (S.C. 4.2.g) when necessary to examine the VIN or otherwise ascertain ownership or under exigent circumstances. Searches may be conducted within the following limitations:

1. With a warrant, a search may extend anywhere within the vehicle unless limited by the warrant itself.
2. When probable cause exists, a search may extend to anywhere within the vehicle, unless probable cause is limited to a specific part of the vehicle.
3. When consent has been obtained from the driver or owner, the officers may search the vehicle subject to limitations specified by the consenting person. Consent should be obtained in writing if at all possible. It is the responsibility of the searching officer to ensure the consent was given freely and voluntarily without coercion or threat.
4. Searches incident to the arrest of an occupant shall be limited to the area within the reach of the arrestee. The area within reach is generally deemed to be the entire passenger compartment. The trunk, engine compartment or any locked compartment shall not be searched, however unlocked containers inside motor vehicles may be searched incident to arrest.
5. Frisk for weapons shall be confined to the passenger area. Any place not immediately accessible to occupants such as a locked glove compartment, shall not be searched. If

the contents of the container are immediately accessible to the subject, that closed container may be searched for weapons. Note that an officer can order the suspect from the vehicle and frisk the subject and search the vehicle; however, this is solely based on reasonable, articulable suspicion that the person is engaged in criminal activity, and the person may be armed.

6. An entry into the vehicle to examine the VIN or otherwise determine ownership must be limited to that purpose.
7. An emergency search of the vehicle may be conducted, but the extent of the search must not exceed whatever is necessary to respond to the emergency.

If the initial search above gives rise to probable cause that evidence, contraband, fruits or instrumentalities of a crime might be found elsewhere in the vehicle, officers must search areas that might reasonably contain such items.

C. Containers within the vehicle

As a rule, no container in the vehicle shall be searched unless it might contain the item or items sought.

D. Procedures for unlocked containers

In a probable cause search, containers may be opened whenever found in a vehicle.

1. When the passenger area is searched incident to arrest, containers within the passenger area may be opened.
2. During a consent search, containers may be opened, if the terms of the consent either supplement or reasonably imply permission.
3. Containers found in or discarded from a vehicle in circumstances not amounting to probable cause or abandoned property or in connection with a search incident to arrest shall not be searched, but shall be secured until a warrant is obtained if probable cause exists.

E. Location and time of search

1. Whenever possible, searches of vehicles shall be conducted contemporaneously with the stopping of or discovery of the vehicle. As a general rule, vehicle searches shall be conducted as soon as reasonably possible.
2. Whenever possible, officers shall avoid damaging a vehicle or its contents and should minimize the intrusiveness of the search and any inconvenience suffered by the owner or passengers.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-041 STRIP/BODY CAVITY SEARCHES

EFFECTIVE DATE: 4/29/2008

NUMBER OF PAGES: 4

REVISED DATE:

DISTRIBUTION AUTHORIZATION:

STANDARD COVERED

I. Purpose

To establish guidelines for determine if and under what conditions the use of strip searches are legally permissible and to establish guidelines for the appropriate conduct of such searches.

II. Statement of Policy

It shall be the policy of the Monroe Police Department that the use of strip searches and body cavity searches may, under certain conditions be necessary to protect the safety of officers, civilians and other prisoners; to detect and secure evidence of criminal activity and to safeguard the security, safety and related interests of this agency's prisoner detention and holding facilities.

Recognizing the intrusiveness of these searches on an individual's privacy, it shall be the policy of this department that such searches shall be conducted only with proper authorization and justification, and with due recognition of and deference for the human dignity of those being searched.

No juvenile(s) in custody of police personnel shall be stripped searched or body cavity searched without the direct supervision of the Juvenile Court. Such searches may only be conducted with written consent by a Juvenile Court Judge.

III. Definitions

A. Strip Search – Any search of an individual requiring the removal or rearrangement of some or all clothing to permit the visual inspection of any or all skin surfaces including genital areas, breasts and buttocks.

- B. Body Cavity Search – Any search involving visual inspection of skin surfaces and the internal physical examination of body cavities, such as the stomach cavity.

IV. Procedures

A. Strip Search

1. Individuals arrested for traffic violations and other minor offenses of a nonviolent nature should not be subject to strip searches unless the arresting officer has Articulate, reasonable suspicion to believe that the individual is concealing contraband or weapons. Reasonable suspicion may be based upon, but is not limited to:
 - a. The nature of offense charged;
 - b. The arrestee's appearance and demeanor;
 - c. The circumstances surrounding the arrest;
 - d. The arrestee's criminal record, particularly past crimes of violence or narcotics offenses;
 - e. The discovery of evidence of a major offense in plain view or in the course of a search incident to the arrest;
 - f. Detection of suspicious objects beneath the suspect's clothing during a field search incident to arrest.
2. Field strip searches of prisoners shall be conducted only in the rarest of circumstances under exigent circumstances where the life of officers or others may be placed at risk, and only in privacy with the explicit approval of a supervisory officer.
3. Where articulable, reasonable suspicion exists to conduct a strip search, the arresting officer shall make a documented request for such action to the on-duty supervisor or other designated authority that clearly defines the basis for suspicion.
4. When authorized by the supervisor, strip searches may be conducted only:

- a. In conformance with standard hygienic procedures and professional practices;
 - b. By the least number of personnel necessary and only by those of the same sex; and
 - c. Under conditions that provide privacy from all but those authorized to conduct the search.
5. Following a strip search, the officer performing the search shall include the following in a written report:
- a. Date and place of the search;
 - b. Identity of the officer conducting the search;
 - c. Identity of the individual searched;
 - d. Those present during the search;
 - e. A detailed description of the nature, the extent of the search and the reason for the search;
 - f. Any weapons, evidence or contraband found during the search.

B. Body Cavity Searches

Should visual examination of a suspect during a strip search and/or other information lead an officer to believe that the suspect is concealing a weapon, evidence or contraband within a body cavity, the following procedures shall be followed:

1. The suspect shall be kept under constant visual surveillance until a body cavity search is conducted or an alternative course of action is taken.
2. The officer shall consult with his immediate supervisor to determine whether probable cause exists to seek a search warrant for a body cavity search. The decision to seek a search warrant shall recognize that a body cavity search is highly invasive of personal privacy and is reasonable only where the suspected offense is of a serious nature and/or poses a threat to the safety of officers or others, and/or the security of the department's detention operations.

3. If probable cause exists for a body cavity search, an affidavit for a search warrant shall be prepared that clearly defines the nature of the alleged offense and the basis for the officer's probable cause.
4. On the basis of a search warrant, a body cavity search shall be performed only by medically trained personnel at the physician's direction. For safety and security reasons, the search shall be conducted at the medical facility.
5. The authorized individual conducting the search shall file a report with the requesting law enforcement agency.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-045 JUVENILE PROCEDURES

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 4

REVISED DATE: 04/08/2008 DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
5.30, 5.31, 5.32

I. Purpose

To provide uniform guidelines concerning the intake, detention and referral of juveniles by officers of the Monroe Police Department.

II. Statement of Policy

The Monroe Police Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. All police personnel will cooperate with the Juvenile Court of Walton County in the handling of incidents or offenses involving juveniles or incidents involving juveniles that are the victims of abuse or neglect.

III. Incidents Involving Juveniles

A. It is the policy of this department that when officers are confronted with incidents involving juvenile offenders, they use the least coercive alternative, which is reasonable and consistent with preserving public safety and order.

1. Outright release with no further action. (S.C. 5.31.a)

Release may be made at the incident scene with verbal warning if the nature of the offense (such as non-criminal misbehavior or a status offense) (S.C. 5.30.a) is not serious or if the officer determines that custody is unnecessary.

2. Turn the juvenile over the parents without further action.
(S.C. 5.31.a)

Officers may turn the juvenile over to parents at the scene or transport the juvenile to a parent or guardian or to a relative who is capable of taking custody of the child. Officers shall inform parents, guardians or other relatives of the incident and shall not take any further action. This action may be taken when the offense is not serious, but it is necessary to have someone take charge of the child.

3. Take juvenile into custody.

Officers may take a juvenile into custody to remove the child from an incident scene. Officers shall notify parents/guardians to come to the police department to pick up the child. This action may be necessary when parents/guardians are not at the scene or where the offense was serious enough to constitute custody. Officers may drop charges, issue a department warning/citation, issue summonses (S.C. 5.31.b) to juvenile court or counsel with parents and child if the officer deems it is in the best interest of the child.

A juvenile may be taken into custody when the juvenile is determined to have been harmed or is in danger of being harmed. (S.C. 5.31.b) In such cases the Department of Family and Children's Services will be called to the scene to assume custody of the child.

4. Take juvenile into custody, refer to juvenile court (S.C. 5.31.c), and notify parents/guardian.

Officers may be confronted with serious incidents involving juveniles. Such offenses include theft, disorderly conduct, unruliness, vandalism, runaway, etc. Juveniles involved in these types of offenses shall be taken into custody immediately and brought to the police station. A juvenile Complaint Form shall be completed and referral made to the juvenile court. A Juvenile Intake Officer and the parents/guardian must be notified. If an investigator is needed, notify the on call investigator. Before any custodial interrogation, the juvenile must be advised of his or her rights and a waiver form completed. The juvenile may or many not be turned over the parents. The Juvenile Intake Officer may refer the child to detention.

5. Take the juvenile into custody, refer to Juvenile Court, and refer to intake

Juveniles who commit serious acts of delinquency shall be referred to the intake facility. These acts include:

- a. All delinquent acts that if committed by an adult would be felonies (i.e. homicide, armed robbery, burglary, assault, etc.)
 - b. All delinquent acts involving weapons.
 - c. All delinquent acts involving aggravated assaults and batteries.
 - d. All delinquent acts committed by juveniles on probation.
 - e. All repeated delinquent acts.
6. Whenever a juvenile is taken into custody for any of the above offenses, a Juvenile Intake Officer and the parents (S.C. 5.31.e) will be notified. The Juvenile Intake Officer shall make arrangements with the Juvenile Court to have the child transferred to a detention facility. When an officer or investigator is transporting the child to the intake facility, the child will be transported without delay unless the child is need of medical treatment. (S.C. 5.30.d) If medical treatment is needed, the child will be taken to the Walton County Medical Center and then transported to the juvenile intake center.

- B. In some instances, the decision to either take custody or release the juvenile will be based on the officers evaluation of:

1. The nature of the offense.
2. The age of the offender.
3. The offender's record.

IV. Interview of Juvenile Offenders (S.C. 5.30.c)

- A. When a child is taken into custody, the officer and/or investigator will ensure that the constitutional rights of the child are protected.
- B. Any child taken into custody for an alleged offense shall be read the Miranda warning in the same manner as if he or she was an adult. He or she must fully understand his or her rights.
- C. Interrogation of a juvenile by an officer or investigator can last no more than two (2) hours without a thirty (30) minute break. The interrogation may continue after the break, as necessary. No more than two investigators may participate in the interrogation at a time. (S.C. 5.32.b) Officers or investigators shall confer with the parents/guardians of the juvenile being questioned. (S.C. 5.32.a) They shall also explain agency and juvenile justice system procedures to the juvenile being interrogated. (S.C. 5.32.c) They shall answer, to the extent possible, questions the parents or guardians may have.

V. Required Reports

- A. Incidents involving juveniles shall be properly reported on a Juvenile Complaint Form. If the juvenile is taken into custody and charged with an offense other than for traffic, an incident report must be completed. The juvenile will be specifically identified as a juvenile in the incident report.
- B. Fingerprints of juvenile offenders will be made in accordance with OCGA 15-11-83.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-050 AUDIO/VIDEO RECORDING EQUIPMENT

EFFECTIVE DATE: 4/29/2008 NUMBER OF PAGES: 3

REVISED DATE: DISTRIBUTION AUTHORIZATION:

STANDARD COVERED

I. Purpose

To provide uniform guidelines for the operation of audio/video recording equipment in patrol vehicles.

II. Statement of Policy

Officers will record all traffic stops, particularly those believed to involve individuals operating motor vehicles under the influence of alcohol/drugs, pursuits and accident scenes when practical. Officers will also record other events, situations and circumstances, including but not limited to, armed encounters, acts of physical violence, felonious conduct and crime scene. If the audio/video equipment is not functional, the officer will report that information to his/her immediate supervisor at the beginning of each shift until the equipment is fixed.

III. Procedures

A. The routine use of mobile audio/video recording equipment in patrol vehicles is for collecting evidence that could be subsequently used in the prosecution of those who violate the law.

B. Unless provided by the vendor, installation and maintenance of audio/video equipment will be coordinated through the Uniform Division Commander's Office.

C. General Use

1. Officers assigned to vehicles containing audio/video recording equipment will be responsible for inspecting the equipment for deviation in operating condition, appearance and suitability for its intended use. Any problems

encountered will be reported immediately to the officer's supervisor.

2. The video recorders will be set to record on the slowest possible speed to make the fullest use of recording times.
3. The VCR unit is located in the trunk of each vehicle in a locked closet. Tapes will remain locked in the VCR at all times. Only supervisors will maintain keys to the closet.
4. Each officer is responsible for the removal of the videotape from the VCR when the tape is full or a significant event has occurred. They will notify the supervisor to open the tape closet, take the tape and log it into evidence and get a new tape and return it to the supervisor to lock into the closet.
5. Officers will sign tapes out and then sign them back in.
6. Officers will not stop the recording at the request of the violator or participant in a public safety incident.
7. Officers will inform those who ask, that audio/video recording equipment is in use.

IV. Identification, Use and Storage of Tapes

- A. Officers will use only new videotapes. Tapes will not be rewound and used again.
- B. Each tape will be used until the tape is full or until a significant event occurs that was recorded on the tape. Offices coming on duty will not rewind tapes.
- C. Once a tape contains a significant event that can be used as evidence of a crime, as a training aid for other officers or to refute a possible complaint, the officer will stop using the tape. That video or audio tape is now evidentiary in nature, and all procedures related to the property and evidence function will apply. The tape will be labeled with the officer's badge number, date and time of the incident and turned into the property room on a property sheet.
- D. Video tapes will be secured in property and evidence and will be maintained pursuant to guidelines under the Georgia Records Retention Schedules.

- E. Once a tape no longer has any evidentiary value and has met the retention requirements, the tape will be destroyed.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-055 SPEED DETECTION DEVICES

EFFECTIVE DATE: 4/29/2008 NUMBER OF PAGES: 2

REVISED DATE: DISTRIBUTION AUTHORIZATION:

STANDARD COVERED

I. Purpose

To establish proper procedures for the utilization of speed detection devices in traffic law enforcement.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to ensure that all sworn personnel authorized to use speed detection devices are properly trained and certified.

III. Radar Operator Training and Certification

A. Any officer desiring to run a speed detection device shall complete a mandated training course and shall be certified by Georgia P.O.S.T. Officers must receive certification before being authorized to use a speed detection device.

B. The police department shall maintain compliance with OCGA Title 40, Chapter 14, "Use of Radar Speed Detection Devices."

IV. Radar Operational Procedures and Maintenance

A. The speed detection device shall be tested for accuracy at the beginning and the end of each tour of duty. (OCGA 40-14-5)

1. Each test shall be in accordance with the manufacturer's recommended procedures.

2. Any speed detection device not meeting the manufacturer's minimum accuracy requirements shall be removed from service until it has been repaired and recertified by a qualified technician. (OCGA 40-14-4)

- B. Any officer using a radar unit shall notify each person against whom the officer intends to make a case based on the use of the speed detection device that the person has a right to request the officer to test the radar unit for accuracy. The notice shall be given prior to the time a citation is issued. In the event the radar unit does not meet the minimum accuracy requirements, no citation shall be issued and the speed detection device removed from service. (OCGA 40-14-5)
- C. No speed detection device may be used where the vehicle from the device is operated is not visible to approaching motorist for a distance of at least 500 feet.
- D. Evidence obtained by officers using speed measuring devices will be considered inadmissible in court, if:
 - 1. Within 500 feet of a speed detection warning sign.
 - 2. Within 300 feet of a reduction of a speed limit.
 - 3. The violation has occurred within 30 days following the reduction of the speed limit in the area where the violation took place.
 - 4. The violation occurred on any portion of any highway that has a grade in excess of seven percent (7%).
- E. The radar shall be operated and maintained in accordance with the directions given in the operator's manual.

V. Calibration Records

- A. At the beginning and the end of each patrol shift, the internal test and tuning fork test will be conducted. If the unit fails in any of the above tests, it shall be removed from service. The patrol officer shall record the time and test in his/her radar test log. The radar test log shall be maintained by the officer.
- B. Once a year, all units must be calibrated by a certified technician.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

**MONROE POLICE DEPARTMENT
MONROE POLICE DEPARTMENT**

STANDARD OPERATING PROCEDURE

SECTION: P-060 TRANSPORTATION OF PRISONERS

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 5

REVISED DATE: 4/20/2009 DISTRIBUTION AUTHORIZATION:

**STANDARD COVERED
5.8, 5.9, 5.10, 5.11, 5.12, 5.13**

I. Purpose

To ensure the safe and efficient transportation of prisoners to the Walton County Jail or any other detention facility by officers of the Monroe Police Department.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to provide for prisoners' safety and their rights, while at the same time ensure that they do not escape, that they are not injured or do not injure others and that the safety of the transporting officer is not compromised.

III. Search of Prisoners and Transport Vehicles

- A. A police officer assigned to transporting a prisoner from one destination to another is required to make a thorough search of the prisoner for weapons or contraband before transporting. This includes transporting of a prisoner to and from court appearances, holding facilities to other institutions. (S.C. 5.8)
- B. Police personnel who must transport prisoners shall examine their patrol vehicle to make certain that no weapons or contraband are present prior to and after transporting prisoners.
- C. Patrol officers will inspect their patrol vehicle at the beginning of each shift to ensure that the vehicles are in safe condition. Once a prisoner has been removed from a vehicle, a thorough search of the vehicle will be conducted as soon as practical, but in all cases, before the vehicle is reused. The purpose of the inspection is to ensure that the prisoner has not left weapons or contraband in the vehicle. (S.C. 5.9)

IV. Duties of Transport Officer

- A. Before transporting a prisoner, the transport officer should make positive identification of the person to be transported. If the officer is unsure of the identity, he/she should check photograph or check with the arresting officer. An officer may not transport until he or she is sure that the proper identity has been made and he or she has the proper documentation.
- B. A prisoner may only be transported in a vehicle having a safety screen between the officer and the prisoner. Vehicles used for transporting should also have the door and window handles removed from the back seat or at the very least made inoperable. (S.C. 5.13)
- C. All prisoners shall be properly handcuffed and placed in the back seat of the patrol vehicle and secured with the seatbelt and shoulder harness, if at all possible. No officer should ride in the back seat with a prisoner unless so directed by a supervisor.
- D. Officers transporting prisoners are required to not lose sight of the prisoner. Exceptions might be allowing the prisoner the private use of toilet facilities or where the prisoner is undergoing medical treatment.
- E. Once transportation has begun, it shall be the duty of the transporting officer to make sure that no one other than police officers are allowed to talk to the prisoner.
- F. No more than two prisoners will be transported at any time in one patrol unit.
- G. All officers transporting prisoners must proceed directly to the proper destination and shall not, under most circumstances, be diverted from transporting. An exception would be in response to any emergency call from another officer, department or a citizen. In such circumstances, the officer may stop and render assistance only if the risk to the third party is grave and the risk to the prisoner is considered minimal. (S.C. 5.10)
- H. During long transports where it is necessary to provide a meal for the prisoner, the transporting officer shall select the location at his or her discretion and shall obtain a receipt for the meal provided to the prisoner. The receipt shall be turned in for reimbursement.

- I. Any officer transporting a prisoner who is known to be a potential security or medical hazard shall be responsible for notifying the appropriate officials of such hazard.
- J. Any prisoner transported to a hospital for treatment or examination must be accompanied by a police officer. If a prisoner is admitted to a hospital or kept for treatment in the emergency room, the watch commander or patrol supervisor shall assign an officer for security and control.

V. Special Transport Situations (S.C. 5.12)

- A. In all instances where prisoners are transported by officers of the opposite sex, the time of departure and beginning mileage shall be documented on the daily communication log. The time of arrival and ending mileage shall also be documented. If transportation is to another jurisdiction, then a female officer should be used in the transport of female prisoners. If a female officer is not available, then two male officers may transport, but proper documentation of time and mileage must be made.
- B. If a prisoner becomes sick or injured incidental to his/her arrest, the arresting officer or transport officer should seek medical attention at that time. The officer may transport the prisoner to a medical facility or have the prisoner transported by ambulance. An officer shall accompany any prisoners transported by ambulance.
- C. A prisoner booked on city charges who becomes sick or injured after incarceration may be transported either by ambulance or by police vehicle only after emergency medical personnel have informed the patrol supervisor of the need of advanced medical attention. Prisoners booked on state charges who become sick or injured after incarceration are the responsibility of the Sheriff's Office.
- D. Physically handicapped prisoners may be transported in the right front seat of the patrol vehicle provided they are strapped in with seat belts. (S.C. 5.11)
- E. Mentally handicapped prisoners shall be transported in the back seat of a screened patrol vehicle and shall be handcuffed with arms behind. (S.C. 5.11)
- F. Whenever a prisoner makes a request for transport to a special event such as a funeral, visit a critically ill person, attending the reading of a will, etc., the Chief of Police has the authority to

approve the transport. In such cases, two officers shall accompany the prisoner and shall be responsible for the prisoner's return.

VI. Prisoner Restraint (S.C. 5.11)

- A. All persons arrested and transported to a jail shall be handcuffed with hands in back and should be secured with the seatbelt and shoulder harness, if at all possible.
- B. No prisoner is to be handcuffed to any part of the transporting vehicle, or to any person or officer during transport.
- C. A prisoner who exhibits violent or erratic behavior that would commonly be associated with a mental disorder may be restrained by a straitjacket if there is reason to believe the prisoner may cause serious injury to him/herself or others. Straitjackets may be obtained from Walton County EMS.
- D. Restraining devices such as handcuffs shall not be used on physically handicapped prisoners or on sick or injured prisoners unless there exists a possibility of escape or violent behavior.

VII. Arrival at Destination

- A. When transporting officers arrive with prisoners at the Walton County Detention center, he or she shall secure their firearm either in the patrol vehicle or in a gun locker before entering the facility.
- B. The officer shall complete the proper paper work (reports, forms, etc.)
- C. When arriving at another facility with a prisoner the officer shall remove his or her firearm for safekeeping according to that agency's policy and procedure. Removal of restraints shall also be in accordance with the agency's policy. The officer shall deliver all proper documentation to the receiving officer and shall obtain the receiving officer's signature on the Arrest/Booking report or written documentation detailing the prisoner's transaction.

VIII. Escape of a Prisoner

- A. If any time during transportation of a prisoner within our jurisdiction, the prisoner escapes from custody, the transporting officer shall notify immediately the communications center and the patrol supervisor. The officer will request assistance from other officers and a search of the area will be conducted.

- B. A report stating the circumstances surrounding the escape is to be submitted to the patrol supervisor within twenty-four (24) hours of the incident.
- C. The officer who was responsible for the prisoner will take warrants as soon as possible.
- D. If an escape occurs in another jurisdiction, the transporting officer shall take appropriate action to notify the law enforcement agencies in the area of the escape.
- E. An officer may receive disciplinary action if it is determined that the escape was due to carelessness or neglect on the officer's part.

IX. Documentation for the Prisoner

- A. Whenever a prisoner is charged with a violation where a state warrant has been issued, the prisoner will become an inmate of the Walton County Detention Center and will become the responsibility of the Walton County Detention Center.
- B. If a warrant is obtained and the offense occurred in the corporate limits of Monroe, the Walton County Detention Center shall be responsible for the processing of the prisoners. If a person is arrested for an offense occurring outside the city limits, the person will be transported to the Walton County Detention Center and held until the proper authorities are notified. A miscellaneous Incident report is to be submitted, and a written confirmation from the agency, including a warrant number, must be obtained by GCIC message.
- C. If a person has exhibited behavior which might indicate the potential for suicide or escape, a written statement should be attached to the A/B report before it is given to a receiving officer at the detention facility.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-065 MENTAL ILLNESS

EFFECTIVE DATE: 04/28/2008

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DISTRIBUTION AUTHORIZATION:

STANDARD COVERED

I. Purpose

To establish guidelines for officers to follow when dealing with persons exhibiting mental illness; also known as EDP (emotionally disturbed person).

II. Statement of Policy

It shall be the policy of the Monroe Police Department to be committed to handling mentally ill persons in an effective manner to minimize injury to the person being dealt with as well as the employees involved. Only medically qualified professionals are qualified to diagnose and treat mental illness. Basic guidelines for the recognition of individuals potentially suffering from mental illness are offered in this directive as a resource for agency personnel.

III. Discussion

Mental illness is the 4th leading disability in the United States with estimates of anywhere from 3% to 10% of the population affected. Unlike mental retardation, mental illness can occur at any time in a person's life. Dealing with individuals in enforcement and related contexts who are known or suspected to be mentally ill carries the potential for violence, requires an officer to make difficult judgments about the mental state and intent of the individual, and requires special police skills and abilities to effectively and legally deal with the person so as to avoid unnecessary violence and potential civil litigation. Given the unpredictable and sometimes violent nature of the mentally ill, officers should never compromise or jeopardize their safety or the safety of others when dealing with individuals displaying symptoms of mental illness. Officers shall use this policy to assist them in defining whether a person's behavior is indicative of mental illness and dealing with the mentally ill in a constructive and humane manner.

IV. Definition

Mental Illness – a disorder of thought or mood which significantly impairs judgment, behavior, capacity to recognize reality, or ability to cope with the ordinary demands of life. Mental illness can occur at any time during a person's life and may be long lasting, or it may be a short-lived episode. Some forms of mental illness are treatable and controllable.

V. Procedures

A. Recognizing Abnormal Behavior

1. Mental illness is often difficult for even the trained professional to define in a given individual. Officers are not expected to make judgments of mental or emotional disturbance, but rather to recognize behavior that is potentially destructive and/or dangerous to self or others.
2. Listed below are recognition signs of possible mental illness in a person:
 - a. Significant changes in a person's behavior.
 - b. A statement by others that the impaired person is not acting like they normally do.
 - c. They may behave in a way dangerous to themselves or to others.
 - d. They may withdraw into themselves, talking only to themselves.
 - e. They complain of seeing visions, smelling strange odors or hearing voices.
 - f. The impaired person may have unrealistic ideas about themselves.
 - g. They may believe that they are someone they obviously are not.
 - h. They may believe that they are worthless (e.g. extreme depression).

- i. They may have delusions (e.g. unrealistic ideas) about the world.
- j. They may exaggerate events that occur.
- k. They may have strange losses of memory or don't know the time, where they are or who they are.

B. Interaction with a Person Who May be Suffering From Mental Illness

1. When officers encounter someone who is exhibiting symptoms of mental illness or impairment they should:
 - a. Take time to evaluate the situation.
 - b. Not abuse or threaten the person.
 - c. Avoid unnecessary excitement.
 - d. Not become overly excited or emotional.
2. The only mental health treatment facility that Monroe Officers will access is the Walton County Medical Center.
3. Officers should always be prepared to respond to sudden violent outbursts by persons with mental illness. The types of impaired behavior that are most dangerous are from persons who exhibit violence, are depressed/suicidal or where physical illness or loss of memory is involved.
4. Impaired behaviors seen most often by law enforcement officers are:
 - a. They psychopathic personality.
 - b. The alcoholic.
 - c. The drug addict.
 - d. The sex offender.
 - e. The mentally retarded.
 - f. The mental disorders associated with old age.

5. During field and in-custody interviews, officers should watch for persons displaying symptoms of mental illness.

VI. Tactical Procedures for Handling Mentally Ill Persons

- A. The use of force should always be a last resort when handling a disturbed person. Law enforcement officers need to carefully plan their actions before using any physical restraints. Be sure to call for assistance from fellow officers to ensure your own safety during the encounter. Reassure the person that you will not hurt him, but that you are there to get medical attention to him.
- B. The guiding principle for the officer using direct physical action is to have enough manpower available to quickly subdue and overwhelm the individual. Most mentally disturbed persons will cease to struggle as soon as they believe it is hopeless to continue. By using overwhelming force, you reduce the probability of either the subject or the officers being injured.
- C. Before acting, you should make the environment as safe as possible; secure your weapons and decide among yourselves who will do what. Communicate! Once you begin acting, you should complete your move as quickly and efficiently as possible, using reasonable force. When the person has been brought under control, don't ignore him/her. Continue to talk to him/her to reassure him/her that you do not want to harm him/her and that you still understand that he/she is having problems. This will help to reduce anxiety as well as the desire to strike out when the cuffs are removed at the hospital.
- D. Finally, when using restraints it is important to not only know how to use them, but when to use them. Restraints are used for two purposes:
 1. To control an individual who is being physically aggressive, and;
 2. To remove a resistant person from his/her environment.
- E. When restraining a mentally ill person, you should use the least amount of force necessary to control the individual. Police personnel shall use only that degree of force, which is reasonable and necessary to perform lawful objectives as outlined in the Use of Force policy.

- F. A Use of Force report will be required whenever the officer applies weaponless physical force by the use of hands, less-lethal weapons or use of control techniques or other levels of force to overcome resistance to the extent it is likely to lead to injury, claim of injury, or allegation of excessive force.
- G. After gaining control of a mentally ill person, the officer then must decide:
1. If the person requires medical attention;
 2. If the person is to be charged with a crime;
 3. If the person requires psychological/mental health attention;
 4. In cases where an officer comes into contact with a mentally ill person, a written report shall be completed to document the following:
 - a. The initial reason for the contact.
 - b. Any indicators exhibited by the person or other information that lead the officers to believe the person was mentally ill;
 - c. Any restraint or force used to subdue the person to include justification for the level of restraint or force (a use of force report must accompany this documentation);
 - d. Justification for transporting the person to a healthcare facility for psychological, mental and/or other medical treatment;
 - e. Any injuries the person had prior to the officer's arrival;
 - f. If criminal warrants will be taken against the subject;
 - g. The final disposition of the person at the healthcare facility.

VII. Procedures for Transporting Mental Patients

- A. Any requests from a local judge that the Monroe Police transport a mental patient will be immediately honored (manpower allowing). A judge's order is valid and recognized by all Monroe Police officers.
- B. The Walton County Sheriff's Office is responsible for transportation of mentally ill patients from the Walton County Medical Center to other treatment locations, if they are not transported by ambulance.
- C. Officers will not transport mentally ill patients from community based mental health residences operated under the authority of the Georgia Department of Human Resources.
- D. In the event a request is received from a community mental health center, hospital, private citizen or a physician's office requesting transportation of a mentally disturbed patient, the Walton County 911 Center will determine if there is a clear and present danger to human life. If there is imminent life threatening behavior directed towards a person by the patient, the 911 Center dispatcher will dispatch 2 officers to the location.
 1. The caller should be made aware that the primary purpose of the officer's presence is to protect life and maintain order.
 2. If transportation of the patient is necessary, the officer will request an ambulance.
 - a. Officers will not ride in an ambulance with a person who is considered mentally ill unless the person is extremely violent.
 - b. Officers will accompany an ambulance to the Walton County Medical Center if the person has committed a crime for which they may be arrested in accordance with the laws of arrest for the State of Georgia or if the person is violent. A Monroe Police officer will remain with the person until the screening process is completed or the security staff of the hospital agrees to take control of the person until transportation to another facility can be arranged.

- c. Officers will only guard patients who are involved in MPD cases. Officers will not guard an individual who goes to Walton County Medical Center on his/her own accord, brought by family members or other means. The responsibility to guard patients waiting to be committed rests with the Walton County Sheriff's Office.
 - d. In instances where a patient is violent or disruptive, officers will respond to insure the safety of hospital personnel.
 - e. If a mentally ill patient is transported in a MPD vehicle, the person will be handcuffed per standard operating procedures.
3. The 911 center, upon notification by hospital personnel that an involuntary patient pursuant to a valid physician's certificate and court order has escaped, will take the necessary information to broadcast a lookout on the person. If the person is located, they will be returned to the hospital by the officer.

VIII. Training

- A. Entry level training shall be accomplished with all new police officer recruits in the basic mandate policy academy as outlined in the Academy's training materials.
- B. Refresher/in-service training shall be provided to all sworn personnel at least every three years regarding dealing with mentally ill persons and available referral services.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-075 FAMILY VIOLENCE INCIDENTS

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STANDARD COVERED

I. Purpose

To establish guidelines and procedures to be followed by police officers and other personnel involved in the police response to family violence incidents.

II. Discussion

Family violence is a crime that differs from many other crimes because of the intimate relationship between the victim and the accused. Notwithstanding those differences, police should respond to family violence incidents as they would to any crime. Officers should make arrests and pursue criminal prosecution appropriate to the crime that the officers have probable cause to believe the accused has committed.

In recognition of the difference between family violence and other crimes, however, police also should provide victims with special assistance and information of specific services available to them.

III. Statement of Policy

It shall be the policy of the Monroe Police Department to:

- A. Reduce the frequency and severity of family violence incidents by establishing arrest and prosecution, rather than mediation, as the preferred means of police response.
- B. To afford maximum protection and support to victims of family violence through a coordinated program of law enforcement and victim assistance.

- C. To ensure that law enforcement services are as available in family violence cases as they are in other criminal cases.
- D. To reaffirm the police officer's authority and responsibility to make arrest decisions according to established probable cause standards.
- E. To promote officer safety by ensuring that officers are as fully prepared as possible to respond to family violence calls.
- F. To help reduce police resources consumed in responding to family violence by reducing the number of police interventions required at any particular household.

IV. Definition

Family Violence – (O.C.G.A. 19-13-1) The occurrence of one or more of the following acts between past or present spouses, persons who are the parents of the same child, parents and children, stepparents and step children, foster parents and foster children, or other persons living or formerly living in the same household:

- A. Any felony; or
- B. Commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

The term "family violence" shall not be deemed to include reasonable discipline administered by a parent to a child in the form of corporal punishment, restraint, or detention.

V. Procedures and Responsibilities

- A. Communications Center
 - 1. Upon receipt of a call for service involving an incident of family violence, Communications Center personnel should get as much information as possible from the complainant (e.g., injuries, weapons involved, whether minor children are present/involved, the exact location, whereabouts of the perpetrator) and any other relevant information.
 - 2. Once information has been received, the Communications Center shall immediately designate one primary unit and at

least one back-up unit. The dispatcher shall provide the responding officers with all available information.

B. Patrol Response

1. Officers should respond immediately to the location of a family violence incident. If the officer finds the disturbance to be in progress, he/she should notify the Communications Center of the situation. If the disturbance is no longer in progress, the officer should immediately attempt to contact the complainant and proceed with the investigation.
2. Officers responding to family violence complaints should attempt to coordinate their arrival at the scene without delaying the response time.
3. If the disturbance is at a private residence, the officers should attempt to contact the complainant before proceeding further. Officers should not enter a private residence without an invitation from the owner or resident, unless probable cause exists to make an arrest or a confrontation or disturbance is still in progress.
4. Officers should make every effort to speak to every occupant of the residence before leaving.
5. Once the officers have entered the residence, they should attempt to separate the parties in conflict and calmly listen to each person to determine the cause of the conflict and to gather important information (e.g. who was the primary aggressor).
6. Officers should avoid "taking sides" with either party in the dispute. Family violence complaints should be handled as criminal incidents. Reconciliation or divorce should never be suggested or discussed with the parties involved. Officers should be prepared to offer referrals to the victim concerning the location and availability of social service agencies.

VI. Arrival at the Scene

- A. If a disturbance is found to be "in-progress," the officer will notify the dispatcher of the location, nature of the disturbance, and the

necessity of a back-up unit and/or supervisor. If the officer is dispatched, he/she shall respond immediately to the location.

- B. When two or more units are dispatched, they will coordinate their arrival at the scene to the extent possible to accomplish officer safety. If the actual location is different from the dispatched location, officers will advise the dispatcher. Officers shall park their patrol vehicle in a manner that facilitates accessibility and a safe approach.

VII. Actions at the Scene

- A. The officer shall first attempt to contact the complainant before proceeding. Officers will not enter a private residence except on the direct invitation of the owner or resident, unless probable cause exists to make an arrest, a confrontation is in progress or it is necessary to ensure the safety and welfare of the victim or occupants. Officers shall make contact with every occupant of the residence before leaving and visually check their well being. Every effort should be made to interview and personally observe the alleged victim.
- B. Officers should not hesitate to make a forced entry if doing so is necessary to protect a victim. In making this decision, officers will take into account everything they personally observe, all physical evidence, and all things learned from witnesses or other persons supplying information. Evaluation of this information is necessary to establish the "reasonableness" for such action. A complainant not answering the door is not enough "reason" (standing alone) to make entry. Communications can provide the officer with critical information such as the urgency of the request, screaming, and how serious the request sounded.
- C. When an officer can make contact with the complainant, the officer will:
 - 1. Determine the location and condition of all victims, witnesses and suspects. Document the condition of victims and suspects. Some examples are torn clothing, disheveled appearances, odor of alcohol, disarray of the house, etc. Ask about cuts, scratches, bruises, or pain, event if there are not visible injuries. Avoid using the word "injuries" as that may mean broken bones, etc... to that person.

2. Determine if any weapons were involved or are in the home. Officers shall take positions that allow them to monitor one another's safety. Officers should avoid interviewing parties in locations that might provide access to weapons.
 3. Provide the appropriate level of aid to injured persons.
 4. Separate victims, who should be out of the suspect's view, suspects and witnesses.
 5. Photograph the victims, suspects and scene as appropriate.
 6. Children should be interviewed in a manner appropriate for their ages and in a non-threatening environment (away from disorderly parties). Officers should be at the eye level of the child. Questions should be open-ended. (Ex. What happened?") Avoid indicating what response you are looking for or the child may comply.
 7. Determine which of the parties involved was the primary aggressor by observation and asking questions. Questions such as "How many times has this happened before?" are better to ask than "Has this ever happened before?" Does one party appear stronger than the other does? Is one party afraid of the other? Two other factors to be considered are the severity of the injuries inflicted and the potential for future injury. Could one party have been acting in self-defense? Officers should be aware of defensive injuries on the attacker and the victim. During this process, officers should not take "sides" with either party. Similarly, officers should not encourage victims to "press" or "drop" charges. The District Attorney will make that decision.
- D. Whenever possible, a supervisor will also respond to any family violence incident dispatched. When the supervisor cannot respond, he or she should inquire as to whether the responding officer followed policy and what action was taken. If the family violence call involves a sworn officer as a victim or suspect, a supervisor shall be called to the scene. Supervisors will ensure that any administrative reports are completed prior to the end of the tour of duty.

- E. If the victim has a restraining order or Temporary Protective Order (TPO) against the suspect, the officer should try to obtain a copy of it and note the court case number on the family violence report.
 - 1. If the order exists, but has not been served, officers may also serve the suspect a copy of the TPO and should note in the report that the suspect was served. The Walton County Sheriff's Officer (or appropriate jurisdiction) should also be notified.
 - 2. Out-of-state protection orders are valid in this state as if a court of this state entered them. Officers should assist in enforcement of all terms of a TPO except in matters related to child custody, visitation, and support. Reasonable steps should be taken to confirm the validity of the order.

VIII. Guidelines for Handling Family Violence Incidents

Officers who investigate reports of family violence and establish probable cause that an act of family violence has occurred, pursuant to O.C.G.A. 19-13-1, will take the following action:

- A. When a felony has been committed and the victim wants to prosecute, the officer will make an arrest.
- B. When a felony has been committed and the victim does not want to prosecute, the officer should arrest. If an arrest is not made, the officer will complete an incident report and cite the reasons why an arrest was not made.
- C. When a misdemeanor has been committed and the victim has been injured, or the likelihood exists that more violence will occur if an arrest is not made, and the victim wants to prosecute, the officer will arrest.
- D. When a misdemeanor has been committed and the victim has been injured, or the likelihood exists that more violence will occur if an arrest is not made, and the victim does not want to prosecute, the officer should arrest. If an arrest is not made, the officer will complete an incident report and cite the reasons an arrest was not made.
- E. In those cases where the perpetrator has left the scene and probable cause to arrest has been established, the officer should obtain a warrant and turn the original over to the Walton County Sheriff's Department. The officer should retain a copy of the

warrant and, if practical, arrest the suspect prior to the end of the officer's shift.

- F. When the accused is a juvenile (under the age of 17), the provisions of this policy will be fully applicable, except that the arrest should be made and the juvenile processed pursuant to the Juvenile Code, and established departmental juvenile procedures.
- G. Domestic disturbances involving prominent citizen, public official, or police officer may present particular difficulties for the responding officer. In such circumstances, the responding officer should request a supervisor at the scene. The responding officer should take whatever action is necessary to protect the victim and detain the assailant, while awaiting the arrival of the supervisor.
- H. When there is a violation of the "Family Violence Act," the officer is the preferred prosecutor.

IX. Establishing Probable Cause/Victim Assistance

- A. In acts of family violence, willingness to prosecute is not necessary criteria for probable cause. Officers will not consider the following in establishing probable cause:
 - 1. Whether the victim has called for police protection previously and has withdrawn the complaint or has not pursued prosecution.
 - 2. The officer prefers to reconcile the parties despite the victim's desire to prosecute.
- B. In acts of family violence, the officer should consider the following among other things in establishing probable cause:
 - 1. Previous calls to the location.
 - 2. Indication of drug or alcohol abuse.
 - 3. Damage or disarray of home furnishings.
 - 4. Obvious signs of injury or abuse.
 - 5. Emotional state of victim.

C. On-scene investigation

When an incident of family violence is reported, it will be treated as any other criminal offense. In conducting an on-scene investigation, the officer will take the following steps:

1. Summon medical assistance for victims of family violence when there is reason to believe the person has been battered or injured in some way.
2. Interview the victim and any witnesses separately.
3. Complete an incident report and obtain a brief written statement from the victim. This should include what acts occurred that led to the arrest and previous incidents of violence.
4. Collection (tape-recorded conversations, torn clothing, etc.) and documentation of evidence (including appearance of victim, suspect, and any children present as well as the crime scene) which supports probable cause if any.
5. Photographs of the victim and suspect if there are signs of injury and/or photographs of the residence if there are signs of damage or disarray. The officer will take any photographs needed. If the officer is not equipped with a camera, then he/she should notify the shift supervisor or the Criminal Investigation Division. Should this be after hours of the Criminal Investigation Division, the on-call investigator should be notified.
6. Gathering of evidence should be completed with the mindset of how the case can be prosecuted without the victim's cooperation. When there is a great deal of evidence or several persons to be interviewed, the Criminal Investigations Division Investigators may be called for assistance. Request for assistance should be limited to the following criteria:
 - a. Law enforcement or criminal justice personnel (sworn or civilian) involved in a domestic incident.
 - b. The victim and or suspect require treatment at a hospital for a serious injury.

- c. Domestic related aggravated assault where a weapon was used and the suspect is not in custody.
- d. Domestic related kidnapping or hostage situations.
- e. Domestic related stalking cases where the victim is in imminent danger.
- f. Seizure of weapons – If a law enforcement officer has probable cause to believe that a criminal offense involving abuse against a family or household member has occurred, the officer shall seize all weapons that are evidence of the crime. Incident to an arrest for a crime involving abuse, the officer may seize weapons that are in plain view or discovered pursuant to a consensual search, if necessary for the protection of the officer or other persons. The officer is not required to remove a weapon the officer believes is needed by the victim for self-defense. Applicable provisions of the written directive concerning property and evidence shall apply.
- g. Removal of persons from premises – When the complainant can show (through rental agreement, canceled checks, deed, etc.) that they are in lawful possession of the residence and that the person that they desire to leave the premises is not in lawful possession, the responding officer shall request the person to leave the premises and shall stand by (a reasonable amount of time) until the person removed their belongings. Should the person refuse to leave, the officer should arrest the suspect for criminal trespass or any other applicable section of the code. Officers should also stand by if one or more of the parties request police assistance in removing personal property (those items to which both parties can agree to or those items, which can be identified as belonging to the party requesting removal). Any disputed items must remain within the household until a court determines ownership.

D. Shelters and Options

1. Officers shall assist in making arrangements to transport the victim to an alternate shelter or meeting place designated by shelter personnel if the victim expresses concern for safety or if the officer determines a need exists. (Distance of transportation will be at the discretion of the supervisor.) Confidentiality of the shelters is essential to their operation. Officers should only note that the victim was taken to a “safe location” on their incident report. Officers shall provide the victim with written information detailing the availability of community resources and the State Victim Assistance Program. Officers will verify and enforce orders of protection and familiarize themselves with the type of court-ordered protective orders and enforcement procedures available locally.
2. In all family violence incidents, an officer shall explain the options available to the victim, including the prosecution process. In the case of arrest, officers will explain the follow-up procedures and criminal proceedings that may ensue. Officers will inform the victim of the steps in processing the complaint. Victims or a crime have rights during the criminal justice process. All parts of the Victims Bill of Rights (O.C.G.A. 17-17-6) that are applicable to law enforcement shall be enforced. Officers will exercise reasonable care for the safety of the officers and the other parties involved. No provision of this policy shall supersede that responsibility.
3. Officers may provide the following information to victims of family violence:
 - a. Victims who are in fear of retaliation should be advised that it is a felony in this state to attempt to influence a witness not to testify truthfully or to deter their testimony, pursuant to the provisions of the Georgia Code Section 16-10-93, by making threats either directly or indirectly relating to injury of such persons, their property, or any relative.
 - b. Victims can obtain “Victim Impact” forms through the DA’s Office. This form allows for

an immediate prosecution by the DA's Office in misdemeanor cases.

- c. Victims may file for a "Family Violence Protective Order" also known as a TPO in the Superior Court in the county where the accused resides. The victim should be advised to contact an attorney to file such an action.

E. A "Family Violence Protective Order" is valid for only six (6) months and may do any or all of the following:

1. Direct a party to refrain from future acts or family violence.
2. Grant a spouse possession of the residence or household of the parties and exclude other spouse from the residence or household.
3. Require a party to provide suitable alternative housing for a spouse and children.
4. Award temporary custody of minor children and establish temporary visitation rights.
5. Order the eviction of a party from their residence or household and order assistance to the victim in returning to it.
6. Order assistance in retrieving personal property of the victim if the respondent's eviction has not been ordered.
7. Order either party to make payments for the support of minor children.
8. Order either party to make payments for the support of a spouse on a temporary basis.
9. Provide for the possession of personal property of the parties.
10. Order party to refrain from harassing or interfering with the other.
11. Award court costs and attorney fees to either party.

12. Order either or all parties to receive appropriate psychological services, as a future measure to prevent the reoccurrence of family violence, and further protection as the court may deem just and proper or necessary. (O.C.G.A. 19-13-4).

- F. A record of the individuals who have been served with a “Family Violence Petition” and against whom a “TPO” has been issued as available from the Sheriff’s Department upon request.
- G. A person violating the provisions of the “TPO” which excludes or evicts that person from a residence or household such person shall be guilty of a misdemeanor. This person will be arrested for “Violation of TPO, under O.C.G.A. 19-13-6(b).” In the comments section of the citation, the officer shall write “Entering Residence in Violation of Domestic Violence Order.” (O.C.G.A. 19-13-6(b). All other violations of the “TPO” are punishable only by civil contempt in the Superior Court. That would include such aspects as failing to pay child support, not attending psychiatric counseling, etc. When these violations occur, refer the victim back to their attorney or agency that helped file the petition. Those violations are not criminal in nature and must be sent back to the Superior Court for adjudication.
- H. Victims will be provided a brochure with service providers and telephone numbers for assistance.

X. Child Custody Issues

- A. A common issue in domestic situations is disagreements over custody of the children.
- B. Georgia does not recognize common law marriages. For a “marriage” to be recognized, there must have been an official ceremonial marriage.
- C. Only the mother of a child born out of wedlock is entitled to custody, unless the father legitimates the child. Otherwise the mother may exercise all parental power and rights over the child.
- D. A biological father can go through the legal process of legitimation and obtain documents from the Superior Court or Juvenile Court naming him as the legal father of the child.
- E. If a man has not done either “B” or “D” above, he is known as the putative father and has no rights to the child.

- F. When a child does not have a legal father, the mother is the only person entitled to custody of the child. The putative father may see the child and have visitation only if the mother agrees.
- G. A man who has never married his child's mother who wishes to assert rights to his child must do so by legitimating his child in court.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-080 CANINE OPERATIONS

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 12

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STANDARD COVERED

I. Purpose

To establish guidelines for the proper utilization of the of the Monroe Police Department's canine (K-9) teams.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to develop and maintain highly trained canine teams to assist line units of the police department in the accomplishment of four main objectives: (1) the apprehension of suspects; (2) the deterrence of criminal activity; (3) to aid in the locating of legal drugs that may otherwise go undetected; (4) to maintain high visibility within the community to build a sense of security among the citizenry and to provide a deterrent to those who deal in illegal drug activities. The police canine teams will be used within the City Limits of Monroe and can be used in the following situations:

- A. Tracking and apprehending persons who have escaped or who are in the process of escaping from crime scenes, felony arrests or correctional institutions.
- B. Tracking lost or missing persons.
- C. Search for criminals, evidence and controlled substances.
- D. To provide a strong psychological deterrent to certain types of criminal misconduct, including unlawful assembly.
- E. To provide assistance to other law enforcement agencies.

III. Legal Issues

- A. The use of a trained K-9 by its handler in the performance of his/her duties may, depending on the circumstances, be considered a “use of force” as stated in the written policy of this department concerning the Use of Force outlined in Standard Operating Policy P-030 and will be the next above the use of OC Spray.
- B. The use of a specially trained dog is a valid investigative tool. The courts have held that the use of certain scent-enhancing instruments (dogs) to aid in the detection of contraband or evidence in unprotected areas is a permissible search under the Fourth Amendment.

IV. Procedures

- A. The canine teams shall consist of canine-trained handlers and certified, trained police dogs (K-9).
- B. Ownership of dog.
 - 1. All dogs accepted for use by the Monroe Police Department are the sole property of the Monroe Police Department. Proper care and maintenance is the responsibility of the handlers. The officers assume this responsibility at the time the officers are assigned to the canine teams.
 - 2. All medical needs will be provided by an approved veterinary service as designated by the Patrol Division Commander.
 - 3. K-9s will not be used for any purpose other than official duties. Prohibited uses include:
 - a. Use for personal gain.
 - b. Entry in any dog show or exhibition, or registration with any society or organization without approval from the Chief of Police or his designee.
 - c. Use or permit the use of K-9 for breeding.

4. The K-9 will not be utilized in an area where conditions exist that is adverse to the K-9s health or welfare. (i.e. hazardous materials, dangerous chemicals, armed suspect unless all other tactical means have failed).
5. Upon determination that a K-9 can no longer perform a police service, the Chief of Police will make a determination on the disposition of the dog.
6. Selection of Canine Handlers
 - a. The K-9 handlers will be the rank of patrol officer to qualify.
 - b. Service as a K-9 handler shall be voluntary.
 - c. Prospective K-9 handlers should:
 - 1) Have an interest in dogs and their use in law enforcement.
 - 2) Realize that K-9 handlers must devote more than merely assigned on-duty time.
 - 3) Realize that, due to the time and expense involved in training of the handler and dog, changes in duty assignment will not ordinarily be made.
 - 4) Maintain themselves in physical condition as to enable them to perform the more strenuous assignments given to the canine teams.
 - 5) Must have strong ability to make level-headed decisions and have self-initiative.
 - 6) Have adequate space at residence to place kennel provided by the department.
 - 7) Have a minimum of two years of law enforcement experience.
7. Handlers may be provided a take home vehicle based on availability and approval of the Chief of Police.
8. Any tendencies to indiscriminate use of force are

unacceptable.

V. Canine Handler Responsibilities/Training

- A. The K-9 teams shall satisfactorily complete the required training and be certified by a law enforcement oriented K-9 trainer selected by the Monroe Police Department.
- B. Handlers will maintain a regular training program. The minimum maintenance training will be four (4) hour session weekly, at a minimum. The commander of the unit or shift the K-9 is assigned to will maintain records of the training. The K-9 handlers will document all training activities.
- C. The handlers must be willing to use off-duty time to practice techniques and strengthen skill levels.
- D. Requests for additional training will be handled according to departmental policy concerning training.
- E. When the K-9 officer checks out drug contraband for training purposes, he will abide by the following rules:
 - 1. The K-9 officers will check out the drug contraband from the Evidence Custodian.
 - 2. The K-9 officer will not keep drugs overnight. All drug contraband will be returned the same day.
 - 3. When the K-9 officer finishes training with the drug contraband, he will place it into the secured evidence drop box as required by the Evidence SOP. A training drug log will be maintained in the Evidence Room for the K-9 officer to log the return of training drugs.

VI. Canine Vehicle

- A. The K-9 vehicle will be a marked patrol unit equipped to transport the dog and maintain security for the handler.
- B. The K-9 vehicles will be assigned to the K-9 handlers as authorized "take home" vehicles. The K-9 handlers are the only persons authorized to operate the K-9 vehicle, under normal circumstances.
- C. The K-9 handlers will be responsible for ensuring that the K-9 vehicle is maintained as needed for departmental use.

- D. The K-9 handler must possess, at a minimum, a class C Georgia Motor Vehicle Operator's license.
- E. The K-9 vehicle will be used, whenever possible, for the transportation of the police dog.
- F. The K-9 vehicle will also be equipped with any special items that may be required for the canine operations and care.
- G. Only K-9 unit dogs are to be transported in the K-9 vehicle. Transporting other animals in this vehicle will increase the potential of police dog contracting various diseases. This restriction applies to all types of animals, not just dogs.

VII. Canine Handler Assignments and Duties

- A. The K-9 handlers will be assigned to the Patrol Division and available to work with any unit or on any shift as needed.
- B. All rules, regulations, policies and procedures pertaining to patrol officers also apply to the K-9 handlers.
- C. The K-9 handlers have the responsibility of maintaining their K-9 at an acceptable level of proficiency. If at any time, the handler becomes aware that his K-9 is not at an acceptable level of proficiency, his immediate supervisor will be contacted so that corrective action can be taken.
- D. The K-9 handlers will work assignments and shifts as assigned by the supervisor.
- E. The K-9 will not be used in any manner to cause or appear to cause a threat to the general public.
- F. The K-9 handlers can only conduct public demonstrations with the authorization of the Chief of Police.
- G. Handlers will be held accountable for the actions of their assigned K-9, unless relieved of this responsibility by a supervisor.

VIII. Request and Use of Canine Teams

In incidents concerning the apprehension of persons wanted for violent acts, the K-9 handler shall utilize a back-up officer, who will accompany the handler on the search or track.

- A. Officers requesting K-9 assistance during the K-9 team's on-duty hours shall be made through their watch commander.
- B. Requests for K-9 assistance during off-duty hours will be made through the watch commander on-duty. Being called in on off-duty hours will be considered as emergency callback.
- C. Watch commander/officer requesting K-9 assistance must ensure that the request is canceled if it becomes apparent that the need no longer exists.
- D. Requests for K-9 teams by other law enforcement agencies shall be made to the on-duty watch commander.
- E. The K-9 teams may also be used in certain situations not specified by SOP. In these situations approval must be obtained from either the Patrol Captain or the Chief of Police.
- F. K-9 handlers will, at all times, follow the guidelines for use of force in SOP P-030.
- G. The Monroe Police Department's K-9 apprehends suspects by the method of "bite and hold" and will release on command of the handler.
- H. The K-9 handlers shall keep their police dog on a short leash or a tracking leash and under control at all times with the following exceptions:
 - I. The K-9 handlers, in conjunction with the watch commander, shall have exclusive control over the use of the K-9 handler in a tactical situation. The supervisors must bear in mind that a decision not to use the K-9 is based on the handler's assessment of the situation and the knowledge of the dog's capabilities.
- J. Handler killed or injured
 - 1. In the event the handler is killed or injured and it becomes necessary to remove the K-9 from the scene, the watch commander will be notified immediately.

2. It will be the watch commander's responsibility to determine the method of removing the K-9.
3. Any attempt to remove the K-9 that may result in the K-9 being harmed or destroyed should be considered **only as a last resort**. If time permits, Animal Control should be contacted to assist in safely removing the K-9.
4. The safety of the handler, other officers and the public shall be the prime consideration in the method and timeliness of removing the K-9.
5. In the event the handler is injured to the extent that he cannot exercise control over the dog, any officer at the scene should attempt to divert the dog's attention in order for another officer to reach the injured officer and move that officer to safety, if possible.

IX. Drug Detection

A. Types of Controlled Substances

Handlers equipped with certified narcotics canines are prepared to assist in the detection of the following controlled substances:

1. Cocaine HCl and Cocaine Base (Powdered and "Crack" Cocaine)
2. Hashish
3. Heroin
4. Marijuana
5. Methamphetamine
6. Other controlled substances containing derivatives of the above.

B. Areas of Deployment

Narcotics detector canines may be deployed in the following situations:

1. Searches during vehicle stops.

2. To build probable cause for a search warrant
3. Drug interdiction in public areas
4. Searches relative to search warrant executions
5. Community relations demonstrations
6. Assistance of other law enforcement agencies in any of the above.
7. Other searches of private businesses and homes as authorized by the Chief of Police.

C. Possessing Controlled Substances for Training

1. It shall be the policy of the K9 unit that no officer shall possess controlled substances for training purposes, with the following exceptions:
 - a. That the officer possesses a valid Drug Enforcement Agency permit and Georgia Controlled Substances Permit and the K-9 supervisor will have control and the inventory of all controlled substances "Narcotics" to be kept and stored in a three level lock box.
 - b. That the controlled substances have been seized by a Bona Fide law enforcement agency and are legally possessed and made available for the purposes of training by the agency.
 - c. All other narcotics related to training shall be conducted using scented articles provided by a person possessing a valid D.E.A. permit and through the use of pseudo narcotics. Any handler may possess and use pseudo narcotics.
2. All controlled substances will be secured in compliance within the Property/Evidence unit.

X. Technical Procedures

The utilization of the canine teams are authorized without additional supervisory approval if an offense involves the apprehension of a fleeing suspect that has committed a felony or serious misdemeanor or poses a

threat to human life, occurs in the presence of the K-9 handler and is within the boundaries of the City of Monroe. Proper handler control procedures shall be utilized at all times. The police K-9 teams may also be utilized for the following tracking purposes:

A. Tracking Operations

1. The pursuit of suspects fleeing the scene of a crime is initially the responsibility of the first officer on the scene. Once the officer has lost sight of the suspect, and justification exists, the officer may request K-9 assistance through the watch commander or supervisor.

It is important that the officer(s) mark the location where the suspect was last seen, so that the K-9 can pick up the scent as soon as possible. The area where the track is to begin must remain uncontaminated. Therefore, unnecessary walking over the area shall be avoided.

2. The canine teams can be used to great advantage in searching for missing persons, physical evidence, or property that may have been recently handled. The principles regarding the marking of the location and protection of the scene are the same as indicated above.
3. Prior to searching wooded areas, the area should be isolated by establishing a perimeter. This will assist in preventing unauthorized persons from entering the search area and prevent a suspect from fleeing.

B. Building Searches

1. The K-9 teams may be utilized to search buildings believed burglarized and buildings occupied by a suspect endeavoring to escape police apprehension. Using the K-9 teams to search a building minimizes the probability of an officer being injured.
2. Prior to using any K-9 teams to search a building, an announcement must be given indicating the intent to use the K-9, unless it is tactically unsafe in a given situation.
3. The announcement shall be given three (3) times in a loud and clear voice when practical, and should be given over the police cruiser P/A system when possible. The K-9 officer will utilize the following warning: **“Monroe Police K-**

9 – come out and announce yourself or I will release the dog.”

4. During the search of a building, no one will be allowed to enter the building except at the direction of the handler performing the search.
5. Officers should not search a building if a K-9 team is responding. Officers should secure the perimeter and should not enter the building, unless ordered to do so by a supervisor.

C. Arrest/Apprehension of Suspects

1. Police canine teams may be utilized in the following:
 - a. To affect an arrest when the escape of a suspect will pose a threat to human life or officer safety.
 - b. To prevent the escape of a person(s) the police officer has reasonable belief has committed a felony or serious misdemeanor.
 - c. A burglary in progress call, should the suspect flee on foot or remain hidden in a building or structure or any other area that poses a threat to officer safety.
 - d. At felony vehicle stops that occur during his/her tour of duty when the occupant(s) pose a threat to human life.
 - e. In special circumstances, the K-9 may be used at the direction of the watch commander to apprehend a person trying to harm themselves (i.e. suicide).
2. There may be situations, other than those listed above, where the use of the dog is justified, however, the following factors must be considered:
 - a. The seriousness of the offense.
 - b. The potential risk of harm of officers to others.
 - c. The suspect's actions (i.e. was the suspect actively resisting or attempting to evade arrest by flight).

XI. SWAT and Tactical Operations

The K-9 teams may be utilized in certain operations to maintain perimeter control or clear a building of suspects. The K-9 may also be utilized in other tactical situations with the approval of the watch commander or SWAT commander present at the scene when the K-9 is deployed.

XII. Public Relations

All requests for public relations demonstrations will be routed through the commander responsible for the K-9 assignment or the Patrol Division Captain.

XIII. Crowd Control

- A. The K-9 teams shall not normally be used at peaceful demonstrations.
- B. The K-9 teams may be used for crowd control upon approval of the watch commander to protect life or property during a riot or other major unauthorized gathering that cannot be controlled by other means. In these situations:
 - 1. The K-9 shall be short leashed at all times unless no other means are available to protect an individual from serious bodily injury.
 - 2. The handler shall not normally initiate any offensive action except to affect the arrest of a person who is violent, combative, or to guard against imminent loss of life or serious bodily injury.

XIV. Canine Bites

Dog bites inflicted by the K-9 shall be documented on a Use of Force form and a supervisor will be summoned to the scene for investigative purposes. Victims shall be afforded medical treatment as soon as reasonably possible.

XV. General Procedures for K-9 Officers and Other Officers

- A. Officers shall refrain from approaching, petting or agitating the police dog, except during training and upon approval of the handler.

- B. Physical contact (“horseplay”) between anyone and the handler shall be avoided in the presence of the dog, as it could be perceived by the dog as an attack on the handler.
- C. The dog is trained to attack, on command, fleeing suspects or suspects who may be attacking the handler or the dog. Should an officer be confronted by the dog, the best tactic is to stand still since any sudden movement or attempted flight may cause the dog to attack.
- D. Under normal circumstances, officers shall not attempt to interfere with or call off a dog that has been given the command to attack by the handler. Should the handler become incapacitated or incapable of controlling the dog, another officer at the scene must take action to ensure that excessive force does not occur or that innocent persons do not become injured by the dog.
- E. Officers assisting the K-9 teams shall keep loud noises, excessive talking or radio traffic to a minimum while the K-9 teams are actually working. If at night, avoid lighting up the canine teams with spotlights or flashlights.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-085 ASSISTING MOTORISTS

EFFECTIVE DATE: 4/29/2008 NUMBER OF PAGES: 3

REVISED DATE: DISTRIBUTION AUTHORIZATION:

STANDARD COVERED

I. Purpose

To establish guidelines to be followed when providing assistance to the motoring public.

II. General Provisions

A. Officers will, at all times, assist and protect citizens and motorists that are in need upon any street or highway. At such times when an officer observes stranded motorists, he or she will stop and ascertain what assistance, if any, is required. The officer may take any of the following actions:

1. If vehicle is disabled upon the roadway and can be pushed to a safe location off the roadway, the officer will help the person move the vehicle.
2. Arrange for the motorist to have the vehicle towed either by owner's request or by the on-call towing service.
3. Relay a message to a competent mechanic to have him repair the vehicle on the scene.
4. Transport motorists to police department or to telephone.
5. Relay the motorist's request to the dispatcher for telephone contact for assistance.

B. Emergency assistance shall be provided to motorists by police personnel in any of the following manner:

1. First aid.

2. Obtaining medical assistance.
3. Fighting fires.
4. Obtain fire service assistance.

All emergency requests will be radioed to the Monroe Police Department for response.

C. Escort Services will be provided in the following instances:

1. Funerals – The dispatcher will ascertain the following:
 - a. Location of departure
 - b. Estimated time of departure
 - c. Destination
 - d. Estimated number of vehicles involved
2. Business Deposits – Upon request, escort will be approved for persons depositing large sums of cash. The escort officer will follow the depositor to the designated deposit facility until the deposit is safely accomplished.
3. Civilian vehicles traveling under emergency medical conditions will not be escorted by any official department vehicle. The vehicle will be stopped and its destination and nature of emergency determined. Appropriate jurisdiction and facilities will be notified.
4. Public officials and dignitaries – Public officials of high office or other dignitaries will be provided police escort within the corporate limits upon the approval of the Chief of Police.

III. Road Hazards

A. The prompt reporting of road hazards is of the utmost importance to the safety of the motoring public. All sworn personnel have an immediate duty to report any road hazards to the dispatcher. The following are considered hazards:

1. Roadway defects (debris, potholes, loose gravel, etc.)
2. Defective, damaged, or inoperable traffic devices.
3. Lack of or missing traffic control or information signs.

4. Lack of or defective roadway lighting.
 5. Visually obstructed intersections.
 6. Lack of, damaged or missing roadway safety devices (reflectors, guard rails, etc.),
- B. The dispatcher is responsible for notifying the proper agency to take action on the above listed hazards.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-095 FIREARMS REGULATIONS

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 4

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STANDARD COVERED
1.9, 1.12, 1.13, 1.14, 1.15

I. Purpose

To provide guidelines governing firearms issued to police personnel; to establish rules for carrying firearms on and off duty; and to provide criteria for the training of police personnel with department issued firearms.

II. Scope

This policy shall apply to all authorized firearms and ammunition carried by department personnel on or off duty and shall govern the training, authorization to carry and inspection procedures.

III. Policy

It shall be the policy of the Monroe Police Department that police officers shall only use that force that is reasonably necessary to effectively bring an incident under control, while protecting the life of the officer or others. (S.C. 1.9). Only officers who have successfully completed the certification course by a certified instructor (S.C. 1.13.a) with the departmental firearm(s) will be allowed to carry and use the weapon while in the course of their official duties. (S.C. 1.12) The training and proficiency will be documented (S.C. 1.13.b)

IV. Authorization and Approval to Use Firearms

A. Officers must have written authorization for any firearm carried on-duty and must have written authorization for any firearm carried off-duty when acting under the color of law. This subsection is not intended to limit the rights of an officer to carry firearms off-duty in the same manner as unrestricted citizens, but rather to define the authorization to carry a firearm under the color of law.

- B. To obtain authorization to carry a department issued firearm, an officer must successfully complete basic mandate, the Monroe Police Department field training program, and meet the firearms qualification standards. Written authorization will be granted at the completion of the training program.
- C. To obtain authorization to carry any other firearms, officers must submit the firearm to the Department Armorer for inspection, qualify with the firearm, and requalify each year with the firearm.

V. Authorized On-Duty Firearms and Ammunition

- A. Police personnel will only carry the firearms authorized by the Chief of Police while on duty. (S.C. 1.14.a)
- B. Ammunition for department issued firearms will be jacketed hollowpoint bullets provided by the department. (S.C. 1.14.b)
- C. Authorization to carry any other firearm on duty may be made for personnel when the nature of their work dictates (e.g. CRT, Narcotics Investigation and Administration). In such exceptions, officers must comply with Section IV.C. Authorization will be granted only for that particular firearm and ammunition.

VI. Authorized Off-Duty Firearms and Ammunition

Police personnel are allowed to carry department issued firearms and approved ammunition while off-duty. The officer must comply with Section IV.C. to carry any other firearm and ammunition while off-duty and acting under the color of law.

VII. Support Firearms

- A. The department has available to sworn officers shotguns to be used as a support weapon. The shotguns are assigned to officers who have qualified with the shotgun and continue to demonstrate proficiency during annual qualifications. Department issued ammunition will be available with the shotgun.
- B. Officers are responsible for safe handling, storage, and return of the weapon when it is issued to them.

VIII. Firearms Restrictions

- A. No department owned firearm will be subjected to any alteration without written permission of the Department Armorer and written approval for the Chief of Police.
- B. No trigger shoes will be allowed on any authorized firearm.
- C. All authorized firearms will be maintained in a safe working condition.
- D. Officers are responsible for the safe storage of all authorized firearms and ammunition while on or off duty. Officers are expected to secure weapons in a safe condition at home to prevent unauthorized access.
- E. Only authorized firearms and ammunition will be allowed in the performance of duty.

IX. Firearms Maintenance and Inspection

- A. All department-owned firearms shall be inspected for safe and proper operation annually by the Department Armorer. Any weapon found in a condition contrary to the above shall be removed from duty and repaired immediately. A replacement weapons may be used in the event repairs may be delayed. (S.C. 1.14.c)
- B. All repairs and maintenance performed or ordered on department owned weapons will be done by the Department Armorer.
- C. Officers that have a problem or malfunction with a department issued weapons will notify their supervisor and contact the Department Armorer.

X. Maintenance of Records (S.C. 1.14.d)

- A. A record of all weapons used by department personnel and approved by the department shall be maintained by the Department Armorer.
- B. Department Issued Weapons
 - 1. A complete record shall maintained on each weapon (firearms and taser) purchased by the department for issuance to agency personnel by the Administrative Services Commander. They shall include but not be

limited to the make, model, serial number and caliber of weapon.

2. Once the weapon is issued, it shall be inspected and a recording shall be made of the date of issuance, description of the weapon issued and to whom the weapon was issued by the Administrative Services Commander.
3. Records regarding weapons issued by the department shall be maintained by the Administrative Services Commander.

C. Secondary Weapons

A complete record shall be maintained on each secondary weapons approved for use by sworn personnel of the department. The record shall include but not be limited to the make, model, serial number and qualification of the secondary weapon.

D. Replacement Weapons

When a weapon is found to be unsafe or unserviceable, it shall be removed from service by the Department Training Officer to be repaired and replaced. Records reflecting changes or replacements shall be maintained by the Department Training Officer.

XI. Discharge of Firearm – Written Report Required (S.C. 1.15.c)

- A. An officer who fires a weapon at anyone while performing his or her official duties shall complete a use of force report.
- B. The use of force report shall accompany an incident report detailing the circumstances regarding the discharge of the firearm.
- C. Both reports will be forwarded through the chain of command to the Chief of Police.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-096 OLEORESIN CAPSICUM PEPPER SPRAY

EFFECTIVE DATE: 3/11/2008 NUMBER OF PAGES: 3

REVISED DATE: DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
1.9, 1.12, 1.13, 1.14, 1.15

I. Purpose

To provide guidelines for the issue, training and use of OC Pepper Spray by police personnel.

II. Statement of Policy

It shall be the policy of the Monroe Police Department that police officers shall use only the force that is reasonably necessary to effectively bring an incident under control, while protecting the life of the officer or others. (S.C. 1.9) Only officers, who have successfully completed a certified course by a certified instructor (S.C. 1.13.a) in the use of the chemical agent, Oleoresin Capsicum (OC), will be authorized to use such spray while in the course of their official duties. (S.C. 1.12) Training and proficiency will be documented (S.C. 1.13.b)

III. Authorized OC Pepper Spray

- A. Officers will only use the department approved and issued Oleoresin Capsicum (OC) spray (S.C. 1.14.a)
- B. No officer shall carry or use any other OC pepper spray than the one described in paragraph "A" above, while in performance of their duties as a police officer. The Chief of Police may grant exceptions for officers engaged in special operations such as CRT or narcotics operations. In all cases, the officer must be properly trained and certified with the OC pepper spray before being allowed to carry it.
- C. Prior to issue, the department Armorer will review and inspect each OC pepper spray canister. Any OC pepper spray appearing damaged or non-functional will be removed from service. Any officer experiencing a malfunction with their assigned OC pepper

spray will turn their OC pepper spray into the department Armorer and obtain a new can. (S.C. 1.14.c)

- D. A record will be maintained on the issuance of each can of OC pepper spray issued to an officer. The officer will be required to sign in and out each can of OC. (S.C. 1.14.d)

IV. Remedial Training

An employee failing to demonstrate proficiency with OC pepper spray will not be returned to duty with the OC pepper spray until such time as proficiency is demonstrated and documented. Remediation efforts will be documented. (S.C. 1.13.c)

V. Carrying of OC Pepper Spray Off Duty

The Chief of Police has complete authority in determining if any other types of OC pepper spray will be carried off duty. Request for approval by an officer must be in writing and sent to the Armorer. The Armorer will then forward the request to the Chief of Police.

VI. Use of Pepper Spray

- A. OC pepper spray is considered a defensive weapon. The weapons may be used to protect citizens and law enforcement officers from physical attack and in gaining compliance and restraint of aggressive individuals in arrest and other enforcement situations.
- B. An officer who sprays anyone with OC pepper spray while in performing of his her duties as a police officer on or off duty shall complete a use of force report prior to the end of the watch. (S.C. 1.15.c)
- C. The Shift Commander will then forward a copy of the use of force report through the chain of command to the Chief.
- D. When an individual has been sprayed with the OC spray, the following steps will be taken.
 - 1. All suspects will be handcuffed as soon as possible and once secured, officers should provide assurance to suspects who have been sprayed that the effects are temporary and encourage them to relax.

2. Once the individual is restrained and the officer feels the scene is secure, the officer will be rinsing and drying the individual's contaminated areas as soon as possible after contamination.
 3. The officer will continuously monitor the suspect for indications of medical problems. The suspect will not be left alone until the contaminated area has been cleaned.
 4. Officers will seek medical attention for the suspect, if requested.
- E. After each use of Armorer will issue the officer a new canister of OC pepper spray. The contents left in the canister that are turned in will be used for training.

VII. OC Pepper Spray Certification (S.C. 1.13)

Each officer is required to complete a four-hour basic recertification class for OC pepper spray. Review of this policy of this policy and the use of force policy are required at the recertification training (which will take place every two years).

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-097 ASP TACTICAL BATON

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DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
1.9, 1.12, 1.13, 1.14, 1.15

I. Purpose

To provide guidelines for the issue, training and use of defensive batons by police personnel.

II. Statement of Policy

It shall be the policy of the Monroe Police Department that police officers shall use only that force that is reasonably necessary to effectively bring an incident under control, while protecting the life of the officer or others. (S.C. 1.9) The department does not authorize the use of neck restraints or similar weaponless control techniques unless deadly force is justified or to prevent death or great bodily harm to the suspect, officer or third party. (S.C. 1.13.d) Only officers who have successfully completed a certified course by a certified instructor (S.C. 1.13.a) in the use of the ASP Expandable Baton will be allowed to use such an impact weapon in the course of their official duties. (S.C. 1.12) Training and proficiency will be documented (S.C. 1.13.b)

III. Authorized Impact Weapons (S.C. 1.14.a)

- A. All uniformed and investigative personnel will be issued a 21 or 26 inch ASP Expandable Baton with a foam handle, model number f-21C.
- B. No officer shall carry or use any other baton than the one described in paragraph "A" above while in the performance of their duties as a police officer. The Chief of Police may grant exceptions for officers engaged in special operations such as CRT or narcotics operations. In such cases, the officer must be certified with the baton before being allowed to carry it.

IV. Remedial Training

An employee failing to demonstrate proficiency with the ASP Expandable Baton will not be returned to duty with the ASP Expandable Baton until such time as proficiency is demonstrated and documented. Remediation efforts will be documented. (S.C.1.13.c)

V. Carrying of Impact Weapons Off Duty

Police personnel will be allowed to carry an approved impact weapon off-duty. Only the departmental issued impact weapon is approved for carrying off duty. The Armorer will review and inspect all ASP Expandable batons prior to issue to an employee to carry. (S.C. 1.14.c). The ASP Baton issued to the officer will be documented with the property issued to the officer (S.C. 1.14.d)

Other impact weapons may be approved for off duty use provided that officer has the baton registered with the Armorer and the officer has been certified with the baton. The Chief of Police has authority in determining which batons will be carried off duty. Request for approval must be in writing and sent to the Armorer. The Armorer will then forward the request to the Chief of Police.

VI. Use of Impact Weapons

- A. The ASP Baton is a defensive weapon. The weapon may be used to protect citizens and law enforcement officers from physical resistance to arrest. The baton may also be used as a control and restraint weapons in the event of passive resistance.
- B. Any officer, who strikes someone with an ASP Baton while in the performance of his or her duties as a police officer on or off duty, shall complete a Use of Force report before the end of his/her shift. (S.C. 1.15.c)
- C. The shift commander will review the use of force report and then forward it through the chain of command to the Chief of Police.
- D. If a person complains of an injury after being struck with the ASP Baton or if injury is readily apparent, the officer shall provide the person access to medical attention.

VII. ASP Expandable Baton Certification (S.C. 1.13)

- A. Each officer is required to complete an eight hour basic certification class for the expandable baton before the officer will be issued the baton. This is typically done in basic mandate for the new officer. Certified officers hired will have to produce documentation of such training or will be required to attend the eight hour course.
- B. Each officer will undergo bi-annual recertification training on the use of the ASP Expandable Baton. Review of this policy and the use of force policy are required at the recertification training.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-098 TASER

EFFECTIVE DATE: 2/26/2008

NUMBER OF PAGES: 3

REVISED DATE:

DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
1.9, 1.12, 1.13, 1.14, 1.15

I. Purpose

To provide guidelines for the issue, training and use of the taser by police personnel.

II. Statement of Policy

It shall be the policy of the Monroe Police Department that police officers shall use only that force that is reasonably necessary to effectively bring an incident under control, while protecting the life of the officer or others. (S.C. 1.9) Only officers who have successfully completed the certification course by a certified instructor (S.C. 1.13.a) in the Taser will be allowed to use weapon while in the course of their official duties. (S.C. 1.12) The training and proficiency will be documented (S.C. 1.13.b)

III. Authorized Taser Weapons

- A. All officers will be issued an M/X-26 Advanced Taser. (S.C. 1.14.a)
- B. All officers will be issue cartridges appropriate for the M/X-26 Advanced Taser. Officers will only use cartridges issued by the Department. (S.C. 1.14.b)
- C. No officer shall carry or use any other Taser than the one described in paragraph "A" above, while in the performance of their duties as a police officer. The Chief of Police may grant exceptions for officers engaged in special operations such as CRT or narcotics operations. In all cases, the officer must be properly trained and certified with the Taser before being allowed to carry it.
- D. Prior to issue, the Department armorer will review and inspect each Taser approved for use by the Department. Any Tasers identified

as unsafe or not working properly will be removed from service until such time as the weapon can be made to work correctly. (S.C. 1.14.c) The Armorer will maintain a file on each Taser issued which will contain documentation of the Taser's serial number, description, usage history (where applicable) and any documentation on repairs to the Taser. (S.C. 1.14.d)

IV. Remedial Training

An employee failing to demonstrate proficiency with the Taser will not be returned to duty with the Taser until such time as proficiency is demonstrated and documented. Remediation efforts will be documented. (S.C. 1.13.c)

V. Carrying of the Taser Off Duty

Only the departmental issued Taser is approved for carrying off duty. The Chief of Police has complete authority in determining if any other type of Taser will be carried off duty. Request for approval by an officer must be in writing and sent to the Armorer. The Armorer will then forward the request to the Chief of Police.

VI. Use of the Taser

- A. The Taser is considered a defensive weapon. The weapon may be used to protect citizens and law enforcement officers from physical attack and in gaining compliance and restraint of aggressive individuals in arrest and other enforcement situations.
- B. An officer who deploys a Taser while in the performance of his or her duties as a police officer on or off duty shall complete a use of force report prior to the end of the watch. (S.C. 1.15.c)
- C. The shift commander will then forward a copy of the use of force report through the chain of command to the Chief.
- D. When an individual has been tasered, the following steps will be taken:
 - 1. A supervisor and an EMS unit will be called to the scene.
 - 2. When probes have not hit a sensitive area, officers will remove the probes and provide the suspect with an alcohol wipe and Band-Aid.

3. When probes have hit a sensitive area (i.e. face, neck, groin, or female breast), only emergency room staff or Fire/EMS personnel may remove the probe.

VII. Taser Recertification (S.C. 1.13)

Each officer will be recertified with the Taser on an annual basis. Recertification does not require the officer to be tased a second time.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-125 VEHICLE IMPOUNDS

EFFECTIVE DATE: 4/29/2008 NUMBER OF PAGES: 5

REVISED DATE: DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
4.1

I. Purpose

To establish guidelines concerning the towing or impoundment of vehicles by officers of the Monroe Police Department.

II. Statement of Policy

It shall be the policy of the Monroe Police Department to only impound vehicles in accordance with state law governing the removal of vehicles by police officers. (Refer to O.C.G.A. 40-6-206 and 40-11-3),

III. Definitions

- A. 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 the purposes of vehicular travel.
- B. Roadway – That portion of the highway improved, designed or ordinarily used for vehicular travel, exclusive of the median or shoulder.

IV. Authority to Remove Vehicles from Roadways (O.C.G.A. 40-6-206)

Officers of the Monroe Police Department area authorized to remove vehicles or require the driver to remove the vehicle for the following reasons:

- A. Vehicle is located upon the roadway outside a business or residential district, stopped, parked or left standing, and it is practical to stop, park or leave vehicles off the roadway.
- B. Vehicle is unattended and left illegally standing upon any highway, bridge or causeway or in any tunnel.

V. Removal of Vehicles from Highway (O.C.G.A. 40-6-206(c))

Officers of the Monroe Police Department are authorized to remove vehicles or require the driver to remove the vehicle for the following reasons:

- A. A report has been made that such vehicle has been stolen or taken without the consent of its owner.
- B. The person or persons in charge of such vehicle is unable to provide for its custody or removal.
- C. The person driving or in control, of such vehicle is arrested for an alleged offense for which the officer is required by law to take the person arrested before a proper magistrate without unnecessary delay.
- D. Any such vehicle left unattended for 24 hours.
- E. Such vehicle is stopped, except when traffic congestion makes movement impossible, on a controlled access highway which is part of the national system of interstate and defense highways, for more than eight hours, unless such vehicle constitutes a traffic hazard, in which case it may be removed immediately.

VI. Removal of Vehicle from Public Property (O.C.G.A. 40-11-3)

Officers of the Monroe Police Department shall be authorized to remove vehicles from public property for the following reasons:

- A. Vehicle is left unattended on a public street, road or highway or other public property for a period of at least five days (eight hours on the interstate) and the officer reasonably believes that the person who left such motor vehicle unattended does not intend to remove such motor vehicle.
- B. Vehicle is left unattended on a public street, road, or highway or other public property and such vehicle poses a threat to public health or safety.

VII. Procedures for Removal of Traffic Hazards or Obstructions

- A. A vehicle which is unattended and left upon a highway or public roadway in a manner that obstructs traffic or creates a hazard may be towed and impounded after reasonable effort has been made to contact the owner to have the vehicle removed.

1. When the owner or the person responsible for the vehicle cannot be located in the immediate vicinity or otherwise be contacted for disposition of if the person responsible for the vehicle cannot immediately remove the vehicle, the vehicle may be towed to an impound lot by the tow service on call from the communication center.
 2. A vehicle Impound and Inventory report is to be completed by the impounding officer on all vehicles that are impounded by this department.
 3. After completing the vehicle impound and inventory report on the scene, the impounding officer shall give the driver (if available) the yellow copy. The pink copy is to be given to the wrecker driver. The white copy is to be turned in to the police department with the officer's paperwork.
 4. An officer may only impound abandoned vehicles after the supervisor's approval.
- B. Attended vehicles which are inoperable and which are obstructing a highway or public roadway or otherwise creating a traffic hazard shall be removed by the owner or the person responsible for the vehicle. If the owner or person responsible for the vehicle is unable or unwilling to remove the hazard within a reasonable time, the vehicle may be impounded.
1. The vehicle owner or person responsible for the vehicle may remove the vehicle from the roadway and temporarily park the vehicle upon the roadside. The vehicle's owner shall retain responsibility for the timely removal and for the security of the parked vehicle.
 2. The vehicle's owner may request a tow service to be called and such request will be complied with when response can be made within a reasonable time. If no specific tow service is desired, the service on call will be notified.
 3. When vehicles are towed at the owner's request, an inventory form and tow order should not be completed by the officer.

VIII. Procedures for Removal of Abandoned Vehicles

A. Vehicles abandoned upon private property:

1. Officers of the Monroe Police Department will not impound vehicles abandoned upon private property, but removal shall be the responsibility of the property owner, unless the vehicle is stolen or has been involved in a crime.
2. When so requested, the police department will provide the property owners with the name and address of the vehicle owner if such information is available.
3. Officers will check the registration of vehicles abandoned upon private property to determine if the vehicle is stolen.

B. Vehicles which are abandoned or parked upon a public highway will be handled as follows:

1. Officers will check the registration of vehicles abandoned upon private property to determine if the vehicle is stolen.
2. If the vehicle is not stolen, a reasonable effort will be made to locate the owner.
3. If the officer is unable to contact the owner, a tow away notice shall be affixed on the windshield or driver's window of the vehicle.
4. If the owner is not located, the vehicle will be removed if it has been abandoned for 5 days.
5. If it appears a vehicle has been stripped or vandalized after a tow away notice has been attached, then the vehicle will be impounded immediately.
6. A vehicle Impound and Inventory form will be filled out by the impounding officer.

IX. Procedures for Towing and Impound of Vehicles Following Arrest

- ### **A. When the operator of a vehicle is arrested for a violation of state or local law, the vehicle may be impounded for safekeeping.**

- B. In cases where the driver is taken into custody and another person is authorized and capable of taking control of the vehicle, it is unnecessary for the officer to impound it.
- C. If the driver is arrested and requests a particular towing service, the officer will comply with the request and will complete a vehicle impound and inventory form.

X. Tow Services

The towing services utilized by the Monroe Police Department shall be those that have contracted with the City of Monroe for such purposes and shall be on an on-call rotation 24 hours a day.

XI. Vehicle Impound and Inventory Form

Once the Department has the authority to impound a vehicle (i.e. arrest, abandoned vehicle, vehicle obstruction, etc), the officer will inventory the vehicle to protect the owner's property, to protect the Department against claims of theft and/or damage, and to protect the public against contraband that may be in the vehicle. An inventory of an impounded vehicle will be conducted of all vehicle compartments, including all containers therein. Any contraband or evidence found in the vehicle should be seized and held in accordance with Evidence and Property procedures.

The Vehicle Impound and Inventory Form shall be filled out by the impounding officer and any seizures will be documented in an incident report and submitted with the paperwork at the end of the shift. (S.C. 4.1.f)

XII. Removal of Property

- A. Officers may remove any contraband or evidence of a crime from an impounded vehicle if the property removed was during the inventory of the vehicle.
- B. Any property of value left in the vehicle shall be noted on the Vehicle Impound and Inventory form.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: T-005 DEPARTMENTAL TRAINING

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 6

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STANDARD COVERED
1.5, 1.6, 1.11, 3.5, 6.14

I. Purpose

The purpose of this directive is to establish and maintain a comprehensive recruit-training program (to include a field training program) and to establish guidelines for roll call training and in service training requirements for sworn personnel.

II. Training Functions

- A. The police department will provide training to all newly appointed sworn and civilian personnel. Personnel assigned to entry-level police officer positions will be required to complete the POST Basic Mandate Course. (S.C. 1.5) Civilian personnel will be provided with on-the-job training relative to the position.
- B. The Administrative Services Division Commander shall serve as the departmental training officer for the training program in the department. The training officer shall be responsible for coordinating (or designated the responsibility for) the following activities:
1. Planning, developing and implementing training programs to include revision and updating of the field-training program, implementation of new programs and remedial training.
 2. Maintaining training records of all officers.
 3. Coordinating the field training program and in-service training provided by the regional academies.

4. Providing training to officers on familiarization with the accreditation/certification process to include self-assessment, reaccreditation, and on-site assessment.
5. Coordinate training to ensure each officer received annual training on legal updates, the Department's use of force policy, vehicle pursuits policy, ethics and any other training as required by law. (S.C. 1.11)
6. Develop a remedial training program for an employee based on a supervisor or the Chief's recommendation. The remedial program will document the employee's deficiency in application of departmental policies and procedures, the plan to correct the deficiency, and a time frame in which the employee will attend remedial training. An employee's refusal to participate in remedial training will result in disciplinary action, up to and including termination. The instructor implementing the remedial program will make a written recommendation to the employee's supervisor and the Chief of Police regarding the employee's ability to perform after remedial procedures. (S.C. 6.14)

III. Training Goals

The training goals for this department are:

- A. To better prepare department personnel to act decisively and correctly in various situations.
- B. To promote great productivity and effectiveness of personnel in their job performance.
- C. Unity of purpose among departmental personnel in the delivery of police services to the community in accordance with departmental philosophies.

IV. Training Required for all New Personnel (S.C. 3.5)

All new personnel will receive information regarding:

- A. The agency's role, purpose, goals, policies and procedures (S.C. 3.5.a)
- B. Working conditions and regulations (S.C. 3.5.b); and

C. Responsibilities and rights of employees. (S.C. 3.5.c)

V. Training Instructors

A. The Chief of Police shall be responsible for the selection of the training instructors. Selection of instructors will be based on the following:

1. Length of service.
2. Educational background (i.e. specialized training, advanced training, college, etc.).
3. Knowledge of teaching methods and practices.
4. Knowledge of law enforcement.
5. Interpersonal skills.

B. It is the goal of this department that all FTOs and instructors be certified by P.O.S.T.

VI. Lesson Plan Development

A. A lesson plan is required for all training courses provided by this department. Lesson plans shall conform to the standards prescribed by the Georgia P.O.S.T. Council.

B. Lesson plans shall follow the format established by P.O.S.T. which includes:

1. A statement of the performance objectives.
2. The content of the training.
3. The appropriate instructional techniques.

VII. In-Service and Specialized Training

A. Attendance at all in-service and specialized training are mandatory, however, exceptions may be made in cases of illness or court attendance. It is the responsibility of each employee to see that his or her attendance is recorded at the in-service training or specialized training.

- B. All officers are required to get a minimum of twenty (20) hours in-service training hours each calendar year, including legal updates. Failure to achieve this minimum requirement will cause the officer to be removed from enforcement duties per POST requirements. (S.C. 1.6)

VIII. Roll Call Training

- A. The Department Training Officer and Patrol Division Commander shall be responsible for coordinating information to be delivered at roll call sessions for each patrol watch. Subject matter will cover items of immediate need-to-know nature including new laws, changes in procedures, equipment handling procedures, review of existing policies and procedures, etc.
- B. Resources used for preparation of roll call include:
 - 1. Inspection reports.
 - 2. Staff meeting reports.
 - 3. Consultation with field personnel/field observation.
 - 4. Internal affairs investigative reports.
- C. Supervisory officers shall conduct roll call training for the personnel assigned to their particular shift. Techniques used may include lectures, audio visual or written materials.
- D. Supervisors should attempt to deliver a minimum of two roll call training sessions per week on a particular matter in order to accommodate all personnel.

IX. Advanced Training

Supervisory officers may be selected to attend advanced training at various outside institutions to be approved by the Chief of Police. The Chief shall select officers for advanced training based on their leadership capabilities, professional competence and experience. After completion of advanced training, the officers may be reassigned to other duties or may return to their former assignment.

X. Training Records

- A. The training officer shall maintain training records of all recruit officers in the field-training program. Records included will be daily evaluations, written reports completed by the recruit and test scores. The FTOs shall provide the documentation to the training officer on a weekly basis.
- B. Career development files of departmental personnel will be updated following the employee's participation in any advanced or specialized training.
- C. Training records are considered confidential and may only be released upon approval by the Chief of Police or in compliance with state and federal laws. Information relating to the officer's personal data will not be released.
- D. The training officer will update the records of employees following their participation in training programs (S.C. 1.6)

XI. Relationships with Outside Academies

- A. New recruits are trained at outside academies for a variety of reason, but foremost to ensure that the department's training needs are met.
- B. While attending outside academies, employees are required to follow the rules and regulations as set forth by that academy, while still being accountable for all applicable rules and regulations set forth by this department.
- C. The department's participation in and relationship with any outside academies will be in accordance with Georgia P.O.S.T. regulations, as amended.

XII. Training Requirements

The follow list denotes the schedule for training within the department. Additional training may be added as the need arises. Training may be done as roll call training, off site training, etc....

- A. Annual Requirements
 - 1. Firearms Qualifications
 - 2. Use of Force

3. Bias Based Profiling
4. Taser Qualifications
5. Legal Updates
6. Vehicle pursuits
7. Ethics
8. Critical Tasks (search and seizure, transportation of prisoners, domestic violence/employee, property/evidence, off duty conduct, sexual harassment, selection and hiring, citizens complaints/IA, special operations, and dealing with the mentally ill or persons with diminished capacity) (S.C. 1.11)
9. Any other training as prescribed by law.

B. Biennial Requirements

1. Less lethal weapons
2. Any other training as prescribed by law
3. Domestic violence

C. Other Training

1. Accreditation training prior to an on-site
2. Accreditation/Certification training within 30 day of hire to a new employee.
3. Any other training as prescribed by law
4. Weapons proficiency prior to initial issue of weapons.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: T-006 CIVILIAN TRAINING

EFFECTIVE DATE: 2/26/2008

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DISTRIBUTION AUTHORIZATION:

STANDARD COVERED
3.5

I. Purpose

The purpose of this policy is to define those positions within the police department, which require the staffing of civilian personnel and to make provisions for the training of civilian personnel.

II. Civilian Positions

Civilian positions are those that require skills other than those for sworn positions, such as typing, clerical and record keeping skills. Sworn personnel will not be assigned to civilian positions except on a temporary basis or due to a specific departmental need. The Chief of Police shall review all positions within the department on an annual basis to determine if any positions should be reclassified as civilian.

III. Civilian Training

A. Orientation

Newly appointed civilian personnel shall receive the following training prior to full assumption of job responsibilities.

1. Orientation to the department's role, purpose, goals, policies and procedures. (S.C. 3.5.a)
2. Working conditions and regulations pertaining to the position and general department procedures. (S.C. 3.5.b)
3. Responsibilities and rights of employees. (S.C.3.5.c)
4. Familiarization with the certification process to include self-assessment, reaccreditation, and on-site assessments.

B. On-the-job training

Civilian personnel will receive on-the-job training provided by qualified department personnel. Such training will be provided for a reasonable time as determined by the appropriate supervisor.

C. Specialized training

Career development is available for all civilian personnel. Civilian personnel are encouraged to seek specialized training to improve their job skills and higher education. Personnel in civilian positions shall receive specialized training as determined by their appropriate supervisor.

D. Annual retraining

Civilian personnel will be provided with annual retraining opportunities designed to update their skills and increase their knowledge for new job responsibilities. Retraining will include the update of new policies, rules and regulations or attendance at specialized schools.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: T-007 FIREARMS QUALIFICATIONS

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STANDARD COVERED
1.12, 1.13

I. Purpose

The purpose of this standard is to provide guidelines for the training and qualifying of police officers with their approved weapons.

II. Statement of Policy

- A. All sworn officers of the Monroe Police Department will qualify once a year with any pistol they are authorized to use in daylight and for low light fire. Officers will review the Use of Force policy at least annually as part of firearms qualification.
- B. Officers must qualify on the Monroe Police Department semi-automatic qualification course which requires firing at a silhouette target with a qualifying score of 80% or better.
- C. Any officer who fails to qualify during a required handgun qualification will be allowed another attempt to qualify if time allows. If that attempt is either unsuccessful or time did not allow for the attempt, the officer will have a maximum of 45 days to go through remedial training and then qualify. Remedial training will include classroom time and range time conducted by one of the department's firearms instructors. If after remedial training has been offered and an officer has still failed to qualify, he/she will be subject to administrative sanctions as determined by the Chief of Police. (S.C. 1.13.c)

III. Shotgun/Rifle Training

Shotgun and rifle training will be provided annually and officers, who are issued a shotgun or rifle, must demonstrate proficiency and qualify in their use.

IV. Firearms Qualifications Course

The firearms qualifications course will be developed by the principle Firearms Instructor and will meet POST requirements for annual qualifications.

V. Demonstration of Proficiency

All officers will be instructed in the safe use of firearms and only officers who demonstrate a proficiency in the use of authorized firearms will be allowed to use or carry such weapons. (S.C. 1.12) It will be the responsibility of the firearms instructor to maintain documentation of all training and proficiency in the use of departmental firearms. (S.C. 1.13.b)

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: T-010 FIELD TRAINING OFFICER PROGRAM

EFFECTIVE DATE: 12/20/2005 NUMBER OF PAGES: 8

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STANDARD COVERED
6.13

I. Purpose

To establish standardized procedures for the selection of officers to serve as Trainers (FTOs), and standardize the method of training new officers to departmental standards of knowledge, skills and abilities in the performance of police tasks.

II. Scope

Recognizing the inherent need to produce a skilled and professional work force, this department has implemented a proven method of training newly hired officers. This method is provided in the Field Training Officer Program (FTO Program). The goal of this program is to train uniform officers to work in a solo capacity in a safe, professional and skillful manner. When it is shown through performance that a Trainee has the necessary skill, ability and knowledge to work in this manner, they will be evaluated for graduation from this program. If approved for graduation, they will be assigned as a Patrol Officer of the Uniform Patrol Division (UPD)

III. Program Definitions

A. Field Training Officer Program (FTO Program)

A structured training program of specific length designed to instruct and evaluate personnel in the accomplishment of specific law enforcement tasks.

1. Standard FTO Program – This program is twelve weeks or 480 hours in length, but may be extended as needed. It is specifically designed for those who have less than two years total law enforcement career experience.

2. Abbreviated FTO Program – This program is a minimum of four weeks (S.C. 6.13.a) or 160 hours but may be extended as needed. It is specifically designed for those Trainees who have more than two years law enforcement career experience.

B. Trainee/Recruit

Personnel assigned for training in the FTO program. This individual is assigned for the specific purpose of being trained and evaluated in the performance of law enforcement tasks. An officer with less than 5 years of law enforcement experience in the state of Georgia is a candidate for the FTO Program. (Exceptions may be made by the Chief of Police.)

C. Field Training Officer (FTO)

Personnel who have been selected to act as trainers in the FTO Program. For the purposes of this policy, “FTO” will refer to certified FTOs and non-certified FTOs. The Department will attempt to use only certified FTOs but circumstances may necessitate the use of non-certified FTOs. Non-certified FTOs will be closely monitored by supervisory personnel.

D. Field Training Officer Supervisor (FTO Supervisor)

Personnel selected to act as a trainer, evaluator, and/or supervisor in the FTO Program, usually a patrol sergeant/corporal.

E. Field Training Officer Coordinator (FTO Coordinator)

Personnel selected to act as a trainer, evaluator and coordinator in the FTO Program.

F. Evaluation

A formalized written and oral process structured to determine a Trainee’s skill, ability and knowledge in the performance of specific law enforcement tasks. This may include written tests, skill performance tests, daily observations and/or verbal communications. All evaluations must be documented.

G. Daily Observation Report

This is a departmental form which has been developed to document the skill, ability and knowledge of a Trainee in the performance of specific law enforcement tasks. These reports are scored each training day by the FTO to provide a written record of a Trainee's progress in the FTO Program.

H. Weekly Observation Report

This is a departmental form which has been developed to document the skill, ability, and knowledge of a Trainee in the performance of specific law enforcement tasks. These reports are scored each week by the FTO and/or a supervisor to provide a written record of a Trainee's progress in the FTO Program.

I. Chain of Command (S.C. 6.13.c)

Officers (FTOs and Trainees) will follow the department's published chain-of-command in routine matters. Trainees will report to their assigned FTO in administrative matters directly relating to the FTO Program. The Uniform Division Commander is responsible for the FTO Program and its implementation.

IV. Selection of FTOs (S.C. 6.13.b)

- A. The Chief of Police will determine a specific number of officers to act as FTOs, based on the prevailing needs of the department. When there is a vacancy for the position of the FTO, the Uniform Division Commander will advise the Chief of Police. A memorandum will be posted in a prominent place in the department advertising of the vacancy for a minimum of ten days. The memorandum will provide applicants with the position's requirements. Officers may apply for the vacancy through their chain-of-command. The application will consist of a letter of interest by the officer also documenting his or her qualifications for the position. Applications will be forwarded to the Uniform Division Commander, who will determine if the candidate meets the position requirements. All who meet the requirements will be interviewed by a panel established by the Chief of Police. The Chief of Police will review the results of the interview and the officer's qualifications and then will select the best qualified candidate(s) for the position(s).

B. When an officer is selected to act as an FTO, he or she will be scheduled to attend the next available FTO Training Program at a law enforcement academy. In service training to include policy and legal updates will be provided to FTOs as needed. This is in order to keep current on changing procedures, laws and practices that are being taught by the academy. (6.13.e)

C. Requirements for candidacy for the position of FTO:

1. Three years street law enforcement experience (POST rules);
2. Above average performance appraisals;
3. Recommendation by immediate supervisor;
4. Demonstrated ability to teach;
5. Above average interpersonal skills;
6. A minimum of six months with the Monroe Police Department;
7. Above average communications skills (written and oral);
8. Georgia POST certified peace officer;
9. Good working knowledge of departmental SOP; and
10. Good working knowledge of patrol procedures.

V. The Field Training Officer Program

The Field Training Officer Program is designed to produce an officer who can work in a solo capacity in a safe, skillful and professional manner. The program is divided into two phases: (1) training and (2) evaluation. The training phase is subdivided into cycles of specific length.

A. Standard FTO Program

1. Training

The first eight weeks of the program are utilized for training. A Trainee will be assigned to work with a specific FTO for four week increments during the first eight weeks.

The trainee will rotate from watch to watch in order to gain knowledge and skills specific to each watch. (S.C. 6.13.f)
The FTO will fill out in detail a Daily Observation Report (DOR) and Weekly Observation Report (WOR) to document the Trainee's progress.

2. Evaluation (S.C. 6.13.g)

During the next three weeks of the program, the Trainee will work with an FTO for the specific purpose of being evaluated. The FTO will fill out a DOR at the end of the evaluation phase to document a Trainee's success or failure at performing specific law enforcement tasks. (S.C. 6.13.h)

3. Final Evaluation (S.C. 6.13.g)

During the last weeks of the program, the Trainee will be evaluated by a supervisor. The supervisor will fill out a DOR at the end of the evaluation phase to document a Trainee's success or failure at performing specific law enforcement tasks. This will be the final evaluation before releasing a candidate for normal duties or recommendations for other actions. (S.C. 6.13.h)

B. Abbreviated FTO Program

The abbreviated FTO Program is a total of four weeks or 160 hours.

1. Training

The first three weeks of the program are utilized for training. A Trainee is to be assigned to work with a specific FTO for a cycle. The FTO will fill out in detail a DOR each day to document the Trainee's progress.

2. Final Evaluation (S.C. 6.13.g)

During the last week of the program, the FTO will fill out a DOR during the evaluation phase to document the Trainee's success or failure at performing specific law enforcement tasks. (S.C. 6.13.h)

- C. At the conclusion of either the Standard or Abbreviated FTO Program, the FTO who is assigned to evaluate the Trainee's success or failure will advise the Uniform Division Commander as to the status of the Trainee. A Trainee who is evaluated as successful will be recommended for graduation from the program and assignment to a patrol team. All documentation of work performance will be forwarded to the Patrol Division Commander for final review and submission to the Chief of Police. All records will then be stored with the Training Division for final archiving.
- D. A Trainee who is not evaluated as successful will not be graduated from the program at that time. The FTO will provide to the Patrol Division Commander documentation as to the specific reason preventing graduation. The Patrol Division Commander and Chief of Police will then determine which course of action may be taken.
1. Recommendation to the Chief of Police that the Trainee's employment with the department be terminated.
 2. Recommendation to the Chief of Police that the Trainee be transferred to alternate duty from the Uniform Division Commander.
 3. Recommendation that the Trainee be provided with specific additional training in the area(s) which are deficient. If the third alternative is selected, the Trainee will meet with the Uniform Division Commander and Chief of Police. During the meeting the Trainee will be advised of the decision to provide additional training. The Trainee will also acknowledge that he or she must meet departmental standards with a specific time frame or be subject to recommendation for termination of employment by the Chief of Police. All documentation of work performance will be forwarded to the Uniform Division Commander upon final completion of all training for final review and filing.

If a Trainee is provided with additional training and does not meet departmental standards within specific time limits, the Uniform Division Commander will provide the Chief of Police with all documentation of work performance. The Chief of Police will make the final determination in that event.

VI. Responsibility of FTOs

All personnel who are selected to work in this program have an inherent need to be held accountable for their actions in relation to the training function. An FTO's conduct and actions directly reflect on the department as a whole. It is the responsibility of all FTOs to ensure that, to the best of their ability, their conduct and actions shall be exemplary.

Furthermore, any failure on the part of any FTO to diligently and responsibly train and evaluate their assigned Trainee shall be termed dereliction of duty. Upon determination of such dereliction, that FTO shall be restricted from performing such duty and other disciplinary action may be taken, as appropriate.

VII. Specialized Utilization of the FTO Program

It may be necessary from time to time to utilize the FTO program for personnel other than newly hired personnel. Instances that may require this include, but are not limited to:

- A. An officer returning to the patrol division from another division within the department;
- B. An officer out due to illness for an extended period;
- C. An officer out on a leave of absence for an extended period;
- D. An officer assigned to undercover or deep cover for six or more months;
- E. An officer who has failed to perform satisfactorily in their job performance for six or more months.

When an officer is assigned for a specialized purpose, it will be with the approval of the Chief of Police through the Department Training Officer. The assignment is not an option, but a direct order. Any officer who has been assigned and does not wish to engage in the training may file a written grievance within five days of assignment through their chain-of-command stating their reason for requesting to be released from assignment to the program. The decision of the Chief of Police is final.

VIII. FTO Evaluation Forms

All sworn personnel in the FTO Program will be evaluated utilizing the departmental criteria and forms listed below:

- A. Daily Observation Report (DOR)
- B. Weekly Observation Report (WOR)

The use of these forms is further defined in the Field Training Officer Manual.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police

MONROE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: C-005 COMMUNICATIONS

EFFECTIVE DATE: 12/20/2005

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I. Purpose

To establish an effective communications system enabling the public to have access to the department twenty four hours a day for emergency and non-emergency calls for service, language capabilities and immediate playback of phone and radio calls.

II. Statement of Policy

The communications function for the Department is handled by the Walton County Communications Center. The Walton County Communications Center is responsible for all law enforcement, fire and ambulance services within Walton County. By cooperating with the Walton County Communications Center, the Department can avoid duplicated services, lost time and wasted effort. The Department will adhere to the Standard Operating Procedures published by the Walton County Communications Center (a copy of which may be reviewed in the Major of IT/Accreditation's office).

III. Telephone Communications

- A. The Walton County Communications Center (hereinafter referred to as the 911 Center) staffs a twenty four (24) hour enhanced 911 telecommunications system for receiving 911 calls for service (S.C. 7.1). This system also has the capability to capture cellular phones. An emergency line with a standard 10 digit phone number is also retained for use and is automatically rolled over into the 911 system.
- B. The 911 Center is equipped with several pieces of equipment that allow for the instant playback of telephone calls and radio transmissions. The main console has Digital Call Check instance message repeaters which provide immediate playback capability at

the console. The Department also has a 16 channel voice logging system that records all 911 and emergency phone lines and all radio channels. From time to time it becomes necessary that a copy of an emergency call or radio traffic be supplied for use in a court proceeding or an investigation. The Director of the 911 Center shall be responsible for the storage, handling and dissemination of copies. These may only be requested by the Chief of Police or Command Staff officers.

- C. When the need arises to review or make a copy of a recorded conversation, whether by telephone or radio, the requester shall notify the Chief of Police or appropriate Command Staff member. Once the request is approved by the Chief of Police or appropriate Command Staff member, the "Request for Logging Tape Playback/Copy will be completed and forwarded to the 911 Director. The 911 Director, or designee, will allow the review of tapes by authorized persons within the confines of the privacy laws and right-to-know laws. (S.C. 7.4)
- D. The 911 Center is equipped with the ATT Language Line capabilities. This service can be accessed by the 911 Center for use in emergency telephone calls and for officers out on calls faced with language barrier difficulties.

IV. Radio Communications

- A. The Monroe Police Department radio system is part of the Walton County trunked 800 Mhz radio system. Each officer is issued a portable radio. (S.C. 7.3) To simplify the action of talking on the radio and to lessen confusion between agencies, the Monroe Police Department has adopted the same 10 series and call signals used by the 911 Center. All of our radio equipment operates on the Walton County 800 Mhz trunked radio system. All Walton County public safety agencies have access to several common radio channels which will allow person-to-person communication. (S.C. 7.2a)
- B. Each officer will be given a badge number when hired. The officer's badge number will serve as that officer's radio number. (S.C. 7.2.c) Should the need arise to communicate on one of the County's channels, the only difference in initiating or responding to transmissions will be identifying yourself as "Monroe" and "your badge number" (i.e. Monroe 342 to Walton S.O.). (S.C. 7.2.d)

C. Whenever an officer leaves his/her patrol care for any type of call, dispatched or officer initiated, he/she shall notify the 911 Center of the reason for leaving the patrol unit. The officer shall notify the 911 Center when he/she is out of service and when he/she returns to service (i.e. on a call, meal break, report writing, etc..). The officer shall, at all times, have their portable radio on and monitor radio traffic. (S.C. 7.2.b)

V. Assignment of Patrol Supervisor (S.C. 7.2.f)

The dispatcher will assign a patrol supervisor to respond and assume command when-ever any of the following calls for service are received

- Violent crimes in progress
- Armed robbery
- Murder
- Officer needs assistance/officer injured
- Accident involving a fatality
- Accident involving a police vehicle
- Pursuit in progress
- Hit and run involving a fatality
- Prison/jail break
- Fire

VI. Calls Requiring Assistance (Back-Up) (S.C. 7.2e)

A. The handling of dispatched calls is routinely handled by one officer; however the following calls require the dispatcher to dispatch no less than two officers. The supervisor may send additional units on designed calls at his/her discretion. These two officers may be in one vehicle although it will normally require dispatching two vehicles with one officer each, with the second unit being referred to as "back-up." Dispatchers will check on the officers within the first five minutes of their arrival on all calls requiring back-up unit(s).

B. Calls that require at least two officers are:

1. Felony in progress
2. Vehicle accident with injuries
3. Fight or disorder reported
4. Domestic
5. Alarms
6. Person armed
7. Murder
8. Bomb threat

- C. Also requiring back-up are any in-progress calls, any calls involving a crowd of people (i.e. bars, parties, etc.) or any call in which the person is subject to becoming violent depending on the subject and situation.

This SOP supercedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

M. Keith Glass
M. Keith Glass
Chief of Police