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SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-005 WRITTEN DIRECTIVES

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE:

It is the purpose of this manual to provide written directives, standard operating procedure, general orders, and rules and regulations. It will be the policy of the Suwanee Police Department, whenever possible, to establish policies, procedures, practices, orders, and rules and regulations in the form of written directives for carrying out agency activities. The written directives will be referred to as the "Standard Operating Procedure" (SOP) of the Suwanee Police Department. All directives will be written in a clear and concise manner. The SOP will be used to establish a uniform and consistent procedure for department personnel. It will be the responsibility of each employee to notify their immediate supervisor if there is a part or section of their SOP that they do not understand or comprehend.

II. EXTERNAL WRITTEN DIRECTIVES

Employees of the Department will additionally be responsible for certain external written directives. Whenever possible, external written directives will be made available to all affected employees.

These external directives may include, but not be limited to:

Federal Law

State Law

City Code or County Ordinance

Administrative directives from the Agency's Government (Commissioners or Mayor and Council) City of Suwanee Employee Handbook

Administrative directives from federal and state agencies, i.e. P.O.S.T., N.C.I.C. and G.C.I. C.

Every effort should be made to avoid conflict between department directives and external directives. If such conflict does exist, it may be resolved by application of the following principles:

- A. Law takes precedence over administrative regulations. (Example: Federal and State law would take precedence over Georgia P.O.S.T. Council regulations.)
- B. Law of the higher jurisdiction takes precedence over law of a lower jurisdiction. (Example: U.S. Supreme Court constitutional interpretations take precedence over State law. State law takes precedence over local ordinances.)
- C. City-issued directives take precedence over department directives. (Example: City personnel policies take precedence over department personnel policies.)

It should be clearly noted that the application of these principles is necessary only in the case of conflict between directives. Department directives issued to supplement external directives will control in the absence of such conflict.

III. DIRECTIVE INPUT / STAFF REVIEW

Whenever possible, it is essential that those responsible for developing any and all written directives originating from within the Suwanee Police Department consult with and solicit input from the division and unit commanders affected by the directive. The purpose for this is to receive input from these components for assurance that the directive addresses all concerns and interests. During the review and comment process, division and unit commanders should additionally solicit input from representatives of all employee groups directly affected by the proposed directive(s).

IV. WRITTEN DIRECTIVES THAT ESTABLISH POLICY

A. Definition - Policy

A policy is a written directive that is a broad statement of agency principles. Policy statements may be characterized by such words as "may" or "should" and usually do not establish fixed rules or set procedures for conduct of a particular activity but rather provide a framework for development of procedures and rules and regulations.

When a written directive is issued, modified, and/or approved and that directive is a policy statement, it will be issued as a general order by the authority of the Chief of Police.

V. SUWANEE POLICE DEPARTMENT WRITTEN DIRECTIVES

The purpose of this section is to establish authority for the system of written directives. This order also establishes definitions, formats and other instructions relating to the system of written directives. Pursuant to authority granted to the Chief of Police, the Standard Operating Procedure, Special Orders, Memorandums, and the Standard Operating Procedure Manual, is hereby established for the operation of the Suwanee Police Department. Authority for the issuance, revision and updating, and approval of all written directives, including Standard Operating Procedures, Special Orders, and Memorandums, lies with the Chief of Police or his designee.

This Manual is written to standardize the operation of the Suwanee Police Department and increase the level of professionalism and efficiency of department employees. Having trained and informed personnel is the most effective approach to improving the operation and maintenance of the Department. This written directive system will be an aid to increasing efficiency and job knowledge.

A. Purpose of the Written Directives System

1. To systematically formulate standard statements of Department Policy.
2. To provide procedures for carrying out Department activities.
3. To provide procedures for indexing, purging, updating and revising directives.
4. To describe the written directives system format.

The written directives system must encompass a range of publications from permanent to temporary, and from mandatory instructions to informational memoranda. An effort should be made to minimize the number of and complexity of publications while providing centralized information and direction toward common organizational objectives.

B. Guidelines to the Written Directives System

To provide a framework for the development of written departmental publications, certain general guidelines have been adopted:

1. Publications will not conflict with established rules, regulations or policies of the Department or administrative regulations and statutory law imposed by higher authorities.

2. All publications will be stated in precise and positive terms with grammatical accuracy and simplified language.
3. When applicable, cross references will be made to other related and published documents. Publications that cancel or supersede other issued documents will reference the affected documents.
4. The Chief of Police, prior to issuance, will review departmental publications effecting the interpretation of policy. The Chief of Police may require that command staff review certain publications prior to issuance.
5. Policy and procedures adopted by the Suwanee Police Department will be issued on official forms through Power DMS when approved by the Chief of Police.

VI. SUWANEE POLICE DEPARTMENT WRITTEN DIRECTIVES

A. Standard Operating Procedures (SOP)

Written directives in the form of policy, procedures, rules and regulations that are issued to all employees as guidelines for operations of the police department and a specific set of guidelines to which all employees must adhere. SOPs will be issued as the need arises and will supplement the procedures and policies contained in the department manual. SOPs are issued by the Chief of Police, or his/her designee.

B. Special Orders

Special orders are restricted orders issued by the Chief, Bureau Commanders or Division Commanders (or their designee) when the following applies:

1. Pertains to a specific circumstance or situation.

C. Memorandums

Informal written document usually to a specific person or a specific group of people that may or may not convey an order. It is generally used to clarify, inform or inquire. May be issued by any member of the department.

D. Standard Operating Procedure Manual

A collection of policies, procedures, rules, regulations, guidelines and/or other written directives. If any section, subsection, item, cause, or phrase

contained therein is found to be illegal or otherwise incorrect or inapplicable, such findings shall not affect the validity of the remaining portions of the manual.

VII. INDEXING AND FORMAT OF WRITTEN DIRECTIVES

All written directives should be correctly dated and properly indexed.

A. Standard Operating Procedure

All Standard Operating Procedure indexing numbers will begin with the letter pertaining to the category of the topic. This will be followed by the three digits that designate the policy chapter number. (e.g. A-005)

B. Suwanee Police Department Special Orders

Special Orders may be distributed in electronic or hard copy form. Electronic records shall be maintained in the Power DMS system for access and documentation purposes. Special Orders not entered into Power DMS shall be maintained in hard copy form with the appropriate unit.

C. Memorandum Indexing

Memoranda are not normally numbered for indexing. If the memorandum is to be retained by the employee, it will be placed in the appropriate location for the designated employee. Memoranda issued for departmental meetings or general information will be placed on the read-and-sign board and will be numbered by the year and memo number for that year. (e.g. 2004-001)

D. Format

The SOP manual shall be divided into the following sections:

1. Administrative = A-000
2. Patrol Operations = P-000
3. Communications = C-000
4. Investigative = I-000
5. Training = T-000
6. Emergency Operations = E-000

The SOP manual shall contain a table of contents and a subject index to aid the reader in locating the policy or procedure.

Policies or procedures shall be listed with an appropriate subject heading. All policies or procedures shall describe a purpose and scope of the policy except in areas where purpose and scope is evident or where it is unnecessary.

All policies or procedures shall be provided space for a revised date on the first page of each policy or procedure. The revised date will reflect the implementation of new or modified policy and/or procedure, this revised date will also be documented in Power DMS as well as documenting when each employee received the revised policy and or procedure.

VIII. Distribution and Access of Suwanee Police Department SOP Manuals

Power DMS is an on-line document management system that is used for the storage and documented dissemination of all general orders, directives, selected memorandums, training bulletins, and examinations. The system is administered by the Office of Professional Standards (OPS). Dissemination of documents may be made by rank, sworn or non-sworn status, Bureau, or selecting individual names. The system maintains an electronic log of all activity in order to provide the appropriate documentation needed to show receipt of the information by employees.

The OPS shall maintain all current and archived policies using Power DMS and the appropriate server. File names for any revised policy shall be renamed so as not to overwrite the original policy.

The Training Division has been given specific administrative access to the system in order to load and disseminate documents, administer tests and maintain appropriate documentation and policies.

All employees are given access to Power DMS through the intra-net and inter-net. Each employee is issued a user ID and password by the administrator at the time of employment. Employees shall be removed from the active database upon leaving the Department.

Employees shall sign on to Power DMS weekly and take the appropriate action for any documents they are assigned. The Office of Professional Standards shall generate a monthly report showing employees that have

documents awaiting signature. This report shall be forwarded to each Bureau Commander for corrective action.

All employees of the Suwanee Police Department shall have access to department SOP Manual through their access to Power DMS.

IX. DISSEMINATION OF ORDERS

A. Standard Operating Procedures

Standard Operating Procedures shall be in manual format and indexed. Standard Operating Procedures shall be maintained in the Suwanee Police Department Manual by all employees. New or revised Standard Operating Procedures shall be placed on Power DMS and distributed to the Command Staff for approval and electronic signature. Upon approval of the Chief of Police, an amended, updated, or new Standard Operating Procedure, the OPS shall load the document into Power DMS and disseminate the SOP to the affected employees for review and electronic signature.

B. Memorandums & Special Orders

A computer record of Special Orders & Memorandums issued by the Chief of Police and shall be maintained in the Office of the Chief of Police.

Bureau Commanders shall maintain a copy of all memorandums and Special Orders that are issued by the respective Bureaus. The Office of the Chief of Police shall receive a copy of all directives that are operational and/or personnel in nature.

Dissemination of Special Orders and Memorandums to the affected personnel is essential for order and continuity within the Department. Accountability for the dissemination of these policies is the responsibility of the Bureau Commanders and their designated representatives. Accountability can be maintained by retaining a roster of all personnel affected by the policy. The personnel roster shall include signatures of personnel receiving copies of the Inter-Office Directive and the date such personnel received a supervisor briefing on the Inter-Office Directive. Each officer shall be held accountable for the information received in the Inter-Officer Directive. The officer may retain a copy of the directive for reference.

Bureau Commanders may request that OPS load and distribute Bureau specific memorandums to the appropriate personnel. The

electronic distribution and signatures shall serve in place of the signed duty rosters.

C. Personnel Directives

Personnel Directives shall be written in the form of an Inter-Office Memorandum clearly stating the change in status of the employee. A copy of all Personnel Orders which reflect a change in status, assignment, or position shall be forwarded to the Office of Chief of Police and Human Resources.

X. Updating, Revising or Canceling Written Directives

Each division and unit, along with the Chief of Police's office shall ensure that all policy directives are periodically reviewed in order to determine whether each directive is current and still in effect.

If it is determined that a directive is out of date, no longer in effect or in need of change or revision, the issuing authority will immediately take corrective action in issuing a draft of the cancellation, update or revision of the directive. The Chief of Police may designate any supervisor to draft or revise new or existing directive. A draft copy of the new or revised directive shall be submitted through the chain of command for review by the certification manager and to the Chief of Police for approval before being designated policy and placed on Power DMS for dissemination.

The Chief of Police has the authority to issue, modify or approve written directives, including Standard Operating Procedures, Special Orders, and Memorandums, at any time.

All proposed policies or revisions shall be reviewed by all affected supervisory personnel before they are implemented.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-010 MISSION STATEMENT AND AGENCY GOALS

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Michael S. Jones

I. PURPOSE

The primary purpose (mission) of the Suwanee Police Department is to maintain social order within prescribed ethical and constitutional limits, while providing professional law enforcement services. To attain this, the Suwanee 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 Agency recognizes that no law enforcement agency can operate at its maximum potential without supportive input from the citizens it serves. This Agency 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.

As members of the City of Suwanee Police Department we are all charged with the responsibility of serving and protecting the citizens and transients within the City.

The City of Suwanee Police Department vigorously responds to calls for law enforcement services, enforces all State and local laws and ordinances, protects life and property, investigates matters of a criminal nature, preserves the peace, and strives to prevent crime disorder. We are guided by the ordinances enacted by the City of Suwanee, 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

The Suwanee Police Department is dedicated to providing exemplary service by maintaining a proud tradition of PROFESSIONAL, ETHICAL, and KNOWLEDGEABLE policing; remembering always our commitment to the community and the citizens we are sworn to serve.

Values Statement

“PROFESSIONAL-ETHICAL-KNOWLEDGEABLE”

II. AGENCY GOALS

To accomplish the mission of the Suwanee Police Department, the following 10 goals are established:

A. PROTECTION OF LIFE AND PROPERTY

To provide services which contribute to the preservation of life, the protection of property, and the safety of the community.

B. PREVENTION, DETECTION AND INVESTIGATION OF CRIMINAL ACTIVITY

To prevent crime through aggressive patrol that limits the opportunity for a crime to occur, and through education of citizens that reduces the likelihood of them becoming victims.

To provide a thorough, appropriate, and efficient investigation of criminal activity.

To apply effective measures against organized crime and related activities.

C. APPREHENSION OF OFFENDERS

To provide for the expeditious and prudent apprehension of suspected violators of the law, regardless of his status in the community, by thorough, appropriate, and efficient investigations.

D. MAINTENANCE OF PUBLIC ORDER

To maintain peace and public order. To assist during times of natural or technological occurrences or disasters.

E. RECOVERY OF PROPERTY

To secure and maintain an inventory of all property, evidence, lost and

recovered/stolen property being held by the law enforcement agency; thereby ensuring that all property and evidence is available when needed.

F. TRAINING OF OFFICERS

To design and implement a training program to fill the training needs of officers, and to promote a high rate of proficiency in the officers of the Suwanee Police Department. To address career development goals of agency personnel.

G. COMPLIANCE WITH ETHICAL STANDARDS

To ensure the integrity and adherence to professional standards of the Suwanee Police Department by processing and investigating all complaints against Agency personnel.

H. TRAFFIC CONTROL

To provide for the safe and effective flow of both vehicular and pedestrian traffic and the investigation of traffic related accidents.

I. COMMUNITY SERVICE

To provide the resources necessary for assisting citizens under special non-criminal circumstances. The Suwanee Police Department management system will plan, staff, coordinate and control resources in support of community oriented policing. Further, the Suwanee Police Department community relations/crime prevention objectives are shared by all personnel.

J. AGENCY ADMINISTRATION

To provide management, administration, and support required for the operation of the department. The Suwanee Police Department will develop a Management Information System (MIS) to be used to prepare reports for selected departments components and activities. The MIS will provide information regarding workloads of the Administrative, Patrol and Criminal Investigation Divisions. In addition, the MIS will monitor processing times, resources used, performance and productivity.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-015 GOALS AND OBJECTIVES

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Michael S. Jones

I. PURPOSE

The Suwanee Police Department shall establish departmental goals and objectives for the internal divisions as well as the department as a whole. This type of comprehensive planning requires the identification of departmental goals and objectives and the pursuit of those goals and objectives by the most effective means. External factors that influence planning strategies may include increases in calls for service, land or building development, economics, increases and decreases in population density, changes in crime trends, and recidivism. Internal factors may include existing resources (manpower and equipment), comply with the City of Suwanee Finance Department rules and regulations with regards to the annual budget process, which the Chief shall be responsible, and hiring and promotion policies.

II. DEFINITION

A. Goals

Generalized statements of direction for the Department. Some examples of Departmental goals may include increased productivity through automation, reduction in overall crime, reduction in traffic accidents, saving lives, increasing and enhancing employee knowledge through training and education, and a means of evaluating overall productivity and its responsiveness to the needs of the community.

B. Objectives

Objectives are more specific than goals, in that objectives lead to measurable results that are to be achieved within a specific time. The accomplishment of objectives leads toward the achievement of goals. Some examples of objectives may include shorter dispatch and response times, reduction of specific trends, crimes, or hazards in specified areas, or the in-service training of employees in specific fields.

III. REQUIREMENTS

A. Establishing Goals and Objectives

The annual goals and objectives form a framework for developing programs in various functional areas, for enforcement efforts, strategic approaches and departmental planning.

Each major organizational component will submit to the Chief of Police its goals and objectives for that year. The Chief prepares the annual goals and objectives for the department in preparation for the Council retreat and annual budget preparation process.

B. Line Input In to Goals and Objectives

It is important for all employees to have an opportunity to offer input in formulating departmental goals and objectives. Each Division Commander will solicit the input from all units and personnel under their command for ideas and suggestions pertaining to departmental goals and objectives. The immediate supervisor will review all ideas and suggestions, attach any additional comments, and submit them up the chain-of-command. Specialized units will review and comment on goals and objectives that impact upon their operation.

By involving employees of the department, it encourages all members to participate in planning future courses of action.

C. Review

The Bureau Commander will review all comments and suggestions for their merit and will compile the section's report and forward it to the Chief of Police. Upon review by the Chief of Police, the departmental goals and objectives will be formulated. The Chief will have the goals and objectives published for implementation and distribution to all personnel. Goals and objectives will be published in Power DMS.

The goals and objectives are also included in the City of Suwanee Annual Budget Document. The budget document is distributed through the City's web-site to citizens and employees.

IV. PROGRESS REPORTS OF GOALS AND OBJECTIVES ATTAINMENT

Each supervisor will maintain documentation to help determine the progress made toward attaining the yearly goals and objectives established for their areas of responsibility. It shall be the responsibility of each Division Commander when formulating the goals and objectives for the next year to review the goals and objectives for the past year. Each Division Commander will advise the Chief of the progress made toward the attainment of the previous year's stated goals and objectives and to include all successes or failures. The Chief of Police will evaluate each of the previous year's goals and objectives.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-020 CODE OF CONDUCT

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I. PURPOSE

It is the purpose of this policy to provide guidelines of conduct for members of the Suwanee Police Department. These rules are not intended to restrict the privileges of the members of the Suwanee Police Department but to assist all members of the department achieve a higher standard of professionalism and fairness through out the department.

II. POLICY

It is the Policy of the Suwanee Police department to establish and up hold a code of conduct applicable to all employees of this department. The code of conduct shall govern the actions of employees in on and off duty conduct that may compromise the integrity of the Suwanee Police Department. Any violation of these rules will be subject to disciplinary action. The department shall provide annually, ethics training to all personnel.

III. CODE OF ETHICS

All sworn law enforcement officers in the Suwanee Police Department or those members vested with law enforcement authority as a result of their employment with the Suwanee Police Department will, at all times, abide by the following Code of Police Ethics:

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

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

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

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

All Georgia P.O.S.T. certified communication officers in the Suwanee Police Department will, at all times, abide by the following Public Safety Telecommunicators Code of Ethics:

As a Public Safety Telecommunicator, I am dedicated to serve the public; to safeguard life and property; to keep my personnel informed on all calls that may require their attention; to assist all public safety vehicles and personnel in the performance of their duties; assure that all rules and regulations which govern my position are not violated in any manner.

I will keep my private and social life free from all criticism; maintain a calm attitude during times of stress and emergencies; develop self-control and be constantly mindful of the welfare of others, regardless of race, creed or religion. I will obey the laws of the land, rules and regulations of the Federal Communications Commission and my department. Whatever information I receive of a confidential nature will be revealed only in the official performance of my duties.

I will never act in a selfish or unofficial manner or let my personal feelings, friendships, prejudices or animosity influence my decisions. I will enforce the rules and regulations of my department and the Federal Communications Commission without fear, favor or ill will, never employing unnecessary force and never accepting gratuities.

I recognize the high responsibility of my position as a symbol of public faith and trust and will accept it to be held as long as I am faithful to the ethics of public safety service. I will constantly strive to achieve those objectives and ideals, which govern my profession, dedicating myself, before God, to my chosen profession, public safety telecommunications.

All Civilian employees of the Suwanee Police Department will, at all times, abide by the following Code of Ethics:

I am dedicated to serving the public.

I will exhibit honesty and integrity through ethical behavior.

I will assure that all rules and regulations which govern my position are not violated in any manner.

I will keep my private and social life free from criticism.

I will be mindful of the welfare of others, regardless of race, creed or religion.

I will obey the laws of the land.

I will obey and enforce the rules and regulations of my agency without fear, favor or ill will.

I will not divulge confidential information I receive during the performance of my duties.

I will never act in a selfish manner or let my personal feelings, friendships, prejudices or animosities influence my decisions.

I will recognize the high responsibility of my position as a symbol of public faith and will be faithful to the ethics of public safety service.

I will constantly strive to achieve those objectives and ideals of my profession.

IV. RULES OF CONDUCT

A. DUTY TO ABIDE BY ALL LAWS AND ORDERS

Members of this Department shall abide by all federal, state, and local laws, this Standard Operating Procedure, and all official communications of the Suwanee Police Department and the City Suwanee Rules and Regulations.

This Manual applies to members of this Department on-duty, working police related part-time jobs, working special assignments, and various off-duty conduct that is covered by rules, regulations, and procedures in this Manual.

B. INSUBORDINATION

Insubordination, which shall include, but not be necessarily limited to any failure or deliberate refusal to obey a lawful order given by a superior or any disrespectful, mutinous, insolent, or abusive language or action toward a superior whether in or out of the presence of the superior, is prohibited.

C. PROMPT PERFORMANCE OF DUTY / NEGLIGENCE OF DUTY

Neglect of duty is failure to promptly perform as directed, all lawful duties required by constituted authority, notwithstanding the general assignment of duties and responsibilities. Therefore, there shall be no failure to give suitable attention to the performance of duty. Examples include, but are not limited to: failure to take appropriate action on the occasion of a crime scene, disorder, or other act or condition deserving attention; absence without leave, failure to report to duty at the time and place designated; unnecessary absence from one's assignment during a tour of duty; failure to perform duties or comply with any rule or regulation, general order, or special order; or failure to conform to department operating policies and / or procedures, and in the case of a superior or supervisor, the failure to properly supervise.

D. DUTY TO READ / UNDERSTAND / COMPLY WITH ORDERS

Failure to read, and / or comply with all laws, rules and regulations, general and special orders, policies and procedures of the Department, and written and verbal orders of a supervisor is prohibited. To this end, it shall be considered Neglect Of Duty to fail to inquire of a supervisor the meaning or application of any law, rule or regulation, general or special order, policy or procedure, or written and verbal order.

E. ISSUANCE OF ORDERS

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

Issuance of orders may also include orders relayed from a superior by an employee of the same or lesser rank

F. UNLAWFUL ORDERS

No supervisor shall knowingly issue any order that is in violation of any law, ordinance, or departmental policy. Obedience to an unlawful order is never a defense for an unlawful action; therefore, employees are not required to obey any order, which is contrary to any law or ordinance. Responsibility for refusal to obey rests with the employee. He / she will be required to justify his / her action.

G. UNJUST OR IMPROPER ORDERS

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

H. CONFLICTING ORDERS

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

I. DUTY TO SUPPORT THE DEPARTMENT AND ALL MEMBERS THERE OF

Members of this Department shall cooperate with, support, and assist each other at every opportunity, and no member shall maliciously criticize the work or the manner of performance of another.

It shall be the duty of every member of the Department to refrain from originating or circulating any malicious gossip to the intended detriment of the Department or any member thereof.

J. DUTY TO SUPPRESS MUTINOUS CONDUCT

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

K. DUTY REGARDING CONDUCT

A police officer, having a position of trust and civic responsibility, should so conduct himself / herself as to merit the confidence and respect of the public and his / her fellow officers and see that no taint of impropriety attaches to him / her.

Members of this Department shall at all times conduct themselves in such a manner as to reflect a favorable image on themselves and the Suwanee Police Department. Members shall consider it their duty to be of service to the general public and to render that service in a kind, considerate, and patient manner.

Profane language in dealing with the public will not be tolerated, nor will disrespect for the political or religious views of others to be accepted.

L. DUTY REGARDING RESPECT OF FELLOW EMPLOYEES

All members of this Department shall treat superiors, subordinates, and associates with respect. When on-duty, particularly in the presence of others, officers shall be referred to by rank or title.

They shall be courteous and civil at all times in their relationships with one another.

Command and supervisory employees shall support subordinates in their actions and orders when they can do so reasonably.

They shall avoid censuring subordinates in the presence of others and shall not injure or discredit those under their authority by intentional conduct or by abusive conduct.

This section shall not be construed to prohibit informal oral reprimands or constructive criticisms directed to a subordinate. Any acts of counseling, disciplining, complaining, or criticizing must be done positively and constructively in an appropriate setting.

M. DUTY NOT TO GIVE FALSE OR MISLEADING INFORMATION

No member of this Department shall knowingly give any false, or misleading information concerning the duties, responsibilities, or actions of the Department or any member thereof, nor withhold any information that is their duty to report, nor falsify any Department documents.

N. DUTY TO GIVE NAME, BADGE NUMBER, AND IDENTIFICATION UPON REQUEST

Failure to furnish identification as is consistent with one's duty is prohibited. To this end, all department employees shall politely give their name, badge number, or police identification to any person upon request.

All department employees and volunteers will provide their name and position when dealing with the public over the phone. If an officer is working in an undercover capacity he or she is not required identify themselves as an officer.

O. DUTY REGARDING SPECIAL CONSIDERATION

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

P. DUTY NOT TO SOLICIT MONEY, GOODS, OR SERVICES

No member of this Department, on or off-duty, shall solicit money, goods, services, or special consideration except for charitable purposes and then only after obtaining permission from the Chief of Police.

Q. DUTY TO REFRAIN FROM ACCEPTING MONEY, GOODS, OR SERVICES

No member of this Department shall accept money, goods, services, or special consideration as an inducement to perform or refrain from performing an official act. If the donor is anonymous or it is impossible to return the gift to the donor, the disposition of the gift will be made by the Chief of Police.

Members of this Department shall not accept gifts from other member's junior in rank or position other than on special occasions, such as holidays or birthdays, without first obtaining permission from the Chief of Police.

R. DUTY TO REFRAIN FROM COLLECTING OR ACCEPTING MONEY

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

S. DUTY TO REFRAIN FROM CIRCULATING MALICIOUS CRITICISM OF OTHER GOVERNMENTAL DIVISIONS

Members of this Department shall refrain from circulating malicious criticism of other governmental departments and employees. Members

shall report, in writing to their immediate supervisor all instances where they have not received cooperation from other governmental employees regarding business of an official nature.

T. DUTY TO REFRAIN FROM DISCLOSING ANY INFORMATION RELATING TO POLICE ACTIVITIES

Without the permission of a supervisor, It is prohibited to discuss with anyone matters of a confidential nature involving the operations and official business of the Department, Section, Unit, or Assignment. Additionally, all employees are prohibited from passing criminal history, driver's history information, or any other document that is considered confidential to unauthorized persons. (For purposes of this section, all Department documents and orders are to be considered confidential unless identified otherwise by a supervisor. This section does not apply to orders that are of the nature that they must be communicated to others.)

U. PERSONAL APPEARANCE

Personal appearance reflects upon an employee's competency, efficiency, and pride as a member of the Department and the ability of the City and Department to foster and enhance a professional image. Therefore the failure to;

1. Correctly wear the proper uniform and equipment;
2. Maintain the uniform and equipment in clean working order; and
3. Comply with uniform dress and personal appearance procedures in this Manual is prohibited.

V. DUTY TO REFRAIN FROM CONDUCTING PERSONAL BUSINESS WHILE ON-DUTY

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

W. TRUTHFULNESS / COOPERATION

Conducting business in a less than truthful manner is prohibited.

X. FIGHTING

Fighting with another member of the Department is prohibited.

Y. VEXATIONS / UNNECESSARY COMPLAINTS

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

Z. SOLICITATION OF FAVORABLE ACTS

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

A1. FEES / REWARDS

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

B1. BUYING / RECEIVING / SELLING ITEMS

Buying, receiving, or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to the attention of, or which arose out of, department employment, except as may be specifically authorized by the Chief of Police, is prohibited.

C1. OFF-DUTY EMPLOYMENT

Off-duty employment without the knowledge and approval of the Chief of Police or his designated agent is prohibited. All off-duty employment shall be reported in writing, on the Request for Part Time Employment Form, and shall be approved through the employee's immediate supervisor and upward through the chain-of-command. All forms after receiving final approval of the Chief of Police will be filed by the Administrative Services Commander. Copies will be forwarded to the employee's Shift Supervisor for distribution to the employee.

D1. PAYMENTS OF DEBTS / LEGAL LIABILITIES

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

E1. WITHHOLDING INFORMATION ON CRIMINAL ACTIVITY

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

F1. CONDUCT UNBECOMING - ON / OFF DUTY CONDUCT

Engaging in conduct on or off duty which adversely affects the efficiency of the department, and has a tendency to destroy public respect for the

employee and the department, or destroys confidence in the operation of the city service is conduct unbecoming, and is prohibited.

Examples of such conduct shall include, but not limited to the following:

1. Fraud in securing employment;
2. Conviction of any felony or of a misdemeanor involving moral turpitude, or the entry of a plea of nolo contendere to either;
3. Misuse of City funds or property;
4. Falsification of City records, including application forms, time records, and financial records for personal profit or to grant special privileges;
5. Reporting to work or working under the influence of alcohol or drugs or partaking of such substances during working hours (prescribed medication that does not adversely affect an employee's ability to perform assigned work may be taken within the limits set by a physician so long as medically necessary);
6. Instigation of, participation in, or leadership of a strike, sit-down, stay-in, sympathy strike, walk-out, slow-down, sick-out, or any other interference with stoppage, or restriction of work;
7. Concealment of or failure to report any employment, ownership interest, or personal activity in conflict with the legitimate interests of the City;
8. Engaging in infamous or notoriously disgraceful conduct that adversely affects the City's legitimate interests;
9. Insubordinate, rebellious, or factious conduct, harassment of grossly disrespectful behavior toward other employees and / or City officials;
or
10. Fighting during working time or on City property.

G1. DUTY TO REFRAIN FROM REVEALING TELEPHONE NUMBERS

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

H1. RESIDENCE - TELEPHONE / ADDRESS

Employees shall maintain a working phone to be contacted if needed. Employees shall promptly notify the Chief's Office, via chain-of-command, of any change of phone number or any change of address.

11. FRAUDULENT APPLICATIONS

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

J1. DUTY REGARDING USE OF CITY POSTAGE

City purchased postage supplies will not be used for mailing material that is not of a Department or City related nature.

K1. DUTY TO INVENTORY IMPOUNDED VEHICLE

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

L1. STATUS WHILE OFF-DUTY

Members of this Department shall refrain from acting in their capacity as law enforcement officers, while off-duty, except in cases of emergency or when serious criminal offenses have been committed.

Members are considered on-duty when traveling in their police vehicle or on Department approved business.

M1. DUTY REGARDING ON-CALL STATUS

Members of this Department are subject to call twenty-four (24) hours a day and may be recalled from vacation, leave, or off-days whenever necessity demands. This shall not prohibit a Member of this Agency from partaking in activities that may make him ineligible to report for duty during his off time. Those Members who are on call for a specific reason and period of time (i.e. - Traffic Unit, Criminal Investigations, or certain Members during severe weather watches) shall be fit for duty as long as they are on call.

N1. OVERTIME

Any and all overtime must be approved by the affected division commander or shift supervisor.

O1. DUTY TO BE PROMPT AND PUNCTUAL

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

P1. DUTY TO BE ALERT

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

Q1. REMAINING AT DUTY STATION

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

R1. DUTY TO HAVE LEAVE PROPERLY AUTHORIZED

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

S1. ABSENCE FROM WORK WITHOUT LEAVE (A.W.O.L.)

Absence from assigned workstation without permission is prohibited.

T1. EXCESSIVE ABSENTEEISM

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

U1. ILLNESS / CONDITION (PHYSICAL / MENTAL) SICK LEAVE

Failure by an employee to notify the supervisor when he / she becomes ill or injured and cannot report for work, or if there are any changes in his / her physical / mental health that could impair one's abilities to carry out job assignments is prohibited. Notification shall be no later than one hour prior to start of shift. The use of sick leave without just cause, false statement, or the furnishing of any false information with reference thereto by any member of the Department is also strictly prohibited.

V1. UNAUTHORIZED PARKING

Parking of any employee's assigned City owned vehicle, or personally owned vehicle in another employee's assigned or reserved parking space at the Police Department / City Hall is prohibited. All personally owned vehicles will be parked in the south parking lot, behind City Hall or as far away from the main doors as possible during regular business hours.

Parking in designated handicap permit parking spaces or marked fire lanes, unless responding to an actual emergency, or picking up or

discharging passengers, is also prohibited as well as in violation of State and local laws.

W1. DUTY WITH REGARD TO BULLETIN BOARDS

Documents of official City or Department business should be posted on the bulletin boards in the hallway adjacent to the squad room. Members of the Department are responsible for reading the bulletin boards each working day and signing the appropriate forms for all department related memos. Other items, not relating to business, may be posted only on the authority of the Chief of Police.

Destroying or defacing any official written notice relating to Department or City business is prohibited. The posting of or circulation of, any notices of a non-official derogatory character relating to any person, group, or police activity is prohibited.

Members of this Department shall not remove any item from a bulletin board except by approval of the Chief of Police.

X1. PROHIBITED ASSOCIATION / FREQUENTING

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

Y1. SUBVERSIVE ORGANIZATIONS

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

Z1. DUTY NOT TO BE DEPUTIZED

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

A2. DUTY TO REFRAIN FROM RECOMMENDING CERTAIN SERVICES

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

B2. DUTY TO IMPOUND VEHICLES INVOLVED IN TRAFFIC ACCIDENTS

Anytime a vehicle is involved in a traffic accident, and the driver is not able to care for its contents (i.e. - he is injured, being transported to the hospital, and no one else is coming to get the vehicle or its contents), that vehicle is to be impounded by the officer handling the accident.

C2. DUTY TO RESPOND TO CALLS

Members shall respond to all dispatched calls for police services without argument and unnecessary delay. No officer shall fail to aid, assist, or protect a fellow officer or citizen to the fullest extent of his / her professional capabilities in time of need and in accordance with the policies and procedures of the Department.

D2. UNAUTHORIZED PERSONS IN VEHICLES

Allowing unauthorized persons to ride in Suwanee Police Department vehicles is prohibited. Only the Chief of Police or his designated agent may grant such authorization, and only after a waiver has been signed and a criminal history has been reviewed.

E2. USE OF FORCE

Use of force that is excessive to accomplish one's lawful purpose is prohibited. Every member shall refrain from using unnecessary force of violence and shall not strike a prisoner or person except in self-defense.

F2. MISCONDUCT KNOWN TO DEPARTMENTAL PERSONNEL

Failure to report an employee's violation of a law (Criminal/Traffic), rule or regulation, policy or procedure, or a general or special order is prohibited. Therefore, all such violations shall be reported to a supervisor reported through the chain of command to the Chief's of Police.

G2. DUTY WITH REGARD TO CIVIL PROCEEDINGS

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

H2. DUTY TO REPORT SUMMONS AS DEFENDANT

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

Members shall also report the facts of the matter to their immediate supervisor whenever they learn that any fellow member is about to be or is a defendant in any job-related civil case. The supervisor will contact the effected employee for validation of the information.

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

I2. COURT APPEARANCE

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

J2. DUTY REGARDING ISSUED ITEMS

Members of this Department have the responsibility to maintain all issued items with diligence. Members have the responsibility to report all losses, thefts, or damage of items consistent with Department policy.

Members deemed responsible for the loss or damage of issued items may, in addition to any disciplinary action given, be required to compensate the Department for the loss or damage in a manner prescribed by the Chief of Police or his designee. Negligence must be shown on the part of the member before compensation is required.

Failure to immediately report in writing all damage to vehicles, property, and equipment or to file such report which contains all known facts surrounding the cause and nature of the damage is prohibited. Additionally, members shall return all equipment owned by the Department upon separation, and shall return any equipment when ordered to do so by a supervisor.

K2. DUTY IN REGARD TO USE OF CITY SUPPLIES OR SERVICES

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

L2. ALTERATION OR MODIFICATION OF CITY EQUIPMENT

Members of this Department shall not alter or modify any city equipment issued to them, or to which they have access, except as provided below.

Any necessary modification or alterations may be made on the authority of the commander of the effected section.

This rule shall not apply to the tailoring of uniforms.

M2. USE OF PRIVATE EQUIPMENT

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

N2. POSSESSION / USE OF ALCOHOL

No member of this Department shall purchase, possess, use, or be under the influence of, or have the odor on their person, of an alcoholic beverage while in uniform, on-duty, or in a city-owned vehicle, except in the line of duty.

Possession and / or use of alcohol or alcoholic beverages on duty other than as authorized by specific job function or assignment is prohibited. At no time will an on-duty employee of the Department use or be under the influence of alcohol to any degree or percentage, unless authorized by the Chief of Police.

(To determine one's fitness for duty, all evidence and / or circumstances up to and including the results of an intoxilyzer, urinalysis, or blood test may be considered. In administering an intoxilyzer test, only a State certified operator, using a State certified instrument capable of printing test results will be used.)

O2. POSSESSION OF CONTROLLED SUBSTANCES

Because of the safety sensitive nature of police work and the implications concerning the operation of a police vehicle, weapons, and other instrumentalities, every officer must be able to perform his/her duties in a safe and effective manner at all time while on duty. An officer shall not be under the influence of a controlled substance or medication where such use impairs the ability of the officer to perform his/her duties.

Any officer who possesses any concerns about his/her fitness to perform his/her respective duties had an affirmative obligation to report such concerns and/or limitations to his/her immediate supervisor who will make a decision concerning whether to modify that officer's duties and whether a reasonable accommodation can be make. Any officer taking a controlled substance prescribed by a duly licensed practitioner and/or over-the-counter medication which contains warning labels or instructions which implicate conduct which is part of the officer's normal duties shall obtain a medical release from his/her physician stating that such officer will be able to perform his/her assigned duties while taking such medication. Such physician shall also note any limitations if applicable.

If the Chief or his designee has further concerns regarding the officer's fitness, the Chief or his designee may seek further clarification or another opinion from a duly certified physician. Upon such additional opinion or clarification, the Chief or his designee may (1) require the officer to submit

to a fitness for duty medical examination performed by an outside physician familiar with police work; (2) reassign the officer to alternate work; (3) place the officer on medical leave in accordance with the department's policy; or (4) relieve the officer from duty. The Department will bear any medical expenses incurred other than those of the officer's primary physician.

Notwithstanding the necessary transmittal of records between the respective physicians and an inquiry as to how the condition may effect the officer's safe and effective performance on duty; the Chief, his designee, or officer's supervisor shall not inquire into the officer's medical condition without the officer's consent.

P2. REPORTS

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

Q2. DEPARTMENTAL RECORDS / REPORTS / CITATIONS

Stealing, forging, tampering with, or unauthorized altering of any Suwanee Police record, report or citation is prohibited. To this end, the removal of any record, card, report, letter, document, or other official file from the Department, except by process of law or as directed by the Chief of Police or a supervisor is prohibited. Additionally, the obtaining / duplicating or attempted obtaining / duplication of any information from department files, sources, or reports, other than that to which one is properly entitled in accordance with one's duties / assignments, is prohibited.

All police department documents will be shredded prior to being discarded.

R2. DEPARTMENT FORMS

The appropriate departmental forms will be used for all required reports. All requests for modification or implementation of forms shall be made through the chain-of-command, to the Chief of Police.

S2. RECOVERED PROPERTY / EVIDENTIARY MATERIAL

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

T2. VIOLATION OF LAW

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

U2. COOPERATION WITH ADMINISTRATIVE AND / OR INTERNAL INVESTIGATIONS

Failure to fully cooperate with administrative investigations as described in this Manual is prohibited.

Failure to answer questions, respond to lawful orders, or render material and relevant statements in an internal department investigation, when such orders, questions, and statements are directly related to job responsibilities, is prohibited.

(Nothing in this section shall violate of one's Federal or State constitutional rights.)

V2. DUTY WITH REGARD TO E-MAIL AND INTERNET ACCESS

All E-Mail that is sent must be of professional nature and will be of good taste. Anything that one does not wish for the general public, attorneys, or court system to see should not be put on E-Mail.

1. E-Mail and Internet access will be limited to city related business and not for personal use.
2. The use of E-Mail and the Internet for the purposes of accessing offensive representations or descriptions of sexual acts is prohibited and subject to disciplinary action.
3. The loading or downloading of any material must be approved by competent personnel (computer services advisor) prior to the completion of the task.
4. All personnel of the Suwanee Police Department should be familiar and understand the City of Suwanee Internet Access Policy.

W2. BUILDING SECURITY

Each Employee is issued a Key Card and a PIN to gain access to the police department and areas within the building. If an employee's card is damaged, stolen, or lost that employee must report it immediately. All issued cards will be returned at the time the employee ceases to be employed by the police department. Any person allowing another to gain access without the proper authority will be subject to disciplinary action.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-021 OFF DUTY POLICE ACTION

EFFECTIVE DATE: 06/26/12

NUMBER OF PAGES: 5

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DISTRIBUTION AUTHORIZATION:



I. Purpose

The purpose of this policy is to provide safety directives and guidelines for officers carrying of firearms while in an off-duty capacity and to outline an off-duty officer's duty and responsibility to take action in response to criminal activity under color of law.

II. Policy

An officer may carry a firearm while off-duty in accordance with state and federal law.

It is the policy of the Suwanee Police Department that off-duty officers shall demonstrate courteous, professional behavior while in public. Off-duty officers should generally refrain from law enforcement activities; however sworn officers are authorized to take action while off-duty under exigent or emergency situations.

III. Procedure

A. Officers performing official acts under color of law, and applying reasonably good judgment may be immune from civil liability or criminal prosecution. However, this conditional protection does not extend to acts intended to cause injury or damage, or to those actions that the officer knew, or reasonably should have known, were in conflict with the law. Officers must therefore use good judgment whenever there may be a perceived conflict of interest. If an officer does choose to act under color of law, current police department policies and procedures must be adhered to.

- B. Under Federal Law, sworn officers are allowed to possess a concealed firearm anywhere in the United States (HR 218). Officers should be aware that while this law exempts officers from laws prohibiting such possessions, it does not give officers police powers of any type outside of their jurisdiction. As such, an officer will generally be limited to the self-defense provisions of the state they are traveling through once outside his own jurisdiction; thus the officer's rules of engagement are extremely limited.
- C. Officers shall not carry firearms when consuming alcoholic beverages or under other circumstances where the need to carry a firearm is outweighed by safety issues associated with the circumstances that the officer will be undertaking.
- D. A member of the police department who becomes aware of an incident that poses a threat of serious bodily harm or death to some individual may take "action" to minimize the risk of serious bodily harm or death. "Action" under this provision is fulfilled by reporting the incident and shall not require the officer to place himself in a position of peril. An officer who is faced with such a circumstance may act in accordance with the guidelines set forth in the Suwanee Police Department Policy and Procedures.

IV. Procedure for Off-Duty Action

- A. If feasible, go to a safe location and call 911.
- B. When an officer encounters a situation off-duty that seems to require police action, the officer must consciously evaluate whether the involvement is necessary or desirable, given the circumstances, and after determining the importance and urgency for officer intervention.
- C. A number of circumstances should impact the decision to get involved in any situation.
 - 1. First, an officer may be alone, with family members or other non-police personnel.
 - 2. Second, it is unlikely that an officer will have all of the necessary police equipment while off-duty, for example; TASER, pepper spray, baton, handcuffs or radio.
 - 3. An officer may be faced with multiple suspects or unaware of hidden suspects.

4. There may also be environmental factors working against an officer such as: lack of cover, crowds of civilians, darkness, etc. An officer's intervention may actually spark an escalation of violence.

D. Therefore, an officer's best plan of action may be to:

1. Gather accurate intelligence like a good witness until uniformed, on-duty officers arrive.
2. Remember, there is no legal obligation to get involved, especially if such intervention places the officer in a position of peril or such intervention requires the officer to behave recklessly, carelessly or in a suicidal manner.
3. Most survival-conscious officers have trained themselves NOT to intervene off-duty unless their life or the life of another innocent party is imminently in danger. In other words, officers should only consider intervention when deadly force would be justified. Off-duty officers should not intervene just to make an arrest while off-duty. The decision to take action, beyond simply reporting, is a personal one and is not a requirement of this department.
4. If an off-duty officer decides that they must get involved, attempt to have someone call 911 to advise the operator that an off-duty officer is on scene. Have the caller inform the operator if the officer is armed. If possible, have them describe the officer and their clothing. This will affect the mindset of the responding officers. When uniformed police officers arrive, the officer should prominently display their badge. Do not rely on the showing of identification as a means of providing any protection. At a distance, in dim light and under stress, even the badge may not be seen, or the identification may not be given credibility if the responding officers do not personally recognize the off-duty officers.
5. If holding a firearm, officers should hold their badge next to their firearm for the best chance of being seen because the eyes of the responding officers are most likely to go immediately to any displayed firearm. Officers should reholster their firearm when other officers arrive, unless doing so would put the officer and the responding officers or innocent civilians in jeopardy. Until the responding officers sort out who is who, a drawn firearm is an off-duty officer's greatest personal liability.

6. If cover is available, the officer should use and maintain it, communicating verbally from there.
7. Visibility of the officer's hands is vital. If no immediate threat is present, having responding officers see that the off-duty officer is unarmed and non-threatening will work to calm them and protect the officer.
8. Off-duty officers should verbally identify themselves as a police officer, not once and not in a normal tone of voice, but repeatedly and very loud. The officer should keep shouting out: "POLICE! DON'T SHOOT! OFF-DUTY OFFICER!" until an acknowledgment is received and directions are given by the responding officers. The officer should remember, the noise and excitement of the scene, combined with auditory blocking may prevent responding officers from hearing "police officer" proclamations.
9. When the responding officers issue commands, the officer should follow them promptly and completely. An officer should expect to be treated like a suspect until their law enforcement status is verified.
10. Finally, if an officer has a firearm in their hand, they should NEVER, EVER turn toward an on-duty officer.

V. Off-Duty Arrest

A. Authorized Off-Duty Arrests

When off duty and within the legal jurisdiction of the Suwanee Police Department, an officer may make an arrest when:

1. There is an immediate need to prevent a serious crime, as defined by this department, or apprehend a suspect connected with a serious crime.
2. The crime requires a full custodial arrest.
3. The arresting officer is adequately prepared and equipped to handle the situation.

B. Prohibitions on Off-Duty Arrests

1. An off-duty officer who is out of uniform should not attempt to make an arrest or engage in other enforcement actions when the provisions of section V.A. 1-3 of this policy are not met or when there are other reasonably effective alternatives to affect an arrest.
2. Off-duty arrests are prohibited when:
 - a. The officer is personally involved in the incident underlying the arrest.
 - b. A uniformed police officer is readily available to deal with the incident.
 - c. The officer is not in possession of proper departmental identification and an authorized departmental firearm.
 - d. The reasonably perceived consequences and risks of responding outweigh the risks of not responding.
3. When an officer is prohibited from taking off-duty enforcement actions under provisions of this policy, the officer shall act as a trained observer and witness to the offense and shall summon on-duty uniformed personnel as soon as reasonably possible.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-025 OATH OF OFFICE

EFFECTIVE DATE: 01/01/95

NUMBER OF PAGES: 2

REVISED DATE: 07-22-09

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

It is the purpose of this section of the Suwanee SOP to establish a uniform Oath of Office for the sworn personnel of the Suwanee Police Department.

II. PROCEDURE

- A. The Oath of Office shall be administered to all peace officers prior to assuming sworn status as required by O.C.G.A. 45-3-1. All peace officers assuming sworn status shall take and abide by the Oath of Office to enforce the laws of Georgia, uphold the Constitution of the United States, and the ordinances of the City of Suwanee.
- B. The Oath of Office shall be in print form with spaces provided for the signatures of the sworn officer the administrator of the oath and the date the oath is administered.
- C. Original copies of the completed Oaths of Office shall be maintained in the personnel file of each officer taking the oath. This personnel file will be maintained in the police department.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-030 POLICE DEPARTMENT ORGANIZATION

EFFECTIVE DATE: 01/01/95

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

To designate an organizational structure through which organizational components of the Suwanee Police Department are arranged, defined, directed and coordinated. To define the general authority and responsibilities of command and supervisory personnel.

II. POLICY

It is the policy of the Suwanee Police Department to provide proper authority to supervisory and command personnel commensurate with the duties and responsibilities granted to the respective positions.

III. DEPARTMENT ORGANIZATIONAL STRUCTURE

A. The Suwanee Police Department organizational structure includes divisions, shifts and individuals to each of which are assigned specific functional areas of responsibility which include activities which are directly related to carrying out the department's objectives or to support those objectives.

Ranking members are those persons having authority to administer and supervise the work of various sections, shifts, units or individuals of the department. A ranking member shall exercise the authority of their position under all conditions that require that the use of such authority is in the best interest of the department. Supervisory personnel are accountable for the activities of employees under their immediate control.

A ranking officer shall not unnecessarily countermand any orders of a subordinate officer or needlessly interfere with the specific duties of members of lesser rank.

Situations arise where personnel from different areas within the department work together on a single operation. A command officer shall be pre-selected to direct the operation. In certain incidents command structure has been predetermined per policy governing the particular type of incident, such as barricaded incidents, SWAT and hostage incidents.

When two or more members are working together on the same assignment and are of equal rank, seniority shall not be exercised except in an emergency or when designated by the Chief or Deputy Chief.

B. The Suwanee Police Department's organizational structure is as outlined on the organizational chart, which is updated as needed and maintained in Power DMS. Power DMS is made available to all employees. The organizational chart shall reflect the chain of command, lines of authority and communications, rank and grade, and personnel authorization.

C. Department personnel are divided into two categories:

1. Sworn personnel -- consisting of the members of the department who are vested with police authority.
2. Non-sworn or civilian personnel -- personnel performing support services such as clerical, stenographic, mechanical, etc.

IV. SPAN OF CONTROL

To achieve effective direction, coordination and control, the number of employees under the immediate control of a supervisor should not be excessive. Current personnel allocations are such that the maximum number of personnel assigned to any shift, if all were present and working, is seven.

The appropriate span of control for a given position will be determined by the conditions that prevail in that particular supervisory situation.

V. AUTHORITY AND RESPONSIBILITY

To achieve effective direction, coordination and control, responsibility and accompanying authority are delegated through the chain-of-command. All

department personnel shall be given the authority to effectively complete all functions required by their position, with each position within the department responsibility is accompanied by commensurate authority.

Each organizational component is under the direct command of only one supervisor. All levels of department supervision are required to delegate the necessary authority to lower ranking personnel to allow all members of the department to fulfill their responsibilities. Each employee is accountable for the use of delegated authority.

The City of Suwanee is the governing authority and shall have direction and control of the Suwanee Police Department and its employees. The police officers working for the City of Suwanee shall have the powers of peace officers as regulated by law, and the power to make arrests and to execute and return criminal warrants and processes in the city.

A. Chief of Police

The Chief of Police is the administrative head of the Suwanee Police Department. The Chief may delegate or grant particular authority to ranking members of the department as necessary for the efficient operation of the department. The Chief shall have ultimate responsibility of the department for the preservation of life, property, good order, investigation of crime, suppression of vice and enforcement of state laws and municipal ordinances, and for the fiscal management of the department. This direction will be accomplished through written and oral orders, policies, procedures, guidelines, directives and guidance as well as by personal leadership exerted through subordinate supervisors and officers. The Chief shall provide information to the City Manager on matters pertaining to the police department.

1. Authority

The Chief of Police is the chief executive officer of the department and the final departmental authority in all matters of policy, operations and discipline. He exercises all lawful powers of his office and issues such lawful orders as are necessary to assure the effective performance of the department. The Chief is responsible for the Office of Professional Standards, Patrol Division, and Administrative Services Division, Training and Community Relations Division, and Special Services Division, having direct authority over the Deputy Chief and the Office of Professional Standards.

2. Responsibilities

Through the Chief of Police, the department is responsible for enforcement of all laws and ordinances coming within its legal jurisdiction. He is responsible for planning, directing, coordinating, controlling and staffing all activities of the department; for its continued and efficient operation; for enforcement of rules and regulations within the department; for the completion and forwarding of such reports as may be required by competent authority; and for the department's relations with citizens, city government and other agencies.

B. Deputy Chief

The Deputy Chief is the assistant to the Chief of Police and is the second in command of the police department. In the absence of the Chief of Police the Deputy Chief will assume the position of the Acting Chief.

1. Authority

This is a highly responsible leadership position in administrative, supervisory, and law enforcement work. The Deputy Chief is responsible for the Patrol Division, Special Services Division, Training and Community Relations Division, and the Administrative Services Division, having direct authority over the Division Commanders.

2. Responsibilities

The Deputy Chief will supervise all projects as assigned by the Chief of Police. The Deputy Chief will also assist Division Commanders in directing, controlling, and coordinating all functions assigned to the Divisions. The Deputy Chief shall be assigned such duties and responsibilities as directed by the Chief of Police.

C. Division Commanders (Lieutenants)

1. Authority and Responsibilities

The Division Commander, during their tour of duty, exercises the same authority and has the same responsibilities as their commanding officer,

subject to higher authority. The Division Commander is responsible for the performance of employees under their immediate control. The span of control of the Division Commander or any other supervisor officer shall not exceed seven employees. In the absence of the Division Commander, the shift supervisor is in charge unless otherwise provided. In addition to the general and individual responsibilities of all members and employees, the Division Commander is specifically responsible for the following:

- a. The Division Commander shall be responsible for their use or misuse of delegated authority.
- b. Good Order - The general good order of their command during his or her tour of duty to include proper discipline, conduct, welfare, field training and efficiency.
- c. Roll Call - Ensure that prescribed roll calls are being conducted, communication of all orders or other information at roll call and inspection, and correction of his command as necessary.
- d. Reporting - Reporting as required by a commanding officer.
- e. Personnel Complaints - Inquiry into personnel complaints against members and employees under their command in accordance with the provisions of this manual.

D. Shift and Unit Supervisors (Sergeants)

1. Authority and Responsibilities

Supervisory officers are members appointed in charge of one or more members and/or employees. In addition to general and individual responsibilities of all members and employees, each supervisory officer is specifically responsible for the following:

- a. Supervision - A supervisory officer may be assigned to field or office duties. During their tour of duty, they must closely supervise the activities of their subordinates, making corrections where necessary and commending where appropriate. Supervisory officers are responsible for the performance of employees under their immediate control.

- b. Direction - Supervisory officers must exercise direct command in a manner that assures the good order, conduct, discipline and efficiency of subordinates. Exercise of command may extend to subordinates outside their usual sphere of supervision of the police objective or as reputation of the department so requires; or if no other provision is made for personnel temporarily unsupervised. This authority shall not be exercised unnecessarily. If a supervisor requires a subordinate other than their own to leave a regular assignment, the supervisor so directing will inform the subordinate's own supervisor as soon as possible. Supervisory officers shall be responsible for the use or misuse of delegated authority.
- c. Enforcement of Rules, etc. - Supervisory officers must enforce departmental rules and regulations and ensure compliance with departmental policies and procedures.
- d. Inspection - Supervisory officers are responsible for inspection of activities, personnel and equipment under their supervision and initiation of suitable action in the event of a failure, error, violation, misconduct or neglect of duty by a subordinate.
- e. Roll Call - Conduct of prescribed roll calls, communication of all orders or other information at roll call and inspection, and correction of his or her command as necessary.
- f. Assisting Subordinates - A supervisory officer shall have working knowledge of the duties and responsibilities of their subordinates. They shall observe contacts made with the public by their subordinates and be available for assistance or instruction as may be required. A field supervisor officer shall respond to calls of serious emergencies, felonies in progress, assaults and others unless actively engaged in a police incident. They should observe conduct of assigned personnel and take active charge when necessary. It is also their responsibility to do an Annual Performance Evaluation on each of their subordinates yearly.

E. Assistant Shift Supervisor (Corporal)

1. Authority and Responsibilities

The assistant shift supervisor shall assume all the responsibilities of the shift supervisor in his/her absence.

VI. UNITY OF COMMAND

- A. Each employee of the Suwanee Police Department will be accountable to only one supervisor at any given time within their respective chain-of-command. This unity of command is essential to ensure that all employees are aware of what is expected of them and to promote efficiency and responsibility. However, it is understood that there may be times when an employee may be given a command or be responsible to someone other than their immediate supervisor. Under ordinary circumstances, each employee should be able to identify one, and only one, supervisor to whom the employee is accountable.

- B. In descending order, the chain of command of the department is as follows:
 - 1. Chief of Police
 - 2. Deputy Chief
 - 3. Lieutenant (Division Commander)
 - 4. Sergeant (Shift Supervisor)
 - 5. Corporal (Assistant Shift Supervisor)
 - 6. Patrol Officer
 - 7. Communications Officers (Supervised by Communications Supervisor)
 - 8. Non-Sworn Personnel

- C. General orders relative to the chain of command are as follows:
 - 1. The chain of command, descending from the Chief and ascending from the lowest rank, shall be preserved and shall be respected in the delegation of authority and all inter-departmental communications.
 - 2. Members shall not bypass their supervisors except as set forth in departmental policy.

3. In no way will a member of the chain of command discourage, harass, or in any other way prohibit another member from reaching the top of the chain of command -- this being the Chief's Office. Any member in the chain of command who is guilty of such activities will be in violation of this policy, regardless of rank. In incidents of such violation, the member following the chain of command should make a written request for a hearing with the Chief of Police and should specify the violation and violator.
4. All personnel are encouraged and supported in the exchange of information among all agency functions and personnel for the purpose of coordinating activities. The procedure for communication, coordination, and cooperation among all agency functions and personnel should be through the attendance of CID detectives at patrol shift briefings, if possible, e-mails, monthly supervisor meetings, voice mail, or other postings and exchanges of daily bulletins.

D. The Office of the Chief

The Chief of Police is responsible for the administration and operation of all services within the department. The Chief of Police is responsible for the establishment of departmental policies, directives and rules and regulations that govern department management and operation.

1. The Deputy Chief reports to and is accountable to the Chief of Police.
2. The Office Administrator reports to and is accountable to the Chief of Police.
3. The Office of Professional Standards Commander will report to the office of the Chief of Police and receives specialized training in Internal Affairs and Accreditation/Certification manager training within one year of being appointed.

E. Deputy Chief

1. The Division Commanders will report directly to the Deputy Chief.
2. In the absence of the Chief of Police the Deputy Chief will assume the position of Acting Chief of Police.

F. Administrative Services Division

The Administrative Services Division Commander is responsible for the effective and efficient operation of the Records Division. The Administrative Services Division Commander shall be accountable to the Deputy Chief.

The Administrative Services Division Commander is additionally responsible for the following:

1. Public information officer
2. Agency purchasing and property control
3. Criminal Investigations
4. Juvenile Investigations
5. Drug Task Force Liaison
6. Communications

The Records Division staff report to and shall be accountable to the Administrative Services Division Commander.

The Criminal Investigations supervisor (Detective Sergeant) shall be accountable to the Administrative Services Division Commander. The Detective and the officers assigned to the Drug Task Force report to and shall be accountable to the Criminal Investigations supervisor (Detective Sergeant).

The Communications officers are accountable to the Communications Supervisor who is accountable to the Administrative Services Division Commander.

G. Patrol Division

The Patrol Division Commanders are responsible for the effective and efficient operation and maintenance of the Patrol Division, the Selective

Enforcement Unit, and the SRT Team. The Patrol Division Commanders shall be accountable to the Deputy Chief.

The Shift Supervisors (Sergeants) and the SEU Supervisor (Sergeant) report to and are accountable to the Patrol Division Commander (Lieutenant).

The Assistant Shift Supervisors (Corporals) report to and are accountable to their respective shift supervisor (Sergeant).

Officers assigned to patrol shifts report to and are accountable to their respective shift supervisors.

Officers assigned to the Selective Enforcement Unit report to and are accountable to the Selective Enforcement Unit Supervisor (Sergeant).

H. Training and Community Relations Division

The Training Division Commander reports to and shall be accountable to the Deputy Chief.

Crime Prevention/Community Relations Officer reports to and shall be accountable to the Division Commander.

I. Special Services Division

The Special Services Commander is responsible for the functions and maintenance of the Special Services Division. The Special Services Commander shall be responsible for the following functional areas:

1. Agency Property Control
2. Inspections
3. Municipal Court Liaison
4. Building/Fleet Maintenance
5. Warrants

The Special Services supervisor reports to and shall be accountable to the Deputy Chief.

J. Office of Professional Standards

The Office of Professional Standards Commander (Lieutenant) is responsible for the function and maintenance of the Office of Professional Standards. The Office of Professional Standards Commander shall be responsible for the following functional areas:

1. Internal Investigations
2. Background Investigations for employment
3. Property and Evidence
4. Accreditation/Certification manager

The Office of Professional Standards Commander shall be accountable to the Chief of Police.

K. Command During Absence of the Chief of Police

During the absence of the Chief of Police, the Chief shall delegate the authority vested in this position to the Deputy Chief. The Deputy Chief shall assume full authority and responsibility of the department.

L. When the Deputy Chief is unavailable the designated Division Commander shall act for the Chief of Police on matters brought to his/her attention when higher-ranking officers are not on duty.

M. The highest-ranking person on a patrol shift is referred to as the Watch Commander. The Shift Supervisor shall act for the Division Commander on matters brought to his/her attention when higher-ranking officers are not on duty. When the supervisor of an oncoming, overlapping shift is of equal rank to the Shift Supervisor of the current on-duty shift, the current on-duty shift supervisor shall retain the responsibilities as Watch Commander until their tour of duty has ended.

N. During the temporary absence of any ranking officer, the senior ranking subordinate present or available for duty acts as the ranking officer during

such absence, unless said ranking officer has designated by name his temporary replacement. The senior ranking subordinate shall be delegated the authority to make decisions and shall be held accountable for decisions made or the failure to make decisions.

O. At every level within the agency, personnel shall be given the authority to make the decisions necessary for the effective execution of their responsibilities. The employee shall be made accountable for the use of delegated authority as well as for the failure to use it.

P. Lawful Orders

At all times members will obey any lawful order given by a supervisor, including any order relayed from a superior by an employee of the same or lesser rank. Orders from supervisors to subordinates will be in a professional, clear, understandable language, civil in tone and manner and issued pursuant to departmental business.

Q. Unlawful Orders

Supervisors will not knowingly issue any order that is in violation of any law, ordinance or departmental rule or policy. Employees are not required to obey any order that is contrary to any law or ordinance. Responsibility for refusal to obey rests with the employee and they will be strictly required to justify their actions. The employee will report the unlawful order to their next level of supervision or to the next level of command available.

R. Unjust, Improper or Conflicting Orders

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

Upon receipt of an additional order which conflicts with any previous order or instruction, the member affected will advise the person issuing the second order of this fact, in a professional and respectful manner. Responsibility for countermanding the original instruction rests with the individual issuing the second order to have the original order rescinded. In

no event will an employee countermand a supervisor's order unless immediate danger to lives or property exists.

- S. Within the department there exists whatever units of organization the Chief of Police deems necessary.

VII. JOB DESCRIPTIONS

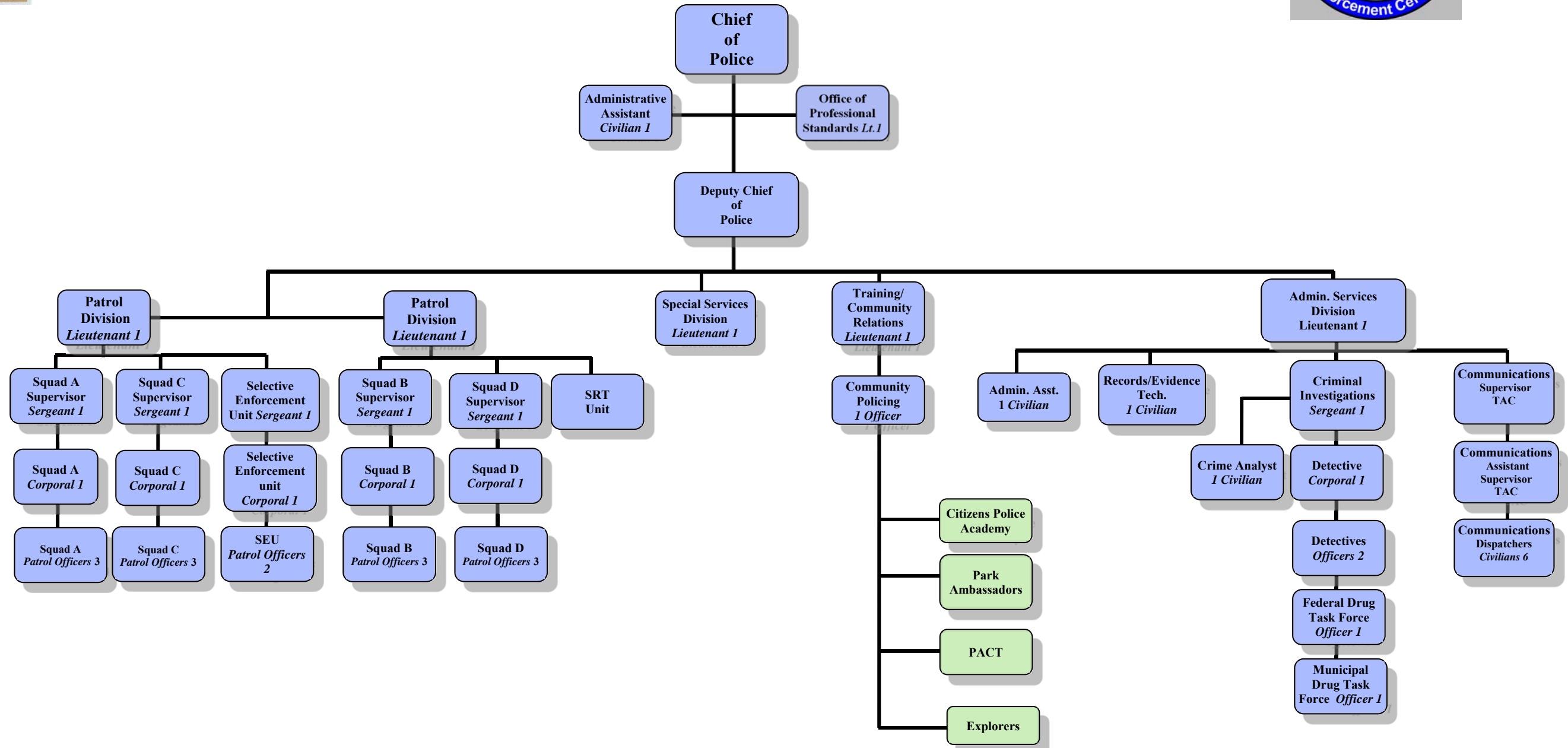
- A. A copy of all job descriptions for employees shall be maintained on file in Human Resources, the Chief's Office and on PowerDMS.

Employees may obtain a copy of any job description at any time by looking it up in PowerDMS, or by requesting a copy from Human Resources or the Chief's Office.

- B. Each employee shall be issued a copy of their job description upon being hired by the department.



Suwanee Police Department Organizational Structure



SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-040 CRIME ANALYSIS

EFFECTIVE DATE: 10/01/99

NUMBER OF PAGES: 6

REVISED DATE: 03/27/19

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. POLICY

It is the policy of the Suwanee Police Department to provide crime analysis information to all Divisions located within the Department.

II. PURPOSE

A. To establish a crime analysis function that will collect, collate, analyze and disseminate information gathered from resources within the department and those agencies outside the department that provide possible information. To provide administrative and operational divisions with informational data regarding crime patterns, deployment of manpower, strategies, long-range plans and development of crime prevention programs and to assist with evaluation of informational reports. Crime analysis functions include:

1. Strategic operations.
2. Traffic analysis.
3. Crime analysis.
4. Administrative support services.
5. Personnel deployment.
6. Special operations.
7. Selective enforcement.
8. Other analysis per request.

III. RESPONSIBILITIES

- A. The Administrative Services Division Commander shall coordinate all crime analysis activities. The Suwanee Police department's records management system will be utilized to retrieve statistical data and NIBRS information.
- B. The following reports will be generated by the assigned personnel and will be generated on a monthly and annual basis.

- 1. Monthly workload report

The Patrol Division Commander will generate a monthly workload report from the officer's daily reports. This report should include the following.

- a. Accidents investigated
- b. Incident reports
- c. Incidents other than traffic or report
- d. Total activity
- e. Adult felony arrests
- f. Adult misdemeanor arrests
- g. Juveniles detained
- h. Warnings issued
- i. Area checks
- j. DUI arrests
- k. Traffic stops

Monthly analysis of crime data and Monthly workload data will be utilized in the development of tactics for operational components and crime suppression strategies, in predicting and preparation for manpower and resource needs, and for short- and long-range planning.

- 2. Criminal Investigations Division Activity Report

The Criminal Investigations Supervisor will generate a monthly report to summarize the type of cases investigated and the status of those cases including part 1 offenses. The report should include the following criteria.

- a. Cases referred
- b. Total cases investigated

- c. Cases cleared by arrest
- d. Cases exceptionally cleared
- e. Cases unfounded

The Criminal Investigations Activity report provides valuable information on the types and frequency of part 1 offenses. It also provides statistical data as to how many cases are referred, investigated and clearance ratios.

3. Traffic Analysis

The Patrol Division Commander will compile statistical information gathered from traffic enforcement activities and accident reports on a monthly basis. The Traffic Analysis Report provides valuable information for manpower allocation and duty assignments. The report should include the following information.

- a. Accident location by intersection and Zone.
- b. Time and day of week.
- c. Injuries.
- d. DUI.
- e. Causative factors.

Enforcement data will be reported in the following format:

- a. Location.
- b. Frequency of accidents.
- c. Violation.

4. Crime Analysis

The Criminal Investigations Supervisor will compile a monthly crime analysis report to aid in the identification of crime patterns. Crime analysis should include:

- a. Collection and collation of crime data from the following sources:
 - b. Incident and Supplemental Reports.
 - c. Arrest/Booking Reports.
 - d. Officer Daily Activity Reports.

- e. Field Interview cards.
- f. Accident Reports.
- g. Other law enforcement agencies.
- h. Departmental computer system.
- i. Georgia Crime Information Center.
- j. National Crime Information Center.
- k. Other departmental data.

Analysis of crime and traffic data will aid in then identification of crime and traffic patterns and trends. Utilization of analysis will allow effective and efficient strategies and tactics to be developed, as needed, to resolve problem areas. Also used in determining the number of personnel needed and deployment of specialized operations.

5. Monthly Activity Report

The Patrol Division Commander will utilize the all of the above reports to produce a departmental monthly activity report to include.

- a. Total calls for service
- b. Misdemeanor and felony arrests
- c. Alarm calls answered
- d. Traffic accidents investigated
- e. Total traffic citations issued
- f. Speeding citations
- g. DUI arrests
- h. Warnings issued

The monthly activity report is used to summarize and compare crime trends for the current year to the same period of previous years.

C. Quarterly Council Report

The quarterly report is a summary of all monthly reports for the quarter being reported. This report shall be prepared by the Chief and should provide an accounting for the activities of the police department for the quarter. The quarterly report will be distributed to the Mayor and Council.

IV. DISSEMINATION OF CRIME ANALYSIS INFORMATION

- A. Crime analysis information will be disseminated to affected units on a timely basis as needed/requested by the unit. Crime analysis information will be discussed at each monthly supervisor meeting to brief the Chief on crime patterns and trends and for supervisors to pass along information to their employees.
- B. Monthly operational activity and traffic enforcement/accident reports will be disseminated to Patrol Supervisors, each Division Commander, and the Chief of Police.
- C. Crime analysis data disseminated should include analysis by:
 - 1. Zone.
 - 2. Day of week.
 - 2. Time of day.
 - 4. Subtotals and grand totals.
- D. Once a crime pattern has been identified the affected unit will receive a detailed report from crime analysis. A copy of the report will be sent to the Chief and the Commander of the affected Division. This report will keep the Chief informed of trends and crime patterns as they occur or upon his/her request.
- E. Traffic analysis data disseminated to operational units on a monthly basis or as requested.
- F. Confidential information derived from intelligence operations shall be restricted and disseminated only with approval of the Chief of Police, to include known offenders, suspects, investigative leads, modus operandi.
- G. Dissemination of departmental crime analysis information to other law enforcement components is authorized on a need-to-know basis and will be forwarded under confidential cover. Crime analysis data that is reported in monthly and annual departmental reports, shall be available for public inspection.
- H. External dissemination of crime analysis data, in some instances, can enhance public awareness and generate community support. It can also improve crime suppression and offender apprehension. The following shall be used as mediums of data released to enhance public awareness and support:
 - 1. Crime prevention programs.
 - 2. Public Information Officer.
 - 3. Media releases.

I. Review and Feedback of Crime Analysis

1. In an effort to ensure the relevancy and usefulness of processed data, supervisors of organizational units will review the reported crime data and forward appropriate assessments and/or recommendations to the Administrative Services Division Commander. Officers reviewing crime analysis reports are encouraged to provide feedback to their supervisor.
2. A review of the crime analysis process by the Chief of Police and Deputy Chief will determine the effectiveness of the process and identify areas needing modification.
3. Public comment should be encouraged and suggestions considered and implemented whenever practicable. This can be accomplished by:
 - a. Neighborhood Watch meetings.
 - b. Citizen surveys.
 - c. Other community or neighborhood meetings.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-050 HARASSMENT POLICY

EFFECTIVE DATE: 01/01/95

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REVISED DATE: 03/27/19

DISTRIBUTION AUTHORIZATION:



I. PURPOSE

The purposes of this policy are to define and forbid certain conduct that is sexual, ethnic, racial or religious harassment, to prohibit the condoning or perpetuating of such conduct, and to provide an efficient means for reporting and resolving complaints of such harassment and complaints of condoning such harassment.

II. POLICY

It is the policy of the Suwanee Police Department that all employees (sworn and civilian, full and part-time), potential employees (applicants and recruits), and volunteers (Explorers, and recruits) and community service workers be treated with respect. This policy is to maintain a quality working environment for said individuals so that they may work free from intimidation, humiliation, insult or be subjected to offensive physical or verbal abuse or actions of sexual, ethnic, racial or religious nature. Any employee, volunteer or community service worker who engages in or who perpetuates or condones sexual, ethnic, racial or religious harassment may be subject to immediate disciplinary and/or criminal action.

III. SCOPE

This policy covers all part-time and full-time employees, sworn and civilian personnel, law enforcement Explorers, community volunteers and community service workers.

IV. PROHIBITED CONDUCT

A. Physical conduct or contact of a sexual nature, requests for sexual favors and verbal conduct of a sexual nature are sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, volunteer or community service.

2. Submission to or rejection of such conduct by an individual is used as a basis for employment, volunteer or community service decisions affecting such individual.
 3. Such conduct has the purpose or effect of either interfering with an individual's work performance or of creating an intimidating, hostile or offensive work environment.
- B. Behaviors which may constitute sexual harassment includes, but is not limited to:
1. Verbal harassment
(e.g., epithets, derogatory remarks, or slurs);
 2. Physical harassment
(e.g., touching gestures, assault, impeding or blocking movement, or any physical interference with normal work or movement)
 3. Visual forms of harassment
(derogatory posters, letters, poems, graffiti, cartoons, or drawings); and
 4. Requests for sexual favors or unwelcome sexual advances.
- C. The following types of conduct are examples of sexual harassment and are prohibited. These examples do not represent all the ways in which sexual harassment may occur and are not intended to limit the preceding definition of sexual harassment.
1. Explicit or implicit promises of career advancement or preferential treatment in return for sexual favors. Such promises or preferential treatment may include but are not limited to overlooking an individual's work deficiencies; hiring, promotion and training opportunities; accepting lower performance standards; giving exemplary performance evaluations; and lax time keeping.
 2. Explicit or implicit threats that an employee will be adversely affected if sexual demands are rejected. Such threats include but are not limited to giving poor performance evaluations; denying promotions; punitive transfers; altered or increased work assignments; and refusal to provide training.
 3. Deliberate, repeated and unsolicited verbal comments and gestures of a sexual nature. This includes sexually suggestive remarks, pictures, "jokes" or a single gross incident.
 4. Deliberate and unsolicited single touching of another. This includes inappropriate touching, pinching or repeated brushing against another person's body.
 5. A deliberate and unsolicited single touching of an obvious sexual nature.
 6. Providing an employment opportunity or benefit to an individual because of submission to sexual advances, when a similar opportunity or benefit is not

granted to similarly qualified persons with whom the harasser is not sexually involved.

7. Denial of an employment opportunity or benefit to an individual because of his/her refusal to submit to sexual advances, their racial or ethnic background or religious preference.
8. Sexual, racial, ethnic or religious related jokes, comments, insults, cartoons or innuendoes.

V. EMPLOYEE AND SUPERVISOR RESPONSIBILITY

- A. All employees, volunteers and community service workers have a responsibility to conduct themselves in a manner that will ensure proper performance of their work and maintenance of community confidence and respect.
- B. Victims have the responsibility to complain about sexual harassment in a timely manner and to pursue their complaint to a higher authority if not satisfied with the response of anyone in their chain of command.
- C. Supervisors have a responsibility to act promptly and affirmatively when they observe behavior that violates this regulation and/or when they receive complaints of sexual harassment.
- D. Supervisors are responsible for ensuring that this policy is circulated to all employees, volunteers and community service workers under their direction and that all understand its content.

VI. COMPLAINT PROCESS

It is the department's position to take affirmative action to prevent such unwanted conduct from occurring. It is each employee's responsibility to help eliminate all forms of harassment and unwanted conduct. It will be every supervisor's responsibility to prevent or investigate such behavior if occurring in his or her work jurisdiction.

A. Reporting

1. Any employee, volunteer or community service worker encountering harassment is encouraged to inform the person that his or her actions are unwelcome and offensive. The individual is encouraged to document all incidents of harassment in order to provide the fullest basis for investigation.
2. When an employee, volunteer or community service worker believes that he or she is being harassed, they are to report the incident as soon as possible to their immediate supervisor, unless the alleged harasser is the employee's supervisor. In this case the supervisor's immediate supervisor shall be notified.

B. Investigation

1. All initial complaints or incidents shall be investigated on a case-by-case basis by the supervisor. The supervisor shall deal with all such reported incidents in a fair, impartial and speedy manner. The supervisor shall make their Division Commander aware of the complaint as soon as practical. When deemed necessary, the supervisor shall request through his/her Division Commander that the complaint be referred to Internal Affairs for full investigation.
 2. The supervisor to whom the complaint is given shall meet with the employee, volunteer or community service worker and document the incident(s) complained of, the person(s) performing or participating in the harassment, any witness to the incident(s) and the date(s) when the incident(s) occurred.
 3. In those incidents where a violation has been shown to occur, immediate action will be taken to remedy the situation, eliminate the undesired performance and prevent its recurrence.
 4. The investigating supervisor shall immediately notify their Division Commander, and the Chief of Police if the complaint contains evidence of criminal activity, or when the supervisor deems it necessary to request an internal investigation.
 5. At any time the City Manager is available to meet with any of the involved individuals as a neutral party in interpreting policies and procedures regarding harassment and to advise proper courses of action.
 6. The supervisor shall inform all parties involved of the outcome of the investigation.
 7. If the matter is not alleviated to the satisfaction of the complainant or employee accused of harassment, the formal grievance process is available to the individual.
 8. This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.
- C. Cooperation -- Every employee of this department will cooperate, within established policies designed to maintain their own legal rights, in any investigation where the employee might have become involved either as a witness or as the accused in a complaint of unwanted conduct.
- D. Discipline -- Any employee, volunteer or community service worker who violates this policy and engages in or who perpetuates or condones sexual, ethnic, racial or religious harassment will be subject to immediate corrective action ranging from counseling up to and including termination and/or criminal action.
- E. Confidentiality -- The complaining party's confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

F. Maintenance of Files -- All harassment and discrimination complaints shall be maintained in the Internal Affairs Office.

VII. RETALIATION

There shall be no retaliation against any employee for filing a harassment or discrimination complaint or for assisting, testifying or participating in the investigation of such a complaint.

Any evidence of retaliation shall be considered a separate violation of this policy and shall be handled by the same complaint procedures established for harassment and discrimination complaints.

Monitoring situations to ensure that retaliation does not occur is the responsibility of Supervisors, Division Commanders and the Chief of Police.

VIII. CITY OF SUWANEE POLICY ON SEXUAL HARASSMENT

The City of Suwanee has developed a blanket policy against sexual harassment of any form, against any employee (sworn and non-sworn), or any potential employee, in order to maintain and provide a quality-working environment.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-055 DEPARTMENTAL RECORDS AND REPORTS

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I. PURPOSE AND SCOPE

The Records Division is responsible for the records functions that are basic to meeting the management, information, and operational needs of the Suwanee Police Department. Police Incident and Accident Reports, all Traffic Citations, and Traffic Warnings generated by the Department are the responsibility of Records Division.

The Chief of Police establishes procedures for the review, recording, maintenance, control and retrieval of records that are the responsibility of the Suwanee Police Department.

II. ORGANIZATION

The Records Division is directed by the Administrative Services Division Commander and is made up of civilian personnel assigned to data entry and filing / retrieval functions.

A civilian employee with the title of Records Clerk staffs this unit. The Records Clerk will report directly to the Administrative Services Division Commander.

III. PROCEDURES

A. Documentation of Police Actions

It is the policy of the Suwanee Police Department that official records be prepared and maintained to document every reported police activity, whether originated by a citizen or department member. Employees will prepare documentation for the following categories of incidents, which occur in Suwanee:

1. Citizen reports of crimes;
2. Citizen complaints;

3. All citizen requests for services of the department when an officer is dispatched (this will also include taking reports over the phone or via e-mail in the case of certain crimes such as theft, identity fraud, or when the victim has already left the jurisdiction and it is not feasible to return to file a report in person), an employee is assigned to investigate, or an employee is assigned to take action at a later time;
4. Criminal and non-criminal cases initiated by or coming to the attention of department personnel;
5. All auto accidents reported to police; and
6. Incidents involving arrests, citations, or summonses.

B. Supervisory Report Review

Report review is delegated to and the responsibility of the immediate supervisor of the reporting officer. This review is made to insure completeness and accuracy of all reports submitted, and that all required reports are completed according to the guidelines of the field reporting system. The supervisor will also check the report for legibility, completeness and accuracy, and will return unsatisfactory reports to the writer for necessary corrections. When any supervisory officer approves a report, it will be assumed the supervisor is in concurrence with the contents of the report unless notes are made to the contrary. Records will conduct a secondary review of reports to insure any attachments to the reports are submitted to the proper sections or individual officers in the department.

C. Specific Information for Documenting Police Action

All reports and records maintained to document police activity will contain at a minimum, the following information:

1. Date and time of the initial report;
2. Name, if available, of the citizen requesting the service, victim's or complainant's name;
3. Nature of the incident; and
4. Date, time and type of action taken, if any, by law enforcement personnel.

IV. CASE NUMBERING SYSTEM

A single numbering series is employed for all incidents in which a report is filed. The case number is assigned by the Communications Center and is the starting point in

the database for all calls received and generated by the Suwanee Police Department.

Each case number is generated by CAD in order to prevent duplication. The case numbers are assigned in sequential numerical order and will have nine (9) alphanumeric digits and will be in the following format:

First four (4) digits will be the year the case number was assigned: "2002"

The remaining five (5) digits will be the next available sequential or consecutive number beginning with "00001"

Example: The first case number during 2002 starting at 12:01 AM on January 1, 2002 would be: 2002-00001, the second case number would be: 2002-00002, etc.

V. FIELD REPORTING SYSTEM

A. Report Forms

Members of the Suwanee Police Department will use the appropriate report form(s) as indicated by the nature of the incident being reported. The importance of having a well-written and complete report cannot be overemphasized. The police record system depends on the work product of the officer in the field. Forms generally used in field reporting include:

1. Incident reports;
2. Accident reports;
3. Supplemental reports (incident and accident);
4. Georgia Uniform Traffic Citations
5. Arrest Reports
6. Vehicle Impound Reports

B. Incident Reports

1. Incident reports will be completed on criminal acts, as described in the NIBRS Code, which are brought to the attention of an officer and occur within the City, even if the complainant does not wish to file charges or have a report made;
2. Fatal accidents will also be recorded on an incident report if a person is arrested and formally charged in the accident;

3. Incident reports will also be completed to record certain specified types of information of a non-criminal nature;
4. Non-criminal incidents that require an incident report are but are not limited to: suicides, attempted suicides, deaths that are non-vehicular related, missing adults and juveniles, damage to or theft of departmental property.
5. All reports shall be reviewed by the employee's supervisor for completeness. If the report contains traceable information regarding stolen property and/or wanted/missing individuals, the reporting officer/employee shall forward the information to the Communications dispatcher for entry into GCIC files.

The Crime Analyst will review reports to ensure that information required by GCIC, NIBRS or the department's computer system is included in the report.

C. Accident Reports

A Georgia Uniform Accident Report will be completed by an officer for accidents involving any of the following:

1. Death or injury;
2. Property damage or fire;
3. Hit and run;
4. Impairment due to alcohol or drugs;
5. Hazardous materials; and
6. Damage to public vehicles or property.

NOTE: All of the above cases occurring on public streets or highways will require an accident report as required in OCGA 40-6-3. Accident reports will be made on private property will be completed on the private property accident form.

A Personal Report of Accident form will be given to the parties involved if:

There is only minor damage to both vehicles and the parties do not wish to have an accident report made;

A person reports any accident that happened 24 hours or more prior to the time of complaint.

D. Vehicle Accidents Involving Law Enforcement Vehicles

A very close investigation will be made of all circumstances involving vehicle accidents resulting in injury to law enforcement personnel and / or damage to law enforcement vehicles. All such reports will be forwarded to the Chief of Police for

review. In instances where law enforcement personnel are held to be at fault, administrative actions will be taken.

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

1. Notify the Communications Center of the accident, give the location and other pertinent information and request that a supervisor be dispatched to the scene;
2. Notify the Georgia State Patrol to conduct the primary investigation. If a GSP unit is unavailable, notify one of the Gwinnett Municipal Agencies to conduct the accident investigation. Obtain the case number from the department conducting the investigation.
3. The shift supervisor shall obtain a copy of the completed accident from the investigating agency if possible. If not, then notify Records so that a copy can be obtained and entered into Records Management. ***This is for administrative purposes only and should be marked accordingly.***
4. The shift supervisor will take photographs of the scene and the vehicles involved. If using the digital camera, download the photographs into Records Management prior to the end of the tour of duty.
5. The officer involved in the accident will complete an incident report in Records Management and the shift supervisor will complete a supplemental in that report as to the actions taken by the supervisor.
6. The Division Commander will be notified of the accident and the reports will be forwarded up the chain of command.

E. Supplemental Reports

1. Incident Report Supplemental

A supplemental report will be submitted by the investigating officer when it is necessary to explain, expand, or continue with information from the incident report, or to record important confidential information not contained in the incident report (such as investigative leads, names of suspects, and any unsubstantiated information which could be of investigative use such as intuitions, hunches, possibilities, etc.).

2. Accident Report Supplemental

A Georgia Uniform Accident Report Supplemental will be submitted by the investigating officer when it is necessary to explain, expand, or continue with

information from the accident report, or to amend an originally filed report with further information (follow-up information from a hit and run accident, chemical test results, etc.)

Supplemental reports will be printed or written in a neat, legible manner so they can be read without difficulty;

The supplemental report submitted by the reporting / investigating officer will be submitted to the records personnel to be filed with the original case report;

A supplemental report will also be used for an expanded narrative from the case report, if needed. This supplement should be copied and attached to all distribution copies of the report.

F. Georgia Uniform Traffic Citation

A Georgia Uniform Traffic Citation is to be completed on all traffic law violations resulting in a traffic citation issued as a summons to appear in court. There are two ways to issue a Georgia Uniform Traffic Citation.

1. Five-part Traditional Georgia Traffic Citation

Copies will be distributed as follows:

- a. Court Copy (White) – Court Services
- b. Dept. of Public Safety Copy (White) – Court Services
- c. Issuing Department Copy (Pink) – Records
- d. Violator's Copy (Yellow) – Violator
- e. Officer's Copy (White) – Retained by the officer for 6 months

This type of citation will be placed in the pending box until entered into Records Management. After being entered into Records Management, the citations will be placed into the court services box.

2. E-tickets

These citations are printed in the car at the time the citation is issued and is electronically downloaded into the RMS system. An original citation is printed and signed by the offender and officer and then placed in the court services box in the radio room. An additional copy is printed and given to the violator for the violator's copy.

G. Arrest Report

An Arrest Report will be completed on all individuals who are taken into the custody of the Suwanee Police Department. Records personnel will retain this paperwork in the original case file.

H. Vehicle Impound Report

A vehicle impound sheet will be completed every time a vehicle is towed by a member of this department without the consent of the owner of such vehicle. This will be accompanied by an incident report to document the incident.

VI. INTERNAL AND REQUIRED REPORTS

It shall be the policy of the Suwanee Police Department that administrative reports are to be compiled and distributed to the pertinent personnel and organizational components. These are to facilitate manpower requirements and allocation, managerial strategies, and budget planning. A listing of administrative reports shall be maintained by the Chief's office Administrator and shall include but not be limited to, the officer workload report, NIBRS report, and GCIC report and other reports deemed necessary. A unit supervisor upon request by the Chief of Police may complete other miscellaneous reports.

- A. Information required for report purposes shall be gathered, collated and disseminated through manual and automated mediums. Reports will be generated as dictated by department policy or per feasible request.
- B. The following internal reports shall be completed each month and disseminated to specified areas:
 - 1. NIBRS Report

The Crime Analyst shall complete the monthly NIBRS report to GCIC, as required and in accordance with GCIC rules and regulations and Georgia law.

The monthly report shall include data collected from reports by patrol, selective enforcement and investigations. Data collected and reported includes NIBRS Part I and Part II crimes, City of Suwanee ordinance violations, specific traffic violations and related arrest data, property loss and recovery, officer activity information, and incidents of family violence. The information from the computer-generated report is entered into the GCIC Secure Web NIBRS Screens. A copy of the worksheets from which the information was gathered is retained in the NIBRS Report Files in the office of the Crime Analyst.

- 2. GCIC Validation Report

The Communications Supervisor shall complete the monthly GCIC validation report to GCIC, as required and in accordance with GCIC rules and regulations and Georgia law.

The monthly validation report is done through the GCIC Secure Web at the Validation site. Each month the Communications Supervisor prints a list of the persons and items being validated by the state off the web site. Letters are sent out to the owners of the stolen property being validated. After the responses are received, the web site is updated to reflect the appropriate information. If the stolen property cannot be validated it is removed from the GCIC computer unless it is a weapon, in which case it is left on. The list of warrants for the month is also validated for completeness, correctness, and status then updated on the GCIC web.

3. Accident Reports

The state Crash Reporting Unit and the county DOT require monthly accident report copies.

The reports are disseminated to the state Crash Reporting Unit and the county DOT electronically through an interface with the police department's records management software.

4. Ticket Tracking

Tickets are tracked to be certain that all are accounted for. Each ticket issued whether by computer, as in the e-tickets, or by booklet are checked off after they have been issued.

The e-tickets are checked quarterly by running a computer report in the ITI Records Management software to show which have been issued. The Office Administrator then checks them off in the ticket-tracking book. The tickets issued from a book are also tracked by the Office Administrator who receives the issuing department copy and checks it off in the tracking book on a quarterly basis. The issuing department copies are filed in books and retained per the Georgia Records Retention Schedule. The ticket-tracking book is retained in the Office Administrator's office and a log is kept to show the quarterly tracking dates.

5. CALEA and State Certification Reports

The CALEA Accreditation and State Certification Manager prepares all reports that are required by CALEA and State Certification such as annual reports and maintains a schedule of reports and/ or analysis that are due from other organizational components.

6. Annual Use of Force Report

The Office of Professional Standards (OPS) Lieutenant prepares the annual Use of Force Analysis as required by CALEA and State Certification. The report will be completed within the 1st quarter of the year and submitted to the Chief as well as being presented at a supervisors meeting, posted on PowerDMS and Posted on the Suwanee web page.

7. Annual Internal Investigations Report

The OPS Lieutenant prepares the annual Internal Investigations Analysis as required by CALEA and State Certification. The report will be completed within the 1st quarter of the year submitted to the Chief as well as being presented at a supervisors meeting, posted on PowerDMS and Posted on the Suwanee web page.

8. Annual Vehicle Pursuits Report

The OPS Lieutenant prepares the annual Vehicle Pursuit Analysis as required by CALEA and State Certification. The report will be completed within the 1st quarter of the Year and a copy submitted to the Chief and the Georgia Chiefs Association.

9. Annual Complaint Analysis

The OPS Lieutenant prepares the annual Complaint Analysis as required by CALEA and State Certification. The report will be completed within the 1st quarter of the year submitted to the Chief as well as being presented at a supervisors meeting, posted on PowerDMS and Posted on the Suwanee web page.

10. Annual Specialized Assignment Reviews

The annual Specialized Assignment reviews will be prepared by the responsible supervisor and submitted to the Administrative Chain of Command for review and approval.

VII. DISTRIBUTION OF RECORDS

Incident reports, accident reports, supplements, etc., are completed in Records Management and are stored electronically. Any hardcopy paperwork, such as Juvenile Complaints or Impound Forms, will be forwarded to and stored in the Records Room. Copies of originals or computer printed copies shall be used for working copies. Exceptions are for confidential investigations, until such time as the investigation is completed. At the end of each month the original accident reports are required to be sent to:

Records will distribute copies of accident and incident reports and supplemental reports daily to other sections, units or other agencies, as necessary.

Incident and accident report copies may be sold to insurance companies, victims and other persons with a legitimate interest in the report.

VIII. STATUS OF REPORTS

All incident and accident reports are completed and stored electronically in the Records Management software. Each report is first and second approved at least two supervisors. After this review, the copies will be distributed as indicated in this Manual.

All reports are to be completed prior to the end of that officer's tour of duty. Officers that encounter extenuating circumstances that may prevent them from completing the required reports must have a supervisor's approval before ending their tour of duty. Officers who are given approval by a supervisor and are unable to complete a report before the end of their shift shall complete cover page 1, 2, and 3 in Records Management. Officers are required to return to complete and have approved all unfinished reports within 24 hours.

Every effort will be made to approve reports so they will be available for distribution in (3) three working days.

A. Report Accounting

The records personnel will check each case number listed and /or generated by the Communications Center, to ensure that the report has been completed.

A random inspection of Records files will be conducted to ensure integrity.

b. Records Removal

All records maintained by the Suwanee Police Department Records Division will be required to be logged out if they are used for purposes other than making copies or immediate return. Only records personnel, Division Commanders, and Shift Supervisors will be allowed to remove records. Records or files removed for court or any other purpose will be logged out by the personnel removing the file and will include the date, time, and for whom the record was removed. The purpose of this is to maintain accountability by establishing a chain-of-custody and to ensure that the documents are returned to the Records Division.

IX. PRIVACY AND SECURITY OF RECORDS

Reports in Records will be retrieved and disseminated by employees of Records, Division Commanders, or Shift Supervisors. No dissemination of criminal / driver

history information will be released by the department except in accordance with GCIC rules and regulations.

X. RECORDS RETENTION SCHEDULE

Incident and accident reports will be retained for a period of three (3) years in the current report file room. Reports will then be boxed, labeled and transferred to the archives storage. Retention schedules will conform with Georgia State guidelines as adopted by the City of Suwanee Council. All audiotapes from the dispatch center will be retained for a period of three years and all video from police vehicles will be retained for a period of five years when an arrest was involved. All other video will be retained until no longer useful in accordance with the State of Georgia record retention schedule.

XI. ACCESSIBILITY OF RECORDS

A. Times of Operation

Records will normally operate 8:00 AM to 5:00 PM, daily; excluding weekends and City recognized holidays. Beyond normal working hours, personnel via the department's computer system may obtain computerized reports. If immediate access to reports stored in Records is required, authorized persons listed in this section will be contacted to respond and open the file room.

B. Records Section Physical Security

Unauthorized personnel shall not be allowed access to Records. A key lock controls this room. Computerized printout copies of case files are accessible by officers of this Department through the Department's database computer. Authorized personnel will be limited to:

1. Chief of Police;
2. Deputy Chief;
3. Division Commanders;
4. Records personnel;
5. Shift Supervisors;
6. Department personnel escorted by any of the above personnel.

XII. INDEX FILES

Records will maintain the reports on computer database and in a numbered and dated order file. The incident reports will provide for the retrieval of the information

via computer display and / or physical copy files. All records entered into the computer database are tied into a master file name index which will provide rapid retrieval by name of person (arrested, complainant, victim etc.), incident date / time, or case number.

A. Master Name File Index

All reports will use names as a common source of report retrieval. Once a name inquiry is entered into the computer, the system will retrieve and display every case number, date and incident type associated with that name.

B. Report File Index

The offense reports will be indexed in a computerized data file by victim's name, incident location and incident type. The arrest report will be indexed in this file by the arrestee's name. The traffic accident report will be indexed by the driver's name. All victims, arrestees and drivers listed on the reports received will be included in this file.

C. Data File

The data file will also be used by the Crime Analyst to generate monthly statistical reports used to complete the Department's monthly NIBRS Reports.

The Crime Analyst will work with the Division Commanders to assist in the NIBRS Reporting by providing access to the necessary reports.

D. Stolen, Found, Recovered, and Evidentiary property Index

The Property Custodian maintains an index of all stolen, found, recovered and evidential property, property retained for safekeeping, and property stored until it can be destroyed. All reported stolen property that lists the serial number or any other distinctive identifying number will be entered into the National Crime Information Center (NCIC) stolen property file. All property received by the property and evidence function is recorded in the Evidence section of RMS. The property/evidence is given a barcode sticker associated to the property entry. Any property that bears a serial number is checked for stolen by the property custodian before it is released.

E. Arrest Files

An arrest record is made of all persons physically arrested by the Suwanee Police Department. The arrest report record is maintained on the department's computer system. The arrest report, criminal history printout and report copies are maintained in an arrest folder stored in Records. A case number maintains the physical folder. The arrestee will also be assigned a designated number specific to that individual and will be used to identify the arrestee in all future

incidents. This unique number will be the same number that the Gwinnett County Sheriff's Office issues to the person.

F. Warrant and Wanted Persons File

Warrants on wanted persons will be maintained in the Communications Center. Court Services does periodic inspections of the maintained warrants. The Communications Center personnel will enter all Municipal Warrants onto the Georgia Crime Information Center (GCIC) system.

1. Information may be received from other jurisdictions addressing warrants and wanted persons over the telephone or through the GCIC terminal by Teletype. As a general policy confirming information over the GCIC terminal will follow up telephone communications;
2. Information received from other jurisdictions will be verified over the GCIC terminal before an arrest is made of a suspect when the computer indicates an outstanding warrant from another jurisdiction.

XIII. RECORDS MAINTAINED OUTSIDE OF THE RECORDS SECTION

Most reports generated by the Suwanee Police Department personnel are maintained in the Records. Some records, usually of either a confidential nature or containing such information that renders them more appropriately stored in a specific unit or section, are maintained outside of Records. Other reports and records, both official and unofficial, which are maintained by the various components within the police department include, but are not limited to the following:

A. Criminal Investigations Division

Active case files and statistics, intelligence files, special investigative fund records, property and evidence log and files, confidential informant files, Internal affairs files, harassment complaints and use of force reports;

B. Patrol Division Commander

Daily, monthly, and annual activity reports

XIV. JUVENILE AND ADULT RECORDS IDENTIFICATION

The Records Department maintains separate file indexing for juvenile and adult records. This separation includes arrest reports, even in cases where the same person has both a juvenile and adult record. The Records Clerk will maintain the key for the file room and will issue keys to all authorized personnel.

Records will NOT maintain criminal history records on persons under the age of 17, except those individuals directed by court order to be treated as adults. These records will be maintained in the criminal history file. Arrest reports on juveniles will

be titled "Juvenile". Copies of these reports will be furnished to none other than police personnel. Other persons making inquiries about or requesting copies of these reports will be referred to the Gwinnett County Juvenile Court, 115 Stone Mtn. Street. Lawrenceville, GA or, for discovery purposes when the Suwanee Police Department is the keeper of the documents, the Administrative Services Division Commander.

XV. NATIONAL INCIDENT-BASED REPORTING SYSTEM (NIBRS) PROCEDURES

The Crime Analyst will review daily all incident reports entered into the computer for the purpose of indexing the file and compiling NIBRS report data. Records personnel for compilation of the NIBRS reports will retrieve monthly output from the file for the Department. These completed forms are then submitted to the Georgia Crime Information Center (GCIC) on the appropriate forms.

XVI. TRAFFIC CITATION ACCOUNTABILITY

All blank traffic citations will be kept in a secure location in the Records File room. Officers will be required to log out citation books via a supervisor. Records of the issuance of traffic citation books will be maintained by the Records Clerk and will be compared to the issuing department copies of completed citations issued that are turned in by the officers when a ticket book is complete. Officers will be expected to account for all traffic citations issued to them. Any voided, damaged, or otherwise unused traffic citations will be marked and all copies forwarded to Records. An incident report will be made on all lost or stolen traffic citations. All municipal court dispositions are maintained by Court Services. The Office Administrator will be responsible for periodic auditing of paper traffic citations.

E-tickets will be issued to officers as needed by the RMS computer by consecutive citation numbers. Records Management will keep track of the citations numbers that are issued to each officer as well as each citation that each officer writes to violators. The police department will keep no paper copy of e-tickets. Court services will retain the original printed and signed e-ticket.

XVII. DEPARTMENTAL FORMS

It will be the responsibility of the Division Commanders to develop, modify and/or initiate the use of forms that are used throughout the department. Components, sections, or units desiring form changes will submit the proposed changes to the Chief's Office for approval. The effected component, section, or unit to ensure that they are consistent with their needs and are not redundant will review new or modified forms. The Chief of Police will approve new or modified forms before their use.

XVIII. MONETARY TRANSACTIONS

The City of Suwanee Police Department shall use all safeguards to assure that all funds received and dispersed by the Department will be properly posted and accounted for and shall be in compliance with the rules and regulations of the City of Suwanee Finance Department.

1. Petty cash, change drawer, and confidential funds for the Suwanee Police Department shall be maintained in the Chief's Office, Communications (Records M-F 8 am to 5 pm), and Criminal Investigation Division, respectively. All expenditures shall require the submission of a receipt for accounting purposes. Any disbursement of cash must be authorized by the Chief of Police or his or her designee. All petty, cash and change drawers shall have a ledger that identifies the initial balance, credits (if any), debits (cash disbursed), and balance on hand. This allotment shall be broken down in the following manner:

- a. The Chief of Police's petty cash shall have a balance of \$200.00 and be used for various functions deemed necessary by the Chief of Police.
- b. The Records Department shall maintain a \$100.00 cash balance for making change only. No disbursement of cash shall be made out of this drawer.
- c. The Criminal Investigation Division shall maintain a \$500.00 cash balance for confidential funds to support the operations of the vice, drug, and organized crime control functions.

2. The following Departmental members are authorized to receive monies:

- a. The Chief's Office Administrator, Records clerks and Training Center Administrative Assistant for copies of reports, open records requests, or criminal history requests.
- b. The following will be accepted as payment:
 - (1) Cash, checks, debit/credit cards, and money orders in the exact amount;
 - (2) The money will be secured in the designated locked box;
 - (3) Records will utilize the BSA Cash Receipting software to document financial transactions, cash and checks received will be collected in a designated bank bag and submitted to Finance as a deposit with the appropriate reconciliation reports.
- c. Personal and business checks may be accepted for payments during normal business hours of 8:00 a.m. and 5:00 p.m., Monday thru Friday. Checks must meet the following criteria before acceptance:

- (1) Checks must be made for the amount of the total required payment only;
- (2) No temporary counter checks or two-party checks shall be accepted.

3. A receipt will be created for each acceptance of funds. Records will make the appropriate entry in to the BSA software and generate a receipt to be given to the person paying.

4. Employees who are authorized to accept funds shall have responsibility for the integrity and security of the cash drawer. The cash change drawer will be counted at the beginning of each shift.

5. The City of Suwanee Finance Department will have the authority to conduct unscheduled internal audits at any time in conjunction with the city retained private audit firm, which shall perform audits of all fiscal activities of the Department. This will be done at a minimum of at least quarterly.

6. The City of Suwanee Finance Department has the responsibility of providing constant monitoring of the Department's budget and fiscal activities and the Police Department. The Police Department shall adhere to all policies and procedures of the Purchasing Manual of the City of Suwanee.

XIX. CRIMINAL JUSTICE INFORMATION / GCIC / NCIC

Georgia Laws 1973, P. 1314, as amended, provide specific criminal penalties for unlawfully accessing or disseminating Criminal Justice Information (defined in GCIC Council Rule 140-1-.02).

Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1-1.02 (amended), and dissemination of such information is governed by State and Federal Laws and by GCIC Council Rules. Criminal Justice Information cannot be accessed or disseminated by any employee except as directed by superiors or as authorized by approved standardized operating procedures, which are based on controlling State and Federal Laws, relevant federal regulations, and the rules of the GCIC Council.

Computerized criminal history information print-outs, and / or originals or copies of any criminal history record information will be obtained through the LEMS JX System. Such information will be released only to law enforcement personnel or individuals who have requested said history or histories (Purpose Code restrictions will apply). The commercial dissemination of Criminal Justice Information is prohibited.

Criminal History Record Information (CHRI) consists of an individual's identifiable description, arrests, detentions, indictments or other formal criminal charges, and

dispositions of those charges. This information has been collected by criminal justice agencies and may be obtained from Georgia, other states, and Federal agencies.

A. Criminal History Records

1. The computerized Criminal History files for the state of Georgia are maintained by the Georgia Crime Information Center.
2. It is a violation of NCIC policy and the GCIC Council Rules to use NCIC (III) criminal history record information for licensing or non-criminal justice employee checks. NCIC information may only be used for criminal investigations and criminal justice employment.
3. All requests and responses for Criminal History Record Information (CHRI) that are no longer needed MUST be destroyed by means such as shredding.
4. All CHRI documents, when not in use, MUST be kept in secured storage.
5. When a criminal history inquiry for criminal investigation or criminal justice employment is performed, Georgia records and then NCIC records should be checked to determine if the person has a criminal record in another state

B. Drivers Histories

Drivers' histories will not be released to anyone other than Suwanee law enforcement personnel and Court Services. This does not prohibit the release of drivers' histories to other criminal justice agencies for official use.

C. Awareness Statement

All personnel must sign a GCIC Awareness Statement. This statement ensures that all employees are aware of GCIC Rules and Regulations governing privacy and security.

XX. OPEN RECORDS REQUEST PROCEDURE

A. Open Records Act

Title 50-18-70, the "Open Records Act", and related subtitles of Georgia law, with certain exceptions, authorizes a personal inspection of public records at a reasonable time and place by any citizen of this state. Generally, both open and closed administrative files as well as closed investigative case files and case reports fall within the definition of public records.

No public officer or agency is required to prepare reports, summaries, or compilations not in existence at the time of an Open Records request.

B. Disposition Request/ Closed Cases

When an Open Records request is received for a closed case involving a court disposition, the investigating detective will notify his / her supervisor and together will query the appropriate District Attorney's office to determine if a direct appeal is pending, before making a response to the requester.

The release of cases under the Public Records Act to defendants is, in fact, discovery, and may not be appropriate should they be granted a new trial. Improper release of documents is minimized until all direct appeal processes have been completed.

C. Request Procedure

The law does not require a written request for open records. However, it is advisable to log or attempt to obtain such requests in writing, to eliminate any dispute as to what was requested or when the request was made. Copies of the written request, or a written log should be kept in the incident file as a record of the request and our compliance.

The Public Records Act permits the record custodian, or investigating detective a reasonable amount of time to determine whether or not the records are subject to public access and to permit inspection and copying. In no event shall this time exceed three (3) business days. Where responsive records exist but are not available within three business days of the request, a written description of such records, together with a time table for their inspection and copying, shall be provided within that period; provided however, that records not subject to inspection under this 50-18-70 need not be made available for inspection and copying or described other than as required by subsection h of 50-18-72, and no records need be made available for inspection or copying if the public officer or agency in control of such records shall have obtained, within that time period of three business days, an order based on an exception in this article of a superior court of this state staying or refusing the requested access to such records.

On many of the requests received under the Public Records Act, it may not be clear as to the specific record that is being requested. It is entirely appropriate to ask the individual making the request for specific information regarding the subject or case. Additionally, the requester may be asked to provide documentation of their citizenship in the State of Georgia, i.e., Georgia driver's license, voter registration, etc. A request to inspect need not be honored in the event the individual making such a request is NOT a citizen of Georgia.

Requests for the review of accident reports: (50-18-72,4.1) Individual Georgia Uniform Motor Vehicle Accident Reports, except upon the submission of a written statement of need by the requesting party, such statement to be provided to the custodian of records and to set forth the need for the report pursuant to this Code section; provided, however, that any person or entity whose name or identifying information is contained in a Georgia Uniform Motor Vehicle Accident Report shall be entitled, either personally or through a lawyer or other representative, to

receive a copy of such report; and provided further that Georgia Uniform Motor Vehicle Accident Reports shall not be available in bulk for inspection or copying by any person absent a written statement showing the need for such report pursuant to the requirements of this code section.

Certain personnel records of individual employees along with related interoffice communications such as performance reports and time sheets may or may not be exempt from public inspection. Requests to examine records of this nature must be promptly forwarded to the office of the Chief of Police or his designee for a response.

To prevent mishandling, loss or destruction of records and files, the investigating detective and a supervisor will monitor each inspection of original case files and related materials. Monitoring is not required during the inspection of photocopy records or other non-original documents. The requester will NOT be charged a fee associated with the monitoring of these inspections.

A copy of all Open Records requests will be placed in the case file, which was requested. Additionally, a memorandum of record detailing the response to the request, either the denial or the processing of the request, will be placed in the case file. The Administrative Services Commander and investigating detective will advise the Chief of Police of ALL written requests received prior to response. The office of the Chief of Police will handle requests that are denied. If copies of documents are released, a listing of those documents should be incorporated in the memorandum.

Georgia law and applicable court decisions provide exemptions to the public inspection and copying of records and files. Such exempted records, information and material are not to be released for public inspection without the expressed authorization of the Chief of Police or his designee.

D. Exempted Records

Prior to opening records for inspection, a supervisor will personally review each record being requested under the Public Records Act to determine that the following exempted material is removed or deleted in compliance with Georgia law and the intent of this memorandum.

1. Any record or related material in a pending investigation or prosecution of criminal or unlawful activity.

NOTE: *A prosecution is deemed to be pending until such time as all direct appeals of conviction, including Writs of Certiorari to the U.S. Supreme Court, have been exhausted. Habeas Corpus actions are not considered to be part of the direct appeal process.*

Initial police arrest reports, accident reports and incident reports are subject to public disclosure even if they are part of an active or pending investigation. Exempted information contained in the reports is not subject to release.

2. Criminal history record information of persons NOT the subject of the investigation (i.e. witnesses, interviewees.) Criminal history record information pertaining to the subject of the investigation is to be released ONLY when the record information directly relates to the activity under investigation.

EXAMPLE: Criminal history information concerning a child molestation arrest for a subject investigated by the Suwanee Police for burglary is NOT to be released. Information pertaining to a prior burglary arrest could be released.

3. Any record or related material that identifies or tends to identify any confidential source.
4. Any record or related material that would disclose the existence of a confidential surveillance or investigation.
5. Any record or data that identifies investigative techniques, which, if released, might jeopardize the safety of law enforcement personnel or future investigations.
6. Any record or related material that would endanger the life or physical safety of any person or persons.
7. Any record or related material that would divulge technical data related to the description or application of electronic devices used in the interception of wire or oral transmissions. (OCGA 16-11-64.)
8. Any recording, transcript, report, or synopsis containing testimony or information presented before any State or Federal Grand Jury or other court proceeding closed to the general public.
9. Any record or related material concerning reports of child abuse (OCGA 49-5-40.)
10. Any law enforcement record or related material concerning a juvenile unless a charge of delinquency is transferred for criminal prosecution under Georgia Code Section 15-11-39, or the court otherwise orders in the interest of the child. Information will only be released upon receipt of a written court order authorizing disclosure. (OCGA 15-11-59)
11. Any portion of a record or related material containing information which invades the personal privacy of a person, i.e., information which is unsubstantiated and based on hearsay; information which relates only

incidentally to the subject matter of the public record or is remote in time to the events referred to. (Harris v. Cox Enterprises, Inc. 256 Ga 299 (1986)).

12. Any record or related material containing personal or medical information, the disclosure of which would constitute an invasion of personal privacy of a person.
13. Information which identifies individuals who were investigated but not charged with or prosecuted for a crime, as well as information which would prove personally embarrassing to individuals who were not the targets of the investigation. (Napper v. Georgia Television Company 257 Ga 156, 356 SE 2d 640 (1987)).
14. Records or related material that were received from a federal agency unless the principle legal advisor for the federal agency authorizes the disclosure.
15. Any patient information or clinical records received from the Division of Mental Health of the Department of Human Resources. (OCGA 37-3-166).

NOTE: Requesters of these records will be referred to the DHR facility which provided the records / information to the Suwanee Police Department.

16. The name or identity of any female who may have been raped or upon whom an assault to commit the offense of rape may have been made (OCGA 16-6-23.)
17. The personal identifying data, excluding names, of witnesses in an investigation.

NOTE: The names and occupations of witnesses documented in an investigation are subject to disclosure, but not addresses, phone numbers, dates of birth, social security numbers or other personal ID information.

18. All institutional inmate files and central office files of the Department of Corrections as well as investigative reports and intelligence data prepared by that agency's Internal Investigations Unit. These records are classified as confidential state secrets unless declassified in writing by the Department of Corrections Commissioner. (OCGA 25-2-33)
19. Information received by officials and department personnel from any insurance company investigating a fire loss of real or personal property. (OCGA 25-2-33)

E. Records Sanitation

1. Records will be sanitized of information exempted from public disclosure as follows:

- a. Many documents / materials are exempted from release in their entirety and these items may be completely removed from the record. Other documents / materials contain only specific information which is exempted from release. In these instances, a photocopy of the document will be made and the specific exempted information will be blacked out with a heavy ink marker.
 - b. After the supervisory review and, if appropriate, the removal or deletion of exempted material, the case file may be released pursuant to the Open Records request.
2. To ensure that future Open Records requests are met with the same response:
 - a. A duplicate copy of the sanitized case file as released will be retained with the original case file; OR the original case file will be replaced in its regular file position in its sanitized fashion and the original file containing exempted material will be placed in a separate folder. This folder will be stamped with the case number, and a large notation "NOT TO BE RELEASED" will be marked on the outside of the folder in black ink to identify it as the exempted material. This folder will be retained behind the sanitized original file.
 3. An investigative summary specifying the person(s) who sanitized the case file and the date will be placed in the original record.

F. Supervision of Process

Questions by detectives and / or supervisors concerning the appropriateness of disclosing records or related materials under the Public Records Act will be directed to the office of the Chief of Police or his/her designee.

The CID Supervisor will be responsible for monitoring the preparation of Suwanee Police Criminal Investigation Division documents and case files under unit control for release under the Public Records Act. The CID Supervisor will review all records prior to release to ensure conformity with unit and departmental guidelines.

G. Fees

No fees of any type may be charged for personal inspections of public records when NO copies are requested. The costs associated with the search, retrieval and preparation of case files are NOT APPLICABLE when the requester merely reviews the records.

When the requester obtains copies of case files, ALL administrative costs associated with the search, retrieval, preparation and reproduction of the case files and records will be charged the requester. If a requester initially reviews

records at no charge but later requests copies, this is to be treated as a single transaction and the requester will be charged ALL search, retrieval, preparation and reproduction costs upon receiving the copies.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-057 RECRUITMENT

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Michael S. Jones

I. PURPOSE AND SCOPE

An effective recruiting program is a major asset to any law enforcement agency. The benefits of positive recruitment policies should be manifested in a lower rate of personnel turnover, fewer disciplinary problems, higher morale, better community relations and more efficient and effective police services. All department personnel will be involved in the recruiting program and will actively direct interested persons to the Deputy Chief or Chief of Police for further information.

II. POLICY

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

III. RECRUITMENT PROCEDURES

A. Recruitment Program / Vacant Positions

As vacancies occur, the Chief of Police, after notifying the City of Suwanee Human Resources Department, will notify the Deputy Chief as to the number of vacancies and the date when the position(s) may be filled.

During active recruitment, the Deputy Chief will advise the Chief of Police of the progress being made to fill vacant positions. Whenever there is

An actual or forecasted vacancy, there will be a recruitment program to attract applicants, which will include the following elements:

1. A job announcement providing a description of the duties, responsibilities, requisite skills, educational level, and physical requirements for the position;
2. Advertisement of all entry-level job vacancies in the electronic, print and other mass media outlets;
3. Advertisement as an Equal Opportunity Employer included on all employment applications and recruitment advertisements;
4. Publication of job vacancies at least ten (10) working days prior to any official application filing deadline, with the official filing deadline indicated on all employment announcements and recruitment advertisements.

B. Recruitment Personnel

Whenever possible, police personnel in protected classifications will be actively used in recruitment activities, including assignment as recruitment officers, assisting with elimination of barriers in hiring or recruitment, or depicting law enforcement employment roles on recruitment literature.

The Chief of Police, and all other personnel assigned to recruitment activities will maintain knowledge of personnel matters, especially Equal Employment Opportunity/Affirmative Action as it affects the management and operations of the agency.

Among the knowledge and skills to be maintained are:

1. Department's recruitment needs and commitments;
2. Agency career opportunities, salaries, benefits and training;
3. Federal and State compliance guidelines;
4. The community and its needs (including demographic data, community organizations, educational institutions, etc.);
5. Cultural awareness or an understanding of different ethnic groups and subcultures;

6. Techniques of informal record-keeping systems for candidate tracking;
7. Recruitment programs of other jurisdictions;
8. Procedures involved in conducting background investigations and written, oral or physical agility examinations (if used);
9. Characteristics that disqualify candidates; and,
10. Medical requirements.

C. General Recruitment Process

Upon the request or notification from the Chief of Police to the City of Suwanee Human Resources Department, a draft bulletin shall be prepared for vacant positions or anticipated vacant positions.

The bulletin shall be styled after the approved class specification and shall include the following recruitment information as per City of Suwanee Personnel Rules and Regulations:

1. The job title and assigned pay grade and other information to identify the position(s).
2. A detailed statement of responsibilities and duties of the position;
3. A statement of the knowledge, skills, and abilities required to perform the work at the entry level.

The City Human Resources Director shall review the information submitted by the department head to ensure that information necessary for recruitment, selection, appointment, or promotion activities are provided and to ensure that suggested employment standards are consistent with Equal Employment Opportunity laws and regulations. Such announcement shall then be published and distributed within appropriate departments of the City of Suwanee and to such other addresses and advertising media as may be deemed appropriate to the circumstances.

Vacancies above the entry level of any occupational category shall normally be announced to the city employees by the posting of appropriate notices on departmental bulletin boards until the posted closing date.

IV. DEMOGRAPHIC ANALYSIS OF WORK FORCE AND COMMUNITY

The Suwanee Police Department shall attempt to maintain a ratio of minority group employees in approximate proportion to the makeup of the City of Suwanee and shall actively recruit women and minority members to become Suwanee Police Officers.

V. EQUAL EMPLOYMENT OPPORTUNITY PLAN

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

The Suwanee Police Department Recruitment Plan developed by the Chief of Police, or designee, will include:

- A statement of objectives,
- An action plan in order to achieve the objectives outlined, and
- A procedure for periodic review of the plan in order to evaluate progress of the department's recruitment efforts as well as revise and or reissue the plan as needed.

The Chief of Police or his designee, in conjunction with the City of Suwanee Human Resources Department, is responsible for the Recruitment Plan administration and making revisions to the plan as needed.

Annually an analysis of the recruitment plan will be conducted to measure the progress toward stated plan objectives and to identify revision when needed.

VI. APPLICATION PROCESS

A. Recruitment Brochure

The department's recruitment brochure contains pre-application contact information, such as the applicant's name, applicant's home address, applicant's home and business phone numbers, and applicant's

date of birth.

B. Recruitment Package

Additionally, any interested candidate will be sent a recruitment package upon request. Any official application filing deadline, if any, will be indicated on the employment announcement. In most cases, recruitment will be continuous and open, with no deadlines for accepting applications.

C. Receiving Applications

The primary responsibility for receiving police applications will rest with the Human Resources Office. All applications will be received at the City of Suwanee Human Resources, 330 Town Center Ave., Suwanee, GA 30024.

In addition, during Career Day and Job Fair presentations, department representatives may, and will accept, applications from potential candidates.

D. Status of Applicants

Once a candidate formally applies for the position within the Suwanee Police Department, it will be the responsibility of Human Resources to maintain contact with applicants from the time of initial application to final employment disposition.

E. Tracking Applicants

All applications received by the Suwanee Police Department will be assigned a Employment Tracking Sheet. The cover sheet to the application will allow for department personnel to track the progress of the applicant throughout the process.

F. Correcting Minor Defects or Deficiencies in the Application Process

Applications which possess omissions or deficiencies that can be corrected prior to the testing or interview process shall not be rejected solely for such omission or deficiency, but shall be corrected and the candidate continued in the process.

VII. JOB ANALYSIS

To ensure job relevancy, the department's recruitment strategies and procedures will be based upon a detailed written analysis of the nature of the job to be performed, the knowledge, skills and training required to perform the job tasks and prerequisite personal attributes. Job analyses are managed and maintained by the City of Suwanee Human Resources Department and the Chief of Police.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-060 SELECTION PROCESS

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Michael S. Jones

I. PURPOSE

The selection process is designed to establish guidelines and procedures in order to select the most qualified candidates regardless of race, sex, color, creed, age or national origin. The selection process will be consistent with federal, state, local, and Equal Employment Opportunity guidelines.

The City of Suwanee has an Equal Employment Opportunity Plan to ensure equal employment opportunities for employment and employment conditions for minority persons and women.

The City of Suwanee is committed to hiring the best-qualified candidates using a selection process, which is based upon job related, useful, and non-discriminatory methods.

II. POLICY

It is the policy of the Suwanee Police Department not to discriminate against minorities or women with respect to recruitment, hiring, training, promotion, or other terms and conditions of employment, provided the individual is qualified to perform the work available. Accordingly, all initial employment decisions shall be consistent with the principal of equal employment opportunity (EEO).

All promotion decisions shall be consistent with the principal of EEO and only valid qualifications will be required for promotions. All other personnel actions or programs such as compensation, benefits, transfers, layoffs, recalls, training, and education will be administered in a non-discriminatory manner with respect to minorities and women.

The Suwanee Police Department is committed to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote, and compensate persons in all jobs without regard to race, color, religion, sex, or natural origin.

To identify and analyze all areas of the employment process to further the principal of equal employment opportunity. Employment decisions in all areas will be made on the basis of furthering the objective of equal employment.

III. SELECTION ELEMENTS

All elements of the selection process for all employees will be administered, scored, evaluated, and interpreted in a uniform manner. The selection process for employees shall include:

- A. Application Filing
- B. Application Review
Review of applications for legal requirements/ minimum job requirements.
- C. Written examination for sworn/ Communications Officers, job skills evaluations
- D. Oral interview
- E. Candidate eligibility list developed
- F. Candidate Ride-along (Sworn Positions) and Communications Shift Observation (Non-Sworn)
- G. Interview with Chief of Police
- H. Background Investigation
- I. Polygraph or Voice Stress Analysis
- J. Drug and Alcohol Screen, Pre-Employment Physical and Psychological evaluation
- K. Appointment
- L. Probationary period

Note: The administrative civilian positions of Office Manager and/or Administrative Assistant, Records Technician, and Crime Analyst will not be subject to a pre-employment medical exam as part of the selection process.

The administrative civilian position of Office Manager will not be subject to a pre-employment polygraph or psychological evaluation as part of the selection process.

IV. PROCEDURE

A. Entry Level Hiring Process Applications

1. When the City of Suwanee has an opening for a position within the police department a job announcement will be made for a period of time needed to fill the available positions. Applications for employment will not be accepted after the dates set for the specified position. Announcements will be made via:
 - a. Posting the opening(s) within the police department lobby.
 - b. Posting the opening(s) on city bulletin boards.
 - c. Advertising the opening(s) in local newspapers.
 - d. Posting the opening(s) with community service organizations.
2. Minimum Eligibility Requirements

The Chief of Police and the City of Suwanee personnel department establish the minimum qualifications for entry-level positions within the department. Qualifications will meet professional and legal standards for validity, utility and minimum adverse impact. Required qualifications for entry level sworn police positions are contained in the City of Suwanee job description forms, and include the following:

- a. Be a United States citizen;
- b. Have vision correctable to 20/20 pursuant to visual acuity standards;
- c. Posses a valid Georgia license or be able to obtain a Georgia license by the time of appointment, and not have had a DUI within the last three years and/or no more than 15 points against the license.
- d. Minimum age of 21 years, sworn positions and 18 years, non-sworn positions.
- e. Ability to meet physical standards set by POST for determining good health fitness and the ability to perform assigned duties for sworn positions.
- f. Have a high school diploma or GED.
- g. The applicant must be on time for all phases of the testing process. Applicants will not be allowed to complete any phase of testing for which they do not report on time.

At the time of their formal application, candidates will be informed of all elements of the selection process, to include the timetable of events of the selection process, each of the elements and the agency's policy on re-application, re-testing and re-evaluation of candidates not appointed.

B. Application Review

All applications will be reviewed for the eligibility requirements of the specific hiring process. A panel of officers selected by the Chief of Police will review the applications. All applicants that meet the requirements will proceed in the selection process. Those applicants not selected will be notified by Human Resources and their applications will be stored in Human Resources for a period of two years, at the conclusion of the two years, they will be destroyed.

C. Entry and P.O.S.T. Examinations

Written examinations will be utilized by the Suwanee Police Department for the sworn selection process. These tests are designed to assess a candidate's knowledge of job-related functions, as well as measure basic education levels. The entry level written test will be used to assess candidates in such vital performance and characteristic dimensions as the potential for learning ability, leadership, planning and organization, problem solving, judgement, interpersonal relations and written and oral communications. The candidates receiving the required minimum score on the entry examination will be selected to proceed in the selection process.

Communications Officer applicants (non-sworn) will be complete job related skills evaluations which will be scored and utilized in the candidate ranking process.

At the discretion of the Chief of Police, Certified Police Officers may not be required to take the entry level written examination. Certified Police Officers may be ranked using the oral interview, background information, and qualifications.

Written POST examinations of all peace officer candidates will be conducted prior to acceptance for peace officer training. These examinations may be provided after a conditional offer of employment is made.

D. Oral Interview

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, who may select a recruitment officer or appoint an interview board of department personnel to assist in this process. All of the candidates will be asked a standardized list of prepared questions. After each candidate has left, candidates will be rated on their response to the questions and the scores will be placed on the designated scoring sheet.

E. Candidate Eligibility

The candidates will then be placed in the following categories based on a cumulative total of the written test and oral interview.

1. Highly qualified
2. Qualified
3. Not qualified

A list of the highly qualified and qualified candidates will then be compiled in a numerical ranking order from highest to lowest total score. The list will consist of candidates who have successfully completed the previous list of components in the selection process. The list will remain in effect for one year from the time of the application. The Chief of Police will receive a list of the top 5 candidates.

F. Candidate Ridealong (Sworn) and Comm. Shift Observation (Non-Sworn)

The purposes of the police officer applicant ridealong and communications shift observation programs are two-fold in nature. The first goal is to develop a pre-employment assessment conducted by law enforcement personnel of the applicant's potentiality for career success. The second goal is to facilitate a realistic depiction of the overall duties and responsibilities of the Suwanee Police Officer and/or Communications Officer.

G. Final Interview

Candidates who were among the top five scoring individuals to this phase of the selection process will be notified and scheduled for an interview with the Chief of Police. The Chief of Police will then decide to make a conditional offer of employment to the person(s) of the candidates on the list. The list submitted to the Chief of Police will be accompanied by a test score sheet or have a numerical ranking system and oral interview scores of each candidates.

H. Conditional Offer of Employment

Upon making a conditional offer of employment candidates will undergo a complete background investigation at the direction of the Chief of Police. All offers of employment will be contingent upon passing the background investigation that includes, but is not limited to:

1. Background Investigation

A background investigation of each candidate for all sworn positions and all full-time civilian positions will be conducted prior to appointment to probationary status. The background investigation will be conducted by personnel trained in collecting 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 background investigation will include the verification of the following:

- a. A background investigation will be conducted on each candidate, prior to appointment, by an investigator who has been trained in collecting the required information. The investigator will use all data available on the candidate, especially the application form, background questionnaire and other information deemed appropriate. If possible, such investigations will be conducted in person, however some circumstances may dictate the use of telephone, facsimile machine, or written correspondence.
- b. The background investigation shall determine the candidate's suitability for employment. It must verify state mandated minimum qualifications including (for candidates for police officer positions) U. S. Citizenship, high school diploma or successful completion of the General Education Development Examination, possession of a valid Georgia driver's license (may possess license from another state but be eligible to obtain Georgia license upon appointment), as well as minimum qualifications in accordance with the department's minimum hiring standards.
- c. Background investigations of employee candidates will verify a candidate's qualifying credentials including but not limited to:
 - 1) Educational achievement from school transcripts 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, drivers license governmental documents, etc.
 - 4) Residence verification from contact with landlords, neighbors, etc.
 - 5) Georgia P.O.S.T. certification or comply with comparative compliance and prior disciplinary actions administered by or recorded by P.O.S.T.
 - 6) Criminal history verification from NCIC, State, Local records including driving records and FBI fingerprint check.
 - 7) Verification of personal references from three (3) personal references provided by the candidate and attempt to develop at least three additional references (teachers, landlords, friends, neighbors, coworkers, etc.) Background investigations will also be conducted on candidates for civilian positions to ensure candidates have suitable backgrounds to ensure compatibility with goals and objectives of the Department.

2. Deception Screening

In completing the background investigation of employee candidates, a polygraph examination will be administered. A copy of all relevant questions to be utilized in the polygraph examination will be furnished to the candidate prior to the polygraph examination. Questions asked of candidates will not include disability-related inquiries.

Only Polygraph Operators that are qualified to conduct examinations by virtue of their training will be used to administer polygraph examinations. The acceptance or denial of employment shall in no way be based solely upon the results of a polygraph examination instrument. The totality of the circumstances that include both the pre-test and post-test interviews, however, may be utilized in making and supporting the employment decisions.

3. Criminal and traffic histories

A check of the candidate's traffic and criminal history will be conducted to ensure that no elements were skipped and other areas will be repeated.

4. Medical examination

A medical examination of each police and/or communications officer candidate will be conducted after the employer has made a conditional job offer, and prior to appointment to probationary status. All medical examinations will use valid, useful and nondiscriminatory procedures. The purpose of the examination is to reveal any medical problems which may affect work performance or contribute to work related disabilities. Only licensed physicians will be used to certify the general health of candidates. The comprehensive medical examination given to candidates recommended for hiring will include a statement from the physician(s) interpreting the results.

5. Psychological examination

A psychological examination designed to assess the emotional stability and psychological fitness of each candidate will be conducted prior to appointment to probationary status, using valid, useful and nondiscriminatory procedures. 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 and legal defense of the selection process. Each test has been validated by public safety agencies using valid, useful and nondiscriminatory procedures.

The test results are indicative of intelligence, personality, any emotional illness, any highly exploitive, destructive, or manipulative personality traits or any self-destructive tendencies.

Results of the emotional stability and psychological fitness examinations are maintained in the candidate's file to ensure proper procedures are followed and to provide data for continuing research and legal defense, if needed.

6. Drug screen

All candidates for police department positions are given a drug screen. Specimens are obtained after proper consent / waiver forms are signed by the candidate and witnessed. All procedures are administered under the supervision of qualified medical personnel. All candidates are given the opportunity to indicate any medications on the consent form. All consents, waivers and test results are placed in the background investigation folder of each candidate.

7. Written exams written by P.O.S.T.

I. Appointment / Oath of Office

All candidates will be appointed to their positions as probationary officers and receive their oath of office if certified police officers. Noncertified officers will be required to complete Georgia P.O.S.T. mandate training prior to taking the Oath of Office.

J. Probationary Period

All entry-level sworn and civilian personnel will complete 12 months on probationary status before being granted regular employee status. All sworn personnel must successfully complete the Georgia Peace Officer's Standards and Training certification requirements and the Field Training Officer (FTO) program before being granted permanent status, even if the time period involved is longer than one (1) year. Any extensions to the probationary period will be made based on the recommendation of the Chief of Police.

K. Reapplication/ Reapplication/ Reevaluating

Reapplication into an ongoing selection process shall not be permitted; however, this does not preclude an unsuccessful applicant from reapplying to future selection testing cycles.

Re-testing during an on going selection process shall not be permitted. The Chief of Police shall have sole authority over the elements involving reapplication, re-testing and reevaluation.

L. Lateral Entry

Lateral entry is not permitted at the police officer level.

M. Evaluation of the Selection Process

The Chief of Police shall reevaluate the entire selection process prior to the beginning of each new testing cycle.

N. Ineligible Candidates

Candidates not eligible for appointment to probationary status will be informed in writing of such a decision within thirty (30) calendar days.

1. Reasons for ineligibility may include, but are not limited to the following:
 - a. Expiration of the candidate list;
 - b. Candidate is not acceptable in more than one area; or
 - c. Candidate is acceptable in all areas but is not the best candidate being considered.

O. Single Test Ineligibility

Candidates not appointed to probationary status on the basis of a single test, examination, interview or investigation will be informed, in writing, of the specific reason within thirty (30) calendar days. Human Resources will notify all candidates who fail the written examination in writing. Candidates who pass the written examination (if applicable) but who are unacceptable in only one other area will be notified in writing of the specific reason for their unacceptability. This notification will be the responsibility of the Chief of Police.

V. SELECTION MATERIALS

All selection materials generated in the selection process for those applicants not hired will be stored in the secured file storage room in Human Resources for a period of two years per the Georgia Records Retention Schedule. The materials will be disposed of at the end of the two year period by shredding.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-061 SPECIALIZED ASSIGNMENTS

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I. PURPOSE

To establish procedural guidelines for the evaluation, implementation, staffing, and supervision of specialized programs and assignments as may be required for effective departmental operations.

II. POLICY

The Suwanee Police Department may establish and assign personnel to specialized programs as determined by an evaluation of a problem, circumstance or condition that required the implementation of a specialized program. The evaluation shall include a needs assessment, the desired result anticipated, and a cost-benefit analysis for implementation of the program.

Annually, the Suwanee Police Department will have a documented review of each specialized assignment for the purpose of determining whether the assignment should be continued. The documented review shall include a statement of purpose of each listed assignment and the evaluation of the initial problem or condition that required the implementation of the specialized assignment.

The Chief of Police must approve specialized assignments and programs. Specialized programs and assignments currently include, but are not limited to:

1. Criminal Investigations
 - a. Detective
 - b. Special Investigations Task Force (Local/Federal/State)
 1. HIDTA Investigator
 2. Gwinnett Metro Task Force (GMTF) Investigator
2. Training
3. Community Relations / Crime Prevention
4. Selective Enforcement Unit
 - a. Sergeant
 - b. Traffic Officer

5. Special Response Team (SRT)

III. DEFINITIONS

An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification; a specialized assignment may involve additional compensation and / or benefits.

IV. PROCEDURE

A. Selection

1. Announcement

Specialized assignment openings are to be posted a minimum of ten (10) days by written announcement, agency-wide, before the position is filled.

2. Selection Criteria

Employees shall be selected for specialized assignment based upon the skills, knowledge, and abilities required for the specialized assignment and shall include at a minimum:

- a. Formal education requirements;
- b. Length of and / or experience requirements.

Once the application deadline has passed all applicants' information will be reviewed by the supervisor of the specialized unit to determine those applicants that meet the selection criteria.

- c. Those meeting the selection criteria will then have an oral interview.

At the conclusion of the oral interviews the supervisor of the specialized assignment will make a recommendation to the Chief of Police based on the selection criteria and oral interview.

The Chief of Police will have the final decision in making the appointment of personnel to the specialized assignment.

B. Salary Augmentation

The Suwanee Police Department recognized that certain positions / functions required for successful accomplishment of the department's mission require the employee to obtain a higher degree of specialization and / or places the employee in a more hazardous atmosphere that normally expected. It is the policy of the department that employees be appropriately compensated for these types of circumstances. Temporary salary

augmentation must be authorized by the Chief of Police and is subject to the availability of funds.

1. Approved Assignments

The following assignments have been approved for temporary salary augmentation.

- a. Field Training Officer – Field Training Officers will be paid \$100 dollars per 2 – week pay period for training new recruits. This amounts to 7 days of training that equals \$100 dollars extra pay. Should a Field Training Officer train less or more than 7 days in a 2 – week period, the pay will be calculated at \$14.28 per day. Detective FTO training will be calculated as 10 days of training during a 2 – week pay period equals \$100 dollars or \$10 dollars per day.
2. The duration of the salary augmentation shall only be in effect while the employee is assigned to the approved function.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-062 CANDIDATE RIDEALONG

EFFECTIVE DATE: 06/26/12

NUMBER OF PAGES: 7

REVISED DATE:

DISTRIBUTION AUTHORIZATION:



I. PURPOSE

- A. The purpose of the police officer Candidate ride along program is two-fold in nature. The first goal is to develop a pre-employment assessment conducted by law enforcement personnel of the Candidate's potentiality for career success. The second goal is to facilitate a realistic depiction of the overall duties and responsibilities of the Suwanee police officer.

Each member of the Police Department has a vested interest in this important new facet of the selection process as each Candidate shares an equivalent potential to join the ranks of the Suwanee Police Department.

- B. The *Chief of Police and appointed designee(s)* will review and assess documentation provided by the Police Department during their overall assessment of individual candidates.

II. PROCEDURES

- A. Each Candidate will be assigned to complete a twelve (12) hour ride along period with a selected officer.
- B. Each Candidate will complete and execute a standard *Waiver of Liability* (Attachment 1) used for ride along purposes.
- C. For discussion purposes, officer's interactions with candidates should include, but not be limited to:
1. Points of interest in their assigned beat;
 2. Service orientation of the City and Police Department;

3. Training and career opportunities; and,
 4. Community-oriented policing philosophy.
- D. If the Candidate is not appropriately attired in clean presentable clothing, the Candidate should be escorted to the Watch Commander for rejection from the ridealong portion of the selection process. If, in the opinion of this supervisor, the attire is inconsistent with appropriate business attire, the candidate will be rejected and provided with the reason for such rejection. The top portion of the *Candidate Ride Along Assessment Form* will be completed and the reason for rejection documented in the narrative portion of the report.

III. DOCUMENTATION

- A. Each officer assigned will complete the form provided as Attachment (2) to this policy generally providing his or her impressions and observations of the police officer candidate.
1. The first sentence in the narrative of the *Candidate Ride Along Assessment Form* will read, "*The candidate reported at _____ a.m./p.m.*"
 2. Officers should support their opinions for the candidate's overall potentiality for a law enforcement career with objective evidence garnered through the candidate's questions or conversation during the ride along. If the Candidate asks questions during the ridealong, the types of questions should be documented in the narrative portion of the *Ride Along Assessment Form* completed by the police officer.
 3. Completed forms will be submitted to the Watch Commander for cursory review and forwarded directly to the Chief of Police.
 4. If a candidate does not report on date and time assigned, the officer will complete the top portion of the *Candidate Ride Along Assessment Form* and enter "No show" into the narrative portion of the report.
- B. In order to accurately assess a candidate's written communicative skills and ability to express themselves, each candidate, prior to leaving the police department, will complete the Candidate Statement of Integrity form provided as Attachment (3) to this policy.

IV. SCHEDULES

- A. Human Resources will assign and direct candidates to report to the police department on the specific date and time.
- B. In the event of assigned officer illness or emergency, the candidate will be assigned to the on-duty Supervisor or Officer-In-Charge.

RIDE-ALONG PROGRAM REQUEST PASSENGER WAIVER

I, _____, do hereby request to participate in the Suwanee Police Department ride-along program as an observer. I understand that I am participating in a program that may pose danger to myself, and I hereby waive the City of Suwanee, the Suwanee Police Department, and employees of the Suwanee Police Department from any liability while participating in the program. I understand that while serving as an observer, I will follow these rules:

1. I will obey and follow all directions given to me by the Officer whom I am riding with, or any superior Officer.
2. I will not drive the patrol vehicle or operate any equipment, unless under an emergency situation, and only by orders of a Police Officer.
3. I will not be armed in any manner.
4. I will not interfere with the Officer in the performance of his duties.
5. I will remain in the patrol car on traffic stops and other calls until the Officer has safely neutralized the situation.
6. I will conduct myself in a professional and courteous manner before the public.

By the affixed signature, I agree to abide by the rules stated above, and understand the waiver completely. I also understand and agree that as part of his/her application a routine criminal background check will be conducted and by my signature give my permission to the Suwanee Police Department to conduct such a background check.

A photocopy of requester's valid driver's license or identification card must be submitted with this request.

Print Name (First, Middle, Last)	Date of Birth (Month/Day/Year)
Social Security Number	Driver's License Number
Date/Time of Ride-Along (1 st Choice)	Date/Time of Ride-Along (2 nd Choice)
Home Address (Street, City, Zip)	Phone Number (Day, Night)
Signature of Candidate/Date	Signature of Approving Officer/Date
Signature of Patrol Commander/Date	Signature of Shift Supervisor/Date
Operator : _____	Date: _____ ARN: _____ - _____

**SUWANEE POLICE DEPARTMENT
CANDIDATE RIDEALONG ASSESSMENT FORM**
(to be completed by Police Officer)

CANDIDATE NAME: _____ DATE: _____

TIME OF RIDEALONG _____ am pm to _____ am pm

OFFICER CONDUCTING RIDEALONG: _____

PLEASE RATE THE CANDIDATE ON THE FOLLOWING FACTORS:

	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Excellent</u>	<u>Outstanding</u>
Overall Interest in Law Enforcement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observation Skills.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attentiveness.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential for Law Enforcement Career.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment, Dedication, Motivation..... Law Enforcement as a Career	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of Self-Discipline (appearance,..... demeanor, fitness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal communicative skills (ability..... to express thoughts clearly)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE PROVIDE A BRIEF NARRATIVE ASSESSMENT OF YOUR OBSERVATIONS AND IMPRESSIONS OF THE CANDIDATE, INCLUDING A STATEMENT CONCERNING THEIR POTENTIALITY AS A SUWANEE POLICE OFFICER.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

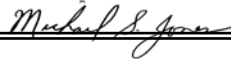
SECTION: A-065 PERFORMANCE EVALUATION

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DISTRIBUTION AUTHORIZATION:



I. PURPOSE

The Performance Evaluation System of the Suwanee Police Department provides information on how well individual employees are doing their jobs. Supervisors continually evaluate the way their subordinates are performing. The formalized evaluation system ensures that performance information is shared with managers, decision makers, and employees. Also, it provides a basis for comparing employees on the basis of their relative job performance.

II. OBJECTIVES

Performance evaluations can be used for several purposes, however, no single evaluation instrument is appropriate for all classes of employees, nor are all purposes for evaluation appropriate to all classes of employees. The primary uses of performance evaluations by this agency are to:

- A. Allow fair and impartial personnel decisions;
- B. Maintain and improve employee performance;
- C. Provide the basis for counseling;
- D. Provide the basis for decisions concerning probationary employees;
- E. Assure objectivity in measuring individual performance; and
- F. Identify training needs.

III. PERFORMANCE EVALUATION SYSTEM

The performance evaluation instrument is based on behaviorally anchored rating scales. This ensures that the rating factors are job related and that the statements under each job factor are actual work behaviors that can be observed and measured by the supervisor.

A. System Management

The Chief of Police controls the performance evaluation system. Evaluation forms are distributed annually to the responsible supervisors. The immediate supervisor is in the best position to observe the employee and to determine how well he / she is performing the job. Consequently, the immediate supervisor shall conduct the performance evaluation. However, there are some cases where it is not clear who the supervisor is, such as when the employee works on rotating shifts or when the employee works for more than one person during the rating period. In such cases, the Division Commander will assign the most familiar supervisor to conduct the performance evaluation, or multiple supervisors may be assigned to conduct the evaluation jointly.

IV. EVALUATION PROCEDURES

Performance evaluations can be classified into three types:

A. Entry-Level Probationary

Probationary performance evaluations are conducted during an entry-level employee's probationary work period. The evaluation should emphasize helping the entry-level understand the job assignment and the expectations of the department. Probationary performance evaluations shall be conducted on a quarterly basis throughout the probationary period and shall constitute a principal consideration in the decision to offer permanent status and an annual evaluation at the end of the probationary period.

B. Annual

Supervisors of the Suwanee Police Department will conduct and document an annual performance evaluation on all full-time employees with the exception of the Chief of Police. An annual evaluation is required by the Chief of Police and will be submitted through the chain of command to his office.

C. Special

Special performance evaluations may be scheduled any time an employee's work performance changes significantly. The supervisor may want to schedule a special performance evaluation to emphasize approval of significant work improvement since the last evaluation review or to give suggestions and comments for improvement when the employee's performance is not satisfactory.

V. DOCUMENTING PERFORMANCE

To assist the supervisor in monitoring and recording an employee's performance during the evaluation period, supervisors will utilize Guardian Tracking to document and review employee performance. Guardian Tracking is a management tool used by the supervisor to record the necessary information from which to prepare the performance evaluation report. A Guardian Tracking will be maintained by supervisors on all employees under their command.

The Guardian Tracking file is not the same as the official personnel file maintained on each employee by the Training Division and Chief's Office. The purpose is to serve as a database for the performance evaluation report. Contents of the reports from previous evaluation periods should not be used in preparing the performance evaluation report for the current evaluation period.

The contents of the Guardian Tracking entries should consist of recorded observations and actions that will assist the supervisor during the actual evaluation, e.g., jobs well done, mistakes on reports, reprimands, late for work, etc.

Before the supervisor can adequately monitor and document an employee's performance, the supervisor must be in a position to fairly evaluate the employee's performance. This means that for entry-level officers, the supervisor should observe the officer's performance on patrol. In this manner, the supervisor will be able to document from first-hand experience incidents of good and bad performance of job tasks critical to the patrol function.

Monitoring all aspects of the officer's performance should be a continuous process throughout the evaluation period and recording critical incidents of performance is necessary to attain a valid and reliable performance evaluation report. By documenting these incidents as well as other indicators of performance in Guardian Tracking, the supervisor's job in conducting a performance evaluation becomes much easier, and the resulting performance evaluation report is a more valid and reliable measure of an employee's job performance.

VI. PRODUCTIVITY FEEDBACK

Supervisors should talk to each subordinate informally, at least once each quarter, concerning work performance. The supervisor will complete a Quarterly Counseling Report on each subordinate under his or her command. The performance evaluation system should assist in communicating approval of progress and work accomplished but should not take the place of communication between supervisors and employees. In cases where a significant decrease in quality of performance has been noted, the supervisor should formally counsel the employee and notify the employee in writing that his / her performance is unsatisfactory. This step should be taken prior to the next scheduled annual evaluation, in order to provide the employee with adequate time to correct deficiencies in performance.

VII. RATING SYSTEM

Each employee will be rated according to his / her job class and assignment within the Department. The forms are tailored to target desired behaviors within the particular class being measured. All like positions are rated on the same scale.

Individual items on each form are graded on the following scale with a behavioral statement setting the criteria for the value assigned:

Rating 1. Unacceptable: The employee does not meet job standards. Work performance is inadequate and definitely below the standards of performance required for this specific factor. Unsuccessful job performance is due to the employee's own lack of effort or skills. Employees are expected to improve within a definite time frame, or he/she may be terminated. A ranking of "unsatisfactory or unacceptable " for an individual factor must be supported by specific details of performance in the comment section.

Rating 2. Needs improvement: The employee is performing at a level that is less than satisfactory. The employee is not performing up to his/ her potential and/or the expectations of the supervisor as it related to this specific factor. The employee will need to focus in this area over the next several months to improve his / her level of functioning. Lapses in performance are due to the employee's lack of effort or skills. If performance does not improve, corrective action may be necessary. The supervisor should comment on how the employee may improve their performance.

Rating 3. Good performance: The employee is performing at a level that is satisfactory and meets departmental and City expectations for this factor. The good performance is due to the employee's own effort and skills. No documentation is necessary.

Rating 4. Commendable: For this factor, the employee's performance level is always at least satisfactory, and often it exceeds performance standards set by the department and City. Performance that exceeds expectations is due to the effort and skills of the employee. The employee deserves to have his/ her performance noted. The supervisor should comment on why the employee's performance is commendable.

Rating 5. Outstanding / Exceptional: The employee has exceeded all of the performance expectations for this factor and has made many significant contributions to the efficiency and the economy of the City through such performance. Performance that Exceeds expectations is due to the effort and skills of the employee. Any performance not consistently exceeding expectations is minor or due to events not under the control of the employee. The supervisor must document specific instances of "outstanding " performance in the comments section

Raters will provide explanatory comments in the space provided on the evaluation form for ratings that are designated unsatisfactory or outstanding.

VIII. CERTIFICATION

To make the performance evaluation official and consistent with Department policy, certain signatures and actions are necessary. 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. The Deputy Chief then reviews the evaluation form and, by signing, signifies that the performance evaluation review has been completed according to established departmental policies and procedures. Finally, the Chief of Police reviews the evaluation form and, by signing, authorizes the form to be included as part of the employee's personnel file.

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, and a review of the employee's goals for the next evaluation

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. Space is provided on the form for the employee to write any comments concerning the performance evaluation report. Additional sheets may be attached if required. Employees are given a copy of the completed evaluation by Human Resources.

IX. RATER TRAINING

Upon promotion to supervisory rank, the newly appointed supervisor will receive training on employee ratings and completing the performance evaluation to ensure that the performance evaluation will be properly executed and that ratings will be based on reasonable expectations consistent with those of all other supervisors.

X. RATING

Evaluation forms are given to the employee's immediate supervisor for rating, then they are forwarded through the chain-of-command to the Deputy Chief for review and endorsement. Completed performance evaluations are forwarded to the Chief of Police for certification prior to being placed in the employee's personnel file. All ratings shall be based only on performance during the specified rating period.

XI. ENDORSING

The Deputy Chief will receive a completed evaluation form from the rater and will review the scored items on the form to determine whether the rater was thorough, fair, and objective. The Deputy Chief also uses this review as one element in evaluating the rater. If the Deputy Chief agrees with the evaluation, he / she will endorse the score. If the Deputy Chief and rater cannot agree on the employee's overall evaluation, these facts shall be documented and turned over to the Chief for review.

XII. USE OF PERFORMANCE EVALUATION DATA

The results of each evaluation shall be used as an aid in:

- A. Counseling;
- B. Training;
- C. Assignment; and
- D. Personal and professional development activities. (remedial training, additional specialized training, etc.)

XIII. 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 made in the section provided on the rating form with additional sheets being used as required. 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.

XIV. RETENTION OF EVALUATION FORMS

Performance evaluation forms shall be placed in the employee's file. This file will be maintained by the Department for 7 years following separation of the employee from city service.

SUWANEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

SECTION: A-070 PROMOTION PROCESS

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DISTRIBUTION AUTHORIZATIONS:

Michael S. Jones

I. PURPOSE

To identify and select the employees who have the potential skills, knowledge and abilities for promotion to, and performance in, a higher rank classification whenever a promotional opportunity exists.

II. SCOPE

This policy shall apply to all department personnel.

III. DEFINITIONS

APPLICANT: Employees who assert themselves can apply for the rank of Corporal, Sergeant, Lieutenant, or any civilian supervisory position, if available, in the Suwanee Police Department.

ELIGIBLE APPLICANT: An applicant who meets the minimum qualifications set forth in this policy or by the Chief of Police prior to promotional testing.

CANDIDATE: An eligible applicant whose name appears on the promotional roster established for the supervisory position for which he/she competed and met the minimum score eligible for candidate status.

ASSESSMENT CENTER: Two (2) or more job-related exercises during, and/or after, which each participant's performance is evaluated by three (3) or more trained raters.

PROMOTIONAL CYCLE: The sequence of activities, which begins with the promotional announcement of the schedule of activities for a competitive process for promotion to a specific rank and culminates with the establishment of a promotional roster.

PROMOTIONAL ROSTER: The listing of all candidates in a format described in this policy.

TEST: Any job-related cognitive test, assessment center, job simulation, oral interview, or kindred activity which is uniformly administered to participants for the purpose of measuring their level of knowledge and/or their level of skill.

IV. PROCEDURES

The vitality and professional standards of the Suwanee Police Department are maintained through the selection and promotion of the most qualified personnel to positions of increased responsibility.

A. DEPARTMENTAL ROLE

The Department has sole authority in the recommendation of personnel for promotion. All promotions must be based on allocated positions and authorized by the City Council. All supervisors of the Department participate in the promotion process by accurately and objectively evaluating employees.

B. AUTHORITY AND RESPONSIBILITY

The Chief of Police is vested with the authority and responsibility for coordinating and / or 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, but not be limited to, providing source material if a written test is given, interviewing and arranging for assessors if an assessment center is utilized, and / or assigning numeric values for each and / or all parts of the testing / promotional process. The Chief of Police will maintain the primary responsibility for any oral interviews and administration of the probationary periods.

C. JOB-RELATED AND NON-DISCRIMINATORY PROCEDURES

All procedures used in the promotional process will be job-related and non-discriminatory. The promotional process is an integral part of the overall selection process, and accordingly, must meet the legal, professional, and administrative requirements for selection processes used at the entry level. It must be ensured that eligible applicants are evaluated by a promotional process that measures traits or characteristics that are a significant part of the job being sought. These traits will normally

be identified through a job-task analysis and published in the “skills, knowledge and abilities” section of the job description for that rank.

D. PROMOTIONAL OPPORTUNITY ANNOUNCEMENTS

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

1. A description of the positions or job classifications for which vacancies exist;
2. A schedule of dates, times, and locations of all elements of the process;
3. A description of eligibility requirements; and
4. A description of the process to be used in selecting personnel for the vacancies, to include, but not limited to the assignment of numeric weights, if any, for selected elements of the process.

The position of Lieutenant is appointed by the Chief of Police with a non-exempt classification. See Section VI in this policy for details.

V. PROMOTABLE POSITIONS – CRITERIA FOR ELIGIBILITY

Criteria and procedures for developing eligibility lists for promotional purposes is established by the Chief of Police and will be posted to all Department employees prior to testing. The following are examples of what is reviewed when developing an eligibility list:

- A. Minimum length of service with the Department and time in grade are as follows:
 1. Time-in-grade for promotional eligibility to Corporal is one (1) year of satisfactory service in the rank of Police Officer or Detective, prior to the test date. The candidate also must have completed the one (1) year probationary period with the Suwanee Police Department prior to the test date.
 2. Time-in-grade for promotional eligibility to Sergeant is one (1) year of satisfactory service in the rank of Corporal prior to the test date. The candidate also must have completed the one (1) year probationary period with the Suwanee Police

Department prior to the test date.

3. Time-in-grade for promotional eligibility to Lieutenant is one (1) year of satisfactory service in the rank of Sergeant (including the one-year probationary period) with the Suwanee Police Department prior to the appointment date. The candidate also must have completed five (5) years of law enforcement experience prior to the appointment date and an Associates degree or knowledge and level of competency commonly associated with the completion of an Associates degree in a course of study related to the occupational field.
 4. For non-sworn personnel, eligibility for promotion to a non-sworn supervisor's position is one (1) year of satisfactory service in present assignment.
- B. Special skills, general knowledge and experience in the area of the assignment;
 - C. Interest and attitude toward applicant's current assignment;
 - D. Level of performance, as determined by the review of performance evaluations, discipline records (The Chief of Police may elect to limit an employee's promotional opportunity, if the employee has been suspended within a 12 month period prior to testing), employee's daily activity records, and other material deemed appropriate;

Employees appointed to an acting position must compete in the next available promotional process to be considered for permanent promotion to the rank held in an acting capacity. Those employees in the acting positions who are not selected for, or do not compete, shall be returned to the permanent grade held prior to being appointed to the acting position. This policy is effective for all acting positions, regardless of the time served in an acting position, providing the employee has met the minimum established eligibility requirement set forth by the Chief of Police.

The Chief of Police shall have the authority to adjust and / or modify the promotional selection criteria / eligibility list based on situations where the number of existing vacancies exceeds the number of qualified candidates applying for the promotional process or for any other reason, which clearly benefits the needs of the Department. The Chief of Police shall notify Department personnel of the adjustment / modification along with change in the selection criteria by way of a written memorandum.

All employees involved in the promotional cycle are invited by the Chief of Police to offer comments or feedback prior to, or upon conclusion of, promotional testing.

VI. APPOINTED POSITIONS – CRITERIA FOR ELIGIBILITY

The position of Lieutenant is appointed by the Chief of Police with a non-exempt classification.

The minimum qualifications for Lieutenant are as follows:

1. Five years Law Enforcement experience.
2. Supervisory or Management experience.
3. Associates Degree or knowledge and level of competency commonly associated with the completion of an Associates degree in a course of study related to the occupational field.

The Chief of Police will announce, in writing, the opening for the Lieutenant position along with any additional requirements for the open position. Appointment to the position of Lieutenant is solely at the discretion of the Chief of Police.

VII. ADMINISTERING WRITTEN TESTS

Written tests as part of an assessment center may be used and will be essay, multiple choice, true or false, “fill-in” of blanks, or any combination of the above. These written tests may be designed by the Chief of Police or may be purchased from a commercial source. In the absence of any other criteria specified in advance on the promotion announcement, the passing score of written promotional tests will be at least 70%.

There will be no cutoff scores to take additional portions of tests, but written scores will be taken into account along with any other scores (such as oral interview scores, performance tests, etc.) to arrive at an overall score. Grading of essay tests will be done using a “blind” grading process, where the evaluators grading the tests do not know the identity of the author of the specific test being graded in advance. The specific weight of written tests shall be determined by the Chief of Police and shall be announced on the promotional examination in advance.

All testing materials involved in the promotional process for Suwanee Police Department personnel shall be secured by the Chief of Police.

Upon ordering the testing material, the Chief of Police will ensure that upon the arrival, the testing material packet seals are in place and void of tampering. The material shall be secured under lock and key by the Chief of Police or his / her designee, until delivered to the testing administrator. The Chief of Police will be responsible for the delivery of the testing material to the designated testing administrator. Upon conclusion of testing, the Chief will ensure that ALL testing material is returned in a sealed and secure manner. The testing material will then be mailed by certified mail to the testing manufacturer for scoring. In the event any of the testing material is not returned to the manufacturer, the material will be disposed of in a manner to prevent disclosure and / or reproduction.

VIII. ORAL INTERVIEWS

If the Chief of Police decides that oral interviews are to be a part of the promotion process (other than those in the assessment center), these interviews may include standardized questions to be asked of each candidate and standardized rating scales to assess a defined set of personal behaviors. The interview results will be recorded on a rating form and the results maintained in a secure file as directed by the Chief of Police for at least two (2) years.

IX. ASSESSMENT CENTERS

Assessment centers may be used for promotions. This assessment center may be from an external source recognized for expertise in the field, such as the International Association of Chiefs of Police (IACP), the Georgia Association of Chiefs of Police (GACP), Georgia State University, or private individuals who are proficient in assessment testing. The assessment center may also be designed and implemented using local resources. Whenever an assessment center is used, the following standards will be used as criteria:

- A. Measures dimensions, attributes, characteristics, skills, abilities, or knowledge specified in a written job task analysis;
- B. Uses multiple assessors who are thoroughly trained prior to participating in a center;
- C. Uses techniques designed to provide information, which is used in evaluating the dimensions, attributes, or qualities previously determined;
- D. Uses multiple assessment techniques, one of which may be a simulation;

- E. 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;
- F. Bases judgments resulting in an outcome on pooled information from assessors and techniques;
- G. Announces the dimensions to be evaluated in a written directive;
- H. Uses a form, or forms, to record and document the observations of assessors at each stage of the process; and
- I. Provides participants, upon request, with written rationale and information concerning the dimensions, ratings and recommendations of the center.

X. SELECTION OF SUPERVISORY PERSONNEL

Final selection for promotion to Corporal or Sergeant positions will be made by the Chief of Police. Candidates, by virtue of their performance results, will be placed in a numeric ranking and / or three (3) categories, depending upon the established testing procedures.

The performance results will be determined by the total of the scores received by each candidate for each part of the examination.

If the promotional roster is created by the ranking of candidates into categories, the categories are as follows:

- I. Highly Qualified for Promotion;
- II. Qualified for Promotion;
- III. Not Qualified for Promotion

The Chief of Police may choose from the Highly Qualified and Qualified categories. The list of candidates in the Highly Qualified category must be exhausted prior to selection of candidates from the Qualified category. Employees in the Not Qualified for Promotion section will not be considered promotional candidates, thus not considered for promotion.

Each employee who takes an examination shall be given written notice as to whether or not they passed or failed such examination.

The following are examples of circumstances which would justify not promoting an employee who scored in the Highly Recommended for Promotion or Recommended for Promotion category:

- Having been found in violation of a serious rule infraction after the

promotional examination process is completed.

- A serious drop in performance evaluations of the candidate.
- A mental or physical problem that would hinder one from carrying out the duties and responsibilities of the rank to which promoted.

Promotional eligibility lists will be Valid for twenty-four (24) months.

XI. REVIEW AND APPEAL PROCESS

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:

- A. All candidates are permitted to review the questions and answer key to the written examination. Any questions or comments by the candidate must be made in writing and shall be answered by the Chief of Police.
- B. All candidates are permitted to review the written results of scored elements of the selection process of any of their own work product. They shall not be permitted to examine the papers or tests of other candidates. Examination and review must take place within one week after notification of results during regular office hours under the supervision of the Chief of Police.
- C. Employees failing to meet eligibility due to length of service shall be permitted to apply for the first available test occurring after the requisite length of service is met.
- D. No person who has failed to pass an examination shall be re-examined for the same class of positions within one year from the date of such failed examination, except when an examination is successfully appealed.
- E. Any of the promotional procedures or portions of the procedures may be appealed in accordance with grievance procedures outlined in the City of Suwanee employee handbook.

XII RE-APPLICATION, RE-TESTING OR RE-EVALUATION ON SUSTAINED OR SUCCESSFUL APPEALS

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:

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

XIII. LATERAL ENTRY

Lateral entry for supervisory positions may be authorized by the Chief of Police and shall be based on specific needs of the department relating to technical expertise or when there are minimal internal qualified candidates for the vacant position. All supervisory positions open for possible lateral entry will be posted internally to Department personnel as well as externally according to City of Suwanee policies. The posting will, at a minimum, include the job description and eligibility requirements.

XIV. PROBATIONARY PERIOD FOR PROMOTIONS

The probationary period is regarded as an integral part of the overall examination process. It is a period used by the Chief of Police to closely observe the employee's work, for securing the most effective adjustment of a new employee to the position, and for identifying any employee whose performance does not meet the required standards. A quarterly counseling will be conducted on the probationary supervisor during the probationary period. **"Substandard Performance"** for any area on the

counseling will require the probationary supervisor to be notified about their need for improvement and told that lack of improvement may be cause for their return to their former rank, or if that rank is eliminated, to the next available position that the employee is capable of handling.

The probationary period for any new supervisor is six (6) months.

Under circumstances where a probationary supervisor is failing the probationary period due to poor performance, the Chief of Police may, at his discretion, extend the probationary period for a pre-determined period of no more than twenty-six weeks.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-075 DISCIPLINE /GRIEVANCE AND APPEALS

EFFECTIVE DATE: 01/01/95

NUMBER OF PAGES: 4

REVISED DATE: 02/09/15

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. POLICY

The Suwanee Police Department is committed to the fair treatment of employees and offers a remedy for work-related complaints. It shall be the policy of the Suwanee Police Department to seek resolution 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.

II. SCOPE

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

III. PURPOSE

The purpose of this policy is to establish a formal method that allows employees to resolve their grievances with management fairly and expeditiously.

IV. CHAPTERS OF CITY SUWANEE EMPLOYEE HANDBOOK

The following chapters in reference to grievance and appeals can be found in the City of Suwanee Policy Manual issued to each police department employee. The following chapters can also be viewed via the city computer network under the City of Suwanee Policy Manual.

Chapter 7-09 Progressive Discipline

Chapter 7-01 Standards of Conduct

Chapter 7-10	Disciplinary Appeals
Chapter 5-01	Types of Separation
Chapter 7-07	Unlawful Harassment
Chapter 7-11	Grievance Process

V. Employee Misconduct Dismissal

The following information shall be provided to non-probationary Suwanee Police Employees should employee be dismissed as a result of misconduct.

1. A written statement citing the reason for dismissal.
2. The effective date of the dismissal.
3. A statement of the status of fringe and retirement benefits after dismissal.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-080 PUBLIC INFORMATION/ MEDIA RELATIONS

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

The purpose of this policy is twofold. First, it establishes the Department's procedure regarding the release of any current newsworthy Department information to the news media. Second, this policy will establish the Department's procedure concerning the confidentiality of documents maintained by the Department and its employees.

The news media's major responsibility is to gather information and photographs at any newsworthy event. Occasionally, the opportunity to carry out these assignments is short lived. Therefore, members of the Department must not unnecessarily obstruct news representatives in carrying out their assignments. However, news media representatives are not exempt from any of the laws / ordinances enforced by the Department. This policy is applicable to all employees.

II. POLICY

It is necessary to recognize that public safety matters generally are of public interest and concern. The purpose of this policy is to permit the free flow of information to all news media personnel while protecting the cases of both the accused and the prosecution from possible prejudicial publicity. The problem in a public safety incident, especially criminal cases, is seeking a balance between:

The First Amendment right to free speech, a free press and the importance of the public's right to know about public safety matters; and,

The Sixth Amendment right to a fair trial, free from public pressure or a jury biased by news heard or read that a subject is guilty; or any privacy rights guaranteed to any individual by federal or state law.

It is important that the news media have access to information about the occurrence of any public safety incident: who, what, when, where, why and how. However, the Department needs the cooperation of the news media to avoid prejudicial pretrial

publicity just as the news media needs Department cooperation to report accurately and fairly, the occurrence of any incident.

It will be the policy of the Suwanee Police Department and its employees to cooperate with news media personnel, whenever possible, in the release of information. Release of such information will be made without partiality. Information will not be withheld in favor of a particular agency or representative. Information may be withheld only when public knowledge may jeopardize an investigation, may inflame a critical situation, violates any privacy right, when the next of kin of a fatality has not been notified, or when otherwise required by Federal, State or local law. This policy is not intended to abridge any right of free speech as guaranteed by the Constitution of the United States.

The Suwanee Police Department is committed to informing the community and the news media of events within the public domain that are handled by or involves the Suwanee Police Department. The Department fosters a relationship of mutual trust, cooperation and respect through its efforts to provide the news media and the community with information of Department administration and operations. If a matter deals with departmental policy, has impact on the dignity of the department or its personnel, is not relevant to public safety, or is such that publicity might be detrimental or defeat the ends of justice, the news inquiry should be directed to the Chief of Police and the Public Information Officer (PIO). The Administrative Services Division Commander will serve as the PIO.

III. RESPONSIBILITY

The public information function of the Suwanee Police Department falls under the Chief of Police. The Administrative Services Division Commander will be generally responsible for all matters of public information with the Suwanee Police Department. In the absence of the Administrative Services Division Commander, public information relating to police matters will be handled as set forth in this policy.

The Administrative Services Division Commander shall inform all local news media of policy or procedure changes concerning the release of information or media access and shall encourage local news agencies to participate in the formulation of information policy. He / she will provide local news agencies with updated news release policies and procedures.

The Administrative Services Division Commander shall assist news personnel in covering routine news stories and shall make arrangements for or assist at news conferences.

Duties of the Administrative Services Division Commander as they relate to police matters will include, but not be limited to, the following:

- A. Assists news media personnel at the scene of police incidents and in the coverage of newsworthy items;
- B. Being available for on-call responses to the news media;

- C. Preparing and distributing Department news releases;
- D. Arranging and assisting with news conferences;
- E. Coordinating and authorizing the release of information about victims, witnesses and suspects;
- F. Assisting in crisis situations within the Department;
- G. Coordinates and assists news media photographers in preparing photo sessions;
- H. Participates in the preparation of open houses, dedications and other Department special events and meetings;
- I. Coordinates with the appropriate Department personnel for the release of any information concerning confidential Department investigations and operations;
- J. Periodically solicits input from and involves news media personnel for the development of changes in Departmental policy and procedures relating to news media matters;
- K. Establishes and maintains a close and effective working relationship with the Chief of Police, Field Operations Commander, Departmental employees, other City officials and employees, other agencies, civic leaders, members of the press and the general public; and
- L. Whenever this department is involved in a joint operation with other departments or agencies, the Administrative Services Commander or person designated to represent the department in the release of newsworthy information will coordinate this effort with other personnel or departments involved.

IV. MEDIA ACCESS

- A. Access of Media to Enter Scenes of Major Incidents, Natural Disasters, or Other Catastrophic Events

In the event of a major incident, crime or disaster, police lines will be established for crowd control and to preserve evidence. While news media representatives may be permitted in the area of a serious incident or crime scene where the general public would be allowed, the tactical situation or the likelihood of jeopardizing Department operations will determine if and when members of the news media may or may not be allowed to enter these areas. Permission to enter a secured crime scene will only be granted by the Chief of Police or his designee.

Upon completion of any scene (crime scene, fire, or other emergency or disaster), only the owner, legal occupant, or their agents, may grant permission to news people to enter private property to gather news.

- B. Where Media is Not Authorized

While the media may be permitted in the area of a crime scene or a serious police incident where the general public would be allowed, he/she does not have the authority to be within the perimeter of a crime scene or area which has been secured to preserve evidence or at any location where his presence jeopardizes police operations or safety.

In hostage or barricade situations, the officer in charge shall designate a preliminary press area at the scene and may establish it closer to the scene when safe to do so.

C. News Media Not Exempt from Laws

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

D. Requesting Withholding of Publication

Newsmen may photograph or report anything they observe when legally present at an emergency scene. Where publication of such coverage would interfere with an official investigation or place a victim, suspect or others in jeopardy, the withholding of publication is dependent upon a cooperative press, not upon censorship by the department. Upon such circumstances, officers should advise the newsmen or their superiors of the possible consequences of publication. However, officers may not interfere with newsmen's activities as long as that performance remains within the confines of the law.

V. RELEASE OF INFORMATION TO NEWS MEDIA

- A. Department personnel will not be restricted from responding directly to the news media in regard to their daily operations; however, the Administrative Services Division Commander must be informed by the Commanding Officer at the scene, as soon as possible, of any major or newsworthy incident and any follow-up regarding that incident.
- B. The Commanding Officer on the scene of any newsworthy police incident, at which reporters are present, will give only basic information to those reporters or designate someone to fulfill this obligation. (Refer to Section VI of this policy to determine what information may or may not be released.)
- C. In administrative matters, such as internal affairs investigations, disciplinary action, etc. information should only be released by the Chief of Police or the Administrative Services Division Commander.

- D. Members of the Department must exercise care, common sense and discretion to avoid rendering statements or information, which if later quoted, may create a misunderstanding or compromise the effectiveness of the service.
- 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, the Administrative Services Division Commander or other person designated by the Chief of Police.
- G. Communications Division personnel may be authorized to confirm an incident of newsworthy event to members of the news media; however, they are bound by this policy and procedure.
- I. The Communications Division will handle the release of general information regarding current working accidents and street hazards or closings during traffic rush hours.
- J. For unusual newsworthy events, the Administrative Services Division Commander may be called to make such media release. Police personnel will provide the Communications Division with all basic facts and general information regarding the event in a timely manner so that the Administrative Services Division Commander can be notified.

VI. NEWS RELEASE GUIDELINES

A. Criminal /Arrest Cases

The following information **may** be made available to news media in criminal matters:

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

8. Requests for aid in locating evidence, a complainant or a suspect.
 9. A person's race may be released as descriptive information in such cases.
 10. Numbers of officers, or people, involved in an event or investigation and the length of the investigation.
- B. The following information **should not** be released to the news media in criminal matters:
1. The identity of any victim of a sex crime, abduction, spouse or child abuse, or related information which, if divulged, would tend to lead to the victim's identification.
 2. The identity of any juvenile under the age of 17 who is a suspect or a defendant in any case over which a Juvenile Court has jurisdiction.
 3. The identity of any critically injured or deceased person prior to the notification of next of kin. (Exception: When notification has been attempted, but is not possible within a reasonable time as determined by the Chief of Police.)
 4. The performance or the results of any test(s) or the refusal of the accused to take a test or tests, or to participate in a lineup.
 5. The specific cause of death until determined by the Gwinnett County Medical Examiner.
 6. Investigative information and information of an evidentiary nature.
 7. Opinions concerning guilt of a suspect or evidence or any argument in the case whether or not it is anticipated that the evidence or argument will be used at trial.
 8. Name and address of witnesses of: homicide, rape, robbery, aggravated assault, burglary, auto theft, and larceny.
 9. Name and address of any subject sought for a crime, but not yet formally charged, unless help is wanted from the news media in an effort to locate the subject.
 10. Home addresses and telephone numbers of members of the Suwanee Police Department.
 11. The contents of any suicide note.
 12. Amount of cash or valuables taken or overlooked by crime perpetrators.
 13. Unofficial statements or information concerning personnel or internal affairs matters.

14. Any information from another agency that is considered confidential.

C. The following information **may** be released to the media in arrest cases:

1. The accused's name, age, description, residence, employment, and marital status (except juveniles).
2. The substance or text of the charge as contained in a complaint, warrant, or indictment.
3. The identity of the investigating and arresting officer(s) and agencies involved, and the length of the investigation.

Exception: *The identity of undercover officers will not be released*

4. The circumstances immediately surrounding an arrest. Time and place of arrest; methods of apprehension; resistance, and any resulting injury.
5. Possession and use of weapons by the suspect.
6. Description of items or contraband seized.
7. Amount of bond, scheduled court dates, place of detention.

D. The following information **should not** be released to the media in arrest cases:

1. The identity or location of any suspect. The existence of a suspect may be acknowledged without further comment.
2. Results of investigative procedures such as lineup, polygraph, fingerprinting, lab or ballistics test. The fact that tests were performed may be acknowledged without further comment.
3. Information which if prematurely disclosed, would significantly interfere with an investigation or apprehension, particularly; unchecked leads, unverified information, specifics of "MO", details known only to suspect or officer, information which may cause a suspect to flee or avoid apprehension.
4. Identity of a prospective non-victim witness.
5. Identity of a victim / witness if such disclosure would prejudice an investigation to any significant degree, or it would place the victim in clear personal danger. (Consider "degree" and "danger" carefully, and state reasons clearly, when withholding information.)

E. After an arrest and formal charging, but prior to adjudication, certain information is restricted to insure constitutional guarantees of a fair and impartial trial. Also, improper disclosure could form the basis for a legal defense.

Therefore, during this sensitive period, information should not be released concerning:

1. Prior criminal record, character or reputation of a defendant, information identifying juveniles and mug-shots of accused; or
2. Existence, or contents, of any confession, admission, statement of a defendant, or the failure to make such; or
3. Performance or results of any tests, or a defendant's refusal or failure to submit to investigative tests such as a polygraph and other types; or
4. Identity, credibility, character, statement(s) or expected testimony of any victim, witness, or prospective witness; or
5. Any opinion about the guilt or innocence of a defendant, or the merits of the case, including arguments and evidence, or whether their use in court is expected; or
6. Possibility of plea bargaining or other disposition; or
7. Reports, transcripts, or summaries or proceedings from which the press and public have been excluded by judicial order; or
8. Information received from other law enforcement agencies without their consent.

F. Requesting the Withholding of Publication

1. The news media may photograph and report anything they observe when legally present at an emergency or crime scene.
2. When publication or broadcast of such coverage would interfere with an investigation or place a victim, suspect or others in jeopardy, the Commanding Officer at the scene or the Administrative Services Commander will explain the situation to the news media representatives and request they withhold release of the story.
3. Withholding of broadcast or publication is dependent upon a cooperative press, not upon censorship by the Suwanee Police Department.
4. Personnel of the Suwanee Police Department will not interfere with a newperson's activities as long as those activities remain within the confines of the law and the boundaries of Department policy.

G. Photographs and Televising

1. Members of the Department will not prevent the photographing of defendants when they are in public places. They will neither encourage nor discourage photographing or televising, but must not pose the accused.

2. Department photographs of a suspect or arrested person may be released provided the photograph will not jeopardize an investigation. Photographs may also be released if a valid police function is served. It is proper to disclose this type of information to enlist public assistance in apprehending fugitives from justice. Such disclosure may include photographs or other pertinent information, unless otherwise prohibited by policy or law. Any release of Department photographs of a suspect or arrested person must be done after approval from the Chief of Police or the Administrative Services Division Commander. Any Department arrest photos released outside the Department will have all identifying data removed from the photo, i.e., case number, date, agency name, etc..

H. Interviewing Persons in Custody

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

VII. CONFIDENTIAL AND INTERNAL INVESTIGATIONS

A. Confidential Operations

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

B. Internal Investigations

Sensitive or investigative information (particularly the identity of officers involved) from internal investigations will not be disclosed except by express permission of the Chief of Police or his designee.

C. Suicides

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

D. Citizens Requests

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

VIII. PROFESSIONAL BEHAVIOR AND COURTESY

Personnel of this Department will treat media representatives with respect. The media has a job to perform just as our personnel have their duty to perform. Any complaint of rudeness, hostility or deliberate harassment toward the media will be investigated. If substantiated, appropriate disciplinary action will be taken.

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

IX. NEWS RELEASES, FEATURES AND ANNOUNCEMENTS

Responsibility for planning, developing, writing and distributing informational releases and articles about the programs and activities of the Suwanee Police Department and its members rest with the Administrative Services Division Commander. Press releases shall be prepared as needed by the Administrative Services Division Commander and disseminated to local media recipients on an equal access basis. When time permits, information concerning promotions, projects, programs or other activities, should be forwarded to the Administrative Services Division Commander in writing in advance of effective dates, or by telephone when time does not permit or there is an urgent need to release the information by the Administrative Services Division Commander. Subject matter in press releases shall conform to guidelines described in this policy.

A. Notification Requirements

Certain particularly newsworthy incidents require immediate notification of the Shift Supervisor, Patrol Division Supervisor, Deputy Chief, and the Chief of Police by the officer in charge of an incident scene through the Communications Center:

1. Any death investigation (i.e. - homicide, suicide, natural);
2. Natural or manmade disasters;
3. Any spectacular incident or unusual occurrence (e.g. - aircraft accidents; major fire; explosion; tornado; etc.);
4. Deaths of persons in custody;
5. School bus accidents involving any injuries;
6. Manhunts when extensive search is involved;
7. Strikes, riots, or disorders;
8. All shootings involving Suwanee Police Officers and all incidents involving use of force by Suwanee Police Officers resulting in serious injury or death;
9. Bomb threats when a device is found;

10. Hostage, barricade situations;
11. Auto accidents involving any Suwanee law enforcement vehicle;
12. Auto accidents involving serious injuries, fatalities, potential fatalities, or hazardous materials;
13. Robberies or rapes;
14. Death or any serious illness or injury to any member of the Suwanee Police Department or his / her immediate family;
15. Injury or death to any on-duty Suwanee Police Officer;
16. Children under the age of twelve (12) or elderly adults over the age of seventy (70) that have been missing for two (2) or more hours;
17. Any death or serious injury of any person in the custody of the Suwanee Police Department;
18. Any law enforcement action involving a public / elected official or another law enforcement officer;
19. Day-care facility incident involving death, injury, or suspected abuse;
20. Kidnapping;
21. Incident involving multiple fatalities or serious injuries;
22. Drive-by shooting;
23. Violent gang activity;
24. Aggravated child abuse or molestation; and
25. Escape of a prisoner from the custody of a Suwanee Police Officer.

X. INVESTIGATION INFORMATION RELEASE AUTHORIZATION

Only the Criminal Investigator working the case shall release investigative information. When the Investigator releases such information, he / she shall notify the Administrative Services Division Commander as soon as possible. Investigative information that may be released is applicable only to cases over which the Suwanee Police Department has primary responsibility and jurisdiction. In investigations where there is a mutual effort by the Suwanee Police Department and another agency, and the other agency has primary responsibility, the other agency will determine guidelines and control the release of information.

XI. CONFIDENTIALITY OF DEPARTMENT DOCUMENTS

For the most part, police matters are of public interest and public concern. Under the Georgia Open Records Act, Ga. O.C.G.A. 50-18-70, all information is available to the public unless (1) it is confidential by law, (2) an invasion of someone's privacy, or (3) protected by a court order.

Therefore, unless one of these exceptions apply, police matters will be open for personal inspection by any person at a reasonable time and place. Those in charge of such records will not refuse this privilege to any person. The purpose of this policy is to examine all documents created and maintained by the Department and to determine the degree of confidentiality associated with each document. The public's "right to know" must be weighed against the City's need to protect the integrity and the confidentiality of its documentation and to avoid privacy violations.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-090 LAW ENFORCEMENT EXPLORERS

EFFECTIVE DATE: 10/01/1999

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DISTRIBUTION AUTHORIZATION:



I. POLICY

The Suwanee Police Department is committed to the development of a youth program designed to build good character, promote good citizenship, develop leadership, and strengthen personal as well as mental fitness. Even though the primary focus of the program is to educate and involve youths in police operations, it shall be the policy of this program to give positive encouragement in any career or positive life pursuit the explorer shows interest and enthusiasm in.

II. PURPOSE

The purpose of the policy is to give a brief outline of the explorer program and the services the Post provides to the Suwanee Police Department. These services are but not limited to: traffic and parking control, community relations activities and other civilian level support services. Explorers shall be utilized as support personnel during emergencies and large-scale events when additional manpower is necessary. Explorers are not sworn Law Enforcement Officers. Further information can be found in the *Post 980 General Orders Manual*. (GOM)

III. RESPONSIBILITY

The Chief of Police shall appoint a member of the department as Explorer Post Advisor who shall be responsible for the development, implementation, coordination and training of the Explorer Program.

IV. EXPLORER DESCRIPTION AND DUTIES

A. In order to participate in the Law Enforcement Explorer Program, an individual must:

1. Be between the ages of 14 and 20.

2. Attend school if of school age and not be on probation.
 3. Maintain a C average if in school.
 4. Have parental approval that includes signatures by the Explorer and his/her parents or legal guardian.
 5. Be of good health.
 6. Be of good moral habits with no arrest or conviction records for serious offenses, including crimes of Moral turpitude.
 7. Attend Explorer Post bi-monthly meetings with no more than two consecutive unexcused absences or 20% of meetings.
 8. Abide by the Explorer Post rules and regulations as set forth in the Post General Orders Manuel.
- B. Through training and completion of Law Enforcement Explorer training, can be involved in performing a multitude of law enforcement tasks. Explorers shall be assigned primarily to law enforcement related community service functions, in positions of civilian support services, and shall not be involved in the day-to-day delivery of law enforcement services. The Explorer is a civilian involved with law enforcement on a part-time basis, unsalaried, and in a non-sworn capacity. Law Enforcement Explorers may be involved in the following types of activities:
1. Assisting in parking upon designated private parking areas during details/events.
 2. Administrative duties with-in the Suwanee Police Department.
 3. Police training assistance.
 4. Crime prevention programs.
 5. Community assistance programs.
 6. Patrol/CID support service (assigned to sworn officer/detective).
 7. Direct traffic upon the roadways as designated by the Post Advisor and/or Explorer Command provided the explorer has completed training as outlined in *GOM XIX*.
 8. Other related duties as approved by the Post Advisor

- C. The Suwanee Police Department Explorer Post shall be structured similar to that of the Suwanee Police Department. Rank structure shall be as follows: Captain, Lieutenant, Administrative Sergeant and Technical Sergeant. Appointments and promotions shall be set in the Post 980 General Orders Manual.
- D. Explorer meetings shall be scheduled bi-monthly with meetings taking place in the Suwanee Police Training Center unless otherwise arranged. The duration of monthly meetings will be approx. two hours. Other meetings may be scheduled as determined by the Post Advisor.

V. TRAINING

- A. Explorers perform a variety of community relations, quasi-law enforcement duties and other civilian level support services that require preparation and training. Explorers shall be properly trained in these areas or shall be assigned to work with a trained Explorer or Suwanee Police Department officer prior to performing these functions. Explorers may receive training that includes, but is not limited to, the following: criminal law, crime prevention, domestic intervention, crime scene search / investigation, firearms safety, history of law enforcement, defensive tactics, handcuffing procedures, accident investigation, public relations, building searches, and communications. All training will be geared toward the Explorer's potential role in law enforcement.

Explorers assigned to direct traffic upon the roadways must have completed the minimal 1 hour Georgia P.O.S.T. mandated traffic direction as stated in O.C.G.A. 35-1-11. Further guidelines are outlined in the *Post 980 GOM XIX Details/Duty Assignments*.

- B. Explorer meetings shall occur bi-monthly. During each bi-monthly meeting, Explorers shall receive training provided by the Post Advisor or guest instructor. Other training may be provided as determined by the Explorer Post Advisor.

VI. ISSUED CLOTHING

- A. In an effort to reduce the opportunity for the Explorer to appear as a sworn officer, confusing the public and potentially harming the image of the agency or Post, Explorers shall be dressed in issued clothing that will clearly distinguish them from the uniforms worn by sworn officers. The proper use of issued clothing is outlined in the *Post 980 GOM section XIV-Uniform Regulations and Grooming*. The issued clothing consists of:

1. Dark navy BDUs pants...

2. Black tactical polo short sleeve shirt with the "*Suwanee Police Post 980*" logo on the left breast area.

3. Black ball cap with "*Suwanee Police Explorer*" embroidered upon it.

B. The Post may also issue to the Explorer the follow as auxiliary clothing:

1. Black beanie cap with a "*Post 980*" logo.

2. Black jacket with the "*Post 980*" logo across the left breast area.

3. Black t-shirt with the "*Suwanee P.D. Post 980*" logo across the left breast area and the "*Post 980 Dedication, Teamwork, Commitment*" seal across the back.

4. Black ball cap with the "*Post 980*" logo.

5. The auxiliary clothing may be worn by the explorer outside of the post.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-091 VOLUNTEER PROGRAM

EFFECTIVE DATE: 01/01/07

NUMBER OF PAGES: 8

REVISED DATE: 01/05/16

DISTRIBUTION AUTHORIZATION:



I. PURPOSE

The purpose of this program is to motivate the citizens of Suwanee to become involved with the Suwanee Police Department and empower them to share the responsibility of serving their community. The program is based upon the philosophy of community policing that involves partnerships, empowerment, problem solving, accountability, service orientation and adaptability.

II. POLICY

To establish a uniformed policy within the Suwanee Police Department regarding the department's position on the utility and management of its volunteer and auxiliary program and to provide guidance on its management and administration.

III. DEFINITIONS

A volunteer is a civilian affiliated with the Suwanee Police Department in a part-time, unsalaried, non-sworn support capacity because of his or her interest in contributing to the agency in a support capacity. They also assist the Suwanee Police Department with special events, which may include activities such as parades, athletic contests, or public demonstrations that result in the need for the control of traffic or crowds. To be considered for the position as a Suwanee special event volunteer, he or she must have successfully completed the Suwanee Citizen Police Academy. The second volunteer position available to citizens is the Park Ambassador; applicants must complete an application, pass a criminal history check, and attend an orientation/training session prior to assignment.

IV. PROCEDURE

A. Administration

The volunteer coordinator, or his or her designee, shall be responsible for the following:

1. Recruiting, selecting, and training qualified volunteers for various positions.
2. Maintaining training records for each volunteer.
3. Maintaining an active list of available volunteers.

B. Recruitment

Volunteers shall come from the available qualified pool of Suwanee Citizen Police Academy (S.C.P.A.) graduates or in the case of the Park Ambassadors any citizen that would like to volunteer, completes the appropriate application, and meets the background criteria. Recruitment shall be on a continuous and ongoing basis consistent with the department's policy on equal opportunity non-discriminatory employment. A primary qualification for participation in the selection process shall be an interest in and an ability to assist the agency in serving the public.

C. Selection and Placement

1. Upon their selection, a volunteer shall receive a confirmation letter and/or email prior to the start of service.
2. All volunteers shall be required to read and sign a volunteer waiver and release of liability agreement.
3. Volunteers shall be placed only in job assignments or programs that are consistent with their knowledge skills, abilities, and the needs of the department.

D. Training

1. Volunteers shall be provided with an orientation program to acquaint them with the department, personnel, policies, and procedures that have a direct impact on their work.
2. Volunteers shall receive positions-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position.

3. Volunteers shall receive periodic ongoing training as deemed appropriate by the volunteer coordinator or Chief of Police.
4. Training shall reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are, sworn officers or other full-time members of the department. They shall always represent themselves as volunteers.

E. Duties

1. Traffic control;
2. Crowd control;
3. Parking management;
4. Staffing of City information booth;
5. Answering of telephones;
6. Filing of records and documents;
7. Operating fax or copy machine;
8. Performing data entry;
9. Reporting suspicious activity on the Greenway or in the parks;
10. Providing citizens with information/directions regarding Greenway and parks;
11. Reporting damage to, or vandalism of the Greenway system or parks;
12. Reporting unsafe Greenway or park conditions

It should be noted that volunteers are not sworn or certified police officers and as such have no enforcement powers or powers of arrest. Volunteers are **strictly prohibited from carrying any type of weapon**. Volunteers who possess a Georgia Concealed Weapons Permit are **strictly prohibited from carrying any type of handgun or weapon**, whether concealed or not, while performing their duties as a Suwanee Volunteer.

F. Fitness for Duty

1. No volunteer shall report to work or be on duty when his or her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.
2. Volunteers shall report to the volunteer coordinator any change in status that may affect their ability to fulfill their duties. This includes, but is not limited to the following:
 - a. Suspension of Drivers license
 - b. Medical condition
 - c. Arrests
 - d. Criminal investigations

G. Dress Code

Volunteers will be issued equipment and uniforms designating them as volunteers. Volunteers are required to wear the issued uniforms while serving in any volunteer function associated with the City of Suwanee. The equipment shall not be modified without consent of the police volunteer coordinator or his or her designee.

Volunteers shall wear one of the three issued uniforms depending on the assignment or task:

Suwanee Police Volunteer: The uniform for police volunteer or support functions will be the yellow T-shirt with black lettering stating "Suwanee Police Volunteer" on the back and "Suwanee Police Volunteer" logo or "Suwanee CPA (Citizens Police Academy)" logo on the front left side

Suwanee Park Ambassador: The uniform shirt for park ambassadors will be the yellow T-shirt with black lettering stating "Suwanee Park Ambassador" on the back and the "Suwanee Park Ambassador" logo or on the front left side.

The uniform vest will be a high visibility reflective vest with the "Suwanee Park Ambassador" logo on the right breast pocket and "Suwanee Park Ambassador" lettering on the back.

Volunteer Cap: The volunteer has the option of wearing the issued volunteer ball cap while serving as a police volunteer or park ambassador.

The designated ball cap will be a black ball cap with text on front "Suwanee Police Volunteer".

Identification Card: The volunteer shall be issued a Suwanee Police Volunteer identification card. The purpose of the identification card is to verify the status of a volunteer to any citizen. The I.D. card does not grant or infer any police powers or courtesies. The volunteer must maintain an active role in the volunteer program to retain any issued equipment.

1. No volunteers shall wear his or her clothing or identifiable parts of the clothing while off duty.
2. Volunteers shall be required to return any issued agency clothing at the time of termination of service.
3. If a volunteer is engaged in office or clerical duties and is working within the police department out of public view then the dress code shall be that of a non-sworn dress employee. The clothing shall be neat and clean in appearance and the volunteer shall wear conservative clothing that would normally be accepted as business attire.

H. Confidentiality

1. With appropriate security clearance, volunteers may have access to confidential information such as criminal histories or investigative files. Unless otherwise directed by a supervisor or departmental policy, all police information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by departmental policy and supervisory personnel.
2. Each volunteer shall sign a non-disclosure agreement. Subsequent disclosure of any confidential information, verbally, in writing, or by any other means, shall be grounds for immediate dismissal and possible criminal prosecution.
3. Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper other periodical, release or divulge any information concerning the activities of the agency, or maintain that they represent the agency in such matters without permission from the proper agency personnel.

H. Property and Equipment

1. Any fixed and portable equipment issued by the agency shall be for official and authorized use only.
2. Any property or equipment issued to a volunteer shall remain the property of the agency and shall be returned at the termination of service

J. Disciplinary Procedures/Termination

A volunteer may be removed from the volunteer program at the discretion of the Chief. Termination of volunteers shall not be subject to due process consideration and volunteers shall have no property interests in their continued service.

SUWANEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

SECTION: A-091 VOLUNTEER PROGRAM

REVISED DATE: 01/05/16

NUMBER OF PAGES: 1

Training shall reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are, sworn officers or other full-time members of the department. They shall always represent themselves as volunteers.

It should be noted that volunteers are not sworn or certified police officers and as such have no enforcement powers or powers of arrest. Volunteers are **strictly prohibited from carrying any type of weapon**. Volunteers who possess a Georgia Concealed Weapons Permit are **strictly prohibited from carrying any type of handgun or weapon**, whether concealed or not, while performing their duties as a Suwanee Police Volunteer. Volunteers shall always adhere to City of Suwanee policy regarding volunteer conduct.

Volunteers will be issued equipment and uniforms designating them as volunteers. Volunteers are required to wear the issued uniforms while serving in any volunteer function associated with the City of Suwanee. The equipment shall not be modified without consent of the police volunteer coordinator or his or her designee.

Volunteers shall wear one of the three issued uniforms depending on the assignment or task:

Suwanee Police Volunteer: The uniform for police volunteer or support functions will be the yellow T-shirt with black lettering stating "Suwanee Police Volunteer" on the back and "Suwanee Police Volunteer" logo or "Suwanee CPA (Citizens Police Academy)" logo on the front left side

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The uniform vest will be a high visibility reflective vest with the "Suwanee Park Ambassador" logo on the right breast pocket and "Suwanee Park Ambassador" lettering on the back.

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Identification Card: The volunteer shall be issued a Suwanee Police Volunteer identification card. The purpose of the identification card is to verify the status of a volunteer to any citizen. The I.D. card does not grant or infer any police powers or courtesies. The volunteer must maintain an active role in the volunteer program to retain any issued equipment.

I understand that my ID card is property of the Suwanee Police Department and that in the event there is a separation from the Suwanee Police Department Volunteer Program I am responsible for turning this ID card in along with any other agency property I have been issued. If my ID card is lost or stolen, I am to report the loss as soon as possible. I further understand the ID card must be relinquished when requested to do so by any member of the Suwanee Police Department.

I have read and understood the above policy section:

Suwanee Police Volunteer

Print Name	Signature	Date
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Police Volunteer Coordinator		Date
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SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-095 FIREARMS REGULATIONS

EFFECTIVE DATE: 01/01/95

NUMBER OF PAGES: 4

REVISED DATE: 07/02/19

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

To provide guidelines governing firearms issued to police personnel; to establish rules for carrying firearms in the performance of their duty; to provide criteria for the training of police personnel with department-issued firearms.

II. SCOPE

This policy shall apply to authorized firearms and ammunition carried by department personnel in the performance of their duty, and shall govern the training procedures.

III. ISSUED FIREARMS, AMMUNITION, AND LIGHTS

- A. Approved weapons for on-duty personnel in uniform will be a Glock 22 .40 Caliber Glock auto-loading pistol, or any weapon approved by the Chief of Police.
- B. Approved weapons for on-duty personnel not in uniform will be a .40 Caliber Glock 22 auto-loading pistol. If conducting undercover, covert, or surveillance operations, the Glock 27 .40 caliber may be utilized as the primary duty weapon. Those officers assigned to GMTF and HIDTA conducting undercover operations will be allowed to utilize the Glock 42 as their primary duty weapon after qualifying with it.
- C. Ammunition furnished by the department shall be high-grade factory ammunition from a major manufacturer (i.e. Winchester, Remington) and shall not exceed firearms manufacturer's safety regulations. Current issued duty ammo is Federal Hydra-Shok® 180 grain bullet.
- D. The department issued shotgun for Officers will be a 12-gauge shotgun. Officers carrying issued shotguns will be required to demonstrate proficiency with such weapon prior to duty use and annually there after.
- E. Ammunition for shotguns will be provided by the department and shall be from either Federal or Winchester in "00 buck shot" or rifled slug.

- F. Only weapons, ammunition and gun lights issued by the department will be carried while on duty.
- G. Issued weapon mounted light system
 - 1. The issued Glock pistol, patrol rifle and shotgun are provided by the department to officers with a weapon mounted light, if they elect to have it issued. The weapon with the mounted light is provided to enable officers to identify threats in a low/no light incident. Officers must be aware that the weapon and light work together for target identification during a potential deadly force encounter. **The light is not to be used independently for illumination only.** The weapon mounted light does not replace a hand held light and officers shall not use it in a utility manner, officers carrying a weapon mounted light in low/no light conditions shall be required to also carry a hand held light in low/no light conditions.
 - 2. Officers are issued holsters to accommodate the issued weapon with the light. The weapon will be carried with the light attached at all times. Officers do not have the discretion to remove the light from the weapon; emergencies notwithstanding. Officers will train and be required to demonstrate proficiency with the weapon with the light attached.
- H. The Administrative Services Commander or his/her designee shall register all firearms issued to officers in departmental uniform issuance records and the departmental asset inventory.
- I. Newly-hired officers (non-POST certified) will not carry a department-issued firearm unless the officer meets the following:
 - 1. The officer participates in the department's Recruit Training Program and only during firearms training or other recruit training.
 - 2. The officer participates in the POST mandate-training program and demonstrates firearms proficiency during mandate training.
- J. Newly-hired officers (POST certified) will not carry a department issued weapon until the officer has met department standards for firearms proficiency, unless the officer is a recent graduate of a regional academy. Within 30 days, the officer will complete a department proficiency course of fire.
- K. Annually, each employee's issued weapons will be inspected and cleaned by the departmental armorer. Weapons found to be deficient shall be removed from service by the armorer, repaired and/or replaced. The employee will receive a replacement weapon until their issued weapon is repaired or replaced.
- L. All firearms, when not in actual personal physical custody, will be stored and secured in an appropriate locked container (safe, vault, weapons locker, child safety lock, etc.) Firearms will not be left unsecured in unoccupied vehicles.

- M. When a Department weapon is stored at home, the weapon shall be secured by reasonable and prudent measures, including the use of issued or purchased gun safety locks, to prevent access by children or other family members.

IV. BACK-UP WEAPONS

- A. The department will issue a back-up weapon to each sworn officer who elects to carry the weapon. Approved back-up weapons for on-duty personnel will be a Glock Model 42 .380 Caliber auto-loading pistol, or any weapon approved by the Chief of Police.
- B. The department-issued back-up weapon is considered part of the uniform and must be worn at all times by sworn personnel while in uniform. Due to the uniform constraints, officers in the assigned bicycle uniform are exempt from carrying a back-up weapon.
- C. Only ammunition issued by the department will be carried while on duty. The agency issued ammunition is Remington .380 Golden Saber, 102 grain BJHP.
- D. Discharging a back-up weapon while on duty is subject to the same rules, regulations and S.O.P. as primary service weapon.
- E. At the discretion of the Chief of Police, certain officers may be permitted to carry the Glock model 27 as the primary duty weapon. Those officers must meet the minimum standards established by the Training Division personnel for the primary duty weapon course of fire using the Glock model 27 in order to carry it in that capacity.

V. EXTRA/OFF-DUTY FIREARMS

- A. It is required that all officers who are authorized to carry a firearm must carry their Departmental issued primary firearm and ammunition when performing an approved law enforcement related extra duty work assignment outside the normal hours of their on-duty status. The provisions for secondary weapons as previously discussed shall also apply.
- B. The Department neither encourages nor discourages the carrying of a firearm by sworn officers when they are off duty.
- C. OCGA 16-11-130 establishes exemptions for peace officers regarding weapons carry permits when in the off-duty status.

VI. MAINTENANCE OF RECORDS

The Chief of Police or his designee shall maintain a record of all weapons used by department personnel and approved by the department.

- A. Department Issued Weapons

The Chief of Police or his designee shall maintain a complete record on each weapon purchased by the department for issuance to agency personnel. The record shall include but not be limited to the make, model, serial number and caliber of the weapon.

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 Chief of Police or his designee.

The Chief of Police or his designee shall maintain records regarding weapons issued by the department.

B. Replacement Weapon

When a weapon is found to be unsafe or unserviceable, it shall be removed from service by the armorer to be repaired or replaced. The department armorer shall maintain records reflecting changes or replacements.

VII. DISCHARGE OF FIREARM WRITTEN REPORT

- A. An officer who discharges a firearm either accidentally or on purpose other than in training or recreational purposes must submit a written report to his immediate supervisor within 24 hours of the incident.
- B. The report should describe the circumstances surrounding the incident.
- C. If it is determined that the officer was negligent in firing the weapon, disciplinary action may be taken and the officer may be required to undergo firearms training at the discretion of the Division Commander

VIII. DISCIPLINARY ACTION FOR VIOLATION OF BACK-UP WEAPON POLICY

When an officer is found to be in violation of department policy regarding the use of a back-up weapon while on duty, the following disciplinary action will be administered:

- A. First violation: three (3) day suspension.
- B. Second violation: ten (10) day suspension.
- C. Third violation: subject to termination.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-096 Less-Lethal Impact Projectiles

EFFECTIVE DATE: 08/28/17

NUMBER OF PAGES: 4

REVISED DATE: 08/30/18

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

The purpose of the Less-Lethal Extended Range Impact Devices program is to give officers assigned to the Special Response Team (SRT) the ability to more effectively perform their sworn duty to protect the citizens and people of Suwanee from combative, non-compliant, armed and/or violent subjects.

II. POLICY

In performing its mission to protect the citizens of Suwanee, the Police Department equips officers with weapons sufficient to control most field situations. The Police Department recognizes that combative, non-compliant, armed and/or violent subjects cause handling and control problems that require special training and equipment. Thus, the Department has adopted the Less-Lethal force philosophy to assist with the de-escalation of these potentially violent confrontations.

Officers shall at all times comply with this policy and directives related to firearms and use of force. Officers shall conform to all applicable local, state and federal laws.

III. DEFINITIONS

Less-Lethal Force Philosophy - A concept of planning and force application, which meets operational objectives, with less potential for causing death or serious physical injury than conventional police tactics.

Less-Lethal Impact Projectiles – Munitions that can be fired, launched or otherwise propelled for the purpose of encouraging compliance, overcoming resistance or preventing serious injury

without posing a significant potential of causing death. These munitions are intended to incapacitate a subject with minimal potential for causing death or serious physical injury, when compared to conventional police tactics. Examples of Less-Lethal impact projectiles include beanbags, launchable, foam or rubber batons, pellets and other like items.

Safety Priorities – The Department’s safety priorities are established as follows:

- Hostages
- Involved non-subject civilians
- Police Officers
- Subjects

Subjects – The person who is the focus of the police operation (i.e. suspect/offender)

IV. PERSONS AUTHORIZED TO USE LESS-LETHAL IMPACT PROJECTILES

Only personnel who have successfully completed a department approved training course in the proper use and deployment of Less-Lethal impact projectiles may be authorized to use them during actual operations.

Annual re-certification is required.

V. JUSTIFICATION FOR USE

The use of Less-Lethal impact devices can assist in achieving the goal of protection of life and property and/or the restoration of order. Given certain situations, deadly force is not justified, nor is it safe for an officer to close the distance on a subject and try to control them with physical strength and skill. Impact munitions are an extended range impact weapon.

They may be considered whenever the use of Less-Lethal options would assist in enabling an arrest, restoring order and/or reducing the risk of more serious injury. Circumstances justifying the use of these munitions may include, but are not limited to:

- Restoration or maintenance of order during civil disturbances
- Safely controlling/arresting violent persons
- Subduing vicious animals

The decision to use impact munitions for the sake of the suspect should not be done at the risk of officer's safety. Less-Lethal munitions should never be solely relied upon when an officer's safety may be placed in jeopardy. The capability to use impact munitions should always be accompanied by the immediate availability of deadly force.

VI. TARGET PLACEMENT

The Less-Lethal projectiles will be delivered to suspect target areas based on the circumstances, the established safety priorities, and the level of force authorized. The force used must be lawful and necessary.

The potential for causing death or serious physical injury with Less-Lethal projectiles is a reality. This potential is greatly reduced when impacts to the head and neck are avoided. Intentional impacts to the head and neck areas shall be avoided unless deadly force is justified, necessary and appropriate.

VII. AUTHORIZED WEAPONS/AMMUNITION

In order to insure reliable functioning and to aid in training, "Beanbag" rounds will only be utilized in departmentally issued Remington Model 870 shotguns that have been equipped with a less lethal stock and forearm, that shall be orange in color and have "LESS LETHAL" printed on the stock. This will allow for the quick identification of the less lethal weapon. The less-lethal shotgun will not be carried with a round in the chamber and shall be carried in a "road ready" condition.

The authorized ammunition for the Less Lethal shotgun is the Safariland Defense Technology 12GA Drag Stabilized Round.

VIII. HANDLING OF INJURED SUBJECTS

Medical care will be provided for subjects who are struck by a Less-Lethal round. Such subjects shall be transported to a medical facility for an examination.

IX. REPORTING

The use of Less-Lethal impact projectiles/munitions constitutes a use of force and as such, must be reported in accordance with standard departmental use of force reporting procedures.

X. STORAGE, TRANSPORTATION & HANDLING

Generally Less-Lethal munitions should be stored in a cool, dry place. Under no circumstance shall Less-Lethal impact projectiles be kept in a manner that might lead to confusing them with lethal munitions. Generally, they should be stored in a separate container or cabinet or on a separate shelf, which is clearly marked.

Under no circumstances shall any person be authorized to tamper with or alter in any manner, any Less-Lethal impact projectile.

Upon receiving any munitions, the person actually utilizing them is ultimately responsible for ensuring that these munitions are “non-lethal.”

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

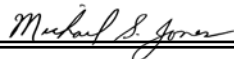
SECTION: A-097 PATROL RIFLE POLICY

EFFECTIVE DATE: 02/07/03

NUMBER OF PAGES: 4

REVISED DATE: 09/17/14

DISTRIBUTION AUTHORIZATION:



I. POLICY

It is the policy of the Suwanee Police Department that patrol rifle operations will be used in accordance with the law and this Standard Operating Procedure.

II. PURPOSE

The purpose of this Standard Operating Procedure is to establish guidelines for the authorization, deployment and use of patrol rifles of this agency.

III. INTRODUCTION

- A. Officers may be called on to respond to situations in which the issued pistol is insufficient to the resistance encountered. As such, the department authorizes the use of patrol rifle for specific situations. The patrol rifle provides the officer with a means of making a more accurate shot at greater distances than a pistol, which reduces the margin of error and thus provides greater protection to the general public. Additionally, this will reduce liability from misses and the total number of rounds fired during an armed encounter.
- B. This policy is by no means an attempt to eliminate the call out of special response team, such as SWAT, at a critical incident as may be needed. This policy is to only offer an intermediate plan or action available to patrol officers who may find themselves and the public at greater risk than usual. In a critical incident it would be used as a containment/ first responder type deployment until notification and mobilization of SWAT could be established.

IV. DEFINITIONS

- A. Patrol Rifle: A shoulder fired, long barrel weapon that does not use a bullet of a caliber normally used in a pistol.
- B. Deadly Force: Force that is likely to cause death or serious physical injury.

- C. Serious Physical Injury : A bodily injury that creates a substantial risk of death; causes serious, or permanent disfigurement, or results in long term loss or impairment of the functioning of any bodily member or organ.

V. AUTHORIZATION

- A. Only sworn, peace officers that is a designated officer, has obtained a supervisory rank, is assigned to the Gwinnett Municipal Task Force (GMTF), or the High Intensity Drug Trafficking Areas (HIDTA) task force may be authorized to carry a patrol rifle.
- B. In order to carry a patrol rifle on duty, officers must have:
1. Successfully demonstrated proficiency with the weapon utilizing a course authorized by the Suwanee Police firearms training staff. Subsequent re-qualification as determined by the Department training division and approval by the Chief of Police will be required for continued authorization to carry a patrol rifle.
 2. The officer must demonstrate proficiency annually to maintain approval to carry a department-approved rifle.
 3. The Chief of Police reserves the right to approve the carrying of a patrol rifle by department personnel.

The training division will be responsible for the safekeeping of all scores pertaining to firearms proficiency training.

VI. PATROL RIFLE DEPLOYMENT

- A. The City of Suwanee Police Department, through policy and training, provides its employees the requirements for use and deployment of a patrol rifle. The policy and training provides employees with an understanding of the use of force options available to them in a confrontational situation contingent upon resistance encountered. It also provides to them the reasons for deployment, proper use of a patrol rifle and the ability to maintain the patrol rifle.
- B. The following situations provide officers with general guidelines for deployment of a patrol rifle:
1. The suspect is armed and known or suspected to be wearing body armor. The suspect is armed with or has immediate access to a shoulder fired weapon that surpasses the capability of the officer's duty pistol.
 2. The suspect is armed and situated in a distant or fortified position that affords them tactical superiority; and the deployment of the patrol rifle reasonably provides the officer with a means of countering the threat to public safety. (I.e. barricaded suspect, hostage situation, and armed robbery.
 3. The suspect is an imminent threat to the general public and has manifest their intent and desire to cause death and/or serious physical injury in such a manner that there is an increased danger level to multiple potential victims.

VII. PATROL RIFLE SPECIFICATIONS FOR UNIFORM PATROL

- A. Authorized police personnel shall carry the Bushmaster A2 or A3 .223 caliber.
- B. The barrel must be between 14.5 to 20 inches in length. The barrel will have a 1 in 9 twist. The rifle must have iron sights and those sights must be attached and usable at all times regardless of any scope mounted. A scope may be used. A sling must be attached to the rifle. The trigger pull must be no less than five pounds. The rifle must meet ATF regulations regarding such weapons. Only patrol rifles with a caliber of .223 may be utilized.
- C. When the rifle is carried in the patrol car, it must be secured in the approved interior racking system. It must be secured in such a manner that is approved by the division commander. All firearms, to include patrol rifle, when not in actual personal physical custody, will be stored and secured in an appropriate locked container (safe, vault, weapons locker, child safety lock, etc.) Firearms will not be left unsecured in unoccupied vehicles
- D. The rifle will be carried with the safety on and the chamber empty when not in actual use. The round will be chambered only when necessary. The City of Suwanee Police Department will provide ammunition to be carried on duty.
- E. Ammunition provided will be the 55 grain Hornady TAP (.223).
- F. No modifications will be made to a patrol rifle without the authorized written consent of the firearms training staff and the Chief of Police.
- G. The Department Firearms Instructors, who will provide written documentation on the weapon to the Training Coordinator after completion of the inspection, will inspect patrol rifles. The inspection will be conducted on an annual basis. The documentation should include the weapons condition, serial number, make, model, caliber, and any recommendation to maintain the weapon or take it out of service.

VIII. PATROL RIFLE SPECIFICATIONS FOR GWINNETT MUNICIPAL TASK FORCE (GMTF) OFFICERS

- A. Authorized GMTF member shall carry the COLT LE6945CQB. 10.3 BBL, 5.56mm, Semi Auto.
- B. When the rifle is carried in the officer's assigned vehicle it must be secured in the approved interior racking system. It must be secured in such a manner that is approved by the division commander. All firearms, to include patrol rifle, when not in actual personal physical custody, will be stored and secured in an appropriate locked container (safe, vault, weapons locker, child safety lock, etc.) Firearms will not be left unsecured in unoccupied vehicles

- C. The rifle will be carried with the safety on and the chamber empty when not in actual use. The round will be chambered only when necessary. The City of Suwanee Police Department will provide ammunition to be carried on duty.
- D. Ammunition provided will be the 55 grain Hornady TAP (.223).
- E. No modifications will be made to a patrol rifle without the authorized written consent of the firearms training staff and the Chief of Police
- F. The Department Firearms Instructors, who will provide written documentation on the weapon to the Training Coordinator after completion of the inspection, will inspect patrol rifles. The inspection will be conducted on an annual basis. The documentation should include the weapons condition, serial number, make, model, caliber, and any recommendation to maintain the weapon or take it out of service.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-100 FIREARMS PROFICIENCY

EFFECTIVE DATE: 01/01/95

NUMBER OF PAGES: 3

REVISED DATE: 04/11/2006

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

The purpose of this standard is to provide guidelines for the training and proficiency of police officers with their approved weapons.

II. SCOPE

This policy will apply to all sworn personnel and to their assigned firearms.

III. POLICY

It shall be the policy of the Suwanee Police Department that officers attend annual training and proficiency in the use of their duty firearms. This training will be conducted and coordinated by a certified firearms instructor and shall be conducted under the following guidelines.

- A. Due to safety reasons, at no time will the range be utilized unless a firearms instructor is present. A firearms instructor will be in charge at all times while on the range. In his/her absence, the Training Coordinator will assume the responsibility.
- B. All sworn officers for the Suwanee Police Department will demonstrate proficiency annually. At the discretion of the firearms instructor, officers will fire in the clothing and equipment they wear while on duty. Officers will demonstrate proficiency with the weapons furnished by the department and the weapon will be unloaded prior to entering the range area.
- C. While in the range area, persons will exhibit a professional attitude and at no time will anyone engage in any type horseplay or disruptive actions. Weapons will not be taken from the holsters unless designated by the range officials or for cleaning purposes.
- D. Persons utilizing the range will only park in the designated areas.

- E. Officers shall demonstrate proficiency on a firearms course with prescribed targets as designated by the firearms instructor.
- F. Officers shall participate in night firing training as scheduled by the Training Coordinator.
- G. Shotgun training shall be provided and officers must demonstrate proficiency in its use before they will be allowed to carry the weapon for duty use.
- H. Make-up days will be established for those people who are unable to attend their scheduled range qualification session because of court commitments, vacation, emergency situation or pre-approved absence. An officer who fails to demonstrate proficiency during the required handgun proficiency training will be assigned to a non-line function until he/she has successfully satisfied the course of fire.
- I. All sworn personnel of the Suwanee Police Department shall be POST certified prior to receiving authorization to carry a weapon in an official capacity or to exercise the power of arrest.

IV. DEMONSTRATION OF PROFICIENCY

- A. All officers shall demonstrate proficiency annually with their issued weapons. Proficiency shall include training regarding the legal, safety and proficiency aspects of firearms use. All officers participating in proficiency training will be provided with copies of the training. All officers, when participating in firearms proficiency, must meet minimum standards established by Training Division personnel for the particular course of fire and firearm(s). Only officers who demonstrate proficiency in the use of authorized firearms will be allowed to use or carry such weapons. A POST certified firearms instructor would conduct this training.
- B. An officer who is unable to demonstrate proficiency with the primary service weapon during firearms proficiency training shall immediately be placed in a non-line function and ordered to report to a firearms instructor for remedial training in basic firearms. A written notification will be forwarded to the officer's immediate supervisor, the Training Coordinator, and the appropriate Division Commander stating the officer's failure to demonstrate proficiency. Failure to demonstrate proficiency upon receipt of remedial firearms training will result in the officer not being permitted to carry the designated weapon or return to duty status. Officers who fail to demonstrate proficiency will follow the following guidelines for proficiency training per this policy and SOP T-005.
 - 1. The following scheduled workday the officer will report to the training division for additional training and/or proficiency demonstration.
 - 2. Officers will be required to obtain one passing score or demonstrate proficiency with the specified weapon prior to returning to full duty status.

3. Officers who fail to achieve a passing score after attending remedial training will be reassigned to a non-sworn position if such a position is available or recommended for termination for failure to maintain standards.
- C. An officer will not be permitted to carry the issued back-up weapon if the officer is unable to demonstrate proficiency during firearms proficiency training. The officer will report to the Training Coordinator as directed for remedial training in basic firearms. A written notification will be forwarded to the officer's immediate supervisor stating the officer's failure to demonstrate proficiency. Failure to demonstrate proficiency upon receipt of remedial firearms training will result in the officer not being permitted to carry the designated weapon. Officers who fail to demonstrate proficiency will follow the guidelines for proficiency training per this policy and SOP T-005.
 - D. An officer who has taken extended leave or suffered an illness or injury that could affect his use of firearms ability will be required to demonstrate proficiency before returning to enforcement duties.

V. PROFICIENCY RECORDS

The Training Coordinator shall maintain a permanent proficiency log for every officer authorized to carry firearms. The log shall consist of the officer's name and issued or other approved weapon make, model, caliber, and serial number of weapon. It shall also include the training date, results of shooting proficiency and any written test results.

SUWANEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

SECTION: A-105 NON DISCIPLINARY RELIEF FROM DUTY

EFFECTIVE DATE: 01/01/95

NUMBER OF PAGES: 2

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

To establish guidelines for the removal of an employee from the line of duty when actions involving the employee result in the death or serious bodily injury of an individual; or in the event of an Internal Investigation of criminal allegations against an employee.

II. POLICY

- A. Whenever an employee's action or use of force results in serious injury or a death, or when an officer discharges a firearm for a reason other than the dispatch of an injured animal the employee shall be removed from his line of duty assignment pending the findings of a review by internal affairs. This is not limited to shooting and may include incidents such as a fatal motor vehicle collision involving an employee.
- B. If the employee's actions resulted from the use of his department-issued or back-up weapon, the agency investigating the incident, GBI (Georgia Bureau of Investigation), shall take control of the weapon(s) used and all ammunition and process the property in accordance with department policy.
- C. If an employee's actions result in the employee being the subject of criminal allegations or an administrative investigation the employee may be removed from his or her line of duty assignment at the discretion of the Chief or his designee. The authority to relieve an employee from duty is extended to all supervisory levels.
- D. Removal from line of duty shall be non-disciplinary with no loss of pay or benefits by the employee. The employee will remain available for official departmental needs regarding the incident. The employee will not discuss the incident with persons outside of the Department except:
 - 1. Personnel of the GBI investigating the incident;
 - 2. The employee's private attorney;

3. The employee's psychologist;
4. The employee's chosen clergy; or
5. The employee's immediate family.

E. Relief from duty is to serve two purposes:

1. To address the personal and emotional needs of the employee involved in the action or use of force resulting in death or serious physical injury.
2. To assure the community that the incident is being fully and professionally investigated.

F. Whenever an employee's actions or use of force results in a death, it is mandatory that the employee receives psychological counseling.

1. Professional assistance for the officer shall be initiated through the City of Suwanee.
2. Professional assistance provided to the employee shall remain confidential. The psychologist shall consult with the Chief of Police regarding the employee's condition and recommendations for his or her return to duty.

G. In the event that a supervisor feels that an employee is not fit for duty either psychologically or physically the supervisor is authorized to place that employee on administrative leave. That employee will then be required to undergo an evaluation by a qualified professional to determine their fitness for duty prior to returning to their line of duty assignment.

H. Employees so relieved shall remain on a "relieved of duty" status until investigations of the incident are concluded. The employee shall return to regular duty status when orders have been issued reinstating the employee to regular duty status.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-107 LINE OF DUTY DEATH AND SERIOUS INJURY PROTOCOL

EFFECTIVE DATE: 04/26/05

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DISTRIBUTION AUTHORIZATION:



I. PURPOSE

It shall be the policy of the Suwanee Police Department to act as survivor's liaison and to provide assistance to family members when a agency employee dies or is seriously injured in the line of duty, whether accidental or feloniously.

II. SCOPE

This policy is to provide direction to members of the Death Notification Team and other members of the department on how to provide appropriate care, both in tangible and emotional form to the employee's family should a catastrophic event such as a line of duty death or serious injury occur.

It shall be remembered that the wishes set forth by that employee as well as their family takes precedence over those of the department.

III. PROCEDURES FOR NOTIFICATION OF DEATH OR SERIOUS INJURY

- A. The name of the injured or deceased employee **WILL NOT** be released to the media before immediate survivors or family members living in the area are notified.
- B. If there is knowledge of an existing medical problem with a family member that may be aggravated by the notification, medical personnel will be dispatched to the residence to stand by while the notification is made.
- C. Notification will always be made in person **by a member of the Death Notification Team** whenever humanly possible. If the residence is not within reasonable driving distance, the department will request the services of the local law enforcement authorities in the appropriate jurisdiction to assist in this matter. When this is the case, attempts will be made to enable simultaneous telephone contact in the event the family wishes to talk to a member from this department.

- D. As soon as family members see police at the residence, they will obviously sense that something is terribly wrong. Ask to be admitted to the residence rather than delivering the notification at the doorstep.
- E. Attempt to gather all family members in the residence and have them seated if possible.
- F. If the officer has already died, make that clear to the family in the most compassionate manner. However, do not give them false hope if the officer has already passed away.
- G. Gather the critical details about the incident in order to answer the survivor's immediate questions and concerns. Do not relay what may be speculation; just deliver the facts.
- H. Be prepared for the common reactions to catastrophic news; hysteria, irrational behavior, etc. and act compassionately.
- I. If the family wishes to go to the hospital, provide transportation for them. It is highly recommended that they not drive themselves. If there are young children in the home, offer assistance in arranging babysitting services.
- J. Because of the nature of possible radio transmissions, the officer transporting any family member should advise dispatch on the air that they have family members with them in the unit.
- K. When possible, surviving parents should be granted these same courtesies as spouses if they live in the same geographical area.

IV. ASSISTING THE FAMILY AT THE HOSPITAL

- A. A Death Notification Team member will be assigned as an Emergency Room Liaison. The Emergency Room Liaison (ERL) will act as an information liaison for medical personnel to the family, as well as coordinate any assistance to meet any needs the family may have. The ERL will monitor the flow of any incoming department members to ensure that there is no disruption to the medical staff.
- B. The ERL will relay all information to the family in a timely manner. During this emotional time, do not make promises to the family members that you cannot fulfill.
- C. If it is possible for family members to visit and see their loved one prior to their death, this request should be honored whenever humanly possible. The ERL should prepare the family for what they are about to see upon entering the room, and accompany them into the room if the need arises or if their presence is requested. The ERL will coordinate with the medical staff prior to the family entering the room.
- D. If family members wish to see the body of the deceased, this request should also be honored. This can be an important part of "closure", and while it may

be upsetting, will likely have a long-term comforting effect. Survivors have advised counselors that to touch the body of their loved one, either prior to or after death, was a definite need they felt had to be fulfilled. Try not to be overly protective of the family during this phase.

- E. Arrangements should be made to transport family members back to their residences once they are completed with visitation at the hospital.
- F. Before leaving the hospital, the ERL should meet with the hospital staff to insure that all medical bills should be forwarded to the City of Suwanee.

V. SUPPORT FOR THE FAMILY DURING WAKE, FUNERAL, ETC.

The Death Notification Team member that the department requests to act as the liaison officer should be one who knew the deceased officer, but not so emotionally involved that they are ineffective. The liaison should know that they are merely a facilitator, not one with decision-making authority during this time of need. This liaison officer shall:

- A. Insure that the needs and wishes of the deceased officer and their family come before the wishes of the department.
- B. Offer any assistance to the family as far as making arrangements and honors to be rendered during the funeral. Also, brief the family on the order of the service and what to expect.
- C. Provide the family with contact numbers so they can reach you if needed.
- D. Ensure that survivors are afforded recognition and will have proper placement arranged for them during all funeral/wake appearances, processions, etc.
- E. Act as an intermediary with the funeral home to handle any details.
- F. If the family's church, etc. cannot accommodate a large funeral, offer and/or arrange for a larger facility for the service. However, it is their wishes in conjunction with whatever wishes the deceased has made.
- G. Offer department transportation during this time if they so desire.
- H. This liaison shall make periodic visits or calls to the family for 6-8 weeks following the funeral to insure all needs have been met.

VI. PROVIDING ASSISTANCE IN PROCURING DEATH/WORKER'S COMPENSATION, ETC. BENEFITS

- A. The department will designate a person to gather all information on benefits the deceased or injured is entitled to receive. This designee will work with Human Resources to coordinate all benefits. For instance, this can be accomplished by contacting all the various fraternal organizations (FOP, PBA, POAB, POAG, etc.) to ascertain if benefits are payable, as well as deferred compensation.

- B. This designee will then meet with the family and/or beneficiary and outline what funds will be paying benefits, and to what extent. This designee will also offer to assist the family and/or beneficiary in submitting any required paperwork to start the process. They shall also offer any follow up assistance to ensure that payments are being received.
- C. The designee will also obtain information from Human Resources as to when any possible City benefits will cease (such as health, dental, and any other insurance coverage).
- D. If any criminal violations surround the death of the officer, the designee, pursuant to applicable State Laws of Victim/Witness Assistance, will insure that family members are kept up to date on the progress of such prosecution, or put them in contact with the Victim/Witness Coordinator. The Victim/Witness Coordinator may assign a representative from their office to assist the family if necessary.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-110 UNIFORM REGULATIONS

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. POLICY

This standard operating procedure will establish guidelines and policy for the Suwanee Police Department uniform and related equipment. It also establishes proper civilian attire to be worn when officially representing the Suwanee Police Department.

II. AGENCY OWNED PROPERTY

The department's property management function shall be the responsibility of the Administrative Services Division Commander. Detective Division shall be responsible for specialized equipment used by their unit.

Uniforms and equipment shall be ordered and issued by the Administrative Services Division Commander or his/her designee.

Stored property shall be inspected regularly by the Special Services Division Commander and maintained in a state of operational readiness at all times. When agency owned property is to be repaired, replaced or destroyed, refer to Section VII.

III. MISCELLANEOUS POLICE PROPERTY

- A. Daily care and proper use of all property, owned or controlled by the department, shall be the responsibility of the supervisor or employee to which such property is assigned for use.
- B. All Shift Supervisors will periodically inspect equipment assigned to assure that it is in serviceable condition and ready for immediate use.
- C. Whenever any department equipment or property is damaged, worn out or unserviceable, the officer to whom the equipment is assigned shall prepare a detailed report directed to the Administrative Services Division Commander. An inspection shall be made of such property by the Shift Supervisor before requesting replacement of such property to determine if there is any waste or carelessness involved.

- D. Members will exercise the utmost care regarding department property assigned to their use. Neglect or carelessness by employees in handling such property will not be tolerated; such neglect or carelessness may result in monetary charges placed by commanding officers.
- E. No police property shall be thrown away, sold, broken up or otherwise disposed of except with permission of the commanding officer subject to the approval of the Chief.
- F. The department will replace or repair any badge, duty weapon or other police property furnished a member that is lost, destroyed or damaged in the discharge of police duty through no neglect on the part of the member.
- G. The Administrative Services Division Commander shall be responsible for issuing, receiving, storing, inventory, and control of all uniforms, materials, supplies and other department issued equipment and property.

IV. UNIFORMS FOR SWORN EMPLOYEES

Unless otherwise ordered, members of the department while on duty shall wear such uniforms and equipment as prescribed by the Chief of Police. At any time while on duty or working in any official capacity, officers of the Suwanee Police Department will be required to be in full uniform, as stated in the remainder of this chapter. Officers will not be outside of the Suwanee Police Department or in public view in partial uniform while on duty status. Officers will also report to work in full uniform and be ready to work at the prescribed time.

The uniforms issued by the Suwanee Police Department will be worn as directed by policy in accordance with the uniform type. The uniform types are Class A, Class B, and Special Event. Issued equipment and uniforms shall only be worn together if they are of the same class, i.e. Class A shirt with Class A pant. Intermingling of the uniforms and equipment is not permitted unless specifically authorized.

All officers will receive an original issue of the following items upon appointment to probationary status.

1. 5 Uniform Pants (2 Class A, 3 Class B)
2. 5 Long Sleeve Uniform Shirts (2 Class A, 3 Class B)
3. 5 Short Sleeve Uniform Shirts (2 Class A, 3 Class B)
4. 1 Pair of Uniform Boots
5. 1 Pair of Uniform Dress Shoes (Patent Leather)
6. 1 Inner Belt
7. 1 Duty Belt

8. 1 Duty Holster
9. 1 ASP Baton Holder
10. 1 Handcuff Case
11. 1 Radio Holder
12. 2 Double Magazine Holders
13. 1 Glock Model 22 .40 caliber pistol w/ 5 magazines
14. 1 Glock Model 27 .40 caliber pistol w/2 magazines (CID Personnel)
15. 1 Glock model 42 .380 caliber pistol w/ 2 magazines (optional)
16. 1 ankle holster (optional)
17. 2 Uniform Badges
18. 1 Whistle and Whistle Chain
19. 1 Set of collar brass
20. 1 Nameplate
21. 1 Winter Jacket
22. 1 Uniform Hat with badge
23. 1 Baseball Cap
24. 1 ASP baton
25. 1 Set of Handcuffs
26. 1 Portable Radio with charger and 2 batteries
27. 1 OC Spray (Oleoresin Capsicum)
28. 1 OC Spray holder
29. 1 Raincoat
30. Cell Phone (If Applicable)
31. 1 TASER (If Applicable)
32. TASER Batteries and Charger (If Applicable)
33. TASER Cartridges (If Applicable)

34. 1 TASER Holster (If Applicable)

35. Tactical Helmet

36. Tactical First Aid Kit

AUTHORIZED BICYCLE PATROL PERSONNEL

1. Bicycle Shorts 2 pair

2. Bicycle pants 1 pair

3. Nylon Duty Gear

4. Bicycle Helmet 1

5. Gloves 1 pair

Department uniforms shall be made only by tailors contracted by the department and shall not be altered or changed in any manner without approval of a Division Commander or the Chief of Police. They must conform to fit, material and workmanship, and be made according to the specifications prescribed by the Chief of Police. Any competent tailor may make repairs to uniforms but such repairs must conform to the specifications prescribed.

Uniforms shall be kept clean, well brushed and pressed; buttons and other metal accessories clean and bright. Caps must be worn straight, visor centered directly over the nose. All sworn employees will place orders at a time specified by the Chief of Police or the Administrative Services Division Commander to replenish worn or unserviceable uniform equipment.

V. INSIGNIA OF RANK

A. Chief of Police

Chiefs' rank insignia, 2 stars, shall be worn on the epaulets located on both shoulders. These will be shoulder boards for the Class A uniform and sewn on for the Class B uniform. The uniform hat shall have a gold-corded band and gold leafs on bill. The badge shall be gold with silver panels and the rank on it. Collar emblems will be gold, "Chief", and will be worn on each collar at a 45-degree angle aligned on the inside of the collar seams. No collar brass will be worn with the Class B or Special Event uniform.

B. Deputy Chief

Deputy Chief' rank insignia, 1 star, shall be worn on the epaulets located on both shoulders. These will be shoulder boards for the Class A uniform and sewn on for the Class B uniform. The uniform hat shall have a gold-corded band and gold

leafs on bill. The badge shall be gold with silver panels and the rank on it. Collar emblems will be gold S.P.D. and will be worn on each collar at a 45-degree angle aligned on the inside of the collar seams. No collar brass will be worn with the Class B or Special Event uniform.

C. Lieutenant

Lieutenants' rank insignia, 1 bar, shall be worn on the epaulets located on both shoulders. These will be shoulder boards for the Class A uniform and sewn on for the Class B uniform. The uniform hat shall have a gold-corded band. The badge shall be gold with silver panels and the rank on it. Collar emblems will be gold S.P.D. and will be worn on each collar at a 45-degree angle aligned on the inside of the collar seams. No collar brass will be worn with the Class B or Special Event uniform.

D. Sergeant

Silver sergeant chevrons on each sleeve one inch below the police patch on the Class A uniform. Gold sergeant chevrons shall be sewn onto the epaulets of the Class B uniform. Badge shall be gold with silver panels and the rank on it. The uniform hat shall have a gold-corded band. Collar emblems will be gold S.P.D. and will be worn on each collar at a 45-degree angle aligned on the inside of the collar seams. No collar brass will be worn with the Class B or Special Event uniform.

E. Corporal

Silver corporal chevrons on each sleeve one inch below the police patch on the Class A uniform. Gold corporal chevrons shall be sewn onto the epaulets of the Class B uniform. Badge shall be gold with silver and the rank on it. The uniform hat shall have a gold-corded band. Collar emblems will be gold S.P.D. and will be worn on each collar at a 45-degree angle aligned on the inside of the collar seams. No collar brass will be worn with the Class B or Special Event uniform.

F. Officer

Shall have no rank designation and shall wear the following. The uniform hat shall have a silver corded band. Badge shall be silver with gold panels. Collar emblems will be silver S.P.D. and will be worn on each collar at a 45-degree angle aligned on the inside of the collar seams. No collar brass will be worn with the Class B or Special Event uniform.

VI. PROPER WEARING AND MAINTENANCE OF UNIFORMS AND EQUIPMENT

- A. Shift Supervisor shall inspect the officers daily at roll call formation to ensure that uniforms and other equipment are clean and in good order, that each officer is properly equipped and attired and that the officer is physically fit for duty.

Shift Supervisor shall maintain constant vigilance of uniformed employees under their supervision and shall ensure that all officers are in conformity with department requirements.

Division Commanders shall be responsible for the overall conformity of employees under their supervision as it relates to the wearing of the uniform.

B. Uniforms, Shoes, and Caps

1. Jackets

The issued jacket is the approved jacket for work. This jacket will have on the left front a place for the jacket badge to be attached. The leather police jacket is also authorized for wear with the uniform, but it must be purchased at the individual officer's expense. The jacket may be worn with the Class A and Class B uniforms.

2. Sweaters

The issued sweater is a dark blue V-neck military style with department patch on each sleeve and issued badge on the left chest in the appropriate place. When wearing the sweater, no tie is required. The top collar button shall be unbuttoned and the collar left open. The Tee shirt shall not be visible when the top collar button is unbuttoned. The sweater may only be worn with the Class A uniform.

3. Shirts

The issued Class A and Class B uniform shirt is the dark blue uniform shirt. The Chief of Police and the Deputy Chief shall have the option of wearing a blue or white shirt. A tie or mock turtle neck shirt must be worn with the Class A long sleeve shirt. Ties shall not be worn with the Class B uniform; a mock turtle neck may be worn with the Class B long sleeve shirt.

4. Mock Turtleneck Shirt

As prescribed by the department, black in color, constructed of good quality. A mock turtle neck may be worn in place of a tie and shall conform to all the same policy requirements.

5. Ties

The issued tie shall be worn in accordance with the following policy:

- a. A tie shall be worn with the Class A long sleeve shirt.
- b. No tie shall be worn with the Class B uniform.
- c. No tie shall be worn with the short sleeve shirt.
- d. No tie shall be worn when wearing the sweater.

6. Tee Shirts

White V-neck Tee shirts may be worn under the Class A or Class B uniform shirt, officers may elect to wear a black non-fading dry-fit type undershirt with no logos or printing visible on the collar under the Class A short sleeve shirt and the Class B long or short sleeve shirt. No part of the white v-neck tee shirt may be visible when wearing the summer or winter uniform shirt.

7. Socks

Socks will be solid black or dark blue. May have white bottoms providing the white does not show above the top of the shoe.

8. Pants

The issued Class A pants will be dark blue and shall have a black stripe on the outside seam. The issued Class B pants will be a dark blue 6-pocket pant.

9. Shoes

The Class A uniform shoe will be the black patent leather shoe. It may only be worn with the Class A uniform. The uniform shoe for bicycle officers will be the black tennis-type shoe. It may only be worn with the Class B shirt and bicycle pants or shorts.

10. Boots

The issued boots will be the black leather boots. The boots will be buffed to a high gloss for uniform wear. The boot will be the only footwear permitted for the Class B uniform. Boots may be worn in place of patent leather shoes with the Class A uniform.

10. Hats

The issued Class A uniform hat will be the L.A. style hat. The uniform or baseball hat may be worn with the Class A uniform. Wearing of the uniform hat shall be mandatory when participating in special ceremonies such as honorary funerals and dignitary functions, when required by a supervisor in charge of a special event such as a parade or sporting event, when working traffic details or out of your vehicle for an extended period of time. The uniform hat shall be worn at other times at the officer's discretion.

The issued baseball cap will be designated Class B uniform hat. The baseball cap may be worn with the Class A or B uniform.

11. Raincoats

Only raincoats issued by the department are to be used.

C. Badges, Emblems, Patches and Ribbons

For the ranks of Chief, Captain, Lieutenant, Sergeant, and Corporal the color gold shall be used for badges, nameplates, monogramming, brass, etc. The color Silver shall be used for the rank of Patrol Officer.

1. Badges

Uniformed members shall display their badges on their outermost garment over the left breast. While acting in an official capacity at the scene of a serious crime or other police emergency where their identity should be known, plainclothes employees shall affix their badge so that it is displayed in such a manner that it is visible. This does not apply to routine investigations in which they must perform their duties in an inconspicuous manner.

2. Nameplates with Service Date and Certification Seal

This is to be worn on the right side of the uniform shirt or jacket, even with the top seam of the right pocket flap, and shall be centered.

3. Shoulder Patches

All shirt and jacket patches shall be centered on both sleeves with the top of the patch approximately one inch down from the shoulder seam.

4. Emblems, Patches, etc

No emblem, patch insignia or commendation ribbon shall be worn or displayed on a Suwanee Police Department uniform unless authorized by the Chief. Commendation ribbons presented by other police agencies to a member of this department may be worn when authorized by the Chief. Ribbons and other devices authorized to be worn shall be worn above the nameplate. They will be centered on the pocket and will be 1/8 inch above the top of the right pocket or 1/8 inch above the ribbon bar. (i.e. motorcycle, diver, or any other special certification pin) Emblems, patch insignias or commendation ribbons shall not be worn on the Class B or Special Event uniform.

5. Chevrons

Full-size silver chevrons with black background shall be placed on Class A uniform shirts and jackets (except raincoats) using black thread. Chevrons shall be centered on the sleeve with the top point centered one inch below the bottom point of the shoulder patch.

6. Hash Marks/Stars

Hash marks/stars shall only be placed on the Class A long sleeve shirts. The hash marks/stars should be 1 inch above the cuff and center on the top crease of the sleeve using black thread. Hash marks/stars shall represent years of service with one hash mark per 3 years service and one star per 10 years of service. Officers with the rank of Sergeant or below shall wear silver hash marks/stars with a black background. Officers with the rank of

Lieutenant and above shall wear gold hash marks/stars with a black background.

7. Hat Badges

Hat badges for the different ranks shall be furnished and be of the type prescribed by the Chief of Police.

8. Departmental Ribbons/Awards

a. Procedures For Making Commendations:

A recommendation for a commendation can be made by an employee of The City of Suwanee as well as by a citizen. All recommendations shall be in writing and should be contemporaneous to the event, act or occurrence deserving recognition. All recommendations for commendation should reflect a true advanced job performance or other meritorious acts far exceeding average job performance. Recommendations shall include, but are not limited to, reports, letters, phone calls and/or emails concerning specific acts or performance for which the commendation is based.

b. Procedures for Uniform Placement

All Suwanee Police Department ribbons shall be worn on the Class A uniform shirt 1/8 inch above the officer's nameplate. If more than one ribbon is worn, ribbons shall be on line as close as possible and there should be no more that two to a row. The maximum amount of ribbons allowed while on patrol duty will be four. All ribbons will be allowed to be displayed during special occasions or when authorized by the Chief. If multiple rows are worn, they will be spaced directly together or 1/8 inch apart. Ribbons will be parallel and in rows, they will also be worn in descending order, from the wearer's left (highest honors to the top and closest to the heart). Due to size, the only exception to the manner in which all ribbons are to be worn is the wearing of the FBI National Academy ribbon. Departmental ribbons/awards will not be worn on the Class B or Special Event uniform.

Ribbons will be placed in the following Tier system:

- Tier One: Valor Award, Star Award, FBI National Academy, Command College.
- Tier Two: Meritorious service Award (Red/Blue), Doctoral Degree, Masters Degree, Executive Certification.
- Tier Three: Bachelors Degree, Chief's Award, Management Certificate, Life Saving, Officer of the Year, Supervisor of the Year.
- Tier Four: Associate Degree, Supervision Certification, Merit Award (blue/white).

- Tier Five: Advanced Certification, Post Instructor
- Tier Six: Intermediate Certification, Field Training Officer
- Tier Seven: Citizens Police Academy, COPS, PACT

D. Equipment

1. Semi-Automatic Pistols

A Glock Model 22 .40 caliber semi-automatic pistol will be furnished to all sworn members of the department and must be carried at all times while on duty unless otherwise authorized by their commanding officer. Officers assigned to CID will be issued a Glock Model 27 .40 caliber pistol to be utilized as their primary duty weapon.

A Glock Model 42 .380 caliber semi-automatic pistol will be furnished to any sworn members of the department that wish to carry a backup weapon.

Each member shall be held responsible for the condition of the weapons furnished. Each officer must see that it is always clean and ready for use; if repairs are needed, he must report such fact to his commanding officer at once. To determine if weapons are being properly cared for, the Shift Supervisor shall examine weapons once a month. Grip options other than the standard grips may be added at the officer's expense. Only black rubber grips or grip enhancers will be utilized and must be approved by the Training officer at the time of firearms qualification.

2. Gun Belts and Leather

These items are furnished to the officer and remain the property of the department. The style of the equipment is approved by the Chief of Police and ordered at his discretion. The Class A and Class B duty gear shall be basket weave design. Nylon duty gear will only be worn by officers that have completed the police bicycle course and will be riding a bicycle during their shift. Only approved belt, holster, handcuff case, O.C. case and ammunition pouches will be used by the department.

3. Cartridges

Duty ammo will be issued on an annual basis to replace the current issued ammo. Replacement ammo will also be issued to replace ammo likely to be defective or which have been used in the line of duty.

4. Batons and/or O.C. Spray

Shall be carried by all patrol officers on duty who are certified and authorized to carry such weapons.

5. Flashlights

All patrol vehicles will be equipped with a rechargeable flashlight. Any defects in the operation of the flashlights should be brought to the attention of the Shift Supervisor. The flashlight will be repaired or replaced before the unit returns to duty.

6. Handcuffs

Each member of the Suwanee Police Department will be furnished one set of handcuffs. Officers are authorized to wear two sets of handcuffs and will be carried in a handcuff pouch that is approved for wear by a Division Commander. The second pair of cuffs and the handcuff case will be purchased at the officer's expense.

7. Citation Book Holder

Each uniform officer will be furnished a citation book holder which he shall carry at all times while on patrol duty.

8. Body Armor

Body armor will be issued to all sworn employees. Sworn personnel not assigned to uniform field duty are required to have access to their body armor at all times. Sworn personnel assigned to uniform field duty are required to wear the issued body armor at all times unless a temporary exception is granted by a Division Commander or Shift Supervisor on duty.

Temporary exceptions to wear body armor may be considered for personnel during excessively warm weather conditions, when assigned to non-line duties, or other special assignments. Officers may also be excused from wearing body armor because of medical reasons as documented by a physician.

An officer may waive the requirement to wear body armor when assigned to uniform field duty, but the officer must sign a department waiver stating he/she no longer wishes to utilize the department issued body armor on a regular basis.

Officers are required to wear body armor while engaged in pre-planned, high-risk situation such as planned warrant execution, drug raids, or any other situation where the risk of violence is present.

Each officer is also issued a tactical vest equipped with Level 3 shock plates to be utilized in active threat and/or high-risk warrant service incidents. Officer's are also issued a magazine holder two additional .40 Caliber magazines to be kept on the vest and where applicable two additional rifle magazine holders and magazines or shotgun ammunition holder.

E. Other

1. Identification Cards

All department employees shall be issued an ID card that shall be carried at all times. The ID card will include the employee's name, rank, and current photograph of the employee. In the event that an ID card is lost or stolen, a report will be submitted to the commanding officer stating the full particulars of the incident within 24 hours of such loss or theft.

2. Pens and Pencils

As issued by the department. If the officer elects to use his personal pen, the ink must be blue.

3. Cell phones

Cell phones may be worn with the uniform as long as the phone does not distract from the uniform. Cell phones will be placed on vibrate while attending any court proceedings.

F. Court Appearance

All officers who are to appear in court for a matter that originated from their employment as a City of Suwanee Police Officer will be required to wear either of the following:

1. The full duty uniform with clean and polished shoes or boots or,
2. They shall wear items of clothing in accordance with accepted business standards. For men, this would be a business suit and tie or sports coat, shirt and tie, and slacks. For women, acceptable clothing would be a dress, skirt and/or slacks and blouse or a business suit.

VII. UNIFORM REPLACEMENT/REQUEST

- A. It will be up to the individual officer to fill out the necessary forms requesting replacement of uniforms or other equipment to be replaced by the department. It is a policy to first establish the need before ordering or replacing uniforms.
- B. If replacement is needed for any uniform item beyond repair, officers should notify the Shift Supervisor.
- C. The officer is responsible for requesting what he/she needs and turning in items to be replaced to the Shift Supervisor. When the Shift Supervisor approves the request, it is forwarded to the Administrative Services Division Commander for ordering or replacement.
- D. Uniforms will be ordered once a year through a vendor. The Administrative Services Division Commander will notify agency members when the uniform company will be at the department for uniform sizing and ordering.

- E. The uniforms will be delivered to the police department. When employees pick up their uniform order, the employee shall check for proper fit. The employee will be responsible for any needed alterations after the employee accepts the uniforms from the vendor.
- F. Officers should be aware that damaged items that need replacement because of a job-related activity can be replaced as the need arises by filling out the request form and having it approved by the Shift Supervisor. This will then be handled as promptly as possible.
- G. Officers are responsible for cleaning and maintaining all items issued to them by the department.

VIII. PERSONAL GROOMING

- A. The first impression a citizen perceives is based on personal appearance. As a representative of the Suwanee Police Department, each person should strive for an image that he/she can be proud of and an image the public can respect. It will be each person's responsibility to maintain good personal hygiene habits; i.e. bathing, dental care, clean fingernails and hair care. It shall be the responsibility of all supervisors to ensure that employees under their command adhere to the following guidelines:

1. Hair Care for Sworn and Non-Sworn Employees

- a. All sworn male officers shall wear their hair at a length which will permit proper wearing of the uniform headgear, not extending over the ears, collar or covering the face. Hair must be clean, neat and combed. 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 hair shall not interfere with the normal wearing of all standard headgear.
- b. Non-sworn male employees shall keep their hair clean, neat and combed. Hair shall not extend below the middle of the ear and 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.
- e. 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.
- f. Female employees who wear department-issued uniforms must comply with department regulations concerning hair. If hair is cut short, it shall be worn no longer than to the bottom of the shirt collar when standing with the head in a normal position. If hair is long, it shall be pinned up in a manner that does not draw unnecessary attention to the officer. Hair shall not extend below the collar nor interfere with the wearing of the standard headgear. Unusual hair fasteners that draw attention to the officer shall not be used to hold hair.

- g. Hair tinting shall be permitted. However, the color used should not draw unnecessary attention to the employee.
- h. Employees shall be permitted to wear wigs or hairpieces if they conform to the above standards for natural hair.
- i. Employees who are working in Intelligence/Narcotics or on a special assignment shall be exempt and will appear as the job requires.
- j. If non-sworn employees wear a department issued uniform for any reason, the employee will comply with all procedures for sworn employees in VIII A1 and 2.

2. Facial Hair

Facial hair is permitted, provided employees comply with the following:

- a. Mustaches shall be neatly trimmed and may not extend below the corner of the mouth, nor may they obscure the upper lip or extend to the side more than one half inch beyond the corners of the mouth.
- b. Sideburns shall be no more than one inch wide, shall not extend below the bottom of the earlobes, and shall be neatly trimmed.
- c. The maximum length of the beard cannot exceed $\frac{1}{4}$ inch and must be neatly trimmed.
- d. The beard may not extend past the jaw line, no beard on the neck area.

3. Jewelry, Piercing for Sworn and Non-sworn Employees

- a. All sworn employees are allowed to wear two rings on each hand (double ring wedding sets will be considered as one).
- b. Necklaces which are visible will not be worn by sworn employees except for the single chain type medical alert necklaces.
- c. Sworn employees shall not wear bracelets, with exception of medical alert bracelets.
- d. Uniform female employees may wear post-type pierced earrings only and only one earring may be worn in each ear in the earlobe. No part of the earring may dangle. Earrings will not be worn by sworn male employees while on duty or off duty while acting in a law enforcement capacity unless it is necessary due to the position the male employee occupies (i.e., Gwinnett Drug Task Force). No other visible body piercings are permitted.
- e. Non-sworn employees may wear jewelry so long as it is suitable with the appropriate business attire and does not attract undue attention to the

employee. Non-sworn male employees may not wear earrings. No visible body piercings are allowed.

4. Personal Hygiene

- a. Employees shall bathe regularly and shall not appear for duty in an unclean condition. Personal hygiene shall be practiced by all employees so as not to present offensive odors or appearances.
- b. Employees will have clean fingernails that are groomed regularly. When wearing the department issued uniform, female employees will wear only clear polish if any nail polish is used.

5. Dental Ornamentation

- a. The use of gold, platinum, silver, or other veneer caps for the purpose of ornamentation is prohibited.
- b. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, logos, jewels, initials, etc.
- c. Unnatural shaping of teeth for nonmedical reasons is prohibited.

IX. TATTOOS, BRANDS, BODY MUTILATION, PERMANENT MAKEUP, ETC.

The Suwanee Police Department is a professional organization that has a responsibility to avoid offending or appearing unprofessional before the diverse public we serve. For this reason, the Department prohibits the display of tattoos/body art that are profane, demeaning, patently offensive, give the appearance of a preference or bias to the public or other members of the Department or that contain messages that may be disruptive in the workplace or impact productivity. For the purpose of this policy, the term tattoo and body art shall have the same meaning and guidelines.

1. Body Art Locations

- a. Visible tattoos, brands or other body art are prohibited in the following locations on the body:
 - (1) On the head, face, neck, or scalp to include inside the eyelids, mouth and ears, and
 - (2) On the hands, fingers, or wrists (below the wrist bone).
- b. Visible tattoos may not cover more than 30% of a body part

2. Unauthorized Body Art – The following body art is prohibited, regardless of visibility:

- a. Extremist – Body art affiliated with, depicting, or symbolizing extremist

philosophies, organizations, or activities, including those advocating racial, gender, ethnic, sexual orientation hatred or intolerance, or illegal discrimination based on race, color, gender, ethnicity, religion, sexual orientation, or national origin and/or tattoos advocating violence or other unlawful means of depriving individual rights under the U.S. Constitution, and Federal or State law.

- b. Indecent – Body art grossly offensive to modesty, decency, propriety, or professionalism, including but not limited to, vulgar images, nudity, or sexually implicit images, words, or phrases.
- c. Sexist – Body art advocating a philosophy that degrades or demeans a person based on gender.
- d. Racist – Body art advocating a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.
- e. Contrary to the purpose of law enforcement – Depictions symbolizing or indicative of alcohol or narcotics, illegal or gang-related activity, or symbols suggestive of activity that undermines the purpose of law enforcement.

3. Authorization of Visible Body Art

- a. Prospective Employees - The Chief or his/her designee is responsible for ensuring that prospective employees' body art is acceptable as outlined in this policy. Employment packages will include the information on any visible tattoos/body art of the applicant.
- b. Pre-existing Body Art – Tattoos existing prior to the authorization date of this policy which are not prohibited above are not required to be covered. After the authorized date of this policy revision, employees are required to acquire authorization prior to the addition of any new visible body art.

4. Covering Visible Prohibited Tattoos - Any employee in a uniformed or non-uniformed assignment with a prohibited tattoo or a brand that is visible while wearing the alternate summer uniform or a short-sleeved shirt shall have the following options:

- a. If in uniformed assignment, wear the standard long-sleeved uniform shirt. If in a non-uniformed assignment, cover with appropriate clothing.
- b. Cover the tattoo or brand with a skin-tone patch. A skin-tone patch shall not be an option to cover a tattoo or brand on the employee's leg(s).
- c. Have the tattoo or brand removed at the employee's expense.

5. Process for Seeking Authorization to Display Body Art

- a. The employee will submit the following to their immediate supervisor for

determination of whether or not the tattoo follows the guidelines and may be visible, i.e., does not have to be covered:

- (1) A graphic depiction of the body art;
 - (2) The size, and;
 - (3) The location on the body where it will be visible.
- b. The employee's immediate supervisor will electronically submit the information regarding the requested body art through the chain of command, up to the Chief of Police, who will determine if the employee may display the tattoo. If the employee requesting to be allowed to display a tattoo holds the rank of captain or above, the approval process will be decided at the next highest rank.
- c. The Chief of Police will make the final determination as to whether or not the employee may display the tattoo.
6. Intentional mutilation of the parts of the body including, but not limited to, tongue bifurcation (splitting), ear gauging (enlarged holes in the lobe of the ear), or foreign objects inserted under the skin to create a design, effect or pattern that would be visible when wearing the standard or specialized uniform are not authorized.

X. PLAINCLOTHES SWORN EMPLOYEES

- A. Plainclothes sworn employees shall be given an allotment as determined by the Chief of Police two times for each fiscal year to replace or supplement their current clothing inventory.
1. Equipment needed by these employees will be provided by the agency.
 2. Members assigned to the Detective Section, Drug Task Force or employees authorized to wear civilian clothing shall wear items of clothing in accordance with accepted business standards. Employees in the Detective Section may wear a polo type shirt with a badge or Suwanee Police logo embroidered on the left hand side and the officer's name and rank or title embroidered on the right hand side. The pants worn will be casual dress slacks. The Detective Section will still be required to wear appropriate dress for court: for men, this would be a business suit and tie or sports coat, shirt and tie, and slacks. For women, acceptable clothing would be a dress, skirt and/or slacks and blouse or a business suit. Civilian clothing and dress code may be relaxed, depending on job assignment and task. Any relaxation of dress code for special operations or circumstances must be approved by the employee's immediate supervisor.
 3. Plainclothes sworn employees are required to maintain at least one complete uniform.

4. Plainclothes officers and investigators shall carry their weapons in a holster that has a snap or Velcro-closure and will be worn on the body. The badge will be also be displayed on the belt.

XI. NON-SWORN EMPLOYEES (NOT ISSUED A UNIFORM BY DEPARTMENT)

A. Non-sworn dress shall be neat and clean in appearance and employees shall wear conservative clothing that would normally be accepted as business attire.

B. Clothing worn by non-sworn employees shall conform to the following guidelines:

1. Employees shall avoid wearing recreation attire such as sweatsuits, windsuits, tee shirts, sweat shirts, sundresses, halters, tank tops, any attire that reveals the midriff, jeans, shorts (other than dress shorts above the knee length).
2. Very short miniskirts, shorts, cut offs and spandex are not suitable for professional office wear. Dresses, shirts and blouses with excessively revealing necklines should not be worn. The wearing of backless dresses should not be worn.
3. Clothing should reflect a professional appearance. Shoes shall be dress type except when authorized by the employee's supervisor or for medical reasons.
4. Male employees shall wear a departmental approved collared or non-collared embroidered logo shirt, dress shirt with or without a tie, sports coat, slacks or dress pants or business suit. Thin or medium, leather or rubber sole shoes with socks. Female employees shall wear a departmental approved collared or non-collared embroidered logo shirt, dress, skirt and/or slacks and blouse or a business suit. Leather flats, dress sandals, or trouser shoes with socks or hosiery.
5. Special attire shall be allowed when job necessities require it or when approved by the employee's supervisor.
6. Certain days of the week may be designated as a casual day. Appropriate attire shall include jeans with no rips, tears, holes, or frayed hems, T-shirts with City of Suwanee logos, and clean tennis shoes in good repair.

C. Definitions

1. Recreational wear

Defined as wind suits, sweat suits, tank tops, sundresses, halters, tee shirts and/or any type clothing designed for sporting or recreational use.

2. Sweatshirt

Shall be defined as a collar less pullover shirt usually designed for athletic wear.

3. Tee shirt:

Collar less pullover type shirt usually worn under outer clothing, often with slogans, designs or advertising displayed on the shirt.

4. Miniskirt

Dress or skirt with an appropriate hem length above the knees.

5. Casual day

A day designated as a casual day where employees are allowed to wear jeans to work. This day is usually set for Friday.

XII. COMMUNICATIONS OFFICERS

- a. Jeans or Khakis (no holes, no faded jeans, and no tight jeans or khakis)
Department issued polo shirts
- b. Tennis shoes or closed toe dress shoes (no dirty or worn shoes and neutral colors only)
- c. Shirts are to be tucked in and pants are to be worn with a belt.
- d. This is business casual attire and should look professional.
- e. Friday dress code will remain the same.

If clothing is deemed inappropriate, you will be asked to return home and change into something appropriate.

SUWANEE POLICE DEPARTMENT

BODY ARMOR WAIVER

By the order of the Chief of Police, protective body armors are being issued to employees at the department's expense upon the following conditions:

The department-issued body armor is considered part of the uniform for those officers who choose to wear the vest. Vests shall be worn at all times while on duty by patrol employees unless an exception is granted by the Division Commander or Shift Supervisor on duty. Exceptions to wear the vest may be considered during extreme hot weather or special assignments. Officers may also be excused from wearing the vest because of medical reasons as documented by a physician. All officers of the Suwanee Police Department will at all times have immediate access to their bullet proof vest while assigned to patrol duties. When a department issued vest is not regularly worn by the employee the officer must sign a department waiver stating he no longer wishes to utilize a department issued vest on a regular basis.

I have read the above conditions for having a vest issued to me and I agree to abide by the same.

Officer's Signature

Date

I have read the above conditions for having a vest issued to me and at this time I decline to wear the vest issued to me from the Suwanee Police Department, however I will keep the vest immediately available at all times. I also relieve the department and the City of Suwanee from any liability resulting from my decision.

Officers signature

Date

A-110 Appendix **Description of Awards**

Valor Award: This award is presented in recognition of an exceptional act of heroism or voluntary risk of personal safety and life, and this act must have occurred in the direct line of duty or within the scope of his/her employment and in the face of criminal adversaries.

Star Award: This award signifies an outstanding accomplishment by an employee that may result in the improved administration, operation and substantial savings in manpower/operational costs or promotion of the mission statement/goals for the City of Suwanee.

A City of Suwanee Department Head recommends this award to the City Manager who reviews and affirms/denies the recommendation. The City Manager presents the recommendation to a designated member of the City Council, who in turn, brings it before the entire Council for consideration. Upon affirmation of the Council the award is presented to the employee at the regularly scheduled City Council meeting.

FBI National Academy: This award signifies the officer has successfully completed the FBI National Academy and possesses a certificate of completion.

Command College: This award signifies that the officer has received educational credit through Columbus State University as well as a command certification recognized by POST.

Meritorious Service Award (Red/Blue): This awarded is given to an officer for extraordinary and exceptional meritorious service in a duty of extreme challenge and great responsibility, extraordinary and exceptional achievements in connection with criminal cases, or a decisive, exemplary act results in the protection or the direct saving of life in severe jeopardy in the line of duty.

Doctoral Degree: This award signifies the officer has an educational achievement equivalent to doctoral degree through an accredited institute of higher education.

Masters Degree: This award signifies that the officer has an educational achievement equivalent to masters degree through an accredited institute of higher education.

Executive Certification: The Chief currently holds an executive position and has done so for at least one year prior to certification. An executive position is defined as "the highest level official with direct operational

responsibility for a law enforcement agency". He/she will have successfully completed all 3 executive development modules and have the certification recorded within their POST profile.

Bachelors Degree: This award signifies that the officer has an educational achievement equivalent to a bachelors degree through an accredited institute of higher education.

Management Certification: Currently hold a management position and have done so for at least one year prior to certification. The supervisor will have successfully completed all 3 management modules and have the certification recorded within their POST profile.

Life Saving Award: This award is presented to an officer has been credited with taking physical action that results in a life being saved from certain death and there is no danger to the officer's life. Typically, these incidents will involve, but are not limited to, CPR, AED usage, Heimlich maneuver, etc., and will generally fall outside the realm of other listed service recognition categories.

Officer of the Year: This award is presented to the police officer, investigator, or sworn officer who has been with the department one year or more and who best exemplifies the qualities, characteristics and effectiveness of a professional police officer. Written recommendations will be received from departmental personnel, sworn or non sworn, awarded to the officer receiving the highest number of votes via secret ballot.

Supervisor of the Year: This award is presented to the supervisor who best displays the knowledge, skills, and leadership qualities needed for successful supervision. This supervisor should have a strong reputation for being fair, competent, knowledgeable, and a true team player. Written recommendations will be received from departmental personnel, sworn or non sworn, awarded to the supervisor receiving the highest number of votes via secret ballot.

Chief's Award: Is presented by the Chief of Police in recognition of a City of Suwanee employee for their professional, knowledgeable and ethical performance. Their dedication makes a significant contribution to the police department and City of Suwanee. The Chief's award distinguishes those individuals that provide foundational performance and exceed expectations in the workplace.

Civilian Employee of the Year: This award is presented to non-sworn employees for their noteworthy services to the department, city or citizens,

or for superior performance, which would be above and beyond the normal definitions of their duties. Employees receive a certificate and plaque.

Associate Degree: This award signifies that the officer has an educational achievement equivalent to an associate's degree through an accredited institute of higher education.

Supervision Certification: The officer must currently hold a supervisory position and have done so for at least one year prior to certification. He/she will have successfully completed all 3 supervisory modules and have the certification recorded within their POST profile.

Merit Award (Blue/White): This award signifies an outstanding accomplishment by an officer that may result in the improved administration, operation, or substantial savings in manpower or operational costs to the City of Suwanee. The officers' action may also have resulted in the protection of life, liberty or property of another either in the line of duty or off duty.

Advanced Certification: The officer must possess the intermediate certification through POST and have successfully completed necessary coursework along with the educational/employment requirements through POST to be granted the Advanced Certification. The certification shall be recorded on the POST profile.

POST Instructor: This award signifies the officer to be a state certified POST academy instructor.

Intermediate Certification: The officer must have successfully completed necessary coursework along with educational and employment requirements through POST to be granted the Intermediate Certification. The certification shall be recorded on the POST profile.

Field Training Officer: This award signifies the officer to be a training instructor responsible for training new officers.

Citizen Police Academy: This award signifies that the officer has instructed/participated within the CPA.

COPS: This award signifies that the officer has participated within the COPS program within the Gwinnett School system as a mentor.

PACT: This award signifies that the officer has participated within the PACT program as a liason for the City of Suwanee and his/her designated area. To achieve this award the officer must successfully complete 3 or

more meetings within the first calander year which certifyies/recertifies their designated area under the guidelines of the PACT program.

SUWANEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

SECTION: A-112 INVENTORY CONTROL AND ACCOUNTABILITY

EFFECTIVE DATE: 04/29/09

NUMBER OF PAGES: 2

REVISED DATE: 03/27/19

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

To establish guidelines and procedures for the inventory and control of agency owned property and equipment of the Suwanee Police Department.

II. POLICY

It shall be the policy of the Suwanee Police Department that all distribution and accountability of departmental property be done within prescribed guidelines.

III. PROCEDURE

A. Distribution of Department Property

The Administrative Services and Patrol Division Commanders will maintain a record of items and equipment issued to police personnel. He or she will ensure that agency property will be maintained in a state of operational readiness and that preventive maintenance on equipment will be conducted as needed. Property records will be reviewed during the annual inventory of department property. Department property / equipment will be distributed as necessary in order to keep officers properly equipped.

B. Stored Agency Property

All stored departmental property shall be maintained in a state of operational readiness by the component or individual to which the property is assigned. Stored items may include radios, handcuffs, batons, firearms, laptop computers, and items of special equipment, such as radar, cameras, Alco-sensors, and surveillance devices. The term "operational readiness" includes care and cleaning, preventive maintenance, repair, and workability.

C. Re-issued Property

Property that is turned in to the respective Division Commander that is, by its nature and condition, re-issuable, shall be re-issued as needed in a manner consistent with this chapter.

D. Inventory Control and Accountability

The Administrative Services and Patrol Division Commanders, or their designee, will maintain an inventory and distribution report for departmental property in order to provide an accurate account of the property owned by this department. A complete inventory of stored departmental property will be conducted at least once every year.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-115 EXTRA-DUTY/OFF-DUTY EMPLOYMENT

EFFECTIVE DATE: 06/04/99

NUMBER OF PAGES: 8

REVISED DATE: 03/27/19

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

The Suwanee Police Department, as a matter of policy, takes no position on the relative merits of off-duty or extra-duty employment of employees. It is, however, required by statute to regulate the activities and conduct of its employees at any time they are functioning in a law enforcement capacity.

II. SCOPE

This policy is intended to set forth the duties and responsibilities for employees who are employed by any private or public person, firm or corporation to perform in a law enforcement capacity during their off-duty hours.

III. DEFINITIONS

A. Special Duty Assignments

Those duties which are performed by a police officer directly for a unit of municipal, county or state government. Compensation for special duty assignments will be paid to the officer by the City of Suwanee. Special duty assignments include:

1. Selective enforcement patrol programs, such as those endorsed by the State of Georgia Department of Highway Safety to combat drunken driving; seat belt; or, drug interdiction programs. (if currently participating in these programs)
2. Long term mutual aid assistance to other units of government into which a written agreement is entered by the City of Suwanee and the affected municipality.
3. Special duty assignment to cover security / crowd control at the City events.

B. Extra-Duty Employment

Extra duties which are performed by a police officer for a public or private enterprise which may be appropriate for on-duty officers, but which cannot be provided by the agency due to possible impropriety in diverting personnel from protective duties of the general public to provide extra protection to a specific employer. These extra duty employment assignments may include: traffic control, crowd control; and additional security for protection of life and property.

C. Off-Duty Employment (not related to primary job)

All other public or private off-duty employment or business ownership for which a person receives compensation, but which is not related to the employee's primary job duties and which does not involve or require any exercise of police powers or authority. Compensation for such services are paid directly from the employer to the employee at a rate of pay mutually agreed upon between the two parties.

A part time work request is required for all employment in these categories, except for special duty assignments.

IV. PRIOR APPROVAL REQUIRED / WORK REQUESTS

Any officer desiring to work an Extra-Duty Employment job must have been approved, with a signed contract, by the Support Services Commander or his designee. The Administrative Services Division Commander, or his designee, will post all available job listings, via departmental email, listing the date, time, and location of the Extra-Duty Employment. The selection of an officer desiring to work an Extra-Duty Employment job is based upon a formula created by the Administrative Services Division Commander or his designee.

Any officer desiring to work an Off-Duty Employment (not related to primary job) must complete a "Request for Off-Duty Employment" form and submit it through the chain-of-command to the Chief. Individual work requests will not be required for temporary Off-Duty employment approved and assigned by the Chief of Police, or the Administrative Services Division Commander.

The employee's supervisor, the Division Commander, and the Chief of Police must approve Off-Duty employment requests. If sufficient time is not available for the normal approval procedure, the officer's supervisor may grant temporary approval and forward the request through the chain-of-command to the Chief. All approved forms will be filed with the Chief and kept in the employee's personnel file.

V. PROHIBITED ACTIVITIES

In general, extra-duty and off-duty employment requests that do not directly interfere with the primary job of the employee shall be granted. However, all employees are prohibited from working at any of the following:

- A. Employment for a person, firm or corporation involved in any type of "game of chance" such as carnivals, bingo parlors, etc., except when such employment is solely traffic or crowd control outside the business establishment.
- B. Employment for a person, firm or corporation wherein the nature of the activity creates a high probability of a conflict of interest arising out of that employment. Such employment includes, but is not limited to: bonding companies; private detective or security agencies; investigative work for attorneys; insurance companies or collection agencies; bouncer bartender or any business licensed to sell alcoholic beverages for consumption on the premises except as allowed by this policy, or with prior approval of the Chief of Police.
- C. Employment of any type wherein any officer receives compensation for acting as coordinator, personal manager or supervisor of other officers. All Extra-Duty/Off-Duty employment situations where more than one officer is employed will conform to established Departmental policy regarding supervision and chain-of-command. At all times, the ranking officer present will be responsible for general discipline and actions of the other officers.
- D. Employment of any type wherein any officer is required to accept supervision or direction from any person who is not duly authorized to exercise police authority in the City of Suwanee. Officers will, within the limits of Departmental policy, attempt to comply with instructions of the employing individual; however, officers will be held strictly and solely accountable for their actions.
- E. Any employment in a law enforcement or related capacity outside the city limits of Suwanee, regardless of whether or not the officer has been deputized to enforce the laws of that jurisdiction, unless specifically authorized by the Chief of Police.
- F. Employment of any type which, in the opinion of the approving authority, may:
 - 1. Render the officer unavailable during an emergency;
 - 2. Physically or mentally exhaust the officer to the point that on-duty performance may be affected;
 - 3. Require that any special consideration to be given to scheduling of the officer's regular duty hours or off days, unless there is absolutely no conflict or manpower shortage and it is approved by the Chief of Police;
 - 4. Bring the Department into disrepute or impair the operation or efficiency of the Department; or
 - 5. Present an unnecessary safety hazard to the officer.
- G. Extra-duty or off-duty employment of any type while the officer is being carried by the Department as suspended, sick, injured, on restricted duty or any type of workman's compensation status. During the period of time the officer is away from the Department for any of these reasons, all permission to work part time jobs will be suspended.

Officers currently in Field Training Program will not participate in Extra-Duty/Off-Duty employment.

VI. SPECIAL RULES FOR BUSINESSES SELLING ALCOHOLIC BEVERAGES

- A. It will be the officer's responsibility, when requesting permission to work an extra-duty job at any business selling alcoholic beverages, to insure that a copy of the request is forwarded to the Criminal Investigations Unit.
- B. Employment at any bar or lounge or other establishment selling alcoholic beverages for "on-premises" consumption, will be **prohibited**.
- C. Employment at a "package store" that does not allow for "on-premises" consumption will be permissible as extra-duty employment only.
- D. Officers will not accept any gifts or gratuities from the owner, management or employees of such establishments.
- G. Officers or department employees observing an undercover detective at any such establishment will not approach or indicate any recognition whatsoever to the detective, or to any employee, patron or management of the establishment. Failure to comply with this procedure may seriously jeopardize an investigation.
- H. Under no circumstances will an officer be allowed to block or direct traffic in the roadway for the purpose of providing ingress or egress to any such establishment, unless approved by the Chief of Police.
- I. All officers should be mindful of the fact that, while in public view in an establishment which sells alcoholic beverages, their actions are under close scrutiny by both patrons and employees of the establishment. Each officer should insure that not only do their actions conform to the Rules and Regulations of the Department, but also the actions of the establishment's management, employees and patrons conform with applicable state law and city ordinances.
- J. Any establishment owner, manager or other employee who participates in, aids or abets any violation of this order will cause their establishment to be disallowed the benefit of employing extra-duty police officers. Additionally, establishments are subject to lose this benefit for management or employee involvement in any illegal activity; failure to have proper permits; allowing the sale of alcoholic beverages to minors or intoxicated persons; or allowing a generally unruly or disorderly condition to exist, either inside or outside the establishment.

VII. REVOCATION

The Chief of Police for any of the following reasons may immediately revoke an Extra-Duty/Off-Duty job request:

- A. Any change in a condition of the original application;

- B. A strike, labor dispute, or other change at the employer's place of business that has the potential to place the police officer or employee in a vulnerable or controversial situation;
- C. Revocation as a personnel action taken by the Chief of Police; or
- D. Emergency mobilization of off-duty personnel.

VIII. LIMITS OF AUTHORITY AND BEHAVIOR FOR EMPLOYEES ENGAGED IN EXTRA-DUTY OR OFF-DUTY EMPLOYMENT

Employees working in any approved Extra-Duty/Off-Duty employment are subject to all rules, regulations, policies and procedures currently in effect by the Suwanee Police Department and are subject to disciplinary action for infractions of these rules, regulations, procedures or policies. Employees will conform to the same standard of conduct that applies to their on-duty activities. This specifically includes the requirement that the law be obeyed, that criminal violations be enforced, and that employees are not bound by private rules or restrictions which an employer may wish to enforce for his / her own purposes.

Unless otherwise designated by the Chief of Police, the on-duty supervisor is responsible for the supervision of extra-duty job officers working as Extra-Duty/Off-Duty employment within the Suwanee city limits.

IX. CITIZEN REQUESTS FOR PART-TIME EMPLOYMENT OF OFFICERS

The Department recognizes that City citizens and businesses have legitimate needs for extra police services which cannot be rightly justified as a City expense. Where possible, the Department will assist these citizens in locating officers who desire to work the jobs by notifying officers who have expressed a desire for extra-duty employment.

Employees who approach, or are approached, directly by a prospective employer for part-time employment, will direct the prospective employer to the Administrative Services Division Commander who will negotiate directly with that employer.

All other requests for Extra-Duty/Off-Duty police employment that are received by phone, mail or in person will be directed to the Administrative Services Commander.

The Administrative Services Division Commander, or in his/her absence the Support Services Supervisor, will coordinate any incoming extra-duty job requests. They will circulate a sign up roster and will fill the available slots with personnel who desire to work them.

X. LIMIT ON AMOUNT OF TIME WORKED

No officer will be allowed to work, through any combination of regular duty and part-time employment, more than 18 hours during any 24 hour period. No employee will work another job for more than six (6) of the twelve (12) hours preceding his or her tour of duty. Total time worked in a one week period (7 days) will not exceed 80 hours.

Extra-duty employment will be negotiated at a minimum of 4 hours for each assignment, unless otherwise negotiated and approved by the Chief of Police.

XI. CALLBACK TO DUTY

Any member of the Suwanee Police Department is subject to being recalled to duty if needed.

Any member that is recalled to duty and is currently working at a part time employment job, will promptly leave the job and respond to the Suwanee Police Department or the location needed as may be directed to.

XII. RATE OF PAY

Extra-duty employment will be negotiated at the rate of \$40.00 per hour. The appropriate deductions will be made from the pay (i.e. taxes, FICA, etc.). The rate of pay will be reviewed on an annual basis by the Chief of Police for determining if any adjustments are necessary. The annual review will be conducted during the month of July of each year.

XIII. USE OF CITY VEHICLES, UNIFORMS, AND EQUIPMENT

Officers working extra-duty employment will be permitted to use a department radio while on the detail in order to summon assistance or communicate with supervisors whenever necessary, or to communicate on the TAC channel.

Officers shall notify the Communications Center of the location of the detail and will wear the same official police uniform as that worn on-duty, except when authorized otherwise or if the detail requires plain clothes and is so noted on the request form.

Department police vehicles will be signed out through the Shift Supervisor for extra-duty employment jobs. Employees will not be compensated for time spent picking up a department police vehicle, the time spent returning the vehicle to the station, or completing the time card entry.

Officers will sign in the daily assignment log book the location of extra-duty employment, start and ending times, and vehicle assigned.

XIV. DOCUMENTATION OF SIGNIFICANT EVENTS

Police officers must immediately document in detail any of the following incidents which occur while working extra jobs:

- A. Any occasion where an arrest is made, force of any kind is used, or any police power is exercised;
- B. Any violation of criminal law or serious traffic violation;

- C. Any injury to an officer or other person;
- D. Any property damage occurring as a proximate result of an officer's actions (i.e., auto accident occurring while an officer is directing traffic);
- E. Any complaints concerning the actions or behavior of a police officer;
- F. Any occasion where an employer asks for an officer to compromise ethics, incur legal obligations, or for any impropriety on the part of the extra-duty job employer.

XV. FINANCE DEPARTMENT RESPONSIBILITIES

The City of Suwanee Finance Department will invoice the entity requesting an employee(s) for extra-duty employment at a rate of \$40.00 per hour worked. The employee shall be paid at a rate of \$35.00 per hour. The additional \$5.00 per hour should cover any cost the City of Suwanee would be obligated to pay on behalf of the employee for FICA, retirement, Workers Compensation and indirect costs.

Indirect cost includes Police Department Supervisory staff time (scheduling/trouble shooting), Finance staff time (processing/billing), vehicle wear and tear, equipment wear and tear, and other expenses difficult to track.

Finance will ensure that money is distributed on behalf of the employee in the form of salary, taxes owed, FICA, etc. and will document distribution on the employee's check.

The Administrative Services Division Commander will submit documentation for the employee's compensation to the Finance Department. The extra-duty report will reflect the employee's name, hours worked, and private entity information for invoicing purposes.

Employee's compensation for extra-duty work will be included on their two-week paycheck.

XVI. LIABILITY

The entity/company utilizing extra-duty officers and services shall hold the City and its officials, agents, and employees harmless and shall indemnify the City for any financial losses and injuries arising out of the negligence of the entity/company (secondary employer).

Nothing herein, shall waive or relinquish the City and its officials/agents/employees' right to governmental, qualified, or sovereign immunity.

**SUWANEE POLICE DEPARTMENT
EXTRA-DUTY/OFF-DUTY EMPLOYMENT REQUEST**

EMPLOYEE: _____ DATE: _____

EMPLOYER: _____

EMPLOYER ADDRESS: _____

TYPE OF BUSINESS: _____

HOURS TO BE WORKED: BEGIN: _____ END: _____

DAYS TO BE WORKED: _____

DUTIES TO BE PERFORMED: _____

PART TIME EMPLOYMENT CATEGORY:

EXTRA-DUTY EMPLOYMENT - Secondary employment wherein the actual or potential use of law enforcement powers is anticipated and the employee is functioning in the capacity of a law enforcement officer.

OFF-DUTY EMPLOYMENT - Secondary employment entirely independent of the authority arising out of a position as a law enforcement officer or independent of being an employee of the Suwanee Police Department.

This request is hereby submitted for permission to work in a part time employment capacity. I fully understand that I am subject to departmental policies, rules, procedures and standard of conduct during part time employment. I further understand that all departmental policies and procedures governing part time employment will be followed.

Employee Signature

Employee's Supervisor

Administrative Services Cdr.

Approved Disapproved

Chief of Police

COMMENTS – RESTRICTIONS - SPECIAL CONDITIONS: _____

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-117 DEPARTMENTAL CHAPLAIN SERVICES

EFFECTIVE DATE: 02/26/10

NUMBER OF PAGES: 7

REVISED DATE:

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

Establish a chaplaincy program of counselors for the Department to provide support and assistance to its employees, their families and the community in times of crisis and tragedy.

II. POLICY

Recognizing there are times there is an inherent need for someone to attend to spiritual or other needs of personnel and citizens in times of crisis or significant events, the Suwanee Police Department creates the function of Departmental Chaplain Services. Members shall consist of local, qualified ministers from several and various faiths and religious bodies to offer and provide a wide range of perspectives and abilities. Members must be experienced counselors, have compassion and understanding for others, possess high moral standards, capable of performing this function in a non-denominational capacity, and must be endorsed by a recognized religious body.

As a support function of the department, Chaplains may be required to provide assistance in areas of; stress management, ethics, sudden crisis, family counseling or other matters, attend to spiritual needs, provide expert answers to certain religious questions, and shall be utilized in those situations in which their expertise is most beneficial. These instances may consist of, but are not necessarily limited to, making death notifications, responding to hospitals when officers or their family members are injured or ill, attending and/or participating in funerals involving personnel, responding to critical incidents and major disasters, attending departmental functions, and providing liaison with other religious leaders in the community.

III. SCOPE

This policy and procedure is applicable to all departmental personnel.

IV. PROCEDURES:

A. Selection of Chaplains

The departmental Chaplain(s) shall be selected from a group of local, qualified ministers or members of the clergy by the Chief of Police or his/her designee. An appointed chaplain shall serve at the pleasure of the Chief of Police and shall be evaluated to assess his/her ability to continue service in that appointed capacity. Service shall be on a volunteer basis and neither party shall be bound by any contract.

Candidates shall meet the following minimum requirements:

1. Be an ecclesiastically certified person in good standing, possess at least five years experience in ministry as his or her primary vocation and be endorsed for the law enforcement chaplaincy program by a recognized religious body.
2. Display a ministerial compassion, understanding and love for others, and relate easily and communicate well with people.
3. Maintain high moral and spiritual standards.
4. Be available 24 hours a day to respond when called upon.
5. Manifest a broad base of experience and professional ministry, emotional stability and personal flexibility.
6. Be tactful and considerate approaching all people, regardless race, sex, creed or religion.
7. Willing to participate in training programs which enhance his/her ability to meet and deal with people in crisis.
8. Become familiar with local medical, psychiatric and other similar resources. Become familiar with locales of other places of worship for the various faiths, beliefs, sects and religions and offer those referrals when proper and necessary.
9. Must have never been convicted of a criminal offense involving moral turpitude.
10. Must understand the chaplaincy program is a support function by and for the Suwanee Police Department, its personnel, their families, and the Suwanee Community. It is designed to attend to personal and spiritual needs of those encountered. It is not a forum for conversion to or from various faiths and beliefs and must always be considered to be inter-denominational and/or non-denominational, however it should never impede any chaplain from discussing one's spiritual needs and answering

religious questions asked of him/her. The success and effectiveness of this program is dependent upon this requirement.

11. Must complete GA POST Required application and chaplain training program.

12. Must complete required re-training as applicable and attendance in agency in-service training for domestic violence, ethics and other training designated as pertinent to his/her position.

B. Credentials

When on duty or performing duties in the capacity of departmental chaplain, the chaplain shall properly identify themselves in a manner becoming this ministry, and shall carry with them the proper identification issued by this department. The chaplain will not wear a uniform.

C. Duties, Responsibilities and Authority

The chaplain is authorized to visit headquarters and all departmental personnel, and shall have access to those buildings and scenes where authorized officers of the department indicate the need or requirement for the chaplain's services.

The chaplains shall work with an assigned officer of the department who will serve as liaison for the Chief of Police and the chaplains. This officer will oversee the program and shall be appointed by the Chief of Police.

Chaplains are not sworn officers and shall not possess arrest powers and shall not interfere with any officer in the performance of his/her duty. This may include (but is not limited to) incidents involving highly volatile religious or social protests where a police response or possible action may be called for. Such interference may be grounds for dismissal as a chaplain and could result in criminal prosecution. Other than ministerial duties, or as observers during ride-alongs, members should only perform those departmental duties or functions for which they have received proper training.

Duties and responsibilities may include:

1. Notification to family members of departmental personnel who have been seriously injured or killed.
2. Respond to hospitals (and/or funeral homes) with family members of those departmental personnel who have been seriously injured or killed.

3. Visit sick or injured personnel who may be hospitalized or at home.
4. Attend and/or participate in, when requested, the funeral of departmental personnel, active or retired.
5. Assist families of departmental personnel at funeral homes and funerals to ensure their needs are being met.
6. Attend events involving large numbers of departmental personnel; attend departmental functions and offer invocations and benedictions.
7. Counsel with officers and other personnel having personal problems, at their request. This may involve assistance with stress management, ethics, sudden crisis, family problems, etc.
8. Attend training classes which tend to enhance abilities related to the law enforcement field.
9. Respond to all major crises and disasters, if called upon.
10. Participate in public relations efforts.
11. Establish contacts with and serve as liaison with other community religious leaders.
12. With departmental officers, make death notifications involving citizens of the community. This will involve providing the recipient with assistance in contacting their clergy, other family members and neighbors, and providing them with information concerning steps they may need to take over the next few days. The chaplain should standby until the person has a support network to assist them.
13. Respond to the scene of suicides where surviving family members or departmental personnel may be in need of counseling or other assistance.
14. At agreed upon and appointed times, speak with those personnel who have been involved in recent critical incidents or traumatic events, whether on or off the job.
15. Make the necessary referrals in those cases beyond the chaplains' ability to assist.

D. Death Notifications

In the field of law enforcement, nothing requires more sensitivity, tact and diplomacy than the unpleasant task of delivering the notification that one's loved one has unexpectedly died. It is usually more traumatic to the recipient if the death is by accident or other tragic incident. There is usually denial of the message, blame or anger at the messenger, at times rage, and occasionally there are unpredictable events which may occur. After the immediate reaction, there is shock, confusion, sudden awareness of the loss, and depression.

Our responsibility exceeds the mere delivery of the notification and requires, many times, we stand by while friends, neighbors, family, or other of the recipient's immediate support members gather to render comfort and support.

While it is the responsibility of the assigned officer to provide the notification, the function of the chaplain is to provide the protracted efforts of the department as indicated above. The department or more specifically, the chaplain should assist in making the necessary telephone calls to gather that support network for the recipient(s), and attend the immediate needs of those present, including spiritual needs, etc. Once there is some stabilization at the locale, the officer should return to his/her duties. The chaplain may be required to remain on scene for some time.

A. Notification of death or serious injury of departmental personnel:

The chaplain, accompanying the Chief of Police or upper ranking departmental officer(s), shall assist in making the notification in all cases of death or seriously injured department employee. All available information pertaining to the circumstances of the death or injury will be related to the family by the command staff with the chaplain. The chaplain will remain with the family to assist with any needs they may have. He/she shall accompany the family to the hospital or other facility as may be required.

The chaplain should notify the family's clergy person as soon as possible, and should remain in attendance with the family until such time as adequate support for the family has arrived and any subsequent reactions have stabilized. The chaplain and agency personnel shall provide any assistance necessary regarding funeral arrangements and steps the family may need to take over the next several days.

The chaplain and agency personnel should remain in contact with the family throughout and after the funeral process to ensure all of

their needs are being met. The chaplain and agency members will assist the employee's family with legal benefits, transportation, helping the family with any legal or benefits matters and any other assistance necessary to assist the family of the fallen or injured agency member.

B. Death notification to members of the community (non-personnel):

The chaplain, accompanying an officer, shall assist in the notification of death of a family member of the citizens of the community. The officer has the responsibility for the notification and should have as much information as possible concerning the circumstances surrounding the death. Once the event is stabilized, the officer should return to his/her duties. The chaplain will remain in attendance with the family until a support network has arrived to assist the family, should provide any necessary assistance and direction the family may require (arrangements, etc.), and should contact the family's clergy if the family agrees.

The chaplain(s) should be on call and available for response 24 hours per day in these matters. The department's communication center will contact the chaplain at the direction of the duty patrol supervisor. When possible, the medical condition of the recipient(s) should be obtained and, if practical or necessary, Fire/Rescue should be on stand-by.

E. Confidentiality

An enormous effort must be made by the chaplain to establish trust when dealing with departmental personnel for the program to be successful and effective. Confidentiality and the protected "privilege" of a minister and penitent is the cornerstone of that trust and shall prevail in all matters.

OCGA 24-9-22 provides: Every communication made by any person professing religious faith, seeking spiritual comfort, or seeking counseling to any Protestant Minister, any Priest of the Roman Catholic Faith, any Priest of the Greek Orthodox Catholic Faith, any Jewish Rabbi, or to any Christian or Jewish Minister, by any name called, shall be deemed privileged. No Minister, Priest or Rabbi shall disclose any privileged communication made to him by any person, nor shall such Minister, Priest or Rabbi be compelled to testify regarding said communication in any court.

The departmental chaplains shall hold in strictest confidence those conversations with personnel of the department. The department shall have no authority to compel the chaplain to reveal any information containing confidential and privileged conversations obtained by said

chaplain, including information stemming from an ongoing criminal investigation.

Certain communications between officers (and employees) and their clergy are not privileged. These may include, but not necessarily be limited to, child molestation, child abuse, etc. The “penitent” *should* be advised by the chaplain before consultations; however this policy shall serve as notice of this exception to officers and employees of this department.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-120 PLANNING AND RESEARCH

EFFECTIVE DATE: 05/05/10

NUMBER OF PAGES: 2

REVISED DATE: 03/27/19

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

This policy is developed to establish the parameters of planning and research tasks and responsibilities. Planning and research activities are essential to effective management of the Suwanee Police Department.

II. PLANNING AND RESEARCH FUNCTION

The Chief of police has the overall responsibility for conducting and / or coordinating all planning and research activities for the department. The duties are assigned to the Deputy Chief or their designee.

Planning and research shall be responsible for planning and researching projects upon requests from the Chief of Police, City Manager, or Council. Division Commanders shall assist with sharing some responsibilities of planning and research as it effects their respective divisions.

- A. Assistance from planning and research shall be available to other divisions of the department who have special projects that may require research, planning and / or development of information necessary for the accomplishment of a particular project. Assistance shall include but not be limited to the following:
1. Analysis of operational activities to facilitate accurate and timely decision making in the allocation or deployment of resources.
 2. Reviewing and analysis of agency plans to identify any weak areas and make the necessary modifications or improvements as appropriate.
 3. Review and analysis of agency manpower allocation and identify available and / or needed alternatives.

4. Reviewing and assisting with department budget planning.
5. Analyzing proposed legislation when necessary.
6. Researching and soliciting available grant funding sources for law enforcement purposes, coordinating and administering department grant requests, and making grant applications when appropriate.
7. Researching and evaluating new equipment, procedures, programs, and initiatives.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-125 EMPLOYEE DOMESTIC VIOLENCE

EFFECTIVE DATE: 02/21/2011

NUMBER OF PAGES: 9

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. POLICY

This policy applies to all police department personnel. It delineates a position of zero tolerance towards employee family violence by the Department. It is imperative to the integrity of the profession of policing and the sense of trust communities have in their local law enforcement agencies that leaders, through the adoption of clear policies, make a definitive statement that family violence will not be tolerated. Federal law prohibits anyone convicted of a misdemeanor domestic violence crime from possessing firearms. The Suwanee Police Department shall ensure compliance with Federal law.

II. PURPOSE

This policy recognizes that the profession of law enforcement is not immune from members committing family violence against their intimate partners. The purpose of this policy is to establish procedures for handling acts of family violence committed by police officers/employees and for implementing prevention strategies. This policy will provide executives, officers and all department employees guidance in addressing employee related family violence

III. DEFINITIONS

"Family Violence" means the occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household O.C.G.A. § 19-13-1:

- Battery
- Simple Battery
- Simple Assault
- Assault
- Stalking
- Criminal Damage to Property
- Unlawful Restraint
- Criminal Trespass

IV. PROCEDURES

While prioritizing the safety of victims, this policy is designed to address prevention through hiring and training practices, provide direction to supervisors for intervention when warning signs of domestic violence are evident, institutionalize a structured response to reported incidents of family violence involving officers/employees, and offer direction for conducting the subsequent administrative and criminal investigations.

A. Prevention and Training

The Department will adhere to a zero-tolerance policy towards employee family violence and will not tolerate violations of the policy. The Department will provide ongoing training to every employee on family violence and the zero-tolerance policy throughout all phases of the employee's career.

1. Prevention Through Collaboration

Through ongoing partnerships with local victim advocacy organizations and regional training academies, the Department shall develop family violence curricula and train officers in order to enhance the officer's/agency's response to victims.

2. Training Topics

Upon implementation of this policy, all officers/employees shall receive instruction covering the following topics:

- a. Understanding Family Violence
- b. Departmental Family Violence
- c. Response Protocol
- d. Warning Signs of Family Violence by Employees
- e. Victim Safety
- f. Federal and Georgia Domestic/Family Violence Laws

The Department shall use a variety of training techniques including in-service, roll call, FTO, and training bulletins to regularly reinforce standards of effective response protocol.

B. Department, Supervisor and Officer/Employee Responsibilities

1. Department Responsibilities

- a. The Department shall ensure that there is a timely notification through the Chain of Command of an incident involving an officer/employee.
 - b. The Department shall, either in response to observed warning signs or at the request of an officer/employee, intimate partner or other family member, provide non-punitive avenues of assistance before an act of family violence occurs.
 - c. The Department shall inform officers/employees of the procedure for seeking confidential referrals, either internally or externally, to confidential counseling services.
 - d. A disclosure on the part of any officer/employee, intimate partner or family member to any member of the Department that an officer/employee has personally engaged in family violence will be treated as an admission or report of a crime and shall be investigated both administratively and criminally.
2. Supervisor Responsibilities
- a. Supervisors shall be cognizant of and document any pattern of abusive behavior potentially indicative of domestic violence including but not limited to the following:
 - 1. Excessive and/or increased use of force on the job
 - 2. Stalking and inappropriate surveillance activities
 - 3. Unusually high incidences of physical altercations and verbal disputes
 - 4. Citizen and fellow officer/employee complaints of unwarranted aggression and verbal abuse
 - 5. On or off duty officer/employee injuries
 - 6. Monitoring and controlling any family member or intimate partner through such means as excessive phone calling
 - 7. Discrediting and/or disparaging an intimate partner
 - 8. Deteriorating work performance such as tardiness, excessive absences and alcohol and/or drug abuse
 - b. When the supervisor notes a pattern of problematic behavior (as detailed above), the supervisor shall be responsible for:

1. Addressing the behaviors through a counseling with the officer/employee and documenting the counseling and related contacts in Guardian.
2. Prepare and submit to the Chief (via Chain of Command) a written request for a fitness for duty examination if the supervisor believes that the employee's ability to perform his/her duties is compromised (SOP A-105).
3. When warranted, make a mandatory EAP referral regarding the officer/employee to receive professional assistance in dealing with the issue(s).

3. Police Officer/Employee Responsibilities

- a. Officers/Employees are encouraged to take personal responsibility in seeking confidential referrals and assistance from the city EAP to prevent a problem from escalating to the level of criminal conduct against an intimate partner.
- b. Officers/Employees who engage in the following actions will be subject to severe discipline up to and including dismissal:
 1. Failure to report knowledge of abuse or violence involving a fellow officer/employee
 2. Failure to cooperate with the investigation of a police officer/employee family violence case
 3. Interference with cases involving themselves or fellow officers/employees
 4. Intimidation/coercion of witnesses or victims (i.e., surveillance, harassment, stalking, threatening or falsely reporting)
- c. Officers/employees who learn they are the subject of a criminal investigation, regardless of jurisdiction, are required to immediately make a report to their supervisors and provide notice of the court dates, times, appearances and proceedings. Failure to do so may result in severe discipline up to and including dismissal.
- d. Officers/employees who learn they are the subject of any protective order proceeding, whether or not the order is issued and regardless of jurisdiction, shall immediately notify their supervisor and provide a copy of the order, if

issued. If subject to a qualifying protection order, the officer shall surrender all departmental issued firearms. Failure to do so may result in severe discipline up to and including dismissal. (18 U.S.C. 922(g)(8)).

C. Incident Response Protocols

1. Department-wide Response

- a. The Department shall accept, document and preserve all calls or reports, including those made anonymously, regarding domestic violence as on-the-record information.
- b. All reports of possible criminal activity implicating police officers/employees in family violence shall be documented in accordance with the policies governing the handling of reports of family violence involving civilians.
- c. The on-scene supervisor shall forward a copy of the report alleging family violence by the officer/employee to the Chief through the Chain of Command.
- d. All such incident reports shall be made available by the Department to the victim if an arrest is made, without cost.

2. Patrol Response

- a. Upon arrival on the scene of a family violence call or incident involving a police officer/employee, the primary patrol unit shall immediately notify dispatch and request a supervisor of higher rank than the involved officer/employee to report to the scene, regardless of the involved employee's jurisdiction.
- b. The responding officer(s) shall perform the following actions:
 - Obtain needed medical assistance
 - Address the immediate safety of all parties involved
 - Secure the scene and preserve evidence
 - Note all excited utterances, admissions and/or incriminating statements
 - Make an arrest if probable cause exists

4. On-Scene Supervisor Response

- a. A supervisor of higher rank shall report to the scene of all police officer/employee domestic violence incidents regardless of the involved officer/employee jurisdiction.

- b. The on-scene supervisor shall assume command and ensure that the crime scene is secured and that all evidence is collected. Photographic and/or video documentation of the parties involved and scene shall be recorded where such resources are available.
- c. The supervisor shall inquire as to the safety of all children present at the time of the incident and all children in the household. As appropriate and necessary, the children should be interviewed separately from other parties.
- d. In cases where probable cause exists, the on-scene supervisor shall ensure an arrest is made.
- e. If the alleged offender has left the scene and probable cause exists, the supervisor shall perform the following actions:
 - Exhaust all reasonable means to locate the alleged offender.
 - Ensure that an arrest warrant is sought, if unable to locate the alleged offender.
 - Document all subsequent actions in a timely manner.
 - In the event that the victim has left the scene, the supervisor shall make every effort to follow through on the investigation and attempt to locate the victim.
 - Arrest of both parties involved in a family violence incident should be avoided. The supervisor shall ensure that a thorough investigation is conducted and an arrest of the dominant aggressor is made in accordance with State law.
 - Whenever a Suwanee officer is arrested, the supervisor shall relieve the accused officer of all departmental issued firearms. If the officer is from another jurisdiction, it will be up to the jurisdiction to determine if the officer will be relieved of his/her departmental weapons.
 - The on-scene supervisor shall ensure the victim is informed of the victim's Bill of Rights under the provision of State law.
 - Whenever a police officer/employee involved domestic violence call does not result in an arrest or a warrant is not sought, the supervisor shall insure that the reporting officer explains why in a written report.
 - The on-scene supervisor shall notify the Chief and the accused employee's immediate supervisor as soon as possible. In the event that the officer/employee is from another jurisdiction, the

supervisor shall ensure that the accused employee's agency is notified. All notifications and attempts to notify shall be fully documented.

5. Additional Critical Considerations

- a. When responding to a family violence complaint involving a police officer/employee from another jurisdiction, all responding officers, investigators and supervisors shall follow the same procedures that are to be followed in responding to a family violence complaint involving an officer from their own jurisdiction.
- b. In the event that the reported incident involves the Chief of Police, the supervisor shall immediately notify the individual in government who has direct oversight of the Chief, for example, the City Manager or Mayor.
- c. In responding to family violence incidents where the parties involved are both police officers/employees, standard domestic violence response and investigation procedures should be followed. After probable cause and dominant aggressor are determined, an arrest should be made and all departmental issued firearms of the accused officer confiscated.

6. Department Follow-Up

- a. Arrest warrants charging police employees with family violence issued at a later time shall be served by no fewer than two officers with at least one being of senior rank to the employee being served. In cases where departmental firearms have not previously been seized, firearms shall be seized at this time.

The Sheriff's Dept. will be responsible for the serving of any family violence protection orders issued at a later time. The Chief will designate a ranking officer to accompany the deputies serving the protective order.

- b. In the event the protection order expires or the victim asks that it be discontinued, the Department shall still conduct a thorough administrative investigation.

D. Victim Safety and Protection

- 1. The Suwanee Police Department shall work with community resources and advocacy agencies to connect victims and their children with appropriate services.

2. The investigator assigned to the case will be designated as principal contact for the victim, shall inform the victim of confidentiality policies and their limitations. Every effort will be made to ensure that confidentiality is maintained throughout the case.
3. All officers/employees shall be aware of possible victim/witness intimidation or coercion and the increased danger when the victim leaves an abusive partner. The designated principal contact shall assist the victim and children in safety planning and caution the victim to be alert to stalking activities.
4. If an officer/employee suspects intimidation or coercion of the victim/witness is occurring, the officer shall prepare a written report to be delivered immediately to the investigator in charge of the case.

E. Post Incident Administrative and Criminal Decisions

The Suwanee Police Department shall conduct separate parallel administrative and criminal investigations of alleged incidents of police employee family violence in a manner that maintains the integrity of both investigations and promotes zero tolerance. Regardless of the outcome of the criminal case, the Department shall uphold all administrative decisions. If the facts of the case indicate that domestic violence has occurred or any department policies have been violated, administrative action shall be taken independent of any criminal proceedings as soon as practicable.

1. The responsibility to complete the administrative investigation of a police officer domestic violence incident shall rest with the Office of Professional Standards. The Chief shall determine whether and when the accused officer/employee should be issued an administrative order directing the officer/employee to refrain from particular conduct toward a particular person as a condition of continued employment. The use of an administrative order may enhance victim safety and punishment for violations of an administrative order can proceed quickly. This may reduce Department liability and eliminate the time needed to continue to pay an officer/employee on administrative leave during a lengthy criminal case.
2. In determining the proper course of administrative action, the Suwanee Police Department shall consider factors including the level of danger an officer/employee poses, the employee's history of compliance with Departmental rules, prior written or verbal threats, history of aggressive behaviors and existence of an alcohol or substance abuse problem.
3. The responsibility to complete a criminal investigation of an incident of police employee family violence shall rest with the Detective Division.

4. The Chief may ask an outside law enforcement agency to conduct the administrative and/or the criminal investigation or both.

F. Termination Procedures

1. Any officer/employee convicted through criminal proceedings of a family violence crime shall be terminated from the Department.
2. Upon termination, the Peace Officer Standards and Training Council will be notified within thirty (30) days and informed of the reason for termination.
3. Federal law prohibits anyone convicted of a misdemeanor Domestic/family violence crime from possessing firearms. The Suwanee Police Department shall ensure compliance with Federal law.
4. Should the preponderance of the evidence revealed by an Administrative investigation reveals that the officer/employee was the aggressor during a family violence incident, the officer/employee shall be terminated.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-127 BONDS AND FINES

EFFECTIVE DATE: 07/07/11

NUMBER OF PAGES: 2

REVISED DATE:

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. POLICY

This policy applies to all sworn department personnel who are subject to picking up City of Suwanee bonds and fines from the Gwinnett County Jail.

II. PURPOSE

The purpose of this policy is to provide procedures for officers that are assigned to pick up City of Suwanee bonds and fines from the Gwinnett County Jail and transport them back to the Suwanee Municipal Court.

III. PROCEDURES

A. Contacting the jail to determine if bonds need to be picked up:

- a. Jail personnel will be contacted daily Tuesday through Friday to determine if bonds need to be picked up.
- b. Jail Contacts for bonds:
Supervisor Shirley Brown 770 619-6594
shirley.brown@gwinnettcounty.com or
Luminita Rusu 770 619-6500
luminita.rusu@gwinnettcounty.com
- c. Bonds can only be picked up from 14:00 to 15:00 Tuesday through Friday.

B. Obtaining the bonds bag from municipal court:

- a. The officer assigned to pick up bonds will obtain an empty/locked bonds bag from court personnel.
- b. The officer will sign the empty bonds bag out on the form provided by Municipal Court.

C. Picking up bonds and fines at the jail:

- a. The officer will go to the bonds room located on the third floor of the jail.
- b. The officer will verify that the names on the bonds list correspond to the names on the envelopes in the bonds bag.
- c. Once the names and envelopes are verified the officer will sign (including badge #)and date both the Sheriff's Department copy and the Municipal Courts copy of the bonds sheet.
- d. The officer will witness the jail personnel place the bonds and bonds sheet back in the bonds bag then lock it.
- e. After the bag has been secured, the officer will take possession of the bonds bag to transport it back to Municipal Court.

D. Returning the bonds bag to municipal court:

- a. The officer will return the locked bonds bag to Municipal Court personnel and note the time and date the bag is returned on the municipal court form, along with the court employee receiving the bag.
- b. The receiving Municipal Court employee will then open the bonds bag and the officer and court employee will both verify that the names on the bonds list and the bond envelopes in the bag correspond.
- c. The officer and the court employee will both initial and date the bonds sheet verifying that the names on the list and envelopes in the bag correspond.
- d. In the event that a discrepancy is found, the officer will contact his/her immediate supervisor.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-130 POLICE INTERNS

EFFECTIVE DATE: 03/03/2014

NUMBER OF PAGES: 4

REVISED DATE:

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

To establish standards for students from area colleges and or high schools to serve as interns with the Suwanee Police Department as part of their academic and learning process. Sharing our experiences with college students provides us with the opportunity for recruiting college students who have demonstrated an interest in law enforcement and are seeking degrees in criminal justice or some related field. This policy is to establish standards for allowing intern participation and observations of police operations on a daily basis.

II. GUIDELINES

Students desiring to perform intern duties with Suwanee Police Department should have their instructor or the school's program director make a written request to the Chief of Police or his intern coordinator requesting the named student be accepted at Suwanee Police Department for internship. All applications should provide a name, address, and telephone number of the instructor who is to receive comments and evaluations concerning the student.

The Chief of Police will designate an intern coordinator who will have the responsibility of securing documented liability waivers from the intern before making any assignments. Waivers include, but are not limited to, releases for driver's history, criminal history, and a liability release for being allowed to ride with, accompany, and observe officers of the Suwanee Police Department.

The intern coordinator will provide the intern with a briefing concerning the Suwanee Police Department Operations Manual, and other policies relating to the daily conduct expected from the intern. Intern assignments and final evaluation is the responsibility of the intern coordinator.

Interns will be assigned to each division for the duration of their internship. During the intern's assignment, the shift commanders and/or supervisors will be responsible for training them to complete any task assigned. Once properly trained for assigned tasks, the shift commanders or supervisors may utilize the intern as they deem in the best interest of the Suwanee Police Department.

At the end of the intern's assignment, the shift commander, or his designee will provide the intern coordinator with a briefing on the intern for the period served in their division.

III. INTERN DUTIES

Except in emergency situations, interns will not be allowed to handle evidence and become involved in a chain of custody. Interns will not be allowed to possess or carry firearms, or other weapons while performing intern duties with Suwanee Police Department.

Interns are expected to become familiar with the rank structure within the Suwanee Police Department and comply with orders and instructions given them by authorized police personnel. Interns are expected to comply with the applicable regulations within the Suwanee Police Department Operations Manual as though they were an employee of the Suwanee Police Department.

Each unit or shift commander may assign the intern to duties deemed appropriate considering the status of an intern and keeping in mind the intern is seeking knowledge of daily police operations. Each intern will perform the duties assigned them to the best of their ability.

IV. PERSONAL GROOMING

A. The first impression a citizen perceives is based on personal appearance. As a representative of the Suwanee Police Department, each person should strive for an image that he/she can be proud of and an image the public can respect. It will be each person's responsibility to maintain good personal hygiene habits; i.e. bathing, dental care, clean fingernails and hair care. It shall be the responsibility of all supervisors to ensure that employees under their command adhere to the following guidelines:

1. Hair Care for Interns

a. Male interns shall keep their hair clean, neat and combed. Hair shall not extend below the middle of the ear and 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.

- b. Sideburns worn by all male interns shall be neatly trimmed and rectangular in shape and shall not extend below the earlobe, the width of which will be even and not flared.
- c. Male interns shall be clean-shaven except that the intern may wear a mustache that does not extend below the upper lip line.
- e. All interns 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 intern.
- f. Hair tinting shall be permitted. However, the color used should not draw unnecessary attention to the intern.
- g. Interns shall be permitted to wear wigs or hairpieces if they conform to the above standards for natural hair.

2. Jewelry, Piercing for Interns

- a. Interns are allowed to wear two rings on each hand (double ring wedding sets will be considered as one).
- b. Interns may wear jewelry so long as it is suitable with the appropriate business attire and does not attract undue attention to the employee. Male interns may not wear earrings. No visible body piercings are allowed.

3. Personal Hygiene

- a. Interns shall bathe regularly and shall not appear for duty in an unclean condition. Personal hygiene shall be practiced by all employees so as not to present offensive odors or appearances.
- b. Interns will have clean fingernails that are groomed regularly.

V. DRESS

A. Intern dress shall be neat and clean in appearance and employees shall wear conservative clothing that would normally be accepted as business attire.

B. Clothing worn by interns shall conform to the following guidelines:

1. Interns shall avoid wearing recreation attire such as sweat suits, wind suits, tee shirts, sweat shirts, sundresses, halters, tank tops, any attire that reveals the midriff, jeans, or shorts.
2. Very short miniskirts, shorts, cut offs and spandex are not suitable for professional office wear. Dresses, shirts and blouses with excessively revealing necklines should not be worn. The wearing of backless dresses should not be worn.
3. Clothing should reflect a professional appearance. Shoes shall be dress type except when authorized by the Intern's supervisor or for medical reasons.

VI. TATTOOS, BRANDS, BODY MUTILATION, PERMANENT MAKEUP, ETC.

- A. Visible tattoos and brands other than for legitimate medical reasons are prohibited for all interns. Interns who have visible tattoos and/or brands will be required to keep them covered by their clothing even if it requires the wearing of the long sleeve shirt and/or pants year around. If it is determined that a person with exposed tattoos; brands; body mutilations; and/or similar, that cannot be covered, then that person will not be considered for an internship.
- B. Employees are prohibited from visible mutilation of the body or body parts in any manner while on-duty.
- C. Employees with cosmetic enhancement using intradermal pigmentation, commonly called permanent makeup, must have the approval of the Chief of Police.

VI. CONFIDENTIALITY

All interns will be required to sign a GCIC Awareness Statement and be instructed on the criminal penalties for offenses concerning disseminating unauthorized information.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-135 ACCIDENT REVIEW BOARD

EFFECTIVE DATE: 02/09/15

NUMBER OF PAGES: 9

REVISED DATE: 03/27/19

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. Purpose

The purpose of this policy is to establish a system of written directives in order to provide a fair and impartial review of accident/motor vehicle collisions involving city vehicles.

II. Policy

This policy shall apply to all sworn and non-sworn personnel as well as any and all volunteers. It is the policy of the Suwanee Police Department that all accidents involving department personnel will be reviewed in a fair and impartial manner. For the purpose of this policy all paid employees and volunteers may be referred to as member, employee or personnel.

III. Definitions

Injury – Physical harm or damage to a person where medical treatment has been rendered by appropriate trained personnel (i.e. EMT, Doctor, ER Staff, etc.) and such treatment is documented.

Accident – An accident is commonly referred to as a motor vehicle collision. An automobile accident for the purpose of this policy is any action involving driving a city motor vehicle in which the motor vehicle is damaged, property is damaged, or a person is injured. The amount of damage is inconsequential. Examples would include but are not limited to a collision between two vehicles, a collision between a vehicle and a pedestrian regardless of injury or desire for a report, a collision between a vehicle and a fixed object, and a collision in which a vehicle wheel strikes a curb damaging the hub cap or a tire.

Chargeable Accident – A motor vehicle collision that was avoidable by actions that the driver had control over.

IV. Procedures

A. Reporting Officer's Responsibility for any Accident

Anytime a member of the department is involved in an accident, he/she will ensure that the following steps are taken:

1. Render aid to any injured parties,
2. Immediately notify his/her direct supervisor, of the accident, if that direct supervisor is off-duty or not available the on-duty supervisor shall be notified,
3. As soon as possible complete an incident report, which will be submitted to the supervisor for approval,
4. If the vehicle is equipped with an in-car video system and the video is not activated prior to or during the course of the accident, the officer should activate the video system as soon as possible after impact, and
5. If the accident was video recorded, make sure this information is included in the required statement.

B. Supervisor's Responsibility

Anytime a member of the department is involved in an accident, the supervisor that was notified will ensure that the following steps are taken:

1. Respond to the accident scene if time and manpower permit
2. The appropriate police report is completed. It is mandatory that an incident report or accident report be written by this department or another jurisdiction,
3. Document any additional pertinent information about his/her observations on the accident, to include photographs of any and all damage to all vehicles and property involved,
4. If it is a serious accident involving injuries, and the officer was able to immediately shut down the vehicle, secure the key to the vehicle make arrangements to have the battery cables disconnected.
5. If the accident involves an injury to the member, follow the First Report of Injury Protocol,
6. If the accident was video recorded, a request for a copy of the recording will be sent to Records.

7. If the accident is on the Communications Center audio recording, a request for a copy of the audio recording will be sent to the Office of Professional Standards and
8. Forward a copy of any applicable reports/notifications to Special Services Lieutenant if a vehicle is damaged.

The supervisor will be responsible for thoroughly reviewing the Report of Damage report and/or accident report along with any other applicable documentation gathered from the scene or generated from the initial investigation, such as witness statements and photographs. Once the review is complete the supervisor will be responsible for ensuring that the original incident report and/or accident report is forwarded to the Office of the Chief of Police. A copy of this form will be forwarded to the Administrative Services Division Commander who will be responsible for constructing the case file for each incident to be reviewed by the board. This will include the responsibility for gathering copies of all reports, recordings, and any other supporting documentation required by the board.

V. Administration of the Accident Review Board

The Chief of Police or his/her designee will appoint members of the Suwanee Police Department to serve on the Accident Review Board. The Accident Review Board will be overseen by the Administrative Division Commander who shall be designated as the chairman of the board. The board will consist of a minimum of five (5) members and a maximum of seven(7) members. The members of the board will be responsible for reviewing all accidents as described above.

All board members shall serve a one-year term in conjunction with the fiscal year, with all terms expiring in June, and may be re-appointed at the direction of the Chief of Police or his/her designee. Members of the department who are appointed to the Accident Review Board who are required to appear before the board will be replaced by an additional department member if necessary, to sit on the board for their particular hearing. If an additional member is chosen, the additional department member shall have a vote equal to that of the other members. There will always be an odd number of members on the board to prevent the occurrence of a tie vote. At no time shall a board member hear his or her own case.

If a board member is absent, the chairman shall appoint a similar ranking officer to fill the vacancy on a temporary basis. If the missing member is the chairman, the Chief of Police or his/her designee will appoint a member to fill in for the chairman. The board will meet as necessity dictates. All board meetings shall be called by the board chairman or the Chief of Police or his/her designee. Issues to be heard by the board may be postponed by the board chairman or the Chief of Police or his/her designee.

A. Records

The board will forward permanent records of the disposition of all matters brought before the board to the Office of the Chief of Police for record keeping and distribution. Additionally, the board will forward a copy of any chargeable accident findings to the employee's direct supervisor.

B. Notification

Once the Administrative Services Division Commander has a complete case file on a given incident which is ready to be reviewed by the board, e-mail notification will be sent to the board members. The board chairman or his/her designee shall notify all affected employees at least seven calendar days in advance before a board meeting is to be held. This shall be done by e-mail notification directly to the employee.

C. Employee Rights

Any employee having a hearing before this board on any accident, or other action, shall have the right to be present while any witness, complainant, or other employee is being interviewed by the board. The employee shall not be allowed to confront and/or cross examine any witness, complainant, or other employees. The employee shall also have the right to present any evidence in his or her own behalf. The employee whose case is being heard shall be privy to all facts and evidence used in the hearing against him or her.

D. Board Member's Duties

The Accident Review Board will review all accidents involving City vehicle accidents operated by Public Safety personnel as required by the Chief of Police. The Board shall review these cases and make a group decision based on failure to comply with proper procedure, violations of any standard operating procedure, negligence, or violations of the law. The majority vote shall rule in such decisions.

E. Departmental Review Board Work Sheet

After determining that an accident was chargeable, members of the board will consult the Departmental Accident Review Board Work Sheet to determine the number of points which should be assessed. The worksheet is designed to address the seriousness of the accident and the driving record of the officer involved.

Explanation of the Departmental Accident Review Board Work Sheet

The sections of the Departmental Accident Review Board Worksheet are divided into nine sections:

1. Causes – The Board will assess the cause of the accident relying heavily on information contained in the police accident report;
2. City Property Damage – The Board will assess points based on the amount of damage to the City property;
3. Civilian Property Damage – The Board will assess points based on the amount of damage to a civilian vehicle or property;
4. Injuries – The Board will assess points if there were injuries in the accident;
5. Mitigation – The Board may subtract points in mitigation if there were circumstances which the Board felt would merit the designation (i.e. was the employee responding to a call and the nature of call, was there a medical emergency from a prisoner in the vehicle, other emergency situations, etc.);
6. Prior Good Driving Record – The Board will reduce points for prior good driving records by reducing the points by 1 for each completed year of service (12 months) without a preventable accident, up to five years (only the five years immediately prior to the accident will be considered);
7. Chargeable Accidents – The Board will assess points based on the number of chargeable accidents and the total amount of property damage in all preventable accidents during the last 24 month period, to include the current accident under review;
8. Seat Belt – The Board will assess points if the seat belt was not in use;
9. Weather – The Board can note weather as a mitigating circumstance.

VI. Board's Report of Recommended Disciplinary Action

Once the board has arrived at a point total, the findings will be documented and forwarded to the Chief of Police or his/her designee. It will be the responsibility of the board to ensure that the appropriate disciplinary action is recommended after consulting the Preventable Accident Point System Guide located within this policy.

This documentation will also include, whether a defensive driver course or EVOC are recommended, and any additional comments by the board.

After the Chief of Police or his/her designee has reviewed and approved the recommended disciplinary action, and the employee has acknowledged the disciplinary action, the original forms will be given to the employee.

VII. Appeals

Any member that is affected by this board has the right to appeal under the grievance procedure as outlined in the City of Suwanee Employee Handbook.

Departmental Accident Review Board Work Sheet
Chargeable Accidents
[Circle Appropriate Points – only one selection per category]

Name _____ Acc # _____ Date _____

CAUSES (choose the highest single contributing factor)

Too Fast for Conditions	+5
Excessive Speed	+5
Traffic Device Violation	+4
Improper Turn	+3
Failure to Yield	+3
Following too Close	+3
Struck Fixed Object	+3
Improper Lane Change	+3
Improper Backing	+3
Other	+2

CITY VEHICLE DAMAGE

Up to None	0
Less than \$1,000	+1
\$1,001 to \$5,000	+2
More than \$5,000	+3

CIVILIAN PROP DAMAGE

Up to None	0
Less than \$1,000	+1
\$1,001 to \$5,000	+2
More than \$5,000	+3

INJURIES

Hospitalization	+2
Yes: No Hosp.	+1
None	0

MITIGATION

Substantial	-3
Average	-2
None	0

PRIOR GOOD DRIVING RECORD

1 Year	-1	2 Year	-2
3 Year	-3	4 Year	-4
5 Year	-5		

PREVENTABLE ACCIDENTS- 24 Month Period

Total # of Accidents:	Total of all Damage
1 Accident:	Under \$5,000 +1
1 Accident:	Over \$5,000 +3
2 Accidents:	Under \$5,000 +3
2 Accidents:	Over \$5,000 +6
3 Accidents:	Under \$5,000 +6
3 Accidents:	Over \$5,000 +10
4 Accidents:	Under \$5,000 +10
4 Accidents:	Over \$5,000 +15

SEAT BELT

Not in Use +5

WEATHER, IF A FACTOR

Comments

Total Plus Points _____ Total Minus Points _____ Total _____

To: Chief of Police
From: Departmental Review Board

Date: _____

Ref: Accident Case # _____

On the above date, the Departmental Review Board met and reviewed this case. After reviewing the facts in this case, the Board finds the Accident to be:

_____	Chargeable	_____
Officer's Name	Non-Chargeable	_____

POINTS ASSESSED BY THE DEPARTMENTAL REVIEW BOARD

Points Assessed: _____ Approved: _____
(Review Board Representative)

Comments: _____

Pursuit Review (if applicable):

Officer complied with policy: **(yes / no)**

Review Board Representative: _____

Comments: _____

Employee Signature (Acknowledging Review Board Assessment) Date

Comments: _____

Disciplinary Action Recommended:

(Attach Documentation)

Division Commander: _____ Agree Disagree

Chief of Police: _____ Agree Disagree

Alternative Recommendation: _____

CHARGEABLE ACCIDENT
Point System Guide

FIRST ACCIDENT WITHIN 2 YEARS

RAW SCORE

5 or Less Points
6-15 Points
16-22 Points
23 or More Points

ACTION RECOMMENDED

Verbal Counseling
Written Caution
Written Reprimand
12 Hours Suspension

SECOND ACCIDENT WITHIN 2 YEARS

RAW SCORE

5 or Less Points
6-15 Points
16-22 Points
23 or More Points

ACTION RECOMMENDED

Written Reprimand
12 Hours Suspension
24 Hours Suspension
36 Hours or More Suspension

THIRD ACCIDENT WITHIN 2 YEARS

RAW SCORE

5 or More Points
6-15 Points
16-22 Points
23 or More Points

ACTION RECOMMENDED

12 Hours Suspension
24 Hours Suspension
36 Hours or More Suspension
Final Warning Pror to Termination

FOURTH ACCIDENT WITHIN 2 YEARS

Fourth offense in a two-year period: Discretion of Department Head

Failure to report an accident: Suspension, Demotion or Termination

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A-140 MILITARY DEPLOYMENT AND REINTEGRATION

EFFECTIVE DATE: 06/09/15

NUMBER OF PAGES: 3

REVISED DATE: 03/27/19

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

PURPOSE:

To establish a plan for personnel with military activations exceeding 180 days for pre-deployment, deployment and post deployment.

POLICY:

It shall be the policy of the Suwanee Police Department to support members who are also members of the Armed Forces Reserve Component or National Guard and their families by assisting in pre-deployment, deployment, post deployment and reintegration.

DEFINITIONS:

MEMBER: Any current employee of the Suwanee Police Department.

LIAISON: The department employee who the Chief or their designee and the deployed member agree will be responsible for acting as liaison during activation, deployment and post deployment phases.

DEPLOYMENT: Ordered for active duty exceeding 90 days

FAMILY: Any legal adult(s), including immediate family, the deployed member designates as a personal support system.

PROCEDURES:

- A. The City of Suwanee's Military Leave Policy is contained in the City of Suwanee Handbook. Every employee shall be entitled to military leave in accordance with state and federal laws. The City will provide affected employees with job protection and group benefits coverage in accordance

with the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

B. PRE-DEPLOYMENT

The member shall notify their chain of command as soon as practicable of a pending deployment.

1. The Chief or their designee and the member will choose a liaison and notify them.
2. The member shall provide contact numbers and or email addresses to their liaison so as to maintain communications during deployment.
3. The Chief or their designee will be responsible for notifying the Director of Human Resources to have a representative be the member's single point-of-contact and cover the benefits and leave rights of the member.
4. The member shall turn in all City issued weapons, radios, computers, cell phones and vehicle for storage during deployment.
5. The member shall coordinate with courts regarding pending cases.
6. The Chief will meet with the member to review Department policies, the member's obligations and ensure that all needs are being met.

C. DEPLOYMENT

1. The liaison should have contact with the member or their family at least once a month to provide support and to inform the member and family of agency news, significant events, promotion opportunities etc.
2. The member's Human Resources point-of-contact should be readily available in the event of pay/benefits complications for both the member and their family.
3. If available, the member may have non-confidential office email forwarded to their military account.
4. The Chief or their designee should avail themselves to the family members for face to face meetings, at the family's request to assure needs are being addressed.

D. POST DEPLOYMENT

1. The Chief shall meet with the member returning from deployment to welcome them back and discuss any questions the member may have.
2. The Chief or their designee shall notify Human Resources of the return of the member and have the member's point-of-contact meet with the member to cover benefits.
3. The member's Division Commander is responsible for inquiring and determining if the member from deployment has any special needs, particularly those involved in combat operations, and offer the City's employee assistance program and/or any other available resources for returning members.
4. The member shall be issued appropriate weapons after demonstrating proficiency, equipment, and vehicle if available.
5. Member shall complete all mandatory training that was missed during deployment.
6. Sworn officers who have been absent from patrol for a period of 180 calendar days or more may be assigned to an FTO based on the job related training required in relation to their experience as a police officer.
7. For other scenarios the appropriate Division Commander will determine the members need for re-familiarization with their job duties and make the necessary assignments.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

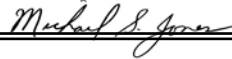
SECTION: A-145 Video/Audio Equipment

EFFECTIVE DATE: 03/15/16

NUMBER OF PAGES: 8

REVISED DATE: 02/20/17

DISTRIBUTION AUTHORIZATION:



I. PURPOSE

The purpose of this policy is to provide guidelines for the use of department authorized video/audio recording equipment, and the disposition of videotape and digital recordings.

II. Policy

This policy applies to all personnel operating department authorized video/audio recording systems, to include in-car video camera systems, Body Worn Cameras, interview room cameras, and building security cameras. This equipment shall always be used in conformance with Georgia law as well as the policies and procedures of the City of Suwanee.

III. Applications

- A.** The routine use of authorized video/audio recording equipment is for the purpose of recording specified interactions between officers and the public and to collect video evidence for criminal procedures. The use of the video/audio recording equipment will allow for increased accuracy in documentation of police-public contacts, arrests, and critical incidents, as well as to enhance accuracy with police reports and courtroom testimony.

- B.** Videotapes and digital recordings shall be treated as evidence. Employees are prohibited from altering, destroying, or unauthorized viewing of these tapes and digital recordings.

- C. Videotapes and digital recordings are the property of the Suwanee Police Department and shall be governed by policies dealing with property and evidence.
- D. Officers and supervisors will be trained on the use of the in-car and body worn video camera systems.

IV. PROCEDURES

Officers shall adhere to the following procedures when utilizing video/audio equipment:

A. IN-CAR VIDEO/AUDIO CAMERA EQUIPMENT

1. Unless provided by the vendor, installation and maintenance shall be performed by authorized service personnel. Alterations of the installed system by unauthorized personnel is prohibited.
2. Prior to each shift, officers shall determine whether their in-car video/audio equipment is functioning satisfactorily. The Officer shall bring any problems to the attention of their immediate supervisor as soon as possible. Any equipment errors shall be documented on the daily activity report in RMS.
3. Prior to each shift, officers will log into the in-car video/audio equipment and log out at the end of the shift.
4. The in-car video/audio equipment is automatically activated when the emergency lights are turned on. The equipment may be manually deactivated during non-enforcement activities such as protecting accident scenes from other traffic.

Note: It is each officer's responsibility to ensure the video/audio equipment has automatically activated when emergency lights have been activated, or to manually activate the video/audio equipment when appropriate to do so.

5. Officers shall audio/video record traffic stops, pursuits, and code 1 responses. If possible, officers should manually activate the in-car video/audio equipment when necessary to record other events, situations, and circumstances, including but not limited to, armed encounters, acts of

physical violence, field interviews, suspicious person checks, civilian transports and felonious conduct.

6. After the incident is recorded, officers shall upload the video to the server prior to the end of their shift. (On legacy video units the SD Card or video tape will be submitted to the video drop box when full and an empty one placed in the video unit)
7. When asked, officers will inform citizens that audio/video recording equipment is in use. Officers shall at all times wear the audio transmitters or other patch microphones assigned to be used with the in car recording devices. No officer will disconnect or turn off their assigned microphone when performing any of the above-mentioned duties. The audio / video recording shall be a complete and accurate record of the officer's activities.
8. Audio transmitters will be assigned to personnel and will be worn on the gun belt in the department approved carrying case. The audio transmitter cable will be worn under the uniform shirt. No portion of the audio transmitter unit shall be changed, altered, or tampered with in any manner. Battery replacement is the only exception.
9. The audio microphone cable on the audio transmitting unit is very delicate and care should be exercised when putting it on for a tour of duty or removing it following a tour duty.
10. Officers will indicate the video number when an incident, traffic stop, pursuit, or other contact with a citizen is recorded in the comments of completed reports and citations.
11. Digital recordings will be downloaded automatically to a secured server when an officer returns to the police department. Access to the server and the digital recording shall be limited to the persons designated by the Administrative Services Commander.
12. Directing an in-car camera into a residence or business shall be done so only with a valid warrant.

B. Body Worn Cameras (BWC)

1. When and How to Use the BWC

- a. Officers will activate the BWC to record all contacts with citizens in the performance of official duties to observe, photograph, videotape or record the activities of persons that occur in the presence of said officer. This requirement includes all officers on a call for service or involved in a citizen contact related to the official performance of law enforcement duties.
- b. Officers are not required to activate the BWC when participating in Community Outreach efforts. These efforts include but are not limited to P.A.C.T. meetings, tours of the department, lunch with school children, new business contacts, and similar non law enforcement contacts with the public.
- c. BWCs shall remain activated until the event is completed in order to insure the integrity of the recording, unless the contact moves into an area restricted by this policy (see items B 3 a-d).
- d. If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated.
- e. If asked, an officer deploying a BWC will always acknowledge the use of the recording device.
- f. Civilians shall not be allowed to review the recordings at the scene.

2. Procedures for BWC Use

BWC equipment is issued primarily to uniformed officers as authorized by the SPD. Employees who are assigned BWC equipment must use the equipment unless otherwise authorized by a supervisor.

- a. Officers shall use only BWCs issued by the SPD. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the SPD.

- b. Officers who are assigned BWCs must complete a SPD approved and/or provided training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.
- c. Assigned BWC equipment is the responsibility of the officer and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that a replacement unit may be procured.
- d. Officers shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.
- e. Employees shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the Chief of Police or his or her designee.
- f. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
- g. If an officer is suspected of wrongdoing, involved in an officer-involved shooting, or other serious use of force, the SPD reserves the right to limit or restrict an officer from viewing the video file.
- h. Requests for deletion of recordings (e.g., in the event of a personal recording) must be submitted in writing and approved by the Chief of Police or his or her designee in accordance with State record retention laws. All requests and final decisions will be documented.
- i. Officers shall note in incident, arrest, and related reports when recordings were made during the incident in question. However, BWC recordings are not a replacement for written reports.

3. Restrictions on Using the BWC

BWCs shall be used only in conjunction with official law enforcement duties. The BWC shall not generally be used to record:

- a. Communications with other SPD employees without the permission of the Chief of Police;
- b. Encounters with undercover officers or confidential informants;
- c. When on break or otherwise engaged in personal activities; or
- d. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.

C. Interview Room Video Equipment

1. Investigators and officers can utilize the interview room to conduct formal interviews.
2. Prior to starting the interview the observer in the AV room will insure the audio and video are working properly.
3. At the completion of the interview the investigator or officer will complete the interview log and send a request to the OPS Office requesting a copy of the interview be made. The request should include the date, start and end time, case number, and the subject's name.
4. After being copied the DVD containing the interview will be submitted to evidence.
5. The Interview Video DVR continuously records and records over older data so it is imperative that requests for interview copies be sent in a timely manner and the interview room lights be turned off when not in use.

D. Building Security Video

1. The primary purpose of the building security is for monitoring the entry points and exterior of the police building.
2. If an incident occurs at the police department and the surveillance footage is needed a request will be sent to the OPS Office for the video footage. If an Open Records request is made for the video by a citizen the request will be forwarded to the OPS Office to research if the video is still available, and if so, make a copy.
3. The building surveillance system continuously records so requests should be made in a timely manner to insure that the footage is not recorded over.

V. TAPE & DIGITAL RECORDINGS CONTROL AND MANAGEMENT

Storage – Descriptor / Tag

1. All files shall be securely downloaded periodically and no later than the end of each shift. Additionally all sworn employees are responsible for checking the accuracy of the identifier tags at the end of each shift . Each file shall contain information related to the date, BWC identifier, and assigned officer. Each file will be recorded as or tagged with the case number. If multiple officers are involved, all associated BWC footage will be marked with the case number. and each employee will log into the file storage system by their individual user name and password.

Employees are responsible for tagging their individual recordings;

- a. Arrest – Criminal Investigation – Use of Force – Vehicle Accident Citation/Investigation - sworn employees involved in any of these incidents shall tag the recording as such, these listed files will be maintained for Thirty (30) Months;
- b. Citation – sworn employees involved in the issuance of any citation not involving an arrest should note the BWC and/or car video number on the citation;
- c. Employees involved in any incident not defined above, and where the nature of the incident may prove of training or

other value will be tagged as such with the result that these files will be maintained for 180 days.

- d. The aforementioned retention periods will also pertain to the department's Mobile In-Car camera system.
2. All images and sounds recorded by In-Car Video and BWC are the exclusive property of this department. Accessing, copying, or releasing files for non law enforcement purposes is strictly prohibited.
3. All access to in-car video and BWC files must be specifically for official law enforcement functions.
4. Files shall be securely stored in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution.
5. The Chief of Police shall designate the Special Services Lieutenant to act as the coordinator of the in-car video and BWC deployment and the file storage system. The Special Services Lieutenant shall be responsible for the maintenance of in-car video and BWCs. This employee shall be responsible for auditing the use of the file storage system.

NOTE: If a recording contains documentation that may result in CIVIL LITIGATION involving the Suwanee Police Department or its employees, the video of the incident will be maintained until litigation is resolved.

VI. SUPERVISORY RESPONSIBILITIES

- A.** Supervisors will inspect the in-car and BWC video camera systems during their routine inspections of their officers and their officers' assigned equipment.
- B.** On a monthly basis, supervisors will randomly review at least one in-car and BWC video per unit to ensure that the equipment is operating properly and that officers are using the equipment appropriately and in accordance with policy to identify any areas in which additional training or guidance is required. These reviews will be documented on Guardian Tracking by the officers' supervisor.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

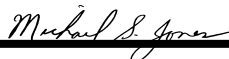
SECTION: C-005 COMMUNICATIONS PROCEDURES

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I. PURPOSE

The purpose of establishing guidelines for the telephone and radio communications is to ensure that the police department will convey information consistently, accurately and responsibly in emergency and non-emergency transmissions.

II. SCOPE

This policy applies to all sworn and non-sworn personnel authorized to use the police frequency to transmit messages.

III. COMMUNICATIONS PERSONNEL

A. Terminal Agency Coordinator (TAC)

The Chief of Police or his/her designee shall appoint an individual to perform the functions of the departmental Terminal Agency Coordinator (TAC) Responsibilities include:

1. Assist the Chief of Police in developing policies and procedures for CJIS network operations.
2. Maintain the quality of GCIC/NCIC Record entries regarding timeliness, accuracy, completeness, and validity of records.
3. Serve as the point of contact for validations and all other GCIC/NCIC network related matters.

4. Administer the GCIC terminal operator-training program within the Department.
5. Notify the GCIC Security Officer when a new Chief of Police is hired and arrange for the signing of a new User Agreement.
6. Ensure Department in-service training programs inform employees of requirements and guidelines for the effective use of GCIC/NCIC files and services.
7. Ensure written record validation procedures are established and followed.
8. Maintain copies of all required operation manuals, updates, and revisions, operation bulletins and broadcast messages related to CJIS network operations. Dissemination logs of criminal history records obtained via the CJIS network, and copies of signed User Agreements must also be maintained

B. Communications Supervisor

The Communications Supervisor will be charged with the day-to-day supervision, monthly counseling, and annual evaluations of the Communications Officers. Additionally, the Communications Supervisor will be responsible for setting the shift schedule and approving authorized training and leave.

Patrol Shift Supervisors will retain supervision authority in the absence of the Communications Supervisor.

C. Communications Officers

The general responsibilities of the Communications Officers are to monitor and dispatch field units via radio, track unit assignments and activities utilizing a log sheet, and answer the telephone for incoming service requests or general public inquiries. Communications Officers will advise dispatched officers of any pertinent information relating to the nature of the call so the unit may take suitable precautions. If specific information is not available, the responding officer shall be notified.

Communications Officers are responsible for the data entry of all dispatched and officer initiated calls into the CAD (Computer Aided Dispatch).

Communications Officers shall not impair law enforcement services by permitting officers to check "out-of-service" for meals when they are needed to maintain a reasonable complement of available manpower.

Communications Operators shall not quote Georgia law and will not give legal advice to the general public.

D. Training

All newly hired Communications Officers will spend a minimum of six weeks of training on the day-to-day operations of the Communications Center. After initial training is completed, Communications Officers will begin the GCIC Certification Program. Communication Officers will attend 40 hours of training as required by state mandate. Communications Officers are encouraged to complete the departmental Training Request Form if they learn of a class in which they would like to enroll. The Department may require or encourage additional and periodic training.

E. Division Security

The Communication Division is a secure restricted area with access provided to authorized personnel only. Authorized personnel are identified as:

1. Communications Officers
2. Uniform Patrol Supervisors
2. Division Commanders
4. Administrative Assistant
5. Detectives
6. Chief of Police
7. Other individuals authorized by the Chief of Police, Division Commanders and the Communications Supervisor

F. Responsibilities to Patrol Officers

The radio represents the officers' primary contact with headquarters while in the field. The Communications Division has 24-hour two-way radio capability providing continuous communications between the officers/personnel in the field and the Communications Division. Every patrol officer and detective unit assigned to or engaged in field assignments has a portable radio personally assigned and identifiable by the Communications Officers by badge number.

G. Phone Access

All citizens residing in the City of Suwanee and citizens within the Gwinnett County area will have the capability of dialing "911" and immediately reaching the Gwinnett County Communications Center to place an emergency call 24-hours-a day. Those calls will then be forwarded to the Suwanee Communications Center to be dispatched to Suwanee Police Personnel.

Citizens in Suwanee will also have toll-free access, 24-hours-a-day, from any pay telephone in the City of Suwanee. Should any incoming emergency call be misdirected from another agency to Suwanee, the Communications Operator will immediately transfer such call to the proper agency.

The Gwinnett County Communication Center is equipped with the Enhanced 911 System. The ability of citizens to telephone quickly and easily for emergency service is critical. In addition, the Enhanced 911 System provides the address of the caller when a 911 call is transferred to Suwanee PD from GCPD 911.

The 911 emergency number is prominently displayed in the phone book, in public phone booths and on roadway signs.

Residents can call 770-945-8995 to call the Suwanee Police Department directly. This number is also available 24-hours-a-day and will be displayed on all marked police department vehicles.

H. TTY/TDD Access

Hearing impaired persons have access to emergency and non-emergency lines via Telephone Device for the Deaf (TDD). In the event the Communications Officer receives a TTY/TDD call, he/she will hear a tone.

Protocol Telephone Text for the Deaf (aka TTY or TDD)

1. There is an icon on the bottom right of the Guardian phone system that shows TTY, click this icon and a display box will appear. There are prompts to assist with questions. (Example: phone-What is your phone number? Address-What is your address?)

The necessary information shall be obtained and officers dispatched. Advise the officer's that the caller is hearing or speech impaired.

2. When the call is complete, save the information by pressing the icon that displays save.
3. The TTY/TTD system will be tested on a monthly basis by calling Gwinnett County. Advise the dispatcher at Gwinnett County to call us from their TTY/TDD machine for testing purposes. Document the test by pressing the save icon.

Conversation Etiquette Abbreviations

GA	go ahead	MTG	meeting	R	are
SK	stop keying	NBR	number	SHD	should
CD	could	OIC	oh, I see	THX	thanks
CUL	see you later	OPR	operator	TMW	tomorrow
CUZ	because	PLS	please	U	you
HD	hold	Q	question	UR	your

I. Language Translation

To establish communications with the community's substantial non-English speaking population the following contacts will be used for the following languages.

The Language Line 1-800-523-17836 (See Attachment A Quick Reference Guide)

Bridging the Gap Interpreting Services 404-581-0044

All common languages

Spanish: Capt. Mooney
Mariza Abdeljawad

Hearing impaired

A list of qualified interpreters for the Gwinnett area will be maintained in Communications. The City of Suwanee will be responsible for paying for any interpreting services provided on a contract basis. If additional assistance is required Monday through Friday, between the hours of 0800 and 1600, the Georgia Department of Human Resources may be contacted at 404-657-4722.

J. Collect Calls

Communications Officers should not accept collect calls from the general public. If an emergency exists, the caller should be referred to the appropriate or emergency Communications number.

K. Recordings of Radio Transmissions and Telephone Lines

All emergency telephone lines, one police primary radio channels, and two TAC radio channel will be recorded 24 hours a day. The recording equipment is a digital recording system. The system allows for immediate playback of recorded telephone and radio conversations while it maintains a continuous recording of radio transmissions and emergency telephone conversations. The information is stored on a computer that archives the data automatically as needed and is secured in the server room. The information shall be stored a minimum of 3 years. Requests for reviewing or re-recordings for training, internal or criminal investigation purposes may be submitted the Division commanders via the shift supervisor and the chain of command. The general public can obtain a re-recording with an open records request.

Members of the media/press must submit a formal request to the Chief of Police or his or designee. Only the Chief of Police or his/her designee has the authority to release a re-recording to the media/press.

The Communications Officer can activate instant playback of previously recorded information by pressing the "Previous" button on the recording console. This may be done at anytime to verify or confirm urgent and/or pertinent information received from any radio channel or telephone line when the information was indistinguishable or covered by other radio transmissions.

IV. EQUIPMENT FAILURE/ USE OF PORTABLE RADIOS

A. Equipment Failure

The Department will maintain backups of all emergency systems in order to provide essential emergency services to the City of Suwanee. These backups include but are not limited to the following:

1. Built-in back up generator for electrical power.
2. Portable radios for backup of radio console.
3. U.P.S. located in the equipment room in the event the generator fails. Additionally an alarm is installed in the Communications Division to alert the Communication Officers in the event the UPS fails.

In the event the Communications Division loses electrical power, the uninterrupted power supply (UPS), will automatically be activated until the generator is supplying power causing the UPS to deactivate. If the generator fails, the UPS will automatically activate and supply power to the Communications Division only.

4. Radio System failure.

In the event of failure to the Gwinnett County Digital Radio system the following procedures will be followed,

1. Immediately report the problem to Mobile Communications of Gwinnett, 770-963-3748.
2. An Alert message will be sent by dispatch to all logged in users of Records and CAD instructing the radio system is down and radio communications will switch to ITAC channel.
3. All users will switch the radios (portables and mobiles) to ITAC by selecting ZONE, "MA TA CALL" then switch the channel to "MA TA LAW".

B. Portable Radios

Officers are provided portable radios to improve mobility in the field and for protection when away from the police unit. It is essential that these radios be used properly to avoid undue criticism from others.

1. When officers are out of the unit, the purpose of the radio is to ensure continuous communication between the Communications Center and the officers in the field.
2. The radios should not be used to waste time or for neglecting duty or for conducting personal business.
3. It is the officer's responsibility to see that the radio is charged and ready for service upon reporting for duty.
4. Radios will be issued to each officer upon employment. It shall be the officer's responsibility to ensure the radio is maintained and ready for service at all times.

C. Emergency Buttons

EMERGENCY alert (AKA 10-33) from an Officer needing help by activating the feature on a portable radio or a mobile radio.

All portable radios and mobile radios shall be equipped with an emergency button.

Once activated the following procedures shall be followed:

1. The Communications radio operator receives and acknowledges the alert via Genwatch3.
2. Communication radio operator will send an alert tone over dispatch channel with the following traffic;
 - a. "All units 10-3, reference 10-33 <unit number> at <unit location>, All units go to TAC"
3. Communication Radio operator will attempt to contact the officer activating the emergency on the emergency radio channel as follows:
 - a. "<unit #>, Code 4 reference 10-33?"
- 4 The response of the officer will dictate one of three responses:
 - a. If the officer advises "Code 4" the operator shall broadcast such information to all units on main and TAC channels and resume normal operations on main channel.
 - b. If the officer advises traffic other than "Code 4", such information will relayed to officers on TAC. The main channel will remain clear of all traffic except the officer with the emergency.
 - c. If there is no response from the officer, the radio operator shall send an alert tone over the emergency channel and ask again. If there is still no response, the situation will be handled as a "Signal 63- Officer needs help." The radio operator will send an alert tone over TAC channel with the following traffic: "Signal 63 <unit #> at <location>." The shift supervisor will respond to the location. Radio operator shall continue to attempt to make contact with the officer on the emergency channel as well as any cellular phone, pager, or mobile computer. If the involved officer is a supervisor, a senior officer shall be in charge until properly relieved. If the location of the officer is not known, the supervisor or OIC will make notifications and establish a systematic search for the officer – remembering that neighboring agencies may be of great assistance.

5. Radio operator will process and clear the emergency alert from Genwatch3

V. COMMUNICATIONS RESOURCES AND REFERENCE MATERIAL

- A. Current editions of the following resources and references material are maintained in the Communications Division:
 1. A duty roster including all sworn assignments will be provided to the Communications Division at least 15 minutes prior to the beginning of each shift.
 2. Listing of all Department employees' residential phone numbers and cellular phone numbers.
 3. Listing of all portable and mobile radio identification numbers assigned to personnel, Department vehicles and divisions.
 4. A map of the city depicting the city's service area and police zones is displayed on the wall in the Communication Office.
 5. On call schedules for the Criminal Investigation Division.
 6. Local/State Federal Agencies telephone listing.
 7. City of Suwanee Police Department SOP.
 8. Listing of the responsibilities of City Departments.
 9. Listing of all local hospitals/Red Cross.
 10. Listing of mental health agencies/stress referral numbers and programs available for victims/witnesses. (Victims Rights Notification Forms).
 11. Hazardous Materials information.
 12. Emergency Management/Natural Disaster Information.
 13. Haines Directories/Atlas.
 14. National Information Crime Bureau (NICB).

VI. IDENTIFICATION OF OFFICERS

- A. All officers assigned to field or investigative duties shall identify themselves by their badge number during radio transmissions. Badge numbers will be assigned upon employment.
- B. Prior to each shift, the Communications Officer will be given patrol unit assignments by the Shift Supervisor. This will be the basis for assigning calls as they are received.
- C. On receiving a call and determining which sector it is in, assign the call to the officer responsible for that sector. If the sector unit is unavailable for a call, give the call to the assigned "back-up" unit. If they are also unavailable, the Shift Supervisor will be contacted and will advise the dispatcher of what action to take.

VII. ASSIGNMENT OF EMERGENCY VEHICLES

- A. The employee, receiving a call for police assistance, shall determine the severity and the nature of the request for police service and whether an emergency or non-emergency response is required. The call taker will advise the caller of the agency's response for service or will advise the caller of the correct jurisdiction and will assist the caller either with the connection or will provide the contact number.

It is then Communications Officer's responsibility to obtain as much information as possible from the caller, so that a determination can be made as to the number of patrol units required and which units will be dispatched.

Supervisors or watch commanders may direct patrol units as needed during the response to calls.

When calls are received from witnesses and / or victims, the communications personnel will be familiar with services and referral information to be provided.

- 1. Although the primary responsibility for providing assistance to a victim or witness will be the first responder to a scene, communications center employees may have to respond to victim/witness request for information and / or services upon initial or subsequent requests. When requested the communications center employee should:
 - a. Give information to the victim / witness about applicable rights and services (e.g. counseling, medical attention, compensation programs, emergency financial assistance, victim advocacy, etc.) and the phone number of the appropriate Gwinnett County Victim Assistance Program.

- b. 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)
 - c. Inform the victim / witness of the case number (if known by the officer) and subsequent steps in the processing of the case.
 - d. 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.
- B. No unit shall go to the location of an emergency or urgent call unless instructed to do so by the dispatcher or Shift Supervisor. A back-up officer will be sent along with the initial officer when required.
- C. When a unit receives a cancellation on an emergency 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 back-up units shall resume their normal duties immediately after it has been ascertained that their assistance or presence is no longer needed.
- E. The patrol supervisor may, at his./her discretion, approve for an officer to receive information on a crime or incident via telephone or by mail or e-mail, in lieu of an on scene response. The patrol supervisor will take into account the type of incident, location of occurrence and the complainant or victim, any time lapse, and any other pertinent information.
- F. Communications officers shall transmit all pertinent information to the officers via the radio. All other information shall be transmitted on a recorded phone line. No information in relation to calls being dispatched shall be transmitted via text or personal cell phone

VIII. TEN CODE, SIGNAL AND CODES

- A. The ten codes as issued by the Gwinnett County Police Department shall be the official signals for radio transmissions between the Communications Center and the officers of the Suwanee Police Department.
- B. See Appendix A of this chapter for list of ten codes.

IX. PHONETIC ALPHABET

Officers of the Suwanee Police Department will use the Military Phonetic Alphabet during radio transmissions. The correct military designations are as follows:

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	

X. CALL PROCEDURE

A. Reassignment of Calls

Supervisors may, at their discretion, cause calls to be reassigned to other units. This will be done only when they are aware of information affecting the efficient response of units to the scene of the call which the dispatcher was unaware. Officers may request reassignment of calls by advising their supervisor of the reason why. Such a situation would be when two units have been assigned calls and know that they are each closer to the other's call. **At no time will an officer take it upon himself / herself to reassign calls.** The officer must advise the supervisor, who will evaluate the feasibility of reassignment and approve the reassignment.

- B. When calling the dispatcher, all members using department radios will first give their assigned officer number and then wait for acknowledgment before continuing with their message. The only exception shall be when calling 10-8 or any other call where it is necessary to transmit information in an emergency situation.

EXAMPLE: Unit: 901 to Radio

Dispatcher: 901

Unit: 901... (message follows)

This procedure shall be followed at all times, including when checking out with a traffic stop or 10-7 at a location. Units will not quickly give their officer number and then their message without first waiting for an acknowledgment from the dispatcher. If two or three cars are calling headquarters at the same time, only the car with the strongest signal will

be heard. The dispatcher will acknowledge this car and the other units will wait their turn until that unit is finished with his message before they attempt to call again.

- C. When a dispatcher has a message or call to dispatch, he will adhere to the following procedure as well as officers in mobile units:

EXAMPLE: Dispatcher: Radio, 901, Signal 41

Unit: 901

Dispatcher: 901, Signal 41 (location)

Unit: 901

The use of signals and codes ensures that the procedure of dispatching calls is handled formally, correctly and accurately.

- D. The only time that these two procedures (outlined in paragraphs X-B and X-C of this SOP) should be disregarded is in extreme emergency situations where a crime is in progress, someone's life is in danger or during communication with agencies outside the Suwanee jurisdiction. At this time, common language can be used.
- E. Upon the receipt of a call by radio, the officer shall immediately respond without delay, proceeding via the shortest route with due regard for the safety of persons and property.
- F. When a car is manned by two officers, both shall investigate all serious calls and share equal responsibility.
- G. Whenever a car is given the wrong address or location, the officer shall notify the dispatcher of such fact and be guided by his instructions.
- H. The operating personnel of all cars will check in and out of service unless otherwise directed by the Chief. When out of service, personnel must give the location of the out-of-service call and the reason.
- I. When a suspicious condition call is given out to a unit, the dispatcher shall give the officer as much information as possible. If the dispatcher is unable to get further information from the caller/complainant, the dispatcher will so advise the officer and he should approach with caution.
- J. Names of officers shall never be used on the air on any channel, unless otherwise justified.
- K. 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 time, the dispatcher will give the call to the next available unit. The dispatcher will in turn notify the Shift Supervisor so he can make an investigation as to why the first car missed the call if the car did not notify the dispatcher he was out of service or was on another call.

L. Calls Holding

When a call is received and all officers on duty are 10-6, advise the supervisor there is a call holding, the location of the call, and the type of call

M. Arrival on Scene

All units will notify the dispatcher when he arrives on the scene so the dispatcher can log the unit out and also log the unit in when the unit calls back into service on completion of the call.

N. Vehicle Stops

When a unit stops a vehicle, the location of the stop and tag number will be given. All units must give information to the dispatcher as soon as possible while in the process of stopping the vehicle to enable the dispatcher to record the information on the vehicle.

O. Car-to-Car Traffic

Car-to-car traffic must be held to a minimum and will not be permitted unless it is traffic in reference to a call being handled or gathering of police information.

P. Computer Check Requests

When checking a tag, the following format will be used in assisting dispatcher:

EXAMPLE: Unit: 401, Radio, 10-28

Dispatcher: 401

Unit: Georgia tag CGL217

Dispatcher: 401, 10-12

When information is available, the dispatcher will advise the unit giving the owner's name, address and NCIC/GCIC information.

EXAMPLE: Dispatcher: 10-28 returns on a 2010 Toyota Corolla to John Smith, Suwanee, Georgia, active, valid, negative 10-29

When checking a person for driver's license or wanted, the unit will address the dispatcher as follows:

EXAMPLE: Unit: 401, Radio, 10-27

Dispatcher: 401

Unit: (State) OLN

Dispatcher: 401, 10-12

When information is available, the dispatcher will advise the unit giving the driver's name, address, and NCIC/GCIC information.

EXAMPLE: Dispatcher: 10-27 returns to John Smith, Suwanee, Georgia, valid class C, negative 10-29.

When checking wants for a person, the unit will address the dispatcher as follows:

EXAMPLE: Unit: 401, Radio, 10-29 by name and DOB

Dispatcher: 401

Unit: (Last name, first name, middle initial, date of birth, race, and sex)

Dispatcher: 401, 10-12

When information is available, the dispatcher will reply:

EXAMPLE: Dispatcher: Radio to 401

Unit: 401

Dispatcher: 10-29 on (name of person) comes back negative or is a want

When information returns on a tag as 10-99, the dispatcher shall advise the officer via the radio 10-0. The dispatcher may relay the information

to the officer when he/she responds and is ready for traffic. When information returns on a driver's license as 10-99, ask the officer via the radio if he/she is available for traffic in reference to 10-99. When the officer is available, relay the 10-99 information via the radio.

XI. DISPATCH / STATUS

- A. Each incident, complaint, or emergency call for service will be assigned an incident number, and will be entered into the CAD System as soon as received. An incident card or log sheet will be used in the event of a computer system failure and entries cannot be entered in real time.

- B. Case numbers will be assigned to all incidents in which a report is filed. The case number will follow the format of "2007-00001". The first four (4) digits indicate the current year. All digits appearing thereafter indicate the count of case numbers issued, starting with 0001 at the beginning of each year. If an error is made in the case number field on the system and saved, then corrected, the Communications Supervisor must be notified. This is because there are other files which will contain the error and cannot be corrected from the incident screen.

- C. All calls for service, to include self-initiated, will be documented by the Communications Center in the CAD. For each of these calls, CAD will auto-populate a control number, date and time, time of dispatch, time of officer arrival, and time of officer returning to service. The communications officer will obtain relevant information from the complainant and enter it in the incident screen as completely as possible, recording at a minimum the following:
 - 1. Type of incident reported
 - 2. Location of incident reported (address only-enter the street number followed by the city street name i.e.: 3245 Lawrenceville Suwanee Road.)
 - 3. Complainant's name, address and telephone number, if possible
 - 4. Assigned and Assisting Units
 - 5. Disposition of Call
 - 6. Department Case Number, if assigned

- D. Whenever a Priority I or Priority II call is received, the dispatcher shall obtain as much information as possible. In violent incidents the on duty Communications Officer shall try to determine the presence of weapons, the degree of violence, and the presence of the perpetrator. In incidents involving lookouts, the employee shall attempt to obtain complete descriptions of vehicles, persons, direction of travel, and number of perpetrators.

XII. OFFICER EXITING VEHICLE

- A. Whenever an officer exits his patrol vehicle for any type of call or is out of service, he will notify the Communications Center of his location and of the proper code or status (10-6, 10-7, 10-10, etc.). The officer must, at all times, have his portable radio on and continue to monitor police department radio traffic.
- B. Upon notification of an officer exiting the police vehicle, the dispatcher shall note the following information in CAD:
 - 1. Unit Number
 - 2. Officer's location
 - 3. Reason (proper code or status)
- C. A Radio Log shall be maintained electronically as part of the CAD database. The Radio log shall be a permanent record maintained in accordance with FCC requirements.

XIII. USE OF PRIORITY CODES

- A. All incoming calls will be received by dispatchers who will gather the necessary information as to:
 - 1. Location of problem
 - 2. Nature of problem
 - 3. Caller's name, address, phone number
 - 4. Other pertinent information concerning the call
- B. It is imperative that dispatchers obtain a sufficient amount and quality of information from callers to be relayed to the responding officer. The responding officer will then advise dispatch which response code will be used:

Priority "1"

(Emergency) Is utilized when it is known or strongly suspected that time in response is most vital in saving a life, or lives, and to provide immediate assistance. Response by the officer will require the use of emergency equipment (blue lights and siren) except when the use of such equipment would likely result in alerting the violator and increasing the likelihood of escape. The officer may disregard traffic laws, but at no time may operate in a manner which will needlessly endanger himself or others.

Priority "2"

(Urgent) is a call which requires an officer to be on the scene as soon as possible. The officer will respond immediately while obeying all applicable traffic laws.

Priority "3"

(Routine) is a call of a routine or less serious nature. The officer will respond as soon as possible or may handle the call while remaining in service. This type call may be held, at the discretion of a field supervisor, for a zone car if one is not available.

XIV. PRIORITY CALLS FOR SERVICE

A. Priority 1

The following calls will be handled as Code 1 response 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. These calls (Code 1) will be 10-18 calls:

Signal 1CJ	Car Jacking
Signal 5	Bomb Threat
Signal 6	Explosives Located
Signal 27	Homicide
Signal 29IP	Fight in Progress
Signal 33	Fire (confirmed)
Signal 40IP	Assault In Progress
Signal 42IP	Burglary in Progress
Signal 41I	Accident with Injuries
Signal 44IP	Robbery in Progress
Signal 46I	Person Hit by Automobile
Signal 47	Drowning in Progress
Signal 49	Rape in Progress
Signal 50	Person Shot
Signal 51	Person Stabbed
Signal 58	Abduction in Progress
Signal 62	O.B. Call
SIGNAL 63	OFFICER NEEDS HELP
Signal 67	Person Down
Signal 77	Aircraft Down
Signal 80	Chase in Progress (if assistance
is requested)	
Signal 86Agg	Aggravated Domestic

B. Priority 2

The following calls are to be handled without delay. But do not require a Code 1 response.

Signal 1S	Stolen Vehicle
Signal 2	Police Alarm
Signal 3	Fire Alarm
Signal 14	Threats
Signal 19	Smoke
Signal 21	Vicious Animal
Signal 24	Demented Person
Signal 25	Discharging Firearms
Signal 26	Discharging Fireworks
Signal 30	Drunk in Auto
Signal 31	Wires Down
Signal 32	Escaped Prisoner
Signal 36	Hazmat Incident
Signal 40	Assault
Signal 41	Accident
Signal 43	Hit and Run
Signal 44	Robbery
Signal 46	Person hit by Auto
Signal 48	Person Dead
Signal 53	Suicide
Signal 54	Suspicious Person/Vehicle
Signal 55	Trouble Unknown
Signal 56	Runaway
Signal 68	Person Screaming
Signal 69	Person Armed
Signal 70	Prowler
Signal 71	Public Indecency
Signal 73	Cave in
Signal 86	Domestic
Signal 92	Gas Leak

C. Priority 3

Routine calls for police service requiring the presence of a police officer (e.g. thefts, burglaries, and other crimes against property).

XV. ASSIGNMENT OF PATROL SUPERVISOR

The dispatcher will assign a patrol supervisor to respond and assume command whenever any of the following calls for service are received:

1CJ	Car Jacking
5	Bomb Threat
6	Explosives Located

27	Murder
32	Escaped Prisoner
42IP	Burglary in progress
44	Armed robbery
41	Accident (Fatality)
41	Accident/police vehicle
43	Hit and Run (Fatality)
49	Rape
50	Shooting
58	Abduction
60	Crimes Against Children
80	Chase in progress (if asked for assistance)

XVI. CALLS REQUIRING ASSISTANCE (BACK-UP)

- A. The handling of dispatched calls is routinely handled by one officer, however the following calls may require the dispatcher to dispatch no less than two officers. The supervisor may send additional units on designated calls at his 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).

Signal 29 - Fight or disorder reported
 Signal 86 - Domestic problem
 Signal 44 - Armed robbery
 Signal 69 - Subject with firearm
 Signal 27 - Murder
 Signal 80 - Chase in progress
 Signal 5 - Bomb threat
 Signal 32 - Prison/jail break
 Signal 63 – Officer needs help

- B. Back-up may also be required on 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 become violent depending on the subject and the situation.

XVII. CRITICAL NATURE FELONY IN PROGRESS CALLS

- A. When a call is received by the Communications Center, critical nature felony in progress, information obtained shall immediately be broadcast and the appropriate units will be assigned. A 10-3 will be invoked at the request of any member who encounters an emergency type situation at which time the dispatcher will immediately broadcast a 10-3 message. A 10-3 radio situation will be handled in the following manner:

1. The dispatcher shall broadcast the following message upon initiation:

"Radio, attention all units. A 10-3 is now in effect. Further transmission will be allowed only if of an emergency nature or if directly involved in the present emergency situation."

2. The first officer arriving at the scene shall, as soon as possible, obtain a description of any vehicle or suspect(s) wanted and cause it to be broadcast.
3. Where several units have responded, it will be the duty of the field supervisor or the senior officer at the scene to designate and assign a monitor unit and to notify the dispatcher of same.
4. When applicable, telephonic communications shall also be established with the Communications Center from the scene.
5. During the 10-3, only those personnel at the location of the major crime scene or emergency may use the radio. All other units shall use the radio only if an emergency occurs at which time they shall advise their officer number and state the nature of their emergency. Emergency calls shall continue to be dispatched despite an existing 10-3 situation.
6. As soon as practical, field supervisor or officer in charge at scene will request the 10-39 at which time the dispatcher will broadcast:

"Radio, attention all units 10-39. All units may now resume normal transmissions."

- B. Whenever a critical nature felony in progress call (i.e. armed robbery, homicide, etc.) is received, dispatcher will designate units by picking them from those units which are available at the time. The dispatcher may also assign as many additional units as may be necessary when information received indicates that the call may pose an immediate threat to an officer. If, after arriving at the scene, an officer feels that more back-up unit(s) are needed, he may call for additional assistance.
- C. As soon as the appropriate number of units have been dispatched to the call, dispatcher will contact the Shift Supervisor or officer in charge of the area where the incident is occurring. The Shift supervisor or officer in charge, when contacted, will immediately respond.
- D. If, after arriving at the scene, the Shift Supervisor or officer in charge cannot resolve the situation, he will notify the Division Commander who will immediately respond and assume command.

- E. The Shift supervisor or officer in charge, no matter what the rank, shall be responsible for clearing the scene of police officers and other persons whose services are not needed and in addition shall take immediate steps to return unneeded units to active service as quickly as possible.

XVIII. COMMUNICATIONS WITH OTHER DEPARTMENTS AND AGENCIES

A. Interaction with Other Divisions of the Police Department and Other Agencies

The Communications Division shall provide support to other divisions of the Police Department. Such support includes, but is not limited to:

1. Dispatching police officers and other departmental personnel as needed.
2. Providing communication between the field and police headquarters.
3. Obtaining records checks as needed for field officers.
4. Assisting officers by placing telephone calls to wrecker services, dispatching ambulances, calling businesses for alarm activations, etc.
5. Providing contact with local, state, and federal police agencies as needed.
6. Providing contact with Gwinnett County Dispatch to request Fire and Rescue personnel and units.
7. Communications and officers can also communicate with other interacting agencies in Gwinnett County via radio.
 - a. When using the radio to communicate, the interacting agency will be referred to by the call sign established by that unit. (Example: Gwinnett 420).
 - b. Notes may be added to any incidents to document the actions of an outside agency. (Example: Gwinnett 420 req backup)
 - c. Generic PD and SO identifiers are available in CAD for use if an outside agency utilizes a Suwanee PD radio channel as the main channel during an incident. (Example: PD1 and SO1)

B. Interaction with City Departments

The Communications Division provides assistance to other City Departments. These duties include:

1. Provide a communications link between other City Departments and the Police Department. This includes problems such as broken water lines, traffic light and directional problems, and road or street obstructions, etc. to the appropriate City department. When communications notifies other departments of problems or issues, notes may be added to the CAD. (Example: notified city of street obstruction)
2. Providing additional support to the Municipal Court and City Hall.

XIX. PROCURING EXTERNAL SERVICES

The patrol supervisor, or his superiors, shall have the authority to request special services external from this agency. Upon request, the Communication Center shall make contact by phone. The listings for these services shall be maintained in the Communications Center. The special services available to this Police Department are:

- A. Helicopter Service: Gwinnett County PD
Georgia State Patrol
- B. Bloodhounds: Gwinnett County Sheriff's Department
Phillips Correctional Institute
- C. Drug Dog Team: Norcross Police Department
Duluth Police Department
Lawrenceville Police Department
Gwinnett County Sheriff's Department
- D. Special Investigative Service/Medical Examiner
- E. Georgia Crime Lab Georgia Bureau of Investigations (404-244-2500)
- F. Wreckers: Willard's Wrecker Service
- G. Suwanee Police Department Chaplin
- H. Tactical Teams: Gwinnett County PD S.W.A.T./EOD
Georgia State Patrol S.W.A.T.
Georgia Bureau of Investigations EOD Squad
- I. Traffic Fatalities: Lawrenceville Police Department
Gwinnett Municipal Agencies Call Out List
- J. Homicides/ Major Crimes: Gwinnett Municipal Agencies Call

Out List

XX. RESOURCES

The communications personnel will also have a telephone and pager listings (if applicable) of all agency personnel. The listings will be maintained on the Agency computer system and can be printed to provide a hard copy, if necessary.

EMS and fire type incidents will be conference called with Gwinnett County Fire / EMS Communications, who shall be responsible for EMS/Fire tactical dispatch. The Suwanee Communications Officer connecting the call will remain on the line until the incident location, incident nature, calling party's name and a call back phone number has been obtained by Gwinnett County EMS / Fire Communications.

The Communications Center is also equipped with maps of the city and surrounding area. One of the city maps is mounted in the communications area for quick reference.

XXI. ON DUTY OPERATOR ABSENCES FROM THE RADIO ROOM

- A. This policy shall apply to all Radio Operators (including smokers).
- B. All on-duty Radio Operators will remain within the physical confines of the Radio Room unless authorized to be elsewhere.
- C. Dispatchers are permitted to take up to 15 minutes in break time during the first half of the shift and 15 minutes in break time during the second half of the shift. The breaks may be taken in 5-minute intervals. This time is to allow dispatchers flexibility to get refreshments and take smoke breaks.
 - a. One (1) thirty-minute break, halfway through the shift.
 - b. Anytime the Communications Supervisor or Shift Supervisor gives that authorization.
 - c. Dispatchers are permitted to leave the Radio Room when conditions warrant the necessity to evacuate the building due to emergency conditions at the facility.
- D. All Absences from the Radio Room, while on duty, must be where an employee can easily be reached and return to work at a moments notice.

- E. When resources permit, a walkie-talkie will be made available for dispatcher use.
- F. All breaks will be considered paid work time.

XXII. RADIO ROOM RULES AND REGULATIONS

- A. No personal phone calls are to be placed or taken while in the radio room unless approved by a supervisor.
- B. The dispatchers are responsible for maintaining a clean and clutter free work environment. At the end of each shift, consoles are to be wiped down and trash is to be emptied.
- C. Only spill proof cups are permitted in the radio room and all food and drinks should be discarded in the break room.
- D. No tobacco products are permitted in the radio room.

XXIII. EMERGENCY MESSAGES

- A. The Police Department shall be responsible for accepting and delivering emergency messages to the community. The dispatcher shall accept emergency messages either by phone from civilians, or from officers for:
 - 1. Notification of next of kin in event of death or medical emergency;
 - 2. Notification of person to make an emergency phone call concerning death or medical emergency;
 - 3. Notification of next of kin in event of a fatal traffic accident;
 - 4. Notification of person concerning another person stranded;
 - 5. Any other notification as approved by a supervisor.
- B. When a dispatcher receives an emergency message, he/she shall notify the proper zone officer and relay the message. The officer shall respond to the proper address and deliver the message in a conscientious and professional manner. Emergency notification concerning a death will be handled

with the assistance of a Police Chaplain whenever one is available. In the event no contact is made, the officer shall notify the dispatcher, who will notify the concerned party.

XXIV. MONITORING AND RESPONDING TO PRIVATE SECURITY ALARMS

The Communications Center does not monitor private security alarms. However, the agency does respond to calls received from private alarm companies that handle burglary, fire, medical, smoke, panic and holdup alarms for businesses, financial institutions and private residences. Calls received on these lines are handled and dispatched in accordance with the procedures in this Chapter and in P-005 XXIV. Response to Silent / Audible Alarms. Upon receiving one of these alarms, officers will be dispatched in accordance with these procedures

When an alarm has been activated (panic, hold up, etc.), communications personnel shall only try to make telephone contact at the direction of the officer or officers responding.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: C-010 CRIMINAL JUSTICE INFORMATION SYSTEM

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I. PURPOSE:

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

II. DEFINITIONS:

CJIS: The Criminal Justice Information System 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.

III. POLICY:

The Criminal Justice Information System is an integral part of local law enforcement. This agency participates, and has access to the state and federal criminal justice information system (computer network). Recognizing this, the Department will follow all CJIS, GCIC, and NCIC policies, procedures, rules, and regulations. These include the CJIS Network Policy Manual, GCIC Operation Manual, GCIC Rules of Council, and the NCIC Code Manual. Additionally, all Department personnel shall abide those rules and procedures contained in this policy. When a conflict occurs, GCIC/NCIC rules and procedures shall supersede.

IV. PROCEDURES:

A. GCIC Computer Terminals

The GCIC Computer shall be operated only by properly trained and certified terminal operators and/or operators in training and 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 laws and policies regulating the operation of the CJIS network. Each employee of the Department is required to sign an awareness statement indicating that he/she is aware of the penalties of disseminating privileged information obtained from the GCIC network. In the event there is an unauthorized dissemination or use of the CJIS system GCIC will be notified in writing by the agency of the incident. Employees who violate GCIC/NCIC rules can be subject to both civil and criminal penalties.

C. Law Enforcement Teletype Information

This terminal shall only be used for sending and receiving official law enforcement messages. It is the responsibility of the Communications Operators to enter information into the terminal and to relay necessary information to the officers. GCIC logs received by Georgia CJIS network terminals shall be retained for seven years. All printouts generated by these terminals will be retained in proper secure files or destroyed by shredding when no longer needed. For all agency computers that utilize GCIC/NCIC information the hard drives internal or external are destroyed by crushing when no longer in service.

D. Terminal Agency Coordinator (TAC)

The Chief of Police has appointed the Communications Supervisor as Terminal Agency Coordinator (TAC). The TAC is responsible for ensuring all Department employees adhere to all GCIC/NCIC policies pertaining to CJIS network operations.

The TAC will perform the following duties:

1. Assist the Chief of Police in developing policies and procedures for CJIS network operations.
2. Maintain the quality of GCIC/NCIC Record entries regarding timeliness, accuracy, completeness, and validity of records.
3. Serve as the point of contact for validations and all other GCIC/NCIC network related matters.
4. Administer the GCIC terminal operator-training program within the Department, and maintain the completed workbooks and associated information pertaining to terminal certification for each terminal user for a period of two years + 30 days after they leave the Suwanee Police Department.
5. Notify the GCIC Security Officer when a new Chief of Police is hired and arrange for the signing of a new User Agreement.

6. Ensure Department in-service training programs inform employees of requirements and guidelines for the effective use of GCIC/NCIC files and services.
7. Ensure written record validation procedures are established and followed.
8. Maintain copies of all required operation manuals, updates, and revisions, operation bulletins and broadcast messages related to CJIS network operations. Dissemination logs of criminal history records obtained via the CJIS network, and copies of signed User Agreements must also be maintained.
9. The TAC will review user accounts annually to ensure that access and account privileges are commensurate with job functions, need-to-know, and employment status on systems that contain CJI. Periodic reviews may also be conducted.
10. The TAC will ensure that all guest accounts (is any) contain an expiration date of one year or the work completion date, whichever occurs first. All guests accounts must be sponsored by the appropriate authorized member of the administrative entity managing the resource.
11. The TAC of designee must disable all new accounts that have not been accesses within 30 days of creation. Accounts of individuals on extended leave (more than 30 days) should be disabled. In cases where uninterrupted access to IT resources is required exceptions can be made. The individual going on extended leave must have a manager-approved request from the account administrator or assistant.
12. The TAC must be notified if a user's information system usage or need-to-know changes (Ex: termination, transfer). The TAC will remove or disable all access accounts for separated or terminated employees immediately following separation from the agency.
13. Primary responsibility for account management belongs to the TAC.
14. The TAC shall:
 - Modify user accounts in response to events like name changes, accounting changes, permission changes, office transfers, etc...
 - Periodically review existing accounts for validity, and
 - Cooperate fully with an authorized security team that is investigating a security incident or performing an audit review.

CJI access authorizations shall be reviewed when personnel are reassigned or transferred to other positions within the agency and initiate appropriate actions such as closing and establishing accounts and changing system access authorizations.

E. Criminal History Record Information (CHRI)

The Suwanee Police Department Prohibits the Commercial Dissemination and or Distribution of GCIC/NCIC Criminal History Information

CHRI shall only be disseminated as permitted by law. Protected information will not be disseminated to unauthorized persons. A criminal history broadcast over radio frequencies must be coded to ensure the message is not intercepted.

The type/amount of CHRI disseminated is determined 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:

1. Investigative or court utilization
2. Criminal justice employment (Fingerprints required GCIC Rules 140-2-.09)
2. Public and private employment (**Georgia record** only)
4. Licensing (**Georgia record** only)
5. Individual inspection of records (**Georgia record** only)
6. National security checks (**Georgia record** only)
7. Other reasons as provided by law (**Georgia record** only, as determined by law)

Criminal histories from GCIC/NCIC terminal responses will be run in accordance with GCIC/NCIC policies and procedures. The proper purpose code will be used for each inquiry and each will be properly logged. The attention field will be completed correctly by including the last name of the person requesting the history followed by a backslash, then SPD (Suwanee Police Department) or personal history, followed by a backslash, and the initials of the person running the terminal. The ARN field will always be complete with a department reference number such as a case number, citation number, CAD incident number when running the Criminal History under purpose codes C, F, L, and X.

F. Physical Security and Maintenance of all GCIC Hot Files and Supporting Documents

All CHRI documents must be maintained in a secure area out of the view of the public and unauthorized personnel. When CHRI documents are not in use by authorized employees, the documents must be kept in secure storage, i.e., locking file cabinets.

In the event of natural disaster, the Shift Supervisor or Officer in charge shall have the responsibility of ensuring that records maintained by the department are secured and not in danger of being damaged or destroyed.

In the event that department records are not secured or have been damaged and/or destroyed, the Shift Supervisor or Officer in Charge shall make immediate

notification to the affected division supervisor and advise them of the situation. If necessary, a police officer(s) shall be stationed in the area to secure said records until the affected area supervisor(s) responds. Affected areas include Records, Municipal Court, Identification, Evidence, Detective Division and the Chief's Office.

The affected division supervisor shall be responsible for taking immediate necessary steps to ensure that all records are secured on site or that said records are removed to the Training Center, 2966 Lawrenceville Suwanee Road where they can be secured until such time that they can be returned and secured within the department.

G. CHRI Purpose Codes

Purpose codes are used to indicate the intended use of requested CHRI. Only valid purpose codes determined by GCIC shall be utilized.

H. Logging of Dissemination

All dissemination of Criminal Histories must be logged. Each log entry must include:

1. Date of inquiry
2. Identifiers used to perform the inquiry
3. Agency and name of person requesting the inquiry
4. Name of person to whom the information was released
5. Name of person releasing the record
6. Purpose of the inquiry

Log entries must be maintained for four years for audit purposes. Refer to GCIC Council Rules and Regulations. If there is any doubt in reference to a method of dissemination, contact the Terminal Agency Coordinator (TAC).

I. First Offender Information

Georgia law and GCIC Council Rules regulate dissemination of CHRI on persons who have completed sentences under the provisions of Georgia's First Offender Act and GCIC Council Rules. Records containing such CHRI will be provided by GCIC (**Georgia record**) only when Purpose Code "C" is used. Such records may not be used for any employment or licensing purposes.

J. Hit Confirmation Request/Response

A hit confirmation request occurs when another agency desires a response on a "hot file" entered into CJIS by the Department. On all hit confirmation requests, the Communications Officer must confirm, deny, or state specific time needed in response to a hit confirmation for any or all hot file entries within ten minutes, if the request is urgent and within one hour if the request is routine. Terminal operators responsible for hit confirmation procedures must have immediate access to back-up case files while on duty.

K. Terminal Down Procedure

In the event that the GCIC computer is down or must be shut down, the Communications Officer will call GCIC and ask them to monitor our terminal traffic.

L. GCIC/NCIC Violation Discipline Policy

In the event that GCIC/NCIC policies are violated, the police department will follow the progressive discipline policy laid out by the City of Suwanee Employee Handbook.

As it is not possible to anticipate the circumstances under which every conceivable infraction could take place, employees should not view the progressive discipline policy procedures as all-inclusive or as specifying the appropriate discipline. The level of discipline is determined on a case-by-case basis. Nothing in these procedures alters the fact that employment at the City of Suwanee is for an indefinite term. However, these procedures should provide guidance on practices the organization will attempt to follow in many situations when verbal instruction or counseling is not effective.

V. HOT FILE ENTRY AND RETRIEVAL

All stolen items, such as vehicles, guns, tags, etc., and reported missing persons shall be entered into the GCIC/NCIC system as soon as possible, at the maximum 12 hours. Juveniles reported missing will be entered into the computer immediately. A copy of the original incident report must support all entries. Once an item is recovered or a missing person is located, the hot file entry will be cleared as soon as possible.

A. GCIC Entry of Warrants

All warrants are entered into GCIC "hot files" within 12 hours of being posted (if applicable) according to GCIC policy. All information will be verified prior to GCIC entry and again after the entry. Verification is obtained from:

1. Warrant
2. Records arrest file (if applicable)
3. Issuing Department citation copy (if applicable), and
4. GCIC responses from drivers license registration file (**DQ**), wanted persons file (**QWA**) and criminal history files (**IQ**).

The Communications Officer or other authorized personnel will enter the available information gathered from the abovementioned sources in the GCIC system. After receiving computer verification that the

entry was accepted, the NIC number issued will be recorded on the blue sheet and signed by the person entering the warrant. A copy of the computer entry verification (QWA) will be made and attached to a copy of the warrant, a copy of the ticket, and the blue sheet. The warrant, ticket, DQ, IQ, and QWA shall be placed in the warrant folder with the copies to be second checked for completeness by another Communications Officer and accuracy before being filed in the active warrant file by the Communications Officer or other authorized personnel. The second person checking the warrant is just as responsible for the validity and accuracy of the warrant as the person entering the warrant. The same person who entered the warrant into GCIC will be responsible for entering the warrant into the RMS system warrant list.

B. The following criteria must be verified and matched prior to confirming validity and/or requesting a detainer on a wanted person located by another agency:

1. Name as listed on warrant (or verified known alias)
2. Date of birth
3. Sex
4. Drivers license number (if known); and
5. Physical description (height, weight, hair color, etc.)

C. Warrant Service

When a warrant has been served, the arresting officer will notify the Communication Officer. On-duty communication personnel will perform a "clear" transaction on the GCIC "hot file" entry (if applicable). The warrant will then be copied and both copies will be stamped Warrant Cleared and Communications officer clearing the warrant date and initial in the places provided. The original warrant will be sent to Courts with copies of the GCIC paperwork. A copy of the warrant and the original computer clear verification will be attached to the paperwork removed from the active warrant worksheet file. Both the information just gathered and the paperwork from the active warrant file will be combined and placed in the inactive warrant worksheet file.

D. Warrant Recall/Cancellation

Only the Judge or Court of record has the authority to cancel or recall a warrant issued by the Judge. The Court will communicate this by filling out Cancel Warrant form and faxing it to the Communications Officer on duty. Upon receiving this written notification that a warrant has been recalled, the on-duty Communications Officer will sign and date the form then "cancel" the warrant from the GCIC file. After being signed, the fax of the Cancel Warrant form will be faxed back to the Court. The signed Cancel Warrant form will then be attached to the inactive warrant paperwork and filed in the inactive warrant file.

E. Warrant Arrest/Hold for other Agency

Request to detain and/or attempt to locate individuals wanted by another agency may be received by telephone, fax, or the GCIC terminal. The minimum information required for this agency to hold or attempt to locate is:

1. Name as listed on warrant
2. Date of birth
3. Sex
4. Race
5. Warrant number
6. Charge (code section)
7. Location to check
8. Request to arrest and/or hold

F. Administrative Messages

All administrative, All Points Bulletins (APB), and Be On Look Out for (BOLO) messages sent to other jurisdictions are for official criminal justice business only. For specific requirements and restrictions, refer to the CJIS Network Policy Manual.

G. Stolen Article Entries

1. When articles such as televisions, VCRs, telephones, stereo systems, computers, cable boxes, bicycles, lawn mowers, tools and equipment, etc. have been stolen, an incident report shall be completed by the investigating officer. Non-recovered stolen property with a serial number for which a theft report has been completed is entered into the GCIC article files. The article file does not include vehicles, guns, boats and securities.

Once the report is completed, it shall be copied and sent to the Communications Officer for entry. All entries must be made within 12 hours of the report being taken.

The Communications Officer or other authorized personnel will obtain the stolen article information from the officer's report and enter the stolen article into the GCIC computer. After receiving computer verification that the entry was accepted, the NIC number issued will be recorded on the gold sheet and the gold sheet will be signed by the person entering the warrant. The gold sheet and the computer entry verification will be secured together and are to be second checked for completeness and accuracy by another Communications Officer before being filed in the active article file by the

Communications Officer or other authorized personnel. The same person who entered the article into GCIC is required to supply the reporting officer with the NIC number. The reporting officer is then required to enter the number into their report on the record management software in the appropriate property screen.

2. The following items which have a unique manufacturer's serial number or owner-applied number shall be entered into the GCIC files:
 - a. Any stolen item with a value of \$500 or more
 - b. All office equipment, regardless of value (typewriters, adding machines, etc.)
 - c. All television sets, regardless of value
 - d. All bicycles, regardless of value
 - e. Any stolen article, regardless of value, if the total value of the articles taken in a theft exceeds \$5,000
 - f. Food stamps
 - g. Any stolen article if circumstances indicate that the articles may be moved across state lines or the articles are needed for investigative purposes
3. The following information must be included in the incident report for GCIC entry:
 - a. Brand name of stolen property
 - b. Date of theft
 - c. Agency case number
 - d. Manufacturer's serial number
 - e. Owner applied number (if applicable)
 - f. Model number
 - g. Miscellaneous information about the property (such as color, personal identification markings, etc.)
 - h. Value of stolen property

H. Stolen Boat and Motor Entries

1. When boats and/or motors have been stolen, an incident report shall be completed by the investigating officer and entered in the GCIC boat files.

Once the report is completed, it shall be copied and sent to the dispatcher for entry. All entries must be made within 12 hours of the report being taken.

The Communications Officer or other authorized personnel will obtain the stolen boat/motor information from the officer's report and enter the stolen boat/motor information into the GCIC computer. After receiving computer verification that the entry was accepted, the NIC number issued will be recorded on the gold sheet and the gold sheet will be signed by the person entering the warrant. The gold sheet and the computer entry verification will be secured together and are to be second checked for completeness and accuracy before being filed in the active boat/motor worksheet file by the Communications Officer or other authorized personnel. The same person who entered the stolen boat/motor into GCIC is required to supply the reporting officer with the NIC number. The reporting officer is then required to enter the number into their report on the record management software in the appropriate property screen.

2. The following information must be included in the incident report for GCIC entry:
 - a. Registration/document number, state and year
 - b. Boat hull number
 - c. Owner applied number (if applicable)
 - d. Propulsion type (if applicable)
 - e. Boat year
 - f. Boat make
 - g. Boat type, length and color
 - h. Date of theft
 - i. Agency case number
 - j. Miscellaneous information
3. For supplemental stolen boat parts, the following must be included in the report for GCIC entry:
 - a. Registration/document number
 - b. Boat hull serial number
 - c. Agency case number
 - d. Serial number

- e. Owner applied number (if applicable)
- f. Brand code
- g. Engine power/displacement
- h. Miscellaneous information

I. Stolen Gun Entries

1. Serial numbered weapons (and accessories) which use explosive, compressed air, or carbon dioxide to propel a projectile and have been reported stolen or recovered (found by our agency but reported stolen by another agency) shall be recorded on an incident report by the investigating officer and entered in the GCIC gun files. BB guns and pellet guns which are less than .22 caliber should not be entered in these files. They should be entered in the article file

Once the report is completed, it shall be copied and sent to the Communication Officer for entry. All entries must be made within 12 hours of the report being taken.

The Communications Officer or other authorized personnel will obtain the stolen gun information from the officer's report and enter the stolen gun into the GCIC computer. After receiving computer verification that the entry was accepted, the NIC number assigned will be recorded on the gold sheet and signed by the person entering the stolen gun. The gold sheet and the computer entry verification will be secured together and are to be second checked for completeness and accuracy before being filed in the active gun worksheet file by the Communications Officer or other authorized personnel. . The same person who entered the stolen gun into GCIC is required to supply the reporting officer with the NIC number. The reporting officer is then required to enter the number into their report on the record management software in the appropriate property screen.

2. The following weapons shall be entered in the gun files:
 - a. Pistols (including starter pistols)
 - b. Rifles
 - c. Shotguns
 - d. Machine guns
 - e. Antique guns
 - f. Cannons
 - g. Disguised firearms (cane guns, pen guns, etc.)

- h. Firearm mufflers or silencers
 - i. Firearm frames or receivers
 - j. Grenades
 - k. Mines
 - l. Missiles and rockets
3. The following information must be included in the incident report for GCIC entry:
- a. Serial number
 - b. Make
 - c. Model
 - d. Caliber
 - e. Type of gun
 - f. Date of theft
 - g. Agency case number
 - h. Miscellaneous information

J. Vehicle, Abandoned Vehicle, and Tag Entries

1. A vehicle is any motor driven means of transportation designed to carry an operator, except a boat. Stolen vehicles, abandoned vehicles and stolen tags shall be recorded on an incident report by the investigating officer and entered in the GCIC vehicle files. Automotive accessories (radios, tape players, etc.), bicycles, tag renewal decals, vehicle emission stickers should not be entered in the vehicle file but should be entered in the article file.

Once the report is completed, it shall be copied and sent to the Communication Officer for entry. All entries must be made within 12 hours of the report being taken.

The Communications Officer or other authorized personnel will obtain the stolen boat information from the officer's report and enter the stolen boat information into the GCIC computer. After receiving computer verification that the entry was accepted, the NIC number assigned will be recorded on the gold sheet and signed by the person entering the stolen boat. The gold sheet and the computer entry verification will be secured together and are to be second checked for completeness and accuracy before being filed in the active stolen vehicle worksheet file by the Communications Officer or other authorized personnel. The same person who entered the stolen vehicle into

GCIC is required to supply the reporting officer with the NIC number. The reporting officer is then required to enter the number into their report on the record management software in the appropriate property screen.

2. The following stolen, felony or abandoned/recovered items are included in the vehicle file:
 - a. Aircraft
 - b. All terrain vehicles
 - c. Automobiles
 - d. Construction equipment
 - e. Farm and garden equipment
 - f. License plates (stolen/missing)
 - g. Motorcycles
 - h. Snowmobiles
 - i. Special vehicles (golf carts, dune buggies, etc.)
 - j. Trailers (all but boat trailers)
 - k. Trucks
 - l. Vehicle parts (transmissions, engines, certificates of title, registration, origin, VIN plates, wheels, and outboard motors)
3. The following information must be included in the incident report for GCIC entry:
 - a. License plate number (if applicable)
 - b. License state (if applicable)
 - c. License/decal issue year (if applicable)
 - d. License type (if applicable)
 - e. Date of theft
 - f. Vehicle year
 - g. Vehicle make
 - h. Vehicle model

- i. Vehicle style
 - j. Vehicle identification number
 - k. Owner applied number (if applicable)
 - l. Vehicle color
 - m. Agency case number
 - n. Miscellaneous information
4. Abandoned Vehicles -- Georgia law requires law enforcement agencies to enter records on vehicles which have been abandoned and impounded by law enforcement agencies or vehicles which have been reported as impounded by operators of wrecker services or vehicle storage facilities in the abandoned vehicle file. Abandoned and impounded vehicle information shall be recorded on an incident report by the investigating officer then copied and sent to the Communications Officer for entry. All entries must be made within 12 hours of the report being taken.

The Communications Officer or other authorized personnel will obtain the recovered/abandoned vehicle information from the officer's report and enter the recovered/abandoned vehicle information into the GCIC computer. After receiving computer verification that the entry was accepted, the NIC number assigned will be recorded on the gold sheet and will be signed by the person entering the recovered/abandoned vehicle. The gold sheet and the computer entry verification will be secured together and are to be second checked for completeness and accuracy before being filed in the active abandoned vehicle file by the Communications Officer or other authorized personnel. The same person who entered the abandoned vehicle into GCIC is required to supply the reporting officer with the NIC number. The reporting officer is then required to enter the number into their report on the record management software in the appropriate property screen.

Georgia law (O.C.G.A. 35-3-33, 35-3-36 and 40-11-2) requires law enforcement officers to:

- a. Enter abandoned vehicle records in the computerized abandoned vehicle file after the wrecker service or vehicle storage facility has given notice in writing.
- b. Furnish legitimate operators of wrecker services and vehicle storage facilities with the names and addresses of the last known registered owner of the recovered abandoned vehicle.

When vehicles are recovered, the vehicle owner must be notified within 72 hours of the vehicle's recovery and location. Notification is the responsibility of the investigating officer.

5. The following information must be included in the incident report for GCIC entry:
 - a. Vehicle make, model, style and year
 - b. Agency case number
 - c. License plate number (if applicable)
 - d. License decal issue year (if applicable)
 - e. Vehicle identification number
 - f. Vehicle color
 - g. Miscellaneous information

VI. VALIDATION OF GCIC ENTRIES

Validations are conducted monthly to check validity, status, correct spelling and add additional information if needed. A record is valid if supporting documentation exists and is current, wanted persons not apprehended, missing persons not found, or stolen property not recovered. On all validations, the individual case files shall be reviewed to determine if information is accurate, complete and current.

- A. An e-mail sent from GCIC to the TAC to notify the TAC that new validations are available online. The TAC or other designated person will go online to the validation area and print out the records to be validated for the month.

1. Validation of Wanted Persons:

- a. The TAC or other designated person will check case files to determine if the information in the warrant entry is accurate, complete, and current (i.e., when using a caution INDICATOR – C, to indicate that caution should be taken, an explanation must be placed in the miscellaneous filed).
- b. The TAC or other designated person will check the original warrant, warrant docket, magistrate, state, and superior courts, or other sources to insure that each warrant supporting the record entry is still valid (i.e., has warrant been served, dismissed, or recalled).
- c. The TAC or other designated person will contact the court clerk to determine whether extradition from all jurisdictions within the limits cited in each record entry is still applicable (i.e., a case where an agency receives information that a state will not honor the extradition of an individual, modify the miscellaneous field to show the words will not extradite from...)
- d. The TAC or other designated person will check with the investigator and/or court clerk to determine if the case can and will be prosecuted.

- e. The TAC or other designated person will inquire into the Drivers License and Criminal History files (DQ and IQ) to obtain any additional information that can made the entry more complete or accurate and update the warrant entry as needed.
2. Missing Persons Validation:
- a. The TAC or other designated person will check case files to determine if the information is accurate, complete, and current.
 - b. The TAC or other designated person will check with investigators to determine if the subject is still missing and is still being sought. Also to ensure that missing information is also correct, (i.e., social security number, blood type, jewelry, etc.).
 - c. The TAC or other designated person will contact the person reporting the incident to determine if the subject is still missing and obtain any additional information that will make the record entry more complete.
3. Unidentified Bodies Validation:
- a. The TAC or other designated person will check case files to determine if information is accurate, complete, and current.
 - b. The TAC or other designated person will contact the investigator to determine if the body has been identified.
4. Stolen Vehicle Validation:
- a. The TAC or other designated person will check the case files to determine if the information is accurate, complete, and current.
 - b. The TAC or other designated person will determine if the National Insurance Crime Bureau (NICB) interest is indicated on each record entry by checking the Vehicle Ownership Data (VOD) field for the presence of the letter A, C, D, N, or S. (*see below*)
 - c. The TAC or other designated person will contact the appropriate NICB office to determine each new owner's name.
 - A - ILNATBCII (Atlanta, Georgia)
 - C - ILNATBC00 (Chicago, Illinois)
 - D - TXNATBDOO (Dallas, Texas)
 - N - NYNATBNOO (New York, New York)
 - S - CANATBSOO (San Francisco, California)
 - d. The TAC or other designated person will contact the investigator and owner/new owner to determine if the vehicle has been recovered or if there is additional information to add to the record entry.

- e. The TAC or other designated person will contact the owner/complainant to determine if the vehicle has been recovered.
 - f. The TAC or other designated person will check the NICB file by running a NAQ inquiry to determine if ownership has changed or if the vehicle has been impounded or recovered.
 - g. A loaned, rented, or leased vehicle must have an official theft report from the company who owns the vehicle or who filed the complaint that resulted in the issuance of the warrant.
5. Other Property (Boats, Securities, Guns) Validations:
- a. The TAC or other designated person will check case files to determine if the information is accurate, complete and current.
 - b. The TAC or other designated person will contact the investigator and owner to determine if property has been recovered.
- B. When the previous steps one through six have been completed, the TAC or other designated person will take the following actions.
- 1. Cancel all records that are invalid, have no case file documentation, or are no longer of interest, except for stolen gun records. Stolen gun records will remain in the system until such a time that the Chief should decide that they can be removed.
 - 2. Clear all records showing a Locate posted by another agency or recovered by your agency that have not already been cleared.
 - 3. Make supplemental entries when additional information becomes available.
 - 4. If records indicate that a caution indicator should have been used on a person entry, cancel and reenter using caution screen.
 - 5. Take no action on records that are complete, accurate, do not show a locate, and are still valid.
- C. When the five steps above have been completed, the TAC or other designated person will certify validations via the CJIS Network using the GTA web site and validation screens.

VII. HOT FILE CLEARANCE AND CANCELATION

- A. When a stolen item is recovered that was in the Hot File, the record must be **cleared** from the GCIC computer. This is to be done by the Communication Officer on duty. The Communication Officer is to clear the item(s) from the GCIC computer using the appropriate clearance message key for that item(s). The officer taking the report of the recovered item is responsible for going back to the original report of the stolen property, if it was our report, to show who removed that the item from the GCIC computer and when it was removed. If the property

is recovered somewhere else and the Communications Officer receives a Locate message, the Communications Officer will verify the information and then clear the item from the GCIC computer using the appropriate message key for that item. The Communications Officer will also pull the active file for the item and attach the original GCIC print out of the clearance and move the file to the inactive files. The Communications Officer will call an officer in to do a supplemental report of the recovered property to be added to the original report of the stolen property. The officer doing the supplemental will then go into the original report and show who and when the item was removed from the GCIC computer.

- B. When a stolen item is determined to no longer be a valid GCIC entry, it must be **cancelled** from the GCIC computer using the appropriate message key for that item. It is the responsibility of the Communications Officer on duty to cancel the item from the GCIC computer upon verification of the non-valid status. The Communications Officer will also pull the file from the active files and attach the GCIC computer printout of the cancellation to it and move it to the inactive files. The Communications Officer will call an officer to do a supplemental report for the original file to show why that the item was cancelled and when it was removed from the GCIC computer and who removed it.
- C. When a person is arrested on a Suwanee Municipal Warrant, the arresting officer is responsible for notifying the Communications Officer of the service. The Communications Officer is responsible for removing the warrant from the GCIC computer, the RMS system, and pulling the active warrant and attaching a copy of the GCIC computer print out to it and returning it to the Suwanee court.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: E-004 BOMB PROCEDURES

EFFECTIVE DATE: 04/17/2013

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

Establish guidelines for the handling of bomb threats and bombs in a manner which will afford the greatest amount of safety to the officers and the general public.

II. POLICY

Cases involving explosives and explosive devices pose a serious danger to the officer and public. Bomb threats must always be taken seriously. The personal safety of the officer and public is of paramount importance in handling these cases.

Members of the Suwanee Police Department handle bomb threats, not Explosive Devices. Any suspected packages or devices will be examined by a bomb disposal technician.

III. PROCEDURES

A. Communications Responsibilities

When a bomb threat is phoned into the Communication Center or received by other department personnel, the following information should be obtained:

1. Location in which the threat is being directed;
2. Exact location of the bomb;
3. Name, telephone numbers and location of the individual reporting the threat; and
4. Telephone number and address of the individual receiving the threat.

If the individual making the call is unknown or is a third party type call, the following information should be obtained:

1. Person (i.e. employee, manager) who received the call, if it was not the caller;
2. Exact wording of the threat;
3. How was the threat received (phone, letter, etc.);

4. Race, sex and age of the person making the threat;
5. Tone of voice of the person making the threat;
6. Information on the type of device, if known;
7. Are there areas of public access at the threat site;
8. Is there any on-site security;
9. Valuable maintenance personnel who may be familiar with the building layout and areas of high damage potential.
10. Location in which responding officer will meet on-site personnel;
and
11. Have the caller remain on the line.

B. RESPONDING TO A CALL

Responding patrol units should not use any electronic transmission devices (. Radios, In-car Computers, and / or cellular phones) within 300 feet of the call location.

The first officer on the scene will contact the person in charge of the building. If the threat was made to a business, he/she will also contact the person who received the call and interview that person for investigative reasons. A determination will be made whether or not the building is to be evacuated. Only the owner or person in authority has the right to make this decision. If the owner or person in authority seeks advice in this matter, the supervisor should always take the conservative approach and make recommendations based on the evaluation of the situation.

The supervisor should consider the potential for personal or property damage, and any previous problems such as labor disputes.

C. EVACUATION

If the building owner or person in authority has requested assistance in evacuation, or if the supervisor assesses there to be an imminent public danger, the procedures listed below should be followed:

1. The patrol supervisor shall use the telephone to call the EOD, EMS, or fire personnel if needed. Radios, In-car Computers, and / or cellular phones should be turned off.
2. Gas and other utilities should be shut off to the building.
3. Vehicle and pedestrian traffic should be diverted.
4. If a time has been set for the bomb to be detonated, all persons should be directed to leave the building before the scheduled explosions. Evacuated individuals should never be permitted to re-enter the building.
5. Once a course of action is decided upon, the supervisor should assign personnel to aid in the orderly evacuation of the premises.
6. Doors and windows should remain open to avoid unnecessary property damage from an explosion.
7. Occupants should be removed a safe distance away from the building.

8. The supervisor should dispatch officers to notify persons in surrounding buildings of potential danger. They should be instructed to stay inside the building but to go to a location farthest from the side where the explosion might affect them. Occupants should be advised to stay away from windows and areas where they may be injured from flying glass or debris.
9. The supervisor should caution the person in charge of the premises being evacuated about the danger of theft. Guards may be posted to keep out unauthorized persons while the building is being searched.

D. INCIDENTS OF THREAT/NO EVACUATION

Facilities in which the owner or person in authority chooses not to evacuate, the responding officers should obtain permission to conduct a discrete search of the premises. Public areas (restrooms and those areas open to the general public) should be searched first. The responding officers should solicit the help of the building engineer or maintenance personnel to assist with conducting the search.

E. BUILDING SEARCH

The owner or person in authority should be asked to solicit company employees to assist with the search of the building for anything suspicious since they are most familiar with the premises. The officer should instruct the employees not to disturb anything unusual, but to mention it to the officer.

The supervisor should direct an organized search of the building. A search warrant in these instances is not required. The officer and employees should be instructed to conduct the search as quickly, yet thoroughly as possible, using a minimum number of people.

1. Exterior, begin with a ground level search. Attention should be given to piles of leaves and refuse, shrubbery, trash receptacles and parked vehicles.
2. Public Areas, extend outward from the building to some natural areas such as a wall or curb (25-50 feet in diameter)
3. Interior, begin at the first level of the building and work upwards making a complete search of each floor before proceeding to the next level. Special attention should be given to all utility rooms and those areas where access is limited.
 - a. Inspect chairs, desks and trash receptacles;
 - b. Inspect behind pictures, cabinets, and other miscellaneous fixtures attached on the walls.
 - c. Inspect light fixtures and any items which are suspended from the ceiling such as heat ducts and ceiling fans.

When the individual conducting the search enters into a room, the first thing he/she should do is stop and listen to any unusual sounds. DO NOT turn on any light switches.

The supervisor should recognize the dangers of a hidden trigger explosive for those searching the building. All persons conducting the search should be cautioned against touching anything that might serve as a trigger mechanism. For example, officers should not turn on or shut off any lights in the building.

If any foreign object or anything out of the ordinary is observed, it should be immediately brought to the attention of the supervisor. If no bomb is located, the supervisor will inform the person in charge that no bomb was located. However, this does not mean that the building is now safe. It will be the responsibility of the person in charge of the premises to determine when to re-enter the building.

F. LOCATING A EXPLOSIVE DEVICE

If those searching the building locate the device (or an object that may be a explosive device), the supervisor will request the assistance from the Gwinnett County Police EOD Unit at 770 513-5100 first if Gwinnett EOD is not available then the GBI EOD Unit at 404 244-2600. Only trained EOD personnel will handle the device.

NO OFFICER SHALL EVER ATTEMPT TO DISARM OR REMOVE THE DEVICE.

The Bomb Disposal (EOD) personnel shall, upon arrival, assume limited command (pertaining to the device or its potential detonation). The on scene supervisor shall retain incident command.

If removal is not urgent (i.e., the bomb is not scheduled to detonate for several hours), the area around the bomb should be sandbagged until it can be removed by experts. This may help to deflect the blast and reduce the danger of fragmentation.

If bomb disposal personnel determine that the bomb must be detonated inside the premises, the supervisor should obtain written authorization from a person authorized to make that decision for the owner/person in charge.

G. VEHICLE SEARCHES

Most devices attached to a vehicle will have some sort of triggering device. The officers initial action should be to evaluate and attempt to secure as much information as possible from the operator/owner regarding threats, evidence of possible tampering, suspicious noises or any unfamiliar objects.

Inquire as to when the vehicle was last operated. Was the vehicle locked? Is anyone else scheduled to be operating the vehicle? The officer should check the area around the vehicle for any signs of tampering. Only members of a bomb disposal unit should conduct vehicle searches if it is believed that a device is activated in or around the vehicle.

H. SEARCH PROCEDURE DELAYED IF NEAR THE TIME OF DETONATION

If the search cannot be completed within the 15 minutes preceding the time the device is scheduled to be detonated, all police and civilian personnel should be evacuated to a safe distance from ground zero. That position should be maintained for a minimum of one hour past the scheduled time of detonation.

I. COMMUNICATIONS WHILE CONDUCTING SEARCHES

During periods of radio silence (conducting searches or disarming a suspected device), communications will be made by conventional landline telephone if possible, voice, or PA system. Search teams should communicate by using a runner to relay any necessary messages.

The on scene supervisor may also consider the use of his/her public address system for issuing commands or giving directions.

The on scene supervisor will follow the department's protocol for contacting command personnel.

The supervisor should also ensure that EMS and fire department personnel are dispatched to the incident location. They should be directed to respond to a location established a safe distance from the location where the device is located.

The Gwinnett EOD Unit or GBI EOD Unit shall be notified immediately after any suspected device has been located. Upon the arrival of the EOD Unit, limited command of the immediate area pertaining to the device, its detonation or potential for detonation shall be relinquished to them.

Our department will retain incident command responsibilities and will provide any necessary and/or requested support.

J. ADDITIONAL PERSONNEL/ESTABLISHING A PERIMETER

The on scene incident commander may request additional assistance from the Gwinnett County Sheriff's or Police Department. Assistance may be requested for conducting the search or for establishing an outer perimeter around the incident location.

The perimeter should be established a safe distance away (when possible minimal 1000 feet) to prevent pedestrian and vehicular traffic from entering any protected zone/area subject to damage by an explosion.

The Incident Commander will establish an inner perimeter a safe distance from ground zero (when possible minimal 300 feet) for protection of public safety personnel.

The Incident Commander shall be mindful of secondary explosive devices when establishing a perimeter and / or Command Center.

A thorough search of the inner perimeter and command center location shall be conducted to reduce the potential of a secondary device.

K. EXPLOSIONS

In the event of an explosion, the on scene commander will follow S.O.P. A-080 in releasing information to the news media. In the event of death(s), no name will be released until the department has notified the victim's immediate family.

The Suwanee Police Criminal Investigations Division will assist the Georgia Bureau of Investigations and/or other involved agencies in conducting the criminal investigation.

The on scene commander should secure and control the scene to the extent possible for the scene to be processed and for the collection of evidence.

L. MEDIA

The on-scene commander will provide a safe location near the command post for all news media. All news releases will be pre-approved by the Chief of Police or Incident Commander.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: E-006 PARK EMERGENCY RESPONSE

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I. PURPOSE

The purpose of this plan is to expedite the mobilization and response of department and emergency personnel in an effective and efficient manner during a park or greenway emergency situation.

II. POLICY

It is the policy of the department to effectively respond to all emergency situations occurring within the city parks and greenway system, bringing these situations to a safe conclusion. Proper notification of police, emergency management, fire, emergency medical and other support services will be made when necessary.

III. EMERGENCY PLANNING

The Chief of Police, or his designee, will coordinate park / greenway emergency planning and act as a liaison to the Gwinnett County Fire Department and other emergency services to develop and maintain emergency operations plans for the police department.

IV. COMMAND AUTHORITY

The Shift Supervisor shall have command authority over all police personnel until the arrival of the Chief of Police. In the absence of the Chief, or the Deputy Chief, Patrol Division Commander shall assume command authority. The highest command officer will make coordination of activities with personnel from the Gwinnett County Fire Department, Emergency Management Agency, and emergency medical services.

V. EMERGENCY PLAN

In the event of an emergency or call for service, the following procedures shall be used:

A. Communications

The Communications Center is designated as the primary communications center during emergency situations.

1. Suwanee Police Communications Personnel should have 8 hours of on-site familiarization of the parks and greenway systems located in the city and George Pierce Park during their orientation period.
2. Communications Personnel will utilize identifiers such as asphalt, concrete, or boardwalk sections, signs, roadways, buildings or other identifiers to assist in identifying the location of a emergency or call for service.

B. Situation Maps

Map(s) of the greenway system, Town Center Park, Suwanee Creek Park, and George Pierce Park will be located in the Suwanee Police Department Communications Room. Maps will also be provided to Suwanee Police Patrol Division Supervisors, Gwinnett Fire Department, and other emergency or non-emergency personnel as needed.

1. Maps will identify (21) locations where emergency personnel may respond and have quick access to the greenway system or parks.

Access Point	Location
1	Suwanee Creek Park - Buford Highway
2	Swift Atlanta - End of Swiftwater Park Drive
3	Burnette Park Dr. at Multicam Technology Center
4	Parking Lot at the intersection of McGinnis Ferry Road and Burnette Road
5	McGinnis Ferry Road west of Suwanee Creek
6	McGinnis Ferry Road east of Suwanee Creek
7	Lake McGinnis Drive in McGinnis Reserve
8	Lake McGinnis Drive in McGinnis Reserve recreation area
9	End of Annandale Lane
10	Martin Farm Road - South of Suwanee Creek
11	Portland Trail Drive - in Shadowbrook between 3751 and 3761
12	Lawrenceville-Suwanee Road south of Suwanee Creek
13	3730 John Herdon Court - Pierce Point subdivision recreation area
14	Mohawk Trail
15	George Pierce Park - Suwanee Creek Greenway connection
16	Mohawk Trail
17	George Pierce Park main driveway
18	Dollar Circle - Dollar Acres subdivision between 3945 and 3965
19	Grand Park Drive - Park Point subdivision between 3849 and 3859
20	Cherry Ridge Walk - Ruby Forest subdivision between 3835 and 3845
21	Treemont Lane - Ruby Forest subdivision between 3954 and 3964

2. Maps will identify areas of the trail system that are asphalt, concrete, or boardwalk.
3. Permanent signs may also be identified on map.

C. Emergency Call for Service - In response to an emergency call for service, police responders should immediately locate the emergency situation, complainant, or caller and direct other responders (Fire, Police, Emergency Management) to location as needed.

1. Should a police responder need to utilize a SPECIAL RESPONSE VEHICLE, the police responder should notify Suwanee Dispatch that responder is enroute to the Suwanee Police Department where SPECIAL RESPONSE VEHICLE(S) are stationed. Responder should then advise Suwanee Dispatch when responder is in service, utilizing a SPECIAL RESPONSE VEHICLE, and responding to the emergency call for service.
 2. Once location of emergency has been determined, responder(s) should identify an access point or points by number for additional responding resources.
- D. Non – Emergency Call for Service - In response to non-emergency calls for service, police responders should locate situation, complainant, or caller and direct other responders (Fire, Police, Emergency Management) to location as needed.
1. Should a police responder need to utilize a SPECIAL RESPONSE VEHICLE, the police responder should notify Suwanee Dispatch that responder is enroute to the Suwanee Police Department where SPECIAL RESPONSE VEHICLE(S) are stationed. Responder should then advise Suwanee Dispatch when responder is in service, utilizing a SPECIAL RESPONSE VEHICLE, and responding to the call for service.
 2. Once location has been determined, responder(s) should identify access point or points for additional responding resources.
- E. Park Access Keys – Keys to all gates and access points that are secured shall be maintained at the following locations or in the following units:
1. Suwanee Police Department
 2. Suwanee Police Supervisor Patrol Vehicles.
 3. SPECIAL RESPONSE VEHICLE(S) – Police Unit
 4. Gwinnett Fire Department – Station 13.

F. Chain of Command

To provide for unity of command during an emergency situation operation, which may involve personnel from other agencies, a scene or incident commander is necessary. This person exercises command and control over all civil law enforcement resources committed to an operation within the city/county. The senior law enforcement officer will be in charge of the overall scene, as it relates to law enforcement, and of all police resources at the scene of any occurrence until relieved by a higher ranking officer. This will include all police and civilian resources from other law enforcement agencies.

G. Casualty Information

Chief of Police, the Deputy Chief, the Administrative Services Division Commander or the designated Public Information Officer shall make available information relating to fatalities and/or injuries.

Upon obtaining an 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 the Public Information Officer.

A "reasonable length of time" will be determined after examining all areas of concern and circumstances and may vary accordingly.

H. Community Relations / Public Information

The Chief of Police or his designated Public Information Officer shall serve as the media liaison officer during any emergency situation. Information designed to control rumors will be promptly disseminated to the news media, as well as responses to inquiries by the news media.

I. Other Law Enforcement Agency Support

Mutual aid assistance shall be requested through proper channels as outlined in OCGA section 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 following agencies will be among the first asked for assistance:

1. Gwinnett County Sheriffs Department
2. Gwinnett County Police Department (Animal Control, Haz-Mat, and Emergency Management)
3. Duluth Police Department
4. Lawrenceville Police Department

J. Traffic Control

It shall be the responsibility of the Suwanee 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 Patrol Division 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 a 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 are usually counter-productive.
3. At first opportunity, the routes prohibited to traffic shall be blocked with moveable barricades, flashing lights and other visible barriers until traffic permitted access again.

K. Rumor Control

Information designed to control rumors will be promptly disseminated to the news media, as well as responses to inquiries by the news media.

VII. DE-ESCALATION PROCEDURES

The following actions shall be taken by police personnel to de-escalate adverse conditions as they arise during an emergency:

- A. Coordinate activities of all law enforcement support agencies involved.

- B. Control crowds/disperse assembly.
- C. Provide security of emergency area.
- D. Provide rescue resources.
- E. Assist stranded persons.
- F. Direct/control traffic.
- G. Assist in evacuation, if necessary.

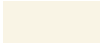






Trail Map (2).pdf










Publicly Accessible Trails in Suwanee

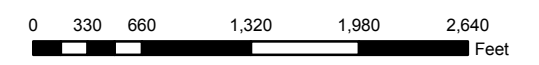
Legend

-  City Limits
-  Parks
-  Roads
-  Trail Access Points
-  Streams

Trails in Suwanee

Surface Material

-  Asphalt
-  Boardwalk
-  Boardwalk Ramp
-  Bridge
-  Concrete
-  County
-  Soft Surface



Note: Not all trails shown are owned or maintained by the City of Suwanee. For more information please call City Hall at 770-945-8996. Revised: April 2011



SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: E-010 SPECIAL OPERATIONS

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Michael S. Jones

I. POLICY

The successful outcome of any barricade situation, either with or without hostages, depends upon the use of a team approach, good communication, and the effective and efficient coordination of all personnel. It is the objective of this department that working together will enable the ultimate goal of a safe and peaceful solution to be achieved.

Actions by police in barricaded person situations will vary depending upon the aggressiveness, mental condition, emotional state, or criminal background of the barricaded person. Barricaded persons will generally resist forceful action on the part of police personnel. For this reason, it is best not to immediately resort to offensive police tactics, if this is at all possible. 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.

II. SPECIAL OPERATIONS: BARRICADE OR HOSTAGE INCIDENCE

A. Initial Responding Officer's Responsibility

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 is in direct danger or his presence would endanger civilian personnel, he 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 without risk to any possible hostage(s) or civilian(s).
5. Notify the Communications Center by the safest means available, advising the following information if available:
 - a. Location and physical description of barricade.
 - b. Number, description and names (if known) of barricaded suspect(s).
 - c. Reason the suspect(s) is barricaded, if known.
 - d. Whether or not the suspect(s) is armed and if armed type(s) of weapon(s) 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 that 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 re-entry if possible.
6. Immediately notify the Shift Supervisor and request that he respond to the scene.
7. Evacuate injured persons, if the situation permits, and arrange for medical treatment or transportation to medical facility.
8. Brief Shift Supervisor of the status of the situation and the position of all officers around the location.

B. Shift Supervisor 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 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 Shift Supervisor determines the need for negotiators and/or the S.W.A.T. Team, immediately notify the Communications Center to contact Gwinnett County PD S.W.A.T. Team.

The Patrol Division Commander is to be notified and report to the scene in any S.W.A.T. call out situation.

8. 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.
9. 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.
10. Designate a preliminary news media (press) information area as close to the scene as practicable and 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.

11. Request that an ambulance, fire engine, rescue, and surveillance equipment respond non-emergency to the staging area on standby.

C. Communications Section

1. Upon being advised of a barricaded or hostage situation, the Communications Center shall:
 - a. Immediately invoke a 10-3.
 - b. Request that an ambulance, fire engine, rescue, and surveillance equipment respond to the staging area on standby.
 - c. Relay to other responding units the following information as it is received from the field:
 - 1) The location of any areas or streets that may be unsafe.

- 2) The location of the staging area as designated by the Shift Supervisor
 - 3) The location of the command post as designated by the Shift Supervisor.
 - 4) The designated emergency response route and any connecting route.
2. Upon receipt of a request from the Shift Supervisor for the Negotiation Team and/or S.W.A.T. Team to respond, the dispatcher shall notify the following:
 - a. Gwinnett County PD S.W.A.T. Negotiation Team.
 - b. Gwinnett County PD S.W.A.T. Team.
 3. The Communications Center shall make the following notifications:
 - a. Patrol Division Commander, Deputy Chief, and the Chief of Police.
 - b. Other law enforcement agencies (i.e. Gwinnett County Municipal Police Departments, Gwinnett County Sheriff's Office, Georgia State Patrol, Georgia Bureau of Investigation) if assistance is needed.
 - c. Additional equipment available for hostage situations include:
 - 1) Canines: the S.W.A.T. Commander in certain circumstances may call Canine Unit(s) to the scene. Possible uses include:
 - a) To dislodge and remove persons prior to directing firepower or other aggressive action against a building; and
 - b) To effect apprehension if the suspect attempts flight from a structure.
 - 2) Helicopters: Gwinnett PD has a helicopter that may be available to the department for air support. The S.W.A.T. Commander will determine if they are to be called upon to assist.
 - 3) Surveillance Equipment: If specialized surveillance equipment is required, it will normally be provided by CID personnel or a S.W.A.T. team.
 4. The dispatcher shall also notify the Federal Bureau of Investigation if the barricade involves a bank or 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.
 6. The communications center shall maintain contact with the Gwinnett County communications center and all other involved agencies via telephone or radio as dictated by the situation.

III. CONTROL OF SCENE

A. The officer-in-charge of the department will establish a central command post in a safe area and shall establish both an inner perimeter (to contain the suspect), and an outer perimeter (to prohibit unauthorized access to the area). 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 Gwinnett County PD S.W.A.T. Team.

1. In the event of a S.W.A.T. call-out, the officer-in-charge will immediately notify the Patrol Division Commander who will contact the chain of command to the Chief of Police.
2. The S.W.A.T. Commander will proceed to the scene and take charge of the command post and act as the on-scene commander.
3. If no contact can be made with the S.W.A.T. Commander, the officer-in-charge of the shift will remain in command and act as the Incident Commander until relieved by a superior officer. The Patrol Division Commander on scene, or Deputy Chief, upon arrival, will be responsible for command of the incident.
4. Once the S.W.A.T. Commander or a superior officer or Chief of Police has assumed command, the Shift Supervisor will be free to return to his / her duties as overall Shift Supervisor for the City, if not needed.

B. Negotiation Team Responsibility

1. Upon arrival of the Negotiation Team, a location should be designated near the incident but directly out of the range of any danger to establish communications between the negotiator and the subject(s). This location will be determined by the Negotiation Team.
2. The Negotiation Team will coordinate all communications between subjects, negotiator, S.W.A.T. Team (if called) and command personnel.
3. The Negotiation Team commander shall be briefed by the first officer who made verbal contact with the offender.

C. S.W.A.T. Team Responsibility

1. Upon arrival of the S.W.A.T. Team Commander or his designee, he will establish a tactical command post, which will operate in concert with the Negotiation Team.

2. Responsibility for the containment and apprehension of the subject(s) and the coordination of police personnel involved in the incident will lie with the S.W.A.T. Team Commander with coordination with the Incident Commander, if possible. Once the tactical incident is over, control shall be returned to the Shift Supervisor.
3. The S.W.A.T. Team Commander will assure that patrol personnel who established the initial containment are debriefed and accounted for.
4. Formulate and place a plan of action into operation in coordination with the Negotiation Team.
5. The S.W.A.T. Team Commander will determine what action will be taken against the barricade, after consultation with the Negotiation Team.
6. The utilization of a gas attack, sniper or armed attack will be the decision of the Chief of Police.
7. Upon the arrest or neutralization of a barricaded subject(s), the S.W.A.T. Team shall hold their positions and protect the immediate crime scene (barricaded structure) from entry by unauthorized police personnel or civilians. All other police personnel shall remain at their assigned positions until reassigned to other duties or released by the Shift Supervisor with authorization from the S.W.A.T. Team Commander.
8. Security of the crime scene and proper processing will be the responsibility of the Shift Supervisor or his designee when the S.W.A.T. Team Commander relinquishes control and protection of the crime scene.
9. Upon completion of the S.W.A.T. Team operation, the S.W.A.T. Team Commander will ensure that a final report concerning the incident is completed and forwarded to the Chief of Police.

D. Objective

All personnel involved in any type of barricade situation must remember that there are both a primary objective and a secondary objective to all such situations. These objectives are:

1. Primary objective:
 - a. To preserve life:
 - 1) Hostages
 - 2) Citizens
 - 3) Police personnel
2. Secondary objective:

- a. To apprehend the suspect(s).
- b. To recover property.

E. Assault on a Secured Area and Use of Firepower

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.W.A.T. Commander, or his / her designee, should prepare for an assault action. Chemical agents may be utilized at the discretion of the Chief of Police. The authority to commence an assault and / or to employ firepower will only be given by the Chief of Police.

F. Mobilization of Hostage Situation

If it has become 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 a movement of 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.

Responsibility will be maintained unless the incident shifts to another jurisdiction, or is relieved by a higher authority.

The Commander of the new area or other jurisdiction will be briefed and the assistance of the Suwanee 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.

1. Escape Vehicle
2. First Vehicle - The hostage negotiating team and two members of the S.W.A.T. Team as a containment unit.
3. Second Vehicle - The remainder of the S.W.A.T. Team or four members as an assault team.

4. Third Vehicle - Command Car containing the S.W.A.T. Commander and the Incident Commander.

Communications will be maintained as to the progress and exact location of the convoy.

As defined in subsequent sections of this Chapter, the Chief of Police or the ranking officer taking command of a hostage, barricaded person, sniper, or other unusual occurrence will retain such command until some other jurisdictional responsibility arise.

IV. POST INCIDENT ACTIVITIES

A. Public Information and Media Control

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 next of kin is notified.

The release of information will be according to the procedures established chapter A-080 of this Manual.

B. After Action Reports

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, witness statements, and other documentation attached. The Chief of Police will attach the S.W.A.T. Team Commander's Final Report once received.

C. De-escalation Procedures

The following actions shall be taken by police personnel to de-escalate adverse conditions as they arise during a barricade situation.

1. Coordinate activities of all law enforcement support agencies and specialized units involved.
2. Control crowds/disperse assembly.
3. Provide security of barricade incident area.
4. Provide transportation
5. Assist stranded persons or those individuals directly affected by the barricade incident.
6. Direct/control traffic.

- 7. Assist in evacuation of area, if necessary.
- D. Post-occurrence duties will include the continuance of security in affected areas and maintenance of traffic/security checkpoints.
- E. Conclusion

The Shift Supervisor shall debrief his officers and instruct each to prepare a short summary report about their duties and observations and forward the report to the Incident commander or his designee.

The Incident commander shall review the officers' summary reports with the Shift Supervisor and evaluate the totality of the incident.

The S.W.A.T. Team commander or his/her designee shall review the incident with the Patrol Division Commander.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: E-016 RAPID RESPONSE AND DEPLOYMENT

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Michael S. Jones

I. PURPOSE AND SCOPE

Violence in schools, workplaces and other locations by any individual or group of individuals presents a difficult situation for law enforcement. This Policy provides guidelines and factors that will assist officers in implementing a rapid response to such situations. This policy will be reviewed annually to determine if revisions are necessary and identify any training needs.

II. POLICY

The Policy of this Agency in dealing with a crisis situation shall be:

- (a) To obtain and attempt to maintain complete operative control of the incident.
- (b) To explore every reasonably available source of intelligence regarding the circumstances, location and suspect in the incident.
- (c) To attempt to attain any tactical advantage over the suspect.
- (d) To attempt, whenever practicable, a negotiated surrender of the suspect and release of the hostages.

Nothing in this Policy shall preclude the use of necessary force, deadly or otherwise, by employees of this Agency in protecting others or themselves from death or injury.

III. PROCEDURE

When violent acts by the suspect continue or lives are in imminent danger, a decision to advance on the suspect may be made by the officers at the scene. This decision should include the following considerations:

- (a) It is highly recommended that any advance on a suspect be made in teams of two or more officers. However, if an officer is alone, it is within his/her discretion whether to advance.
- (b) The development and implementation of immediate and planned tactics and communicating the plan to others in the field, Dispatch and supervisors.
- (c) The potential deployment of rifles, shotguns, shields, control devices and any other appropriate tools that will provide a tactical advantage.

IV: DECISION TO ADVANCE ON A SUSPECT

On-scene first responders shall make the decision whether to advance on the suspect. The multitude of variables in such a circumstance requires a rapid assessment of the situation and a decision as to the best tactics to implement and the timely action necessary to resolve the incident. The following factors individually and collectively should be considered in deciding whether to advance on a suspect:

- (a) The suspect's actions are or may be causing death or serious bodily injury.
- (b) The incident is not contained and there continues to be an immediate risk of death or serious injury to law enforcement and others.
- (c) The suspect is in a position of tactical advantage and has access to more innocent citizens if not stopped or contained.
- (d) The suspect is armed and has displayed or threatened violence.
- (f) The suspect refuses to submit to arrest.

Examples of circumstances and possible decisions may include the following:

- If there is a barricaded suspect with no hostages, the officer should wait for additional assistance, including possible SWAT response, unless the incident is resolved in a timely manner.
- If there is a barricaded suspect with hostages and no harm done to the hostages, the officer should wait for additional assistance or SWAT response.

- If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity that may result in death to hostages or others in the area, the officer should take immediate action, if reasonably possible, to stop the threat presented by the suspect, while calling for additional assistance.

V. Public Sheltering and Containment

Conducting the evacuation of affected persons within or in near proximity to the Active Threat scene as deemed necessary by the Incident Commander. Evacuation distances will be determined by the location and scope of incident.

Considerations during an evacuation should include:

- a. Evacuation routes including providing traffic direction and control and if possible the placement of barricades and signage to direct evacuees and responders,
- b. Identifying those individuals who evacuate the area,
- c. Security of those being evacuated,
- d. Location where evacuees can go for shelter,

VI. Notifications

A. Public Safety Departments

1. Gwinnett Communications, in the event of an active threat call the Communications Center will contact the Gwinnett Communications Center and notify them of the location of the incident so that it can be broadcast to the affected GCPD Police Channels so that they can respond if in the area of the incident.
2. Fire and EMS, the Communications Center will also request the response of Gwinnett Fire and EMS when they contact Gwinnett Communications.
3. Gwinnett Schools, if the incident is at or near a Gwinnett County School the Gwinnett County Schools Police will be contacted so that they can initiate lock down procedures for the affected school(s).

B. Public Notification

The City's emergency notifications system (Code Red) shall be used only for significant emergency incidents and events where timely notification of an affected population or geographic area of the City is essential.

In Significant Emergency situations the Police Emergency Incident Commanders are authorized to initiate usage of the City's emergency notification system for management of incidents occurring in and/or near the City of Suwanee.

The Public information Officer will also utilize the news media to provide public notification of an active threat and any relevant information or request for the public.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: E-020 EMERGENCY CALLBACK

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I. PURPOSE

The purpose of this procedure is to expedite the mobilization of departmental personnel in an effective and efficient manner. This policy shall apply to both sworn and non-sworn personnel.

II. HOMELAND SECURITY ADVISORY SYSTEM

The possibility of an emergency or disaster occurring with little warning requires that government officials be prepared to take automatic, predetermined actions under varying conditions. In order to make maximum use of any advance warning and in the absence of specific instructions from higher levels of supervision, the following system of terrorism threat levels has been established by the Department of Homeland Security. These levels are designated as Threat Alerts.

- A. The different levels or states of emergencies to be expected if a disaster or an emergency should ever occur are designated by threat alerts as follows:

An **Elevated Alert** warns of a credible terrorist threat against the U.S. and its territories that is general in both timing and target, or details significant trends and developments in terrorism such that it is reasonable to recommend implementation of protective measures to thwart or mitigate against an attack.

An **Imminent Alert** warns of a credible, specific, and impending terrorist threat against the U.S. and its territories that is sufficiently specific and credible to recommend implementation of protective measures to thwart or mitigate against an attack.

Criteria Utilized to Establish Specificity and Credibility of Threat:

- Adversary Intent
- Adversary Capability
- Target Location and Sector
- Attack Method

- Attack Timing
- Confidence in the Source

NTAS Alerts will be issued to the Public and/or Institutions (e.g. Law Enforcement and Critical Infrastructure, etc.) for additional information go to <http://www.dhs.gov/files/programs/ntas.shtm> .

- The public is not always the main target audience
- Some alerts will have a control designation/classification and cannot go to the public
- NTAS Alerts will be issued to the widest permissible audience: Public and/or Institutions
- Depending on the nature of the threat, the Alert may be limited to a particular audience, geographic area, critical infrastructure sector, or a segment of the private sector
- The public, when alerted, will be instructed to contact local law enforcement if they see anything suspicious

III. MOBILIZATION / CALLBACK

- A. In any emergency/special operations situation where additional departmental police resources are required, the Shift Supervisor shall notify the Division Commander. The Division Commander shall notify the Deputy Chief.
 - 1. Hold over the shift going off duty so that personnel of two shifts are available, and/or
 - 2. Callback additional personnel.
- B. In case of callback, the Shift Supervisor will callback in the following order:
 - 1. Next shift due to work.
 - 2. Staff and administrative officers, investigators.
 - 3. Shift just relieved.
- C. As part of the callback procedure, the on-duty Shift Supervisor will contact the Shift Supervisor of the shift to be called back, advise him of the situation and instruct him as to time and place to report, special uniform, equipment or personnel needs. The called/supporting Shift Supervisor will contact all assigned personnel required and instruct them as to time and place to report, uniform, equipment, etc. The supporting Shift Supervisor will ensure that called-up personnel are in proper mental and physical condition to perform duty, properly equipped, etc.

- D. Some special operations are planned in advance and, where possible, additional personnel required will be given advance notification of time, place, uniform, duties, etc. For special events, such advance notice is provided weeks prior to the event. For other operations, such as raids, security considerations may limit advance notification to minutes.
- E. The operational Shift Supervisor will assign personnel called back as required, utilizing the skills, knowledge and abilities of called-back officers where appropriate. The called-back Shift Supervisor will be prepared to make assignment recommendations or to deploy his personnel as directed.
- F. Time permitting, callback for intricate special operations such as a complex raid will include sufficient time for briefing of all personnel and rehearsal.
- G. Shift Supervisors have the authority to activate the Gwinnett County SWAT Team and any other special units as needed.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: E-025 FEDERAL LAW ENFORCEMENT ASSISTANCE

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DISTRIBUTION AUTHORIZATION:



I. PURPOSE

To establish a procedure for requesting federal law enforcement assistance and resources such as the Federal Bureau of Investigation; Department of Alcohol, Tobacco and Firearms; Secret Service, etc.

II. POLICY

Only the Chief of Police, Deputy Chief or Division Commander shall make a request for an outside agency's assistance in emergency situations:

The following guidelines shall be followed when making requests for assistance:

A. To request assistance from the Federal Bureau of Investigation follow these guidelines:

1. Telephone number: Atlanta - 404/679-9000
2. Ask for the Special Agent in Charge. If he/she is unavailable, ask for the Assistant Special Agent in Charge.
3. Explain the emergency situation and the specific need for assistance, personnel and/or equipment.

B. To request assistance from the U. S. Marshal's Office, follow these guidelines:

1. Telephone number: Atlanta - 404/331-6833
2. Ask for the U. S. Marshal.
3. Explain the emergency situation and the specific need for assistance, personnel and/or equipment.

- C. To request assistance from the Bureau of Alcohol, Tobacco and Firearms, follow these guidelines:
1. Telephone number: Atlanta - 404/417-2600.
 2. Ask for the agent in charge.
 3. Explain the emergency situation and the specific need for assistance, personnel and/or equipment.
- D. To request assistance from another federal agency, follow these guidelines:
1. Secure the appropriate telephone number from the dispatcher, referral directory at the department or telephone company information.
 2. Ask for the person in charge.
 3. Explain the emergency situation and the specific need for assistance, personnel and/or equipment.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

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DISTRIBUTION AUTHORIZATION:



I. PURPOSE

To establish as Department Policy, the standardized utilization of critical incident management procedures known as the National Incident Command System. A critical incident is defined as any natural or man-made event, civil disturbance, pandemics, mass arrests, bomb threats, hostage/barricaded persons, acts of terrorism or any other occurrence of unusual or severe nature, which threatens to cause or causes the loss of life or injury to citizens and/or severe damage to property and requires extraordinary measures to protect lives, meet human needs, and achieve recovery.

II. POLICY

The Suwanee Police Department will utilize the National Interagency Incident Management System (NIIMS) Incident Command System as the city standard command and control system during emergency operations. The existing established Gwinnett County Emergency Operations Center (EOC) will exercise overall coordination and management responsibility when activated and its procedures should be utilized to the fullest extent possible.

III. GENERAL PROCEDURES

In any occasion when disasters occur that threatens the public health and safety it is necessary and desirable to ensure that all local, state, and federal emergency agencies utilize common terminology, integrated communications, consolidated action plans, unified command-amenable organizational structures.

The Incident Command System procedures are in current established use by the Federal Emergency Management Agency, the National Fire Academy, and the National Department of Home Defense. Federal Law

requires the use of ICS for response to HAZMAT incidents. Most states have adopted the ICS as their standard for responding to all types of incidents. The American Public Works Association and the International Association of Chiefs of Police (IACP) have endorsed ICS. ICS is the very heart of the National Interagency Incident Management System (NIIMS).

The Suwanee Police Department must be prepared to effectively interface with these local and outside agencies by full utilization of the established National Incident Command System.

The Incident Command System has considerable flexibility. It can grow or shrink to meet different needs. This makes it a very cost-effective and efficient management system. The system can be applied to a wide variety of emergency and non-emergency situations.

The Incident Command System shall be fully utilized by all supervisory levels of the Suwanee Police Department. Some of the incidents for which this management system is applicable are:

Fires, HAZMAT, and multi-casualty incidents, multi-jurisdictional and multi-agency disasters, wide-area search and rescue missions, major interstate highway crashes and congestion, pandemics, mass arrests, bomb threats, hostage/barricaded persons, acts of terrorism or any other occurrence of unusual or severe nature, planned events such as celebrations, parades, concerts, private sector emergency management programs, state or local major natural hazards management.

IV. INCIDENT COMMAND SYSTEM ORGANIZATION

Every incident or event has certain major management activities or actions that must be performed. Even if the event is small, and only one or two people are involved, these activities always apply to some degree. The organization of the Incident Command System is built around five major management activities. These are:

COMMAND

Sets objectives and priorities
Has overall responsibility at the incident or event until relieved

OPERATIONS

Conducts tactical operations to carry out the plan
Develops the tactical objectives
Organization
Directs all resources

PLANNING

Develops the action plan to accomplish the objective
Collects and evaluates information
Maintains resource status

LOGISTICS

Provides support to meet incident needs
 Provides resources and all other services needed to support the incident

FINANCE/ADMINISTRATIVE

Monitors costs related to incident
 Provides accounting – Procurement - Time recording - Cost analyses

These five major management activities are the foundation upon which the ICS organization develops. They apply whether you are handling a routine emergency, organizing for a major event, or managing a major response to a disaster.

Each of these primary ICS Sections may be sub-divided as needed. The ICS organization has the capability to expand or contract to meet the needs of the incident.

The following is an example of a typical expanded ICS organizational structure:

<u>Incident Command</u>
Command Staff
Information Officer
Liaison Officer
Safety Officer

<u>Operations Section</u>		<u>Planning Section</u>	<u>Logistics Section</u>	<u>Finance Administration Section</u>
Staging Areas	Air Ops	Resources Unit	Services Branch	Time Unit
Branches	Support Grp	Situation Unit	Communications Unit	Procurement Unit
Strike Teams & Task Forces	Air Tactical Units	Demobilization	Medical	Compensation/Claims
Single resources	Documentation unit	Food unit	Cost Unit	
		Support Branch Supply Unit Facilities Unit Ground Support		

The basic ICS operating guideline is that the person at the top of the organization is responsible until the authority is delegated to another person. Thus, on smaller situations where additional persons are not required, the Incident Commander will directly manage all aspects of the incident organization.

V. DETAILED PROCEDURES

The type of incident being handled determines who is Incident Commander. On large fires, the Senior Fire Commander is the Incident Commander and

the Police Department provides a liaison officer to his Incident Command Post and staff while police officers handle traffic and security. In a multiple causality incident the Senior EMS/Fire Commander is Incident Command. In a large traffic accident on the interstate, the police supervisor on scene is the Incident Commander after injured persons, if any, have been removed. Prior to the removal of any injured persons, the incident is a causality scene and the senior EMS/Fire Commander is the Incident Commander until all injured are removed. In any of these events, when and if the EOC is activated, communications will be maintained with the Gwinnett County Emergency Operations Center (EOC) at all times.

In large and complex man-made or natural disasters there will be State and possibly Federal agencies involved in the response. In such cases, in addition to the EOC located at the Gwinnett County Headquarters Annex (800 Hi Hope Rd. Lawrenceville, GA), the Incident Command Post may also serve as a Unified Command Post where all agencies involved can have liaison representatives. There must always be a distinct Incident Command Post in operation. There may be other individual Bases as needed. For example, the traffic control unit may require a small command and control function at a separate Base, as would the perimeter security commander. If created, all of these subordinate Bases report to and take direction from the Incident Commander at all times.

VI. DEFINITIONS

Incident Command Post (ICP) – The location from which the Incident Commander oversees all incident operations. There is only one ICP for each incident or event. Every incident or event – large or small – must have some form of Incident Command Post.

Staging Areas – Locations at which resources are kept while awaiting incident assignments. Most large incidents will have a Staging Area, and some incidents may have several. A Staging Area Manager who reports to the Operations Section Commander or the Incident Commander if an Operations Section has not been established will manage Staging Areas.

Base – The location at the incident at which primary service and support activities – such as perimeter, traffic, or security operations – are managed and directed. Not all incidents will have a Base. Bases report to the Incident Commander for direction and tasking.

Single Command ICS – The incident is confined within and to the responsibility of a single agency and there is a single Incident Commander.

Unified Command ICS – The incident encompasses more than one jurisdiction or agency responsibility. The agency most applicable to the specific incident is the incident commander and liaison from all other involved agencies advise and participate in the decision making process. The incident commander may change as the incident evolves. For example as a major accident scene progresses, all injured will be stabilized and removed. The incident command then moves from fire to police for

purposes of clearing the accident and reinstatement of traffic flow. Unified Command is nothing more than the application of ICS when there is more than one agency with incident jurisdiction. The system allows all agencies to work together under a single Incident Commander.

VII. COMMUNICATIONS

Standard communications equipment will be utilized to the maximum extent possible. For Incidents involving only Suwanee elements, the standard 800 MHz radio system is designed for that purpose. Utilizing the City channels is appropriate in these instances. When outside agencies become involved, portable radios and extra batteries or chargers will be provided to bases and operational units as required to establish basic communications.

Where more than one department of county government is involved there will not be a standardized code and signal terminology available for general use. Accordingly, in incidents involving multi-elements of city government or elements from other local, state or federal agencies, plain language clear text (Plain Talk) communications will be utilized as a means of avoiding confusion and delays in radio communications. Common names will be used for all personnel and equipment resources, as well as for all facilities in and around the incident area.

Incident facilities and functions, for example, should be referred to by the incident name such as, "McGinnis Ferry Road Command," or "Town Center Staging," or "Perimeter Commander." Normally assigned radio or zone assignment numbers should not be used in this context when assigned and working in the incident.

VIII. STANDING ASSIGNMENTS

In order to provide for an initial preplanned and prepared response to major incidents, the following standing assignments are established as continuing responsibilities within the department.

Assignments:

Emergency Operations Center – Will be staffed by the Training Division Commander. The first alternate will be the Administrative Services Division Commander.

Initial Incident Command Post – First responding supervisor will activate the Incident Command System. As any current incident becomes more complex, the next highest-ranking supervisor responding will take over as Incident Commander or as Liaison representative to the Incident Commander as appropriate. In major incidents it may become appropriate Patrol Division Commander or Deputy Chief to assume the position of Incident Commander or Liaison.

Headquarters Coordination Center – This coordination center will be activated in the event of a major incident or a significant increase in alert

status by National or State Home Defense authorities. Each Division section will provide a representative to this local center. Computer Information Services will ensure telephone, data terminal and computer terminal connections are activated and all equipment is installed as necessary. The Patrol Division Commander will coordinate staffing of the Headquarters Coordination Center and will ensure current information on incident activity and departmental resources is displayed. National news sources will be monitored and communications will be maintained with the Gwinnett County Emergency Operations Center and with the current Incident Command Post.

In the event a critical incident is projected to continue past the current shift on duty in the field and in communications, affected supervisors will establish and promulgate alternate schedules as required. Provision will be coordinated for rotating relief of personnel involved in any current incident response and also of those still involved in routine police operations.

The departmental Headquarters Coordination Center will be located in the Training Room. Responsibilities will include coordination of police resources and programming of additional security for high-risk infrastructure elements as necessary. Situation maps are maintained by the Patrol Division Commanders.

IX. DEMOBILIZATION PHASE

Every incident will eventually end. When an incident does end an orderly method of ending operations and shutting down activities must be employed. This is the demobilization phase.

During demobilization the Incident Commander will authorize demobilization of functions, staging areas, operations, personnel and units when they are no longer needed.

The EOC, when activated, will be notified at each phase of demobilization and coordination with normal operating personnel is necessary to ensure open actions not yet completed are handled after ICS demobilization. All reports, forms, and data collection activities will be completed prior to shut down and demobilization. All personnel involved will remain prepared to participate in an after-action analysis and review.

Formally report by radio communications the termination of emergency response and proceed with routine recovery operations.

The incident commander will complete an after-action report following an incident.

X. EXERCISES/TRAINING

A realistic and effective training plan for ICS emergency response is necessary to test and evaluate response of both personnel and equipment. Such exercises allow for improvements in planning and positioning of

supplies and equipment and also serve to identify and demonstrate additional communications needs.

All personnel will receive at least in-service training on the Incident Command System and the Police All Hazards Plan policies annually. All police department employees will receive the necessary NIMS training relative to their level.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: E-040 POLICE ALL HAZARDS PLAN

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Michael S. Jones

I. PURPOSE:

The "Suwanee Police Department All Hazards Plan" is intended to provide a guide for personnel in the event of critical incidents such as man-made or natural disasters or biological outbreaks. A critical incident may take one of many forms including civil disturbances, mass arrests, bomb threats, hostage/barricaded suspects, acts of terrorism/weapons of mass destruction, violence at educational facilities, pandemics or any other man-made or natural disaster. This policy is intended to provide general guidance for utilizing the National Incident Management System (NIMS) during a response. More detailed instructions and directions have been given during the NIMS training.

II. INTRODUCTION

The overall priorities of the Department during a critical incident are to:

1. Protect the life of citizens and responders;
2. Stabilize the incident including, but not limited to:
 - a. Investigate any crime and collect the necessary evidence to support a prosecution;
 - b. Apprehend the offenders, if any; and
 - c. Ensure that information concerning the incident is relayed to appropriate individuals in the community, government, and media.
3. Protect property.

Actions taken by the Department during a critical incident will be consistent with the Gwinnett County "Local Emergency Operations Plan" (EOP). The EOP establishes a comprehensive, countywide, all-hazards approach to incident management across a spectrum of activities including prevention, preparedness, response, and recovery. It describes capabilities and

resources and establishes responsibilities, operational processes, and protocols to help protect from natural and manmade hazards.

Gwinnett County Emergency Management is responsible for pre-incident coordinating, planning and training; and in the event of a critical incident, the coordination of resources to recover from the incident. Emergency Management personnel are not intended to serve as Incident Command, as their role is one of coordination and providing resources for incident mitigation, response and recovery.

Emergency Support Functions (ESFs) are included in the EOP. The EOP applies a functional approach that groups the capabilities of city and county departments and some volunteer and nongovernmental organizations into ESFs. These groupings provide planning, coordination, and resources to support the emergency services that are most likely to be needed during a critical incident. Each ESF is comprised of primary and support agencies. Primary agencies are identified on the basis of authorities, resources, and capabilities. Responsibilities for primary and support agencies are discussed in detail within the ESF Annex section of the EOP. ESF 13 – PUBLIC SAFETY AND SECURITY

III. INCIDENT MANAGEMENT SYSTEM

The City of Suwanee has formally adopted the National Incident Management System (NIMS) Incident Command System (ICS) as the standard command and control system for emergency operations.

IV. DEFINITIONS

Critical Incident: A critical incident is defined as any natural or man-made event, civil disturbance, biological outbreak, or any other occurrence of unusual or severe nature, which threatens to cause or causes the loss of life, or injury to citizens and/or severe damage to property and/or requires extraordinary measures to protect lives, meet human needs and achieve recovery.

Incident Action Plan: The Incident Action Plan (IAP) provides a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities. Incident action plans will be used when incidents or events extend beyond a single operational period, change in shifts of personnel is required, or there is a need to document actions and/or decisions. The IAP will:

- Include measurable incident objectives
- Address mission and policy needs of all participating jurisdictions
- Describe interaction between jurisdictions, functional agencies, and private organizations
- Include designation of command staff positions
- Outline tactical objectives and support activities

- Contain provisions for continuous incorporation of “lessons learned” as the incident progresses

Incident Command Post: This is the location from which a response to a critical incident is planned and controlled. The location of the Incident Command Post(s) will be designated by the Incident Commander and announced to officers by the Communications Center. The location of the Incident Command Post should be in an area near the incident scene but in a secure area out of direct sight of the critical incident scene.

Incident Commander: This is usually the highest ranking supervisor on the scene who will assume the command function of a critical incident. That officer may choose to explicitly delegate on-scene incident command to a lower-ranking officer.

Mobilization: This is the principal personnel deployment plan for the control of an emergency. A Mobilization will be ordered to provide for necessary personnel resources whenever:

1. An emergency is of sufficient magnitude to require major deviation from normal police operating procedures and requires a general modification of Department organization and command, or
2. When forces assembled by a Tactical Alert are insufficient to meet the tactical situation.

Upon Mobilization, the Department may cancel leave and recall off-duty sworn personnel. Mobilization may involve the entire Department or selected divisions/units. Only the Chief of Police or his designee can order a mobilization.

Staging Area: This is an area designed for the managing and organizing of all personnel responding to a critical incident. Staging Area(s) will be maintained as the assembly points of all personnel and resources until the Staging Area Manager assigns personnel to a particular assignment.

Tactical Alert: This is the preliminary warning stage for the Department's mobilization plan for major emergencies. It serves two purposes:

1. A Tactical Alert is intended to announce the fact of a major emergency and to alert all levels of the Department that it may be necessary to redistribute police officers to meet the emergency, and;
2. A Tactical Alert may be declared when a watch commander or other field commander forms the judgment that such action is necessary to ensure the availability of sufficient personnel to respond to and control the incident.

V. COMMAND PROCEDURES

When a critical incident occurs, the first responding unit will initiate the Incident Command System and assume responsibility as the Incident Commander. The first responding supervisor will relieve the first responding unit upon arrival and will

become the Incident Commander until relieved by a higher ranking officer, if deemed necessary, based on the incident size and scope. It is the responsibility of the first responding unit to notify the Communications Section of the activation of the Incident Command System and identification of the Incident Commander.

When command of the incident is transferred from one person to another, the Communications Section will be notified of the change in command. Prior to any change of command, the out-going Incident Commander will thoroughly brief the on-coming commander of the current status of the incident, location of deployed resources and any other information pertinent to the incident. Federal Emergency Management Agency (FEMA) forms should be used as required by NIMS. As an incident grows in scope or complexity, an Incident Commander may establish General Staff groups responsible for the functional aspects of the incident command structure. The General Staff typically consists of the Operations, Planning, Logistics, and Finance/Administration Sections, and these are detailed in this policy.

Incident Command responsibilities include, but are not limited to:

1. Establishing a command post. The command post serves as the centralized base of operations. The primary consideration in selecting a command post is the location. The command post should be located close to the incident while at the same time in a location where it is tactically safe. The nature of the incident, such as a chemical spill or barricaded gunman, will help dictate the location of the command post. Among the considerations are:
 - Between inner and outer perimeter
 - Accessible to responding personnel
 - Sufficient space for personnel and equipment
 - Accessible to restroom facilities
 - Accessible to utilities (e.g., electricity, water, telephones)
 - Protection from weather
 - Secure area
2. Ensuring the safety of responders. Depending on the incident this includes, but is not limited to, ensuring all responders have the proper equipment and that clear assignments are provided and supervision is in place to ensure all employees are accounted for. This should include designating a Safety Officer who is responsible for advising the Incident Commander of incident and scene safety issues.
3. Ensuring that common terminology is used by responders. The common terminology allows responders from a diverse range of functions to communicate and work together. Plain talk will be utilized by all responders.
4. Developing a Modular Organization. The Incident Command System develops from the top down based on the nature and complexity of the incident. Modular organization allows additional functions to be added.
5. Managing by objectives. These include:
 - establishment of incident objectives based on priorities (life, incident mitigation, property protection).

- identification of contingencies.
 - development of strategies based on the objectives.
 - based on objectives and strategies, development and issuance of assignments, plans, procedures, and protocols.
 - establishment of specific tactics or tasks to accomplish the identified objectives.
 - document results to measure performance and facilitate corrections.
6. Establishing an Incident Action Plan (IAP). The IAP should concisely document and communicate the overall incident priorities. The IAP should be written depending on the complexity, expected duration and number of various functions involved.
 7. Ensuring a manageable span of control. There should be sufficient supervisory personnel on-scene to ensure a span of control of three (3) to seven (7) personnel per supervisor. The nature and complexity of the incident, as well as safety considerations, will help determine an adequate span of control.
 8. Maintaining an accurate and timely accounting of all resources including personnel, facilities, supplies and equipment deployed.
 9. Establishing a staging area, if necessary, for responders and equipment.
 10. Ensuring integrated communications. Communications must be clear and concise.
 11. Appointing a Liaison Officer, if necessary. The Liaison Officer is the contact for personnel assigned to the incident by assisting or cooperating agencies. These personnel are other than those in tactical assignments or those involved in a Unified Command.
 12. Appointing a Deputy Incident Commander to serve as second-in-command and assist in the operation of the Command Post.
 13. Identifying safe or designated approaches into the incident area for responders and out of the incident area for evacuations.
 14. Requesting Mutual Aid, if necessary, from local municipal, county or state law enforcement agencies. Requests for this type of assistance may be made if Tactical Alert and/or a Mobilization do not meet the personnel demands of the incident or if the city or county agency borders or adjoins the incident. If the County Emergency Operations Center is activated requests for mutual aid will be made through the Center.

15. Providing a detailed depiction of the incident area, deployment of resources, public facilities, evacuation routes, etc. through the use of situation maps. Initially the Suwanee map may be used for these purposes.
16. Identifying public facilities within a threat area, assessing the security needs for those facilities and providing the necessary security resources.
17. Identifying a staging area for the media. If the size and scope of the incident dictate, the Public Information Officer will be contacted to establish liaison with the media. When the incident involves multiple agencies and/or jurisdictions, the Public Information Officer will assist in the establishment and operation of joint public information functions to ensure all information released is coordinated with other agencies and that press releases are consistent. A complex or widespread incident may require the establishment of a Joint Information Center. In the event of mass casualties, there may be a need to provide notification to family members and provide security for medical facilities.
18. Completing a written detailed after-action report following the incident.

VI. PERSONNEL ACTIVATION

The Incident Commander must identify the need for additional personnel and communicate that need to Communications. Initially, manpower will be utilized from within the department by advising of a Tactical Alert. If the Tactical Alert is deemed insufficient to handle the incident, the Incident Commander will request a Mobilization of any off-duty personnel working secondary employment. When resources available through a Tactical Alert are deemed to be insufficient, then Mobilization actions must be implemented. A major incident which occurs without warning and overwhelms the available resources may necessitate the immediate notification of a Mobilization without first issuing a Tactical Alert.

The following actions will be taken during a Tactical Alert:

Incident Commander:

1. Notify Communications of the Tactical Alert.
2. Direct personnel to initial assignments.
3. Establish primary and alternate assembly/staging area(s) for responding personnel.
4. Identify additional resources needed.

The Incident Commander may elect to designate a Public Information Officer, Liaison Officer and/or Safety Officer depending on the complexity of the incident.

Communications Section:

Communications personnel will be responsible for the immediate notification that a Tactical Alert has been initiated. This is accomplished by completion of the following:

1. Announce, over all operational PD channels, that a Tactical Alert is in effect. All officers will acknowledge.
2. Make immediate notification to command personnel (Chief, Deputy Chief and Division Commanders). Command personnel will acknowledge.
3. Make notification over departmental phone intercom system.
4. Notify EMA personnel, when requested.
5. Identify Tactical Channel for incident and move all assigned personnel to the channel.
6. Increase staffing of the Communications Center through the call-in of off-duty personnel, if necessary.

Commanders/Supervisors:

1. Direct available officers within their control, created by the calling of a Tactical Alert, to the emergency.
2. Ensure that on-duty personnel in the affected areas are held over.
3. Make preparations for non-uniformed personnel to be used to supplement or replace uniform personnel. This may include gathering of proper clothing, equipment, and vehicles.

The following actions will be taken during a Mobilization:

In the event that personnel resources assembled by a Tactical Alert are insufficient to meet the situation, or if the emergency is of such magnitude to require major deviation from normal police operating procedures, the Chief of Police or his designee may authorize a Mobilization.

When a Mobilization is ordered, the following actions will take place:

Staff Command Post:

The Staff Command Post/Headquarters Coordination Center will be located in the Training Room at Headquarters, and, if necessary, is responsible for:

1. Determine the extent of the mobilization to occur.
 2. Notify all division/unit commanders.
 3. Initiate liaison with Emergency Management personnel.
 4. Initiate mobilization call-up. Advise responding personnel of the operational readiness condition, staging area (primary and alternate), radio channel assignment, special operations needs, and nature of the mobilization. Off-duty responding officers will respond Code 3 unless otherwise directed.
 5. Cancel all leave, if necessary.
 6. Suspend all authorization to work part-time jobs, if necessary.
- The Staff Command Post will also ensure:

1. Equipment distribution to the staging area, which may include:
 - a. Flares, traffic cones, reflective triangles, auxiliary lighting or other specialized equipment for traffic direction and control or scene illumination.
 - b. Such other specialized equipment as may be deemed necessary by staff command, relevant to the conditions at the scene, including city public works or state Department of Transportation vehicles and Fire/EMS Units.
 - c. Obtain legal assistance if necessary.
 - d. Utilize situation maps depicting the incident location, perimeters, staging areas, evacuation routes, shelters and other pertinent locations.
2. Designation of key personnel, including the replacement for the Incident Commander, should the incident involve a second or subsequent operational periods. Incident Commanders will coordinate with the staff command post regarding appropriate supervisors/personnel responsible for certain incident related tasks or assignments. These positions include the General Staff which consists of the Operations Section, Planning Section, Logistics Section, and Finance/Administration Section.
3. Ensuring adequate transportation is available to include:
 - a. Requesting buses through Emergency Management for transport of police personnel, affected citizens or prisoners, if necessary.
4. Coordination with Communications personnel to ensure proper and effective communications between all affected Departments, state, county and municipal agencies, and police units to include:
 - a. Radio call signs (Designate Plain Talk)
 - b. Radio channel selection for specific tasks
 - c. Coordination of Communications personnel with affected outside agencies as necessary.
5. Maintenance of communications with and coordination/control of all disaster/emergency management personnel who may be present at the scene. A field supervisor should be designated to act as liaison officer to accomplish management control measures specified herein.

VII. ACTIVATION OF EMERGENCY OPERATIONS CENTER (EOC)

When the size or complexity of any incident requires personnel, equipment and resources beyond what is immediately available, Gwinnett County Emergency Management will be notified, as outlined in the EOP) by the Incident Commander through the Communications Section. The County Emergency Operations Center will normally be activated incrementally with the Director of Homeland Security and

Emergency Management determining the appropriate level of activation. The listed activation levels will be utilized when activities exceed normal day-to-day operations.

1. Monitoring Level

The first level of activation of the Emergency Operations Center is a monitoring phase. Notifications will be made to the Emergency Support Functions (ESFs) who would need to take action as part of their everyday responsibilities. The Emergency Operations Center will be staffed with Emergency Management personnel. This level may require enhanced coordination between the Communications Center, EOC, appropriate agencies, and the impacted areas. Activities conducted during this level of activation would include:

- Preparing for an imminent event or managing an on-going incident that requires limited coordination efforts
- Ensuring appropriate departments, agencies, volunteer organizations, and elected officials, as appropriate, are brought to a state of readiness
- Providing an efficient means of managing and disseminating emergency information and implementing operational decisions

2. Partial Activation

Partial Activation is initiated when support for response operations exceeds the day-to-day responsibilities of agencies involved in the response or when assistance for technical or resource support carries on for extended periods. All Emergency Support Functions are notified when the EOC activates to this level and those ESFs involved in response operations are directed to staff the EOC during operational hours. Activities conducted during this level of activation would include:

- Providing enhanced coordination during an on-going incident
- Ensuring that appropriate agencies are prepared to respond should events escalate
- Efficiently managing information flow between responders on scene, local, state, and federal agencies, the media and the public

3. Full Activation

Full Activation involves representation in the EOC by all ESFs. At this level, significant impacts are expected and resource support from a majority of agencies is likely. A local State of Emergency may be declared and consideration given to requesting State or Federal support. Activities conducted during this level of activation would include:

- Ensuring the EOC is fully staffed and ready to meet the needs of responders
- Efficiently deploying resources to address impacts

- Maximizing the level of coordination for decisions, resource support, financial management, and public information between state, local, and federal agencies.

The Training Division Commander is the Department's representative to the Emergency Operations Center. In the event the Training Division Commander is not available or needs to be relieved, the following personnel will be utilized in this order, Administrative Services Commander, then Patrol Division Commanders.

VIII. OPERATIONS SECTION

In any activation of the Incident Command System, the Operations Section will typically be activated. This section manages operations at the incident directed toward:

- Reducing the immediate hazard
- Saving lives and property
- Establishing situational control
- Restoring normal conditions

An Operations Section Chief should be designated for each operational period and may have one or more deputies. This Chief directly manages all incident tactical activities; provides input in preparing the Incident Action Plan (IAP); implements the IAP; and determines the need for establishing specific subordinate units. The subordinate units may be any or a combination of the following:

Branches may be used to serve several purposes, and may be functional or geographic in nature. In general, branches are established when the number of divisions or groups exceeds the recommended span of control of one supervisor.

Divisions are established to divide an incident into physical or geographical areas of operation.

Groups are established to divide the incident into functional areas of operation and are identified by the nature of the task assigned. Included could be a Traffic Control Group, a Perimeter control Group, or any other group assigned a functional task.

Resources refer to the combination of personnel and equipment required to enable incident management operations. Resources may be organized and managed in three different ways, depending on the requirements of the incident:

- Single Resources are individual personnel and equipment items and the operators associated with them
- Task Forces are any combination of resources assembled in support of a specific mission. All elements within a task force must have common communications and a designated leader

- Strike Teams are a set number of resources of the same kind and type that have an established minimum number of personnel

Partners

Several types of agencies could be in the Operations Section and work together or in combinations, depending on the situation. They could include Fire, Law Enforcement, Public Health, Public Works, and Emergency Management. Other participants may include private individuals, companies, or non-governmental organizations.

Tactical Operations

The specific method selected for organizing and executing incident operations will depend on the:

- Type of incident
- Agencies and jurisdictions involved
- Objectives and strategies of the incident management effort

Critical tasks may include, but are not limited to:

1. Establishing the inner and outer perimeter at critical incident scenes based on the nature of the incident. Personnel manning the outer perimeter are responsible for providing security for the inner-perimeter and preventing entry of unauthorized persons into the scene. Outer perimeter personnel may establish an entry Control Point where all personnel and equipment must pass through to ensure authorization. Inner-perimeter personnel are responsible for mitigating and containing the incident. Depending on the type of incident, personnel assigned to either the outer or inner-perimeter should have proper equipment, such as protective clothing, to ensure their safety.
2. Providing resources for traffic direction and control. This includes stopping traffic from entering the area of the outer perimeter, providing ingress/egress for emergency responders and a safe evacuation route, if necessary. Depending on the type of incident and expected duration, DOT may be utilized to retime signals and provide barricades and signage.
3. Conducting the evacuation of affected persons within or in near proximity to the critical incident scene as deemed necessary by the Incident Commander. For hazardous materials incidents, the Emergency Response Guidebook provides distances for evacuations. In other incidents, evacuation distances will be determined by the type of incident. Considerations during an evacuation should include:
 - a. Evacuation routes including providing traffic direction and control and coordination with DOT to retime signals when possible and the placement of barricades and signage to direct evacuees and responders,

- b. Identifying those individuals who evacuate the area,
 - c. Security of the area evacuated,
 - d. Location where evacuees can go for shelter,
 - e. Communication of evacuation routes to the public through the Public Information Officer.
4. Identifying facilities and locations for operational support, including staging areas. Depending on the nature and size of the incident, facilities to support additional personnel and resources may be necessary. These facilities may include base camps, staging areas, mass casualty triage areas and distribution points. Staging areas should be in close proximity to the incident location but also out of the immediate area impacted by the incident. In some cases there may be a need to identify more than one staging area. Utilities, vehicle access, ample paved parking and lighting may be considerations in selecting a staging area. Once an area is identified, personnel must be assigned to ensure the security of the facility(s).
 5. Maintaining the security of the command post, scene and staging area if applicable. The Incident Commander may delegate an officer(s) to act as Command Post security and Staging Area Manager. The Staging Area Manager will ensure both the orderly assignment and movement of personnel to assigned areas and will establish, as needed, a separate area within the staging area for members of the media.

During the course of an incident, such as a civil disturbance, mass arrests may become necessary. These should be handled as quickly and efficiently as possible by using reasonable force to affect the arrest. Prior to making mass arrests, the staff command post should notify County Detention Center personnel to be prepared for the influx of prisoners. An approximate number of anticipated prisoners should be provided to allow Detention Center staff to add personnel and increase security.

Typically in mass arrest situations, a Mobile Field Force (MMF) will be deployed in a line formation. When mass arrests become necessary, the use of Arrest Teams will be utilized. An Arrest Team consists of four (4) or five (5) officers who are behind the line formation and whose primary responsibility is to supplement the line formation by moving to the line and effecting physical arrests of suspects identified by officers in the line formation. This tactic relieves the line formation of arrest duties and allows them to direct their attention to crowd control and crowd dispersal. Arrest Teams should remain flexible and prepared to act as a rescue element in the event that an officer is assaulted or "cut off" from the line formation. Multiple Arrest Teams may be deployed during an MFF detail based on the size and scope of the operation.

When taking suspects into custody, Arrest Teams should obtain the name of the arresting officer(s) and note the applicable criminal charge(s). This information will be given to the Log Officer at an area designated for the detainment of suspects. A Log Officer will be designated by the Incident

Commander or his/her designee and deployed at the detainment area. The primary responsibility of the Log Officer is to document information related to the arrest of suspects taken into police custody. The Log Officer should document the following information:

- a. Suspect's name
- b. Suspect's date of birth
- c. Criminal Charge(s)
- d. Injuries (Officer/Suspect)
- e. Arresting Officer's name
- f. Arrest Team

The Log Officer should also take digital photographs of each arrestee, which will serve as an additional reference for line officers returning to the detainment area for follow up investigations. The Log Officer should also document injuries by digital photographs.

Other considerations involving mass arrests include:

- a. Adequate transportation is available for prisoner transport. Transportation assets (buses) should be requested from the Gwinnett County Sheriff's Department and the Gwinnett County Comprehensive Correctional Complex.
 - b. Evidence collection.
 - c. A secure holding area is available, if needed. This will allow for processing and releasing the prisoner to the Gwinnett County Sheriff Department for confinement.
 - d. The Public Information Officer is briefed to deal with the media and affected business and community representatives, and to maintain rumor control.
 - e. Injured offenders are transported to a medical facility for treatment.
 - f. Court officials and prosecutors have been consulted to ensure compliance with federal and state laws and local ordinances.
 - g. In the event of civil disturbance requiring mass arrests, staff command will ensure cooperation and coordination with the Gwinnett County Police Department and such other agencies as may be involved in the arrest processes.
6. Conduct a thorough post-incident investigation. Criminal Investigations personnel will normally be assigned to conduct the post-incident investigation. Depending on the incident personnel from city, county, state or federal agencies may be involved in this investigation.

IX. PLANNING SECTION

This section is responsible for collecting, evaluating, and disseminating tactical information; maintaining information and intelligence on the current and forecasted

situation; maintaining the status of resources assigned to the incident; and preparing and documenting IAPs and incident maps.

The Planning Section Chief Is normally from the jurisdiction with primary incident responsibility and may have one or more deputies from other participating jurisdictions. This Chief oversees all incident related data gathering and analysis regarding operations and assigned resources; coordinates information and operational security matters with the PIO; develops alternatives for tactical operations; conducts planning meetings; and prepares the IAP for each operational period.

1. The IAP documents the goals, tactical objectives and support requirements for the incident. An IAP will be prepared for each operational period.
2. Although traditionally located in the Planning Section, the Incident Commander may, in exceptional circumstances, assign the intelligence function to other parts of the ICS. This function includes tracking the available resources and determining anticipated manpower and equipment needs. The Planning Section may be further subdivided as follows:
 - a. Resources Unit: Makes certain all assigned personnel have checked in, tracks location and status of all assigned resources, and maintains a master list of all committed resources
 - b. Situation Unit: Collects, processes and organizes situation information; prepares situation reports; and develops projections and forecasts.
 - c. Documentation Unit: Files, maintains, and stores incident files for legal, analytical and historical purposes; prepares the IAP; and provides duplication services.
 - d. Demobilization Unit: Develops an Incident Demobilization Plan that includes specific instructions for all personnel and resources that will require demobilization. Though a Demobilization Unit is not usually needed in an incident involving only local resources, Incident Commanders should assure that resources are released in an orderly, safe and effective manner. Demobilization will normally begin with the inner perimeter, working out to the outer perimeter, until the critical incident scene is cleared.

X. LOGISTICS SECTION

The Logistics Section is responsible for meeting all support needs for the incident; ordering resources through appropriate procurement authorities from off-incident locations; and providing facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services for incident personnel. The Logistics Section Chief is normally from the jurisdiction with primary incident responsibility and may have one or more deputies from other participating jurisdictions manages all incident logistics; provides input in preparing the IAP; determines the need for establishing specific subordinate units; and supervises the request for additional resources. The Logistics Section may be subdivided as follows:

1. Supply Unit: Orders all incident resources, personnel, and supplies. This Unit receives, tracks, stores and distributes supplies for the incident; provides support required to receive, process, store, and distribute all supply orders; and maintains an inventory of supplies and equipment delivered and distributed during the incident.
2. Ground Support Unit: Maintains and repairs vehicles and all ground tactical equipment; supplies fuel for all mobile equipment; provides transportation in support of incident operations; and records usage time for all ground equipment (including contracted equipment). This Unit may have to obtain specialized or commercial vehicles. Mass transportation and resource acquisition from outside Gwinnett County will be coordinated through the EMA.
3. Communications Unit: Develops the incident communications plan to make the most effective use of equipment and facilities available to the incident; ensures the interoperability and optimized use of all assigned capabilities; installs, tests, maintains, distributes and recovers any communications equipment assigned to incoming personnel; and supervises and operates an incident communications center. In critical incidents involving multiple agencies, a representative from each agency will assemble at the command post to ensure the coordinated flow of communications between all agencies and the Dispatch Center. Specific channels may be assigned by the Dispatch Center for the exclusive use of involved personnel during critical incidents.
4. Medical Unit: Ensures that medical care is provided to responders. This is typically a function of Fire and Emergency Services; however, coordination of this function may be required. Medical personnel will typically stage beyond the outer perimeter until needed. It may be necessary for EMS personnel to be directed to the incident and accompanied by Department personnel while involved in a Department critical incident.
5. Facilities Unit: Sets up, maintains, and demobilizes all facilities used in support of the incident. Facility considerations include location, security, utilities and access. This Unit is also responsible for ordering additional support items such as portable toilets, shower facilities, and lighting units, and for maintaining the facilities.
6. Food Unit: Anticipates incident feeding needs; supplies food needs for the entire incident, including all remote locations; and supplies food service to operations personnel unable to leave assignments.

Specialized Teams and equipment are also the responsibility of the Logistics Section. Depending on the nature of the incident, specialized teams such as EOD, SWAT and K-9 may be required. Logistics is responsible for identifying these resources and contacting County Emergency Management to request additional specialized resources.

XI. FINANCE/ADMINISTRATION SECTION

This section is activated when there is a specific need for financial or administrative support and is usually required in large complex incidents involving funding from multiple sources. It is tasked with providing administrative services to support all incident management activities and is responsible for financial reimbursement to individuals, agencies, or departments.

The Finance/Administration Section Chief manages all incident finances; monitors multiple sources of funds; tracks expenditures to ensure statutory rules are met; coordinates with other sections to ensure that operational records can be reconciled with financial documents; and determines the need for establishing specific subordinate units.

Subordinate units might include:

1. Compensation/Claims Unit: Handles injury compensation and claims; coordinates closely with the Medical Unit for information sharing; ensures all forms required by workers' compensation programs and local agencies are completed; maintains files on injuries and illnesses associated with the incident; handles investigations of all civil tort claims involving property associated with or involved in the incident; and logs all claims, obtains witness statements, and documents follow-up requirements.
2. Cost Unit: Provides cost analysis data; ensures proper identification of equipment and personnel for which payment is required; provides input on cost estimates to the Planning Section; and maintains accurate information on actual cost of all assigned resources.
3. Procurement Unit: Administers all financial matters pertaining to vendor contracts; prepares and signs equipment rental agreements; and processes all administrative requirements associated with equipment rental or supply contracts that may be necessary to provide additional resources.
4. Time Unit: Records personnel time according to the policies of the participating agencies; determines excess hours worked and documents them appropriately; and documents time worked by all personnel associated with the incident.

Supervisors are responsible for documenting all injuries and liability issues and forwarding that information to Human Resources using the forms prescribed by the City. Individual personnel will document critical incident work hours, to be approved by supervisors. Personnel who incur expenses during a critical incident are responsible for maintaining a record of expenses, completing the necessary forms and forwarding the information to the Cost unit.

In a major critical incident, additional equipment and resources will be obtained through coordination with Gwinnett County EMA. When necessary, resources and or equipment may be obtained through the use of Department Purchasing Cards pursuant to City policy.

XII. REQUESTS FOR ADDITIONAL RESOURCES

When local resources are not sufficient to meet public safety needs due to the magnitude of an incident, additional outside resources may be required. In these cases, Emergency Management has the responsibility to seek those resources. The resources may be available from other county agencies or local entities. If resources are needed from outside Gwinnett County, the EMA is responsible for seeking additional resources through GEMA. Requests of this nature will typically be made by operational personnel involved with the incident, and will be made to the EOC. Operational personnel must follow the protocol of having EMA contact GEMA.

XIII. REQUEST FOR THE NATIONAL GUARD OR DECLARATION OF MARTIAL LAW

1. If Gwinnett County authorities (County Commission Chair, County Administrator, EMA Director) determine that all available local resources have been used and that assistance from the Georgia National Guard is needed to maintain order or restore peace, the Gwinnett County Emergency Management will forward the request to GEMA, which will forward the request to the Governor. Any deployment of National Guard troops in the event of civil disturbance or disaster will be in accordance with O.C.G.A. 38-2-7 (Martial rule declaration) at the discretion of the governor.
2. Requests should not be made for military equipment to assist private businesses or individuals if such equipment may reasonably be obtained from private firms through rental, lease or purchase agreements.
3. The procedures specified for emergency operations also apply to requests for state military support during the post-emergency or recovery phase of disaster operations.

XIV. TRAINING/EXERCISES

The Training Section will be responsible for providing documented annual training on the All Hazards Plan. The Chief of Police may, at his discretion, order exercises of the All Hazards Plan in cooperation with EMA.

XV. PLANNING RESPONSIBILITIES

The Chief of Police has delegated the responsibility for serving as liaison with Gwinnett County Emergency Management and planning for and responding to critical incidents to the Training Division Commander.

The Training Division Commander will also be responsible for maintaining the All Hazards Plan, developing exercises in conjunction with Gwinnett County Emergency Management as well as attending Emergency Management meetings.

All equipment designated for use in critical incident situations will be inspected quarterly for operational readiness by supervisors.

SUWANEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

SECTION: E-041 SPECIAL EVENTS

EFFECTIVE DATE: 05/20/10

NUMBER OF PAGES: 3

REVISED DATE: 03/27/19

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

To establish protocol for the handling and control of all planned special events within the City of Suwanee. To provide for the safety and protection of those in attendance.

II. POLICY

The Suwanee Police Department will provide adequate personnel to maintain and control all City permitted and planned events. Officers will be utilized in designated locations to provide for the safety of those individual who attend the event, and to control or direct vehicular and pedestrian movement.

III. PROCEDURE

A. Deployment

The Patrol Division Commander, or his/her designee, will be responsible for the coordination and supervision of all manpower needs for any planned event within the City of Suwanee, which requires more than providing ordinary shift coverage, and / or as directed by the Chief of Police. Other than the Patrol Division Commander, the supervisor or officer assigned with the task of planning any event will be referred to as the Event Coordinator.

The Event Coordinator will consult with the supervisor(s) of the shift(s) involved in the event time frame to formulate plans and contingencies. The plans will address the following concerns when applicable:

1. Written estimate of traffic density;

- a. Pedestrian; and
 - b. Vehicular.
2. Planned patterns of traffic flow;
 - a. Ingress;
 - b. Egress; and
 - c. Traffic contingency plans, including changes.
3. Crowd size estimates and control procedures;
4. Street Closings;
5. Designated one-way street, if any;
6. Parking for emergency vehicles;
7. Establish no parking zones;
8. Traffic control positions;
9. Equipment required; and
 - a. Barricades; and
 - b. Traffic cones.
10. Additional assistance, if needed

B. EVENT COORDINATOR RESPONSIBILITIES

The Event Coordinator will review the submitted event application to assist in planning for each special event, which ensures adequate control(s) and safety for participants and spectators of each event. The plan will include an estimate of the crowd size and any potential for disruption or violence by participants or spectators. Consideration will be made for those areas where the potential for criminal activity may occur as a result of the crowds associated with the event. The Event Coordinator should advise the detention supervisor of the Gwinnett County Sheriff's Department to make arrangements to accommodate mass arrest situation, prior to the event if the potential for violence exist or if the event escalates.

SUWANEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

SECTION: E-055 EXECUTIVE PROTECTION

EFFECTIVE DATE: 06/08/09

NUMBER OF PAGES: 3

REVISED DATE: 03/27/19

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

To provide protection and security for all VIP's (Very Important Persons) including all dignitaries, famous personalities, notorious persons, or any person determined by the Chief of Police to be in need of special security visiting the City of Suwanee.

II. SCOPE

Applicable to all departmental personnel.

III. POLICY

The department will provide assistance to any law enforcement or governmental agency who requests special assistance in the protection of V.I.P.'s who are visiting or staying within the city.

IV. PROCEDURE

A. Responsibilities

The department will make the following provisions and considerations prior to the arrival of any VIP coming into the city:

1. The Patrol Division Commander will be the supervisor and event coordinator of any given security detail.
2. The department will consult with any local, state, or federal intelligence agencies to ascertain information on known or suspected personalities

who may be residing in the Metro Atlanta area that may pose a threat to the VIP.

3. The department will coordinate the VIP's itinerary with other law enforcement agencies.
4. The department will arrange for both primary and alternate travel routes within the city.
5. All buildings and areas of concealment, including those sites along the designated traveling routes, will be located and inspected prior to the VIP's arrival.
6. Gwinnett County EMS will be notified of the VIP's appearance (to be addressed for medical emergency response only).
7. Officers assigned to VIP protection may be required to wear his/her body armor including officers wearing civilian clothing.
8. If necessary, the department will place police personnel at strategic vantage points (including buildings, etc.). Officers assigned to close security will wear their firearms concealed, if they are in civilian clothes. Officers are required to wear their departmental issued/approved firearm.
9. All department personnel assigned to VIP escort will be equipped with a portable radio and will operate on the assigned channel. The department will provide the necessary portable radios to any outside personnel designated as security for the VIP, if needed.
10. The Event Coordinator will coordinate a method of identification (lapel pins or other methods of identification) for all escort officers who are not in uniform and will share the method with other agencies participating in the escort detail.
11. Any armored or special use vehicle requirements will be coordinated with the agency providing the initial escort. This information should be obtained prior to the arrival.

12. The criminal intelligence officer will be responsible for providing the Event Coordinator with an intelligence report. This information should be collected and distributed within 48 hours of the arrival of any designated VIP.
13. The department will establish and maintain liaison with area medical facilities.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: E-060 MUTUAL AID

EFFECTIVE DATE: 08/25/10

NUMBER OF PAGES: 2

REVISED DATE:

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. Purpose

The purpose of this policy is to provide employees with procedures to follow in the event that mutual aid is requested by our agency or requested by another agency that participates in the Gwinnett Municipal Agencies Mutual Aid Agreement.

II. Scope

This Policy is applicable to all Suwanee Police Department sworn officers and communications personnel.

III. Procedures

- A. In the event that our agency has a need to request mutual aid from another agency the acting shift commander has the authority to make the mutual aid request through the communications center.

The communications center will then contact the on-call Gwinnett County Major Crimes Unit representative in the case of a major crime, the on-call Accident Investigation Unit in the case of a serious injury or fatality accident; or the on-call K-9 in the event a K-9 is needed.

If an incident rises to the level of requiring the activation of the Gwinnett County EOC, procedures set forth in E-040 All Hazard Plan will be followed. In the event that State or Federal assistance is required, follow procedures set forth in E- 040 All Hazard Plan, E-005 Disaster Response, and E-025 Federal Assistance.

- B. When another agency requests mutual aid from our agency the acting supervisor will make a determination if he or she has sufficient manpower to allocate resources to the request for mutual aid. If there is sufficient manpower to respond to calls for service within the City of Suwanee the supervisor may at his / her discretion send available resources to assist the requesting agency.

C. Communications with Responding Agencies

When agencies are responding to the Suwanee Police Department's request

for mutual aid, the agencies will utilize Suwanee's radio channel.

When Suwanee Officers are responding to another agencies request for mutual aid they will utilize that agencies radio channel.

IV. Review and Revision

- A. The Gwinnett Municipal Agencies Agreement will be reviewed annually by all signing agencies to identify any needs for amendments and or changes.
- B. Any amendments or changes to the Gwinnett Municipal Agencies Agreement must be submitted in writing and agreed upon by all participating agencies.
- C. The termination of this agreement by a participating agency must be in writing and submitted by the Chief Administrative Officer. Termination will take effect 30 days from the date of written notice.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: E-061 NASAL Narcan Program

EFFECTIVE DATE: 03/30/15

NUMBER OF PAGES: 2

REVISED DATE: 03/27/19

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. Purpose

To establish guidelines and regulations governing utilization of the Naloxone (Narcan) administered by the Suwanee Police Department.

II. Scope

This Policy is applicable to all Suwanee Police Department sworn officers

III. Procedure

Narcan may be used when an officer reasonably believes that a person is experiencing an opioid overdose. Officers must notify dispatch anytime Narcan has been administered and request that EMS personnel respond. Officers should maintain universal precautions and render first aid until relieved by responding EMS personnel.

IV. Documentation

Anytime Narcan is used, an incident report, entitled "Narcan Deployment", must be completed detailing the nature of the incident and the care that the patient received. A copy of the report will be forwarded to Administrative Services Division Commander.

V. Program Coordination (Administrative Services Division Commander)

1. The Administrative Services Division Commander will work with the Training Coordinator to Develop a training program that meets the approval of the Medical Director for Gwinnett County Fire & EMS.
2. Maintaining a master inventory list of all Narcan Kits assigned to the Police Department.
3. Act as a liaison between the Police Department and Gwinnett Fire

& EMS.

4. Reviewing all incident reports involving the use of Narcan.
5. Reporting all incidents where Narcan was administered to the Medical Director for Gwinnett Fire & EMS.

VI. Medical Director's Responsibilities

The Medical Director for Gwinnett Fire & EMS is responsible for:

1. Providing clinical consultation, expertise and oversight of the Narcan program.
2. Reviewing and approving the department's training program and protocols.
3. Oversee the procurement of Narcan for the Police Department.

VII. Training

The Training Coordinator must maintain an up-to-date training curriculum, which has been approved by the Medical Director for Gwinnett Fire & EMS or designee. The training program at a minimum will include: the risk factors associated with opioid overdoses; signs of opioid overdoses; response protocols; Narcan administration protocols; and reporting requirements. All sworn police officers will be trained and qualified to administer Narcan and refresher training will be required once every two (2) years.

VIII. Narcan Kits

Narcan kits will be issued to each Patrol supervisor. Narcan kits will include the medication, atomizer and instructions for administering Narcan. The kit will also include reporting instructions and information related to the replacement of used, damaged, expired, and lost Narcan kits.

IX. Maintenance and Replacement

1. Monthly inspections of the Narcan kits shall be the responsibility of the Patrol Division Commander or designee.
2. Missing or damaged Narcan kits will be reported in writing on an interdepartmental memorandum from the shift supervisor to the Administrative Services Division Commander.
3. Expired Narcan kits shall be removed from service and submitted to the Narcan Program Coordinator for replacement.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: E-065 Special Response Team (SRT)

EFFECTIVE DATE: 10/30/2018

NUMBER OF PAGES: 5

REVISED DATE:

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

This General Order establishes procedures for the administration, training, and operation of the Special Response Team (SRT).

II. SCOPE

This policy pertains to all personnel of the Suwanee Police Department.

III. ADMINISTRATIVE POLICY

The Suwanee Police Department's SRT consists of officers who are trained and equipped to meet the unique challenges of high-risk operations.

IV. ADMINISTRATION

A. TEAM COMMANDER

The Team Commander is responsible for reviewing and supervising the overall operations of the SRT. The Team Commander is responsible for approving operational plans and monitoring the planning, briefing, and direction of the Team.

B. TEAM LEADER

The SRT serves under the immediate direction of a senior sworn officer or supervisor. The designated Team Leader is responsible for preparing operational plans and after-action reports, conducting briefings, and directing the training and operations of the Team.

C. TEAM MEMBERS

Team members are responsible for conducting tactical operations. Each team member shall be assigned individual responsibilities and assignments that will be outlined in the plan for each operation. Each team member shall receive training in high-risk tactical operations and related disciplines, as necessary.

D. TEAM MEDIC

A specialized trained tactical team member who is capable of providing immediate emergency medical care to team personnel and/or involved persons during tactical incidents and/or training.

V. SELECTION PROCESS

The SRT consists of selected officers from within the Department. Individuals selected for the team must have the ability to make rapid, sound tactical decisions in highly stressful situations.

A. Selection Process

1. The SRT Team Commander will provide departmental personnel with notifications of openings in the SRT Team. The applicant will then provide the Commander with a letter of interest in the position.
2. The SRT Selection Committee will be made up of members of the command staff assigned by the Chief of Police. The SRT Selection Committee will be responsible for conducting the selection process.
3. The applicant will complete:
 - A. A letter of Interest
 - B. The SRT physical fitness assessment
 - C. Oral Interview
4. A score of 90% or higher on an approved semi-automatic course of fire
5. The SRT Selection Committee will conduct an applicant review process. The review will consist of a review of the applicant's disciplinary record, the applicant's previous two (2) performance evaluations, and consultation with their current and a previous supervisor.

6. At the conclusion of the applicant review process the results will be forwarded to the Chief of Police for final approval.

B. SRT Physical Fitness Assessment

To pass the physical fitness assessment the applicant must:

- A. Complete a one (1) mile run in 12 minutes or less; and
- B. Complete thirty pushups in under one (1) minute; an
- C. Complete thirty sit-ups in under one (1) minute

All SRT team members will be required to pass this physical fitness assessment annually.

VI. USE OF SRT

- A. The SRT may be utilized for search and arrest warrants that involve drugs, weapons, crimes against persons, or known violent offenders, when a case does not mandate the use of a S.W.A.T. team, or if it is determined after consultation with the S.W.A.T. commander or designee that S.W.A.T. is not needed. The SRT may also be utilized to supplement Field Operations shifts, other agencies' tactical teams, or for situations requiring tactical equipment or training not normally available to routine patrol operations.
- B. Supervisors shall contact the Team Commander to request the use of the Team. If the Team Commander is not available, the Team Leader shall be contacted for approval.
- C. The Team Commander or his/her designee shall notify the Chief of Police whenever the team is used.
- D. The Team Commander or his designee shall review the request and make a determination regarding the use of the Team, based upon the Team's capabilities and limitations. If the requested support is found to be in excess of the capabilities of the Team, the Team Commander or his/her designee shall be responsible for coordinating the appropriate support.
- E. The Team Commander or his/her designee shall be responsible for determining the need for uniformed personnel to establish a perimeter, control traffic, secure the scene, or process evidence.

- F. If the Team Commander or his/her designee needs patrol officers, he shall request them from the shift supervisor before the operation.
- G. The Team Leader shall have the authority to command all personnel and equipment involved in the operation.
- H. If additional assistance is required, the Team Commander or his/her designee shall request additional assistance from the Gwinnett Metro Task Force and/ or Gwinnett County Police Department S.W.A.T. Team.

VII. OPERATIONAL PLANNING

Unless prevented by emergency circumstances, the Team Leader shall submit a written plan to the Team Commander before commencing any SRT operation.

VIII. PRE-OPERATIONAL BRIEFING

- A. When the use of the Team has been approved, the team members will be directed to assemble at a specified time and location. The Team Leader will then conduct a thorough briefing. All participants should be present for briefing and will receive a copy of the plan.
- B. The briefing shall include the purpose and type of operation, a description of each participant's job assignment, the vehicles to be used, emergency procedures, communications frequencies, and any diagrams/photographs. If officers from other departments are involved, all officers shall be introduced at this time.
- C. The Team Leader will inspect each participant to ensure that everyone is properly equipped (e.g. ballistic vests, weapons, flashlights, radios and any other required equipment).
- D. The Team Leader will notify the Communications Center and the on-duty supervisor of the operation location and anticipated time of execution.

IX. EXECUTION OF PLAN

- A. After he has distributed assignments and briefed all personnel, the Team Leader will direct the team to the place/person to be searched.
- B. The Team Leader will establish a perimeter of readily identifiable police officers. Upon arrival at the objective, the Team Leader will direct designated officers to gain entry in to the building and to contain and control any people present in accordance with State law and as appropriate to the situation. The residence shall be searched for the safety

of the officers present (search for additional suspects and/or weapons, booby traps etc.)

- C. After entering and securing the premise or person, the Team Leader will ensure that uniformed officers are posted to establish authority and security and that the Communications Center is advised of the Team's status.
- D. The case officer shall conduct the evidence search, when available.

X. DEBRIEFING

The Team Leader shall conduct a formal debriefing after each operation. At a minimum, this debriefing shall include a review of the operational plan, a review of the events that actually transpired, and a discussion of each participant's actions. Each participant shall have an opportunity to critique the operation. The Team Leader shall include any significant information identified through the debriefing in the written after- action report prepared for the operation.

XI. EQUIPMENT

- A. Each member of the SRT will be issued individual safety equipment that will include ballistic raid vests and helmets. The vests will be marked for immediate identification as police officers. Each team member will be issued additional tactical clothing and equipment and will be responsible for the storage and maintenance of this equipment. The Team Leader will maintain an inventory of equipment issued to each team member.
- B. The SRT has additional team equipment, including ballistic shields, entry tools, and special weapons.
- C. Tactical equipment will be maintained by the Team Leader and will be stored in the Quarter Master room.
- D. The Chief of Police must authorize the use of non-standard equipment.

XII. REPORTS AND DISSEMINATION

All documents, reports, or electronic media obtained by the SRT are not subject to open records and will be maintained by the Team Commander. The Chief of Police shall approve any dissemination of data from the SRT.

The Team Commander will conduct an annual review for the previous year of the SRT activities to include statistical information and ascertain any training or policy needs.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

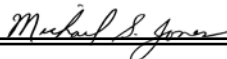
SECTION: I-005 CRIMINAL INVESTIGATIONS

EFFECTIVE DATE: 01/01/95

NUMBER OF PAGES: 35

REVISED DATE: 03/27/19

DISTRIBUTION AUTHORIZATION:



I. POLICY

It shall be the policy of the Suwanee Police Department to reduce crime through the successful completion of the criminal investigative process that should identify, cause the arrest and conviction of the suspect, and recover stolen property. The preliminary investigation is a critical step in the overall criminal investigative process. Often, the success or failure of the entire investigation is of equal importance in most investigations and should be conducted accordingly.

II. PURPOSE

To increase the effectiveness of the Suwanee Police Department's investigative efforts by establishing uniform procedures and guidelines for the preliminary and follow-up investigations of specific crime scenes involving property crimes, serious injury, natural death and violent or suspicious death.

III. SCOPE

These procedures shall apply to all sworn personnel of the Suwanee Police Department as directed per policy.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

The CID Supervisor shall be responsible for coordinating and overseeing the investigative operations of the Suwanee Police Department. The CID Supervisor will operate under the direct authority of the Administrative Services Division Commander and shall at all times ensure that the Chief of Police are informed of all investigations. The CID Supervisor shall complete an annual documented review and evaluation as to the

effectiveness of the division. There will also be as many supervisors, detectives and officers assigned to the section as is necessary to handle the case load on a reasonable basis. All personnel assigned to CID will be non-uniformed.

B. Criminal Investigation Division

The Criminal Investigations Division purpose and responsibility is to investigate of the following types of crimes:

1. Part 1 Crimes - deaths, attempted homicides, kidnappings, aggravated assaults, shootings with injury, rapes, armed robberies, burglaries, thefts, auto thefts, arson, etc.
2. Part 2 Crimes - Fraud, embezzlement, stolen property, vandalism, prostitution, drugs, gambling, forged checks, etc.

V. CRIMINAL INVESTIGATION PROCEDURES

A. Information Development

The development of pertinent case information begins when the call for the police is received and continues until the case is cleared or made inactive. Obtaining and recording even apparently minor information is often crucial to the successful conclusion of a case.

1. Sources of departmental information that are valuable and should be utilized as needed includes, but is not limited to:
 - a. Central records files (including photos and fingerprint records).
 - b. Computer logged information.
 - c. Field interview cards/electronic records.
 - d. City Clerk's Office records.
 - e. Informant files.
 - f. GCSO website for booking formation.
 - g. Various Internet resources.
2. Outside agency information that can be valuable in an investigation and should be used when appropriate. Such information includes but is not limited to:

- a. GCIC/NCIC criminal history records information.
 - b. Vehicle registration information.
 - c. Driver's license information.
 - d. Probation and parole records.
 - e. Court records.
 - f. Tax records.
 - g. Local and federal agencies records.
 - h. Welfare and social service agency records.
3. Private organizations and agencies can also provide information valuable to investigations. Court orders may be necessary to obtain certain records. Such sources of information include but are not limited to:
- a. Utility company records.
 - b. Telephone company records.
 - c. Bank and credit agencies.
 - d. Insurance companies.
 - e. Online subscription information services.
 - f. The Internet (World Wide Web).

B. Interviews and Interrogations

The effective use of interviews and interrogations with victims, witnesses and suspects are often crucial in solving many types of crimes.

1. Victim/Witness Interviews

- a. Detailed notes and/or a recorded tape (includes video tape and Digital Audio) should be made for future reference giving time, date, location, officers present, etc.

- b. The trauma or stress to which the victim or witness has been subjected should be considered and the interview conducted in such a manner as to reduce stress and minimize further problems.
- c. The age, physical limitations and credibility of witnesses should also be considered.
- d. Interviews are usually voluntary. Every effort should be made to have the suspect(s), victims, and witnesses come to the police department for the interview.
- e. Persons being interviewed in a voluntary setting will be advised that they are free to stop the interview and can leave at any time. No steps will be taken to limit their ability to depart.
- f. At the conclusion of the interview a request for a written statement from the person being interviewed should be made.

2. Interrogation of Suspects

In the Interrogation of suspects, officers should consider these important points:

- a. Interrogation to obtain investigative leads can be very useful but all constitutional precautions must be taken once a suspect is in custody and is going to be questioned.
- b. Detailed notes and/or a recorded audio and/or video tape should be made for future reference and court use giving time, date, location, officers present, waiver of rights, time interrogation ended, etc.
- c. Statements obtained during an interrogation must not be based on coercion, promises, intimidation or deprivation of counsel.
- d. Persons being interrogated in a voluntary setting will be advised that they are free to stop the interrogation and can leave at any time. No steps will be taken to limit their ability to depart.
- e. For a statement to be admissible in court, prior to the suspect being questioned the suspect shall be advised of his Miranda constitutional rights and the right to counsel. The detective/officer must be able to demonstrate that the suspect understood those rights and made a knowing and intelligent waiver of those rights. Officers should stay abreast of recent court decisions which may mandate changes in constitutional rights procedures.

- f. Juvenile suspects must be given the same constitutional protection as adults. The following additional safeguards should be followed:
 - 1) When juveniles are questioned, a parent, guardian or attorney should be present. If the parent or guardian chooses not to be present or cannot be located, the officer may continue with the interview so long as the juvenile consents to the interrogation.
 - 2) Number of officers present and duration of the interrogation should be kept to a minimum.
- g. If there is more than one (1) suspect to be interrogated, the suspects should be separated and interrogated individually.
- h. When interrogating suspects, if possible, two (2) detectives should be present, one in the interview interrogation room and the other in the Audio/Video room to witness the "Advice of Rights Waiver and Statement" and observe and monitor the interrogation. The Investigating officer should also obtain a signed waiver of rights form.
- i. Detectives should remember that by using innovative, yet proper methods, much valuable evidence can be obtained from victims, witnesses and suspects. A flexible and effective interrogation technique can obtain valuable evidence that might otherwise be lost.
- j. When conducting investigations of incidents involving the abuse, neglect or molestation of a juvenile. The investigator used will have received specialized training in:
 - 1) Interviewing and report writing techniques;
 - 2) Dealing with child victims of sexual abuse;
 - 3) Dealing with child victims of physical neglect and abuse;
 - 4) Familiarity with the use of anatomically correct dolls/drawings;
and
 - 5) The use of taping and recording devices.

If personnel within the Suwanee Police Department are not available for crimes of abuse, neglect, or molestation the Gwinnett Sexual Assault Center will be contacted to assist with investigation of the incident.

C. Collection and Preservation of Physical Evidence

Physical evidence is of major importance in all cases, particularly those without witnesses. The successful prosecution of a case often hinges on the quality of the physical evidence that is collected and preserved.

1. All officers and detectives are responsible for the preservation of evidence and for maintaining and documenting the chain of custody of all evidence that is in their custody.
2. Most evidence collected will be handled by the detective in charge of the crime scene.
3. Officers having questions about collection and preservation of specific items of evidence should consult the evidence custodian or the detective in charge.
(Also see SOP I-010)

D. Surveillance and Equipment Procedures

1. The secretive observation of a person, place or vehicle is a basic police technique that can be used by all departmental units. Surveillance can be used effectively to gather evidence of illegal activity or, in the case of a stakeout, to apprehend criminals after a pattern of criminal activity has been identified.
 - a. All detectives/officers should be encouraged to use surveillance on known trouble spots and known violators as part of their efforts to suppress crime.
 - b. For specific assistance in surveillance procedures, techniques and equipment, officers should contact designated supervisors, the CID Supervisor.
2. The Suwanee Police Department has access to many pieces of equipment to ensure the safety of its police personnel. One of these is the body wire, or body mic. It is designed to allow back-up officers to monitor a police operative to insure his / her safety, and its use is permitted upon approval from the CID Supervisor. Members of the Suwanee Police Department will not, under any circumstances, use a body wire for unauthorized verbal interceptions. State and federal law prohibits such use and violators can be prosecuted. Having knowledge of this activity and not reporting it will lead to prosecution and departmental discipline.

- a. To prevent unauthorized use and loss of surveillance and undercover equipment, the distribution and use of the equipment shall be approved by the CID Supervisor.
- b. The appropriate checkout forms / logs will be used when checking out and distributing surveillance equipment.

3. Body wire and Tape Recorder

The body wire can be used as prosecution tool when one person involved in the conversion has knowledge his or her conversation is being intercepted and permission was given beforehand. In addition to the body wire, the tape recorder and phone intercept may be utilized to gather evidence in a criminal case. When one of the above listening or recording devices is selected the officer must complete an equipment log prior to use. The completed log is to be approved by a CID Supervisor documenting the case file number, date and time in and out, and condition. In all cases where evidence or potential evidence is obtained through the use of a tape recorder, all tapes must be properly marked and submitted to the property room. In all cases where police personnel or civilian police operatives are wearing or in any way using a body wire or tape recorder, a written permission form must be signed and witnessed prior to use of the equipment.

4. Use of Recording Devices for Victims of Crimes

When a tape is made on a complainant's phone for evidence collection, it must be submitted to the property room.

5. Inventory Control For Investigative tools

In addition to the procedure for the body wire and tape recordings, an inventory log will be kept in and by the CID Supervisor for investigative tools (i.e., low-light binoculars, tape recorders, etc.) borrowed for temporary use from this agency or another agency. If technical alarm systems or tracking systems are borrowed from other agencies, an inventory log must be submitted to the CID Supervisor. The CID supervisor will assure that department owned equipment is in a state of operational readiness.

E. Criminal Background Investigations

In the course of conducting criminal investigations, it is sometimes necessary to seek out background information concerning individuals who are suspected of criminal activity. Information which is gathered during these background checks is often of a secretive and confidential nature. In

order to protect the department and individual officers from possible suit, it is necessary that guidelines be established for the conduct of these background investigations and dissemination of information gathered thereby.

Any officer who, while investigating a criminal matter, particularly those which relate to white collar crime, organized crime, narcotics and vice activities, decides that a background investigation is necessary shall immediately notify his supervisor. The officer and the supervisor shall consider the following when conducting background investigations:

1. Identifying the purpose of the investigation.
2. Identifying potential sources of information.
3. Determining how the information will be used after it has been collected.
4. Controlling the distribution of related records.
5. Possible purging of these records at a future date.

In this regard it should be remembered that the dissemination of information on suspect offenders that would not be admissible in court should be restricted to those officers who have a clear need for such information.

This regulation shall apply to background information that is gathered in relation to ongoing criminal investigations. It shall not apply to background investigations that are conducted for employment purposes.

This agency shall make use of information gathered by GCIC and NCIC by utilization of the department's computer which accesses GCIC. This utilization gives the officer/detective information about inter-jurisdiction and inter-state criminal activity.

VI. PRELIMINARY INVESTIGATION PROCEDURES

A. Duties and Responsibilities

The Suwanee Police Department will fully investigate all reported crimes and incidents with sufficient resources provided consistent with the investigative leads and magnitude of the crime.

Upon arrival at the scene of a crime, the patrol officer or detective having responsibility for the preliminary investigation should:

1. Assess the crime scene to provide a level of safety for the officer, victim and witness. Observe and record all conditions, events and remarks.
2. Provide aid to the injured.
3. Determine if an offense has actually been committed and, if so, the exact nature of the offense.
4. Locate and identify witnesses:
 - a. Full name;
 - b. Telephone number(s);
 - c. Address;
 - d. Work information;
 - e. Name and address of a relative.
5. Protect the crime scene to ensure that evidence is not lost or contaminated prior to it be taken into custody.
6. Interview the complainant, victim and witnesses to:
 - a. Obtain description, name, address, physical, etc. of suspect(s);
 - b. Determine what information is known by witnesses, victim or complainant;
 - c. Furnish other field units through radio with a lookout including method, direction of flight and other relevant information concerning persons or vehicles wanted.
7. Arrange for the collection of evidence:
 - a. Organize and conduct searches for property or evidence.
 - a. Notify a supervisor if detectives and / or evidence collection personnel are needed to collect evidence or photograph the scene;
 - b. Photograph and collect evidence if there is no need to notify detectives or a Crime Scene Investigation Unit.
8. Determine the identity of suspect and effect an arrest if it can be accomplished at the scene or through an immediate pursuit.

9. Interview the suspect:
 - a. Read Miranda Warning; if applicable (custody and interrogation)
 - b. Use field interview techniques;
 - c. Take suspect into custody and turn over to detectives.
10. Accurately and completely record pertinent information on prescribed field investigation report forms.
11. Make appropriate GCIC/NCIC inquiries and/or modification and clearance referrals when applicable to the Records personnel or Communications Center.
12. When necessary, brief supervisors, officers and/or detectives who may assume the follow-up investigation as to the known facts of the case, and advise if the suspect has been read the Miranda Warning.
13. Check victim(s), witness(es) and suspect(s) through communications and at the Gwinnett County Jail for possible outstanding warrants.

B. Shift Supervisor Responsibilities

Upon arrival at the scene of a crime, the Shift Supervisor shall:

1. Immediately ascertain from the patrol officers the seriousness of the incident under investigation and the basic details concerning the crime.
2. Ensure that the patrol officers conduct a thorough preliminary investigation and gather all pertinent facts and information.
3. Provide leadership to subordinates to ensure an efficient and effective preliminary investigation.
4. Ensure that patrol officers devote that amount of time necessary for a quality preliminary investigation without jeopardizing other important police services.
5. Review preliminary investigation reports as soon as possible and ensure completeness of the reports prior to approving them. (NOTE: If the preliminary investigation report is incomplete, the supervisor will return the report to the patrol officer for completion.) The report must be completed prior to the end of the shift. If, due to circumstances beyond the officer's control, the report cannot be completed prior to the end of the shift or if there is an error contained within the report, the

approving supervisor will attach a note to said report explaining the problem. The officer will make corrections as soon as possible. The approving supervisor will be held accountable for the completeness of all preliminary investigation reports.

C. General Responsibilities

1. Except in those cases where the presence of a uniformed officer would obviously hinder a proper investigation or specific expertise is required, the preliminary investigation shall be conducted by the uniformed patrol officer assigned to the call.
2. The assigned patrol officer shall initiate and complete as many of the activities listed above as are necessary. The individual circumstances of the incident will determine how many of the activities are required.
3. The patrol officer assigned shall be responsible for initiating action through his immediate supervisor to inform other appropriate departmental sections that a serious crime or one requiring immediate on-the-scene, follow-up investigation by Criminal Investigations Division exists.

VII. FOLLOW-UP INVESTIGATIONS

A. Basic Functions in Non-criminal and Criminal Cases

The follow-up investigation is an extension of the preliminary investigation. The purpose of the follow-up is to provide additional investigation in order to effect the arrest of an offender, recover stolen property and/or discover additional facts surrounding the case.

Basic functions of the follow-up investigation in non-criminal and criminal cases include:

1. Reviewing and analyzing all previous reports prepared in the preliminary phase, departmental records, and results from laboratory examinations;
2. Conducting additional interviews and interrogations;
3. Locating missing persons;
4. Determining if information or suspicious activity may/does relate to criminal activity;
5. Locating lost property and returning same to the owner;

6. Investigating deaths, overdoses, suicides and injuries to determine if a crime was committed;
7. Recording information obtained during follow-up investigation (supplemental report);
8. Reviewing departmental records for investigative leads and records that may aid in bringing the investigation to a satisfactory conclusion;
9. Seeking additional information (from patrol officers, informants, contacts in the community, other investigators/agencies, etc.);
10. Interviewing victims, witnesses and suspects;
11. Arranging for the dissemination of information as appropriate (teletypes to other agencies through GCIC/NCIC, lookouts for patrol personnel, BOLOs for other department sections and local agencies);
12. Planning, Organizing, and Conducting Searches;
 - a. Assistance from the Patrol Division will be initiated through the Shift Supervisor;
 - b. Detective in charge shall coordinate with the Shift Supervisor concerning personnel assignments and duties;
 - c. Shift Supervisor will assign personnel according to instructions and needs provided by detectives;
13. Identifying and collecting physical evidence;
14. Recovering stolen property;
15. Arranging for analysis and evaluation of evidence;
16. Reviewing results from laboratory examinations;
17. Identifying and apprehending the suspect(s);
18. Checking for criminal history on suspect(s);
19. Determining if other crimes may have been committed by the suspects, establishing possibility of MO;

20. Consulting with the District Attorney's Office in preparing cases for court presentation and assisting in the prosecution thereof;

21. Attendance in court to testify.

B. Criminal Investigations Division Duties and Responsibilities

Criminal Investigations Division is responsible for determining follow-up investigation needs for all Part 1 and Part 2 cases and those patrol cases needing special attention or long-term investigation.

Criminal Investigations Division will receive a copy of all crime reports for review and will apply a formal case screening process to all crimes referred to the section to ensure that investigative resources are assigned to those cases that can most benefit from the expenditure of additional investigative effort. Screening will be based on research and experiences within the agency and solvability factors.

C. Detective Responsibility

Detectives will be responsible for:

1. Follow-up investigation on all cases assigned.
2. Developing an investigative plan for each case assigned, including:
 - a. Witnesses to be interviewed.
 - b. Locations to canvas.
 - c. Records to obtain and check.
 - d. Other investigative techniques to be utilized (stakeout, photo show, etc.).
 - e. Informant information.
 - f. Making a second contact with victims and/or witnesses for possible additional information.
3. Notifying the Detective supervisor of any change in the case status.
4. Documenting all investigative activities.
5. Discussing case details with supervisor prior to obtaining arrest and search warrants.

D. Detective Supervisor Responsibility

The Detective supervisor will monitor patrol investigations for quality and coordination with other criminal investigations. In addition, he will screen all cases prior to assignment to detectives. Cases will be assigned based on the following criteria:

1. Seriousness of offense.
2. Suspect or nickname is known.
3. Tag number of suspect vehicle is known.
4. Informant information is available.
5. Traceable stolen property.
6. A series of crimes.
7. Witness who can identify a suspect.

The Detective supervisor will be responsible for:

1. Assignment of all cases.
2. Monitoring of case progress.
3. Disposition of all arrest and search warrants.
4. Proper use of investigative techniques by detectives.
5. Determining the suspension of investigative activity due to the lack of investigative leads.
6. Quality of investigations and reports assigned to detectives.
7. Coordination of investigative efforts with the Patrol Division and other law enforcement agencies.
8. Submit monthly report of section activities to the Records Section, Administrative Services Commander, Chief of Police and Accreditation manager.
9. Establish work schedules and deployment tactics.

10. Coordinate and direct the section's investigative efforts.
11. Develop required records to be used for direction, monitoring and evaluation of the detective's activities.
12. Supervise personnel on a continuous basis to stay abreast of ongoing activities.
13. Be responsible for the training and development of detectives.

VIII. SOLVABILITY FACTORS

- A. For the purpose of this order, a solvability factor will be deemed to be present if any of the following factors are apparent at the end of the preliminary investigation process:
 1. The suspect or accomplice has been made; i.e. full name, partial names, nicknames or aliases).
 2. A full description of what is believed to be a distinctive partial description of the suspect or accomplice is available.
 3. Significant data is available about the suspect(s) or accomplice(s), such as address or locations frequented.
 4. A victim or witness could possibly identify the suspect or accomplice from a photo or in-person line-up.
 5. Any property associated with the crime is traceable and/or recovered.
 6. The suspect's or accomplice's vehicle license number is known completely or sufficiently known to be traceable.
 7. A good description of the vehicle is known or a distinctive description of part of the vehicle or its contents is known and traceable.
 8. A suspect's fingerprint(s) is obtained.
 9. Significant physical evidence (either traceable or uniquely distinctive) is developed.
 10. An unusual, distinctive or significant modus operandi pattern is identified.
 11. There was a definite limited opportunity for anyone except the suspect(s) to have committed the crime.

12. Time frame of occurrence.

IX. CASE ASSIGNMENT

When determining the criteria for assigning cases for follow-up investigations, the Detective supervisor should consider research from crime analysis and documented experience of the agency.

- A. It shall be the responsibility of Criminal Investigations Division supervisor to review all incident reports turned in by officers. The supervisor will assign cases for follow-up investigation based on solvability factors of each case. This decision will be based on the supervisor's personal experience and the solvability factors indicated in the report. In cases requiring specialized skills and abilities (i.e. sex crimes, juvenile offenses, homicides, etc.), the supervisor may assign the case to a particular detective who possesses the physical skills necessary to properly conduct the investigation. Once the assignment has been made, the detective has full responsibility of the case and is thus held accountable for the investigation. A case assignment record shall be maintained in Criminal Investigations Division and shall include the following:
 - 1. Case number.
 - 2. Date of occurrence.
 - 3. Date assigned.
 - 4. Type of case.
 - 5. Detective assigned to the case.
- B. Detectives shall make contact with victims/witnesses to determine if any new information has been discovered or remembered.
- C. Cases assigned will be reviewed by the detective supervisor within 10 days of assignment for reasons of continuation or closure.

X. CASE INVESTIGATION STATUS

- A. Case Status When Not Cleared
 - 1. Active - This status is used at the conclusion of an investigative summary when an investigation is still active and possesses a degree of solvability.

Detectives will not maintain a case report in "Active" status beyond forty-five (45) days unless a continuing flow of information and leads are available to support the "Active" status.

2. Inactive/Suspended - This status is used at the conclusion of an investigative summary to indicate all investigative efforts have been exhausted, there is an unavailability of investigation resources and / or insufficient degree of seriousness, and the case will be inactive pending the development of further information. The following criteria will be considered when making a case inactive:
 - a. Absence of further leads or solvability factors.
 - b. Unavailability of investigative resources.
 - c. The degree of seriousness of the crime

If new information is discovered on an inactive or unassigned case, the supervisor will then assign the case to a detective. Only a supervisor can clear a case or move it to "Inactive" status.

B. Case Status Notification

It shall be the responsibility of the assigned case detective to notify the victim of any change in the case status. Notification may be made by phone or in writing within 10 working days after the status change. When notification is made in writing, a form letter will be used with the case status indicated in the letter.

C. Cleared Case Status

Cases will receive a clearance status upon conclusion of the investigation by a detective. They will be classified as follows:

1. Cleared by Arrest - An offense is cleared by arrest when one or more persons are arrested and held for prosecution.
2. Cleared / Unfounded - An offense is considered unfounded when the investigation yields no evidence to verify that the incident occurred.
3. Exceptionally Cleared - An offense is considered cleared by exception when it falls into one or more of the following categories:
 - a. The handling of a juvenile offender, either by verbal or written notice to parents in instances involving minor offenses.

- b. Suicide of the offender (the person responsible is dead)
- c. Double murder (two persons killed each other)
- d. Deathbed confession (the person responsible dies after making the confession)
- e. Offender killed by police or citizen
- f. Confession by offender already in custody or serving sentence (this actually is a variation of a true clearance by arrest - you would not "apprehend" the offender, but in most situations like this the offender would be prosecuted on a new charge.
- g. An offender prosecuted in another city for a different offense by state or local authorities, or prosecuted in another city or state by federal government for another offense (you attempt to return him / her for prosecution, but the other jurisdiction will not release to you).

D. Case Control/Monthly Report

The supervisors of Criminal Investigations Division for the purpose of preparing monthly activity reports will maintain case assignment records. These reports will show both individual stats on detectives as well as section totals. These records and reports will show the following:

1. Case number.
2. Type of crime.
3. Date of occurrence.
4. Date of assignment.
5. Case status.
 - a. No leads.
 - b. No prosecution.
 - c. Leads exhausted.
 - d. Cleared by arrest; adult, juvenile.
 - e. Counts.

6. Date case closed/inactivated.

XI. DETECTIVE'S CASE FILE

Separate case files will be maintained by CID. These case files will contain copies of all reports, supplemental reports, statements, crime lab reports, case status reports and other reports and records used for investigative purposes. These files shall be retained in accordance with state retention laws or when circumstances dictate otherwise. All case files will be accompanied by an investigative checklist form to ensure that critical areas of investigations are not overlooked.

Once a case file is completed, it shall be turned in to the CID Supervisor for review. All case files completed, leads exhausted, unfounded or no prosecution are reviewed for completeness and accuracy.

Once a case file has been turned in, it may be checked out by an officer or detective for purposes of reviewing the case, legal hearings, court presentation, to add additional information or for other job-related reasons. Case files will not be disseminated without prior approval of a CID Supervisor, the Administrative Services Division Commander, or the Chief of Police.

Every six years the CID personnel will purge the internal files and move them to the retention center. Case files will remain on file in the Records office or the retention center in accordance with state law or until such time as it is destroyed. When a case file is destroyed, it shall be by shredding or burning.

Other files maintained in Criminal Investigations Division include informant files, monthly and annual reports, field interview reports.

XII. PROCEDURE FOR SERIOUS INJURY OR DEATH CRIME SCENE PROCESSING

A. Serious Injury

1. Upon arrival of the first officer on the scene, the officer will consult with the medical technician present (EMT) and determine if there is a serious injury or a death.
2. If there is a serious injury and not a death, the officer will allow the medical technician to treat and transport the injured.
3. The officer will secure the crime scene and detain all witnesses, if possible. If a witness must leave the location the officer shall record the

name of the witness, home and work addresses and phone numbers and a brief statement of what was witnessed, if possible.

4. The officer will notify the communications Center and request a supervisor who will in turn go to the scene and evaluate the situation. The supervisor shall make the determination if a detective is needed.
5. Upon arrival, the detective, will if additional assistance is needed make a notification to the Detective supervisor. Upon receiving the information, the supervisor shall advise of additional assistance; i.e. detectives, detective supervisor.

B. Natural Death

Upon arrival of the first officer, the officer will carefully observe the scene. If the officer can determine from the immediate circumstances that the death is natural, he will notify the Communications Center to dispatch a supervisor to the scene. The supervisor will make a final determination as to the circumstances surrounding the death. After all questions and possibilities about the death have been satisfied and the death is considered natural, the Medical Examiner may be called to the scene. In all cases of death the Medical Examiner will be notified regardless of the circumstances.

C. Violent or Suspicious Death, Homicide Cases

1. Upon arrival of the first officer on the scene, the officer will request the medical technicians to stand by and will detain all witnesses. If a witness cannot be retained the officer shall record all required information and forward that information to the detective.
2. The officer will notify the Communications Center and request a supervisor who will respond to the scene and evaluate the situation. If a detective is needed, the supervisor shall make the determination and authorize notification. The detective shall make proper notification to the Detective supervisor of all facts and requests regarding the case.
3. The officer on the scene will remain to secure the scene and assist the detectives by detaining anyone who attempts to leave before they have been interviewed. If they cannot be detained, the officer will record their names and addresses so the detectives can follow up with an interview.
4. The officer will remain on the scene until relieved by the detective in charge.

5. Upon arrival of the medical examiner, the detective in charge will cooperate with the Medical Examiner so he can:
 - a. Observe the scene.
 - b. Take photographs of the body.
 - c. Jointly with the detectives, search and remove the personal property from the deceased. The detective and evidence custodian will ensure that a complete inventory of all personal effects is made and release any non-evidentiary personal property to the Medical Examiner for return to the person entitled to same.
6. Property of evidentiary value on the deceased or at the scene will be thoroughly inventoried by the detective and/or evidence custodian.
7. Upon completion of the crime scene search, the investigating detective and the Medical Examiner will coordinate the release of the body for autopsy or other appropriate disposition.

D. Handling of Homicide Cases

The solution of a murder, together with the proper presentation of evidence, must be the responsibility of the entire department. Criminal Investigations Division and Patrol Division must all work together as a team. The responsibility for coordinating the entire investigation will rest with Criminal Investigations Division and they shall have the sole responsibility of handling the technical phases of the investigation. The first officer to arrive on the scene and other Division or section personnel will also have definite responsibilities in such cases.

It should be noted that the ultimate solution to any homicide case can be seriously impaired or perhaps even completely destroyed if the scene is disturbed or contaminated by members of this department or unauthorized persons. Extreme care should be exercised in isolating the scene immediately and it should remain so until competent authority directs otherwise. To ensure all such cases are being handled in an efficient and businesslike manner, it is hereby ordered that the following procedure be followed in all homicide cases, serious assaults where death may result or any sudden deaths of a suspicious nature.

1. Duties of the First Officer to Arrive on the Scene

- a. If there is any possibility of life remaining in the victim, administer first aid and summon or have someone else summon an ambulance or nearby physician.

- 1) If the victim is removed to a hospital and there is only one officer present, he shall remain and protect the scene. Notification shall be made to the Shift Supervisor who shall respond to the scene and determine if additional assistance is needed. Another officer shall proceed to the hospital to obtain a statement or report from the victim, if possible. If two officers are present, an officer will accompany the victim to the hospital and the other will remain at the scene.
 - 2) An officer who accompanies a victim or who is sent to a hospital in such cases must in every instance make an effort to obtain a description of the assailant, his identity if possible, and a complete statement of facts or dying declaration when necessary and forward any pertinent information to the Communications Center immediately.
 - 3) He shall take possession of all clothing removed from the victim at the hospital and shall caution hospital personnel against loss or destruction of other articles of clothing left on the body.
- b. Arrest perpetrator if possible.
- c. Protect the immediate area of the crime scene, indoors and outdoors.
- 1) Patrol officers will not touch or disturb anything at the crime scene. (EXCEPTION: Evidence may be taken into possession by an officer if, in his judgment, the evidence may be lost, stolen or damaged if left in its original position.) However, if evidence is removed due to extreme circumstances the officer shall note the exact location and position of the evidence and forward the information to the detective. Extreme care should be exercised not to contaminate the scene.
 - 2) The room or the immediate area of the crime scene will be cleared of all unauthorized persons except such officials whose presence is required and/or authorized.
- d. Request the supervisor to respond to the scene. Request additional officers if needed to secure/ process the crime scene.
- e. Notify the Communications Center by telephone or radio of all particulars which have been obtained, especially the description of suspect, route of escape, etc., and request whatever assistance is required; i.e. detectives, crime scene unit, Medical Examiner, etc. If

in order to make this call the scene will be left unguarded, the officer will remain at the scene and direct a civilian to make the call.

- f. Pending arrival of Criminal Investigations Division, the officer will:
 - 1) See that the body is left in its original position. If it is necessary to move the body to the hospital or elsewhere, the officer will indicate the position of the body by marking with chalk, crayon, string or other means available and note same in his report.
 - 2) Obtain names, addresses and identification of all witnesses and detain them, if possible. If not, record the necessary information.
 - 3) Exercise every precaution to safeguard any fingerprints or other evidence, being careful to avoid destroying or impairing their value by careless handling.
 - 4) Upon arrival of a detective or commanding officer, inform him of the following:
 - a) The witnesses being detained.
 - b) The evidence found, especially any evidence that has been handled by the officer or other people.
 - c) All other information regarding the case.
 - 5) Enter all facts and details regarding the case in his field notes, especially such things as date and time of call, time of arrival, weather and lighting conditions, location, names and addresses of suspects and witnesses, complete identification of victim, description and location of evidence, description of crime scene, etc.
 - 6) Remain with the members of Criminal Investigations Division under their supervision until the conclusion of the crime scene investigation.
- g. In cases requiring a prolonged investigation, the first officer on the scene may be detailed to plainclothes to work with the detectives.

2. Duties of Criminal Investigations Division

- a. Duties at the crime scene:

- 1) Upon arrival the Criminal Investigations Division shall take charge of the crime scene. However, the patrol officer remains charged with the responsibility of continuing to protect the murder scene as aforementioned until the scene has been completely processed by Criminal Investigations Division and/or the Crime Scene Unit. No unauthorized person may enter the restricted area without the permission of the detective in charge of the investigation. This will include members of this department not assigned to the investigation.
 - 2) Direct the taking of photographs and the search for fingerprints and other evidence.
 - 3) Make required notes and sketches of the crime scene.
 - 4) Assist the Medical Examiner.
 - 5) Record, mark, preserve and take custody of all evidence in the case and deliver the evidence to the evidence custodian or the crime lab for processing.
 - 5) Keep accurate records of the entire case, especially those records concerning:
 - a) Possession and marking of evidence and where found.
 - b) Custody of prisoners (chain of custody).
 - c) Detailed description of crime scene.
 - d) Medical Examiner's report.
 - 7) Have all witnesses or other persons having knowledge of the crime taken to police headquarters for interviewing, with a detective present.
 - a) If this is impractical, an officer shall question the person and take necessary statements immediately.
 - b) Direct that such questioning be done privately and, if possible, prevent witnesses from discussing the case among themselves until they have been interviewed individually.
- b. Keep communications informed of all new developments in the case, with special attention to as full and complete a description of

the assailant as possible. Also the route and method of escape, weapon used and any probable injuries suffered by the attacker.

- c. Assign personnel necessary to canvas the neighborhood with detectives. These men will question all persons who may have knowledge or information regarding the crime.
- d. Assign personnel to search the surrounding area for any evidence which may have been lost or disposed of by the assailant while in flight. Whenever possible, the detectives will supervise this search.
- e. Conduct whatever investigation necessary outside the city limits of Suwanee, including communications or extradition processes.
- f. Review the case with the District Attorney to assure full preparation of case for trial.

3. Control of Suspect Following Arrest

- a. Whenever a suspect is arrested in a homicide case, Criminal Investigations Division will be notified immediately.
- b. Clothing and other evidence from the suspect will be marked, preserved from contamination and delivered to the evidence custodian whenever laboratory analysis is required.

E. Crime Scene Search and Investigative Reports

1. It will be the detective's responsibility to conduct a thorough crime scene search, inventory all evidence, describe all evidence and identify the location of all evidence in coordination with any crime scene personnel.
2. The detective will include the results of the crime scene search, a sketch of the crime scene, if necessary, and details of items of evidence found and released.
3. In the event of a suicide and the location of a suicide note, the detective shall preserve the suicide note for subsequent processing.
4. The evidence custodian or detective in charge will take appropriate photographs at the scene and at the autopsy, collect appropriate evidence and submit the same to the GBI Crime laboratory.

5. The evidence custodian will prepare a supplemental report on photographs taken and evidence collected and submit the same to the investigative officer.
6. The detective or evidence custodian may be required to appear at the autopsy to ensure that any additional evidence is observed and released to the evidence custodian. The detective should observe the location and nature of the wounds to assist with their subsequent testimony and investigation.
7. The detective in charge of the investigation will assemble a complete investigative report including details of the crime scene search, inventory of personal property, evidence obtained, photos taken (which will be in the supplemental provided by the evidence custodian) and a copy of crime lab reports. The investigative file shall be turned over to the CID Supervisor for inspection.

XIII. FORGERY AND HANDWRITING SAMPLES

Forgery: Valid checks, which have been altered in any manner, are considered forged documents. In addition, when a person cashing a check signs a fictitious name or a true name that is not his own, the crime shall be considered as a forgery, Georgia Code 16-9-1.

A. General Procedures

As soon as an officer/detective has determined he has a forgery case, he should examine the original check and determine how it has been marked by the bank.

1. Checks marked in the following manner are generally forgeries:

- a. Unauthorized signature.
- b. Signature irregular.
- c. Stolen.
- d. Cannot locate account.

B. A passed check which has been determined to be a bad check must be presented to the magistrate and handled in accordance with Georgia Code 16-9-20. This will be handled as a civil matter by this court. No other action is required by the investigating officer unless he is directed to do so by the court.

- C. In cases of forgery, it is necessary to have the original check to compare with known fingerprints and handwriting samples if a suspect has been identified. When the check is seized by the officer, it shall be handled and processed in accordance with the procedure for submitting documentary evidence.
- D. Forgery cases will be completed by Criminal Investigations Division. Patrol officers will take the initial report when a detective is not available and will handle the submitting of documentary evidence when required. If possible, the complainant should be directed to see the detectives in order to provide additional information that might be required to bring the case to a successful conclusion.
- E. Detectives investigating forgery cases shall:
 - 1. Attempt to locate the pattern (master) signature that the forger used to trace the signature of another. If this pattern signature is located, it shall be submitted as evidence and for examination.
 - 2. If the signature is simulated or copied, the detective shall have the suspect write samples of the exact signature and then submit these as evidence and for examination.
 - 3. If the detective compares a forged signature with the original and finds that the forgery is a freehand simulation, he shall attempt to obtain samples of the same signature from the suspect.

F. Collection of Handwriting Samples

Detectives obtaining known handwriting samples from suspects shall adhere to the following procedures:

- 1. Duplicate the original conditions as nearly as possible when having a suspect give a sample of writing; i.e. use the same size paper, same size writing area, same writing instrument -- pencil, ballpoint pen, fountain pen, etc.).
- 2. Have the suspect review and sign the handwriting waiver form. If the suspect refuses to sign the form, handwriting samples cannot be taken.
- 3. Dictate to the suspect what he is to write. Do not allow the suspect to see the original or copy of a questioned document.
- 4. Remove each sample of writing from the suspect's view as it is completed. This will hamper attempts on the part of the suspect to disguise his writing.

5. Do not give the suspect instructions in spelling, punctuation or paragraph arrangement.
6. If the questioned document consists of a signature or a few words, have the suspect prepare at least 25 samples of the original writing. When the signature or other writing on the back of a check is questioned have the suspect write the required number of samples on the unlined side, narrow end, of a 3 x 5 index card (or other form used). This will duplicate endorsement conditions found on the back of a check.
7. Where the questioned document consists of a long paragraph or a number of paragraphs, have the suspect prepare at least three to five samples of the original writing.
8. Make photocopies of all original forms and place copies in the investigative file.
9. Forward all forms, samples and original evidence to the evidence custodian to be forwarded to the crime lab or for securing evidence in accordance with departmental procedures.

XIV. ARSON INVESTIGATION PROCEDURES

A. Fire Scene Investigation/Fire Department on Scene

1. The following guidelines shall be followed whenever suspicious fires or arsons are being investigated within the City of Suwanee and the fire department has responded:
 - a. The fire department, upon its arrival at a fire scene, will be solely responsible for determining the origin of the fire.
 - b. If the origin is of a suspicious nature and the fire department investigator is called to respond then the on-call detective should also be notified.
 - c. Upon the arrival of the fire department investigator, it shall be his responsibility to conduct a preliminary fire investigation into the exact cause of the fire.
 - d. The police department detective, upon his arrival at the scene, shall initiate a secondary investigation into the identity of the subject(s) responsible.

- e. Patrol officers shall assist the police department detective with the investigation or arrest as may be required.
- f. An incident report shall be written on all fires and forwarded to CID.

B. Fire Scene Investigation/Fire Department Not Called

1. If an officer has been called to the scene of a fire which has been extinguished by someone other than the fire department and the fire department has not responded to the scene, he/she shall conduct a preliminary investigation into the origin of the fire.
2. If the officer determines that the fire is of a suspicious origin or an arson, he/she shall reflect this fact on the appropriate report and shall notify the Shift Supervisor.
3. If the officer feels that the assistance of the detective is needed, and if the fire has caused extensive property damage, he/she shall notify the Shift Supervisor who shall notify the Fire Marshal and, if needed, a detective.
4. The detective, upon his arrival at the scene, shall assume command of the investigation. Patrol officers shall assist him/her with the investigation or arrest as may be required.

C. Investigation of Fatal Fires

1. Criminal Investigations Division shall be contacted on all fatal fires by the Shift Supervisor and shall be responsible for overall investigation in conjunction with fire department investigators.
2. Police officers responding to fatal fire scenes shall make every effort to preserve the scene. In addition, any bodies found shall not be removed, for humanitarian reasons, prior to the completion of the fire scene investigation.

XV. DYING DECLARATIONS

Department members investigating homicides shall make every effort to obtain a dying declaration from a victim of a homicide.

- A. The principle element in a dying declaration is the mental attitude of the victim. In order for a dying declaration to be admissible in court, the victim

must have no hope of recovery. The detective/officer must fully interrogate the victim on this point before any statement is taken.

- B. In a case of serious assault and the victim has been taken to a hospital, the investigating officer shall request the doctor in attendance to inform the person that he is at the point of death, if such be the case, and that the doctor has no hope for his recovery. This must be done so that if a statement is made, its contents will leave no doubt in the mind of the court that the person making the statement was fully aware of his impending death and had no hope of recovery. In case of repeated interviews, the same procedure should be followed. In all cases, the dying person shall be questioned as follows:

1. What is your name?
2. Where do you live?
3. Do you believe that you are about to die?
4. Do you have any hope of recovery from injuries you have received?
5. How, and in what manner, did you receive the injuries from which you are now suffering?

The statement shall be reduced to writing and signed by all witnesses present. If possible, the victim's signature should also be obtained. Answers to questions may be given by signs if the victim is unable to speak or write.

XVI. ADMISSIONS AND CONFESSIONS

- A. It is mandatory that all department members advise a person in custody of his constitutional rights prior to any interrogation. Until such rights are given, no evidence obtained as a result of a custodial interview can be used against the person in custody. Remember that it is necessary to give the Miranda warning when there is custody and interrogation.

Detectives/officers conducting an interview must give serious consideration to the age, education and mental and physical condition of the person in custody prior to interviewing the person. The detective/officer must themselves be convinced that the person in custody fully understood his constitutional rights and they must never threaten, trick or coerce any person in custody when trying to obtain a statement or confession.

- B. A waiver of rights form has been devised to ensure that suspect or person in custody understands all constitutional rights and desires to waive such

rights. The suspect shall be advised he has a right to legal counsel prior to giving a statement and access to counsel if he is indigent. The officer shall ensure that such forms are completed and made a part of the investigative file.

Admissions or confessions by a suspect, taped, hand-written or however obtained will be taken by the investigator and it will be his discretion as to the method used.

- C. Whenever an admission or confession is typewritten or in the handwriting of a person other than the suspect, the person in custody or witness, the detective/officer shall have the suspect, person in custody or witness read the statement or confession. The admission or confession may be read aloud. The suspect, person in custody or witness will then sign the confession or statement including the date and time. The detective/officer shall do the same. If other witnesses are present, they shall sign their name in the appropriate space provided along with the date and time of signing.
- D. All possible details of the offense shall be developed, particularly details, which may be corroborated by other evidence. If the admission or confession narrative does not contain sufficient detail, the detective/officer may use a question and answer statement. The detective/ officer shall set down the full question and allow the suspect or person in custody to speak or write the answers in his own words. This method may also be used when taking statements from witnesses, or the detective may choose to use his own method.
- E. If a witness, suspect or person in custody desires the admission or confession changed in any part, he shall be requested to make the change in his own handwriting and be instructed to place his initials opposite each correction. This will be done only during the period when the admission or confession is being prepared or read and prior to final signing. Once the person has signed the admission or confession, it must not be changed. Any change desired must be made by the subject on a separate signed statement, which refers back to the first admission or confession.
- F. If a suspect or person in custody expresses a desire to exercise his rights, the officers shall immediately stop the interview. Detectives and officers shall not give legal advice.
- G. Whenever an admission or confession is made, whether oral or written, the officer shall state such fact in the narrative portion of his report.

XVII. TECHNICAL AIDS/POLYGRAPH

When a detective is assigned a case and he feels that a polygraph examination may be a useful tool to their investigation, the detective may request a polygraph examination of the person(s) involved. The detective cannot force anyone to take the examination; it must be given on a voluntary basis. The detective shall consult with his immediate supervisor prior to scheduling a polygraph examination. A licensed operator will conduct polygraph examinations.

XVIII. ASSIGNMENT OF PATROL OFFICERS TO DETECTIVE SECTION

- A. Temporary re-assignment of patrol personnel affords the opportunity not only to strengthen the investigative process but also to enhance career development of the individual officer, create a pool of patrol officers who possess investigative experience and provides improved preliminary investigations by patrol officers.
- B. Whenever investigative workload increases or when a special operation is underway, the CID Supervisor shall request the Patrol Division Commander for additional manpower. The Patrol Division Commander may assign patrol officers to Criminal Investigations Division for up to six months through the chain of command.
- C. Patrol officers assigned to Criminal Investigations Division shall report in plainclothes according to the dress code established for investigative personnel.
- D. Rate of pay for re-assigned officers shall remain the same as uniformed officers with proper recording of overtime.
- E. Patrol officers shall receive adequate training by Criminal Investigations Division before being assigned cases.
- F. Patrol officers shall abide by policies and procedures established by Criminal Investigations Division and the department.

XIX. ATTENDANCE AT PATROL DIVISION ROLL CALL

Detectives may when necessary conduct briefings, when possible, at patrol roll call to ensure cooperation between the two Divisions and enhance the exchange of information. These briefings should include information about criminal activity, crime patterns, BOLOs, and any other information that needs to be disseminated and to hand out materials. Detectives will note the exchange of information in case files when applicable.

XX. DETECTIVES ON CALL

The Supervisor of Criminal Investigations Division will ensure that department supervisors and Communications Center are furnished with an accurate list of all detectives and their phone numbers who are on call after normal duty hours. Any call for a detective during this time will be cleared through the patrol shift supervisor. In the event that the detective on call cannot be located, Criminal Investigations Division Supervisor should be notified.

XXI. DETECTIVE VEHICLES

Vehicles used by Criminal Investigations Division shall be unmarked and be equipped with operational emergency lights and a siren.

XXII. ADDITIONAL INFORMATION RESOURCES

The Suwanee Police Department has adopted the Georgia Bureau of Investigation/GANGNET operating guidelines. A copy of those procedures can be found at the end of section I of this Standard Operating Procedures Manual.

XXIII. INTERVIEW ROOMS

The Interview Room located down the hall from the detective's offices is designated as the departmental interview room for both detectives and uniformed personnel. The A/V office houses the audio/video equipment to record interviews and interrogations. The key for the A/V office can be obtained from the key box in dispatch so that the interview or interrogation can be observed by another detective or officer.

A. General Security Concerns

1. To provide proper security, all subjects, shall be searched prior to being brought into the interview room.
2. All subjects will be handcuffed prior to entry of the interview room. Handcuffs may be removed at the discretion of the officer/investigator conducting the interview.
3. When an officer/investigator is conducting an interview or interrogation, if possible a second officer should be present in the room and / or observation room. If the interviewer needs assistance, he/she shall verbally and/or physically summon the officer monitoring the interrogation, or utilize the "emergency" feature on their police radio.

B. Weapons Control

Firearms shall be properly secured in the lock boxes located in the A/V room or in the sally port at the rear of the police department prior to entering the interview room with the subject.

C. Interview Room General Guidelines

1. Items in the interview room should be limited to office supplies and other items such as a table and enough chairs to accommodate the individuals in the room. Any other items brought into the room shall be at the discretion of the officer / investigator conducting the interview.
2. The number of persons present while conducting an interview/interrogation should be kept to a minimum. Typically, no more than two officers and the person being interviewed / interrogated should be present. Special circumstances may require a parent, a guardian, legal representation or a language interpreter.
3. Consideration must be given to the comfort of the suspect to avoid a situation, which places him/her under duress. This includes insuring that all persons being interviewed and/or interrogated have access to restrooms and water.
 - (a) Interrogations should be limited to one (1) hour sessions between breaks. The investigating officer may use his/her own discretion in extending the one (1) hour session if based upon their experience and training they feel stopping the interrogation at that point would stanch the flow of information. Investigating officers should not extend the time out so much that it could be interpreted as coercion.
 - (b) More breaks should be given if necessary due to physical or biological reasons.
4. Prior to and after usage of the interview room, officers investigators shall search the room for weapons and/or contraband.

D. Interview Recordings

- a. When a detective or officer conducts utilizes the interview room he or she will complete the log sheet in the A/V room with the case number, subject name, and interview stop and start time.

- b. The detective / officer will send a request to the Office of Professional Standards (OPS) requesting a watermarked copy of the interview on DVD to be placed in evidence.
- c. The OPS will then make a watermarked DVD copy of the interview and place it in evidence.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: I-007 CRIME SCENE INCIDENT COMMAND VEHICLE

EFFECTIVE DATE: 03/30/15

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. Purpose

The Crime Scene Incident Command vehicle (CSIC) serves two general purposes; crime scene investigation and incident command and control.

II. Scope

The CSIC vehicle is designed to expand mobile communication capabilities, crime scene resources and response; and to provide a secure environment for controlling authorities during tactical operations, natural and man-made disasters, special events and other instances as need dictates.

III. Authorized Operators

Authorized operators of the CSIC vehicle are detectives with the criminal investigations division selected by the Chief.

- A. Licensing - All operators will possess and maintain a valid Georgia driver's license.
- B. Driver Training – Driver training will be conducted in a manner to prove the operators proficiency in maneuvering and controlling the vehicle during normal and confined driving operations.
- C. Systems Operation Training – All designated operators will undergo training on the various operating systems associated with the vehicle to include: routine driving operation, use and care of mobile communication/computer system, alternative generator power source, air conditioning system and WiFi operation.

IV. Authorized Uses/Conditions

- A. Crime Scene Vehicle – Authorized operators at their discretion will utilize the CSIC vehicle to respond to any incident requiring the possible use of additional crime scene resources.
- B. Mobile Command Center - Authorization for use must be approved by the Command Staff.

V. Maintenance

Routine maintenance will be performed by authorized operators only.

- A. Interior Cleanliness – At the end of each deployment of the CSIC vehicle the interior will be returned to the condition it was in prior to the incident.
- B. Systems Checks and Operation – The CSIC vehicle will be inspected by an authorized operator no less than once a calendar month for functionality and proper operating systems.
- C. Equipment Stocking – The CSIC vehicle will be re-stocked on a quarterly basis or as needed dependent on quantities remaining.

VI. Routine Vehicle/Equipment Maintenance

- A. Special Services Lieutenant – The Special Services Lieutenant will be in charge of the overall vehicle maintenance. Before any repairs or modifications are done to the vehicle the Special Services Lieutenant will be consulted.
- B. Radio system maintenance will be done by Mobile Communications.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: I-010 EVIDENCE AND PROPERTY CONTROL

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Michael S. Jones

I. PURPOSE

To establish rules for receiving, storing, releasing and disposing of property seized as evidence and/or property held for safekeeping.

II. SCOPE

This policy shall include provisions for departmental issued property, evidence, recovered, found and maintained property.

III. RESPONSIBILITY

The responsibility of proper evidence collection and chain of custody is vested with all sworn employees of the Suwanee Police Department.

The Chief of Police shall designate an evidence custodian for the management of all property functions. The evidence custodian shall have authority for the maintenance of property and evidence records and shall be accountable for the control of all property stored in the Evidence/ Property room.

IV. EVIDENCE AND PROPERTY SHEET

A. Property/ Evidence Sheets

Property forms will be completed by the officer / detective originally taking custody of evidence or property. Items of Property/ Evidence collected from different persons or at different times or places should be documented on separate property forms.

A property /evidence form is used to record each item of property (or set of items) submitted to the property room. All items or packages of items submitted to the property room will have a property /evidence form completed. If seized items are identical in nature, or from the same case, they may be listed on one (1) Evidence/ Property form. The Property/ Evidence section should contain the following information if available:

1. Name of person from whom property obtained;
2. Victim / owner;
3. Suspect;
4. Location where property was obtained;
5. Quantity, description and of all property;
6. Officer name; and
7. Chain of custody including:
 - a. Date and time of transfer(s)
 - b. Receiving person's name(s)
 - c. Relinquishing person's name(s)

Property/ Evidence will be entered in to the property/evidence section of the incident report and submitted to evidence so that they are entered on the master property log and the property submitted to the Property/ Evidence function by placing it in temporary evidence storage as soon as possible, and prior to the officer ending his/her tour of duty.

All evidence that must be taken to the Crime Lab must be bagged separately from all other property or evidence taken for that case.

EXAMPLE: If a gun, currency, and suspected cocaine are taken as evidence, the gun and currency can be placed in one bag and tagged but the cocaine must be bagged and tagged separately.

No evidence or property will be stored in desks, offices, personal lockers or other unauthorized places.

When property / evidence is returned to the owner, the owner of the property will sign a chain of custody form showing the custody transfer which will then be submitted to Records by the releasing officer. Evidence submitted to the State Crime Lab will be marked in the evidence section

as going to the crime lab and the transporting officer will obtain a time stamped copy of the evidence submission form, the chain of custody section in Records Management will reflect any changes in custody.

When making returns on search warrants, photocopies of the evidence sheets can be attached to the search warrants as an inventory of seized property.

Property that is no longer of evidential value shall be returned to the owner in accordance with the provisions of Georgia Code.

B. Marking and Tagging Evidence/ Property

Evidence/ Property to be submitted to the evidence function must be tagged and clearly marked as "evidence" or "property" under the case number on the evidence bag. If evidence is not properly marked, the evidence custodian will notify the collecting officer's supervisor and make arrangements to have the evidence/property properly marked.

1. It is the responsibility of the submitting officer to properly tag, mark, and package evidence submitted to the property room. It is further the responsibility of the submitting officer to compile a written report detailing the circumstances under which the property came into the department's possession. This will be put in the officer's incident report.
2. Evidence should be placed inside the temporary evidence lockers. If too large for the temporary evidence lockers, it may be stored in the department's auxiliary property storage area. The shift supervisor will be required to obtain the key for the auxiliary property storage area door and once the evidence is placed in the auxiliary storage area the supervisor will place the key in a temporary evidence locker. If in need of refrigeration, evidence should be placed in the temporary evidence refrigerator.
3. The Property/Evidence Custodian will accept all evidence, if tagged, and logged in the evidence section of the report. If the evidence is improperly packaged, marked, or handled by the submitting officer, the evidence custodian will notify the officer's immediate supervisor to evaluate the situation. In every case, every effort will be made to maintain the integrity of the evidence and the chain of custody.

C. Call-in of Evidence Room Personnel

If in the opinion of the submitting officer or a supervisor, property is of great valuable or potentially vulnerable to claims of tampering (such as a large quantity of narcotics evidence), the Property/Evidence Custodian or

other designee may be called in from home to secure the evidence in the property room or internal locker.

D. Property / Evidence Log

All found, recovered, and evidential property submitted to the evidence function will be logged into the master property room log by utilizing the "submit to evidence" function in the property section of the incident report. The log will contain the following information on each item logged in:

1. Evidence Number
2. Case Number
3. Description
4. Date Entered
5. Submitting officer's name
6. Location
7. Inventory

E. Transfer to Court

If an officer has to take evidence to court the officer will submit a request to the evidence custodian. The evidence custodian will retrieve the evidence from the evidence room and show it signed out to the officer for court. The evidence custodian will print a chain of custody form and have the officer sign for the evidence. The officer will have the court official taking custody of the property sign for and release the property back to him or her unless the property is retained by the court. When the officer returns from court the property will be placed in the evidence staging room lockers and return the chain of custody form to the evidence custodian. The evidence custodian will then place the evidence back in the evidence room and notate the return and location in the evidence section on records management.

When officers return items to the property room after court, the officer returning the item will sign the original Chain of Custody Form indicating the property was returned.

When items are returned directly by the court, the receiving officer will note on the form that the items were received directly from court and have the court employee sign the form.

The Chain of Custody form will be used for the transfer of custody of physical evidence. It will be a record and include the following information if available or applicable:

1. Name of person from whom property obtained;
2. Victim / owner;
3. Suspect;
4. Location where property was obtained;
5. Quantity, description of all property;
6. Reason for impound;
7. Officer name; and
8. Chain of custody including:
 - a. Date and time of transfer(s)
 - b. Receiving person's name(s)
 - c. Relinquishing person's name(s)

V. PROPERTY AND EVIDENCE COLLECTION PROCEDURE

The Suwanee Police Department will diligently follow forensic methods of obtaining and protecting this evidence, in order to carry out the functions of the department. All officers and detectives are responsible for the collection and preservation of evidence. Additionally, they are responsible for maintaining and documenting the chain-of-custody of all evidence collected. In the event of a complex or high profile case the lead investigator will make a determination whether other jurisdictions with more sophisticated forensic equipment need to be called for assistance.

A. Processing Physical Evidence in the Field

Evidence collection is usually accomplished after the search of the crime scene has been completed, a rough sketch has been made and photographing and / or videotaping has been completed.

The officer's first priority during the collection of physical evidence is to collect and preserve any evidence that may be contaminated during the search or has a potentially limited life span.

When collecting evidence at the crime scene for laboratory analysis, the amount needed will depend upon the type of evidence and the tests to be conducted.

For proper evaluation of stains by laboratory technicians, control samples should be submitted in addition to the collected stains. For example, a stain on a waxed surface should be collected by scraping beneath the stain. In addition, unstained portions should be collected and identified as control samples. The integrity (unimpaired condition) of the control sample must be preserved as carefully as that of the evidence.

B. Responsibility of the Reporting Officer

It is the responsibility of the first officer at the scene of a crime or traffic fatality to secure that scene from all nonessential personnel. The scene must be secured as soon as possible to prevent the loss of evidence. The officer securing the scene should initiate a supplemental report form, listing the time, name and reason for all personnel who enter the crime scene. All personnel at the scene will not disturb, touch or handle physical evidence; unless a danger exists that the evidence will be lost or destroyed prior to processing by an evidence technician, detective or traffic officer. Should such a situation arise, it becomes the responsibility of the first responding officer to mark, seal, tag, log, and preserve the evidence.

Depending on the nature and complexity of the crime or incident (traffic fatality), the person(s) that responds to a crime scene or incident to process the scene will be responsible for photographing, collecting, preserving, transporting and submitting all evidence to the evidence function. All evidence obtained will be marked, sealed, tagged, logged, and submitted to the evidence function by transferring custody to the evidence custodian or by placing it a temporary evidence locker as soon as possible and prior to the end of their tour of duty.

The standard laboratory request form will be completed by the evidence custodian for all evidence that requires comparison or analysis. This request will be submitted with the evidence as it is turned over to the GBI Crime Laboratory. The procedures used for the collection and preservation of all evidence will be in conjunction with procedures established by the GBI Crime Laboratory.

In addition to inventory requirements the person(s) who processes a crime/traffic collision scene shall prepare an incident report detailing the circumstances by which the property came into the agency's possession, describing each item of property, the property received and/or the processing of the crime/traffic collision scene to include the following when applicable:

1. Date and time of arrival at the scene
2. Location of the crime
3. Name of the victim(s), if known
4. Name of the suspect(s), if known
5. Narrative of the reporting person's actions at the scene
6. Action taken at the scene, including the number of photographs taken and measurements (yes or no and reference to sketch)
7. Report reference number
8. Items taken into property /evidence

If a specialist from outside the department is used, the date and time of request and the requesting officer's name will be added to the investigation synopsis. All information obtained by the specialist will be documented with the evidence technician's report or the incident report. If the specialist has his / her own report, a copy of it shall be attached with the incident report.

The same responsibilities for accurate crime scene reporting also apply to traffic officers when completing an incident report / accident report supplemental on a fatal or serious accident investigation.

C. Collection of Blood and /or Urine for DUI Investigations

In any arrest or investigation for driving under the influence (DUI) of alcohol and / or drugs, the appropriate BAC kit for collecting blood or urine will be utilized.

The suspect should be taken to a hospital where qualified personnel will either draw blood and/or collect urine and complete the paperwork included in the BAC Kit. The BAC Kit will be returned to the officer sealed, the officer then will transport the BAC Kit back to the police department. An evidence entry in the report will be completed for all BAC Kits and they will be placed in the temporary evidence refrigerator.

Blood and Urine samples/evidence will be stored in the secured evidence refrigerator located in the temporary evidence storage area. The property/evidence custodian will transfer all evidence in the temporary evidence lockers and/or refrigerator into the evidence room as soon as practical. The property/evidence section in records management must be

properly filled out so that the evidence is listed in the master property log, and the evidence custodian can submit the specimen to the crime lab.

D. Collection of Blood and /or Other Bodily Fluids at a Crime Scene

Blood, urine, semen and other body fluids will be collected at a crime scene where they are found by evidence technicians or detectives trained in collection procedures established by the GBI Crime Lab.

All specimens collected in liquid form will be transported to the GBI Crime Lab or maintained in the Property / Evidence Room refrigerator;

All specimens collected will be marked, sealed, logged, and tagged as appropriate to identify and preserve them for analysis.

E. Latent Fingerprints

The following general guidelines will be followed when processing a crime scene for latent prints:

Latent impressions developed with fingerprint powder should be photographed on the original object. After being photographed, they may be lifted. The lifted print is to be placed on a latent fingerprint investigation card and the following information listed:

1. Place of occurrence;
2. Offense type;
3. Offense date;
4. Date / Time processed;
5. Investigator name; and
6. Case number.
7. Location prints were lifted from (i.e. driver's door)

Latent prints that are developed and collected will be reviewed to determine if they are identifiable and/or can be classified. If it is determined that the print in question can be identified and or classified the lead investigator will complete a submission form for the GBI Crime Lab.

When requesting a comparison of latent prints with fingerprints of a known suspect, the requesting officer will include inked finger and palm prints and / or the fingerprint classification number of the suspect.

If a latent print is developed and collected a set of comparison prints should be obtained from the victim so that eliminations can be done and an AFIS submission made.

F. Documents

1. Types of Document Examination

Officers may submit documentary evidence for the following types of examination:

- a. Handwriting (script)
- b. Hand printing and hand lettering
- c. Forgeries
- d. Typewriting and typewriter ribbon
- e. Inks and papers
- f. Check-writers and other mechanical impressions
- g. Indented writing
- h. Obliterated or eradicated writing
- i. Used carbon paper
- j. Burned or charred paper
- k. Fracture line comparison (torn paper, etc.)
- l. Photocopies

Officers shall contact the Criminal Investigations Section when any question arises which pertains to documents.

2. Submitting Documentary Evidence

Original or copied documentary evidence shall be submitted for handwriting, typewriting or other analysis. Photocopies of such

evidence shall be accepted if such copies are of excellent quality and the original is not available. If the original has been destroyed and only a photocopy exists, the officer shall note this fact on the identification services request form.

The original is requested:

- a. In most types of forgeries.
- b. In the comparison of certain types of typewriting.
- c. In the comparison of check-writer impressions and notary seals.
- d. In making court exhibits.

NOTE: *The inability to send an original to the crime lab due to unavailability should not deter the officer from submitting any available copy for examination.*

3. An officer, upon receiving a suspect document, shall:
 - a. Avoid writing on the document, or on the evidence container to be used after the document has been placed in it to avoid additional impressions on the document.
 - b. Place each suspect document in an envelope. The officer shall handle document in such a manner as to prevent tearing, creasing or stapling it. The officer shall also prevent contamination of the document by his own fingerprints.
 - c. Place the document in a paper evidence bag or envelope and then inventory all evidence on a property report.
 - d. The lead investigator and/or property/evidence custodian will complete the GBI Crime Lab Submission Form. When this is completed, the officer shall:
 - 1) List all evidence, clearly distinguishing the questioned document from any other documents or sample writings.
 - 2) State exactly what examinations are desired.
 - 3) State whether or not the submitted material is to be examined for fingerprints.
 - 4) State in what manner the officer obtained any samples that are to be compared with questioned document.

- 5) State the physical and mental state of the suspect at the time that he made the sample comparison writings.
4. Above procedures shall also be followed when submitting an item such as a check-writer, computer printer, or typewriter that is to be compared against documentary evidence.
5. Upon completion, the investigating officer shall submit the documents and/or related property to be analyzed sent to the Evidence/ Property custodian and notify the Evidence/ Property custodian of the requested testing for the crime lab.

G. Other Items Collected as Evidence

1. Wet Items

Wet clothing collected as evidence, should be submitted to the evidence custodian to be dried in a secure area in the evidence room. As soon as the evidence is dried, it will be packaged and sealed.

Documents that are wet for any reason will be handled in the same manner as wet clothing.

2. Firearms

All firearms must be submitted on a separate property entry, unloaded, ; with the ammunition packaged separately. All firearms will be checked for stolen through the GCIC / NCIC computer by the submitting officer and should have the NCIC printout included in the case file or CAD notes identifying the status of the weapon.

3. Drugs

Dangerous drugs (including, but not limited to narcotics, hallucinogens and narcotic implements) submitted to the property room will be counted if appropriate, by the submitting officer. Each separate container of the material will be marked with the count, the officer's name performing the counting and the date.

The property entry will list all dangerous drugs, including number of containers and pill/tablet count.

All dangerous drugs submitted to the property room for testing by the GBI Crime Lab will be sealed first in a plastic bag, then placed in an evidence bag. The contents of each bag will have a separate property entry.

All dangerous drugs submitted to the property room will be placed in the property room or into the temporary property locker by the submitting officer until the Property/ Evidence room technician takes custody of the property.

In the case of a clandestine lab the shift commander or assigned investigator will contact the GBI Clandestine Lab Waste Removal Program at the GBI 24hr Communications Center 404 244-2600. The GBI will contact the on scene supervisor or investigator to determine the scope of the incident and coordinate the waste removal response if needed.

4. Cash

All money submitted will be counted by both the submitting officer and a witness. All money will be sealed in an evidence bag and labeled separately upon submission to the property room. The property entry must identify the amount of money, who submitted it and who verified the count.

Note: *Both drug and cash evidence will be secured in a separate secure location in the Property / Evidence Room as an extra security measure.*

5. Volatile Fluids

Volatile fluid of evidential value should be stored by the fire department in approved containers. A maximum of one gallon will be stored. Excess volatile fluid will be disposed of in accordance with EPA and Fire Department procedures for hazardous waste materials.

7. Explosives

No explosives, dangerous chemicals, nuclear material or ammunition greater than .50 caliber will be submitted to the Property / Evidence Room. Contact will be made by the supervisor or Property / Evidence Technician or investigating officer with the GBI Explosive Ordnance Disposal (EOD) Team or other specialized agency when such material is recovered. All such items are to be photographed and disposed of according to procedures and regulations specified by EPD and EOD. Handling of the items will be accomplished by the EOD Team or by the specialized agency requested at the scene.

8. General Evidence

All other evidence such as guns, tv's, tools, and other miscellaneous items will be bagged and or tagged dependant upon the size of the item. The evidence bag and evidence entry will be completed and placed in the secure temporary storage lockers.

9. Computer Equipment and Data Storage Devices

When criminal investigations involve the seizure of computer equipment or electronic data storage devices, the proper method of collecting and preserving hardware, software, and data files is of paramount importance.

a. Personnel shall follow these general procedures:

- (1) Immediately restrict access to the computer equipment, electronic data storage device, and the surrounding area to necessary personnel.
- (2) Photograph the scene including the computer / device and any peripheral equipment.
- (3) Preserve the scene due to possible latent fingerprint evidence.
- (4) Search the immediate area of the computer / device, paying special attention to any notes, information, or passwords that the suspect may have written.

b. Personnel collecting stand alone computers shall follow these specific procedures:

- (1) If the computer is off, DO NOT turn it on.
- (2) If the computer is on, DO NOT turn it off.
- (3) Personnel must first remove the power cord from the rear of the computer and then remove the power cord from the outlet. If a laptop computer does not turn off in this manner, then locate and remove the battery pack.
- (4) To enable accurate reassembly later, employees shall clearly label all existing connections to and from the computer.
- (5) Properly package all components and keep them away from magnets, radio transmitters, and other potentially damaging elements.

- c. Personnel collecting storage media or computer software should notate the location where the item was located. The item must also be kept away from magnets, radio transmitters, and other potentially damaging elements.
- d. Personnel collecting PDAs, cell phones, and digital cameras shall follow these specific procedures:
 - (1) If the device is off, DO NOT turn it on.
 - (2) If the device is on, DO NOT turn it off. Leave the device on, powering down the device could enable a password.
 - (3) If the device is charging, first remove the power cord from the rear of the device and then remove the power cord from the outlet.
 - (4) Collect all cables and attempt to keep the device charged.
 - (5) If the battery is removed data may be lost.

VI. DOCUMENTING THE CRIME SCENE

A. Crime Scene Sketches

Crime scene sketches are prepared to supplement notes and photographs and to provide accurate measurements of sizes and distances of objects and their relationship to other objects. A rough sketch will be completed at the crime scene which will accurately show the locations and relationships of pertinent evidence. The sketch should include any bodies, weapons, tools or other objects used in the commission of the crime. Basic elements that should be included in the crime scene sketch are:

1. Dimensions;
2. The relation of the crime scene to other buildings;
3. The address, floor, or room number;
4. The location of significant features of the scene, including the victim;
5. The date and time of preparation;
6. The name(s) of the detective(s) preparing the sketch;

7. Direction of North;
8. The location of physical evidence recovered; and
9. Legends describing items too small or too difficult to duplicate in their exact shape or scale.

After a rough sketch has been completed, this information will be recorded on a final sketch. Both sketches will be attached to the detective's case file folder.

B. Crime Scene Photography/ Video

Crime scene photography and video recordings may be utilized as a comprehensive aid to clarify and supplement written reports, to provide a permanent record of fragile or transitory evidence and to identify persons at the scene.

1. Photographing the Crime Scene

The crime scene will be photographed systematically to guarantee a visual image of the entire crime scene as well as minute or circumstantial trace evidence.

Overall crime scene photographs encompassing the geographical area and adjacent tract of land should be taken. These photographs should be taken from a distance that will include the entire area involved in the crime scene.

The scene should reflect the location of the evidence, weapon, body, or other pertinent details of the crime scene. Clockwise photographs should be taken to ensure that sufficient detail is obtained and to tie the crime scene together in order to tell a story to the court of the total circumstances surrounding the particular crime.

Close-up photographs will be used to identify and record individual items or small sections of larger items. These photographs will be taken at a distance of one (1) to five (5) feet depending on the size of the item. The item should appear in the full view photograph to show the relationship to other objects.

1 to 1 photographs with and without scale will be taken of latent prints, footwear impressions, tire impressions, blood stains or patterns, tool marks, hair and fiber evidence and any other items of trace evidence which would not normally appear in other photographs.

Artificial light in the form of floodlights or electric flash may be necessary in dark or poorly lit areas.

When appropriate, videotaping may supplement, but will not replace, still photography at a crime scene in order to properly record particular elements that are not easily depicted in a photograph.

2. Recording Photography / Video Information

The photography / video taping of any crime scene is the responsibility of the officer, detective, or traffic officer. The photographer / video camera operator will maintain a record of photographic / video data that should include the following information when applicable:

- a. Type of complaint;
- b. Complainant or victim;
- c. Address of complainant or victim;
- d. Suspect (if known);
- e. Suspect's address (if known);
- f. Date / time photographs taken;
- g. Name / ID # of photographer / video camera operator;
- h. Name / ID # of requesting officer / detective;
- i. Address where photos / videos were taken.

3. Processing of Film

The officer/investigator assigned to a case shall be responsible for any photographs taken of the scene prior to the removal of any evidence. If officers utilize the digital camera assigned to their patrol unit, the photographs will be downloaded to the images section of the appropriate incident report prior to the end of the officer's tour of duty. Once the pictures are downloaded to the report, officers will delete the pictures from the cameras memory devices.

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.

All videotapes entered into evidence, aside from patrol video tapes from patrol vehicles, will also be stored and safeguarded by the Evidence Custodian.

Departmental digital cameras should be used in any situation requiring photographic documentation. Employees may use their personal digital cameras or other recording devices after receiving approval from their immediate supervisor. Employees may not use their cellular telephones to take photographs at a crime scene, traffic accidents, or of any evidence unless there is an immediate danger that the scene or evidence may be destroyed.

If photographs/video/audio is recorded, the supervisor will insure that the photos/video/audio are promptly downloaded into the records management system and immediately deleted from the cell phone, personal camera, or audio recording device.

Under no conditions will it be permissible to email, upload to a social networking site, or text photographs/videos/audio for unofficial reasons.

VII. SUBMISSION OF EVIDENCE TO THE PROPERTY /EVIDENCE ROOM AND CRIME LAB

All evidence is to be submitted to the evidence function as soon as practical to preserve the chain of evidence. Non-perishable evidence will be secured in the property room until it is transferred to the GBI Crime Lab. Transfers to the Crime Lab are made by the Property / Evidence Custodian on a routine basis. Perishable evidence is defined as fresh blood, blood stained objects, other physiological stains and tissue, and biological materials. When collecting perishable evidence from a crime scene, the following procedures will be used:

A. Fresh blood (wet specimen):

Fresh (wet) blood will be collected using saline, placed in a sterile glass vial, capped or stopper, sealed, marked, tagged and refrigerated in the property room refrigerator. All items for blood typing must be refrigerated or submitted to the Crime Lab as quickly as possible. Heat, humidity and sunlight have destructive effects on blood and will not only affect ABO groups, but will completely destroy the weaker antigen systems and enzyme groups.

Blood samples taken from living victims and suspects will be placed in an approved container. Properly seal and label the tube with the suspect's or victim's name, date, name or initial of the detective and the doctor or medical technician who draws the sample. Keep blood samples

refrigerated. DO NOT FREEZE. Blood samples must be delivered to the Crime Lab as soon as possible.

In order to obtain maximum value from blood and bloodstain evidence, the Crime Lab should have a sample of known blood from both the victim and the suspect. This is absolutely necessary in cases where there is only a very small stain because the types and sub-types of both bloods must be determined in order to select the systems to be run on case material which will provide the greatest population differentiation and distribution.

B. Dry blood:

Whenever possible, the entire object that has the blood stain on it should be submitted. When the blood stain is located on a wall, floor, or other object that cannot be submitted, one of the following procedures should be utilized:

For bloodstains appearing on fixed objects or on an object too bulky to transport to the laboratory, the detective will cut off that portion of the object bearing the stain, if possible. Bloodstains on objects which cannot be cut, for example, concrete floors or metal safes, may be scraped and the scrapings placed into a pill box or onto a clean piece of paper. The paper will then be folded carefully and placed into a container.

1. When a large amount of stained material is present, the easiest technique is to scrape several large flakes into a small box or pill tin;
2. When the stain is small, the fiber technique should be used. Cut 4 to 6 gauze fibers 1/2" long from a gauze pad. Moisten the fibers with saline. Swab the bloodstains with the fibers, concentrating the stain on the fibers as much as possible. The fibers should be air dried in a pillbox before sealing, marking and tagging the container. The dried fiber samples do not require refrigeration.
3. For bloodstains appearing on porous objects such as wood or earth, the bloodstain as well as a portion of the material upon which the stain appears should be placed in a clean container, labeled on the outside and sealed to prevent loss through leakage.

C. Blood stained materials:

Bloodstained articles should not be packed for submission to the State Crime Lab until it has thoroughly dried at normal room temperature. Clean paper should be placed under the drying object to catch any falling trace evidence. When the object is dried and ready for packaging, the paper should be carefully folded to secure the trace evidence and placed in the

wrapping with the article in a paper bag. Multiple items must be packaged individually to avoid contamination.

D. Other stains, tissues or biological material:

Other types of stains can be collected using the same procedures as previously described for wet and dry blood.

Articles bearing semen stains will be placed between sheets of paper, cardboard, or similar material and then secured in such a manner that friction is avoided. Semen stains should be allowed to dry before being packaged.

All other body fluids, including saliva, urine, perspiration, pus, human milk, nasal mucous and tears will be handled with the same precautions as blood and semen.

E. Body tissue:

Body tissue must be collected and placed in a sterile glass bottle in saline solution, capped or stopper, sealed, marked, tagged and refrigerated in the property room refrigerator.

F. Other bodily fluids:

Seminal fluid that is deposited outside the body on sheets, garments, furniture, etc., is excellent scientific evidence because of the lack of contamination with vaginal secretions. If seminal stains are present on bed clothing, these should be collected for examination. Do not collect the mattress pad unless there is no sheet on top of the pad. If seminal stains are still wet, these stains should be circled just outside the boundary of the stain and noted to the Crime Lab serologist who receives the case.

Dried semen on immovable objects should be scraped carefully using a razor blade onto a sheet of clean white paper that is then folded into a secure packet to prevent loss of scrapings. If the dried stain is too small or too thin a smear for scraping, it can be absorbed onto a small piece of gauze that is dampened with saline. The gauze should be thoroughly air dried before packing into a paper bag or envelope. Liquid semen should be wiped onto clean gauze and allowed to dry.

Saliva samples taken from live victims or suspects will be collected in a clean tube or container that can be tightly closed. At least 5 ml. must be collected after the person has rinsed his / her mouth with clean water and expectorated spit. The saliva must be free of phlegm and mucous. If the subject is unable to donate at least 5 ml., allow the person to chew on a

clean rubber band to stimulate production. Foaming or bubbles in the sample is not considered part of the 5 ml volume necessary.

Close the container so that leakage cannot occur. Properly seal and label the container with the suspect's or victim's name, date, name or initial of the detective and doctor or medical technician obtaining the sample. Samples should be placed in an ice bath and transported IMMEDIATELY to the Crime Lab. Because of the potential for rapid deterioration of saliva samples, they will not be stored for later transportation to the Crime Lab.

G. Hair/Fiber

Hair samples will be placed in a zip-lock bag or other sealable plastic bag. A minimum of twenty-five (25) randomly pulled hairs are necessary. Pubic hair should be treated in the same manner. A brush or a comb can be used to obtain some of the hairs for a standard, provided the brush or comb is clean. If combed / brushed hairs are collected, they can be submitted in the same plastic bag with the pulled hair or in a separate plastic bag. Fiber samples will be packaged in the same manner as hair.

H. Collection of Known Standards for Comparison

When the following types of physical evidence / trace evidence are collected from a crime scene, a known standard sample should be collected whenever available for comparison by the GBI Crime Laboratory. The location from which the samples are taken is critical for the Crime Laboratory and should be documented on the lab report and/or evidence technician report. All standards for comparison will be collected in accordance with procedures established by the GBI Crime Laboratory.

1. Blood
2. Hair
3. Fibers
4. Paint
5. Glass
6. Wood
7. Metal
8. Soil
9. Tool marks

10. Footwear

I. Responsibility for Requesting Lab Examinations

The detective who is assigned the particular case will be the lead detective and responsible for requesting laboratory examinations. The lead detective will inform the property/evidence custodian of the examination(s) he or she would like completed and the property/evidence custodian will complete the crime lab submission form forward the submission form with the evidence to the Georgia Bureau of Investigation (GBI) Crime Lab.

J. Custody Information on Evidence Submitted To the Crime Lab

To maintain a record of physical evidence submitted to a laboratory for examination, the following information is required:

- a. Name of officer last having custody of the item;
- b. Date and time of submission or mailing, and method used for transmission;
- c. Date and time of receipt in laboratory;
- d. A copy of the submission form with a GBI Lockbox time stamp or the name and signature of the person in the laboratory receiving the evidence if the GB I evidence lockboxes are not used; and
- e. The GBI Crime Lab Report documenting the results of the requested testing will be posted on the GBI DOFS web page when completed. The report can then be downloaded and attached to the incident report or printed and placed in the case file.

K. On Call Evidence Collection

Response to calls for service where a crime has been committed that may involve physical evidence requires that such evidence be collected promptly and submitted to the laboratory without delay. The CID will maintain personnel on-call 24 hours per day for response and use at crime scenes. In the event of a major crime scene requiring experts or specialized assistance in evidence collection, the Duluth Crime Scene Unit or the Georgia Bureau Investigation (GBI) may be notified to respond for assistance.

VIII. PROPERTY ROOM MANAGEMENT / SECURITY

The purpose of this section is to provide for the management and control of found, recovered, and evidential property that comes into the custody of the Suwanee Police Department, and to establish an evidence management system that will ensure a traceable chain of custody and strict accountability with respect to the handling, security and disposition of evidence.

A. Responsibility

It is the responsibility of the Suwanee Police Department Evidence Custodian to manage and control all evidential property directed to them for safekeeping. As a part of this responsibility, accurate records will be maintained. Property will be stored, released, and disposed of according to policies and procedures outlined in this procedure and Georgia State Code 17-5-54. Responsibility for in-custody and evidential property management functions are assigned to an individual to be designated by the Chief of Police.

B. The police department will store all evidence, recovered, or any property that is found or held by the agency within designated secured areas. Access to secure designated storage areas will be limited to authorized personnel.

1. Additional access to the evidence room can be permitted only by accompanied access with the evidence custodian.
2. The evidence room entry log must be completed prior to access to the area for all persons not authorized to enter the evidence room.

C. Inspection

1. A semi-annual inspection of the Evidence/ Property room will be conducted by the Administrative Services Division Commander or his/her designee. Such inspection will be to:
 - a. Determine that the Evidence/ Property room is maintained in a clean and orderly fashion.
 - b. Make certain that policies and procedures concerning property are being followed.
 - c. Make certain that Evidence/ Property is protected from damage or deterioration.
 - d. Make certain that accountability procedures are being maintained.
 - e. Make certain that property that has no evidentiary value is being disposed of promptly.

- f. Semi-Annual inspection reports shall be stored and maintained by the Administrative Services Division Commander.
2. Unannounced inspections of the Evidence/Property room and records will be conducted annually by the Chief or his designee. Such inspection will include a random inspection of records with physical property. Unannounced inspection reports shall be maintained by the Chief with copies forwarded to the Administrative Services Division Commander Property/Evidence Custodian and Accreditation/Certification Manager.

D. Audit and Inventory

1. An annual audit of property held by the police department will be conducted by a ranking supervisor not directly associated with the unit. An audit report will be forwarded to the Chief of Police.
2. An inventory of property held in the property/evidence room will be conducted whenever the person responsible for the property and evidence control function is assigned and/or transferred. The inventory will be conducted jointly by the new custodian and a designee appointed by the Chief to ensure that records are correct and properly annotated.

E. Temporary Storage and Security

At times when the property room is closed, and no authorized person is available to log property into the property room, officers will temporarily store property in the designated secured areas as specified in this directive.

1. Temporary property storage areas include:
 - a. The temporary evidence storage lockers are located in the temporary evidence. This area is restricted to police department personnel only and under no circumstances will unaccompanied non-police personnel be allowed access to the property storage areas; and
 - b. The temporary evidence storage refrigerator is also located in the temporary evidence. This refrigerator is for temporary storage of perishable evidence such as blood, urine, or other bodily fluids.
2. Property placed in the temporary evidence storage area must conform to the same standards and procedures as outlined in this procedure for the receipt of property or evidence.

3. When property is stored and secured in temporary evidence storage lockers or the refrigerator, the lock will be securely locked. The Property/ Evidence Custodian maintains the key and will retrieve the Property/ Evidence as soon as possible and transfer the evidence into the designated secure evidence storage areas. The evidence will then be transferred to the Crime Lab or be maintained in one of the designated secure evidence storage areas.

F. Evidence Room Security

All property stored at the Suwanee Police Department will be within a designated secure area, with access limited according to the need for access and security. The following measures will be taken to ensure that all in-custody property and evidence is stored within designated, secure areas:

1. Only authorized persons conducting property custodial transactions may actually enter the property room area;
2. The property room may only be accessed by the following persons:
 - a. Property/Evidence Custodian;
 - b. Administrative Services Bureau Commander
 - c. Records/Evidence Technician
3. Only the designated individuals will have access to and keys and/or the combination to the storage areas within the property room. These areas will only be unlocked or opened when items are actually being placed in or taken out of the secured area; and
4. The property room will be kept closed and locked any time authorized personnel are not physically in the room.

G. Increased Security

Separate lockers are located within the property room for storage of money, items having a very high monetary value (i.e., jewelry), dangerous drugs and narcotics.

1. Money

All money submitted to the property room will be sealed in a container, properly marked and tagged separately. The tag must identify the amount of money and bear the signature of the submitting employee

and witness verifying count. Money not properly packaged or tagged will not be accepted into the custody of the property room. The property custodian does not need to open the sealed package to verify the contents or amount, only note that it has been properly packaged and tagged. Money submitted to the property room, once logged in, will be secured inside one of the lockers in the property room.

2. Precious Metals or Gemstones

Precious metals or valuable gemstones, once logged in, will be secured inside one of the lockers in the property room.

3. Narcotics and Dangerous Drugs

All dangerous drugs (including, but not limited to narcotics, hallucinogens, and narcotic implements) submitted to the property room either as found, confiscated, evidence will be sealed in a plastic bag or container. Each bag or container will have a separate property receipt. The following inspection, quantity and quality control measures will be followed when submitting narcotics and / or drugs to the property room:

- a. Narcotics evidence shall be placed in clear plastic bags and then placed in an evidence bag and sealed by the submitting officer.
- b. Pills and capsules will be counted with the count noted on the property receipt.
- c. Scales are available to officers, and all officers are to weigh any narcotics or drug evidence submitted for storage or processing. Gross package weights will be taken after the evidence is packaged and sealed, and will include the package in the weight.
- d. Although gross package weights should be done as accurately as possible, they should only be used as a quality control and not as an exact weight or for evidential purposes.
- e. The property custodian is not required to open the sealed bag to verify the weight or count, only visually inspect to note that it has been properly sealed .
- f. Once properly logged into the property room, dangerous drugs will be secured and stored inside the drug locker in the property room.

4. Weapons

All weapons received by the property room will be made safe by unloading and each will have a separate property receipt. If not unloaded by the submitting officer, the supervisor of the submitting officer will be notified. The submitting officer must check all weapons for stolen wants through GCIC / NCIC, and this check must be noted on the property entry and or CAD notes.

H. Storing Perishable Evidence

Refrigerators are located in the property room and temporary property holding area to keep perishable items such as urine specimens and blood samples preserved. When property is stored in the temporary storage refrigerator the property will be placed in the drop slot located in the refrigerator. The lock on the temporary storage refrigerator will be locked at all times and will only be unlocked by the evidence custodian to transfer evidence to the evidence room.

I. Prohibited Items

No explosives, dangerous chemicals, unknown biological specimens, nuclear material, or other dangerous material or property are to be accepted into the property room.

J. Disposition/ Release of Property

The purpose of these procedures is to provide for the documentation, preservation, sale and conversion of recovered and found property by an orderly process resulting in a more efficient inventory control and chain-of-custody. The conversion of unclaimed property to the use of the Suwanee Police Department and its personnel will reduce funds needed for law enforcement purposes.

1. Definitions

Unclaimed Property

Any article of found or recovered property which is determined to be unclaimed after diligent efforts by the Property/ Evidence Room Custodian to locate proper owner prove unsuccessful.

Public Auction

The process by which unclaimed property maintained in the Property/ Evidence Room is sold to the general public.

K. Removal or Release of Property

Final disposition of found, recovered and evidential property must be accomplished within six (6) months after legal requirements have been

satisfied. Items being held as Property/ Evidence may be removed or released by one of the following methods:

1. Return to the Rightful Owner

Officers will make every reasonable effort to verify rightful ownership to property and the identity of the person to whom the property is being released. Property (other than contraband and illegal substances) may be immediately released by any officer to the rightful owner once all police use of the property is satisfied and the officer who submitted the property has okayed the property for release.

Once court requirements have been satisfied, the submitting officer should attempt to contact the owner by telephone or in person and advise them of procedures to claim their property. If the submitting officer cannot contact the owner, or the owner does not respond in a reasonable time, the custodian, or any other officer may make reasonable efforts to contact the owner by telephone or mail and inform of when and where the property may be claimed. If the owner cannot be located or fails to claim the property, after a period of ninety (90) days the property will be considered unclaimed.

2. Release to Finder

Found property (other than contraband) may be released to the finder of the item if the rightful owner is unknown or cannot be located. If the owner cannot be located or is unknown, the property may be released to the finder after a period of ninety (90) days has passed and the owner has not claimed the item. Due to ethical considerations, potential conflict of interest or perceptions of conflict of interest, employees of the police department may not claim property found by them and submitted to the property room, regardless of the circumstances.

3. Contraband / Forfeited Property

Property that is forfeited to the police department pursuant to State or Federal law or any other municipal ordinance will not be released to its owner or finder. The Support Services Supervisor will request that court orders are prepared describing such forfeited property and outlining its disposition. Contraband will be handled the same as forfeited property and disposed of in accordance with State or Federal law and local ordinance.

4. Evidence

Evidence will not be released until cleared for release and until court and evidential requirements are satisfied. It is the responsibility of the investigating officer to promptly notify the Evidence Custodian when the case has been completed.

5. Weapons

Dangerous weapons held as evidence may only be released after the court case is disposed of or dropped, and with permission of the investigating officer, the prosecutor or the Support Services Commander. Firearms must be checked Through GCIC / NCIC and with ATF for stolen property and the owner must be checked through the FBI for a felony record. If the owner has a felony record as outlined under State law, he / she will be notified that he / she is under disability and the weapon cannot be released to them.

6. Money

Upon releasing money, the releasing officer will open the sealed package in the presence of the owner or finder and count the contents together with the owner / finder. If there is any discrepancy, a supervisor should be notified immediately. The person receiving the money must sign a property release form. Money that is found and unclaimed, or forfeited under the provisions of State or Federal law, will be disposed of in accordance with this procedure and provisions of law.

IX. FINAL DISPOSITION OF PROPERTY AND EVIDENCE

- A. The disposition of all personal property seized by law enforcement is subject to Georgia Code 17-5-54.
- B. No authorization for destruction or disposal of personal property may be given until application is made to Superior Court and an order is granted. Property not assigned a court disposition in Superior Court can be disposed of by order of the Chief of Police.
- C. All personal property in the custody of a law enforcement agency, including personal property used as evidence in a criminal trial, which is unclaimed after a period of 90 days following its seizure, or following the final conviction in the case of property used as evidence, and which is no longer needed in a criminal investigation or for evidentiary purposes shall be subject to disposition by the law enforcement agency. The Chief shall make application to Superior Court for an order to retain, sell or discard such property. In the application the officer shall state each item of personal property to be retained, sold or discarded. Upon Superior Court's granting an order for the law enforcement agency to retain such

property, the law enforcement agency shall retain such property for official use. Upon Superior Court's granting an order which authorizes that the property be discarded, the law enforcement agency shall dispose of the property as other salvage or non-serviceable equipment. Upon Superior Court's granting an order for the sale of personal property, the City of Suwanee Purchasing Department shall provide for a notice to be placed once a week for four weeks in the legal organ of the county specifically describing each item and advising possible owners of items of the method of contacting the law enforcement agency. Such notice shall also stipulate whether said items or groups of items are to be sold in blocks, by lot numbers, by entire list of items or separately.

- D. Disposal/Destruction of Property: When a case involving evidence is adjudicated, it will be the responsibility of the Evidence Custodian to research the case and make request to the Chief of Police or Superior Court Judge for disposal of property. After the owner has been notified by the detective that the property can be returned, the detective will advise the Property/ Evidence Custodian that the property can be returned. After this determination, a list will be prepared of items to be destroyed and forwarded to the Chief for his approval and signature.

Once this list is returned authorizing destruction of evidence, the Evidence/ Property Custodian is to destroy this evidence in accordance with approved procedures:

1. Contraband, controlled substances, dangerous drugs and marijuana shall be destroyed by fire at an authorized incinerator designated by the Support Services Supervisor. A witness outside the division shall observe destruction of the contraband.
2. Biological items shall be placed in a biological container and turned over to proper authorities (Gwinnett Medical Center) for destruction.
3. When a Property/ Evidence Custodian member destroys or disposes of evidence, he/she is to have a witness to observe the destruction of the evidence. This is not only to assure the integrity of the Property/ Evidence Custodian but provides an additional witness should any questions arise.
4. The Chief will be notified when guns are to be destroyed. Guns that will be destroyed will be cut up or melted down at an approved location. A complete listing of each weapon to be destroyed including make, model and serial number will be made and sent to the Chief for approval. After this approval, an order for destruction will be issued and the weapons destroyed with a witness as outlined above.

5. After the property is destroyed the Evidence/ Property custodian will submit a report of the destruction of listed items signed by both the Property/ Evidence Custodian member and the witness and this report will be returned to the Records/Evidence Technician to be placed in the case file. The property report form will be annotated to show the disposition of the property.

Should any property not be destroyed, a list of this property and an explanation as to why it was not destroyed will be forwarded to the Chief of Police.

6. On an annual basis, the Property/ Evidence Custodian will purge all Evidence/ Property that is maintained in the evidence room and is determined to be abandoned, unclaimed or otherwise not necessary for further retention.

If the possible identity of a property owner can be made, the Property/ Evidence Custodian will make an attempt to notify the owner by letter or telephone advising that the property will be disposed of if not claimed within 30 days.

7. Periodically, evidence and property may be utilized for training purposes, such as the citizen's police academy. Only in cases that have been adjudicated in a court of law may evidence and property be utilized for the purposes of demonstration and or training. The instructor first must make a request to the evidence custodian prior to the required date to retrieve the property/evidence. The evidence custodian will then check the status of the requested items before retrieving. Once the evidence/property has been retrieved, custody will then be turned over to the requesting instructor after signing for it. If the item(s) requested are controlled substances, they will be given to the instructor in a sealed evidence bag that will not be opened by the instructor. Once the instructor is finished with the item it will be submitted back to property/evidence in accordance with this policy.

E. Sale of Unclaimed Property

1. All property that is determined to have a monetary value of \$10 and is not considered to be an item of contraband shall be sold at public auction for cash to the highest bidder. Items that are determined to be of use to the City of Suwanee can be transferred to the city's possession. A memorandum requesting the transfer shall be submitted to the Chief of Police or his/her designee for approval.
2. All property as described above shall be declared as unclaimed property after a reasonable attempt has been made to establish the identity or location of the owner and the property has been in the

possession of the Property/ Evidence Custodian for more than 90 days.

3. The Property/ Evidence Custodian will prepare a list of unclaimed property that is eligible to be sold and have this list reviewed by the Chief. After his review, the items will be offered for sale at a public auction.
4. The public auction will be held by the City of Suwanee at the direction of the Purchasing Department at the advertised time and location. The sale will be advertised in a local publication once a week for Four (4) weeks. Proceeds from the sale will be placed into the general fund of the City of Suwanee. A complete list of items sold will be made and kept on file by the Property/ Evidence Custodian for a period of three years from the date of sale.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: I-015 EMPLOYEE MISCONDUCT/ INTERNAL AFFAIRS

EFFECTIVE DATE: 01/01/99

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

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

II. SCOPE

This procedure shall apply to the receipt, recording, investigation and disposition of complaints and allegations of misconduct involving personnel of the Suwanee Police Department.

III. POLICY

It is the policy of the Suwanee Police Department to document and investigate all complaints made against agency employees or the agency itself, received from any source outside or inside the department to include anonymous complaints. It is also the policy of this Department to investigate and document all vehicle chases and uses of force conducted by any member of the Department. The purpose of these investigations is to ensure compliance with departmental and legal requirements.

IV. FUNCTION AND GOALS

Primarily, the objectives of such investigations are:

A. To Protect the Public

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

B. To Protect the Department

The department is often evaluated and judged by the conduct of individual members. It is imperative that the entire organization not be subjected to public censure because of misconduct by one or more of its personnel. When an informed public knows that its Police Department investigates and adjudicates all allegations of misconduct against its members fairly and honestly; the public will be less likely to feel any need to raise a cry of indignation over alleged incidents of misconduct.

C. To Protect the Employee

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

D. Removing Unfit Personnel

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

E. Correction of Procedural Problems

The Department is constantly seeking to improve its efficiency as well as the efficiency of its personnel. Occasionally, personnel investigations disclose faulty procedures that would otherwise have gone undetected, once problems or faults are detected these procedures can then be improved and/or corrected.

V. COMPLAINT PROCESS

A. Use of Allegation of Misconduct/ Inquiry/ Complaint (AIC) Form

The AIC Report shall be utilized to record allegations of employee misconduct (from any source outside of, or inside the Department) as well as inquiries and complaints (through information received from outside or inside the Department) concerning department policy, procedures, or tactics.

Sources for complaints: A complaint can originate from any of the following sources:

1. Individual aggrieved person
2. Third party
3. Anonymous
4. Agency employee
5. News media
6. Governmental agency
7. Of civil claim

8. Complaints can be made by members of the public:

- a) In person
- b) By telephone
- c) By letter
- d) Email

1. Allegations of Employee Misconduct

Allegations of employee misconduct shall be recorded on the AIC Report with specific information relative to an allegation of misconduct or complaint against any employee. The Department will investigate all allegations and / or complaints received.

- a. The information recorded shall be that which is necessary to begin an investigation into the events surrounding the allegation or complaint.
- b. The AIC Report concerning alleged misconduct shall be completed whether the allegation / complaint is received in person at the Department, by telephone, at a location outside of the Department, or by other means.
- c. Based upon the allegation received and preliminary determination, allegations shall be classified as:
 - 1. INFORMAL; or
 - 2. FORMAL

The primary difference in classifying the allegation is the manner in which the investigation is to be pursued.

B. Informal Investigation

An informal investigation is conducted by the Shift Supervisor on less serious allegations of misconduct. The investigation consists of obtaining memoranda from officers involved in the allegation or one on one meeting with the officer(s) involved. Usually, informal statements or interviews will be used. A personnel investigation is determined to be informal upon review of the incident by the shift supervisor based upon the nature and complexity of the allegation. Informal investigations are used for offences of a minor nature such as minor traffic offenses, violations of departmental rules and discourtesy to the public.

C. Formal Investigation

A formal investigation will be conducted on all serious allegations of misconduct, or where an alleged breach of the law has occurred (i.e. - an offense of moral turpitude), or an action in law against either the employee and / or the Department is anticipated. A personnel investigation is determined to be formal by receiving a written citizen complaint form and/or notification of the Division Commander by the investigating shift supervisor of a complaint that is beyond their training or experience. It will then be forwarded through the chain of command to the office of the Chief of Police to be forwarded to internal affairs for investigation. Only the Chief of Police can make a final determination on assignment to the internal affairs investigator or if needed, request assistance from a neutral agency in the investigation of allegations made against the department. Assignment to Internal Affairs or a neutral investigating agency will be based primarily upon the nature and complexity of the allegation.

The following types of incidents will be referred to the Chief of Police to determine if an Internal Affairs Investigation is needed. All other formal complaints may be handled at the division level.

1. Incidents in which the completion of a Use of Force report is required.
2. Complaints involving allegations of civil rights violations or involving 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 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.
9. Complaints made against the department which would require a neutral agency such as the GBI to conduct the investigation.

The Investigator, who will be assigned to formal investigations, will obtain taped interview statements from all employees involved. If an outside investigator is used, he / she will coordinate his / her methods with the Chief of Police.

D. Initial Contact Responsibility

All supervisors are responsible for keeping copies of the AIC Report form at all times, as well as responsible for completing the Report if necessary.

1. A reporting party appearing in person at the Department or making contact by telephone shall be referred to the affected employee's Shift Supervisor, if

available, during which the incident in question happened. The Shift Supervisor shall do a preliminary investigation and upon completion of the preliminary investigation complete the AIC report if necessary, or a memorandum advising receipt of the complaint and detailing how it was resolved. When a memorandum is completed it shall be forwarded to Internal Affairs for statistical and tracking purposes.

2. If the allegation is first brought to the attention of a civilian employee of the Department, and the offense is not one of moral turpitude, the employee will transfer the reporting party if by telephone, or direct them to the appropriate supervisory personnel.
3. If the affected employee's Shift Supervisor is unavailable and cannot be available within a reasonable time, and the offense is not one of moral turpitude, the reporting party will be directed to the appropriate division commander.
4. Occasionally, it is possible that the above procedure cannot always be followed. When such circumstances arise, the employee made aware of the allegation shall obtain all the information he / she can for follow-up by a supervisor. (Example: An anonymous caller who quickly hangs up the telephone, or the reporting party who "has no time" to wait for a supervisor.) It may even be necessary in a given case for an officer to complete the report form if, as in the last example, the reporting party refuses to wait for or to be contacted by a supervisor.
5. Verification a complaint has been received shall be provided to persons initiating complaints alleging misconduct on the part of the agency or an employee. It shall be the responsibility of the officer who received the complaint to ensure that a copy of Citizens Complaint form (if used), a return e-mail to the complainant, or documented phone call is utilized to verify the complaint was received. The supervisor shall make a written record of the complaint and ask the complainant to complete a Citizen Complaint Form. In the event the complainant refuses or is unable to complete a complaint form, the appropriate supervisor available will handle the complaint.
6. The person completing the AIC Report shall: provide the complainant a status report five (5) working days after the complaint has been received, then every five (5) working days after until the complaint investigation is completed to assure the reporting party that the circumstances surrounding the allegation(s) are being thoroughly investigated. At the end of a 30 day period if the complaint investigation has not been completed the investigating supervisor will notify the division commander that the complaint investigation has not been completed and the reason why the investigation is not completed. The investigating Supervisor or Division Commander will notify the reporting party upon conclusion of the investigation and provide the disposition of the complaint to the complainant.
7. When, for any reason, an oral or electronic advisement cannot be made, a letter so advising, approved and signed by the Chief of Police or his designee, shall be forwarded as soon as possible to the reporting party.

E. Inquiries

An inquiry concerns a citizen contacting the Department with questions about a policy, procedure, or tactic used by the Department.

When a citizen questions the actions of a police employee and it is determined by the receiving supervisor that the employee acted within prescribed Department policy, procedure, or tactics, the matter shall be handled as an inquiry.

It is the responsibility of the supervisor receiving the inquiry to obtain all pertinent details from the citizen needed to make an inquiry into the employee's actions.

The supervisor receiving the inquiry from the citizen shall make every attempt to explain to the citizen the circumstances as to why a particular policy, procedure, or tactic is sanctioned by the Department.

All information concerning the inquiry shall be documented on the AIC Report, including the nature of the inquiry and the response to the citizen. Any related reports or documentation concerning the inquiry shall be attached to the AIC Report.

If the citizen does not appear to be satisfied by the explanation, the supervisor shall inform his / her division commander who shall contact the citizen to again attempt to thoroughly explain the employee's actions, or Department policy, procedure, or tactic.

If the supervisor or division commander receiving the inquiry determines that the employee has not acted within prescribed Department policy, procedure, or tactics, the AIC Report form shall reflect the matter as an allegation of employee misconduct and complete the form as appropriate.

F. Complaint

A complaint concerns a citizen contacting the Department with a general complaint on an employee regarding a minor policy infraction or accusation of rudeness, traffic complaints, appearance, discourteous behavior, discretionary decisions made, etc.

If a complaint investigated is substantiated, a copy of the completed Allegation of Misconduct / Inquiry / Complaint (AIC) Form, including all necessary summaries, the affected employee's written statement, and indicating the disciplinary action taken, will be forwarded to the Chief's Office through the appropriate division commander. The report and attachments will become a part of the employee's personnel file.

The complainant of any case investigated by the affected employee's Line Supervisor will be notified of the disposition of the investigation. The Line Supervisor will make notification in writing, or telephonically. If the complainant

disagrees with the line-level investigation, he / she will be referred to his / her division commander.

VI. INTERNAL AFFAIRS FUNCTIONS

- A. The Office of Professional Standards (OPS) shall be responsible for the administration of the Internal Affairs function of the Suwanee Police Department. The OPS Supervisor shall be responsible for and have supervision of the day-to-day operations of Internal Affairs and all personnel assigned to conduct investigations. The OPS Supervisor shall report all investigative findings directly to the Chief of Police.
- B. A written record of all complaints against the Suwanee Police Department or its employees shall be maintained, regardless of the nature or reasonableness of the complaint. All complaints will be forwarded to the Internal Affairs investigator to be reviewed and assigned a tracking number and filed for statistical purposes. Formal investigations shall be maintained by the Internal Affairs division and shall have restricted access.
- C. Whenever an incident is to be turned over to Internal Affairs for investigation, the Chief of Police will issue an investigative order, in writing, to the OPS Supervisor, and the department head requesting the investigation.
- D. Upon receipt of the investigative order, the OPS Supervisor shall assign a qualified Internal Affairs investigator to the case.
- E. Within five days from receipt of the complaint the complainant shall be contacted by the Internal Affairs Investigator. The investigator shall maintain contact with the complainant as deemed necessary and keep the complainant advised of the status of the case. The OPS Supervisor shall ensure that the complainant is again contacted when the investigation has been completed.
- F. Whenever an Internal Affairs investigation concerning possible violations of criminal law is conducted; the OPS Supervisor and assigned investigator shall maintain close contact with the District Attorney's Office. This liaison may include legal advice or case preparation.
- G. Once a complaint has been turned over to Internal Affairs for investigation, the OPS Supervisor will make sure that the investigation is completed within 30 days of receipt. The Chief of Police may grant an extension whenever extenuating circumstances exist. The OPS Supervisor shall keep the Chief advised of status of the investigation.
- H. When an Internal Affairs investigation is completed, the file shall be turned over to the OPS Supervisor and maintained in the OPS Supervisors office.
- I. An officer or employee may be requested or required to submit to a polygraph exam during an investigation into any alleged misconduct on his part. A polygraph will be administered to an officer only after the complainant has taken a polygraph test during the investigation of the incident.

- J. During an internal investigation into any alleged misconduct on the part of an officer or employee of the department, the officer or employee may be required to:
1. Submit to any medical or laboratory examinations.
 2. Participate in a line-up.
 3. Produce financial disclosure statements.
 4. Be photographed.

The above actions will only be taken when necessary and when they are material to a particular Internal Affairs investigation conducted by this department.

VII. EMPLOYEE RIGHTS

Whenever an employee becomes the subject of a formal Internal Affairs investigation, the Internal Affairs investigator shall issue a written statement to the employee giving notice of the allegations and the employee's rights and responsibilities relative to the investigation. This statement shall be in the form of a Pre-Investigative Notice.

VIII. CONCLUSION OF FACT

All investigations of Department employees' accused of misconduct will conclude with one of the following findings:

- A. UNFOUNDED
The investigation indicates that the act or acts complained of did not occur or failed to involve Department personnel;
- B. EXONERATED
Acts did occur, but were justified, lawful and proper;
- C. NOT SUSTAINED
Investigation fails to discover sufficient evidence to clearly prove or disprove the allegations made in the complaint;
- D. SUSTAINED
The investigation does disclose sufficient evidence to clearly prove the allegations made in the complaint.

IX. CORRECTIVE ACTION

- A. The following are options available in taking corrective action against any employee within the Department:
 1. VERBAL COUNSELING / VERBAL ADVISEMENT

This method of corrective action should be done verbally or orally with the employee involved; and the superior / supervising officer should document the counseling and maintain it in his / her files for future reference.

2. WRITTEN COUNSELING / POSITIVE AND NEGATIVE

This method of corrective action should be completed on the Suwanee Police Department approved form for the documentation of the incident. A copy of this documentation Should be forwarded to the Chief's Office to be placed in the individual's file.

3. TRAINING

This method of corrective action should be used in order to improve employee productivity, knowledge, and effectiveness when problems in this area first surface. This method should be coordinated through the appropriate Section training function. All documentation of training as a form of corrective action shall be maintained in the employee's file.

NOTE: *Verbal / written counseling and training are a form of corrective action that should be positive and constructive in nature. Warnings with negative connotations or threats of disciplinary action should be avoided.*

B. The following methods of corrective action are considered disciplinary in nature in that the affected employee will be punished which results in the loss of compensation from the Department.

1. SUSPENSION WITHOUT PAY

This method of corrective action results in the suspension of the employee from the Department for a specified amount of time without compensation. Suspension without pay may range from one hour up to 30 days.

2. DEMOTION

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

3. TERMINATION *

This method of corrective action is the most severe form of action and results in the dismissal of the employee from employment with the Suwanee Police Department.

*Only the Chief of Police, his designee or the City Manger, has the authority to terminate one's employment with the Department. In order to terminate someone, the procedures outlined in the City of Suwanee Personnel Rules and Regulations must be followed.

Suspension without pay, demotion, and termination recommendations should be well documented and thoroughly investigated so that the recommending investigating superior officer can be prepared to support his / her recommendation before any administrative judicial body.

C. Methods of Determining Appropriate Corrective Action

As mentioned earlier, corrective action may range from a verbal counseling to termination; therefore, it is of the utmost importance that the investigating superior officer consider the totality of the circumstances surrounding the incident and all mitigating circumstances.

If the act of misconduct on the part of the employee is minor in nature, and the employee's past record for misconduct is minimal, and the investigating officer feels that a positive form of corrective action is warranted, then some type of counseling may be required.

In determining a corrective action for an employee, it is important to determine what the employee's past record of misconduct reveals. An investigating supervisor who is conducting any investigation of misconduct may request the past record of the employee under investigation. The Office of Professional Standards will be required to log all such requests as to name, rank, date, time, and reason for request before giving out any information. It is necessary that this be done in this manner because of the confidentiality of our internal records. Any employee of the department who abuses this policy will be dealt with in an appropriate manner.

It is important that all investigating superiors who conduct any investigation of misconduct have all documentation placed in the AIC Report File in order to assist personnel who have to ascertain past records of employees under investigation. Any previous documented acts of misconduct or any previous documented corrective actions not already in the AIC Report File shall not be considered in determining corrective action in a current investigation of misconduct.

The City of Suwanee believes that a clearly written discipline policy will serve to promote fairness and equality in the work place, and will minimize potential misunderstandings among employees in disciplinary matters. Furthermore, the City believes that certain basic principles set forth below, must consistently be applied in order to effectively and fairly correct unsatisfactory job behavior and performance.

1. Employees shall be advised of expected job behavior, the types of conduct that the City and the police department has determined to be unacceptable, and the penalties for such unacceptable behavior;
2. Immediate attention shall be given to policy infractions;
3. Discipline shall be applied uniformly and consistently throughout the City and any deviation from standard procedure must be documented;

4. Each offense shall be dealt with as objectively as possible;
5. Discipline shall be progressive as outlined in this Chapter; and
6. An employee's immediate supervisor, one of the Division Commanders, Deputy Chief, Chief of Police, or City Manager shall be responsible for administering discipline.

It shall be the policy of this Department to follow the doctrine of Progressive Discipline, whereby investigating superiors take a positive approach in determining the appropriate corrective action. Unless the employee's misconduct is serious in nature or they have established a pattern of misconduct, the corrective action should be minimal. In investigating an act of misconduct and the employee's record exhibits previous acts of misconduct, the recommended corrective action should be more severe than the previous action and additional acts should progress in severity until termination is warranted.

X. INTERNAL AFFAIRS RECORDS

The OPS Supervisor shall be responsible for the maintenance of all records and materials relevant to an Internal Affairs investigation. Internal Affairs records shall be kept in a separate, secured file in the OPS Supervisor's Office and shall only be accessible by the OPS Supervisor and/or Chief of Police. If disciplinary action is taken against the employee, a copy of the disciplinary form shall be filed in the employee's personnel file.

Requests to review copy or receive an Internal Affairs file must be made in writing and submitted to the Office of Professional Standards. Written requests shall be filed and maintained in the appropriate personnel file.

XI. RETENTION/ DISSEMINATION OF INTERNAL AFFAIRS RECORDS

The Office of Professional Standards supervisor shall retain Internal Affairs Investigation files in his or her office for a period of at least twenty (20) years or current State records retention requirements.

The Office of Professional Standards will compile an annual statistical summary, based on records of internal affairs investigations, which is made available to the public and agency employees.

SUWANEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

SECTION: I-016 PERSONNEL EARLY WARNING SYSTEM

EFFECTIVE DATE: 05/18/10

NUMBER OF PAGES: 2

REVISED DATE:

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

To offer appropriate intervention strategies to employees identified at-risk through the department's Personnel Early Warning System.

II. POLICY

It shall be the policy of the Suwanee Police Department to actively monitor all employees' conduct and provide appropriate intervention, as necessary, for the benefit of the employee and the Department. Furthermore, it shall be the policy of the Department to assist supervisors in the identification of employees with potential performance-related problems.

III. PERSONNEL EARLY WARNING/INTERVENTION SYSTEM

It is important that our employees realize this system is being put into place not as a punitive measure, but as a resource that will provide a supervisor with a procedure to recognize and correct performance or patterns of behavior, that if allowed to continue, could be detrimental to an employee's career or the department. We believe corrective measures implemented, at the earliest possible time, are essential in maintaining a commitment of support and fairness to our employees. The department utilizes the Guardian Tracking System which is an automated and paperless Early Intervention System. The early warning system is triggered a review based on documentation collected and entered into the system by supervisors and employees.

1. Supervisors are responsible for reporting all aspects of their subordinates conduct and behavior and documenting incidents in Guardian Tracking. These reports shall include conduct that is both commendatory and disciplinary. An early intervention warning

system will be utilized to identify those employees who may require agency intervention. Agency personnel will refer to agency policies, rules and regulations and code of conduct regarding requirements of conduct and behavior.

2. Documentation of each incident such as an award or commendation, citizen complaint, disciplinary action, use of force, internal affairs investigation, injury report, and tardiness, code of conduct violations, any verbal warning or performance issue or traffic accident report will be placed into every employee's Guardian Tracking file by his or her immediate supervisor for review and documentation.
3. The Guardian Tracking System Rules for Early Warning/Intervention are decided by the Chief of Police. Intervention rules are considered inclusive of this policy. The collected material may trigger the threshold of an early intervention rule which will automatically place the employee in an "intervention" status. The supervisor and employee will be notified by the red intervention button. The red intervention button will remain red until the intervention has been addressed and documented. All supervisors in the employee's chain of command are also notified of the intervention.
4. Upon notice of the "intervention" the unit Commander (second level), in conjunction with the immediate supervisor (if not already involved), will determine if any remedial action is necessary and implement the recommendation with an "Early Intervention Response"; this will also notify the Chief of Police of implementation, if any. Any remedial training should be documented in accordance with agency policies. If the intervention does not require any further action, the supervisor shall close out the intervention with no further action. The OPS Supervisor will also review all interventions and responses and report any issues or concerns that may require his intervention to the Chief of Police.
5. All supervisors are encouraged to utilize the Employee Assistance Program provided to all City of Suwanee employees when they feel such intervention is warranted.
6. Annually, the OPS Supervisor (Guardian System Administrator), with input from other unit supervisors, will review and submit to the office of the Chief of Police a written evaluation of the Early Warning System.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: I- 020 USE OF INFORMANTS

EFFECTIVE DATE: 10/01/99

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

To establish policies and procedures when using informants and sources of information.

II. SCOPE

This policy applies to all police personnel during the collection of information from informants and/or sources of information.

III. POLICY

It shall be the policy of the Suwanee Police Department that informants and sources of information shall be used, keeping in mind the mission of the entire department, not one officer or unit. Informants and sources of information shall only be used to further investigative activities and law enforcement responsibilities.

It is the policy of this department to ensure the anonymity of informants whenever and wherever possible. The information gathered shall be limited to criminal conduct and to potential threats to the community.

It is also the policy of this department to maintain liaison with local, state and federal agencies for the exchange of information. These agencies include:

- A. Municipal and county police departments in Georgia
- B. Sheriff's departments
- C. Georgia Bureau of Investigation
- D. Federal Bureau of Investigation
- E. Drug Enforcement Administration
- F. Organized Crime Prevention Council

- G. District Attorney's Office
- H. Georgia Department of Offender Rehabilitation
- I. County Probation Office
- J. Adult/Juvenile Correctional agencies
- K. Atlanta HIDTA (High Intensity Drug Trafficking Areas)
- L. Bureau of Alcohol, Tobacco and Firearms

A patrol officer obtaining any information, which may be of use to any organization, shall forward such information to the CID Supervisor. Officers are encouraged to seek only that information which furthers investigative activities and law enforcement response. Patrol officers shall follow those procedures as outlined for detectives and work through the CID Supervisor when obtaining information from an informant that may be used by the department.

IV. DEFINITIONS

- A. Source of Information -- any person who provides information about criminal activity to the department. This includes but is not limited to witnesses, other police officers, anonymous tips and persons who may reveal information through casual conversation. These persons will not go through the accountability process listed in this procedure unless the officer (or his supervisor) involved with the source of information needs a record of credibility.
- B. Informant -- two types as listed below:
 - 1. Compensated informant -- person who receives a fee, expense or consideration for furnishing information about criminal activity to the department. This includes persons who provide information on a one-time or continual basis. The accountability process must be used.
 - 2. Defendant informant -- person who provides information about criminal activity in exchange for consideration in any criminal matters which are or may be pending against him. The accountability process must be used.
- C. Active informant/source of information -- one who is currently supplying information.

V. PROCEDURE

- A. Establishing an Informant

An officer seeking to establish an individual as an informant will submit the following information on the informant's profile / regulations form (CI packet) to the CID Supervisor.

Submit the individual's true name, aliases, address, telephone number, social security number, date of birth, race, sex, weight, height, hair color, eye color, real and alias signature, fingerprint card, photograph and criminal history.

Include any additional information that would affect how the individual would be used as an informant, such as occupation, income, associates, personal idiosyncrasies, attitude toward the police and places frequented.

B. Background/Motivation

Informants can be valuable in solving and preventing crime, and are a necessary part of law enforcement. However, officers must keep in mind that informants, unlike citizens who simply report crime to police, are often motivated by some self-serving interest. Often, they are involved in criminal activity themselves and want to eliminate their competition or they may be seeking revenge, financial gain, or consideration on pending criminal charges. It is not uncommon for some informants to claim that they "work for" an agency, intentionally giving the false impression that they are an employee. The informant may couple this claim with improper or illegal behavior. In some cases, their motive is simply to embarrass and discredit an officer or agency by providing false information. Officers must be alert for any attempts by the informant to control or manipulate the officer.

Interview the individual to determine the motive for assistance. Ascertain if the individual has been an informant for another officer or agency. The informant's participation must be completely voluntary.

Perform a criminal history record check. If there is a history, obtain a copy of the rap sheet and fingerprint card for informants. If the informant has criminal cases pending, the prosecutor having jurisdiction over those cases must be notified that the individual is seeking informant status. This should be done prior to any informant being used for any directed activity, such as a narcotics buy.

Check with other officers and law enforcement agencies who may know the subject to determine credibility. Try to determine whether the person is giving them the same information. This will have a bearing on both credibility and any consideration for payment.

Do not use the following individuals except in extraordinary circumstances and with the approval of the CID Supervisor.

1. Any individual previously shown to be unreliable.
2. Any individual under the age of 18. Before such an informant can be used, approval of the parent or guardian must be obtained. The parent or guardian must sign an agreement specifying the confidential informant's conduct. The parent or guardian must also sign the waiver of liability.
3. Any individual who is a defendant in any pending state or federal prosecution, without the approval of the responsible agency.

C. Approval

The CID Supervisor will approve or disapprove any source as an informant. If approved, the CID Supervisor will issue an identifying number to be used by all officers in referring to the informant in any reports, court testimony, financial statements, receipts, correspondence, or any other written reference.

The number will be constructed using the following format: CI-YY-NNNN

1. "CI" stands for "Confidential Informant".
2. "YY" is the last two digits of the calendar year.
3. "NNNN" is a four-digit sequential number.

EXAMPLE: The first informant approved for the year 1999 will be CI-99-0001.

The CID Supervisor will check requests against a master file list of current and past informants prior to issuing new CI numbers. If a record of the subject is located indicating that the individual is currently, or was previously an informant, the CID Supervisor will determine whether or not to use the subject. If the individual was deactivated for cause, the CID Supervisor and the Field Operations Commander will confer and must agree that it is in the best interest of the Department to reactivate the informant.

Once the informant is assigned a number, the informant will retain that number as long as any controlling officer of the Department uses him or her. A reactivated informant will use the same CI number previously held unless consideration of confidentiality indicates a new number is needed.

Each approved informant must sign an agreement governing the conduct of confidential informants using his or her real name signature, witnessed by the controlling officer.

Each payment to an informant will be recorded on a CI Payment receipt.

All contacts with informants must be documented within 24 hours.

A copy of all investigative supplementals that contain the CI number MUST be a part of the file.

VI. MANAGEMENT OF INFORMANT PROGRAM

A. A file will be maintained on each informant used by the Suwanee Police Department. The files will contain payment records, case involvement and CI information. All active and inactive informants will be maintained in a master file that is to be maintained in a locked file cabinet in the CID office by the CID Supervisor and/or his/her designee. Only the CID Supervisor or his/her designee will have access to the informant file. The file will contain the following information on the informant:

1. Name;

2. Address;
3. Race / Sex;
4. Date of birth;
5. Photo;
6. Criminal history;
7. Date of contact with detective; and
8. Opening and closing debriefing summaries.
9. CI number

Detectives will keep the above information current on their informants. This is performed as a safety measure. This will be accomplished by periodically completing a CI packet.

B. Responsibilities

The Criminal Investigations Division Commander is responsible for authorizing informant payments for all types of criminal information such as narcotics, robbery, homicide, thefts, terrorist or hate activities, or any other information of value relating to the law enforcement effort. He / she will maintain all informant payment records and informant files. The CID Supervisor is responsible for guiding the controlling officers in the use of informants.

The controlling officer is responsible for the direct management of his or her informants. These responsibilities include:

1. Instructing the informant as to the informant's limitations.
2. Ensuring, within legal and administrative requirements, the confidentiality of the informant's identity.
3. Determining when it may be appropriate to terminate the individual's formal informant status.

C. Managing Informants

When working with informants of the opposite sex, juveniles, known homosexuals, or deviants, meetings will be held in public places or under circumstances where the possibility of improper conduct accusations or physical danger will be minimized. This precaution is especially important during early contacts with the informant when motives may be unknown.

1. Detectives and patrol officers will follow the listed guidelines when dealing with informants:

- a. Informant contact will be made by at least two (2) officers or by one (1) officer with a covering back-up when possible;
 - b. A female informant will not be contacted by a lone male officer unless a covering officer is within hearing distance (this is also applicable for female officers and male informants); and
 - c. Officers will select all meeting places.
2. Surveillance team members will be advised of:
- a. The informant's physical description (provide a photograph) and any possible vehicles that are operated by the informant / defendant.
 - b. Any other known associates who may accompany the informant / defendant.
 - c. Meeting location and time.
 - d. Expected length of the meeting.

The use of informants to contribute to the solution of a case, should be documented in the investigative supplemental.

Requests for money to pay informants will be handled on a case-by-case basis. The detective who receives the information should review the facts of the case with CID Supervisor. If money is to be paid, it will be dispersed through the CID Supervisor using the standard record keeping and accounting procedures.

It is the policy of the Suwanee Police Department to use and control the services of confidential informants in a productive and responsible manner. Informant matters must be carefully handled to protect the integrity of the Department, preserve the legality of cases made with the assistance of informants and to insure a professional and responsible relationship with informants. Informants are not employees of the Suwanee Police Department, but using an informant imposes a special responsibility on the Department. It is essential that any officer working with an informant carefully communicate what limitations are imposed on an informant.

Informants are not employees of the Department, but using an informant imposes a special responsibility on the Department. Unsupervised or careless use of informants is counterproductive and creates problems for both the officers who use them and the Department.

Officers receiving information from informants will never take enforcement action based solely on the word of an informant. Informant information is only a part of the probable cause needed to initiate enforcement action. Officers will substantiate informant information and obtain additional information from other sources sufficient to meet the requirements of probable cause. Officers will

always attempt to determine the informant's motive for providing the information and be cautious not to make any promise to the informant that cannot be kept.

Controlling officers will ensure that informants understand that criminal behavior on their part will not be condoned or protected. Controlling officers will ensure that the conduct of informants does not in any manner, encourage the commission of a crime. This is especially important where the informant is involved in active police-directed conduct such as a narcotics buy. Controlling officers will explain the provisions of the Georgia law regarding entrapment (OCGA 16-3-25) to their informants. Any encouragement of criminal activity can have serious consequences for the officer and the Department, can raise the defense of entrapment and may nullify the entire case.

Information of other criminal activity received by a CID member will be passed on to the appropriate detective within CID for evaluation and further investigation.

D. Payments to Informants

Informant payments will be with the advance approval of the CID Supervisor. The CID Supervisor 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 \$200.00 will be approved without the approval of the Chief of Police.

No specific amount of payment in excess of \$200.00 will be discussed with the informant by any officer prior to a meeting between the CID Supervisor and Chief of Police.

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. The informant may use his / her CI# for signing receipts for compensation, but his or her identifying number must be on the receipt in the informant's own hand. This record will be kept at the CID office for fiscal management. The CID Supervisor will review informant payment records quarterly.

Each payment to an informant will be recorded. The Chief of Police, the City Administrator, or designee may make an audit of informant payment records. Individuals outside of the Department will only have access to the payment records.

E. Records Organization

Documentation concerning informants will be kept by the CID Supervisor in a location with limited access, based on a need-to-know. Informant files will be kept in two parts in order to prevent the entire file from mistakenly being taken into court. Using this procedure, the payment records of an informant could be used in court if necessary, but no personal information can be given without the order of the court. The contents of each part will be as follows:

1. The Part I folder will contain only the informant pay record. This folder will be labeled with the informant's identifying CI number and will be maintained by the CID Supervisor.
2. The Part II folder will contain all other information on the informant and is labeled with the informant's identifying number.

The original copy of the confidential informant's profile and other documents are kept in this folder. This folder will be kept strictly confidential. This folder will not be removed from the office unless so ordered by the CID Supervisor. Access to this folder is limited to the Control Officer and the CID Supervisor. Any other person, including officers of equal or higher rank must have a right and need to know in order to have access to the file. All informants will have a Part II folder. This folder will serve to document the performance of the informant to establish legal reliability.

F. Confidentiality of Informant Identity

The identity of all informants will be treated as confidential and no disclosure of any informant's identity will be made if at all possible.

Any time an informant specifically states, or otherwise communicates that he or she wishes to remain confidential, the controlling officer will indicate this fact in a written supplemental report.

The controlling officer, prosecutor and CID Supervisor will discuss any disclosure of an informant's identity before trial. It may be preferable to dismiss a case rather than jeopardize the life and safety of an informant.

While testifying, if the controlling officer is presented with the question of disclosure which may directly or indirectly compromise informant confidentiality and is uncertain of the legal requirements, he or she should make a request for time to consult with the prosecutor to discuss the alternatives. Alternatives should be discussed with the Prosecutor prior to the trial with the decision made in advance.

Informants may be classified as "Tipsters" or "Informant Participants". "Tipsters" usually provide investigative leads, but do not actively participate in investigations. Officers can usually assure "Tipsters" of anonymity.

"Informant Participants" who actually play an active role in investigations; i.e.; present at drug sales, etc., will not be promised anonymity as the court may rule in an in-camera hearing that their identity must be revealed and they must testify if called by the defense.

G. Deactivation of Informants

When a controlling officer determines that an informant is no longer useful to the Department, he / she will submit a report to the CID Supervisor. The CID Supervisor will review the report and circumstances to determine application. Upon approval, the report will be placed in the informant's Part II personal history

folder and the folder will be labeled "Deactivated". The CID Supervisor will maintain this file indefinitely.

If an informant violates the provisions of the agreement of conduct governing confidential informants, his or her informant status will be terminated. A report citing the violations or other reason for termination will be placed in the informant's Part II folder. The CID Supervisor must approve any consideration of retention.

VII. ADDITIONAL APPROVAL PROCEDURES

Certain categories of informants require additional approval procedures prior to their activation.

A. STATE PROBATIONER INFORMANTS

The Department of Corrections has established the following procedures which will be utilized when a Suwanee Detective requests permission to use a probationer as a confidential informant.

1. The detective's supervisor will prepare and forward a letter/memorandum of request on Suwanee Police letterhead to the Chief Probation Officer of the judicial circuit responsible for the supervision of the probationer. (Attachment F) A copy of the letter/memorandum will be forwarded to the appropriate detective and the Chief of Police. Information to be outlined in the request includes:
 - a. The full name, date of birth, and social security number of the probationer;
 - b. The nature of the activities in which the probationer will be involved including any potential activities that might interfere with normal probation supervision procedures and requirements. This includes such requirements as travel outside the judicial circuit, the possession of illegal drugs, etc. or activities that may possibly conflict with treatment programs, curfews, and/or employment.
 - c. The approximate length of time Suwanee PD is requesting the probationer to be approved to participate as a CI including the proposed starting and ending dates.
 - d. The identity and contact information for the detective to whom the probationer will be assigned.

2. The Chief Probation Officer or his/her designee shall, if necessary, communicate with the originator of the request to clarify any issues/concerns related to the request.
3. A copy of the formal request along with relevant information from the supervising probation officer will be provided to the appropriate judge by the Chief Probation Officer.
4. The Chief Probation Officer will inform the requesting work unit of the judge's decision and forward copies of relevant documentation.
 - a. If the request is approved, the supervising probation officer and the probationer will meet with the supervisor and assigned detective to discuss expectations of the supervising probation officer and any restrictions placed on the probationer's activities during the time of his/her assistance.
 - b. A memorandum of record will be prepared by the assigned detective documenting the agreed upon information. This memorandum along with a copy of the approval letter/memorandum will be attached to the CI Profile Form.

B. PRIVATE PROBATIONER INFORMANTS

In order to insure confidentiality, the following procedures will be utilized when a Suwanee detective requests permission to use a probationer under the supervision of a private probation service as a confidential informant.

1. The assigned detective's supervisor will prepare and forward a letter/memorandum of request on Suwanee Police letterhead to the sentencing judge in the judicial circuit responsible for the supervision of the probationer. (See Attachment H) A copy of the letter/memorandum will be forwarded to the appropriate detective and the Chief of Police. Information to be outlined in the requests includes:
 - a. The full name, date of birth, and social security number of the probationer;
 - b. The nature of the activities in which the probationer will be involved including any potential activities that might interfere with normal probation supervision procedures and requirements. This includes such requirements as travel outside the judicial circuit, the possession of illegal drugs, etc. or activities that may possibly conflict with the treatment programs, curfews, and/or employment.

- c. The approximate length of time Suwanee PD is requesting the probationer to be approved to participate as a CI including the proposed starting and ending dates.
 - d. The identity and contact information for the assigned detective to whom the probationer will be assigned.
2. The CID supervisor is responsible for follow-up contact with the sentencing judge in order to secure permission to use the probationer as a confidential informant and any terms set forth by the judge.
 3. A memorandum of record will be prepared by the assigned detective documenting the agreed upon information. This memorandum along with a copy of the initial letter/memorandum will be attached to the CI Profile Form.

C. PAROLEE/CONDITIONAL RELEASEE

The State Board of Pardons and Paroles has established the following procedures which will be utilized when Suwanee detectives request permission to use a parolee/conditional releasee as a confidential informant.

1. The detective's supervisor will prepare and forward a letter/memorandum of request on Suwanee Police letterhead to the Director of Field Operations for the State Board of Pardons and Paroles. (Attachment G) A copy of the letter/memorandum will be forwarded to the appropriate detective and the Chief of Police. Information to be outlined in the request includes:
 - a. The full name, date of birth, and social security number of the parolee/conditional releasee;
 - b. Details of the specific activity to be performed;
 - c. The approximate length of time Suwanee PD is requesting the parolee/conditional releasee to be approved to participate as a CI including the proposed starting and ending dates.
 - d. The identity and contact information for the assigned detective to whom the parolee/conditional releasee will be assigned.
2. The Director of Field Operations will conduct the appropriate review of the request and present the proposal to the Board for a decision.

The parole officer and the requesting detective will be advised of the Board's decision. If approved, the letter/memorandum of request will be attached to the CI Profile Form.

3. In emergency situations which may necessitate the need for immediate approval for the use of a parolee/conditional releasee as a CI, the CID Supervisor shall contact the Administrative Services Commander. The Administrative Services Commander will contact the Director of Field Operations for the Board of Pardons and Paroles and seek verbal approval.
 - a. If approved, the assigned detective will prepare a memorandum of record which will be attached to the CI Profile Form.
 - b. Formal approval must then be obtained as outlined above. When the written authorization is received, it will also be attached to the CI Profile Form.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: I-025 VICTIMS ASSISTANCE

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Michael S. Jones

I. PURPOSE

To summarize the rights of victims and witnesses of criminal offenses, to ensure that police officers receive training in and understand their role in administering the "Victims' Bill of Rights" and to organize and initiate guidelines for coordination and cooperation with the Victim-Witness Assistance Programs under the direction of the Gwinnett County District Attorney's Office, the Gwinnett County Solicitor's Office, and other criminal justice agencies in Gwinnett County.

II. POLICY

When officers of the Suwanee Police Department come in contact with victims and/or witnesses of criminal activity, officers shall treat them with fairness, compassion and dignity. The department is committed to developing, implementing and continuing appropriate assistance programs and activities for victims/witnesses. The department will work cooperatively with and assist the members of the Victim-Witness Assistance Programs and other related agencies.

III. THE CRIME VICTIMS' RIGHTS

A. A victim 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 the 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. After victimization by and 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 must be advised of the following:
1. Victims have a right to protection from intimidation and harm.
 2. They have a right to be informed of the criminal justice process; 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 due process in criminal proceedings.
 5. They have a right to professional and aggressive prosecution within the bounds of the law.
 6. They have a right to assistance with their employers concerning court appearances.
- C. The program shall also attempt to provide the following through Victim-Witness Assistance Programs, District Attorney's Office, Solicitor's Office 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.

IV. POLICE DEPARTMENT'S ROLE IN VICTIM / WITNESS PROGRAMS

The Suwanee Police Department, the Gwinnett County District Attorney's Office (for felony cases), and the Gwinnett County Solicitor's Office (for misdemeanor cases) act in conjunction, in regard to the programs, 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 Criminal Investigations Supervisor will serve as the victim/witness coordinator for the agency and shall ensure the proper administration of the victim/witness program. He/She shall supervise and guide assistance activities of the department and personnel who have direct contact with victims/witnesses.
- B. The Criminal Investigations Supervisor 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 Criminal Investigations Supervisor shall maintain confidentiality and security of files relating to participants 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 without 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.

V. PROCEDURES

A. Preliminary Investigations

The primary responsibility for providing assistance to a victim or witness will be the first responder to a scene. At the point of initial contact with the victim or witness of a crime, and after emergency assistance has been rendered, the initial responding officer shall render the following services in addition to other normal investigative routines:

1. Give information to the victim / witness about applicable rights and services (e.g. counseling, medical attention, compensation programs, emergency financial assistance, victim advocacy, etc.) and the phone number of the appropriate Gwinnett County Victim Assistance Program.
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)
3. Inform the victim / witness of the case number (if known by the officer) and subsequent steps in the processing of the case.
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.

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 whenever, in the opinion of the investigating officer, a supervisor, or the Police 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.
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. Caution should be used to explain in such a manner as not to endanger the successful prosecution of the case.
3. Scheduling line-ups, interviews and other required appearances should be at the convenience of the victim / witness whenever feasible. Factors which should be considered in this scheduling include the physical, financial and emotional wellbeing of the victim / witness. If necessary, the Suwanee Police Department will provide transportation to and from the police station or elsewhere if feasible for the victim / witness.
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 crime). Officers should

consult with the District Attorney or Solicitor General, prosecutor and Georgia Revised Code whenever questions of law or rules of evidence are in doubt.

5. Whenever there is a traumatic incident such as a rape, child abuse, sexual assault, or other incident which requires more than the average amount of victim / witness assistance, the victim / witness should be advised of the services of a victim advocate such as the Rape Abuse Help Line / Hot Line at 1-800-551-0008, Gwinnett Sexual Assault Center 24hr 770-476-7407, or The Gwinnett County Battered Women's Shelter at 770-963-9799 to assist them during the follow-up investigation.
6. Suwanee Police Department personnel will be available to conduct a follow-up security survey on each burglary, assault in home, etc.

VI. THREATENED VICTIMS / WITNESSES

Threats to any victims or witnesses will be documented by a police incident report and forwarded to the Criminal Investigation Division for follow-up. Appropriate assistance / protective measures will be determined by the nature of each individual case, the level of threat, and the resources available to the Department.

Appropriate assistance may range from arrest of the individual making any threats to simply talking with the threatened person.

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 threat will also notify the affected police department.

Protective measures may include the following:

- A. Traces and / or recordings of telephone threats;
- B. Patrol officers notified and more frequent additional patrol directed specifically to the victim's neighborhood and home;
- C. Escorts or surveillance, upon request, from the victim's home or business to their car, to ensure that they are not being stalked or followed;
- D. Field investigation records of any suspicious individuals in the area of the victim / witnesses' home or business;
- E. 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;
- F. 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);
- G. 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);

- H. Documentation of all reports of threats or intimidation on an Incident Report to be read at roll call by all officers coming on-duty.

The District Attorney's or Prosecutor's Office will be promptly notified of any threats received.

VII. LIAISON WITH OTHER AGENCIES

The liaison officer will work in conjunction with the coordinator of the program at the District Attorney's Office and the Solicitor's Office. In addition, the liaison officer will maintain contact with other agencies in the service area which are responsible for the delivery of the referral services.

The purpose of the liaison is twofold;

- A. Ensure that all referrals of victims / witnesses to outside sources are based on accurate and up-to-date knowledge of the services provided, and
- B. To maintain an ongoing channel of communication by which to offer and receive suggestions about how the Department and other resources can more effectively work together.

Liaison may be maintained by letter, phone, or in person.

Additional assistance, if necessary, can be provided by the follow-up investigator and the Victim / Witness Liaison Officer.

The liaison officer will be responsible for the confidentiality and security of any files relating to participants of the program.

Periodically, the liaison officer will inform the public and media about the police department's role in the Victim / Witness Assistance Program.

VIII. ORIENTATION OF ALL EMPLOYEES

The Training Coordinator will be responsible for the training of all existing personnel and any subsequent personnel in the agency's role in the Victim / Witness Assistance Program. In addition, refresher training will be offered at least once every two (2) years. Initial and subsequent training may be accomplished through standard roll call training.

IX. LEVELS OF VICTIM / WITNESS ASSISTANCE

In addition to information available by the first and second responder, the liaison officer will be available Monday through Friday during normal working hours to handle any additional inquiries. During non-duty hours, personnel of the Communications Center will be furnished with the referral services offered within the

service area. In an emergency, the liaison officer may be contacted during off-duty hours to handle a delicate situation.

X. ANALYSIS OF VICTIM / WITNESS ASSISTANCE NEEDS

The Gwinnett County Superior Court Victim Assistance and Domestic Violence Program will conduct an analysis of victim / witness needs and the available services to deal with these needs. The analysis will include:

- A. The extent and major types of victimization within Gwinnett County;
- B. An inventory of information and service needs of victims / witnesses in general (including homicide or suicide survivors) and special victims, such as those victimized by domestic violence, abuse and neglect (especially children and the elderly), sexual crimes and drunken drivers;
- C. Victim assistance and related community services available in the area; and
- D. Identification of all victim / witness needs which are unfulfilled by other agencies, and the selection of those needs that are appropriate for the department to provide assistance.

XI. VICTIM ASSISTANCE SERVICES TO SUWANEE POLICE PERSONNEL

Whenever a police officer has been killed or seriously injured as a result of a line-of-duty incident, department personnel shall attempt to render appropriate assistance. Such assistance may include, but not be limited to any of the following:

- A. Timely and compassionate notification of the spouse, next of kin and other family members;
- B. Assisting the family of slain or injured officers at the hospital;
- C. Supporting the family at the funeral and burial of slain officers;
- D. Helping the family with legal and benefits matters;
- E. Counseling the family regarding finances and other possible problems;
- F. Supporting the family during criminal proceedings (if any); and,
- G. Maintaining long-term contact with the family and keeping informed of needs.

SUWANEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

SECTION: I-026 CRIMINAL INTELLIGENCE

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Michael S. Jones

I. PURPOSE

To provide guidelines for the collection, maintenance and dissemination of intelligence data relative to individuals or organizations involved in criminal conduct, and as it relates to activities that present a threat to the community.

II. POLICY

It shall be the policy of the Suwanee Police Department to collect and maintain intelligence files containing information limited to individuals or members of and/or organizations involved in criminal conduct and as it relates to activities that present a threat to the community. In addition, all members of this department share in the responsibility for collection, processing and sharing of suspicious incidents and criminal intelligence relating to criminal and homeland security activities.

III. DEFINITIONS

- A. Criminal Intelligence Information – Data which meets criminal intelligence collection criteria and which has been evaluated and determined to be relevant to the identification of individuals who or organizations which are reasonably suspected of involvement in criminal activity.

- B. Criminal Intelligence File – Consists of stored information on the activities and associations of (1) individuals who are suspected of being involved in the actual or attempted planning, organizing , financing , or commission of criminal acts or are suspected of being involved in criminal activities with known or suspected crime figures; (2) organizations, businesses, and groups that (1) are suspected of

being involved in the actual or attempted planning, organizing, financing, or commission of criminal acts or are suspected of being operated, controlled, financed, or infiltrated by known or suspected crime figures for use in an illegal manner.

- C. Need to Know – Specific facts known to an officer requesting intelligence data that indicate that intelligence data is agency files could enhance performance of an official law enforcement function performed by an officer. Need to know will usually be based on the existence of an on-going criminal investigation.
- D. Right to Know – Legality of disclosure/failure to disclose intelligence data. Right to know exists only when (1) state or federal statutes mandate release to the person requesting such data, or (2) mandated by judicial action, specifically by subpoena.

IV. PROCEDURE

- A. All departmental members, regardless of their position within the agency share the responsibility for collecting and transmitting criminal/terrorism related intelligence information through the CID Supervisor. The CID Supervisor will also be a member of the Georgia State Intelligence Network (GSIN) as well as, participate in other National, Georgia, and Metro Atlanta information sharing groups.
- B. The CID Supervisor shall be responsible for the maintenance of criminal intelligence information. CID will work with other elements of the organization and other agencies to prevent criminal acts, and respond appropriately to criminal conduct which has previously occurred and interrupt on-going criminal conspiracies occurring in or impacting the community.
- C. The CID Supervisor will ensure that procedures are in place to safeguard, secure and store criminal intelligence information. In addition, they are responsible for ensuring that all legal and privacy requirements are adhered to.
- D. Criminal intelligence data will be collected through submissions from internal sources, such as departmental employees, and external sources, such as other law enforcement agencies or private citizens. CID will seek or retain information that:
 - 1. Is based upon a criminal predicate or threat to public safety; or
 - 2. Is based upon reasonable suspicion that an identifiable individual or organization has committed a criminal offense or is

involved in or is planning criminal conduct or activity that presents a threat to any individual, the community, or the nation and the information is relevant to the criminal conduct or activity;
or

3. Is relevant to the investigation and prosecution of suspected criminal incidents; the resulting justice system response; the enforcement of sanctions, orders or sentences; or the prevention of crime; or
4. Is useful in crime analysis or in the administration of criminal justice and public safety; and
5. Is reliable and verifiable or the limitations on the quality of the information are identified; and
6. Is collected in a lawful manner.

E. Information Evaluation

Information to be retained in the criminal intelligence file should be evaluated and designated for reliability and content validity prior to filing.

The bulk of the data an intelligence unit receives consists of unverified allegations or information. Evaluating the information's source and content indicates to future users the information's worth and usefulness. Circulating information which may not have been evaluated, where the source reliability is poor or the content validity is doubtful, is detrimental to the department's operations and contrary to the individual's right to privacy. To ensure uniformity with the intelligence community, the following evaluation criteria will be utilized.

Source Reliability

1. Reliable – the reliability of the source is unquestioned or has been well tested in the past.
2. Usually Reliable – the reliability of the source can usually be relied upon as factual. The majority of information provided in the past has proven to be reliable.
3. Unreliable – the reliability of the source has been sporadic in the past.

4. Unknown – the reliability of the source cannot be judged. Its authenticity or trustworthiness has not yet been determined by either experience or investigation.

Content Validity

1. Confirmed – the information has been corroborated by an investigator or another independent, reliable source.
 2. Probable – the information is consistent with past accounts.
 3. Doubtful – the information is inconsistent with past accounts.
 4. Cannot Be Judged – the information cannot be judged. Its authenticity has not yet been determined by either experience or investigation.
- F. The Suwanee Police Department will not seek or retain information about individuals or organizations solely on the basis of their religious, political, social views or activities; their participation in a particular non-criminal organization or lawful event; or on the basis of their race, ethnicity, citizenship, place of origin, age, disability, gender, or sexual orientation.
- G. Documentation, reporting and dissemination of criminal intelligence data will be on a need-to-know and/or a right-to-know basis only.
- H. Retention of Data
- All applicable information will be reviewed for record retention every five years. When information is misleading, obsolete or otherwise unreliable, it will be purged, destroyed, and deleted or returned to the submitting source. Permission to destroy or return information or records will be presumed if the applicable information is not validated within the specified time period.
- I. All employees will receive training on criminal intelligence explaining their role in criminal intelligence and the sharing of information.
- J. On an annual basis, a review of the procedures and processes associated with criminal intelligence will be conducted by the Administrative Services Division Commander or his/her designee.

SUWANEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

SECTION: I-027 VICE, DRUG, AND ORGANIZED CRIME INVESTIGATION

EFFECTIVE DATE: 05/17/10

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

Establish this department's organized crime and vice control function.

II. POLICY

The Suwanee Police Department is committed to the suppression of organized crime and vice.

The Criminal Investigations Division (CID) is identified as the division responsible for conducting investigations, planning operations and maintaining records concerning organized crime and vice activities within the city. The Criminal Investigations Division will exert every effort and resource necessary in the suppression and the elimination of those organized elements that perpetrate and prey upon the willing, unwilling and unwitting citizens in this city.

The complexity of operations and geographical considerations, such as cases crossing multiple jurisdictions, may call for coordinating this function with the Georgia Bureau of Investigations, the Gwinnett County Sheriff's Department, or other federal, state, county or local law enforcement agencies.

This policy is applicable to all officers, members, and employees of the Suwanee Police Department.

III. PROCEDURE

A. Vice and Organized Crime Control Function

1. Vice activities can exist in any community and thus require a law enforcement response. Organized crime activities are not

restricted to large urban areas, but can exist in any community where it is possible for a group of persons to establish an organization for criminal enterprise that provides financial profit.

2. The CID Supervisor is responsible for coordinating and overseeing organized crime and vice control and enforcement.
3. The CID Supervisor may assign an investigative officer as part of a unit for carrying out agency goals and objectives in this area.
4. CID shall conduct surveillance operations, criminal intelligence activities, and other investigations in regards to vice, drugs, and organized crime.
5. CID shall maintain specialized equipment and assigned vehicles.
6. The agency's budget provides for a confidential fund(s) to support the operations of the vice, drug, and organized crime control functions.
7. CID may seek assistance from the Field Operations Division when necessary.
8. The vice control function shall address those illegal activities of concern in the community. Activities will include, but not be limited to:
 - a. Prostitution,
 - b. Illegal use and/or sale of controlled substances,
 - c. Illegal use and/or sale of alcoholic beverages,
 - d. Illegal gambling,
 - e. Distribution and sale of obscene or pornographic materials,
 - f. Illegal use and/or sale of tobacco products.
9. The organized crime control function shall address unlawful activities by members of the organized groups or association

engaged in or promoting any offense for profit and/or supplying illegal goods and services. Activities such as:

- a. Extortion,
- b. Theft and fencing operations,
- c. Loan sharking,
- d. Labor racketeering,
- e. Gambling,
- f. Prostitution,
- g. Illegal trafficking in controlled substances and liquor,
- h. Illegal weapons,
- i. Fraud,
- j. Bribery and corruption.

IV. OPERATIONS – RECEIVING COMPLAINTS

- A. There shall be a process for receiving and filing appropriate reports and for conducting investigations on all vice and organized crime and complaints. Each complaint must be recorded and investigated to the fullest extent possible.
- B. Complaints are often received by patrol officers, dispatchers, and investigators in person, letter, email or by telephone. Complaints are sometimes received through anonymous tips or passed along by a neighboring agency receiving the information.
- C. Officers receiving a complaint or information concerning narcotics sales or use, alcoholic beverage ordinance violations, fraud, and other vice or organized crime activities shall forward the information to the CID Supervisor.
- D. The CID Supervisor shall detail the type of suspected illegal activity, location, names, and addresses of suspects if provided, and any other pertinent data relating to the alleged activity in a confidential report. If available, the name, address, and telephone number of the complainant shall be placed as a supplemental to the report. If an

established informant is the source of the complaint, the assigned confidential informant number shall be used.

- E. CID shall utilize a form for documentation of information received concerning suspects, vehicles, locations, and methods of operation.
- F. If necessary the officer shall personally coordinate with the CID Supervisor concerning a complainant or tip received. CID shall be responsible for conducting preliminary and follow-up investigations.

V. OPERATIONS – RECORDS AND EXCHANGING INFORMATION

- A. Every complaint received should be documented and maintained.
- B. Records relating to intelligence gathering, vice, drugs, and organized crime investigations are to be maintained separately from the central records system. It is recognized that the nature of vice and/or organized crime offenses and the considerable amount of undercover work involved in controlling these offenses contribute to the sensitivity of related records. The records will have limited access to only authorized personnel as designated by the Chief of Police.
- C. There shall be periodic evaluation of existing records to review and update as needed. There shall also be periodic analysis to evaluate the potential problem, the identified community problem, and the public attitudes toward the problem. When information is determined to be unsubstantiated through investigation or collaborating complaints, the file may be purged from active status. The CID Supervisor shall order the files retained and stored as inactive or destroyed.
- D. It is recognized that control and suppression of vice and organized crime often involves cooperation with other law enforcement agencies and can be better accomplished with a concerted and coordinated effort by various components in the agency.
- E. This agency shall maintain liaison with federal, state, county, and other local law enforcement agencies for the purpose of exchanging information and coordinating investigations when appropriate.
- F. The department shall maintain a record of information conveyed to and received from outside agencies in relation to vice and organized crime.
- G. There will be communication, coordination, and cooperation with other agency functions, especially patrol and other investigators, to ensure the exchange of appropriate information for both intelligence and operation activities. This is accomplished through roll-call briefings,

staff meetings, and posting of certain information on the bulletin board or via email to departmental personnel.

VI. OPERATIONS INVESTIGATION

- A. The preliminary and follow up investigation of vice and organized crime offenses shall be similar to intelligence collection and analysis activities and shall incorporate established criminal investigations operations.
- B. Investigative methods shall include collecting and documenting complaints. Information from all sources collected shall be evaluated, validated, and compared with information previously received. The use of independent investigations, employing covert surveillance and undercover operation techniques with the coordinating efforts of the Gwinnett County District Attorney's Office for appropriate legal advice and prosecution should be used when applicable.
- C. When applicable there shall be a follow up contact and appropriate notifications made to victims and/or complainants in the case. The CID Supervisor shall keep the Chief of Police informed on all active investigations through the chain of command.
- D. The Suwanee Police Department has access to surveillance and undercover equipment and vehicles. CID shall maintain all departmental equipment available. The equipment may only be used for official and authorized activities. The individuals using the equipment will be instructed in its usage and are responsible for proper care and handling that will preclude loss or damage.
- E. There shall be an evaluation to determine the accuracy and credibility of initial information and to determine the scope and relative importance of the problem. This can be accomplished by posing specific questions:
 - 1. Is the original intelligence information valid?
 - 2. What is the criminal nature of the problem?
 - 3. How serious is the problem?
 - 4. What lead information exists?
 - 5. What investigative techniques might be used?
 - 6. Does the agency have sufficient resources?

7. What possible operational problems exist?
- F. Officers involved in investigations involving vice and organized crime shall receive proper training required to properly carry out undercover or covert operations.
 - G. The Suwanee Police Department has access to equipment that may be required to carry out undercover, decoy or surveillance operations through the cooperative efforts with the Georgia Bureau of Investigations, the Gwinnett County Sheriff's Department, and other federal, state, county and local law enforcement.
 - H. Analysis of crimes, victims, and suspects shall be coordinated with local law enforcement agencies.
 - I. All officers in the Suwanee Police Department will be briefed concerning the goals and objectives of the Suwanee Police Department in relation to vice operations in a targeted area.
 - J. Prior to any arrest and / or raid, the investigating officer shall notify the CID Supervisor, Administrative Services Division Commander, the Deputy Chief, and the Chief of Police. The Chief of Police will have final authority on all vice, drug, and organized crime operations within the City of Suwanee.
 - K. All searches and seizure of evidence will be in accordance with federal and state law and the standard operating procedures of the Suwanee Police.

VII. CONDUCTING OPERATIONS

The Criminal Investigations Division may conduct covert operations. Such operations would include decoy, undercover, and surveillance operations.

A. Surveillance operations

The CID Supervisor will be responsible for coordinating and planning organized crime and vice control surveillance. Surveillance operations should be planned prior to implementation. Guidelines for planning include:

1. Crimes and victims will be analyzed to determine the nature and scope of personnel, equipment, and activities required to safely and effectively conduct the operations.

2. Probable offenders and their habits, associates, vehicles, methods of operation, or any other pertinent information which will affect the manner of surveillance and potential prosecution will be identified and analyzed.
3. Officers involved in the surveillance operation will be familiarized with the neighborhood or target area.
4. Operational procedures will be determined for observation, arrests, and surveillance to ensure the continuity between planning and conducting the surveillance operation.
5. Required expense funds will be provided to officers in accordance with confidential fund procedures.
6. Procedures for routine and emergency communication will be established.
7. Equipment and/or vehicles appropriate for the operation will be provided. This will include weapons and surveillance equipment outlined in this policy.
8. Officers involved in the operations will be provided adequate relief to facilitate extended operations, if required.
9. Prior to the operation, a representative of the office of the District Attorney will be consulted to address the legal concerns of the surveillance operation, if any.
10. Surveillance, undercover, and decoy operations may be initiated singularly or simultaneously during the investigation of organized crime, vice or other criminal offenses.
11. The CID Supervisor and / or the operations officer shall notify the Communication Center and the Patrol Shift Supervisor of the nature and location of the operation prior to implementation, as circumstances dictate.

B. Undercover Operations

1. All suspects that are a target or become the target of the undercover operation will be identified and analyzed. This identification and analysis will include a determination of their criminal history, known associates, weapons proficiency, and any other available background information that may be significant to the operation.

2. Contact will be made with suspects when determined appropriate and necessary, and after all necessary and reasonable precautions are taken.
3. The neighborhood or target area where officers will work will be analyzed and surveyed prior to infiltration to determine and identify hazardous and potentially dangerous area. Locations for surveillance points will also be identified.
4. Officers involved in the operation will be presented with false identify, as required. The Chief of Police or designee on a case-by-case basis will approve the use of false identification.
5. The confidentiality of an officer's false identity will be maintained in the following manner:
 - a. Only officers involved in the operation will be briefed on the false identities, in addition to the Administrative Services Division Commander, both the Deputy Chief and Chief of Police.
 - b. Copies of the credentials provided to the officers will be secured by the Administrative Services Division Commander.
6. Officers involved in the operations will be provided necessary funds in accordance with confidential funds procedures.
7. Officers involved in the operation will be provided necessary equipment to include:
 - a. Vehicle;
 - b. Weapons;
 - c. Surveillance equipment; when and wherever possible, video equipment and cameras will be used to record undercover operations.
 - d. Communications equipment.
8. Provisions for routine and emergency communications will be established. This will be determined on a case-by-case basis. The department has access to electronic eavesdropping devices, monitors and radios for this purpose.

9. Prior to the operation, a meeting with the prosecutors may be scheduled to address the legal concerns pertaining to the operation.
10. Depending on the purpose of the undercover operation, arrests will be made only when all the requirements to substantiate a legal arrest have been met. The decision to arrest will depend upon the purposes of the undercover operation, as well as the strategic impact the arrest will have upon the overall investigation.
11. No arrest will be made without sufficient assistance.
12. Officers involved in undercover operations will be closely supervised by the CID Supervisor.

C. Decoy Operations

Decoy operations will be planned in accordance with the guidelines established in this section. Victims, crimes, and crime locations will be analyzed with the assistance of intelligence information to determine the modus operandi of the targets. When appropriate, officers will disguise themselves in a manner for their surroundings.

A determination will be made based on the analyses of the situation deploying an adequate number of backup officers for security and protection. Operational procedures for each operation will be developed to determine appropriate locations for observations and arrest. Other measures include:

1. The prosecutor will be consulted as needed to address legal concerns.
2. Communications will be established through the use of electronic transmitters, radios, and/or recording devices in accordance with guidelines established in these procedures. Whenever and wherever possible, decoy equipment and cameras will be used to record the decoy operation.
3. Participating personnel will attend the briefing and will be identified prior to the operation with complete descriptions of their vehicles and clothing provided to all involved personnel.
4. The Suwanee Police Department Shift Supervisor will be advised of the operation and location so appropriate support is available.

5. Officers involved in the decoy operation will be closely supervised by the CID Supervisor.

D. Confidential Funds

1. The Suwanee Police Department has at its disposal limited funds in order to support vice, drugs, and organized crime operations. These funds are strictly controlled by the Chief of Police or his appointed designee.
2. The CID Supervisor shall receive the funds from the Chief of Police and the funds will be stored in a secure area in the CID Supervisor's office.
3. These funds may be used for the paying of informants, illegal alcohol sales operations and / or purchasing contraband as to be used as evidence.
4. Confidential funds **will not** be used for personal use for any reason.
5. The funds will be audited on a quarterly basis by an employee from the financial division and are subject to inspection at any time by the Chief of Police or his/her designee.
6. The investigating officer, will be responsible for either the return of the assigned funds or the documentation of their use within 24 hours, and will sign for the release and return of the funds.

E. Raid / Warrant Service Operations

1. If a search warrant or an organized raid is necessary, then the investigating officer will notify the CID Supervisor, Administrative Services Commander, and the Chief of Police. All CID raids and/or search warrants will be preplanned by the investigating officer and/or the CID Supervisor.
2. Prior to any raid and / or execution of a search warrant a detailed briefing will be conducted by the investigating officer and the designated team leader or supervisor of the raid or entry team. All raid and / or entry personnel will attend the briefing. The designated team leader will assume overall command of the detail and will assign personnel to specific responsibilities. Upon the completion of any operation the team leader will conduct a debriefing with all team members and will critique the operation.

VIII. REPORTS TO THE CHIEF OF POLICE

Any officer initiating a vice, drug, organized crime investigation will promptly notify the CID Supervisor. The CID Supervisor will promptly report the status to the Chief of Police through the chain of command.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: I-030 PRE-TRIAL LINE-UPS

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

It is the purpose of the Suwanee Police Department to establish guidelines for the use of eyewitness identifications involving show-ups, photographic identifications and lineups.

Eyewitness identification is a frequently used investigative tool. As such, the Agency has established these procedures in order to maximize the reliability of identifications, minimize unjust accusations of innocent persons and to establish evidence that is reliable and conforms to established legal procedure.

II. DEFINITIONS

A. **SHOW-UP:** The presentation of one suspect to an eyewitness in a short time frame following commission of a crime.

B. **PHOTO LINEUP:** Photographic lineup means a selected group of photographs of persons presented to a witness containing a single suspect and several fillers for the purpose of determining whether the witness is able to identify the suspect or eliminate the suspect as the perpetrator of the crime.

This process can be presented in a six person array, a physical mug book, a digital mug book or many pictures in a sequential order.

C. **LINEUP:** Physical lineup means a selected group of persons presented to a witness containing a suspect and several fillers for the purpose of determining whether the witness is able to identify the suspect or eliminate the suspect as the perpetrator of the crime.

D. **NEUTRAL INDEPENDENT ADMINISTRATOR:** Neutral Independent Administrator means the person who administers the physical lineup or

photographic lineup, but does not know which person in the lineup is the suspect.

III. PROCEDURE

A. SHOW-UPS

Many courts have suppressed identification evidence based on the use of show-ups because of the inherent suggestiveness of the practice. Therefore, the use of show-ups should be avoided whenever possible in preference for the use of a lineup. However, when exigent circumstances require the use of show-ups, the following guidelines should be followed.

1. The suspect should remain at the place of detention and the witness or victim should be transported to that location, unless the suspect consents to being voluntarily transported back to the scene by the officer.
2. Show-ups should not be conducted when the suspect is in a cell, marked patrol vehicle, manacled or dressed in jail clothing.
3. Show-ups should not be conducted with more than one witness simultaneously. The witnesses should be separated and not be permitted to communicate before or after the show-up regarding the identification of the suspect.
4. The same suspect should not be presented to the same witness more than once.
5. Give instruction to the witness(s) that the perpetrator of the alleged crime may or may not be present in the show up.
6. Show-up suspects should not be required to put on clothing worn by the perpetrator, to speak words uttered by the perpetrator or to perform other actions of the perpetrator.
7. Words or conduct of any type by officers that may suggest to the witness that the individual is or may be the perpetrator should be scrupulously avoided.
8. Officers are required to document the results of the show-up in his/her incident report, including the level of confidence that is made by any witness or victim. When Possible utilize in-car video to record the show-up.

B. PHOTOGRAPHIC IDENTIFICATION

The administrator of a physical lineup or photographic lineup should be a neutral independent administrator, and no person familiar with the identity of the suspect should be present during a physical lineup or photographic lineup. In conducting photographic identifications officers should

adhere to the following procedures:

1. Photographic identifications must use multiple photographs shown individually (Sequential Method) to a witness or simultaneously in a book or array.
2. If the Administrator knows the identity of the suspect the photographs will be placed in folders, randomly shuffled, then presented to the witness so that the individual conducting such procedure cannot physically see which photograph is being viewed by the witness until the procedure is complete.
3. Principles for conducting lineups generally apply to photo identifications. In particular when using the simultaneous method, officers should:
 - i. Use at least six photographs (minimum of 5 fillers) of individuals who are reasonably similar in age, height, weight and general appearance and of the same sex and race;
 - ii. Whenever possible, avoid mixing color and black and white photos, use photos of the same size and basic composition, and never mix mug shots with other snapshots or include more than one photo of the same suspect;
 - iii. Cover any portions of mug shots or other photographs that provide identifying information on the subject, and similarly cover those used in the array;
 - iv. Give instruction to the witness(s) that the perpetrator of the alleged crime may or may not be present in the lineup;
 - v. Show the photo array to only one witness at a time. The witnesses should be separated and not be permitted to communicate before or after the photo line-up regarding the identification of the suspect.
 - vi. Never make suggestive statements that may influence the judgment or perception of the witness; and
 - vii. Document the time and date that the identification of a photograph is made, and document in the witnesses own words the level of confidence is noted on any identification that is made by any witness or victim. If possible video and audio record photo line-up; and
 - viii. Preserve the photo array, together with full information about the identification process, for future reference.
4. If the sequential method is used the investigator should follow the following procedures:
 - i. Individual photographs will be viewed one at a time.

- ii. The photographs are in random order.
- iii. Take as much time as needed in making a decision about each photograph before moving on the next one.
- iv. All photographs will be shown, even if an identification is made.

C. LINEUPS

1. The primary investigating officer is responsible for:

- i. Scheduling the line-up on a date and at a time that is convenient for all concerned parties, to include the prosecuting attorney, defense counsel and all witnesses;
- ii. Fulfill the necessary legal requirements for transfer of the subject to the lineup location should the subject be incarcerated at a detention center, make timely notice to the detention center concerning the pickup and make arrangements for picking up the prisoner; and
- iii. Make arrangements to have four to six (minimum of 4 fillers) other persons act as "fillers" at the lineup who are the same race, sex and approximate height, weight, age and physical appearance and who are similarly clothed.

2. The officer in charge of conducting the lineup should:

- i. Ensure that the prisoner has been informed of his/her right to counsel if formal charges have been made against the prisoner, and also ensure that the prisoner has the opportunity to retain counsel or request that one be provided;
- ii. Obtain a written waiver on the Waiver of Rights form should the prisoner waive his/her right to counsel;
- iii. Allow counsel representing the accused sufficient time to confer with his/her client prior to the lineup and observe the manner in which the lineup is conducted;
- iv. Advise the accused that he/she may take any position in the lineup that he/she prefers and may change positions prior to summoning a new witness. The witnesses should be separated and not be permitted to communicate before or after the line-up regarding the identification of the suspect.
- v. Ensure that all persons in the lineup are numbered consecutively and are referred to only by number;

- vi. Ensure that a complete written record and audio/video recording of the lineup proceedings is made and retained;

3. The Neutral Independent Administrator should:

- i. Ensure that witnesses are not permitted to see nor are they shown any photographs of the accused immediately prior to the lineup;
- ii. Ensure that not more than one witness views the lineup at a time and that they are not permitted to speak with one another during lineup proceedings; and
- iii. Give instruction to the witness(s) that the perpetrator of the alleged crime may or may not be present in the lineup.
- iv. Scrupulously avoid using statements, clues, casual comments or providing unnecessary or irrelevant information that in any manner may influence the witnesses' decision-making process or perception.
- v. Document the time and date of witness identification and obtain and document, in the witness's words, the level of confidence that the victim/witness has that the subject identified is the subject that committed the alleged crime.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: I-035 DUTY TO DISCLOSE

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. Purpose

The purpose of this policy is to reduce the risk of liability to the department and its personnel for failing to disclose to any prosecutor any evidence that may be favorable to a defendant and to ensure that agency personnel are in compliance with the United States Supreme Court decisions of *Brady v Maryland* (1963) and *Giglio v United States* (1972) and their progeny.

II. Policy

It is the policy of the Suwanee Police Department to require that law enforcement personnel provide all potentially exculpatory evidence to prosecutors. Furthermore, it will be the responsibility of the Chief of Police, or his designee, to review all officers' files to determine if any officer has a disciplinary history that would impact the officer's credibility as a witness. This information shall be made available to the prosecutor for a determination of whether said information is "Brady" material.

III. Definitions

Duty to Disclose: The decision of *Brady v Maryland* (1963) places an affirmative duty on a prosecutor to disclose exculpatory evidence or Brady material to a defendant. This duty has been extended to police agencies through case law, requiring law enforcement agencies to notify the prosecutor of any potential exculpatory information or Brady material.

Exculpatory Evidence: Evidence in the department's possession that is favorable to the accused and that is material to either guilt or punishment. Exculpatory evidence can justify or exonerate an accused person's actions or show that they had a lack of criminal intent.

Brady/Giglio Material: Any information or evidence that may impeach the credibility of a prosecution witness, including law enforcement officers. Impeachment information includes prior criminal records or other acts of misconduct, promises of leniency or immunity offered in return for testifying, and any allegations of dishonesty or untruthfulness.

IV. Investigative Procedure

Officers are required to document all investigative activity involved in an investigation, including exculpatory evidence and Brady/Giglio material. All information and/or documentation involving an investigation will be submitted to the prosecutor prior to actual prosecution of the case, consistent with existing time limits for the delivery of investigative case files. The prosecutor will determine what information contained in the case file will be provided to defense counsel.

V. Agency Review and Disclosure

A. The Chief of Police or his designee will review employee files and disclose to the prosecutor any finding of misconduct that reflects upon the truthfulness or possible bias of the employee, including:

1. A finding of lack of candor during an administrative inquiry.
2. Any past or pending criminal charge(s) brought against the employee.
3. Any credible allegation of misconduct that reflects upon the truthfulness or possible bias of the employee that is the subject of a pending investigation.

B. Allegations that cannot be substantiated, are not credible, or have resulted in the exoneration of an officer generally are not considered to be potential impeachment information.

Upon request, such information which reflects upon the truthfulness or bias of the officer will be provided to the prosecutor under the following circumstances:

1. When advised that it is required by a Court decision.
2. When the allegation was made by a prosecutor, magistrate, or judge.
3. When the allegation received publicity.

4. When the prosecutor and Chief of Police agree that such disclosure is appropriate, based upon exceptional circumstances involving the nature of the case or the role of the employee as a witness.

5. When disclosure is otherwise deemed appropriate by the Chief of Police.

C. When potential impeachment information has been disclosed to the prosecutor, the information disclosed, along with any judicial rulings and related pleadings shall be provided to the officer that is subject to the disclosure and copies will be maintained by the department.

D. Each officer who is notified to appear as a witness in a criminal case has an individual obligation under this policy to notify the prosecutor on the specific case of any sustained disciplinary history that may impact credibility and qualify as "Brady/Giglio" material.

E. Disclosure of information to individuals other than the prosecutor shall be governed by current Georgia Open Records laws and Court rules governing discovery.

VI. Training

The Training Section will ensure that all sworn personnel are familiar with the requirements of this policy and will stress the importance of credibility as an essential requirement of being able to function as a police officer.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-001 VEHICLE ASSIGNMENT

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Michael S. Jones

I. PURPOSE

To provide guidelines governing the use of City-owned vehicles assigned to police personnel; to establish rules for utilizing the vehicle while on duty, off duty and traveling to and from work and/or training; to provide criteria for the proper care and maintenance of the vehicles.

II. POLICY

It is the responsibility of each member of the Suwanee Police Department to insure the proper care, daily inspection, and maintenance of police vehicles and equipment assigned to them.

III. RULES AND REGULATIONS

A. Eligibility Requirements

Assigned vehicles are available to all sworn officers who have successfully completed the Basic Mandate and/or assigned to the Field Training program, at the discretion of the Chief or his/her designee.

B. Assignment

Vehicles will be assigned to officers by the Chief of Police or his/her designee based upon the officer's work assignment, availability of vehicles, seniority, efficiency, job performance, and general merit.

C. Use of Assigned Vehicle

1. Only authorized personnel are permitted to operate the vehicle.
2. Only department-authorized equipment will be used in the vehicle. No additional equipment or modification to existing equipment, such as additional emergency lights and siren or alterations including decals, stickers, pictures, window tinting, etc. are allowed without the approval of the Chief of Police.
3. Residence limitations – Assigned vehicles may not be driven to a residence that is more than 30 miles from the municipal city limits. If an officer resides more than 30 miles from the municipal city limits, then the vehicle may be parked at another police or fire department that is within the 30 mile restriction, upon the approval of the Chief of Police or his/her designee. The mileage will be determined as a straight line from the municipal city limits to the primary residence of the officer.
4. While driving to and from work or during breaks while at work, individuals may stop to conduct personal business of a limited and necessary nature. Such stops are for the purpose of conducting business that would otherwise cause an undue hardship on the individual if he/she had to first obtain their personal automobile. Examples of personal stops that may be made with a take home vehicle are:
 - i. Laundry or dry cleaners;
 - ii. Bank;
 - iii. Convenience store;
 - iv. Taking children to or picking up from school.
5. Officers may utilize vehicles for approved departmental training; however, if more than one officer is attending training at the same location, then officers shall car pool unless otherwise authorized by a supervisor.
6. Officers may utilize vehicles for approved off-duty assignments.
7. Officers must be appropriately attired while operating a vehicle so as to present a positive image on the agency should they be called into service by a supervisor or come upon an on-view incident. Proper attire shall consist of clothing of a neat appearance and will include the proper display of an issued duty weapon and badge.

8. If an officer, while off-duty in a marked vehicle, finds it necessary to become involved in an incident the officer shall assume control of the incident until the arrival of an on-duty officer.

D. Maintenance

1. Each officer is responsible for the physical appearance and general cleanliness of their assigned vehicle. Washing and waxing the exterior of the vehicle, as well as cleaning the interior, is the responsibility of the officer to whom the vehicle is assigned, car washes/detailing will not be reimbursed without prior approval from a supervisor. Vehicle maintenance will be done during the officer's shift, while on duty.
2. Any damage or accident involving a city vehicle shall be reported immediately to the on-duty patrol supervisor and a report will be completed by the appropriate jurisdiction, if the accident occurs in the city limits the appropriate Municipal Association will be contacted to work the accident, if they are unable to respond GSP will be contacted.
3. Each officer is responsible to ensure that all preventative maintenance is conducted within the proper mileage limitations by an approved repair facility with the approval of the fleet manager. For the officers working night shift, arrangements will be made with the fleet manager.
4. Department issued equipment, such as portable radios, batons, firearms, and laptop computer, will be removed from the vehicle before leaving them for servicing, unless the officer stays with the vehicle during maintenance.
5. When an assigned vehicle is out of service for any reason, the officer may use a fleet vehicle for the officer's tour of duty only. Fleet vehicles are not to be used as substitutes for the assigned vehicle and will not be kept for the duration longer than the tour of duty, except upon approval of a supervisor.

E. Inspections

1. Officers will inspect their vehicles before and after each tour of duty. Any problems with the vehicle will be noted on the officer's daily log and reported to the fleet manager.
2. Supervisors will conduct monthly inspections of the vehicles to ensure that the vehicles are properly cleaned and maintained.

F. Discipline

Any violations of this, or any other policy, will result in disciplinary action against the officer that could result in a loss or suspension of assigned vehicle privileges, or any other progressive discipline including termination of the employee.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE


SECTION: P-002 INSPECTIONAL SERVICES

EFFECTIVE DATE: 06/08/09

NUMBER OF PAGES: 3

REVISED DATE: 03/27/19

DISTRIBUTION AUTHORIZATION:



I. PURPOSE

The purpose of line and staff inspections is to inspect and evaluate the quality of the operations of the Suwanee Police Department, ensuring that the department's goals are being pursued, identifying the need for additional resources, and ensuring that control is maintained throughout the agency.

II. POLICY

This policy establishes and defines guidelines to be followed in conducting inspections of agency personnel, equipment and all organizational components within the Suwanee Police Department.

III. DEFINITIONS

Line Inspections

All employees and physical resources of the Suwanee Police Department shall be subject to line inspections. A line inspection is the process by which any supervisor can review and observe an employees activity to insure the proper compliance with departmental procedures, rules and regulations. These inspections are not limited to persons, but also include all physical resources and facilities used by the Suwanee Police Department. In such inspections the supervisor will, upon observing substandard conditions, take immediate corrective action.

IV. LINE INSPECTION PROCEDURES

A. Physical Appearance

The inspection of personal appearance is the duty of all supervisors, made on a daily basis to ensure proper appearance of assigned personnel. If substandard appearance is observed, the supervisor will take whatever corrective action is necessary.

The inspection of patrol personnel will be conducted daily at roll call by the shift supervisor. The inspection of investigative personnel will be conducted by the Administrative Services Division Commander or the Investigations Sergeant.

Supervisors conducting line inspections will inspect personnel for:

1. General appearance.
2. Neatness.
3. Compliance with uniform/dress codes.
4. Readiness for duty.
5. Condition of issued equipment.

At least once each month, each watch commander or shift supervisor will be responsible to conduct a formal inspection of the personal appearance of all uniformed personnel assigned to that shift. Formal inspections of personal appearance will include a review of the uniform, personal equipment and service weapon.

B. Vehicle Inspections

The inspection of vehicles is the duty of the patrol officers, made on a daily basis, to ensure the proper care of departmental vehicles. Any defects or changes found in the operating condition of vehicles should be reported to their supervisor immediately. The officer or supervisor will submit a request for service to the Special Services supervisor. Additionally, at least monthly during the personal appearance inspection, supervisors will formally inspect patrol vehicles for cleanliness, damage, required equipment, dangerous or unnecessary items in vehicle, and the condition and operation of emergency equipment.

C. Duties of Supervisors

The inspecting supervisor may require any officer that fails inspection to go home and report back properly prepared, or he/she may impose disciplinary action. The supervisor will note the circumstances whenever he/she sends an officer home due to a

failure to pass roll call inspection. Supervisors will make a daily inspection of the officers and will make random inspections of vehicles. Whenever a supervisor notes deficiencies either in personnel, equipment, or vehicles, he/she will follow up to make sure that corrective action has been taken. If inspection indicates conditions that are in violation of the Suwanee S.O.P. a written report detailing the violation will be forwarded through the chain-of-command. Line inspections and correction of conditions are a primary responsibility at every level of supervisors and provide a mechanism for achieving accountability within the department.

D. Police Facility Inspection

All supervisors are responsible for the ongoing inspection of the general condition and cleanliness of the department's facilities and furniture and for correcting any problems. Problems that cannot be corrected by the supervisor should be reported to the shifts or section division commander with a memo describing the problem and recommending a solution.

On an annual basis, the Chief of Police, or his/her designee, will be responsible for a complete inspection of the general areas of the police facility for cleanliness and condition of the furniture.

V. **SPECIAL PURPOSE LINE INSPECTIONS**

The Chief of Police may direct special purpose line inspections on an as-needed basis. Examples of special purpose inspections include employee policy and procedure manuals, controlled substance evidence, uniforms and equipment, assigned lockers on loan for officers' use, training manuals and property/evidence room audits.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

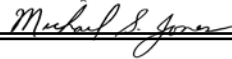
SECTION: P-005 PATROL OPERATIONS

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I. PURPOSE

To provide uniform guidelines for the operation of the Patrol Division through standardization of procedures and functions.

II. SCOPE

This policy applies to all sworn personnel assigned to uniform patrol duties.

III. PATROL FUNCTIONS

- A. To provide response to calls for service 24 hours a day, 7 days a week.
- B. Preventive patrol
Including inspections and inquiry of persons and property toward the prevention of crimes and/or accidents, maintenance of public order and the discovery of hazards and delinquency causing situations.
- C. Crime prevention activities
Including crime prevention education at adult and juvenile levels, conducting security checks of businesses and residences, and special crime presentations before community or church groups.
- D. The response to citizens' requests for services.
- E. Investigation of crimes, offenses, incidents and conditions, including the arrest of the offenders.
- F. Traffic direction and control.
- G. Maintenance of public order.
- H. Provide emergency services to community.

- I. To develop and maintain a good relationship between the police department and the community.
- J. Prompt and accurate reporting of all occurrences, incidents, accidents, reports of crimes by citizens and incidents of arrests, and issued citations.
- K. Initiating criminal and non-criminal investigations by officers.
- L. Receiving and forwarding citizen complaints in accordance with SOP I-015.

IV. ORGANIZATION AND TOUR OF DUTY

A. Patrol Division Commander

The Patrol Division Commanders are responsible for the overall operation of the Patrol Division. The Patrol Division is divided into three units; Patrol the Selective Enforcement Unit, and SRT. The Patrol Division Commander has the final divisional authority in matters of operation, policy, and discipline and will exercise such lawful directives as are necessary to assure the effective performance of both divisions. The Patrol Division Commanders will have the authority to assign or transfer Divisional personnel as he / she deems necessary and beneficial to the Divisions.

B. Shift Supervisor

The Patrol Division will be divided into four teams, which will each be headed by a Shift Supervisor holding the rank of Sergeant. Shift Supervisors may transfer personnel, both supervisory and non-supervisory, from one zone, sector or territory to another within their respective shift. Shift Supervisors are responsible for assuring that adequate supervision and uniform personnel are on duty at all times during their respective shifts.

C. Assistant Shift Supervisor

Each shift will have an assistant Shift Supervisor holding the rank of Corporal. The Corporal will be responsible for supervision and guidance of shift personnel in the field during the absence of the Shift Supervisor. In the absence of a Corporal, the assistant Shift Supervisor shall be a senior ranking patrol officer (OIC) that has received on the job training and is competent and knowledgeable in the functions of a Shift Supervisor.

D. Tour of duty:

1. The Patrol Division shall be divided into four teams (A, B, C, D) and two watches: Day and Morning (12 hour shifts).
2. Each team is commanded by a Sergeant as the Watch Commander with a Corporal as the Assistant Watch Commander.
3. Tour of duty:

Day Watch	06:00 hours to 18:00 hours
Morning Watch	18:00 hours to 06:00 hours

Note: All personnel will attend a roll-call for the first fifteen minutes of their shift.

E. Shift Assignment

Upon completion of Field Training, officers will be assigned to a patrol shift where there is a vacancy. Determination of manpower allocation to each shift will be based upon the overall workload for each shift.

The assignment of officers to shifts rests with the Patrol Division Commander. Officers will be allowed to request a shift preference every six (6) months. Officers will not be allowed to request the same shift more than two (2) consecutive 6 month rotations. There should be three areas to consider when making assignments; (1) what are the Department's needs, (2) what is the officer's choice, and (3) seniority. The final effect will always be to assign officers to shifts that will provide the most effective patrol coverage.

Seniority will be defined as the first step, time in grade, and second step, as time employed. In the event of officers with the same time-in-grade, Departmental seniority will apply.

If a vacancy becomes available on a preferred shift, and a requesting officer has seniority on all other officers requesting transfer to the same, the senior officer will assume the vacant position including the days off that were left by the vacating officer.

The deployment of foot beat patrols, plain clothes patrols, and traffic enforcement patrols may become necessary. The Shift Supervisor may authorize these patrols if the need exists. Deployment consideration of foot beat patrols should consider such factors as the need for frequent inspections of a relatively small area, high concentrations of calls involving pedestrians or large crowds in a confined area, etc. Deployment of plain clothes patrols should consider such factors as high frequency of residential or business burglaries, surveillance situations, or any situation where the patrol of a marked uniform vehicle and/or officer will hinder the successful surveillance of crimes in progress and possible apprehension of criminal suspects. Deployment of traffic enforcement patrols should consider such factors as high frequency of traffic complaints and / or accidents. In all situations of considering deployment, the Shift Supervisor will first ascertain that he / she has sufficient manpower to cover his / her zones and sectors or that the need is so overwhelming that it becomes a priority over routine patrol.

V. OFF DAYS

Off days for Patrol Division personnel will be a fixed rotating schedule determined by the 12-hour shifts. Determination of off days for Patrol Division personnel will be based on an assessment of the workload and crime activity occurring during a week. Police personnel are scheduled in two week pay periods starting on a Monday. The Shift Supervisor shall have the authority to assign off days to officers.

Off days for the Shift Supervisor must be approved by the Patrol Division Commanders.

Off days and work schedules for special units/divisions are flexible. Shifts will have officers assigned each day to meet the demands of calls for service and other demands as they are needed. Off-day assignments will be scheduled to meet the needs of the department. Periodically, an officer's off days may be changed to meet the manpower needs of the shift.

VI. SHIFT PROCEDURES

A. Schedules

The Shift Supervisors shall be responsible for completing a shift schedule for each month's activities (to include working days, off-time, vacation time, training time, and whatever other scheduled activities there may be). The Shift Supervisor shall then forward the schedule to the Patrol Division Commander, who will then make any necessary adjustments and post a finalized schedule.

B. Shift Roster

Shift lists, showing the status of all officers and supervisors on a shift, to include name, radio number, and territory assignment will be maintained in the designated binder outside of the communications room.

C. Zone / Beat Assignment

Assignment of officers to a particular zone will be made by the Shift Supervisor. Assignment decisions shall take into account the nature of the zone and the officer's ability and experience. In addition, every effort shall be made to allow seniority to play a part in the decision.

D. Roll Call

1. Roll Calls will be held daily on each shift with the exception of those days which, in the opinion of the Shift Supervisor, workload levels demand the immediate deployment of the on-coming shift.
2. Before each tour of duty, members shall read all material posted on the Message section of RMS, reports from the previous shift, Command Central Roll Call and review any other pertinent information posted thereon.
3. Roll Calls will be conducted as quickly, efficiently, and orderly as possible and will include:
 - a. Personnel and equipment will be inspected for completeness and conformance to Departmental Regulations. (Either in a formal, military manner or informally, at the discretion of the Shift Supervisor.) Any equipment to be issued will be inspected and logged.

- b. Personnel will be advised of BOLOs and brought up to date on current or unusual activities occurring in the Department or their shift.
 - c. Roll Call training, to include policy and procedure changes, safety instruction, law updates and refresher training.
 - d. Special events.
 - e. Any assignment changes, which have occurred since the shift list was posted.
4. At the completion of Roll Call, officers will immediately proceed to their patrol vehicles and inspect them.
 5. Officers coming on-duty will be ready to accept calls for service immediately after completion of Roll Call or prior to that time when so instructed.

E. Responsibility

Officers assigned to a zone will be responsible for all calls or incidents occurring in that zone. Officers will not leave their assigned zone except in a life-threatening emergency situation or to complete an officially assigned task or assigned backup to a call in another zone. At no time will officers be permitted to leave their assigned zone without prior approval of their supervisor. Officers not assigned to a zone will serve as back-up units and shall provide patrol in all zones.

Officers specifically assigned to a stake-out, plain clothes patrol, prisoner transportation, or traffic enforcement duties may be allowed to patrol all zones commensurate with the specific assignment and may be directed to other duties, if the need exists.

Supervisors will be responsible for the supervision of their personnel until going off-duty. The highest ranking officer on duty will be in charge in the event of a conflict. If ranking officers on duty are of equal rank, the officer who is senior by time in grade will be in charge, or if ranking officers are equal in time in grade, the officer who is senior by Department time will be in charge.

VII. INSPECTION OF PATROL VEHICLE

Every member assigned to operate a department vehicle will be held accountable for the proper use and care of the vehicle, and of all accessories, equipment and tools assigned to such vehicle. Standard equipment of vehicles will not be changed, interchanged, altered or removed from vehicles without obtaining written approval of the Patrol Division Commander, Deputy Chief or Chief of Police.

If vehicles are manned by two members, each member will be held jointly responsible for the proper use and inspection of the vehicle.

The following special equipment and supplies shall be maintained in patrol/traffic units, excluding special purpose vehicles, and shall be used when necessary by supervisors and patrol officers:

- A. One shotgun, optional.
- B. One box of .40cal cartridges in supervisor's car.
- C. One box of 00 buckshot and .223 caliber bullets in the supervisor's car.
- D. One 100 foot tape measure in the supervisor's car.
- E. One set of jumper cables in the supervisor's car.
- F. One digital camera in all patrol cars.
- G. Orange traffic cones
- H. One first aid kit.
- I. One fire extinguisher.
- J. One blanket in suitable container.
- K. One gallon of water for O.C. Decontamination.
- L. Evidence Kit in supervisor's car.

All officers will be required to complete a daily log on their computer. Any vehicles with defects that are safety issues such as emergency equipment, lights, tires, brakes, or tires will be repaired and noted on the daily log before operation. If a vehicle is in need of equipment, then the officer will notify his or her immediate supervisor for re-supply.

VIII. CARE AND SERVICING OF VEHICLES

- A. Damaged bumpers, fenders, glass, etc., which do not affect the efficient and safe operation of the vehicle will be reported as in other cases but the vehicle will be kept in service until called for repairs.
- B. Defective tires will be reported by the operator immediately upon discovery and taken to the repair shop for replacement/repair as soon as practical thereafter.
- C. Operators are responsible for the cleanliness of the interior of vehicles to which they are assigned.
- D. Operators are responsible for driving defensively at all times and for taking all reasonable actions to prevent an accident.
- E. Operators will not allow persons, other than authorized personnel, to ride in or upon vehicles under their control except in the performance of duty.

- F. Civilian personnel, unless otherwise excepted, will not operate marked police vehicles for any reason.
- G. When parking, operators are to set the parking brake and put the transmission in "park" position. For standard transmissions, the gear shall be placed in the best holding ratio. On inclines, the front wheels shall always be turned into the curb. Drivers will observe all traffic regulations in respect to parking; especially in restricted or prohibited areas. If an emergency requires them to occupy a restricted or prohibited area, they shall, whenever practical, park their vehicle in such a manner so as not to unnecessarily interfere with the movement of traffic. When the emergency has ceased to exist, they shall vacate such area immediately. Illegal and improper parking of department vehicles does not create good public relations and is unsafe. If a vehicle must be double parked, the emergency lights and/or warning flashers will be used.
- H. Other vehicle operation procedures are as follows:
 - 1. Members, while patrolling, are to obey all motor vehicle laws and operate at slow speeds; but not in any manner that obstructs traffic.
 - 2. Members when responding to non-emergency incidents shall obey all motor vehicle laws.
 - 3. Exceptions to the vehicle operations rules and regulations are:
 - a. Pacing traffic violators.
 - b. Surveillance of suspects or suspect vehicles.
- I. Drivers of department vehicles will at all times give the right of way to fire department apparatus. They will not drive over any fire hose unless given permission to do so by a member of the fire department.
- J. When it is necessary to leave a department vehicle unattended, the doors, except in an emergency, will be locked.
- K. Except in emergencies operators will not use any department vehicle for the purpose of towing or pushing another vehicle.
- L. Operators should never attempt to operate a cellular phone in a moving vehicle, unless it is in the performance of their duties and utilizing a hands free system, when possible the operator should pull off of the roadway and park to operate a cell phone. If an operator has to use the cell phone, conversations should be kept to a minimum while being aware of perceptions of the public and diminished awareness of the environment.

IX. PATROL VEHICLE MARKINGS AND EQUIPMENT

Patrol vehicles assigned to this agency shall be marked and equipped in a manner that will present clear identity to the general public in accordance with O.C.G.A. 40-8-91 and 40-8-92. Patrol vehicles will be marked and equipped as follows:

- A. The agency name on each side of the vehicle.
- B. POLICE in 4" lettering on each side of the vehicle and on the trunk door.
- C. Vehicle unit number on each side near the front.
- D. Police emergency number on each side near the back.
- E. Flashing blue strobe lights mounted on roof or in grill.
- F. A siren and PA system mounted on light bar or in grill.
- G. Mobile radio transceiver.

X. PATROL VEHICLE VIDEO EQUIPMENT

A. In Car Video Equipment

This section applies to the use of in car video equipment for the purpose of collecting evidence. All video media will be treated as evidence. Video media is only to be removed from the recorder to be placed into evidence or at the request of a supervisor for review. Video media can be viewed on a video media player at the police station or elsewhere for official review by the Internal Affairs Investigator, Shift Supervisor, members of the Command Staff, or by the reporting officer in completing his/her incident report. All video media is the property of the Suwanee police department and the altering, destruction, or unauthorized viewing of these media will result in disciplinary action.

B. General Use of Video Equipment

1. Officers are required to inspect the video equipment as part of their vehicle pre-tour inspection, and shall insure that the equipment is working properly.
2. Officers shall record traffic stops, vehicle pursuits, and all other incidents and / or crime scenes to ensure that all evidence of the incident is recorded.

C. Use of Video Media

1. All video media will be marked in accordance with the patrol unit the media is being used in. All new media will be marked and stored in the evidence staging area. When an officer needs video media he / she will select the next numbered video media from the video media marked for their vehicle. The officer will then log out the video media on the log sheet that corresponds with their vehicle. ~~Video media will be placed in the recorder in the trunk of the patrol vehicle (those equipped with VHS) and the recorder will be locked once a tape is inserted in the machine. The recorder will remain locked until the tape is full or it is removed for evidence purposes.~~

For those patrol vehicles equipped with a legacy digital video system the compact flash card will be inserted in the proper slot.

2. Submission of used video media

Once the video media is fully recorded the officer will place it in the designated temporary evidence storage locker and sign the log sheet indicating that the video media has been placed into secure storage. The video media does not need to have an evidence entry in records management as the log shows a chain of custody for the video media. Video media may be removed from the recorder early for evidence reasons such as a vehicle chase, an assault on an officer, or at the request of a supervisor. Officers removing video media for a previously listed reason shall treat that specific media as evidence. The media will be properly marked as evidence, entered into records management as evidence, and placed into the temporary evidence staging lockers.

The newer in-car video systems automatically transfer video from the officer's in-car video system to the View Vault Server.

D. Duplication and Distribution of Video Media

All other law enforcement agencies and District Attorneys' offices shall submit requests for duplicate copies of video media to the Administrative Services Division Commander or his/her designee in Records. All requests must be on official agency letterhead or a verified agency e-mail.

Distribution of duplicate copies to the private sector shall be forwarded to the Administrative Services Division Commander or his/her designee in Records and shall be reviewed per OCGA 50-18-72 and the Open Records Act.

E. Storage of Video Media

All patrol car videotapes will be retained in the evidence room for 5 years (per the Georgia Retention Schedule) then destroyed. Digital video will be maintained on the View Vault Server in accordance with the Georgia Records Retention Schedule.

XI. SMOKING IN VEHICLES

Employees of the department shall be governed by the City of Suwanee no smoking policy revised December 1, 2005. Employees are prohibited from smoking in city-owned buildings and property. Smoking is not permitted in vehicle with more than one occupant. A smoker is free to smoke in the vehicle if they are the only occupant.

Tobacco chewing will be allowed as long as it is done in an inconspicuous manner, but no tobacco use of any kind is allowed during contact with the public.

All tobacco-related products shall be removed from the department vehicle at the end of the employee's work shift.

The operator of any city-issued vehicle is responsible for keeping the vehicle clean, to include removal of any spilled tobacco products or ashes.

If negligence or non-compliance with the requirements of this policy is displayed, appropriate corrective action shall be initiated as prescribed by department policies.

Also see City of Suwanee Employee Handbook 7-4.

XII. SEATBELT USE

To assure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased or rented by the department at all times. This also ensures that we are in compliance with Georgia law.

- A. Department personnel shall use the safety belts installed by the vehicle manufacturer. The safety belts will be properly adjusted and securely fastened when operating or riding in any vehicle so equipped if used while on duty.
- B. Lap belts shall be properly secured in those vehicles equipped with automatic safety belt systems that require the lap portion of the belt be manually secured.
- C. The driver of the vehicle is responsible for ensuring compliance of all occupants of the vehicle they are operating. Approved child safety restraints shall be used for all children of age, size, or weight for which such restraints are prescribed by law.
- D. No person shall modify, remove, deactivate, or otherwise tamper with the vehicle safety belts except for vehicle maintenance and repair and not without the express authorization of the Chief of Police.
- E. Personnel who discover an inoperable restraint system shall report the defect on their Shift Log and submit a copy to the department vehicle maintenance personnel and notify their immediate supervisor. Prompt action will be taken to replace or repair the system.
- F. When possible, any person(s) under arrest and being transported in department vehicle(s) are required to be secured in the vehicle by a safety belt in all seating positions that have safety belts provided by the vehicle manufacturer.
- G. An officer operating in an undercover capacity may be exempt only if the officer believes the use of the safety belt will compromise his/her identity.
- H. When arriving at an emergency call or making a traffic stop, the operator may remove the safety restraint just prior to stopping for a quick exit. Caution should be exercised to ensure that during the traffic stop the violator is in fact going to stop.
- I. When on patrol, if a situation arises where an officer needs flexibility of movement in the vehicle or ability for immediate exit, the safety belt may be released.

- J. If negligence or non-compliance with the requirements of this policy is displayed, appropriate corrective action shall be initiated as prescribed by department policies.

XIII. EMERGENCY VEHICLE OPERATING PROCEDURES

- A. Before responding using siren and emergency lights, members must determine:
 - 1. If the situation is an emergency.
 - 2. If the emergency warrants an emergency response.
- B. All calls received and dispatched will fit into a given response priority and all calls will be responded to according to the proper priority classification as follows.
 - 1. Priority "1" (Emergency) is a call of an immediate life-threatening nature. Response by the officer will require the use of emergency equipment (blue lights and siren) except when the use of such equipment would likely result in alerting the violator and increasing the likelihood of escape. The officer may disregard traffic laws, but is required to comply with OCGA 40-6-6 paying particular attention to paragraph D.

It is important to note that the responsibility of handling a priority "1" call by an officer without using emergency equipment rests solely with the responding officer. He / she will be expected to justify his / her actions if involved in an accident, and may not be relieved of fault just because he / she is in an authorized emergency vehicle.
 - 2. Priority "3" (Routine) is a call of a routine or less serious nature. The officer will respond as soon as possible or may handle the call while remaining in service. This type call may be held, at the discretion of a field supervisor, for a zone car if one is not available.
- C. Emergencies include situations in which life is in danger, physical harm is occurring or is imminent, serious destruction of property is occurring, riots, and any other situation in which the public safety is in immediate jeopardy. However, no set of rules or guidelines can possibly define every emergency police officers encounter and, for that reason, deciding whether a situation is an emergency in line with these guidelines must be left to each member, subject to review by the officer's immediate supervisor.
- D. After determining an emergency exists, a member then decides whether an emergency response is warranted. Factors which members should consider include but are not limited to such points as severity of the call, type of call, whether the member will probably be the first to the scene, whether personnel are already at the scene, distance to be traveled, road and weather conditions, traffic conditions, the degree of danger to another member or to the public. For example, an emergency response to save property would probably not be warranted if the sum of factors known to the member indicates that either the

member or the public would be subjected to a high probability of harm by the response. Correspondingly a situation in which physical harm to the public or another member is imminent would probably warrant an emergency response under most adverse conditions.

- E. Supervisors shall monitor responses of personnel under their supervision and control the number of units responding to emergency calls for service. Supervisors shall upgrade or downgrade emergency responses by their subordinates, as they deem necessary.
- F. All personnel are responsible for knowing the laws of the State of Georgia pertaining to emergency vehicles, their operation and the limitations imposed on emergency vehicles.
- G. Members who elect to exercise the rights of an emergency vehicle as granted by state law must use their siren and emergency lights. Use of only the emergency lights does not confer emergency vehicle status upon the vehicle.
- H. Members are to be continually alert for other emergency vehicles responding to the same or a different emergency.

XIV. POLICE RADIO PROCEDURES

When officers receive a call from Communications they will acknowledge the call immediately, provide the dispatcher with their current location and proceed to the location of the call in accordance with the priority of the call. If there is another unit closer to the call that unit will advise the dispatcher. The dispatcher will assign the closer unit, or advise the unit to disregard the call.

Each officer is assigned a portable radio and a charger. Officers will be responsible for keeping their portable radio charged and functioning. Officers are also assigned individual radio numbers applicable to their current assignment. Communication procedures will be followed at all times as indicated in Chapter C-005 of this Manual.

It is absolutely necessary that an officer notify the Communications Center as soon as he / she arrives at the scene of calls for service and that the officer returns to service as quickly as possible after completing the call for service. Also, the officer will notify the Communications Center before leaving the patrol car on all vehicle or pedestrian stops. The officer will provide a location and identifying information on vehicles and pedestrians.

A. Assignment of Backup

The on duty supervisor or the communications dispatcher will determine whether a backup unit should be dispatched, and if so, what priority the backup unit should use.

B. Response Status

The priority recommendations are recommendations only. Any call may be upgraded with the addition of an "I" for injured, or "IP" for crimes in-progress. Conversely, a call may also be downgraded if additional information indicates there is no emergency or hazard to the situation.

C. Dispatch Procedures

The response to any call for service may be upgraded or downgraded depending on the circumstances indicated by the Communications Center. If a call is upgraded or downgraded (from the set priority), the priority will be broadcast and cleared by the Shift Supervisor. An example of a downgrade would be when a person has requested service to investigate a fight (Signal 29) and the caller advised a length of time has passed since the incident occurred.

Because of knowledge and information of the request for service, it is important that the Communications dispatcher control the dispatching order of calls for service. Communications will not issue a call for service until an officer is available to respond. If calls for service are holding, the Communications Center will notify the Shift Supervisor. All calls for service should be dispatched by the Communications Center. If any other police personnel receive a request for service, the responding officer will notify the Communications Center, by the quickest means possible (i.e. - either by phone or radio). If the Shift Supervisor or other field supervisor finds it necessary to change the priority of any call, that supervisor shall accept full responsibility for altering the priority of the call.

D. Reassignment of Calls

Supervisors may, at their discretion, cause calls to be reassigned to other units. Officers may request reassignment of calls by advising their supervisor of the reason, such as when two units have been assigned calls and know that they are each closer to the other's call. **At no time will an officer take it upon himself / herself to reassign calls.** The officer must advise the supervisor, who will evaluate the feasibility of reassignment and approve the reassignment.

E. Final Authority

The Communications Center dispatchers are responsible for the efficient transfer of information to the field units of the Department. It is the responsibility of all personnel to act upon that information in a manner that they believe will best meet the mission and goals of the Department. This responsibility will not be delegated or assumed to rest with the Communications Center.

F. Phrases and Words

Radio users are required to incorporate the codes listed in this manual in their normal operating procedures. The primary purpose of codes is to save time and to avoid confusion or misunderstanding. Codes are usually readily recognizable, easily understood and convey maximum meaning in a minimum amount of time. This shall not preclude a radio user from speaking "plain English" on the radio if he / she is unsure of the proper code / signal.

G. Radio Failure

1. No officer assigned to a line uniform unit will work or continue to work without a mobile or portable radio. If a failure of the mobile unit occurs, the officer will immediately notify the supervisor. If the vehicle cannot be readily repaired, the officer will obtain another vehicle, or continue to operate using his / her portable radio.

If a failure of the portable radio occurs, the officer will immediately advise the supervisor by phone or mobile radio.

2. In the event of a complete radio system failure, all mobile and base radios will be changed to the assigned "car-to-car" channel. This channel does not require a repeater and provides a limited range of operation. Patrol vehicles may have to be staged at specific locations throughout the City in order to relay information from Communications to the officers that are the farthest away from headquarters. Officers will then either go to the Suwanee Police Department or advise the Communications Center of their location, by phone or radio, and stand-by at that location for calls. If dispatched, officers will notify Communications as soon as possible of the status and any activities taken.

XV. NOTIFICATION OF PATROL SUPERVISOR

Patrol officers will notify the patrol supervisor whenever necessary. However, notification is mandatory on the following:

Signal

1CJ	Car Jacking
5	Bomb Threat
6	Explosives Located
27	Murder
32	Escaped Prisoner
42IP	Burglary in progress
44	Armed robbery
41	Accident (F)
41	Accident/police vehicle
43	Hit and Run (F)
46	Person hit by auto (F)
49	Rape
50	Shooting
58	Abduction
60	Crimes Against Children
80	Chase in progress

XVI. INVESTIGATIONS OF CALLS FOR SERVICE

- A. Patrol officers will answer all calls for service, conduct investigations, and prepare the proper reports when necessary. The investigating officer shall be responsible for getting a case number from the communications center and recording it on the incident, supplemental, and miscellaneous reports. Many

incidents, particularly those involving crimes, require subsequent investigations. The results of follow-up investigations will be recorded on a supplemental report.

- B. Some crimes and incidents will be brought to a patrol officer's attention by means of an on-view arrest or through direct citizen contact including those received in person at headquarters. When it is required that an Incident/Arrest report be made, the officer shall obtain a case number from the Communications Center and shall record it on the Incident /Arrest report.
- C. The primary responsibility of the initial investigating officer is to thoroughly investigate the crime in an attempt to develop information leading to the arrest of the person responsible and the recovery of stolen property.

The secondary responsibility of the investigating officer is to instruct the victim in crime prevention techniques to reduce the chance of a future re-occurrence of the incident.

- D. In cases where the officer can effectively handle offenses without assistance from the Criminal Investigations Division, the supervisor has the discretion to direct such action.

Those patrol cases requiring long-term commitment not consistent with patrol's overall mission shall be forwarded to the Criminal Investigations Division per authorization of the Shift Supervisor.

XVII. PRELIMINARY INVESTIGATIONS

A. Duties and Responsibilities

The Suwanee Police Department will fully investigate all reported crimes and incidents with sufficient resources provided consistent with the investigative leads and magnitude of the crime.

Upon arrival at the scene of a crime, the patrol officer having responsibility for the preliminary investigation shall determine if the Shift Supervisor is to be notified and if a detective will be needed. If a detective is needed, the Shift Supervisor will make the request for a detective to be called.

The patrol officer shall be responsible for the following:

1. Provide aid to the injured and summon medical assistance if necessary.
2. Protect the crime scene to ensure that the scene is not disturbed and that possible evidence is not lost, destroyed, or contaminated.
3. Observe and record all conditions, events, and remarks.
4. Determine if an offense has actually been committed and, if so, the exact nature of the offense.

5. Determine the identity of the suspect(s) and make an arrest, if possible, if it can be accomplished either at the scene or through immediate pursuit.
6. If a suspect is stopped and questioned about the crime, the officer may, with articulable suspicion, frisk the individual person for the officer's protection. If an arrest is made, the officer may search the individual and the area immediate to his/her control for evidence related to the crime.
7. Locate and identify the complainant, victim, and witness:
 - a. Separate and interview each individually.
 - b. Obtain a description of suspects, vehicles, and mode of travel.
 - c. Determine what information the victim, complainant, and/or witnesses know.
 - d. Furnish other field units through radio communications with descriptions, method and direction of flight, and other relevant information concerning wanted/missing persons or vehicles.
8. Determine in detail the exact circumstances of the offense.
9. Obtain a written statement from victims, witnesses and from suspect(s) if such statements can be obtained legally and are necessary for the solvability of the crime.
10. Arrange for the collection of evidence:
 - a. Notify detectives, per authorization of the Shift Supervisor, for crime scene processing when necessary.
 - b. Collect evidence if there is no need to notify detectives.
 - c. Request additional assistance from patrol units when necessary.
11. Interrogate the suspect if apprehended:
 - a. Read Miranda Warning and advise the suspect/arrestee of access to legal representation.
 - b. Use field interview techniques.
 - c. Take suspect into custody and transport the suspect to the Gwinnett County Detention Center. If necessary, obtain warrants or turn him/her over to the detective called in.
12. Accurately and completely record all pertinent information on prescribed report forms.

13. Ensure that the appropriate GCIC/NCIC entry, modification, and/or clearance data are completed when applicable. (i.e. wanted/missing persons cleared/entered, stolen property entered)
 14. Check victim, witness, and suspect on GCIC/NCIC and at the detention center for possible outstanding warrants.
 15. Conduct an inventory search of any property and/or vehicles seized or recovered.
 16. Members of the department, before being relieved from duty, shall report all unfinished business or reports to their immediate supervisors so that such information may, if necessary, be forwarded to members of the relieving shift. All reports are to be turned in prior to the end of that officer's tour of duty. Officers that encounter extenuating circumstances that may prevent them from completing the required reports must have a supervisor's approval before ending their tour of duty. Officers who are given approval by a supervisor and are unable to complete a report before the end of their shift shall complete a face sheet that contains the incident type, location, time, and persons involved. The face sheet shall be distinctly marked "incomplete" and turned into the records section. Officers are required to return to complete and have approved all unfinished reports within 24hrs.
- B. The Patrol Division may temporarily assign the investigating patrol officer to the Criminal Investigations Division for an agreed amount of time on any major case. This temporary assignment will be coordinated between Patrol Division Commander and the CID Supervisor based on investigative needs and manpower constraints, subject to the approval of the Patrol Division Commander.
- C. Shift Supervisor Responsibilities:
1. Immediately ascertain from the patrol officer the seriousness of the incident under investigation and the basic details concerning the crime.
 2. Ensure that the patrol officer conducts a thorough preliminary investigation and gathers all pertinent facts and information.
 3. Provide leadership to subordinates to ensure an efficient and effective preliminary investigation.
 4. Ensure that patrol officers devote that amount of time necessary for a quality preliminary investigation without jeopardizing other important police services.
 5. The Shift Supervisor will be held responsible for the quality of reports and investigations occurring during his tour of duty and coordinating investigative efforts with relieving shift and/or the Criminal Investigations Division.
 6. Review preliminary investigation reports as soon as possible and ensure completeness of the reports prior to approving them. If the report is

incomplete, the supervisor will return the report to the officer for completion. The shift supervisor will be held accountable for the completeness of a preliminary investigative report.

7. The Shift Supervisor will be responsible for determining if a detective is to be requested for assistance or when patrol investigative activity will terminate due to a lack of investigative leads.
8. The Shift Supervisor will assure that the evidence kits are operational and that sufficient personnel under his command are trained in investigative methods and crime scene processing.

XVIII. FOLLOW-UP INVESTIGATIONS

- A. Follow-up investigations of incidents involving Part 1 crimes 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 detective personnel.
- B. The following incidents require immediate notification of detective personnel by the Shift Supervisor:
 1. Homicide
 2. Rape
 3. Car Jacking
 4. Robbery
 5. Bomb Threat
 6. Burglary (where there are known latent prints or other physical evidence is available or where theft/damage amount exceeds \$5,000).
 7. Suicide (where there are suspicious circumstances).
 8. Drowning
 9. Person Dead (suspicious circumstances)
 10. Runaway (under 13yoa)
 11. Abduction
 12. Crimes Against Children
 13. Officer involved shooting
- C. When the immediate services of a crime scene specialist are required, the detective will be notified. All notifications for assistance should be within one

hour. All crime scenes and accidents will be secured under the direction of a supervisor until needed special services arrive.

D. Missing /Wanted Persons

Persons for whom arrest warrants have been issued, are reported missing, or have been placed on probation or parole shall be entered in the GCIC persons files within 12 hours of the report being taken or warrant being issued. Juvenile entries must be made IMMEDIATELY.

A copy of said report or information shall be furnished to the Communications Center for dissemination to other units and related agencies. A copy shall be made available for the incoming shift to review at roll call. A copy of missing/wanted juvenile reports shall be forwarded to the juvenile officer.

1. Missing/Wanted Person

The responding officer, regardless of how long the person has been missing, will complete a Missing Person report. When an officer takes a missing person report involving a person 21 years of age or older, GCIC entry requires specific information about the individual before entry can be made into the system. Once the report is completed, it shall be copied and sent to the Dispatcher for entry. All entries must be made within 12 hours of the report being taken.

Missing or wanted juvenile reports shall contain the same information as required for adults and must be entered IMMEDIATELY.

2. The following information must be included in the incident report for GCIC entry:

- a. Full name of individual, including middle names, initials, Jr., Sr., II, etc.
- b. Sex and race.
- c. Date of birth.
- d. Date warrant was issued (for wanted person only).
- e. Type of warrant (felony, misdemeanor, juvenile).
- f. Agency case number.
- g. Place of birth.
- h. Height and weight.
- i. Eye color and hair color.
- j. Social security number, if known.

- k. Driver's license number, if known.
- l. Street address, city and state.
- m. Skin tone.
- n. Miscellaneous information.
- o. Vehicle information if vehicle involved.

Vehicles, which are associated with a wanted or missing person shall be included in the incident report and entered into the GCIC system.

3. Special Procedures for Missing/Runaway Juveniles

A missing child is defined as anyone less than 21 years of age. This would include runaways. The first responding officer will:

- a. Notify his/her supervisor and initiate a thorough and immediate physical search of the area.
- b. Make an immediate entry into GCIC/NCIC. Notify the parents that this entry has been made.
- c. Notify Gwinnett County Department of Family and Child Services (DFACS). The officer should request that DFACS provide any relevant information on the child such as:
 - 1) Whether or not there is currently an active case;
 - 2) Name of the child's case worker;
 - 3) Any previously reported missing incidents and any information related to those situations;
 - 4) Previously reported abuse cases; and
 - 5) All other relevant information that would assist in locating the child.
 - 6) Provide the parents and/or guardians with the 24-hour State of Georgia Clearinghouse for Missing and Exploited Children (1-800-282-6564). This is intended to help provide the parents with any additional assistance.
- d. Policy P-008 contains the various alerts available to law enforcement and the criteria needed to activate the various alerts.

4. Special Considerations for At-risk Persons

An at-risk person is defined as a person that is physically or mentally disabled or senile, who is missing under circumstances indicating that their physical safety may be in danger, or who is over age 70. The first responding officer will:

- a. Notify his/her supervisor and initiate a thorough and immediate physical search of the area.
- b. Make an immediate entry into GCIC/NCIC.
- c. Refer to Policy P-008 regarding issuing a "Mattie's Call"

5. Missing Persons Follow-up Investigations

If a missing person is not immediately located (within 8 hours for an adult, within 2 hours for missing children or other critical missing cases), the supervisor of the Criminal Investigation Division (CID) will be notified to conduct a follow-up investigation. If deemed necessary, responding officers will conduct a search of the area.

- a. Personnel assigned to the follow-up investigation must remain in contact with the person making the report, to keep them apprised of the progress of the investigation.
- b. The investigating officer shall continue to make reasonable efforts to acquire additional and ongoing information about the missing person following transmittal of the initial information available, and promptly integrate any additional information acquired into the Georgia Crime Information Center (GCIC) / National Crime Information Center (NCIC) computer systems.
- c. When a missing child has not been located within thirty (30) days after the date in which the report was filed, the reporting officer shall request from the missing child's parents or guardians, the dental records of the missing child. The dental records shall be entered into the GCIC / NCIC.

6. Removal of Information from GCIC/NCIC

When the missing person has returned or been located the officer receiving the notification will complete an incident report and notify communications to have the information removed immediately from GCIC / NCIC. In addition, CID personnel will be notified.

XIX. TRAFFIC ACCIDENT RESPONSE AND INVESTIGATION

- A. When notified that an accident has occurred, either by telephone or radio, the dispatcher shall obtain the following information and enter it into the CAD system:
 1. Location of accident.

2. Injuries, if any.
 3. Road blocked.
 4. Types of vehicles (dangerous cargo, etc.).
 5. Existing hazards (fire, explosives, etc.).
 6. Caller's name.
 7. Phone number.
- B. The officer's response to the accident scene will be determined by the seriousness of the accident. Officers shall respond to all accidents with injury or death and accidents involving hazardous materials with emergency lights and siren activated. Other accident responses will be non-emergency, unless upgraded by a supervisor.
- C. Accident investigation is the primary responsibility of the officer assigned to the call. When possible it will be the officer assigned to the zone where the accident occurs. The primary responding officer will have charge of the accident scene unless otherwise dictated by a higher ranking officer.
- D. All reports shall be completed by the investigating officer. If the zone officer is unavailable, then the first officer on the scene or designated officer shall be responsible for the reports.

XX. DUTIES OF FIRST OFFICER TO ARRIVE AT 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. Position patrol vehicle in a manner to protect the accident scene.
 2. Search for injured. Administer first aid/CPR until emergency medical units arrive (ambulance, rescue, etc.).
 3. Summon additional assistance (officers, tow vehicles, etc.), if necessary.
 4. Protect the scene from bystanders, media and other vehicle traffic.
 5. Establish safe traffic patterns around the scene.
 6. Locate persons involved in the accident and witnesses and record additional accident information.
 7. Secure and protect evidence, especially short-lived evidence.
 8. Assist and resolve any disputes or areas of conflict between parties involved in the accident, making appropriate referrals when necessary.

9. Remove persons, vehicles and debris from accident site and roadway as soon as possible.
 10. Complete accident reports as required.
- 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 dispatch for assistance of fire personnel. The officer shall summon additional police assistance to make a perimeter around the accident scene.
- C. Hazardous Materials: In the event of train derailment or traffic accident suspected to involve hazardous materials the responding officer shall immediately:
1. Notify dispatch for fire department assistance and advise type of hazard if known.
 2. Notify supervisor to proceed to the scene.
 3. Move and keep people away from the accident scene.
 4. Request additional police assistance to establish a perimeter around the scene.
- D. When approaching an accident scene involving any cargo:
1. Do not walk into or touch any spilled material.
 2. Avoid inhalation of all gases, fumes and smoke even if no hazardous materials are involved.
 3. Do not assume that gases or vapors are harmless because of lack of smell.
- E. Supervisors at the scene shall establish a command post near the accident scene and shall coordinate activities according to the emergency response plan.

XXI. DUTIES OF INVESTIGATING OFFICER

- A. Any accident that occurs within the city limits shall be properly reported by the investigating officer on a Georgia Uniform Motor Vehicle Accident Report if the accident occurs on a public highway, road or street. If more than two vehicles are involved, a supplemental report will be completed on the same form.

A police officer will be assigned, responds to, and prepare a report of accidents involving any of the following:

1. Death or injury;

2. Property damage or fire;
 3. Hit and run;
 4. Impairment due to alcohol or drugs;
 5. Hazardous materials; and
 6. Damage to public vehicles or property.
- B. Accidents occurring on private property shall also be properly reported on a Georgia Uniform Motor Vehicle Private Property Accident Report. All accident reports shall be read and approved by the supervisor before forwarding to the Records Section.
- C. The investigating officer shall be responsible for the following on-scene duties:
1. Interviewing principals/witnesses;
 2. Examining/recording vehicle damage;
 3. Recording accident information;
 4. Determining damage, if any, to roadway;
 5. Taking measurements, when appropriate;
 6. Taking photographs, when appropriate;
 7. Collecting/preserving evidence; and
 8. Exchanging information among parties involved.
- D. Follow-up activities may be conducted away from the accident scene after normal flow of traffic is resumed. Investigating officer shall be responsible for follow-up on accidents, when necessary, which include:
1. Collecting off-scene data (includes locating hit and run vehicles, talking to other witnesses who are not present at the scene).
 2. Obtaining/recording witnesses statements.
 3. Reconstructing accidents (includes making test skids, measurements, replacing vehicles).
 4. Completion of accident report and an incident report if necessary to support criminal charges arising from the incident.

E. Expert or technical assistance may be requested if the accident involves a fatality or serious injury by contacting the Gwinnett Municipal Association Accident Investigation Unit (AIU). AIU assistance may be authorized by the supervisor on scene. Such assistance may include:

1. Professional photography;
2. Surveyors;
3. Mechanics;
4. Physicists;
5. Physicians.

All expert 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 results in a traffic accident. Officers should take enforcement action whenever they detect a violation of law or ordinance and such violation was the 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 the property and shall take the property to the police department for safekeeping. All property taken from the vehicle shall be processed in accordance with department procedures regarding property and evidence (SOP I-010). All required forms will be completed and turned in with the property. The officer shall notify the owner and advise of the location of the removed property.

XXII. FIELD INTERVIEWS

A. An important aspect of preventive patrol is conducting field interviews. Field interviews shall be a primary responsibility of Patrol Division and Selective Enforcement Unit.

B. The end result of the field inquiry, identification, information and crime prevention is 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 field inquiries.

C. When conducting field interviews, the officer will remain observant to all actions by the individual being interviewed. Should the officer have articulable suspicion to fear for his safety, the officer may "frisk" the individual's person to determine if a weapon is present and ensure officer safety.

- D. The following factors will be considered when making a field inquiry:
1. Personal appearance of suspect (well dressed, clean; sloppy dressed, dirty).
 2. The area (business district, residential, slum area, heavy drug traffic area, etc.).
 3. Time of day (morning hours, late at night, daytime).
 4. Activity of suspect(s).
- E. Officers should conduct a field interview whenever they observe persons who do not fit the area or time, persons acting in a suspicious manner and those who loiter.
- F. Whenever an officer conducts a field interview he should notify the dispatcher of the location and proper code (54 person). The officer may complete a field interview card on the person or appropriate mobile records management section on their computer.
- G. The CID Supervisor shall be responsible for the maintenance of the field interview information on the computer system.

XXIII. IDENTIFICATION OF POLICE HAZARDS

All officers assigned to Field Operations or the Criminal Investigations Division shall be responsible for reporting any potential or actual police hazards that may exist in the community. Police hazards may include:

- A. Roadway hazards such as holes, ditches, loose gravel, etc. Such hazards, when discovered, shall be reported also to the City Street Department or State Highway Department.
- B. Construction projects.
- C. Persons known to carry weapons.
- D. Residences suspected of drug dealing.
- E. Unlighted alleys, streets, or highways.
- F. Downed power lines (notify Public Utilities).
- G. Gas, sewer or other utility lines (notify appropriate utility).

When a potential or actual police hazard is detected, the officer or supervisor shall notify his supervisor of the hazard. All potential or actual hazards shall be reported in the supervisor's daily report to be distributed to other shifts. This information should be distributed to police personnel during roll call sessions.

If conditions are such that Street, Electrical or Public Utilities personnel are needed for an emergency or conditions that could cause harm, the shift supervisor will be notified and arrangements made to notify the proper personnel.

XXIV. RESPONSE TO SILENT / AUDIBLE ALARMS

It is the responsibility of the Suwanee Police Department to respond to silent and audible alarms as quickly as possible. Further, it is the responsibility of the Department to thoroughly check the structure serviced by the alarm to insure there is no burglary or hold-up which has taken place. In performing this function, THE OFFICER MUST ALWAYS REMEMBER THAT THE PERSONS WHO COMMIT THESE CRIMES ARE CONSIDERED DANGEROUS. Due to this danger and the danger to private citizens, the officer must approach these calls with the utmost alertness and professionalism. To become careless and unprofessional can lead to disaster.

A. General

1. Normally, at least (2) two officers will be dispatched (when available).
2. The officers should inspect the premises to determine if there is any evidence of entry.
3. If there is no evidence of entry or a hold-up, the officer should check with the Communications Center to see if the key holder is en-route to the scene.
 - a. If there is no key holder en-route, Communications should be instructed to make every effort to locate him / her and have him / her come to the location.
 - b. If there will be a considerable time span prior to the key holder arriving at the scene, the officer will return to service and request the dispatcher to instruct the key holder to call Communications upon his arrival on the scene if he / she wants the officer to return.
 - c. If Communications cannot locate a key holder, or some other responsible person, and the location appears to be undamaged and no entry made, the officer will note the call on his / her Daily Activity Report. If anything suspicious is noted, the officer will notify Communications to note that the building was checked, something suspicious was found, and the key holder could not be reached or would not report to the scene.
4. If the officer determines entry has been made, the officer will immediately notify Communications of such entry and request assistance. The officer will then attempt to cover the location from the outside and wait until assistance arrives before searching the building.
5. In the event of storm(s) causing numerous alarms, the supervisor may have the officers check the calls while remaining in service. The officer will consult their supervisor for instructions.

Note: Officers responding to residential and commercial alarms and find an open door or window will not enter the residence until back-up arrives. Exceptions will be considered on a case-by-case basis such as other emergency in progress where no other officers are available.

B. Bank Alarms / Normal business Hours

When the alarm is activated, Communications will dispatch two cars immediately. Upon arrival, the officer will take up a position where he / she can observe all entrances and exits if possible and still remain out of sight from persons within the business. Communications will then telephone the bank / business and ask if the alarm is valid. If the bank / business official advises the bank / business is okay, the dispatched car will be advised immediately. The bank / business official will then be asked by Communications to meet the responding officer outside the bank / business in a safe location (away from the front door). Prior to exiting the building, a complete description of the official, including clothing colors will be obtained by Communications and relayed to the officer. If no one appears, the officer is to treat the call as a Robbery-in-Progress, take cover and notify the Shift Supervisor.

XXV. STOLEN / ABANDONED PROPERTY REQUIREMENTS/ ENTRIES

When articles such as televisions, VCRs, telephones, stereo systems, computers, cable boxes, bicycles, vehicles, boats, lawn mowers, tools and equipment, etc. have been stolen, an incident report shall be completed by the investigating officer. Un-recovered, serial numbered, stolen property, for which a theft report has been completed are entered in the GCIC files.

A. Stolen Vehicles, Abandoned Vehicles, and Tag Entries

A vehicle is any motor driven means of transportation designed to carry an operator, except a boat. Stolen vehicles, abandoned vehicles, and stolen tags shall be recorded on an incident report by the investigating officer and entered in the GCIC vehicle files.

B. Stolen Boat and Motor Entries

When boats and/or motors have been stolen, an incident report shall be completed by the investigating officer and entered in the GCIC boat files.

C. Stolen Gun Entries

Serial numbered weapons (and accessories) which use explosive, compressed air, or carbon dioxide to propel a projectile and have been reported stolen or recovered (found by our agency but reported stolen by another agency) shall be recorded on an incident report by the investigating officer.

Stolen gun reports shall be copied and sent to the Communications Center for entry into the GCIC stolen gun files. BB guns and pellet guns which are less

than .22 caliber should not be entered in these files. They should be entered in the article file.

All entries must be made within 12 hours of the report being taken.

D. Abandoned Vehicles

Georgia law requires law enforcement agencies to enter records on vehicles, which have been abandoned and impounded by law enforcement agencies, or vehicles that have been reported as impounded by operators of wrecker services or vehicle storage facilities in the abandoned vehicle file. Abandoned and impounded vehicle information shall be recorded on an incident report by the investigating officer, copied, and sent to the communications center for entry. All entries must be made within 12 hours of the report being taken.

Georgia law (O.C.G.A. 35-3-33, 35-3-36, and 40-11-2) requires law enforcement officers to:

1. Enter abandoned vehicle records in the computerized abandoned vehicle file after the wrecker service or vehicle storage facility has given notice in writing.
2. Furnish legitimate operators of wrecker services and vehicle storage facilities with the names and addresses of the last known registered owner of the recovered abandoned vehicle.

When vehicles are recovered, the vehicle owner must be notified within 72 hours of the vehicle's recovery and location. Notification is the responsibility of the investigating officer.

XXVI. DEATHS, DROWNING, INJURED PERSONS

In instances resulting in death (i.e. homicide, traffic fatality, natural death, etc.) the Shift Supervisor shall instruct the Communications Center to notify the Medical Examiner's Office.

A. Suicide

1. Cases of threatened suicide present so many varied situations that it is impossible to outline any specific action that might be applicable in each case. Each demands of the officer on the scene a cool head, good judgment, and prompt efficient action.
2. The duty of the first officer on the scene is threefold:
 - a. Take immediate steps to protect the general public, if necessary.
 - b. Have the dispatcher notified, stating type of assistance needed (personnel, equipment, EMS, utilities, Fire, etc.).
 - c. "Delay" the suicide attempt if possible.

3. In a case where the suicide has been averted, the person shall be taken into custody and transported to a medical facility for evaluation and additional assistance when necessary.

B. Sudden Death

1. Upon the arrival of an officer to the scene of a sudden death, one of the first priorities is to determine the cause of death. Where there are no suspicious circumstances and the deceased has been under the care of a physician within recent days or weeks, the following procedure shall be followed:
 - a. The Shift Supervisor will respond to the scene and supervise the investigation.
 - b. Contact the medical examiner's office.
2. When death results from violence, suicide, casualty, or happens suddenly when the person was in apparent good health, when unattended by a physician, or in a suspicious or unusual manner, the following procedure shall be followed:
 - a. The crime scene shall be preserved until all examinations have been conducted and the cause of death has been determined.
 - b. The Shift Supervisor will respond to the scene and assume responsibility for overseeing the investigation and be responsible for direct supervision of the investigation until such time as relieved by the detectives. The medical examiner's office shall be notified immediately. The category of death will not be finalized merely on reported information without processing evidence, technical examinations, and completion of all possible interviews.
 - c. A thorough preliminary investigation will be conducted by patrol and/or detective personnel.
3. Shift Supervisors investigating cases of sudden death shall ensure that the next of kin is notified by the medical examiner, family minister, family friend, or the Shift Supervisor.
4. Appropriate reports shall be completed and reviewed by the Shift Supervisor.

C. Removal of Bodies of Deceased Persons

1. Police and fire department personnel shall cooperate to the greatest extent possible and exercise their good judgment in evaluating whether death has occurred. If there is any doubt, appropriate procedures shall be followed by the ambulance crew.

2. All deceased persons must be taken to a medical facility to be pronounced or, at the medical examiner's direction, to another location (crime lab, funeral home, morgue, etc.).
3. If the medical examiner is contacted but cannot respond within a reasonable time, he/she may authorize the removal of the body if it is creating a public nuisance. In this case, the medical examiner will be informed of where the body is to be taken. If the officers believe that moving the body may hinder the investigation, it shall not be moved.
4. An ambulance may be used to remove the body to a funeral establishment if the funeral director's vehicle is unavailable or delayed.

D. Drowning/Removing Bodies from Water

In cases of suspected drowning, there is no use to administer first aid if the body is known to have been submerged for a period of time that would make life-saving efforts futile. The medical examiner will be contacted for authorization to remove the body to the appropriate location.

E. Sick or Injured Persons

1. Whenever a member of the department finds or has his attention called to an unconscious or seriously injured person on the street or other public place or in a private home or institution, and it is necessary that such person be transported to a hospital, he/she shall at once notify the dispatcher. An ambulance or the fire department rescue unit shall be dispatched.
2. In the case of a sick or injured person, the officer, before summoning an ambulance, shall ascertain from such person whether or not he/she is willing to be taken to a hospital for treatment. Care must be taken to assure that the victim is capable of making such a decision. Where a small child is involved, or where there is any doubt of the person having sufficient control of his senses to make the decision, officer should summons the ambulance. If the victim refuses hospitalization, the officer shall render whatever assistance possible and shall send the person to his home, or elsewhere, as circumstances require.
3. All unconscious persons, and all persons apparently sick and unable to speak for themselves, the officer should summons an ambulance to transport the person to a medical facility immediately. This procedure is applicable whether such condition is caused by sickness, alcohol, or other factors.
4. When a person is found in an unconscious state, the officer shall take particular care to safeguard the personal property of the victim. No personal property of the victim shall be retained by police personnel but shall accompany the victim to the medical facility and there be removed from the victim in accordance with medical facility regulations. However, if it appears necessary for the officer to take possession of any property required as evidence, or other property to secure it against probable loss, the officer

shall do so, if possible, in the presence of a witness whose name and address he shall obtain. Such property, along with all information pertaining thereto, shall be turned into the Property/Evidence Custodian.

5. When necessary to notify relatives of a death, or serious illness or injury of any family member, such notification shall be made in person in a discreet manner by the Shift Supervisor, investigating officer, medical examiner, family minister or family friend. The Shift Supervisor or investigating officer shall make additional notifications to provide additional assistance to the immediate family. The telephone shall be employed for such purpose only when other means are impractical.

XXVII. TAKING IDENTITY THEFT CRIME REPORTS

Identity Theft: Identity theft is the wrongful use of another person's identifying information – such as credit card, social security or driver's license numbers – to commit financial or other crimes. Identity theft is generally a means for committing other offenses such as fraudulently obtaining financial credit or loans, among other crimes.

All sworn police personnel are authorized to take identity theft crime reports regardless of where the crime took place or the victims place of residency in accordance to 18 U.S.C. § 1028 (c)(7).

When taking an identity theft crime report officers should provide information and any assistance deemed necessary to the identity crime victim. The investigating officer, where jurisdiction has been established, should coordinate the investigation with other agencies for collaboration and avoidance of duplication.

Where reasonable and appropriate, officers who are engaged in PACT meetings, community crime prevention and awareness presentations or similar speaking or information dissemination efforts shall provide the public with information on the nature and prevention of identity theft.

XXVIII. EMERGENCY CALL-UP

In instances of natural disaster, civil disaster, civil disorder, riot, etc., it may become necessary to call officers in from off-duty status. In this event, the following procedure will be used:

- A. Authority to order a call-up of off-duty personnel will rest with the Chief of Police or any Division Commander. The call-up order will include the number and type of personnel needed, the equipment necessary, the assembly point and a brief description of the situation involved.
- B. Upon receipt of a call-up order, the Patrol Division Commander or his/her designee will attempt to fill the request for manpower from on-duty personnel first, then utilizing Patrol Division personnel, then Selective Enforcement Unit personnel, and finally Criminal Investigation Unit personnel.

- C. After all available on-duty personnel are utilized, then telephone calls to off-duty personnel will be made. The order of call-up for off-duty personnel will begin with Patrol Division personnel. Personnel of the next shift to report for duty will be called first. If the call-up order occurs on Day Shift, then Evening Shift personnel will be called first, then Morning Shift personnel.
- D. Division Commanders will be advised of the number of personnel needed from their units.
 - 1. If the situation is time-critical, on-duty personnel will be dispatched (4 or 5 to a car) to the assembly point.
 - 2. If the situation is not time-critical, the unit or Division Commanders may, at their discretion, use any combination of on or off-duty personnel necessary to comply with the call-up order.
- E. Division and unit supervisors will be responsible for having the telephone calls made to their off-duty personnel. The Communications Center may be utilized for this function if there is insufficient manpower available to make the calls.
- F. It will be the responsibility of each Division and unit supervisor to continue, to the extent possible, all regular police services during the emergency situation. Planning in this regard should include: relief of on-duty, regular service personnel, relief of on and off-duty personnel involved in the emergency and adjustments in shifts or off-days to compensate for absent personnel.

XXIX. NOTIFICATIONS

A. Chief of Police

Certain incidents require immediate notification of the Shift Supervisor, appropriate Division commander(s), the Deputy Chief, and the Chief of Police by the officer in charge of an incident scene through the Communications Center. In the event of any of the following incidents, notification of the above listed personnel is **mandatory** as soon as possible following the stabilization of the scene:

- 1. Any suspicious death investigation (i.e. - homicide, suicide, natural);
- 2. Natural or manmade disasters;
- 3. Any spectacular incident or unusual occurrence (i.e. - aircraft accidents; major fire; explosion; tornado; etc.);
- 4. School bus accidents involving any injuries;
- 5. Manhunts when extensive search is involved;
- 6. Strikes, riots, or disorders;

7. All shootings involving Suwanee Police Officers and all incidents involving use of force by Suwanee Police Officers resulting in serious injury or death;
8. Bomb threats when a device is found;
9. Hostage, barricade situations;
10. Auto accidents involving any Suwanee law enforcement vehicle;
11. Auto accidents involving serious injuries, fatalities, potential fatalities, or hazardous materials;
12. Robberies or rapes;
13. Death or any serious illness or injury to any member of the Suwanee Police Department or his / her immediate family;
14. Injury or death to any on-duty Suwanee Police Officer;
15. Children under the age of thirteen (13) or elderly adults over the age of seventy (70) that have been missing for two (2) or more hours;
16. Any death or serious injury of any person in the custody of the Suwanee Police Department;
17. Any law enforcement action involving a public / elected official or another law enforcement officer;
18. Day-care facility incident involving death, injury, or suspected abuse;
19. Kidnapping;
20. Incident involving multiple fatalities or serious injuries;
21. Drive-by shooting;
22. Violent gang activity;
23. Aggravated child abuse or molestation; and
24. Escape of a prisoner from the custody of a Suwanee Police Officer.
25. Any incident which may be newsworthy or result in heightened community interest.

Notification will be made by the highest-ranking official familiar with the incident, or through the Communications Center as directed by such highest ranking official.

AS A GENERAL RULE, WHEN IN DOUBT, MAKE THE NOTIFICATION

B. Notification of the SWAT Team

Notification of the Gwinnett County PD S.W.A.T. Team shall be made through the Communications Center upon approval of the Shift Supervisor or his designee, whenever their assistance is necessary in any of the following situations. Notification of the Division Commander and the chain of command will also be required.

1. Planned high-risk arrest situations or search warrants
2. Barricaded subjects
3. Hostage situations
4. Sniper fire (Police officer or citizen under attack by sniper fire and or anticipated sniper attacks)
5. Special events where the possibility of violence exists
6. Civil disorders, riots, mob actions (SWAT will act as support for the Mobile Field Force)
7. Other incidents determined to be beyond the scope or capability of uniform patrol officers.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-006 SELECTIVE ENFORCEMENT UNIT

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

The purpose of this policy is to set guidelines for the Suwanee Police Department's Selective Enforcement Unit (SEU).

II. POLICY

It is the policy of the Suwanee Police Department to provide traffic enforcement measures designed to alleviate existing hazardous traffic situations and prevent those hazards from occurring in the future. As a part of this effort, the SEU unit will be maintained and utilized as necessary for traffic control at special events, and will represent the department's central force for abating observable traffic violation trends. The Selective Enforcement Unit will also address any issues or problems identified by the Suwanee Police Department that need additional police services. This policy shall apply to all sworn personnel.

III. PROCEDURES

A. Assignment to SEU

Open positions in the SEU unit will be filled under the guidelines set forth by the Chief of Police. Assignment to the SEU unit will be at the discretion of the Chief of Police and will be a lateral transfer for the officer(s) involved. The following are recommended, but not required, qualifications for an assignment to the SEU unit:

1. Ability to work any shift, work varied hours on a day-to-day basis, and be on-call 24 hours a day, seven days a week;
2. Excellent oral communications skills to communicate with motorists and accident victims, and to testify in judicial proceedings;
3. Excellent written communication skills to complete numerous

departmental forms and reports including citations, warrant applications, inmate booking forms, and official police reports:

4. Completed Radar certification course and maintain certification;
5. Completed Laser certification course;
6. Completed GBI DOFS Intoximeter certification course and maintain certification;
7. Completed Standardized Field Sobriety Testing course;
8. Completed On-Scene Accident Investigation Level 1 course;
9. Completed On-Scene Accident Investigation Level 2 course;
10. Any other courses or requirements deemed necessary by the Chief of Police.

New officers assigned to the SEU unit who have not completed the recommended courses must do so within 18 months of their appointment to the unit.

B. SEU Chain of Command

The SEU unit is organizationally placed in the Patrol Division under the supervision of the Patrol Division Commander. The chain of command for the SEU unit will be as follows: SEU Patrol Officers will report to the SEU Corporal and the SEU Corporal reports to the SEU Sergeant. The SEU Sergeant will report to the Patrol Division Commander. In the absence of the SEU Sergeant, the officers will report to the Patrol Shift Supervisor. The patrol Division Commander shall complete an annual documented review and evaluation as to the effectiveness of the unit.

The SEU Sergeant is a permanent assignment. This position provides an opportunity for individual growth as well as improved job satisfaction and performance. The position allows the sergeant to acquire additional skills, knowledge, and abilities such as large-scale event planning, problem solving, and working with other departments within the city government.

The SEU Sergeant's position is a specialized position and is filled through the selection process for specialized assignments.

C. SEU Duties

The following are basic duties of personnel assigned to SEU, this list of duties is intended as a guide only and is not all inclusive of duties the unit may assume in the future. The duties include:

1. Investigating any accidents as requested by a supervisor;
2. Conduct directed patrols or special details to address any problems or issues identified by the Suwanee Police Department;
3. Aggressively enforcing traffic laws to enhance traffic safety and reduce accidents;
4. Conducting traffic safety presentations for schools, business and other civic organizations when requested and approved by the department;
5. Being a traffic safety and enforcement informational resource for the public and private sectors as well as other law enforcement officers and agencies;
6. Concentrating enforcement efforts in areas where there are a large number of D.U.I. related accidents, accidents caused by other violations, or other serious traffic related offenses as identified by Traffic Analysis or through citizen complaints;
7. Planning and managing city sponsored special events such as parades, road races, marches, etc.;
8. Conducting traffic safety checkpoints under the guidelines specified in S.O.P. P-012;
9. Preparing and submitting applications for grants and other funding available for traffic enforcement and highway safety efforts.
10. Selective enforcement shall be undertaken in those areas where analysis of traffic accidents and violations indicates that special attention is needed. Patterns of causes and/or sudden increases in the number or severity of accidents or violations are reasons for extra enforcement activity at a given location. When the police or traffic-engineering department becomes aware of a particular problem that may or may not be reflected in accident report data, communication between the agencies will occur if necessary and steps will be taken to correct the issues.

D. SEU Accident Investigation Procedures

Supervisors may contact the SEU unit to investigate any fatality or serious injury accident. Serious injury accidents will be considered those accidents where there appears to be a likelihood of death, loss of a limb, permanent serious disfigurement or loss of life functions (speech, movement, etc.). The decision to call-out SEU will be approved through the on-duty Shift Supervisor. Upon receiving instructions to report to duty for an accident investigation, the following procedures will be followed by all SEU personnel summoned. If SEU is unavailable, the supervisor will assign a patrol officer to investigate the accident following the same protocols.

1. On-Scene Investigation SEU officers will follow this protocol when first responding to an accident scene:
 - a. Respond to the scene with all equipment required to fully investigate an accident;
 - b. The on-call officer will be the lead investigator on the accident unless otherwise ordered by the SEU Sergeant.
 - c. Evidence will be collected and preserved in accordance with policies I-005 and I-010.
 - d. The SEU Sergeant or SEU Officer present will summon the medical examiner if a deceased victim is on the scene, unless the medical examiner was already contacted to be en route.
 - e. The lead investigator will ensure that all vehicles involved in the accident are impounded and, if possible, stored inside the towing facility to preserve evidence. The lead investigator will ensure that a "HOLD" is placed on the vehicles until an inspection can be completed (see S.O.P. P-015).
 - f. The lead investigator will ensure that the scene is mapped out including a rough sketch and will ensure that the appropriate photographs are taken.
 - g. The lead investigator will ensure that an officer oversees the administration of State chemical tests for drivers as required by law. This officer may be a SEU officer or any other officer available.
2. Additional Investigation Responsibilities SEU officers will carry out

these additional responsibilities:

- a. After the on-scene investigation, the lead investigator will ensure that an initial incident report and the Georgia Uniform Accident Report are completed and filed.
 - b. SEU officers will relieve other officers who were assigned to assist the unit as soon as possible.
 - c. The SEU Sergeant or other designated representative will ensure that any necessary death notifications are made. If at all possible, notification should be made in person with at least two officers present. The name of the victim will not be released until notification of next of kin is made.
 - d. The SEU Sergeant or lead investigator will prepare a press release to be forwarded to the Chief of Police. Any requests from the press will be directed to the Chief of Police or the appropriate individual. For more information on Media Relations, see S.O.P. A-080.
 - e. The SEU Sergeant or lead investigator will ensure that copies of all reports are forwarded to the Patrol Division Commander, Deputy Chief, and the Chief of Police.
3. Follow-Up Investigation The following actions will be taken by SEU officers to culminate their investigation. These actions should proceed directly after the on-scene investigation, usually the following day:
- a. The lead investigator will ensure that all vehicles involved in the accident are inspected. Once inspected and no longer needed for the investigation, any "HOLD" on the impounded vehicles will be released.
 - b. All officers will process evidence in accordance with S.O.P I-005 and I-010.
 - c. All supplemental reports will be completed and filed by officers as soon as possible.
 - d. The lead investigator will ensure that all injured parties are monitored on a regular basis.
 - e. When possible, the lead investigator will ensure that a 24-hour pre-accident screening is completed tracking the activities of drivers, and in some cases passengers involved

in the accident.

- f. The lead investigator will ensure that reports completed by EMS and the Medical Examiner's Office are picked up and filed in the SEU accident file.
- g. As soon as the accident is complete, the lead investigator will ensure that the appropriate charges, if any, are filed.
- h. The lead investigator will ensure that a scaled diagram is completed, using available computer software.
- i. The SEU report file will be created and maintained by the lead investigator on the accident. This file shall be subject to inspection at all times.

E. Motorcycles will be assigned to the SEU unit. Qualified members of the SEU unit will use them for traffic enforcement and traffic control.

1. In addition to routine traffic duties, motorcycles will be used for special events, such as parades, funerals, and escorts. They may be used for any other details as authorized by the SEU Sergeant or the Field Operations Commander.
2. The motorcycle shall be the primary vehicle unless the temperature does not reach 40 degrees Fahrenheit as the high for the day. Other exceptions are but not limited to periods of heavy rain, snow or sleet and if there is snow or sleet on roadways.
3. Motorcycle officers that initiate pursuits will follow all pursuit procedures as outlined in departmental policy P-020. In addition, motorcycle officers will immediately disengage from a pursuit when a patrol car arrives to take over the pursuit.
4. No civilians, prisoners, or other passengers will be transported on motorcycles.
5. Officers assigned to operate motorcycles will comply with all state laws concerning required equipment and operation of a motorcycle on roads and highways.
6. All motorcycle officers shall meet the minimum requirements of other officers assigned to the SEU unit.

7. All motorcycle officers shall possess a valid Georgia Motorcycle Operators License.
8. All motorcycle officers will be required to attend specialized training in the operation of police motorcycles and demonstrate proficiency prior to using the motorcycle for enforcement duties.
9. All maintenance will be coordinated through the SEU Sergeant. Officers assigned to operate motorcycles will ensure that the motorcycle and all emergency equipment, to include lights and siren, are in proper working order prior to operation.
10. Officers assigned to operate motorcycles will wear special uniform pants and boots designed for motorcycle use. In addition, the following list of specialized equipment will be maintained on each motorcycle, or by the officer assigned to operate the motorcycle.
 - a. Speed Detection Device
 - b. Rain gear
 - c. Leather gloves
 - d. Helmet
 - e. Protective glasses
 - f. Spare fuses
11. Motorcycles will only be operated by the officer assigned to the motorcycle. The SEU Sergeant or his designee may operate the motorcycle for the purpose of transporting it for maintenance, or other non-enforcement activities, provided they possess a valid Georgia Motorcycle Operators License.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-007 PARKS PATROL

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

The Patrol Division is responsible for providing pro-active patrols on bicycle, foot, patrol vehicle, or other alternate form of transportation of all of the parks and recreation facilities. These duties consist of responding to calls for service, assisting citizens, reducing the occurrence of crime, and detecting crime through preventive patrol and close interaction with the community.

II. SCOPE

Officers assigned to parks patrol will perform general patrol duties and, upon direction, specialized patrol tasks.

- A. The Patrol Division Commander has overall responsibility for the administration and operation of parks patrol function.
- B. The Patrol Division Commander may assign a supervisor to the day-to-day supervision of the officers. The supervisor will be responsible for, but not limited to:
 - 1. Scheduling personnel in parks patrol
 - 2. Maintaining an inventory of all equipment
 - 3. Coordination of maintenance of all equipment
 - 4. Coordination of necessary training for personnel

III. OPERATION

A. General Patrol

- 1. Officers engaged in parks patrol will perform general patrol tasks and functions.

2. Officers engaged in parks patrol may engage in traffic enforcement. However, officers on bicycles or other specialized vehicles utilized by the parks patrol officers will not engage in pursuits with motor vehicles. Parks patrol officers may engage in moving violation enforcement only when a marked patrol unit is available to assist.

B. Specialized patrol

1. Officers engaged in parks patrol may be assigned to special enforcement tasks such as crowd control at parades or large outdoor functions. They may also be assigned to patrol areas in which there is a moderate or high incidence of crime for the purpose of criminal apprehension or to provide high profile security.
2. Officers engaged in parks patrol may be assigned to patrol or participate in special programs at schools, churches or other activities. The purpose is to provide greater understanding and cooperation between the community and the police department.

IV. EQUIPMENT/UNIFORM

Basic summer and winter uniforms worn by officer(s) assigned to parks patrol will be of a style and color as approved by the Chief of Police.

Officer(s) shall be issued the following additional uniform equipment based on the type of conveyance utilized:

- A. 1 bicycle helmet
- B. 1 jacket with departmental patches
- C. 1 pair of cycling gloves
- D. 1 pair of shoes
- E. 1 pair of fitted cycling shorts
- F. 1 pair of over shorts
- G. 1 pair of cycling pants

Officer(s) will be required to have a standard police uniform readily accessible at police headquarters should it be needed.

VIII. SPECIAL-PURPOSE VEHICLES

A. Bicycles

1. Bicycles used will be those approved by the Chief of Police and will be a 21-speed mountain bike with POLICE stenciled across the main tube. The bicycle will be equipped with the following:
 - a. A rear rack with a black in color police bag for carrying equipment.
 - b. A kickstand.
 - c. One extra tire tube per unit and a manual air pump with gauge.
 - d. One set of basic cycle tools for routine maintenance and emergency repairs.
 - e. Other equipment as determined necessary.
2. Officer(s) will be responsible for routine maintenance and upkeep of the bicycle.
3. Bicycles will not be utilized when:
 - a. Temperature is below 40 degrees. Officer(s) may request permission from the supervisor to ride the bike in temperatures below 40 degrees at the officer's discretion.
 - b. Sustained heavy rain, snow or sleet.
 - c. Roadway conditions would make operating a bicycle hazardous.
 - d. Temperature is above 95 degrees, unless directed to do so for a special detail or event (duration of operation shall be monitored by the supervisor).
4. All authorized personnel who use a bicycle must have completed familiarization training prior to operation.

B. Utility Vehicle (UTV)

1. The department maintains a utility vehicle (UTV) that is used for limited purposes to include the following:
 - a. Parks patrol

- b. Special Events
 - c. Natural and/or Man-made disasters
 - d. Unusual Occurrences
 - e. Park Emergencies
2. The Special Services Lieutenant shall be responsible for ensuring that the UTV is maintained as needed for departmental use.
 3. Use of this vehicle must be authorized by the Shift Supervisor or his/her designee. The UTV is authorized to be operated on public roadways of Suwanee.
 4. Equipment maintained on the UTV will include:
 - a. Blue lights
 - b. Police siren
 - c. Police lettering
 - d. First aid kit
 - e. Fire extinguisher
 - f. Current copy of Park Emergency Plan with map
 5. All authorized personnel who use the vehicles must have completed familiarization training prior to operation.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

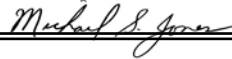
SECTION: P-008 Critical Missing Persons/Children

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I. PURPOSE

The purpose of this chapter is to establish guidelines for the preliminary and follow up investigations of missing persons and children, unidentified children, to define certain categories of missing children, and to establish guidelines for the emergency activation of alert systems and response of law enforcement.

II. SCOPE

This policy applies to all personnel assigned to uniform patrol duties, criminal investigations, and communications.

III. Definitions

1. A missing child - anyone 17 years of age and under, that is being reported as missing from his/her usual location within the city limits of Suwanee.
2. An unidentified child – a child whether living or deceased, who appears to be a child and is located unattended within the city limits of Suwanee.
3. Out of the zone of safety for their age and physical and mental condition. The zone of safety will vary depending on age. In the case of an infant, for example, the zone of safety shall include the immediate presence of an adult custodian, or the crib, stroller, or carriage in which the infant was placed. For a school age child, the zone of safety might be the immediate neighborhood or the route taken between home and school.

4. Mentally diminished - If a child is developmentally disabled, emotionally disturbed, or the victim of disease, they may have difficulty communicating with others about needs, identity, or address. The disability places the child in danger of exploitation or other harm.
5. A potential victim of foul play or sexual exploitation - Significant risk to the child can be assumed if investigation reveals indications of a possible abduction, violence at the scene of abduction, or signs of sexual abuse.
6. 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, an all-night truck stop for a young teenager, or simply an outdoor environment in inclement weather for any missing child.
7. Absent from home for more than twenty-four (24) hours before being reported to the police as missing - While some persons may incorrectly assume that twenty-four (24) hours must pass before police will accept a missing person case, a delay in reporting might also indicate the existence of neglect or abuse within the family.
8. Believed to be with persons who could endanger their welfare - A missing child in such circumstances is in danger not only of sexual exploitation, but of involvement in criminal activity such as burglary, shoplifting and robbery.
9. Is absent under circumstances inconsistent with established patterns of behavior - Most children to some degree have established routines that are reasonably predictable. Significant, unexplained deviations from those routines increase the probability that the person may be at risk.
10. A critical missing child - is any child twelve years of age and younger, that is missing or any child in poor physical or questionable mental health, or any missing child where there is an indication of foul play. Foul play is indicated if the occurrence is grossly out of character for the child, or the reporting party has sufficient reason to believe foul play has occurred. Any child missing under circumstances which would lead a reasonable person to conclude that there is danger if the child is not located immediately (i.e. child missing outdoors in extremely harsh weather or who requires medication, etc) will also be considered a critical missing child. The circumstances outlined in three through nine above would be considered a critical missing child.

11. A Child is Missing Alert (ACIM) - the Child is Missing alert is a system that uses the local telephone networks to alert residents, via recorded message, to be on the look-out for missing children, missing disabled adults, and/or wanted persons who pose a significant threat to children in the community. ACIM is staffed 24 hours a day, 7 days a week, 365 days a year. ACIM can be used in conjunction with Levi's Call. ACIM can be used for the following situations: wander-off children (2-5 years); adventurers, habitual runaways where foul play is suspected; first time runaways, with or without foul play suspected, child abductions from home or other areas; and mentally/physically challenged children.
12. Levi's Call/Georgia's Amber Alert - the Levi's Call is an alert initiated by law enforcement when a child has been abducted and is believed to be in danger of being harmed by his/her abductor. This alert system utilizes the Emergency Service Alert System and the Georgia Department of Transportation's changeable message boards, located along major highways around the state.
13. 'Mattie's Call' - 'Mattie's Call' is an alert/lookout initiated by law enforcement for missing disabled adults (any adult who is developmentally impaired, suffers dementia, or other cognitive impairment) or critically missing children. The system utilizes three phases: Phase I: "A Child is Missing" system; Phase II: The 'Georgia Association of Broadcasters' News Net; and Phase III: the Georgia Lottery Corporation.
14. Kimberly's Call - Kimberly's Call is an alert/lookout initiated by law enforcement, for criminals who are wanted for serious crimes against persons, and who pose a serious threat to the public. The system has three phases that include: Phase I: "A Child is Missing" system, Phase II: The 'Georgia Association of Broadcasters' News Net, and Phase III: the Georgia Lottery Corporation.

IV. Specific Alert Procedures

A. A Child is Missing (ACIM)

ACIM is staffed 24 hours a day, 7 days a week, 365 days a year. ACIM can be used in conjunction with Levi's Call. ACIM can be used for the following situations: wander-off children (2-5 years), adventurers, habitual runaways where foul play is suspected, first time runaways with or without foul play suspected, child abductions from home or other areas, and mentally/physically challenged children. The officer must receive a supervisor's approval prior to activating an ACIM alert. ACIM requires that the

officer be able to answer the following questions prior to contacting them, so they can broadcast an alert via a pre-recorded message:

- a. Case Number
- b. Name and description of missing person(s)
- c. Location last seen, zip code, county and search area
- d. Date and time last seen
- e. Police department number for citizens to report sightings

Once the child has been located, the responding officer will notify ACIM so the case can be closed. ACIM can be contacted at 888-875-2246, or if no answer by pager at 954-492-4778. (Reference Attachment A)

B. Levi's Call/Georgia's Amber Alert

The criteria for a Levi's Call activation consist of the following:

- a. A confirmed child abduction.
- b. Circumstances surrounding the event must indicate that the child is in danger of harm or death.
- c. The child is under the age of eighteen (18) years.
- d. Sufficient descriptive information is available to believe that an immediate broadcast will be beneficial.
- e. The abduction must be entered into the National Crime Information Center (NCIC) database.

A Levi's Call bulletin (as provided with this policy) will be completed and presented to the Georgia Bureau of Investigation by the assigned detective. The information required includes a description of the child; a suspect description; a vehicle description and direction of travel; where the abduction took place; where the child was last seen; and a phone number where the public can contact local law enforcement. (Reference Attachment B)

C. 'Mattie's Call'

If it has been determined through a thorough investigation, that the missing disabled adult or child is in immediate danger of bodily harm or death, a 'Mattie's Call' should be initiated. Before the alert is initiated, the missing person must have been entered onto NCIC, a local and statewide BOLO activated, and the local media notified. The 'Mattie's Call' alert form (Attachment C) must be completed. PHASE I (local alert) of the alert system is completed by initiating the ACIM Alert (see above initiation instructions). If it is believed that the missing person has traveled outside of the local area, or there have been no results from PHASE I, PHASE II

of the alert should be initiated. PHASE II is completed by faxing or emailing the 'Mattie's Call' information form, along with a photo of the missing person to the Georgia Bureau of Investigation. The information will be forwarded to the 'Georgia Association of Broadcasters', (GAB) News Net, and may be broadcast by local news agencies. Phase III is the State-wide alert, which is activated by contacting the Georgia Lottery Corporation and providing them with the information that has been collected. The investigating detective will provide contact telephone numbers that he/she can be reached consistently, in the event of other required information for the alert. (Reference Attachment C)

D. Kimberly's Call

If it has been determined by the assigned detective, and approved by the CID Supervisor, this alert may be activated for suspect(s) that have active arrest warrants for serious crimes against persons. The suspect must pose a serious threat to the public. This alert can be used in child abduction cases to help locate a suspect if warrants have been issued for their arrest stemming from the abduction. Before the alert can be initiated, there must be an active arrest warrant for the suspect; the suspect's information must have been entered onto GCIC/NCIC; a state wide BOLO placed on the suspect; and the Kimberly's Call information sheet completed. Phase I can be used if the suspect is believed to be in the immediate community from which the crime was committed, and where children are in danger of being harmed if the subject is not immediately arrested. In Phase I, the investigating detective must contact ACIM and provide information recorded on the information work sheet. Phase II is intended to alert persons in the regional area where the suspect may be located. In Phase II, the investigating detective will complete the Kimberly's Call work sheet, and email or fax it to the GBI. The information will be forwarded to the Georgia Association of Broadcasters' News Net, and may be broadcast by local news agencies. Phase III is the State-wide alert, which is activated by the assigned detective, by contacting the Georgia Lottery Corporation and providing them with the information that has been collected. The investigating detective will provide contact telephone numbers that he/she can be reached consistently in the event of other required information for the alert. (Reference Attachment D)

V. Response Procedures

A. Critical Missing Child Initial Investigation

Upon receiving a report of any missing child, the responding officer should always follow the steps referenced in the Officer Checklist (Attachment E). If the initial investigation indicates that the incident involves a critical missing child ensure that the shift supervisor is notified to respond to the scene, the on-call detective and CID supervisor is notified to be in route. In cooperation with assisting officers, available detectives, and supervisors, should respond to the scene if requested.

B. Supervisor Responsibilities

The on-duty supervisor will respond to the scene and ensure that the steps listed in Attachment F, Supervisor Checklist, are completed as soon as possible.

C. Criminal Investigations Division Responsibilities

The on-duty investigator will respond to the scene and ensure that the steps listed in Attachment G, Criminal Investigations Checklist, are completed.

D. Non-Critical Missing Child Initial Investigation

A non-critical missing child is any child over the age of twelve that is missing, not in poor physical or questionable mental health and there is no indication of foul play. This group is most often teenagers who leave home voluntarily for a variety of reasons:

1. The responding officer will complete a detailed report to include an initial physical description of the child and clothing description. The officer should also inquire about and document any recent disciplinary or behavioral issues.
2. Obtain and document any leads as to the possible location (destination, mode of travel, routes, etc.).
3. The identity and location where the person was last seen, and the identity of the person who last saw the person.
4. Names and telephone numbers of relatives and friends, and any other information which may assist in locating the person.

The responding officer will initiate an immediate investigation in an attempt to locate the missing person and relay such information

through the on-duty Shift Supervisor. This investigation will include the following actions:

1. A broadcast made over the patrol frequency with a description of the missing person and any known circumstances.
2. Officers will also disseminate information to adjacent agencies, and to the law enforcement agencies in the jurisdiction of any known or suspected destinations.
3. Locations will be lawfully searched, if the complainant indicates a probable location or locations.
4. The officer will initiate and document an immediate entry into the NCIC/GCIC computer system. This entry will be removed if the individual is located.
5. Interviews with the reporting person, parents, siblings, friends, or any other persons who may have knowledge of the whereabouts of the missing person. These interviews may be made by telephone or in person, but all interviews and attempts to interview will always be documented.
6. Obtain a photograph, if possible, of the missing individual and forward the photograph to CID, so missing person posters can be generated for distribution.
7. Initiate an incident report with a narrative summary of all actions taken by the reporting officer and any related actions known to have been taken by others. The officer shall also complete the GCIC Missing Person's Declaration, give it to the on duty Communications Officer as soon as possible, and receive the NIC number.

E. Non-Critical Missing Child Follow-up Investigation

The Criminal Investigations Division will be responsible for the follow-up investigation. The follow-up investigation will include:

1. Contacting the complainant and completing all aspects of the initial investigation that were not completed by the first responder.
2. Contacting the Gwinnett County Department of Family and Children's Services (DFACS) to request access to any

relevant information on the missing child, including: whether or not there is an active case; the name of the case worker; previous missing incidents; previous reported abuse cases; and other information which would lead to the whereabouts of the child.

3. Contact the child's school and inquire about their attendance record and disciplinary issues.
4. Contacting the local media and providing them with the information and a photograph, if available, regarding the missing child, to facilitate a broadcast of this information to the public.
5. Contacting The National Center for Missing and Exploited Children (NCMEC) at 1-800-THE-LOST, and provide them with all available information for posting on their website.
6. Interviewing the child within 48 hours of when he/she is located, and completing a supplemental report detailing the interview results.

F. Unidentified Child Investigation

Upon receiving a report of an unidentified child the responding officer will acquire the following information:

1. An initial physical description of the child.
2. The location where the child was located, and the identity of the person who located the child.

The responding officer will initiate an immediate investigation in an attempt to identify the child and relay such information through the on-duty Shift Supervisor. This investigation will include the following actions:

3. A broadcast made over the patrol frequency with a description of the located child and any known circumstances.
4. Officers will also disseminate information to adjacent agencies.

5. The officer will initiate and document an immediate entry into the NCIC/GCIC computer system. This entry will be removed if the individual is identified.
7. Take a photograph of the child and forward the photograph to CID, so posters can be generated for distribution.
8. Initiate an incident report with a narrative summary of all actions taken by the reporting officer, and any related actions known to have been taken by others. Document the assigned NCIC number in the narrative of the report.
9. If the child is not identified and a caretaker located within a reasonable amount of time the on-call Detective should be summoned to take custody of the child and complete the required Protective Custody paperwork.

G. Unidentified Child Follow-up Investigation

The Criminal Investigations Division will be responsible for the follow-up investigation. The follow-up investigation will include:

1. Completing all aspects of the initial investigation that were not completed by the first responder.
2. Contacting the Gwinnett County Department of Family and Children's Services (DFACS) to request access to any relevant information they may have discovered on the unidentified child, including: whether or not there is an active case, the name of the case worker, previous missing incidents, previous reported abuse cases, and other information which would lead to the identification of the child.

H. Removal of Information From Criminal Justice System

When the missing person has returned or been located the officer receiving the notification will complete an incident report and notify communications to have the information removed immediately from GCIC / NCIC. In addition, CID personnel will be notified.

If the missing child is located by the detective completing the investigation, he will be responsible for requesting the removal of the missing person from GCIC/NCIC.

If the 'Mattie's Call' alert 'Kimberly's Call' alert or 'Mattie's Call' alert was activated and the missing person was located, the assigned detective must notify the local media, ACIM (A Child is Missing), cancel the state wide BOLO, notify the Lottery Corporation, and notify the GBI if News Net was utilized.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-009 Serious Injury/Fatal Accident investigation

EFFECTIVE DATE: 08/23/17

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. Purpose

The Accident Investigations Unit (AIU) is made up of officers with specialized training in the investigation of accident scenes and evidence. The AIU is to be used for technical investigations and/or reconstructions of accident scenes involving death and/or serious life-threatening injuries.

II. Policy

In any motor vehicle accident involving death or serious bodily injury, which may result in death, the shift supervisor should be contacted to make the determination for the request of the AIU.

III. Responding Officer(s) Duties

1. Initial officers on the scene will be responsible for securing the scene and protecting evidence until an accident investigator arrives on the scene.
2. The first responding officer(s) shall immediately render aid to the injured parties on scene. The officer will advise dispatch of the condition of the injured and request medical units be dispatched if they have not already been contacted.
3. The officer(s) should control traffic while fire/EMS attend to the injured. Officers should notify dispatch if additional units/equipment is needed for traffic control.
4. While the AIU is on the way, the officer(s) on scene are responsible for preserving the scene by directing traffic around the scene, setting up detours, and closing the roadway, if necessary.

5. The officer(s) should request all witnesses to remain on scene in a safe location until other units arrive.
6. The officer(s) on scene will begin collecting written witness statements from all witnesses and their contact information. The officer(s) on scene should begin to collect the vehicle and driver information. If a passenger or driver of one of the vehicles is uninjured and is able, a written witness statement should be obtained from them by the initial responding officer(s).

IV. Supervisor Responsibility

In the case of a serious injury/death caused by the vehicle crash, the first responding officer shall request their supervisor respond to the scene. Once the shift supervisor arrives on scene, he/she will be briefed of the situation by the first responding officer. The shift supervisor will make the decision to request the AIU. Once the decision has been made, the supervisor will have dispatch contact the on-call accident investigator and transfer the investigator to the supervisor.

V. Accident Investigation Unit Responsibilities

1. Once the AIU arrives on scene, they will be briefed of the situation and what has already been completed. The first responding officer(s) will provide the lead investigator all available information on the vehicle(s), drivers(s), passenger(s), or pedestrian(s) involved in the accident. The Investigator will take control of the scene and begin the on-scene investigation.
2. A case number will be pulled by the accident investigator. While the on-scene investigation is being completed, the accident investigator may request that the first responding officer(s) begin adding the contact information for the witnesses in the person information tab of the accident report.
3. When the on-scene investigation is completed, the accident investigator will contact the Medical Examiner's Office, if needed, and request they respond to the scene. After the ME or ME Investigator completes his/her investigation, the accident investigator will have radio request a wrecker service respond to the scene to remove any roadway debris and the vehicle(s). If the vehicle(s) is to be kept for processing, the vehicle(s) will be taken to the Suwanee Police Department by the wrecker service and secured in exterior evidence by the escorting officer. When processing is

completed the investigator will request a wrecker service to come pick up the vehicle(s) and transport them to their storage yard.

4. Once the scene is clear, the roadway may be reopened for normal traffic. The officer(s) and supervisor(s) will complete a supplemental report detailing their actions on scene prior to ending their tour of duty.
5. The accident investigator is the lead investigator and is responsible for coordinating assignments for those on scene, as well as the completion of the final report, including the accident diagram.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-010 TRAFFIC ENFORCEMENT

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Michael S. Jones

I. PURPOSE

To establish guidelines for the administration of all traffic related activities and to establish the proper procedure for taking enforcement action for traffic law violations.

II. SCOPE

The responsibility for the enforcement of traffic laws and regulations rests with all sworn uniformed personnel of the Suwanee Police Department. All sworn officers, while on duty and in uniform, shall take appropriate enforcement actions for all violations of traffic laws and regulations they observe.

III. RESPONSIBILITY

Traffic law enforcement is one of the primary responsibilities of the Patrol Division. In the enforcement of traffic laws the Suwanee Police Department has as its basic objectives:

- A. Identifying and removing from the motor vehicle transportation system those drivers whose behavior indicates that they are an immediate danger to the public, eg., intoxicated drivers, reckless drivers, speeders, etc...
- B. Improving driving behavior that differs from the accepted or legal requirements through direct enforcement contact and driver observation of police enforcement activities; and

- C. Developing and encouraging voluntary compliance with traffic laws and ordinances through a continuing enforcement program.
- D. Investigation of traffic accidents and implement enforcement actions in high accident areas in order to decrease the occurrences of accidents.

IV. TRAFFIC PATROL

A. Visible Traffic Patrol

- 1. Area - moving or stationary observation in an area that includes a number of streets or sections of highway.
- 2. Line - moving or stationary observation on a specific street or highway between two points.
- 3. Directed - Area or line patrol that is specifically directed by supervisory personnel and is based on unfavorable traffic accident or enforcement data.

B. Stationary Observation

- 1. Covert - concealed or barely visible enforcement (when operating speed detection devices, traffic enforcement vehicles will not be concealed (O.C.G.A. 40-14-7)).
- 2. Overt - traffic enforcement vehicles will be positioned in such a manner near the roadway intersection, that is clearly seen by persons using ordinary powers of observation.
- 3. Unmarked vehicles - unmarked vehicles will not be used in traffic enforcement.

C. Selective Enforcement

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 special categories of traffic violations.

- 1. Analysis of traffic accidents will be done by the Patrol Division Commander on a monthly basis.

2. Analysis of traffic enforcement activities will be performed by the Patrol Division Commander on a monthly basis. The traffic complaints received during the month will be reviewed as well as the citations written to determine if adequate enforcement is being applied to identified high accident rate and complaint locations; and
3. Selective enforcement shall be undertaken in those areas where analysis of traffic accidents and violations indicates that special attention is needed. Patterns of causes and / or sudden increases in the number and severity of accidents or violations are reasons for extra enforcement activity at a given location. When the police become aware of a particular problem that may or may not be reflected in accident report data, steps will be taken to correct the problem.

D. Specific Assignment

The Patrol Division Commander or Shift Supervisor will assign a specific car or cars to enforce selective violations at identified locations and for certain identified violations. The assigned car(s) will exclusively enforce selected hazardous moving violations. Selective enforcement information will be distributed to all supervisors in the department and all supervisors should share the responsibility for ensuring selective enforcement is carried out.

E. Profiling

Officers of the Suwanee Police Department will not conduct traffic enforcement or interdiction stops based solely on the driver or occupant's race or ethnic background. Stops of vehicles will be based solely on the violation observed, information that the vehicle and occupant were involved in a crime, information that the vehicle and/or occupant fit a lookout description furnished by another law enforcement agency. Stops based on reasons other than justifiable grounds will not be tolerated by employees of the Suwanee Police Department.

V. ENFORCEMENT ACTIONS

Officers are to use individual discretion, based on professional judgment, as to which form of enforcement action will be taken. Action will be appropriate for each violation of the law. This will be accomplished in a fair, impartial, courteous, and businesslike manner with one of the following options:

- A. Verbal Warning: A verbal warning is appropriate when the violator commits a very minor violation that results in little or no potential danger to the public.

- B. **Written Warning:** A written warning is a proper alternative in response to a minor traffic violation, but not to the extent that court or other judicial action is warranted. A written warning can be issued on a UTC citation or a warning form.
- C. **Written Citation:** Traffic citations will be issued to violators who jeopardize the safe and efficient flow of vehicular and pedestrian traffic. A written citation will be issued on the Georgia Uniform Traffic Citation form.
- D. **Physical Arrest:** The physical arrest of a driver is the most extreme action that may be taken for a traffic offense. This action may be taken when there is a violation of the listed violations:
 - 1. Driving under the influence of alcohol and/or drugs.
 - 2. Homicide by vehicle.
 - 3. Feticide by vehicle.
 - 4. Fleeing or attempting to elude a police officer.
 - 5. Impersonating a police officer
 - 6. Driving on a suspended/revoked license.
 - 7. Fraudulent or factious use of a license.
 - 8. Possession of drugs.
 - 9. Leaving the scene of an accident with damage or injury.
 - 10. Traffic offences committed in the commission of other crimes.

A physical arrest will not be limited to the above listed traffic offences

VI. SPECIAL ENFORCEMENT PROCEDURES

A. Non-Residents

Officers are to use individual discretion, based on professional judgment, as to which form of enforcement action will be taken against non-residents. Non-residents may be issued a verbal or written warning, released on a copy of the citation, or placed under physical arrest.

B. Juvenile Offenders

1. If a driver is 16 years old or younger, with or without a valid driver's license, and the offender violates a law or ordinance governing the operation of a motor vehicle upon the highways or street and if a citation is written, it should be directed to the Gwinnett County Juvenile Court. A court date should be given verbally and in writing from the dates provided from the Juvenile court. The court date section of the citation should be clearly marked "JUVENILE COURT". The address should also be changed to 115 Stone Mountain St., Lawrenceville, GA.
2. A Juvenile Report Form shall accompany the following traffic violations whether the juvenile is arrested or released to custodian on a copy of charges.
 - a. Homicide by Vehicle
 - b. Manslaughter
 - c. Driving Under the Influence (DUI)
 - d. Failure to stop and render aid
 - e. False affidavit relating to ownership of vehicle
 - f. A felony in the commission of which a motor vehicle is used
 - g. Racing on the highway or street
 - h. Fleeing or attempting to elude an officer
 - i. Fraudulent or fictitious use of a license
 - j. Hit and run or leaving the scene of an accident
 - k. Laying drags
 - l. Display of another person's license

A Juvenile Report may also accompany other citations where the officer feels that additional information surrounding the circumstances of the violation would be beneficial to the court.

3. Juveniles that are taken into custody for D.U.I. should be given their rights under the Georgia Implied Consent Law for the purpose of the chemical test(s) for alcohol or drugs. A juvenile without a valid driver's license, who is arrested for DUI, regardless of age, is not subject to the Georgia Implied Consent Law and cannot be given a blood or breath test without obtaining permission from the parent or guardian.

If the juvenile takes the test(s), the results should be noted in the officer's Juvenile Report. If the juvenile refuses to take the chemical test(s), it should also be noted in the officer's Juvenile Report and the proper forms for a refusal completed and forwarded to the Georgia Department of Motor Vehicle Safety.

The chemical breath test should be administered at the Suwanee Police Department. Qualified medical personnel should do drawing of blood and / or obtaining urine samples. All necessary precautions should be taken to expedite the juvenile's stay in the book-in area. The juvenile may not be placed in any holding cell.

VII. IMMUNITY FROM ARREST / TRAFFIC CITATIONS

A. Legislators

All legislators, state or federal, shall be free from arrest during legislative sessions or committee meetings, and in going thereto or returning there from, except for treason, felony, or breach of the peace. When legislators are in session, citations or physical arrest shall not be initiated without prior approval of the arresting officer's immediate supervisor. (Ga. Const. Art.3, Sec.4, Para. IX)

B. Privilege of Militiamen

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)

No doubt the legislative purpose of the immunity statutes was to prevent civil interference with the military on active duty in the performance of duty. This purpose will be served only if the immunity is asserted at the earliest opportunity. The legislative purpose is defeated if the militiaman allows himself to be deterred from the performance of his duty and then raises the

privilege for the sole purpose of avoiding the criminal sanctions which he / she faces.(140 Ga.App.441 (5)

Militia shall be composed of the Army National Guard, Air National Guard, the Georgia Militia when organized, and the Georgia State Guard when organized.(O.C.G.A. 38-2-2(10)

NOTE: Any sheriff or peace officer may apprehend persons subject to the Georgia Code of Military Justice (GCMJ) upon reasonable belief that an offense has been committed and that the person apprehended has committed an offense.(O.C.G.A. 38-2-340) All members of the Georgia organized militia are subject to the provisions of the Georgia Code of Military Justice. (O.C.G.A. 38-2-322)

C. Witnesses

Witnesses who come into or pass through Georgia pursuant to a summons issued under the "Uniform Act to Secure the Attendance of Witnesses" are immune from arrest or the service of civil or criminal process in connection with matters which arose prior to the witness' coming into the state under the summons (OCGA 24-10-96).

D. Diplomatic and Consular Immunities

1. Diplomatic Immunity

- a. The person of a diplomatic agent shall be inviolable. He shall not be liable to any for arrest or detention. The receiving state shall treat him with due respect and shall take all appropriate steps to prevent attack on his person, freedom, or dignity. (Vienna Convention on Diplomatic Relations, Article 29-31, 23 U.S.T. 3227; 23 U.S.C. 254a et seq.)
- b. The term "diplomatic agent" includes the head of a mission (generally an ambassador) of a foreign government and members of the diplomatic, administrative and technical staff of a mission. (22 U.S.C. 254a).
- c. The members of the family of a diplomatic agent forming part of his household shall...enjoy the privileges and immunities afforded the diplomatic agent. (Vienna Convention on Diplomatic Relations, Art. 37).
- d. Private servants of embassy personnel have no immunity.

2. Consular Privileges and Immunities

- a. In the absence of a specific treaty, consular officials are not entitled to diplomatic immunity. (Hall v. Coppel, 74 U.S. 549, 19 L.Ed 244,247).
- b. The Vienna Convention on Consular Relations, Article 41-42, 21 U.S.T. 78, provides that:
 1. The receiving state shall treat consular officers with due respect and shall take all appropriate steps to prevent any attack on their person, freedom, or dignity.
 2. Consular officers shall not be liable to arrest or detention pending trial, except in the case of a grave crime (felony offense that endangers the public safety) and pursuant to a decision by the competent judicial authority.
 3. Except as specified above, consular officers shall not be committed to prison
 4. If criminal proceedings are instituted against a consular officer, he must appear before the competent authorities.
- c. In the event that a consular officer or employee or members of their families are taken into custody, the U.S. Department of State should be promptly notified.
- d. The term "consular officers" includes consul generals, consuls, vice consuls and consular agents who are official representatives of a foreign government accredited to the United States. (Vienna Convention on Consular Relations, Art. 1.)

Honorary consuls are not entitled to immunity under Article 41. Georgia extends the same privileges and immunities as are extended to consulate general of foreign countries to the Coordination Council for North American Affairs of the Republic of China (Taiwan). (OCGA 50-1-1)

- e. Family members of consular officials are not entitled to immunity. (Vienna Convention on Consular Relations, Art. 57.)
- f. Traffic violations by Consular Officers.

1. The U.S. Department of State has taken the position that "authorities in all jurisdictions of the United States would be free to issue regular traffic tickets or summonses to any driver with diplomatic or consular status who fails to observe traffic laws and regulations." (7 Digest of Int'l L. 17, p.172.)
2. In DUI cases where a Consular Officer is considered a danger to himself or others, the U.S. Department of State advises that a law enforcement officer may:
 - a. Take the Consular official to the station or a location where he / she may recover sufficiently to drive safely.
 - b. Take him / her to a telephone to call someone to drive them home.
 - c. Call a taxi for him / her.
 - d. Take the official home.
 - e. In all cases involving a Consular official, a superior officer should be contacted.
3. Verification of Status of Persons for Whom Immunity is Claimed

A person claiming immunity is required to produce satisfactory evidence that he / she is entitled to immunity. The U.S. Department of State issues identification to diplomatic agents and Consular officials accredited to the United States. (7 Digest Int'l. L. 8, p.108) The Georgia Secretary of State issues identification cards to honorary consuls and members of the families of career Consular officials who are stationed in Georgia.

In any situation in which a law enforcement official needs to establish entitlement to diplomatic or Consular immunity and the person asserting it cannot produce satisfactory evidence thereof, i.e., identification card issued by the U.S. State Department, or the official wishes to verify that the employment from which the person's immunity or that a family member derives is still valid, confirmation of the correct status, or wishes advise concerning a particular situation, the official can telephone the U.S. Department of State as follows:

- a. During regular hours, the Office of Protocol, U.S. Department of State.
 - 1) For Diplomats: (202) 647-1664
 - 2) For international organization employees: (202) 647-1402
 - 3) For Consular Officers: (202) 647-1404
 - 4) For United Nations employees: (212) 415-4131
- b. After normal hours, all calls should be made to the Command Center of the Office of Security, U.S. Department of State as follows:
 - 1) (202) 647-7277
 - 2) (202) 415-4444 (United Nations employees)

Note; Also, refer to the chart located in chapter P-035 for further guidance on diplomat and consular immunity.

VIII. UNIFORM ENFORCEMENT POLICIES FOR TRAFFIC VIOLATIONS

Appropriate uniform enforcement action is important if motorists are to enjoy safe driving in the City of Suwanee. Good judgment by the police officer in consideration of the circumstances and conditions at the time of the violation will ensure appropriate action and gain the public confidence in traffic enforcement.

A. DUI Procedures

Driving under the influence has been interpreted by various courts to mean that there is a presumption of impairment when their ability to operate a moving motor vehicle is reduced or impaired by the consumption of alcoholic beverages or other drugs. The mere fact that a driver has the odor of alcoholic beverages on his / her breath is not sufficient cause for arrest. The violation is when the driver's ability is impaired.

Impaired driving is a serious offense and officers should arrest any driver found to be in violation of DUI laws. Arrests will be determined by the driver's observed operations on the roadway or involvement in an accident, field sobriety tests and blood alcohol tests.

The procedures below will be followed by all personnel of this department in driving under the influence cases:

1. When a motor vehicle is stopped based on reasonable suspicion, resulting in probable cause for an arrest, either in a one-on-one situation or a safety roadblock, the first verbal contact with the driver must be a professional greeting and a request to see their driver's license and proof of insurance. Officers will be polite and businesslike, remaining aware that the driver's judgment, self-restraint, and self-confidence are the first faculties to be distorted by alcoholic beverages, creating the setting for lack of cooperation, belligerency and even physical contact. Do not allow yourself to be drawn into an argument. The officer should answer intelligently any question raised by the driver. Example of driver questions: "What did I do?" "Why are you stopping me?" "What is this all about?", etc. You should answer these questions to the best of your ability and let the driver talk. In talking to the driver, you will be able to observe the manner of his / her speech and note any odor of alcoholic beverages on the breath of the driver. Remarks by the officer concerning the license, proof of insurance, or the tag are proper.
2. A good idea at this point is to ask the driver general questions while they are performing a task to divide their attention, Example: As they are searching for their insurance card, ask them a question like, " What is your middle name?", or "Without looking at your watch, can you tell me what time it is?". These simple divided attention tests are good indicators of impairment since an unimpaired driver can usually perform a physical task as well as a mental task at the same time, while the impaired driver finds it difficult or impossible to do two tasks at the same time.
3. If you have reasonable cause to believe the driver's ability is impaired, you have the right to request the driver to step from the vehicle to observe the driver's balance, appearance and to have the driver perform field sobriety tests.
4. After you have administered field sobriety tests, and you have determined that the driver is under the influence to the extent that it is unsafe for him / her to continue to operate a motor vehicle, you should at this time place him / her under arrest for DUI. Once the driver is placed under arrest for DUI, he / she becomes subject to testing procedures under the Implied Consent Law.
5. It is now imperative that you read the suspect the Implied Consent Warning **in its entirety and as close to the time of arrest as safely possible**. You must read it understandably and clearly. It must be read

as it is printed on the card currently issued by the Department of Motor Vehicle Safety. Request a blood test only.

6. Notify Communications prior to transport to contact the Forensic Contract Provider to respond to the jail. The arresting Officer will take possession of the collected blood kit and submit it to evidence.

7. Persons arrested for DUI with or without a valid driver's license, who agree to take the test to determine alcohol content, will be transported to the Gwinnett County Jail. The arresting officer will issue the DUI Citation and complete the most current "Implied Consent Affidavit Form" (1205-S for pending results). Upon completion by the arresting officer, the Implied Consent Affidavit Form must be notarized and sworn to. The Implied Consent Affidavit Form must then be forwarded to the records personnel to be mailed to the Department of Motor Vehicle Safety as soon as possible, but not later than it would take to reach DMVS within ten (10) days. If the subject refuses testing, issue the DUI Citation and complete the DPS 1205 Refusal Form.

8. Once the driver has been read the contents of the Implied Consent Warning Card and given the state administered test(s), he / she may make a request for an additional test of their own choosing within 3 hours of the arrest. The driver must understand his / her rights and he / she should be furnished a telephone to make a call or calls within reason to allow for exercise of this right. This test is a matter of right and must be granted. In that the additional test is at the expense of the driver and not the City, if a test is requested that requires transportation to the nearest or reasonably requested hospital, allow the driver to either phone ahead to find out the costs involved or transport them to the hospital to be personally told by the hospital staff of the charges. The officer shall provide the driver with a list of nearby facilities. If the driver requests a BREATH test, one will be provided for him / her by the instrument used for the state test, AT NO CHARGE. A supervisor should be notified each time a person requests his or her own test as such request must be within the realm of reasonableness.

9. A full Incident Report will be made on all DUI arrests. Officers must list all the facts, reasonable suspicion for the stop, and the probable cause for the arrest. Officers must list all witnesses with knowledge of and those involved in the arrest. Include witnesses to the Implied Consent reading and any passengers in the motor vehicle who could possibly testify for the driver in court at a later date. All field sobriety tests that were given must be listed with the detailed results of the tests. If reports

include good, factual, complete and accurate information, it will provide an easy reference for you in court. An accurate and detailed report could possibly result in a plea entered in court rather than going to trial to have a defense attorney attack any errors or omissions in your report.

10. DUI violators will be incarcerated and not turned over to a third party except in extreme circumstances authorized by a supervisor.
11. The driver's vehicle may be released to another at the driver's request provided all other surrounding circumstances are reasonable and safe. If no one is available to pick up the car and it cannot be safely left at the stop location, or it is on private property and permission cannot be obtained to leave the vehicle there, it will be impounded for safekeeping. You are not compelled to tow the car if it can be reasonably released with the driver's permission. Obviously if the vehicle must be impounded for evidentiary reasons, the driver will not be afforded the opportunity to release his / her car.
12. Unless the driver's license is attached to the DMVS 1205, the arresting officer is to take the driver's license and attach it to the court's copy of the citation, regardless of whether the driver is a resident of Georgia or of another state. A DMVS temporary driving permit will be attached to the violator's copy of the DUI traffic citation, if applicable.
13. In all instances of DUI arrests where a driver's license is not attached to the court copy of the citation and the driver is not charged with failure to have their license, it is mandatory that the arresting officer explain in the report narrative, as to why the driver's license was not attached.
14. Supervisors are charged with carefully reading all DUI reports for compliance with all of these procedures. Reports will be returned to officers who fail to adhere to this procedure.

B. Speeding Violations

Speeding violations are to be considered as a type of offense that causes auto accidents, property damage, and injuries. The enforcement of speed violations is considered to be a high priority, especially in those areas that have proven to possess a high injury-accident rate. Speeding enforcement should also be done on residential streets and at those locations where citizen complaints have indicated that speeding violations occur. The following guidelines should be followed when taking enforcement action:

1. All detected speeding violations should be enforced by a written warning or citation, especially at the locations and times noted in crime analysis reports;
2. The use of speed detection devices will be governed by applicable state law (O.C.G.A. Title 40 Chapter 14 Article 2. Speed Detection Devices).
3. When speed has been determined to be a causative factor in a traffic accident, a citation for speed related offenses such as "following too closely" or "too fast for conditions" should be issued.

C. Seatbelt and Child Passenger Restraint Enforcement

The use of seatbelts and child passenger restraints could reduce or even prevent injuries and deaths associated with motor vehicle crashes. The enforcement of seatbelt and child restraint violations is considered to be a high priority, especially in those areas that have proven to have a high injury-accident rate. All detected seatbelt and child restraint violations should be enforced by either a written warning or a citation, especially at the locations and times noted in the traffic analysis reports.

D. Hazardous Moving Violations

Hazardous traffic law violations are defined as those violations of any law or regulation affecting the use or protection of streets or highways enacted primarily to regulate safe movement of vehicles and pedestrians. It will be the practice to issue citations or arrest, if appropriate, for hazardous moving violations and operating unsafe or improperly equipped vehicles.

E. Equipment Violations

When a vehicle is found to be in violation of several equipment requirements, a citation should usually be issued for Defective Equipment, and all the violations listed in the remarks section of the citation.

F. Public Carrier/Commercial Vehicles

Enforcement of public carrier/commercial vehicle laws will be governed by applicable state laws and local ordinances.

G. Non-Hazardous Violations

Minor traffic infractions may be resolved by warnings.

H. Multiple Violations

When multiple violations are observed which can be classified separately as having distinctly different elements, they shall be dealt with independently. A motorist stopped for following too closely and subsequently found to be operating without a driver's license should be issued two separate citations. In situations where two violations are similar to the extent that the elements of one law are included in the other law, only the most serious should be charged. A motorist who has been charged with reckless driving would not be charged also with speeding or improper driving on the roadway if these offenses occurred concurrently with and are important factors in the charge of reckless driving. A warning citation may be issued at the officer's discretion for a non-hazardous (and non-serious) violation in conjunction with another citation for a more serious equipment or hazardous moving violation. In example, a warning for a tag light violation may be issued when a subject has been stopped and given another citation for speeding.

I. NEW LAWS/NEW TRAFFIC CONTROL DEVICES

When new traffic control devices have been erected, only warning citations shall be issued for at least a thirty-day (30) period. All new traffic law and/or ordinances shall be enforced as they become effective, and upon the conclusion of any necessary roll call, in-service, and / or legal update training or review.

J. Pedestrian Enforcement

In enforcing traffic laws pertaining to pedestrians, officers will concentrate their efforts on pedestrian violations in those areas where pedestrian accidents have been frequent and severe.

Prior to any substantial increase in the enforcement effort directed toward pedestrian traffic, sufficient publicity and community awareness campaigns will be conducted.

K. Bicycle Enforcement

Bicycles often receive a low priority in the overall enforcement of traffic laws. This is often due to the perceived seriousness of the violations, the age of the violators, or difficulty in apprehending the violator.

The use of bicycles as a major means of transportation, both for business and recreation, has resulted in an increase in traffic accidents involving

bicycles and an attendant increase in traffic fatality and personal injury accidents. It is inherent in the role of the police to enforce those laws relating to the safe operation of bicycles. In this regard, officers have a unique challenge with regard to their discretion in applying those laws. The following procedures are guidelines to use that should result in a more uniform and consistent application of the law:

1. In those areas where congestion and the frequency of traffic accident experience involving bicycles has been predominant, those laws pertaining to the proper operation of bicycles will be strictly enforced;
2. On those arteries with a substantial flow of vehicular traffic and where hazardous moving violations are observed involving persons operating bicycles, the applicable laws will be enforced;
3. In those areas where traffic flow is minimal, visibility is unobstructed, and traffic accident experience low, officers should exercise discretion in the application of those laws regarding safe operation of bicycles;
4. Officers should be less tolerant with older offenders who should be aware of the hazards inherent in the unsafe operation of bicycles. Officers should be more lenient in the enforcement of the law and more instructive in their response to youthful offenders, who may not be fully aware of their responsibility in the safe operation of bicycles;
5. The school safety and community relations programs will include various bicycle safety courses to inform and familiarize younger children in the proper and safe operation of their bicycles.

L. Off-Road and Recreational Vehicles

When investigating the use of recreational vehicles on private property, attempts will be made to contact the property owner to determine if permission has been granted, and in writing to operators of recreational vehicles to operate on the owner's property. If the owner's permission is not granted, the operators are in violation of state law O.C.G.A. 40-7-4. If violation of other applicable laws occur while operating a recreational vehicle, such as DUI, reckless driving, hit and run, or criminal damaging, additional enforcement action may be taken by officers. Any recreational vehicle driven upon public roadways will fall in accordance with registration laws and driver's license laws as would any other motor vehicle driven upon public roadways.

M. Parking Violations

Officers shall be responsible for the enforcing of all parking violations to include;

1. Parking on a yellow curb fire lane.
2. Parking in a handicap space without a permit.
3. Improper parking.
4. When enforcing parking violations, particularly in residential areas, the officer should first attempt to correct a parking problem by attempting to locate the owner of the vehicle and have the vehicle removed. If compliance is not achieved, a citation might then be issued. If an immediate hazard is caused by the violation, the vehicle should be towed. An effort to contact the owner of the vehicle should be attempted before the vehicle is towed. Blocking a roadway is sufficient reason for the vehicle to be towed.

N. Driving with a Suspended License

The patrol officer is frequently in the position of encountering drivers, following the detection of a traffic violation or other contact, who are unable to produce a valid driver's license. This could be the result of various actions not only of the driver, but also of the court and / or the Department of Motor Vehicle Safety (DMVS). The officer should check through the computer by name and date of birth, or driver's license / social security number for the current status of driving privileges. If the violator has a valid license, the officer's actions should be dictated by the initial violation or contact.

1. If the driver does not have a valid driver's license through GCIC / NCIC on-line records, the officer should determine if the violator was ever issued a license through this state or his / her state of residency. The officer should place the violator under physical arrest unless there are extenuating circumstances.
2. If the violator was issued a license in this state or his / her state of residence and the violator's driving privileges have been revoked or suspended, the officer should cite for driving under suspension and the driver should be arrested.
3. In either case, the driver shall not be allowed to drive from the location of the traffic stop, and other arrangements should be made (i.e., another licensed driver in the vehicle, or someone who can pick the vehicle up).

The vehicle need not be towed if it is legally and safely parked or on private property, however a Vehicle Liability Release will be completed.

4. If there is doubt about the correct status of a license suspension and verification of court action cannot be gained within a short period of time, the officer should release the driver until verification by teletype is gained. A citation can then be issued when confirmation of the license suspension is received or warrants can be obtained.

IX. VEHICLE STOPS

A. Traffic Stops

One of the most dangerous actions initiated by a police officer is to approach a motor vehicle pursuant to a traffic stop. The following steps are intended to provide maximum safety for the officer, the violator and other users of the roadway. Varying conditions such as weather, traffic volume, road design or the urgency to stop the violator (e.g. drinking driver) 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.

1. When the officer has positioned the patrol vehicle behind the violator to begin the traffic stop procedure, the officer should note the license plate number of the vehicle.
2. 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 and appropriate lighting; every effort should be made to avoid stops on hills, curves, intersections, private drives and business locations which have limited parking.
3. The officer will notify the Communications Center of the location, tag number, description of the vehicle and if possible the number of occupants in the vehicle prior to making the stop and exiting the police vehicle.
4. The officer should signal the violator to stop and direct him / her to the right side of the roadway if possible. The signal should be with blue light, hand signals, sounding the siren, or if necessary, the horn.
5. 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.

6. Should the violator stop abruptly in the wrong lane or in another undesirable location, he / she should be promptly directed to move to a safer location. Officers might 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 from the patrol vehicle and give verbal instructions to the violator.
7. Once the violator has stopped in an appropriate location, the officer should position the police vehicle approximately one-half to one car length behind, two feet to the left of the center of the violator's vehicle, with the remainder of the car directly behind the violator's vehicle. The front wheels of the police vehicle should be turned all the way left to create cover from an assault with a firearm.
8. The officer should exit from the police 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.
9. If the officer chooses to approach the vehicle, the officer should approach from the rear of the violator's car, checking the rear seat area, checking that the car trunk is securely closed and stop at a point to the rear of the trailing edge of the left front door. From this position, the officer can talk with the violator, keeping them in a slightly awkward position, and at the same time keep all occupants of the vehicle in view.
10. The officer should be aware of any unusual actions on the part of the operator or the occupants and be alert so the door cannot be used as a weapon against the officer. The stop procedure can quickly change to the extent extreme measures may become necessary.
11. If the officer elects to have the violator come back to him, he will direct the driver to walk between the rear of the violator vehicle and the front of the police vehicle. The driver will then be directed to the roadside if pulled to the right shoulder, or a safe location out of the way of approaching traffic. Never should the driver or the officer stand between the vehicles in the event that the police vehicle is struck from behind by another vehicle and pushed into the violator's vehicle. The officer should never turn his back to the driver's vehicle, even when the officer is moving to or from the police car. The officer should stand facing the driver and the violator's vehicle. This position maintains a constant observation of the driver and his vehicle. If the officer is writing a citation, he should have the driver either return to his vehicle until recalled back

by the officer or if the officer chooses to have the driver sit in the police car, he will be patted down first, placed in the backseat of the police car and then the traffic citation can be written. The officer will be alert of any unusual movements on the part of the driver while he is seated in the police car.

12. In those traffic stops made by two officer patrol vehicles, the passenger officer should be responsible for all radio communications, writing all notes and messages relayed to or 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. Normally, the two officers should not approach the violator's vehicle on the same side of the car.
13. At night, the procedure for conducting traffic stops is the same as daytime stops with the addition of using supplemental lighting such as take downs and the spotlight. After the stop, the headlights should be on low beam for the safety of oncoming traffic, and emergency lights should be in use on the patrol vehicle, unless the stop is off the roadway and emergency lights are not needed for safety purposes. Alternating headlights should be deactivated upon stopping.
14. When practical, the officer should greet the violator with appropriate title in a courteous manner, request the driver's license and proof of insurance and tell the driver why he / she was stopped when asking for the driver's license and proof of insurance. The officer should be well groomed and properly dressed in full uniform and will maintain a professional image using a professional bearing, displaying emotional stability and using courteous language. After the stop, if necessary, the officer will assist the motorist to reenter the traffic flow safely.

B. Stopping a Known or Suspected Felon

1. When a vehicle driven by a known or suspected felon is located, the officer will notify the Communications Center immediately. The officer will inform Communications of the location, a thorough description of the vehicle and a description of the occupants.
2. 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.

3. 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:
 - a. The officer will plan to stop the suspect vehicle in a location which provides minimal danger to other citizens.
 - b. When conditions are appropriate and support units available, the officer will move into position to the rear of the suspect vehicle.
 - c. The officer will signal the violator to stop, utilizing all emergency equipment to warn other traffic if necessary. This officer will normally become the primary officer, giving verbal direction to the occupants of the suspect vehicle.
 - d. The violator will be stopped on the right side of the road.
 - e. When the suspect vehicle begins to stop, the primary officer will turn off the siren and activate the public address system, if necessary.
 - f. The primary officer will position the police vehicle so that it provides maximum protection and cover. The backup vehicle will be positioned left and about one car width from the initial vehicle, at approximately a 30-45 degree angle toward the suspect vehicle.
 - g. The primary officer will close the driver door and keep weapon pointed at the suspect vehicle.
 - h. The primary officer will direct each occupant to remove himself from the vehicle individually, according to specific directions. The officer will have them hold their hands up high, turn around slowly for a visual weapons inspection and direct them to move backward to the police vehicles to be handcuffed and then searched. Each occupant will be secured before the next occupant is instructed to exit
 - i. The backup officer will cover the arresting officer from the passenger side door of the secondary vehicle until all occupants have exited, unless handcuffing and searching the suspects.
 - j. After all known occupants are secured, a proper search of the vehicle will be performed.

NOTE: All felony traffic stops will be performed according to the training received in addition to these guidelines. Every stop will be different and

may require modification of the stop and extrication procedures. Always, act as you have been trained in practical exercises including proper exit, handcuffing and search procedures.

X. TRAFFIC DIRECTION AND CONTROL

A. Manual Direction of Traffic

1. Visibility

Officers shall wear a reflective jacket or reflective vest when directing traffic or in the road way for the purpose of controlling traffic at other incidents. To indicate that the officer is present for the purpose of directing traffic he should position himself / herself so that he / she can be seen clearly by all.

2. Stopping Traffic

To stop traffic, the officer should:

- a. Look directly at the person to be stopped until eye contact is made; and
- b. Raise the hand at the wrist so that its palm is toward the person to be stopped.

3. Starting Traffic

To start traffic, the officer should:

- a. Look directly at the person to be started; and
- b. With palm up, the arm is swung through a vertical semi-circle until the hand is adjacent to the chin. This gesture is repeated until traffic begins to move.

4. Right Turns

Right turning drivers usually perform their turns without the necessity of being directed by the officer.

When directing a right turn becomes necessary, the officer should extend the arm and index finger and gaze toward the driver, followed by

swinging the extended arm and index finger in the direction of the driver's intended turn.

5. Left Turn

Left turning drivers should not be directed to execute their movement while the officer is also directing oncoming traffic to proceed. Therefore, the officer should either direct opposing vehicles to start while avoiding left gestures directed at turning drivers, which lead them to complete their turn only when there is a gap in the oncoming traffic, or to stop or hold oncoming drivers, after which the left turning driver can be directed into his / her turn. After stopping oncoming traffic, the extended arm and index finger and officer's gaze are directed toward the driver who intends to effect a left turn. When the left turning driver's attention has been gained, the extended arm and index finger are swung to point in the direction the driver intends to go.

B. Signaling Aids

1. The whistle, if used, is to get the attention of drivers and pedestrians. It is used as follows:
 - a. One long blast with a **STOP** signal.
 - b. Two short blasts with the **GO** signal.
 - c. Several short blasts to get the attention of a driver or pedestrian who does not respond to a given signal. Establish eye contact as soon as possible.
2. The whistle should be used judiciously, however, it should not be used to indicate frustration. The volume should be just that sufficient to be heard by those whose attention is required. Therefore, whistle blasts directed at pedestrians should be moderate in volume. The whistle should be used only to indicate stop, go, or to gain attention. When its purpose has been achieved, the officer should cease sounding the whistle. If the whistle is utilized continuously, it ceases to hold meaning for drivers and pedestrians.
3. 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 understood and often lead to misinterpretations that are dangerous. An

order, which is shouted, can antagonize the motorist. Occasionally, a driver or pedestrian will not understand the officer's directions. When this happens, the officer should move reasonably close to the person and politely and briefly explain his directions.

4. The flashlight can be used to halt traffic. To stop traffic, slowly swing the beam of light across the path of oncoming traffic. The orange traffic cone shall be attached to the end of the flashlight when directing traffic. After the driver has stopped, arm signals may be given in the usual manner with the vehicles headlights providing illumination.

This procedure is to be used in conjunction with all relevant existing Departmental policies, procedures, rules and regulations.

C. Traffic Direction at Accident Scenes

1. 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 and have the vehicles moved to a safe location, restoring traffic flow, and then complete the report.
2. In serious accidents requiring a thorough investigation, the scene may need protection for an extended period. In these cases, investigating officer should:
 - a. Summon sufficient manpower to handle traffic direction responsibilities.
 - b. Wear safety vest while at accident scene.
 - c. Utilize sufficient equipment to protect the scene (barricades, traffic cones, etc.).
 - d. Detour traffic as necessary.
 - e. Give priority attention to collecting the information necessary at the scene to facilitate restoring normal flow of traffic.
 - f. Restore the scene to a safe condition (replace signs, etc.).
 - g. Continue traffic direction duties until traffic flow is normal.

D. Traffic Direction and Control at Fire Scenes and other Critical incidents

1. Officers directing traffic at fire and emergency scenes will ensure that all private vehicles are well clear of the emergency scene and are not obstructing emergency vehicles or other traffic.
2. Officers shall follow these procedures when directing traffic at a fire scene:
 - a. Summon sufficient manpower to handle traffic direction and pedestrian control responsibilities.
 - b. Wear safety vest while directing traffic or at scene.
 - c. Utilize sufficient equipment to protect the scene (barricades, cones, etc.).
 - d. Detour traffic as necessary.
 - e. Restore traffic flow.
 - f. Continue traffic direction duties until fire scene is cleared.

E. Traffic Controls and Direction During Adverse Road and Weather Conditions

1. All personnel assigned to traffic control shall wear department-issued traffic vest.
2. In the event of low visibility periods or adverse conditions, the flashlight should be used to direct traffic.
3. When practical, the police unit may be positioned in a safe place with blue lights activated to warn motorists of an adverse or potential hazard ahead.

F. Traffic Direction at Special Events

Upon learning of a special event, the supervisor affected/ assigned shall plan the event. The following procedures will be utilized:

1. The time, location and anticipated attendance shall be determined.
2. The perimeter streets of the special events shall be used to maximum advantage by eliminating or increasing parking space, making temporary one-way streets, and assigning officers to key intersections for control.

3. Provide for adequate emergency service access to the scene of the event including fire and ambulance services.
4. Provide 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.
5. Ensure adequate publicity for any changes or alterations in street utilization, parking availability, public transportation services, and the location of the event or parade route.
6. 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.

G. Traffic Control Devices

1. Temporary traffic control devices such as cones, flags, emergency flashers, barricades, etc., may be obtained from the Street Department. Police-marked barricades are available at the police department. These devices shall be utilized when necessary at a special event or an emergency scene. The shift supervisor on duty shall have authority to request these devices and determine the location for using them.
2. Temporary devices will be removed by police personnel when the event or emergency situation is over and will be returned to the City Street Department.
3. On occasion, officers must manually operate traffic control signal lights, normally to either attempt to recycle a signal light or to place the signal lights on flash or blink. Officers shall manually control traffic control signal devices only in the following situations:
 - a. When traffic light malfunctions.
 - b. To facilitate movement at traffic accidents or other emergencies.
 - c. To provide a thoroughfare for a motorcade, funeral procession, etc.
 - d. To alleviate congestion during planned special events.

Only officers who have received training in the operation of such devices will be issued a key to the traffic box. Only those officers with the

appropriate training will be allowed to manually operate the traffic control device.

XI. ASSISTANCE TO MOTORIST

A. Suwanee Police Department 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 a stranded motorist, he will stop and ascertain what assistance, if any, is required. The officer may take any of the following actions:

1. If the vehicle is disabled upon the roadway and can be pushed to a safe location off the roadway, the officer may help the person move the vehicle.
2. Arrange for the motorists to have the vehicle towed either by owner's request or on call service.
3. Relay a message to a competent mechanic to have him repair the vehicle at the scene.
4. Transport the motorist to the police department or to a telephone.
5. Relay the motorist's request to the dispatcher for telephonic contact for assistance.

B. Emergency assistance shall be provided to motorists by police personnel in any of the following manners:

1. First aid.
2. Obtaining medical assistance.
3. Fighting fires.
4. Obtain fire service assistance.

All emergency requests will be radioed to the Communications Center for response.

C. Escort

1. As a matter of long-standing custom, funeral escorts are provided on request by local funeral homes. Funeral directors are asked to give 24-

hour advance notification of specific times when officer escorts are required, and then to confirm these the day of the escort, in order to reduce officer idle or waiting time. Officers escorting funerals will ensure that traffic at an intersection is stopped in both conflicting directions before leading a procession through. Escort officers should request other officer assistance in handling critical intersections when a large number of vehicles are involved. Officers will turn on vehicle lights and emergency light bar.

2. Requests to escort oversize vehicles or vehicles with dangerous or hazardous materials are occasionally received. One or more escort officers will be assigned by the Shift Supervisor as required. Officers may have to actually exit the vehicle in order to guide, judge clearance, assist with directional change, etc. Appropriate vehicle emergency lighting equipment should be used during such escorts.
3. Police officers frequently receive motorist requests for directions to a particular location in the city. Police officers, time permitting, may escort such vehicles to the appropriate location. Requestors should be directed to follow the police unit, but to also comply with all traffic signals and direction. Police emergency equipment will not be used in such escorts.
4. Police vehicles will under no circumstances escort any emergency vehicle which has its own operating emergency equipment. Police officers may facilitate the movement of other emergency vehicles by assisting with traffic control at key intersections. Civilian vehicles traveling under emergency medical conditions will not be escorted by an official department vehicle. The vehicle will be stopped and its destination and nature of emergency determined. Appropriate jurisdictions and facilities will be notified.
5. 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.
6. Other escort requests will be dealt with by the Shift Supervisor based on past practice and/or good judgment.

D. Road Hazards

1. 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 hazard to the dispatcher. The following are considered road hazards:

- a. Roadway defects (debris, potholes, loose gravel, etc.).
 - b. Defective, damaged or inoperable traffic devices.
 - c. Lack of or missing traffic control or informational signs.
 - d. Lack of or defective roadway lighting.
 - e. Visually obstructed intersections.
 - f. Lack of, damaged, or missing roadway safety devices (reflectors, guard rails, etc.).
2. The dispatcher is responsible for noting any of the above hazards to the proper agency for appropriate action; i.e. City of Suwanee Street Department or Gwinnett Department of Transportation.

XII. GUIDELINES FOR ENFORCEMENT ACTIONS BY DEPUTIES EMPLOYED BY OTHER LAW ENFORCEMENT AGENCIES

A. PURPOSE

The purpose of this Policy is to address the authority of Suwanee Officers who are also sworn Gwinnett County Deputies employed full-time by other jurisdictions as peace officers, and to establish guidelines for taking enforcement action.

This policy is not intended to prohibit Suwanee officers acting as a Gwinnett County Sheriff's Deputy from making traffic stops and performing traffic arrests when necessary outside of the Suwanee city limits.

On the other hand, it is important to realize that the intention of deputizing municipal officers is not primarily to empower them to perform such traffic stops and arrests, but rather to allow for serving of warrants and performing investigations that may lead the officer out of their jurisdiction.

B. PROCEDURE

The following procedure should be followed when making a traffic stop and / or a traffic arrest while acting as a Gwinnett County Sheriff's Deputy.

1. After initiating the stop, notify the proper jurisdiction and request an officer / deputy from that agency to meet at the stop location

2. If making a traffic case, ask the officer / deputy from the proper jurisdiction to cite the individual listing the stopping officer as a witness to the offense. It is very important that the offense be charged in the court with proper jurisdiction over the charge.
3. If a physical arrest is required or becomes necessary, have the officer /deputy from the proper jurisdiction transport the individual (s) and provide him / her with the stopping officer's witness statement and contact information.
4. Upon receipt of a subpoena from the proper jurisdiction court, attend the required court appearances.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-011 BIAS BASED PROFILING

EFFECTIVE DATE: 04/16/2001 NUMBER OF PAGES: 3

REVISED DATE: 07/26/2004 DISTRIBUTION AUTHORIZATION:



I. PURPOSE

To establish a written policy that prohibits the use of bias based profiling by law enforcement officers of the Suwanee Police Department.

II. SCOPE

This policy shall apply to all sworn police officers of the Suwanee Police Department.

This Policy and Procedure is for Suwanee Police Department Personnel use only and does not apply to any criminal or civil proceeding. Departmental Policy should not be interpreted to create a higher legal standard of safety or care in an evidentiary sense with respect to third party claims.

III. DEFINITIONS

- A. DISCRIMINATE - To make a difference in treatment on a basis other than individual conduct.

- B. BIAS BASED PROFILING – is defined by this agency as any law enforcement initiated action that relies upon the race or ethnicity of an individual, rather than the behavior of that individual. Bias based profiling does **not** include circumstances where the officer has information that includes a racial or ethnic descriptor concerning a suspect for a specific

crime where that information is reliable and is likely to lead to the discovery of that individual.

IV. POLICY

It is the policy of the Suwanee Police Department that stops, detentions, searches, or asset seizure and forfeiture efforts based solely on race, ethnicity, gender, sexual orientation, religion, economic status, age, cultural group or any other group identifier by members of this department is strictly **prohibited**.

All police officers of this Department shall exercise their law enforcement powers in a manner that does not discriminate against individuals based on race or ethnicity.

No police officer of this Department shall endorse or act upon stereotypes, attitudes, or beliefs that a person's race or ethnicity increases the probability that the person will act unlawfully.

Police Officers of this Department may consider race and ethnicity in deciding to take law enforcement action only when the officer possesses specific suspect information that is reliable and is likely to lead to the discovery of that individual.

Traffic Stops or field contacts made by police officers of this Department will be based solely on the violation observed, information that the vehicle and occupant were involved in a crime, information that the vehicle and/or occupant fit a lookout description furnished by another law enforcement agency. The race or ethnicity of the vehicle's occupants will not be the sole consideration in deciding whether to stop or search the vehicle.

V. TRAINING

This Department shall have annual in-service training pertaining to Bias Based profiling for all enforcement personnel to provide guidance on the consideration of race, ethnicity, and legal aspects in the Department's law enforcement activities.

VI. ADMINISTRATIVE REVIEW

Annually, the Department will review agency practices and citizen complaints received to ensure that illegal or biased based profiling is not occurring during operations of this department. Additionally, any necessary training issues or policy changes will be addressed.

VII. DISCIPLINARY ACTION

The Department will conduct periodic performance reviews of police officer conduct to insure compliance with this policy.

Members of the Department found to be in violation of this policy (conducting racial or ethnic profiling) will be subject to disciplinary action administered in accordance with City of Suwanee Employee Handbook Section 7-09, (Progressive Discipline). In addition, members may face civil and criminal liability in accordance with Title 42 U.S.C. 1983, Title 42 U.S.C. 14141 and Title 18 U.S.C. 242.

This policy was written based on information and training provided by the United States Attorney's Office (Northern District of Georgia) and the Prosecuting Attorney's Council of Georgia.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-012 SAFETY CHECKPOINTS

EFFECTIVE DATE: 07/01/01

NUMBER OF PAGES: 2

REVISED DATE: 03/27/19

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

The purpose of this policy is to establish procedures governing the use and implementation of fixed safety checkpoints.

II. POLICY

It is the policy of this department to ensure the safety of police officers and the general public when establishing safety checkpoints.

III. PROCEDURES

- A. Shift or unit supervisors who wish to establish a safety checkpoint shall request permission from the Patrol Division Commander. Once permission is granted, the Division Commander will notify the Chief of Police stating the location, date, and time of the safety checkpoint. This notification will be submitted at least one day prior to establishing the safety checkpoint. The Division Commander will notify the shift or unit supervisor of the circumstances of the safety checkpoint. At the completion of the safety checkpoint, the supervisor will complete a detailed safety checkpoint report.
- B. A safety checkpoint will be set up only in locations where visibility is clear and where it is possible to maintain an orderly flow of traffic without causing undue congestion.
- C. A minimum of three officers and one supervisor is required at all safety checkpoints. The highest-ranking supervisor at the checkpoint will be in command of the checkpoint.
- D. Officers will stop all traffic flow coming through the safety checkpoint. Officers may coordinate a safety checkpoint so that the traffic flow is stopped in only one

direction. Officers will check for violations such as safety restraint, license plate, or equipment violations. Officers are required to ask all drivers for their driver's license. Violators will be directed out of the flow of traffic and will be issued citations or warnings. The delay to the motorist should be kept to a minimum.

- E. Two police vehicles shall have blue lights and flashers on to warn on-coming traffic. Traffic cones and portable checkpoint signs will be posted to ensure the safety of police officers and citizens. Police officers working a safety checkpoint, regardless of day or night, will wear the department issued reflective traffic vest. Police officers working a safety checkpoint in conditions of low light will also have a flashlight in working condition.
- F. The shift or unit supervisor in command at a safety checkpoint may stop the checkpoint at any time for safety reasons such as traffic congestion. If traffic conditions improve within a reasonable amount of time then the shift or unit supervisors may restart the safety checkpoint.
- G. Safety checkpoints shall not be permitted for general law enforcement purposes or for the purpose of discovering and interdiction of illegal narcotics. Safety checkpoints shall only be permitted for specific law enforcement purposes, such as traffic safety, the detection of impaired drivers, checking drivers' licenses, and vehicle equipment, and registration violations.
- H. If one purpose of the checkpoint is the detection of impaired drivers, then the screening officers should be certified in standardized field sobriety or another POST required DUI detection method.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-015 VEHICLE IMPOUND

EFFECTIVE DATE: 01/01/95

NUMBER OF PAGES: 7

REVISED DATE: 05/17/2010

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

To establish guidelines concerning the towing or impoundment of vehicles by officers of the Suwanee Police Department.

II. SCOPE

This policy shall apply to the removal, transport, storage and release of vehicles that are towed or impounded.

III. DEFINITIONS

Highway: The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.

Roadway: That portion of the highway improved, designed or ordinarily used for vehicular travel, exclusive of the berm or shoulder.

IV. POLICY

Vehicles will only be impounded in accordance with state law governing the removal of vehicles by police officers. (See Official Code of Georgia, Sections 40-6-202, 40-6-206, and 40-11-3.)

V. AUTHORITY TO REMOVE VEHICLES FROM ROADWAYS (OCGA 40-6-202)

Officers of the Suwanee Police Department are authorized to remove vehicles or require the driver to remove vehicles for the following reason:

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 the vehicle off the roadway.

VI. REMOVAL OF VEHICLE FROM HIGHWAY (OCGA 40-6-206)

- A. Vehicle is unattended and left illegally standing upon any highway, bridge or causeway or in any tunnel.
- B. A report has been made that such vehicle has been stolen or taken without the consent of its owner.
- C. The person or persons in charge of such vehicle are unable to provide for its custody or removal.
- D. 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.
- E. Any such vehicle that has been left unattended for 24 hours or more.
- F. 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.

VII. REMOVAL OF VEHICLE FROM PUBLIC PROPERTY (OCG 40-11-3)

Officers of the Suwanee 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 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.
- C. Once the vehicle has been impounded the officer will complete an incident report and direct communications to list the vehicle on GCIC as an abandoned/impounded vehicle.

VIII. PROCEDURES FOR REMOVAL OF TRAFFIC HAZARDS OR OBSTRUCTIONS

- A. Vehicles which are 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 moved.
1. When the vehicle owner or person responsible for the vehicle cannot be located in the immediate vicinity or otherwise be contacted for disposition or 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.
 2. A Vehicle Impound and Inventory form will be filled out at the scene by the impounding officer.
 3. Once the vehicle has been impounded the officer will complete an incident report and direct communications to list the vehicle on GCIC as an abandoned/impounded vehicle
- 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. Vehicle owner shall retain full responsibility for the timely removal and for the security of the parked vehicle.
 2. The vehicle 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.

IX. PROCEDURES FOR REMOVAL OF ABANDONED VEHICLES

- A. Vehicles abandoned upon private property:
1. Will not be impounded by officers of the Suwanee Police Department but removal shall be the responsibility of the property owner, unless authorized under City Ordinance.

2. Shall be checked by registration to determine if the vehicle is stolen.
 3. The property owner shall contact a towing service for removal of the vehicle if the vehicle is not stolen. If the property owner knows the identity of the owner of the vehicle, the property owner shall give the information to the towing service. If the identity of the owner of the vehicle is not known, the towing service shall contact the police department in accordance with Georgia Traffic Law 40-11-2 for the information.
- B. Vehicles which are abandoned or parked upon public property or public highway will be handled as follows:
1. A registration check will be made to determine identity of owner or whether the vehicle is stolen.
 2. If 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 five (5) days.
 5. If it appears the vehicle is being stripped or vandalized, then the vehicle will be impounded immediately.
 6. A Vehicle Impound and Inventory form will be filled out by the impounding officer.
 7. If an abandoned vehicle is impounded, an incident report will be filled out and the vehicle information entered in GCIC files.
 8. The impounding officer or dispatcher will provide the towing company with vehicle registration information at the time of towing.

X. PROCEDURES FOR STOLEN VEHICLE RECOVERY

- A. If possible and practicable, recovered vehicles should be processed at the recovery site and released to the owner without towing.
- B. When the officer is unable to contact the owner to take custody of the vehicle within a reasonable time, or when the vehicle cannot be processed

on-site, the vehicle may be impounded. It is the entering agency's responsibility to notify the owner of the impoundment.

1. When a stolen vehicle has been recovered, a detective will be notified, if necessary.
2. An incident report or supplemental report will be completed by the recovering officer and a copy delivered to Communications immediately for GCIC file clearance.
3. A Vehicle Impound and Inventory form will also be completed unless the vehicle owner responds to the scene and takes possession of the vehicle.
4. A hold will only be placed on the vehicle if requested by the entering agency via teletype.

XI. PROCEDURES FOR TOWING/IMPOND 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. If 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. The person being arrested may request a driver to the scene. The additional driver will be given 20 minutes to respond to the scene and remove the vehicle.
- C. If the driver is arrested and requests a particular towing service, the officer will comply with the request and will complete the Vehicle Impound and Inventory form.

XII. TOW SERVICES

The officer at a scene, whether it be an accident, crime scene, road hazard, or stranded motorist, shall determine if a wrecker is needed and, if so, shall ascertain if the owner/operator is in condition to make their preference known and, if so, what wrecker service the owner/operator wants called. Distance and time factors are to be considered when determining the towing service to be used. Services requested by the owner/ operator of the vehicle must be able to respond to the scene within 20 minutes. If circumstances cause a delay beyond 20 minutes, another towing service will be summoned or the supervisor is to be notified for approval of delay beyond 20 minutes.

No police officer, when on official duty, shall recommend to any person the wrecker company to be called or employed. In the event the owner/operator is unable to make a choice due to injury or physical or mental impairment or does not have any preference, the officer shall call the wrecker service on call. Wrecker services used by the Suwanee Police Department shall be maintained on an on-call 24-hour-a-day basis.

In the event the dispatcher is unable to reach the wrecker service on call or for any reason the wrecker service on call is unable to furnish the service, then the back-up wrecker service shall be called to provide the needed wrecker service.

Except in emergency situations, the officer shall await the arrival of the wrecker and complete the vehicle impound form which shall contain the information and details prescribed by the report. The wrecker operator shall sign the vehicle impound form and be furnished a copy of said form.

XIII. VEHICLE IMPOUND AND INVENTORY FORM

The Vehicle Impound and Inventory form shall be filled out by the impounding officer and shall be maintained in the Records Section.

XIV. REMOVAL OF PROPERTY

- A. Officers may remove any contraband or evidence of a crime from an impounded vehicle if the property removed was located during the inventory of a vehicle.
- B. All property of a valuable nature should be removed from an impounded vehicle and turned in to the property room to be returned to the owner.
- C. Any property removed or left in the vehicle shall be noted on the Vehicle Impound and Inventory form.

XV. "HOLD" ORDERS

- A. Officers placing a "hold" on a vehicle should advise the patrol supervisor of the circumstances surrounding the request or need for a "hold".
- B. The reason for the "hold" shall be written on the vehicle impound form.
- C. Vehicles placed on "hold" may only be released upon the approval of a division commander, supervisor or officer placing the "hold" request.
- D. A copy of the vehicle impound form indicating the "hold" should be provided to the Criminal Investigation Division.

XVI. RELEASE OF VEHICLE TO OWNER

- A. All impounded vehicles shall be released to the owner upon proof of ownership.
- B. Proof of ownership may be the title, registration, insurance or tag receipt.
- C. Whenever a "hold" is placed on a vehicle, only a division commander, supervisor, or the officer placing the "hold" are authorized to release a vehicle. .

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-016 LICENSE PLATE RECONGITION SYSTEM

EFFECTIVE DATE: 03/01/11

NUMBER OF PAGES: 3

REVISED DATE: 07/01/18

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

The purpose of this policy is to provide officer with guidelines on the proper use of license plate recognition (LPR) systems, also commonly know as license plate reader systems.

II. POLICY

It is the policy of the Suwanee Police Department to enhance patrol capabilities by utilizing the latest technologies for crime prevention and the apprehension of criminals. The License Plate Recognition (LPR) system utilizes technology to scan, detect, and identify license plate numbers that appear on selected Hot Lists. This technology will provide many opportunities for the enhancement of productivity, effectiveness, and officer safety. It is the policy of this agency that all members abide by the guidelines set forth herein when using the LPR system.

III. PROCEDURES

A. General

1. The use of the LPR system is restricted to official law enforcement activities only. Misuse of this equipment and associated databases, or data, may be subject to sanctions and/or disciplinary actions.
2. Only employees properly trained in the use of the LPR will be allowed to operate the equipment.

B. Administrative

1. The Administrative Services Bureau Commander is designated as the administrator of the LPR system. He/She is responsible for the deployment and operation of the LPR system to include:
 - a. Establishing protocols for access, collection, storage, and retention of LPR data and associated media files.
 - b. Establishing protocols to preserve and document LPR reads and “alerts” or “hits” that are acted on in the field or associated with investigations or prosecutions.
 - c. Establishing protocols to establish and ensure the security and integrity of data captured, stored, and/or retained by the LPR system.
 - d. Ensuring the proper selection of the personnel approved to operate the LPR system and maintaining an adequate number of trainees.
 - e. Maintaining records of LPR deployments and documenting their results, including appropriate documentation of significant incidents and arrests that are related to LPR usage.
 - f. Authorizing any requests for LPR systems use or data access according to the policies and guidelines of this agency.
 - g. Protocols shall be approved by the Chief of Police.
2. Designated, trained personnel shall check the equipment on at the beginning and at the end of the tour of duty to ensure functionality and camera alignment. Any equipment that falls outside expected functionality shall be removed from service until deficiencies have been corrected.
3. LPR systems repairs, hardware or software, shall be made by agency authorized sources.

C. License Plate Recognition System Usage

1. LPR operation and access to LPR collected data shall be for official agency purposes only.
2. Only officers who have been properly trained in the use and operational protocols of the LPR systems shall be permitted to use it.
3. At the start of each shift users must ensure that the LPR system has been updated with the most current hot lists available.
4. Officers will ensure proper functioning of the LPR prior to use by conducting a check of the system on a control license plate.

5. LPR Alerts/Hits: Prior to initiation of the stop:
 - a. Visually verify that the vehicle plate number matches the plate number run by the LPR system, including both alphanumeric characters of the license plate and the state of issuance.
 - b. Verify the current status of the plate through dispatch or MDT query when circumstances allow.
6. In each case in which an alert or a hit is triggered, the user should record the disposition of the alert and the hit into the LPR system
7. Hot lists may be updated manually if the user enters a specific plate into the LPR system and wants to be alerted when that plate is located. Whenever a plate is manually entered into the LPR system, the officer should document the reason in the appropriate data field.
8. Special Details: LPR use during nontraditional deployments (e.g., special operations or during a criminal investigation) must be approved by the administrator.

D. LPR Data Sharing and Dissemination

1. LPR data should be considered *For Official Use Only* and can be shared for legitimate law enforcement purposes.
2. Information sharing among agencies should be dictated in accordance with MOUs (memoranda of understanding) or other established departmental policies and procedures.

E. Retention

1. Data generated from the operation of the LPR shall be archived for a period of 914 days (30 Months).
2. Data is only to be utilized to further investigations in open criminal investigations or intelligence gathering into illegal activities.

SUWANEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

**SECTION: P-017 MOBILE BIOMETRIC FINGERPRINT IDENTIFICATION
(RapidID)**

EFFECTIVE DATE: 11/08/2011

NUMBER OF PAGES: 3

REVISED DATE:

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE AND SCOPE

To provide guidelines for the issuance, training and the use of the Mobile Biometric Fingerprint Identification (RapidID) device.

The RapidID system was developed for law enforcement officers in the field and those participating in major crime sweeps as a means to quickly and accurately establish the identity of a person through a fingerprint-based check. The issuance and the use of the RapidID system is intended to provide members of the Suwanee Police Department with a specialized tool to assist in the positive identification of individuals under the appropriate circumstances, within specific requirements and guidelines for its use.

II. DEFINITIONS

- A. RapidID Device (RIDDD) - two fingerprint identification solution that searches against a centralized fingerprint database; the database is populated with arrests made in Georgia. The system enrolls four fingers, with two fingers being used for an identification match. As part of the identification check, automatic secondary searches of wanted files, watch lists, sex offender registries, and probation/parole lists are also included. The RapidID search does not replace the existing Live Scan Arrest/Booking and AFIS process but rather supplements it by moving the ID technology to the field, providing officers with an offender's arrest record.

- B. Agency RapidID System Administrator (RSA) - the person designated by the Chief of Police to administer and oversee the deployment and

use of the RapidID system. The RSA will ensure all training requirements and GCIC Terminal Operator Inquiry Level Course(s) have been completed prior to deployment and use.

III. PROCEDURES

The RapidID device may be used in situations where the subject to be fingerprinted has given a knowing and willing voluntary consent or permission for the officer to use the device. This may include consent during lawful encounters (i.e. traffic stops).

As with other forms of consent, the consent can be limited or withdrawn at any point by the subject. If consent is withdrawn; use of the RapidID device is not authorized and its use must stop immediately. Officers shall not force or coerce anyone to submit to the scan.

The RapidID device may be used in situations where reasonable suspicion can be articulated that the subject to be printed has committed, or is about to commit a criminal act, when there is a justifiable and reasonable belief that such printing via the RapidID device will either establish or nullify the subject's connection with that crime. The key here is that the use of the RapidID device is used as quickly as possible after reasonable suspicion is established.

The RapidID device may be used in situations where the subject to be printed would otherwise be required to give traditional fingerprint samples; examples include:

1. Probable cause criminal arrest situations;
2. Required sentencing fingerprints for court.
3. Identification where arrestee refuses to provide personal information to initiate the booking process.
4. Positive identification during the execution of a warrant where the subject attempts to present themselves as another and where sufficient identifiers (height, weight, hair and eye color,

scars, marks, or tattoos) match the identification of the wanted person.

Use of the RapidID device for random or generalized investigative or intelligence gathering, with no focused case or reason is ***not*** authorized. Care should be taken to ensure devices are not used for purposes that may lend themselves to the inference of improper “profiling”.

Any specialized non-standard use of the RapidID device shall require notification and authorization by an officer’s immediate supervisor or watch commander. As soon as practical the RSA must also be notified of the non standard use. This notification does not have to occur in order to proceed with the identification process.

Examples of non-standard use may include:

1. Request from an outside agency to fingerprint a suspect in custody as long as the requesting agency complies with the procedures set forth in this policy.
2. In a death or traffic homicide investigation in which there is no other identifying paperwork for the victim; or
3. To identify an unconscious or otherwise incapacitated subject who cannot be identified by any other means.

Guidelines cannot be written to encompass every possible application for the use of the RapidID Device. Officers, therefore, should keep in mind the guidelines set forth in this policy to assist them in deciding whether the device may be used or not.

Officers are expected to justify, based on these guidelines, training, experience, and assessment of the circumstances, how they determined that the use of the RapidID Device was justified under the circumstances.

SUWANEE POLICE DEPARTMENT

STANDARD OPERATING PROCEEDURE

SECTION: P-020 PURSUIT OF MOTOR VEHICLES/ RESPONSE TO CALLS

EFFECTIVE DATE: 01/01/95

NUMBER OF PAGES: 15

REVISED DATE: 03/27/19

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

To establish the City of Suwanee policy in the operation of police vehicles in routine response to calls, pursuits, and emergency response to calls.

The emergency operation of police vehicles is one of the most dangerous tasks police officers are asked to perform. Death or permanent injury to police officers and/or citizens can result. Lawsuits against police officers involved in pursuit and emergency response to calls are second only to use of deadly force.

Officers will, at all times, consider the external factors which may have a bearing on the emergency operation of the police vehicle, including the time of day, road and traffic conditions, weather, speeds involved, nature of the incident and their personal ability to control the vehicle.

II. POLICY

The Suwanee Police Department recognizes that police pursuits are inherently dangerous and pose a risk to the safety of citizens as well as members of the department. The safety of officers and citizens is the paramount concern in a pursuit. Therefore, pursuits are prohibited unless there is probable cause to believe that the person(s) to be pursued is committing or has committed:

- A. Murder
- B. Voluntary Manslaughter
- C. Involuntary Manslaughter
- D. Aggravated Assault
- E. Aggravated Battery
- F. Kidnapping
- G. Rape
- H. Armed Robbery
- I. Arson First Degree
- J. Any action that creates an immediate threat of death or serious bodily injury to another person or a substantial threat to the safety of another person or when an officer has articulable reasonable suspicion or probable cause that an extraordinary danger exists that warrants immediate action and necessitates a vehicle pursuit.
- K. Or Prior to any police contact, the officer observes that the person is driving or operating a motor vehicle or motorcycle in a hazardous manner and that the person's hazardous driving presents significant threat to the safety of others.

III. DEFINITIONS

A. Routine Response Driving

Driving a police vehicle while engaged in normal patrol operations or responding to routine incidents such as calls for service or delayed reports of property crimes with no offender present. Officers will utilize the normal traffic flow, obeying all traffic patterns, signs and signals.

B. Emergency Driving

An emergency response, using blue lights and siren, will be allowed only in response to a call of an immediate or potential life-threatening nature or a forcible felony which is in progress or has just occurred, or where failure

to respond immediately would aid the perpetrator in making good an escape.

C. Pursuit Driving

An active attempt by a law enforcement officer operating a motor vehicle and utilizing simultaneously all emergency equipment to apprehend one or more occupants of another moving vehicle when the driver of the fleeing vehicle is aware of that attempt and is resisting apprehension by maintaining or increasing his speed, ignoring the officer, or attempting to elude the officer while driving at speeds in excess of a legal speed limit.

D. Emergency Equipment

Authorized emergency equipment require an audible signal and use of a flashing or revolving blue light visible under normal atmospheric conditions from a distance of 500 feet to the front of such vehicle.

IV. PROCEDURE

The primary concern of personnel assigned to urgent or emergency calls is to respond in the most expeditious manner without endangering the safety of themselves or other persons. An assigned officer is of no assistance to anyone if he/she does not arrive at the scene of an emergency.

A. Routine Response (Code 3)

1. While on patrol or conducting routine operations, the posted speed limit will be observed and all traffic control signs and / or signals will be observed and obeyed.
2. Defensive driving and courtesy toward other drivers and pedestrians will be practiced at all times.

B. Emergency Response (Code 1)

Officers employing emergency response will utilize emergency equipment and may do the following with due regard:

1. Park or stand irrespective of the provisions of the Georgia statute.

2. Proceed past a red or stop signal or stop sign, but only after slowing down or stopping as may be required and necessary for safe operation.
3. Exceed the posted speed limit, but only to the degree that is reasonable,
4. Disregard regulations governing the direction of movement or turning of traffic in a specified direction. Officers responding will consider the following factors.
 - a. Nature of the emergency.
 - b. Time of day.
 - c. Volume of vehicle and/or pedestrian traffic.
 - d. Location and geographical area.
 - d. Weather conditions.
 - f. Road conditions.
 - g. Vehicle condition.
5. The following are classified as emergency calls and are examples of authorized emergency response, but is not intended to be conclusive.

Signal 5	Bomb Threat
Signal 6	Explosives Located
Signal 27	Homicide
Signal 29IP	Fight in Progress
Signal 33	Fire (confirmed)
Signal 40IP	Assault in Progress
Signal 41I	Accident with Injuries
Signal 44	Armed Robbery
Signal 46	Person Hit by Automobile
Signal 47IP	Drowning in Progress
Signal 49IP	Rape in Progress
Signal 50	Person Shot
Signal 51	Person Stabbed
Signal 58IP	Abduction in Progress

Signal 62
SIGNAL 63
Signal 67
Signal 80IP
Signal 86Agg

O.B. Call
OFFICER NEEDS HELP
Person Down
Chase in Progress
Aggravated Domestic

6. Officers shall not use the spotlight as a means of clearing oncoming traffic. The spotlight shall at no time be directed at windshields of oncoming vehicles.
7. Officers responding to calls requiring an emergency response will relay to the dispatcher the response level that they will be responding. When the officer is dispatched to an emergency call the radio traffic will be as follows.

Radio : "Radio to 101"

Officer: " 101"

Radio : " Signal 41I at Hwy 23 and Hwy 317"

Officer : "101 Responding Code One"

Shift supervisors may assign a specific response if the need arises. This response may be a higher or lower level of response than the officer indicated in his radio traffic.

C. Pursuit Initiation - Officer Responsibilities

1. The responsibility for the decision to pursue and the methods to be employed during pursuits rest initially with the individual officer. When making this determination the officer shall evaluate the circumstances and consider the following factors:
 - a. Nature of the crime.
 - b. Time of day.
 - b. Volume of vehicular and/or pedestrian traffic.
 - d. Location and geographical area that the pursuit will occur in or extend into.
 - e. Weather conditions.

- f. Road conditions.
 - g. Speeds involved.
 - h. Vehicle condition.
 - i. Whether there is a real or apparent emergency.
2. Once a pursuit is initiated, the officer shall immediately notify the Communications Center. Officer will relay information such as the identity of the pursuing unit, location, direction of travel, exact reason for pursuit, description of the fleeing vehicle and other relevant information about the vehicle or occupant(s) to coordinate efforts with other jurisdictions.

D. Pursuit Continuation - Officer Responsibilities

1. Officers involved in a pursuit will use all emergency equipment and must proceed with due regard and in accordance with OCGA 40-6-6.
2. During a pursuit, the officer will continually evaluate the internal and external factors involving the pursuit. The officer will weigh these factors and determine whether to continue or terminate the pursuit.
3. A safe distance shall be maintained between both vehicles, enabling the pursuing officer to duplicate any sudden turns, stops, or maneuvers by the fleeing vehicle to lessen the possibility of a collision.
4. Pursuing officers shall not pull alongside of or in front of a fleeing motorists in an attempt to force the subject into a ditch, curb, parked vehicle, or any other obstacle, nor shall any attempt be made to ram the pursued vehicle unless absolutely necessary for the preservation of life.
5. The use of a rolling roadblock or a blocking or boxing maneuver is expressly prohibited unless the violation for which the pursuit is initiated involves a violent felony justifying the use of deadly force as defined by SOP P-030 or the roadblock would be necessary for the preservation of human life and is authorized by a shift supervisor.
6. Police units that have prisoners, witnesses, suspects, complainants or citizens aboard shall not become engaged in pursuit situations.

7. Unmarked police units shall not engage in a pursuit unless the fleeing vehicle represents an immediate and direct threat to life. Whenever a marked unit becomes available to take over the pursuit, the unmarked unit will withdraw immediately from the pursuit.
8. No pursuing unit will continue pursuit if it becomes involved in a collision unless the collision is with the vehicle being pursued and no other police units are available to continue the pursuit.
9. Motorcycles may initiate a pursuit and actively participate in the pursuit until the arrival of a four-wheel marked patrol unit. At that time, the motorcycle officer shall cease pursuit.

E. Pursuit Termination

The pursuing officer shall terminate the pursuit if any of the following events or conditions occur:

1. Any of the emergency equipment on the police unit ceases to function.
2. It becomes evident that the risk to life and property begins to outweigh the benefit derived from the immediate apprehension or continued pursuit of the offender.
3. The suspect's identity has been established to the point that later apprehension can be accomplished and there is no longer any need for immediate apprehension.
4. The environmental conditions indicate the futility of continued pursuit.
5. Upon the order of a supervisory or command officer.
6. At any point when the officer or supervisor believes the risk associated with continuing the pursuit is greater than the risk associated with terminating the pursuit.
7. The distance from the pursued vehicle is too great to justify continuing the pursuit.
8. The pursuing officer is not familiar with the territory.

9. The pursuing officer knows, or is reasonably certain, that the fleeing vehicle is being operated by a juvenile and the offense constitutes a misdemeanor or a felony that does not jeopardize the safety of the public.
10. No officer will be disciplined for discontinuing a pursuit. For the purposes of this standard operating procedure, the reasonable pursuit of vehicles will be determined on the basis of the following factors:
 - a. Time of day.
 - b. Weather and road conditions.
 - b. Volume of traffic on roadway.
 - d. Speed of pursued vehicle.
 - e. Availability of assistance from other police units.
 - f. Distance between the police vehicle and the pursued vehicle.
 - g. Danger of injury to the officer, offender or other citizens.
 - h. Distance traveled in pursuit.
 - i. Any other factor which affects the general safety of the pursuit.

The Division Commander, Shift Supervisor, or any ranking officer may at any time order the pursuing officer to discontinue pursuit of a violator based on the factors listed above.

F. Secondary/Assisting Unit's Responsibility

1. Once the pursuit is engaged, assisting officer(s) shall:
 - a. Use the radio (transmit) only out of absolute necessity. Assisting officers and units shall identify themselves and give the Communications Center a conservative estimate of time of arrival at the scene and provide a status report as soon as possible. Officers will take into consideration distance to travel, traffic, and weather conditions.

- b. Move into tactically advantageous positions to assist with the stop of the felon.
- c. Do not caravan the pursuit; no more than one (1) assisting police unit may actively pursue with the exception of approval by specific order from the shift supervisor. A second vehicle may follow the pursuit to act as back-up for the pursuing officer. However, safe operation is mandatory. The second vehicle may not assume primary pursuit position unless the primary pursuit vehicle becomes disabled or relinquishes control. The second vehicle will communicate with dispatch, advising locations, and directions allowing the primary pursuit vehicle to concentrate on the operation of his vehicle.
- d. The second car shall be spaced appropriately and driven so as to allow for ample reaction time and distance in order to reduce the possibility of officer-involved accidents.

G. Supervisor Responsibilities

- 1. It shall be the responsibility of the shift supervisor to review the facts given by the pursuing officer and to make an independent judgment if the pursuit should be continued.
- 2. Based on all information available, shift supervisor will order termination of the pursuit if, in his opinion, the dangers created by the pursuit outweigh the need for an immediate apprehension of the offender or the supervisor believes the risk associated with continuing the pursuit is greater than the risk associated with terminating the pursuit.
- 3. Continuous monitoring of the pursuit's progress by the shift supervisor will be made until the pursuit ends or the pursuit is terminated either by the officer or shift supervisor.
 - a. Shift supervisor will make a determination as to the number of police units that will be assigned to the pursuit.
 - b. Unless otherwise directed by the shift supervisor no more than two (2) police vehicles will become actively involved in the pursuit. (Other officers should be alert to the pursuit progress and location.)

- c. If the pursuit exits the city limits, the shift supervisor will make every reasonable effort to ensure that no more than two (2) units continue the pursuit. (Unless the shift supervisor feels that more units are needed to ensure apprehension of the fleeing vehicle and/or occupants.)
- d. The shift supervisor will generally remain within the city limits of Suwanee to ensure proper direction to patrol units not involved in the pursuit, unless the shift supervisor is the primary pursuing unit or deems it necessary to leave the municipality or there are additional supervisors working who can direct units not involved in the pursuit.
- e. If an officer is involved in a serious situation (i.e., accident, shooting, etc.) which requires the shift supervisor being present, the shift supervisor will ensure adequate manpower is left within the municipality.
- f. Shift supervisor(s) will notify the respective Division Commander, at the earliest possible time, if an officer is involved in an accident, injured, or deadly force is used.
- g. The shift supervisor will prepare a post-pursuit report after having reviewed the circumstances with the involved officer(s). This report shall be submitted prior to the end of the tour of duty in which the pursuit occurred.

H. Communications Center

1. The Communications center shall notify the on-duty supervisor of the pursuit.
2. The dispatcher shall serve as the controller for all messages relevant to the pursuit, monitor other agency bands closely and shall immediately broadcast all available information relating to the pursuit on all local channels.
3. When a pursuit has ended, the dispatcher shall broadcast the termination of the pursuit on all local channels.

I. Use of Firearms During Pursuits

1. Officers shall not discharge a firearm at or from a moving vehicle except as the ultimate measure of self defense or the defense of another when the offender is employing deadly force. Departmental standard operating procedure P-030 regarding deadly force shall be strictly followed.
2. Firing strictly to disable a vehicle is prohibited.
3. In every incident the officer shall take into account the location of vehicular and pedestrian traffic and the potential hazard to innocent persons.

V. ROADBLOCKS

A. Use of Roadblocks in Pursuits

1. The use of a roadblock, fixed or moving, must be authorized by the shift supervisor.
2. Roadblocks will be used ONLY as a last resort and ONLY when all other attempts to terminate the pursuit have failed and the need to terminate the pursuit is imperative.
3. Roadblocks for the purpose of apprehending wanted suspects or felons shall not be employed when it is apparent that innocent persons will be endangered.
4. Officers of the Suwanee Police Department will receive annual policy training on the use of roadblocks, vehicle pursuits and vehicle immobilization tactics prior to their use in the field.

B. Fixed Roadblock

1. Roadblocks are expressly prohibited unless the violation for which the pursuit is initiated involves a violent felony, justifying the use of deadly force, or the roadblock would be necessary for the preservation of human life. A fixed roadblock may be utilized upon the direction of the shift supervisor only as a last resort in felony cases. Roadblocks of this type must offer an alternative path of travel around the blockade. No roadblock will be erected unless road and weather conditions allow visibility in both directions for a minimum of 500 feet. This type of

roadblock will not be employed when it is apparent that innocent people will be endangered. A fixed roadblock will not be completely blocked unless the use of deadly force would be authorized.

2. Once a roadblock is established, the Communications dispatcher shall notify on all frequencies the location of the roadblock to the pursuing police vehicles and shall ensure acknowledgement.
3. Officers will not remain in any police vehicle that is used to block off the roadway.

C. Moving Roadblocks

1. Moving roadblocks are expressly prohibited unless the violation for which the pursuit is initiated involves a violent felony, justifying the use of deadly force, or the roadblock would be necessary for the preservation of human life. Under certain circumstances the use of rolling roadblocks is effective and the chance of injury and vehicle damage is greatly reduced. A moving roadblock should be considered before resorting to a stationary roadblock.

2. Methods of employment

- a. Creating slow moving traffic -- reducing the movement of the wanted vehicle may be accomplished by slowing the normal flow of traffic. Patrol units not involved in the pursuit entering the roadway sufficiently ahead of the violator accomplish this. By slowing the flow of normal traffic, the violator and the pursuit vehicle are forced to reduce their speed.
- b. Blocking -- in pursuit at moderate speeds, blocking may be accomplished by positioning a patrol vehicle in front of the violator and another patrol vehicle beside the violator. Speed should be reduced gradually until the violator is stopped. Every effort should be made to maximize officer safety and avoid actual contact with the violator's vehicle.

D. Inter- and Intra-jurisdictional Pursuits

Pursuits initiated by an outside agency traveling through the City of Suwanee will be the responsibility of the initiating agency.

1. Officers will not become involved in pursuits initiated by other agencies except to:
 - a. Block intersections along the pursuit route.
 - b. Attempt to regulate traffic to minimize danger of injury to pursuing officers, other motorists or pedestrians, and occupants of pursued vehicles.
 - c. Provide geographical information.
 - d. To provide assistance once the violator is stopped.
 - e. To provide assistance with pursuit upon specific request.

E. Prohibited Practices

1. Officers will not pursue violators the wrong way on a freeway.
2. Officers will not discharge their weapons at a moving vehicle unless an occupant of the vehicle is using deadly force.
3. Units will, at all costs, avoid intersecting the path of an oncoming high-speed vehicle.
4. Officers will not attempt to force the vehicle from the roadway by driving alongside or in front of the fleeing vehicle.
5. Officers will not bump or ram a fleeing vehicle.
6. Except for the primary and secondary unit directly involved in the immediate pursuit, there shall be no caravanning by other units.
7. There will be no attempt to pass the primary pursuit unit unless the passing officer receives specific permission from the primary pursuing officer or a supervisor.

F. Reporting of Pursuits/Roadblocks

1. Officers involved in pursuits (including those terminated without pursuit), or a roadblock, shall submit a written report by use of the department's incident report form and the completion of the post

pursuit report. Reports shall be completed and turned in prior to the end of their tour of duty.

2. When an officer is involved in a pursuit or a roadblock, the officer shall be debriefed by the shift supervisor, or other immediate supervisor, who shall complete a Suwanee post pursuit report prior to the end of his/her tour of duty or workday.
3. When a supervisor is the pursuit officer, the supervisor shall be debriefed by the next ranking supervisor. When a lieutenant or captain is the pursuit officer, the lieutenant or captain shall be debriefed by his/her immediate supervisor or designee. A post pursuit report shall be completed by the immediate supervisor prior to the end of their tour of duty or workday.
4. The post pursuit report and copies of all other reports shall be forwarded through the chain of command to the Chief's Office. The Shift Supervisor and the Division Commander shall review all reports to determine if those individuals involved in the pursuit violated department policy. Findings shall be forwarded to the Chief of Police.
5. In conjunction with submitting a Post Pursuit report, a digital copy of the radio communications will be forwarded to the Patrol Division Commander for review. The Office of Professional Standards shall maintain copies of all Pursuit reports. An annual written review of the pursuit policy and reporting practices and an analysis of vehicle pursuit reports will also be completed.

G. Familiarity with State Statute

All officers will be familiar with and adhere to the following sections of the Georgia Vehicle Code:

- A. Section 40-8-91: Marking and Equipment of Law Enforcement Vehicles.
- B. Section 40-8-92: Designation of Emergency Vehicles: Flashing or Revolving Lights.
- C. Section 40-8-94: Sirens, Whistles, or Bells.
- D. Section 40-6-395: Fleeing or Attempting to Elude Police Officer.

- E. Section 40-6-6: Authorized Emergency Vehicle.
- F. Section 40-6-74: Operation of Vehicles on Approach of Authorized Emergency Vehicles.
- G. Section 40-6-99: Pedestrians to Yield to Authorized Emergency Vehicles.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-025 USE OF O.C. AND INTERMEDIATE WEAPONS

EFFECTIVE DATE: 01/01/95

NUMBER OF PAGES: 7

REVISED DATE: 06/22/15

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

It is the purpose of this policy to establish guidelines in the training and use of intermediate and chemical weapons, specifically O.C Spray and the ASP baton.

II. POLICY

It is the policy of the City of Suwanee Police Department to allow officers to carry and use authorized intermediate weapons. Officers using those intermediate weapons must have completed a certified course in the use and deployment of such weapons. Officers must also attend proficiency in-service biennially that is conducted by a certified O.C./ASP and or Defensive Tactics instructor, to continue to use such weapons.

III. PROCEDURE FOR O.C.

A. Carrying O.C.

Only Officers of this department who have been trained in a certified course in the use and deployment of O.C. may utilize O.C. as defined in this policy or other policies of this manual. Officers will also attend training biennially and/or proficiency in-service in the use of O.C. Officers of this department will only carry O.C. that is issued and authorized by the Suwanee Police Department.

1. O.C. issued by the Suwanee Police Department is Vexor Pepper Spray.

2. O.C. will be used under the appropriate circumstances and when necessary to control a suspected offender. O.C. will not be used to punish, torture, or abuse anyone.
3. Officers of this agency will carry O.C. in the prescribed method in accordance with the uniform regulations of this policy manual.
4. Officers may not carry O.C. (except during required training) until they:
 - a. Have received the necessary training by a qualified instructor;
 - b. Have demonstrated proficiency in the use of O.C.;
 - c. Have successfully attended and graduated from a P.O.S.T. certified mandate academy;
 - d. Have been instructed on this agency's SOP regarding the use of force;
 - e. Have been granted authorization to carry O.C. by the departmental Training Coordinator.
5. Training in the use of O.C.:
 - a. Will in general comply with current recommended training standards in both initial proficiency training and biennially.
 - b. Must be provided by this agency's training staff, certified law enforcement instructor, or the training staff of a state approved academy and,
 - c. Will be documented and provided to Georgia P.O.S.T. Council and kept by the Training Coordinator and placed in the officers training file.
 - d. Will be conducted, at least, biennially by a qualified instructor.
 - e. Officers who do not demonstrate proficiency biennially in the use of O.C. will not be allowed to carry O.C. and will be removed from duty until they have attended and successfully completed remedial training per SOP T-005.
 - f. If an officer has not previously had direct exposure to O.C. he or she will have to undergo advanced training. The training shall consist of direct pepper spray to the face, delivery of elbow/knee strikes to a "suspect", and handcuffing the "suspect". The purpose

of this training is to expose the officer to a direct spray so they know how it feels and how they will be able to react. This will not be a pass / fail test.

- g. If an officer has been certified but can not show proof that he or she completed O.C. training previously, he or she will have to attend the OC training course prior to being issued O.C. spray.

B. Authorized use of O.C.

O.C. spray is considered a use of force and shall be employed in a manner consistent with the use of force policy.

1. O.C. may be used when officer presence, verbal dialogue, and compliance tactics have failed or would be impractical to bring about the subject's compliance
2. The subject has signaled his/her intention to actively resist the officer's efforts to make the arrest.
3. Whenever practical and reasonable, officers should issue a verbal warning prior to using OC against a suspect.
4. An officer may use deadly force to protect himself/herself from the use or threatened use of OC when the officer reasonably believes that deadly force will be used against him / her if he / she becomes incapacitated.
5. Once a suspect is incapacitated or restrained, use of OC is no longer justified.

C. Use of O.C. against animals

1. Officers of this department are authorized to use O.C. chemical agents against animals such as dogs to protect the officer or another person from an attack by the animal.
2. The unnecessary use of an O.C. chemical against an animal is not authorized and may constitute cruelty to animals under the Official Code of Georgia Annotated.

D. Effective Use of O.C.

1. Whenever possible, officers should be upwind from the suspect before using OC and should avoid entering the spray area.

2. An officer should maintain a safe distance from the suspect of between two and 10 feet.
3. A single spray burst of between one and three seconds should be directed at the suspect's eyes, nose and mouth. Additional burst(s) may be used if the initial or subsequent burst proves ineffective.
4. Use of OC should be avoided, if possible, under conditions where it may affect innocent bystanders.
5. The Officer should affect the arrest on the subject and place restraints on the subject when practical.

E. First-aid for O.C.

1. An officer who uses or deploys O.C. on a suspect shall administer first aid and/ or have first aid administered to the affected person(s) as soon as possible by contacting Emergency Medical Personnel.
2. First aid for the use of O.C. is to first attempt to calm the subject down and advise him/her that you will attempt to help them. Then explain what to them what steps you will take to assist them.
3. Place the subject in a well-ventilated area away from the area in which the subject was sprayed.
4. Use large amounts of cool water in an attempt to flush the O.C. from the subjects face and eyes.
5. At no time will the subject be placed face down or in a position that would restrict their ability to breathe.

IV. PROCEDURE FOR THE ASP BATON

A. Authorized carry of the ASP baton

The only impact weapon authorized by the Suwanee Police Department is the ASP expandable baton. Only Officers of this department who have been trained in and completed a certified course in the use and deployment of the ASP baton may utilize the ASP as defined in this policy or other policies of this manual. Officers will also attend proficiency training biennially in the use of the ASP baton. Officers of this department will only carry batons that are issued and authorized by the Suwanee Police Department.

Officers may not carry any impact weapon (except during required training) until they:

1. Have received the necessary training by a qualified instructor;
2. Have demonstrated proficiency in the use of the type of baton carried;
3. Have successfully attended and graduated from a P.O.S.T. certified mandate academy;
4. Have been instructed on this agency's SOP regarding the use of force and this SOP regarding impact weapons; and
5. Have been granted authorization to carry an impact weapon by the departmental Training Coordinator; and
6. Have received at least, in-service training biennially and demonstrated proficiency in impact weapon techniques by a qualified instructor

Note: It should be noted that the Mag-Lite Flashlight, or other flashlights issued or authorized by the Department, is issued for the purpose of illumination and not as an intermediate weapon. Training is not provided by the department in the use of the flashlight as an intermediate weapon, and therefore discourages its use for that purpose. However, nothing in this policy shall preclude an officer from using any available resources when defending him/herself or another from physical assault or injury likely to cause great bodily harm or death.

B. Training in the use of the impact weapon:

1. Will in general comply with current recommended training standards in both initial and re-training biennially.
2. Must be provided by this agency's training staff, certified law enforcement impact weapon instructor, or the training staff of a state approved academy
3. Will be documented and provided to Georgia P.O.S.T. Council and kept by the Training Coordinator and placed in the officers training file.
4. Officers who fail or do not attend training biennially in the use of the ASP baton will not be allowed to carry the ASP until they have attended and successfully completed remedial training.

C. Use of the ASP baton

The ASP baton is considered a use of force and shall be employed in a manner consistent with this use of force policy. The ASP is a force option following Hard Empty Hand and Striking Techniques on the use of force continuum.

1. The ASP baton may be used if the officer encounters active resistance, such as a physical assault against the officer, the officer reasonably believes that a physical assault is imminent, such as a subject in a fighting stance with clenched fists, or other methods of compliance have failed or would be ineffective or inappropriate.
2. The use of the ASP baton is to be in accordance with the prescribed methods and training. The ASP baton shall be deployed and used only as necessary to complete the desired objective and affect the arrest of the suspected offender.
3. Strikes to the following areas and techniques will not be accepted as defensive techniques and will not be considered proper use of the baton:
 - a. Head and face
 - b. Heart areas
 - b. Spine
 - d. Kidneys
 - e. Direct frontal blow to knee cap
 - h. Groin area
 - g. Throat or Larynx
4. The only exceptions to prohibitions listed above will be in life or death situations.
5. It should be noted that the Mag-Lite Flashlight, or other flashlights issued or authorized by the Department, is issued for the purpose of illumination and not as an intermediate weapon. Training is not provided by the department in the use of the flashlight as an intermediate weapon, and therefore discourages its use for that purpose. However, nothing in this policy shall preclude an officer from using any available resources when defending him/herself or another

from physical assault or injury likely to cause great bodily harm or death.

Note: *It is not the purpose of this policy to preclude officers from using the means necessary to defend him/herself or another from an assault likely to cause great bodily harm of death.*

D. Departmental response to post use of force incidents

The following procedure will be followed after any of the above use of force incidents.

1. Medical attention/First aid will be administered to any person who has received any injury as a result of the use of O.C. or the ASP baton.
2. The shift Supervisor will be notified without delay and will make all required notifications, via chain of command to the Chief's office.
3. All officers involved in the use of force incident will complete the Suwanee Police Department Use of force report.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

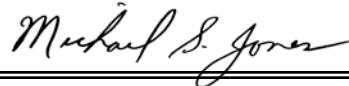
SECTION: P-027 TASER

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DISTRIBUTION AUTHORIZATION:



I. PURPOSE

The purpose of this policy is to establish and prescribe guidelines for use and post-incident management for the employment of less lethal and non-lethal force measures, specifically the TASER X-2 (hereinafter, "TASER"). This policy also establishes evidence collection requirements, officer responsibilities, and supervisor responsibilities following the use of such devices.

II. DEFINITIONS

Conducted Electrical Weapon (CEW): Weapons designed to disrupt a subject's central nervous system by means of deploying battery powered electrical energy, sufficient to cause uncontrolled muscle contractions, and override an individual's voluntary motor responses.

Anti-Felon Identification (AFIDs): Confetti-like pieces of paper that are expelled from the TASER cartridge when fired. Each "AFID" contains an alpha-numeric identifier, unique to the specific cartridge used.

TASER: The AXON TASER X 2 device currently in use by the Suwanee Police Department. This excludes the Tasertron, Karbon Arms, stun guns, or other electrical impulse or pain compliance weapons available commercially.

REASONABLE BELIEF

The facts or circumstances, that the officer knows, or should know, are such as to cause an ordinary and prudent officer to act or think in a similar manner under similar circumstances. To "reasonably believe", under

Graham v. Conner 490 U.S. 386 (1989), is decided on the basis of the “reasonable officer”. In common terms it means that if “the officers’ actions are ‘objectively reasonable’ in light of the facts and circumstances confronting them”, and experiencing the same facts and circumstances experienced by another officer, would come to the same general conclusion the officer reached, then it is a reasonable belief.

REASONABLENESS

The “reasonableness” of a particular use of force must be judged from the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight. In analyzing reasonableness of an officer’s action the court has taken hold of the “objective standard” of review to evaluate the circumstances. *Terry v. Ohio*, 392 U.S. 1, at 20-22. In Fourth Amendment contexts, the question is whether the officers’ actions are “objectively reasonable” in light of facts and circumstances confronting them at the time of the incident. *Id.* at 21. The calculus of reasonableness must embody allowance for the fact that police officers are often forced to make split-second judgments--in circumstances that are tense, rapidly evolving--about the amount of force that is necessary for a particular situation. *Graham v. Connor*, 490 U.S. 386, 397 (1989)

III. PROCEDURES

A. Prior to Deployment:

1. The TASER shall be issued to and used only by authorized employees who have successfully completed the Department’s TASER training program, specific to the model assigned. Employees are required to shoot four (2) cartridges to become certified in carrying the TASER. During the initial certification, all employees will receive a five (5) second exposure from either a fired live cartridge or the training “alligator clips” (both of which will cause Neuromuscular Incapacitation). All users will recertify annually and will shoot an additional two (2) cartridges during recertification.
2. All TASERS will be inspected by a TASER Instructor to ensure that they are charged and functioning properly prior to being issued for field use.
3. The TASER is a sensitive electronic device (similar to a cell phone) and should be treated with appropriate care. It should not be dropped or thrown around. When not in use, it should remain in an approved holster and be protected from rain. If rain gets inside the TASER, it can short-circuit causing the electronic control device to discharge while still in the holster.

4. Employees are not permitted to carry the TASER while off-duty; however, officers may carry the TASER while at an approved Extra-Duty assignments.
5. The TASER will be carried in an approved holster and shall be drawn with the support hand. Only holsters approved will be used. The employee must be able to show that they can proficiently use the holster during training, before it can be worn. Officers shall not change the settings for the operational function of the Axon Taser X2.
6. TASERS may be deployed in response to civil disorder, crowd control, or other tactical situations.
7. The TASER will be turned over to any supervisor, departmental TASER instructor, or Professional Standards' representative upon request to investigate improper uses of the electronic control device. Only TASER PPM batteries should be used in the Axon Taser X2 when feasible. The Taser PPM is non-rechargeable. Officers should check battery level at each function test.
8. TASER cartridges should be replaced by the expiration date. Expired cartridges should be used for training purposes only.
9. Each TASER Certified Employee is responsible for conducting a five (5) second spark/function test prior to each duty assignment.
10. When the TASER is experiencing any type of critical or major fault or damage to the CEW, it is to be removed from service and turned in to the Training Coordinator as soon as practically possible for repair. Malfunctions include but are not limited to: being dropped and causing damage, safety switch broken on any of the models, battery light not working on the X-2, CID display not working on the X-2 properly, or displaying "00," "EE," or any type of error reading on the X-2 model, etc. TASERS that cannot be repaired onsite will be shipped to TASER International through their RMA process.

B. Deployment:

The TASER can be deployed in two (2) different modes.

The preferred mode of deployment is used when the TASER is fired propelling two (2) probes up to a distance of 25 feet from a replaceable cartridge. These probes are connected to the weapon by high-voltage insulated wire. When the probes make contact with the target, the TASER transmits powerful electrical impulses along the wires and into the body of the target through up to two (2) inches of clothing. The goal of a probe deployment is Neuro Muscular Incapacitation (NMI). NMI is achieved by disrupting the Motor and Sensory Nervous Systems of the human body. The greater the spread of the probes on the body, the greater the muscle mass is affected, therefore usually achieving better control of the subject being tased.

The other mode of deployment is known as the “drive-stun,” and does not involve firing the cartridges. The drive-stun only allows electricity to pass back and forth between the metal points (roughly 1 ½” apart) on the front of the TASER device itself. The current runs back and forth between those points and only affects the 1 ½” area being touched by the TASER, which does not allow for good muscle control. The drive-stun may be used when necessary, but is not the preferred use of the ECW. The cartridge deployment is more effective because it can be fired at a greater distance than the drive-stun allows for. The cartridge deployment mode usually requires less cycles as the probes are stuck to the subject being tased and not losing contact, as the TASER possibly could when used in the drive-stun mode.

1. The TASER is less likely to cause injury than empty hand control techniques. As such, the TASER may be used to control person(s) resisting arrest prior to empty hand techniques. When the TASER is deployed in situations involving deadly weapons, a back-up officer is to directly accompany the TASER user and will be designated to utilize lethal force, if necessary, consistent with law, departmental policies and procedures.
2. The TASER should never be used near flammable liquids and fumes. The TASER can ignite gasoline or other flammables. The TASER should not be used on an individual who has been O.C. sprayed, unless they were sprayed by a member of this Police Department. Some self-defense sprays/O.C. sprays are flammable and would be extremely dangerous to use in conjunction with the TASER. Do not deploy the TASER near suspected meth labs.
3. The TASER should not be used on pregnant women. The electrical current will not harm the baby but the muscular

contractions caused by the TASER may send the woman into labor, or cause harm by the mother falling on the child.

4. The TASER is prohibited from being used in questioning or interrogating a suspect.
5. The human body reacts to the TASER by involuntarily becoming rigid and straight. Consideration must be given prior to using the TASER on a person who is in physical control of a moving vehicle or in any other situation where the body's reaction might place the subject or others at an increased risk of injury beyond that which would be considered reasonable given the situation. The primary risk of serious injury or death during a TASER deployment is the risk related to falls. Users should avoid deploying the TASER on persons next to swimming pools, on elevated platforms, or other places where a fall can be more injurious.
6. If practical, a verbal warning should be issued to the subject that they will be "TASED" if they do not comply. The verbal warnings of "TASER, TASER" should be shouted to let others know that the TASER is being deployed.
7. The TASER should never be aimed at the chest, neck or head. Frontal shots should be aimed with the top of the probe targeted at the stomach area below the rib cage and the bottom probe aimed at the thigh area, this is referred to as "splitting the belt line". The same aiming technique is used for back shots, the lower back and rear thigh.
8. The TASER has a built-in five (5) second timer. The electrical current will continue for the full five (5) seconds every time the trigger is depressed, the cycle should never be stopped unless special circumstances dictate. If additional cycles are required, each five (5) second cycle, or extended exposure of any time frame, shall be evaluated independently and must be justified on its own merit.
9. The TASER would be a possible option to use on a handcuffed subject **only** if the risk of injury for the officer and/or the subject is greater if another force option is used instead of the TASER.

C. After Deployment:

1. Once the subject is in custody or the situation is safe to do so, Communications will be notified that the subject has been “tased.”
2. With a witness nearby, the TASER probes should be removed. When removing the probes, employees should wear latex gloves, as the probes will have biohazard material on them when removed. Probes embedded in non-sensitive areas can be removed by firmly grasping the probe and pulling straight out quickly. After probe removal, the probe wounds will be cleaned with antiseptic and dressed.
3. Qualified medical personnel should remove probes embedded in the neck, head, groin, woman’s breasts, and as special circumstances dictate. Personnel transporting the subject should take a previously fired probe to show medical personnel if needed.
4. Photographs should be taken of probe impact sites and any other related injuries. Photographs should also be taken of the probes after they have been removed from the subject.
5. Personnel that deploy the TASER on subjects exhibiting symptoms of exhaustion, distress or agitated/excited delirium will request that EMS respond to the scene to provide immediate medical attention and will notify a supervisor.
6. Current research has concluded that the close distance between the TASER dart and the heart is the primary factor in determining whether the TASER will affect the heart. The risk of an adverse cardiac event related to a TASER discharge is deemed to be extremely low.

Therefore, should a probe strike, or a drive-stun application be used on a subject in the chest region, EMS will be requested to respond to the scene to provide immediate medical attention and supervisory notification will be made. If EMS is unable to evaluate on scene when the subject is struck in the chest region with a probe or a drive-stun, the transporting officer will notify the on duty deputies of the incident so the subject can be evaluated as needed by the jail medical staff.

7. Probes fired from a cartridge will be thrown away in a Biohazard container after the serial number has been obtained from the cartridge.
8. The reporting officer will complete the "TASER Supplemental" (Department Forms Folder) report and follow the reporting guidelines in P-030 Use of Force.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-030 USE OF FORCE

EFFECTIVE DATE: 01/01/95

NUMBER OF PAGES: 15

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DISTRIBUTION AUTHORIZATION:



I. PURPOSE

The purpose of this policy is to provide officers of the Suwanee Police Department with guidelines on the use of less lethal and deadly force. It will also establish standard operating procedure for administratively investigating use of force incidents, both deadly and less lethal. The following procedures have been prepared for the internal use of the Police Department only and do not create a higher legal standard of safety or care with respect to third party claims. Any and all violations of this procedure may form a basis for Department actions only. Only violations of the law may form the basis for civil or criminal penalties.

II. POLICY

The Suwanee Police Department recognizes and respects the value and special integrity of each human life. Investing police officers with the lawful authority to use force to protect the public welfare requires a careful balancing of interests. Many decisions and actions of law enforcement officers have serious consequences, but none are as irrevocable as the decision to use force, particularly deadly force. Other means of force should be deemed ineffective or inappropriate before the officer resorts to the use of deadly force.

It is the policy of the Suwanee Police Department that personnel will use reasonable force when force is used to accomplish lawful objectives and bring an incident under control, while protecting the life of the Employee and others.

Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances (excessive force) should, when feasible, safely intercede to prevent the use of such force and report such force to a supervisor.

It is the policy of the Suwanee Police Department that, under no circumstances, shall any officer or employee discharge their firearm for the purposes of firing a warning shot. Warning shots are considered an unauthorized use of deadly force because there is no discernable target.

III. DEFINITIONS

A. AUTHORIZED WEAPON

Those weapon(s) with which the officer has demonstrated proficiency and received Agency training on proper and safe usage. In addition, the weapon(s) must be registered and comply with Agency specifications.

B. DEADLY FORCE

That degree of force that is likely to cause death, serious injury, or great bodily harm.

C. FORCIBLE FELONY

Any felony that involves the use or threat of physical force or violence against any person.

D. FORCE

The unwanted touching directed toward another. This may involve the direct laying on of hands or the putting of an object into motion that touches the individual; therefore, taser guns (CEW), water hoses, as well as a push from the hands are "use of force". Use of force is not necessarily wrong, and in certain conditions personnel have the duty and obligation to use it.

E. HIGHER RISK POPULATIONS

CEW use on a pregnant, infirm, elderly, or low body-mass index person or on a small child could increase the risk of death or serious injury. As with any force option, CEW use has not been scientifically tested on these populations. Use a CEW on such persons only if the situation justifies an increased risk.

F. LESS LETHAL FORCE

A quantity of force that is neither likely nor intended to cause death, serious injury or great bodily harm.

G. REASONABLE BELIEF

The facts or circumstances, that the officer knows, or should know, are such as to cause an ordinary and prudent officer to act or think in a similar manner under similar circumstances.

H. REASONABLENESS

The “reasonableness” of a particular use of force must be judged from the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight. In analyzing reasonableness of an officer’s action the court has taken hold of the “objective standard” of review to evaluate the circumstances. *Terry v. Ohio*, 392 U.S. 1, at 20-22. In Fourth Amendment contexts, the question is whether the officers’ actions are “objectively reasonable” in light of facts and circumstances confronting them at the time of the incident. *Id.* at 21. The calculus of reasonableness must embody allowance for the fact that police officers are often forced to make split-second judgments--in circumstances that are tense, rapidly evolving--about the amount of force that is necessary for a particular situation. *Graham v. Connor*, 490 U.S. 386, 397 (1989)

I. SECONDARY INJURY

The loss of control resulting from a CEW exposure may result in injuries due to a fall or other uncontrolled movement. When possible, avoid using a CEW when secondary injuries are likely.

J. SERIOUS INJURY / GREAT BODILY HARM

A bodily injury that creates a substantial risk of death; causes serious or permanent disfigurement, or results in long term loss or impairment of the functioning of any bodily member or organ.

IV. JUSTIFICATION

The reasonableness of a particular use of force must be judged from a perspective of a reasonable officer on the scene, and its calculus must embody the allowance for the fact that police officers are often forced to make split-second decisions – in circumstances that are tense, uncertain, and rapidly evolving -- about the amount of force necessary in a particular situation.

V. RESISTANCE AND FORCE OPTIONS

The following resistance and force options are provided in order to demonstrate examples and lend guidance in the uses of both deadly and less lethal force. Officers should bear in mind that conflicts with another person are volatile by their nature and at any time levels of resistance and/or force

may change depending on the circumstances encountered at the time. All officers will receive annual training in force options which will be logged as part of the officer's permanent record. ***Each use of force incident must be justified on its own merits utilizing the "reasonable officer" standard established in Graham v. Connor, 490 U.S. 386 (1989).***

A. RESISTANCE

The following are examples of resistance that may be encountered. Active Resistance- The suspect attempts to perform a physical act of assault on the officer's person. Active resistance may or may not occur in an arrest situation.

An officer shall use de-escalation techniques and other alternatives to higher levels of force consistent with his or her training whenever possible and appropriate before resorting to force and to reduce the need for force.

Whenever possible and when such delay will not compromise the safety of the officer or another and will not result in the destruction of evidence, escape of a suspect, or commission of a crime, an officer shall allow an individual time and opportunity to submit to verbal commands before force is used.

1. Aggravated Aggression- The suspect attempts to use deadly force against the officer's person.
2. Compliant- The suspect gives no indication of verbal or physical resistance.
3. Defensive Resistance- The suspect attempts to physically prevent the officer from carrying out his/her lawful duty, but does not attempt to harm the officer or others. An example may be a suspect who resists arrest in a nonviolent manner, such as pulling away from the officer, or attempting to run.
4. Passive Resistance- Physical activity by the suspect, which prevents the officer from carrying out his/her lawful duties, but does not pose an immediate threat to the officer or to others. An example may be that of a protester who sits down or a traffic violator who refuses to exit their vehicle.
5. Psychological- The suspect displays non-verbal cues that indicate an intention to flee or fight.

6. Verbal Non-Compliance- The suspect indicates verbally an unwillingness to comply with the officer's lawful authority. This may include verbal threats.

B. CONTROL OPTIONS

Officers will use reasonable force to overcome resistance based upon the facts and circumstances presented at the time. The following are examples of levels of control:

1. CONTROLLED ESCORT

The majority of arrests made by officers of the Department are handled peacefully and without incident. Occasionally, however, an individual may be encountered who will refuse to be placed into custody, and/or is uncooperative and other alternatives have proven ineffective. Incidents of this nature may require officers to use some combination of strength, leverage, joint locks, pressure points and come-along holds with sufficient force to make the lawful arrest without unnecessarily aggravating the situation. Control should be gained with minimum risk of injury to the officer, the arrestee, and any innocent bystanders.

2. CHEMICAL AGENTS

Oleoresin Capsicum (OC Spray, or Pepper Spray) delivered in a nonflammable liquid medium is the chemical agent used by qualified and authorized officers of the Department. "O.C." is designed to temporarily incapacitate a person with a minimum probability of producing injury to the person.

3. DEADLY FORCE

This level of force, referred to in Georgia State law as "Deadly Force", is defined as "that force which creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or great bodily harm".

O.C.G.A. 17-4-20 addresses the use of lethal force for arrest in that,

"... peace officers may use deadly force to apprehend a suspected felon only when [1] the officer reasonably believes that the suspect possesses a deadly weapon or any object, device, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury; [2] when the officer reasonably believes that the suspect poses an immediate threat of physical

violence to the officer or others; [3] or (see note below) when there is probable cause to believe that the suspect has committed a crime involving the infliction or threatened infliction of serious physical harm. Nothing in this Code section shall be construed so as to restrict such...peace officers from the use of such reasonable non deadly force as may be necessary to apprehend and arrest a suspected felon or misdemeanor.”

To “reasonably believe”, under Graham v. Conner 490 U.S. 386 (1989), is decided on the basis of the “reasonable officer”. In common terms it means that if “the officers’ actions are ‘objectively reasonable’ in light of the facts and circumstances confronting them”, and experiencing the same facts and circumstances experienced by another officer, would come to the same general conclusion the officer reached, then it is a reasonable belief.

“Serious Physical Injury” is a bodily injury that creates substantial risk of death; causes serious, permanent disfigurement; or results in long-term loss of function of any bodily member or organ.

Note: *To provide clear guidance in this issue (item #3 above), it should be asserted that the officer “reasonably believes” the suspect’s escape would create a continuing danger of serious physical harm to another person.*

When the use of firearms is justified, the policy of the Suwanee Police Department is that sworn personnel should fire for “center of mass” whenever possible and appropriate. This policy is for the purpose of maximizing the probability the fired projectile will incapacitate the subject and cause him/her to immediately cease his/her hostile activities. In the extreme stress and urgency of a shooting situation, any attempt to “wound” a subject might produce unfavorable circumstances for the officers and/or innocent bystanders.

4. INTERMEDIATE WEAPON

This control option involves the use of department authorized intermediate weapons (ASP or TASER) for controlling an adversary. Intermediate weapon control techniques could necessitate the use of striking techniques. This force contains a higher probability of injury to the person being placed into custody.

It should be noted that the Mag-Lite Flashlight, or other flashlights issued or authorized by the Department, is issued for the purpose of illumination and not as an intermediate weapon. Training is not provided by the department in the use of the flashlight as an

intermediate weapon, and therefore discourages its use for that purpose. However, nothing in this policy shall preclude an officer from using any available resources when defending him/herself or another from physical assault or injury likely to cause great bodily harm or death.

5. MECHANICAL COMPLIANCE

Control involves the use of an officer's personal weapons (hands, fists, elbows, knees, feet, etc.) in controlling an adversary. Officers may use these striking techniques (muscle mass areas) to defend himself/herself or others against unlawful assaults where the use of other control options are not justified or are impractical.

The Suwanee Police Department does not Authorize the use of neck restraints or similar weaponless control techniques with a potential for serious injury.

6. OFFICER PRESENCE AND VERBAL PERSUASION

Officer's presence and announcement of appropriate authority itself may resolve the situation. Verbal commands and directions by the officer may be in the form of advice, persuasion, admonitions, or orders. When properly used, the volume and tone of the officer's voice can be an effective tool for assuming control of a situation.

7. TASER (CEW)

Use of a CEW is considered a serious use of force.

1. When to use it: When confronting violent resistance that poses an immediate threat to the officers or others. It does not have to be a threat of great bodily harm or death.
2. When not to use it:
 1. When confronting non-violent resistance, that does not represent a threat to police officers or others.
 2. Do not resort to CEW without first attempting to use negotiation, command or physical skills.
 3. Avoid using the CEW on an elevated/high risk population member unless it is necessary and objectively reasonable.
 4. Do not use pain compliance or Drive Stun Mode when circumstances dictate that pain is reasonably foreseeable to be ineffective. (Example: Persons who are under the

influence of alcohol or drugs or persons who appear to be or are known to be mentally ill.

Dealing with Mentally Ill or Emotionally Unstable Individuals:

1. Officer should make a greater effort to control the situation through less intrusive means.
2. When a person is neither a threat to himself or anyone else – the government's interest in deploying force to detain him is not as substantial as its interest in deploying force to apprehend a dangerous criminal.

VI. PROCEDURES

A. Justification for the use of less lethal force

Officers are authorized to use less lethal force in the performance of their duty. Examples of situations where less lethal force is appropriate include:

1. When necessary to preserve the peace, prevent commission of offenses, or prevent suicide or self-inflicting injury.
2. When the officer is preventing or interrupting a crime or attempted crime against property.
3. When making lawful arrests and searches, overcoming resistance to such arrests and searches, and preventing escapes from custody.
4. When in self-defense, or defense of another against unlawful violence to his/her person.
5. When force is used, personnel will use reasonable force to accomplish lawful objectives.

B. Post less lethal force incidents

1. In any use of force incident that results in, or is alleged to have resulted in an injury, or death of another person, the officer(s) on scene will request medical aid.
2. Any injured suspects should be transported to a medical facility by EMS, if necessary.
3. The shift supervisor will be notified without delay and will make all other required notifications.

4. The officer(s) involved in any use of force incident involving the use of chemical agents, impact weapons, mechanical control, TASER, or deadly force will complete a Suwanee Police Department Use of Force report form before the end of their shift.

C. Justification for the Use of Deadly Force

Use of deadly force by an officer during performance of duty is restricted to the following:

"to apprehend a suspected felon only when the officer reasonably believes that the suspect possesses a deadly weapon or any object, device, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury; when the officer reasonably believes that the suspect poses an immediate threat of physical violence to the officer or others; or when there is probable cause to believe that the suspect has committed a crime involving the infliction or threatened infliction of serious physical harm" (O.C.G.A. 17-4-20)

Officers should keep in mind that facts unknown to an officer, no matter how compelling, cannot be considered in later investigations of whether the use of lawful force, particularly that of deadly force, was justified. The following examples are provided to show when an officer may use deadly force:

1. When the officer reasonably believes it is necessary to defend his/her own life or the life of another, or to prevent serious physical injury to him/herself or another.
2. When necessary to prevent the commission of forcible felonies.

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

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

D. Post Deadly force incidents

When an officer of the Suwanee Police Department uses Deadly force or any use of force that results in, or is alleged to have resulted in, injury or death, the following notifications will be made immediately.

1. Emergency Medical Services
2. Shift Supervisor
3. Medical Examiner, if death occurs
4. Chain of Command

It will be the duty of the shift supervisor to notify the appropriate chain of command of the use of force incident as well as the completion of a Use of Force Report.

VII. DISCHARGE OF FIREARM

A. Restrictions

1. Before using a firearm, officers of the Suwanee Police Department shall identify themselves as such and state intent to use the firearm when feasible.
2. Officers are prohibited from firing at or from a moving vehicle, unless there are circumstances present which justify the use of deadly force.
3. Firearms shall not be discharged if it appears an innocent person may be injured unless special circumstances exist to warrant such use.

B. Exceptions

In addition to the previously listed situations, Suwanee police officers are permitted to fire their police firearms under the following circumstances:

1. For practice or recreational shooting in an area where firing a weapon is both safe and lawful;
2. During departmental sponsored range practice or at competitive sporting event.
3. When necessary to destroy a fatally wounded or sick animal or to destroy an obviously mad or vicious animal that cannot otherwise be controlled.

VIII. TRAINING AND QUALIFICATION

A. Use of Force

Officers of the Suwanee Police Department will attend at the minimum annual training on legal up-dates in the Use of Force and deadly force encounters policies and procedures of this agency.

B. Less Lethal Force weapons

1. The use of verbal commands and/or use of pain compliance techniques shall be considered to be a method of less lethal force. Pain compliance techniques shall include the use of fingers, hands, or other body parts used to gain control as dictated by the given situation.
2. The following less lethal weapons are authorized to be carried by the personnel of the Suwanee Police Department who have been trained and demonstrate proficiency in the use of such authorized weapons. Officers will receive training from a POST certified weapons instructor and will be required to demonstrate proficiency at least biennially, and these records will be maintained in training files of each officer.
 - a. ASP tactical baton
 - b. Oleoresin Capsicum (O.C.)
 - c. TASER (CEW)

C. Deadly Force weapons

1. The Glock Model 22 .40 caliber and/or Glock 27 .40 caliber will be the standard authorized duty weapons utilized by members of the Suwanee Police Department, and the Glock 42 .380 caliber is the authorized back up weapon. Officers who have received instruction and demonstrated proficiency with a shotgun/patrol rifle may carry a department issued weapon if all of the qualifications are met. Other department-approved firearms may be authorized for use by the Chief of Police for use by certain members or Units of the Department. These weapon or firearms may be approved by the Chief of Police on a case-by-case basis.
2. Prior to any personnel being issued the Glock 22, Glock 27, or the Glock 42, or any issued or approved weapon, they must successfully complete the proper training and familiarization courses, including instruction on Department policy and legal requirements on use of force, as well as firearm safety and proficiency at a minimum of once every year. Instruction shall be conducted through the Training Coordinator by a POST certified firearms instructor and personnel shall demonstrate proficiency with the firearm prior to carrying it. Documentation of the level of proficiency achieved will be kept in the officers training file.
3. An officer who is unable to demonstrate proficiency with the issued weapon during firearms proficiency shall report to the Training Division for remedial training in basic firearms. Failure to demonstrate

proficiency upon receipt of remedial firearms training will result in the officer being removed from the line function and will not be permitted to carry a weapon.

4. An officer who has taken extended leave or suffered an illness or injury that could affect his use of firearms ability will be required to re-qualify before returning to enforcement duties.

IX. USE OF FORCE REPORTS

A. A written report shall be prepared in accordance with departmental procedures as required in the following situations:

1. When a firearm is discharged, for other than training or recreational purposes.
2. When an employee takes an action that results in, or is alleged to have resulted in, injury or death of another person.
3. When an employee applies force through the use of lethal or less lethal weapons.
4. When an employee applies weaponless physical force at a level as defined by the agency. For this department, a Use of Force Report is not required for Controlled Escort Options. Use of Force Report is required for Mechanical Compliance Options.
5. All completed use of force reports shall be maintained by the Office of Professional Standards.

B. A supervisor will be immediately summoned to the scene and assist in any investigative procedures as required by the department in the following situations.

1. At any time a firearm is discharged outside of the firing range.
2. When the use of force results in serious bodily injury or death.
3. When a subject complains that an injury has been inflicted.
4. When O.C., ASP, or TASER has been used on an individual.

X. DEPARTMENTAL ACTIONS

A. Deadly force incidents

1. Responsibilities and Duties of Involved Officer

- a. When deadly force is used and results in an injury or death, or when an employee discharges a firearm for reasons other than the dispatch of an injured animal, upon first opportunity after the scene is secured, the employee shall immediately:
 - 1) When a firearm is involved, holster the weapon, without unloading, or reloading it unless there is a threat still present at the scene;
 - 2) Request emergency medical aid;
 - 3) Determine the physical condition of any injured person and render first aid;
 - 4) Notify the Communications Center of the incident and location; and
 - 5) Detain all witnesses.
- b. Unless injured, the officer will remain at the scene until the arrival of the appropriate investigators. However, if the circumstances are such that the continued presence of the officer at the scene might cause a more hazardous situation to develop (e.g., violent crowd), the ranking commanding officer at the scene shall have the authority to instruct the officer to move to another, more appropriate location.
 - 1) The officer shall protect his/her weapon for examination and submit it to the appropriate investigator. (On call CID, OPS, or GBI,)
 - 2) The officer shall prepare a detailed report of the incident.
 - 3) The officer shall not discuss the case with anyone except:
 - a. Supervisory and assigned investigative personnel;
 - b. The assigned District Attorney;
 - c. His attorney; and/or
 - d. Mental health professional.

2. Responsibility of the Communications Center

Once the communications center is notified, it shall:

- a. Dispatch requested medical aid,
- b. Notify the on-duty patrol shift supervisor,
- c. Notify the Division Commander to which the officer is assigned, the Deputy Chief, and the Chief of Police.
- d. Notify the designated investigative unit(s).

3. Division Commander

The Division Commander shall:

- a. Proceed immediately to the scene,
- b. Secure the scene,
- c. Conduct a preliminary field investigation,
- d. Render command assistance to the assigned investigator(s),
- e. Assist the involved officer(s), and
- f. Submit a detailed written report of the results of the investigation to the Chief of Police or his/her designee.

4. Investigative Responsibility

- a. Investigations of deadly force incidents in which injury or death occurs, will be directed by the GBI. When an officer discharges a firearm for reasons other than the dispatch of an injured animal, and there is no injury or death, the on call CID and/or OPS Investigators will conduct the investigation unless the Chief of Police elects to contact the GBI to conduct the investigation.
- b. All required written reports will be submitted without delay to the Chief of Police in original form;
- c. The Chief of Police is responsible for notifying the governing authority of the incident;
- d. Upon approval of the Chief of Police, any comments given the news media will be limited to the basic facts of the incident without speculation or expression of opinion, by the designated Public

Information Officer (PIO). (Refer to SOP A-080 Public Information/Media Relations)

5. Treatment of Officer

- a. In every instance in which an employee uses deadly force, where such use results in death or serious bodily injury to another person, or when an officer discharges a firearm for reasons other than the dispatch of an injured animal the officer shall be placed on either administrative leave or in-house administrative duty in accordance with SOP A-105.
- b. The employee shall be available at all times for official interviews and statements regarding the case, and shall be subject to recall to normal duty at any time after the preliminary investigation.
- c. Psychological services may be utilized for the effected employee(s) at the discretion of the Chief of Police or his designee.

B. Administrative Review of Reports required in Section VIII of this policy.

1. All reported uses of force will be reviewed by the Shift Supervisor, Division Commander, Deputy Chief, and Chief of Police to determine whether:
 - a. Departmental rules, policy or procedures were violated.
 - b. The relevant policy was clearly understandable and effective to cover the situation.
 - c. All findings of policy violations or training inadequacies shall be reported to the appropriate unit for resolution and/or discipline.
 - d. All use of force incident reports shall be retained as required by state law.
 - e. There will be an annual analysis of use of force incidents, to include whenever an employee discharges a firearm, for other than training, recreational purposes, or dispatching a wounded animal; takes an action that results in, or is alleged to have resulted in, injury or death of another person; applies force through the use of deadly or less lethal weapon; or applies weaponless physical force at a level as defined in S.O.P. P-030, VIII, by the appropriate departmental authority to ascertain training and policy needs.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-035 ARREST PROCEDURE

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Michael S. Jones

I. PURPOSE

Establish guidelines for serving criminal arrest warrants and for making probable cause arrests by officers of the Suwanee Police Department.

II. POLICY

It shall be the policy of the Suwanee Police Department to serve criminal arrest warrants and to arrest the defendants listed on those warrants as well as to arrest perpetrators of crime within the Department's jurisdiction, while insuring that the rights of the accused are observed.

III. SCOPE

This policy shall apply to all sworn personnel of the Suwanee Police Department who are authorized to make a lawful arrest.

IV. DEFINITIONS

A. Arrest

To deprive a person of his/her liberty by legal authority. "If the person voluntarily submits to an arrest or yields on condition of being allowed his freedom of locomotion under the discretion of the officer, the arrest is complete." (O.C.G.A. 17-4-1).

B. Arrest Warrant

A warrant issued on probable cause, directing a law enforcement officer to arrest and bring a person before the court.

C. 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.

NOTE: *It will be the policy of this department that employees will not perform the task of serving civil process documents. The responsibility for performing this task will lie with the Gwinnett County Sheriff's Department.*

D. 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 supports the judicial function relating to criminal matters. These services may include executive arrest warrants, search warrants and affidavits, administrative warrants or any other type of service permitted by law which directly results from or related to a criminal matter.

E. Interview

The free and willing exchange of information between the interviewer (officer or detective) and the person being interviewed. This type of verbal exchange may occur at accident scenes, when interviewing witnesses, or when responding to general calls for information.

F. Interrogation

An exchange in which the subject is unwilling to exchange information with the interviewer or is being questioned about his/her involvement in a crime or criminal activity.

G. Investigative Detention

The holding, delaying, or detaining a person without formal arrest during the investigation of the suspect's participation in a crime. This detention must be based upon factors leading the officer to reasonably believe, supported by specific and articulable facts, that criminal activity may be afoot. Articulable reasonable suspicion that criminal activity may be afoot is based on the officer's knowledge, training, experience, circumstances at hand and other independent variables.

H. Felony

A violation of State law criminal in nature with the minimum punishment being one-year imprisonment.

J. Misdemeanor

A misdemeanor is a violation of state law criminal in nature with the maximum punishment being up to one-year imprisonment.

K. Immediate Knowledge

The officer did not actually observe the event, but is knowledgeable enough to draw strong conclusions that it occurred. An example of immediate knowledge would be an officer who hears a gun discharge and immediately turns to observe someone holding a smoking gun.

V. ARREST PROCEDURE

A. Authority

Sworn officers of the Suwanee Police Department shall have the authority to arrest for violations of City Ordinance or violations of State Law pursuant to the Official Code of Georgia Annotated, occurring within the jurisdictional limits of the Suwanee Police Department. This authority is outlined in the City of Suwanee Code of Ordinances as well as in the Official Code of Georgia Annotated. Officers who have not successfully completed POST mandate training will not be assigned to positions requiring the carrying of firearms, enforcing the law, or making arrests.

B. Force Used to Execute a Warrant

An officer has a right to use that amount of force necessary and reasonable to arrest a person where probable cause has been attained. "In order to arrest under a warrant charging a crime, the officer may break open the door of any house where the offender is concealed." (OCGA 17-4-3)

When force is used to affect an arrest and the force used causes injury or any damage to any property, the incident shall be fully documented by completion of an incident report, completion of the use of force forms, and photographs shall be taken.

C. Legal Categories of Arrest

When an officer is presented with certain facts or a situation that calls for legal action to be taken, the officer must determine if any laws or ordinances have been violated and if so what action to take. The following legal categories of offenses will help to clarify the appropriate action to be taken:

1. FELONY

A felony is a violation of a state law that is criminal in nature with the minimum punishment being one-year imprisonment. Felony arrests may be made with a warrant, or in cases without a warrant, when the offense occurs within the officer's presence or immediate knowledge; when an offender is endeavoring to escape, when the officer has probable cause to believe that an act of family violence has been committed (O.C.G.A. 19-13-1) or to prevent the commission of a felony. (This exception should only be utilized when the criminal act is imminent.) Once a felony arrest has been made, the arresting officer must take appropriate warrants as required by law. The magistrate will determine bonds for felony charges and the case will ultimately be heard in Superior Court.

2. MISDEMEANOR

A misdemeanor is a violation of a state law that is criminal in nature with the maximum punishment being up to 12 months imprisonment. Misdemeanor arrests may be made with a warrant, or in cases without a warrant, when the offense occurred in the presence or the immediate knowledge of the officer. (Exceptions to this are offenses resulting from traffic accidents and related offenses, and the "Family Violence Act". These exceptions entitle the officer to make a warrantless misdemeanor arrest based on probable cause.) After a warrantless misdemeanor arrest has been made, the officer shall obtain a warrant as soon as possible and then lodge the arrested person in the detention center. Bonds for misdemeanor charges have been predetermined and are available at the detention center and the case will ultimately be heard by the State Court.

Note: *Under no circumstances will persons remain in the detention center for more than forty-eight (48) hours without a warrant being issued. (OCGA 17-4-62)*

3. LOCAL ORDINANCES AND TRAFFIC OFFENSES

A local ordinance violation is a violation of the City of Suwanee Ordinance. A traffic offense is a violation of Title 40 of the Official Code of Georgia (OCGA) that, under most circumstances, which falls under the jurisdiction of the municipal court. City ordinance violations and traffic offenses are heard in the City of Suwanee Municipal Court. The maximum punishment for a local ordinance violation is 6 months imprisonment and/or a fine up to \$1,000 or as assessed by the Municipal Court judge. The maximum punishment for a traffic offense

is 12 months imprisonment and/or a fine up to \$2500 or as assessed by the Municipal Court Judge. In determining the appropriate procedure to follow, the officer must first decide whether to issue a citation to the offender and release the offender with a copy of charges or arrest the offender.

- a. Issuing a citation and releasing. An officer may elect to make a local ordinance case or issue a traffic citation where the offender is released at the scene with a copy of charges (citation) to appear at the Suwanee Municipal Court. In these cases, the officer must either have observed the offense occur or it be within their immediate knowledge.
- b. Issuing a citation and custodial arrest. When an officer elects to make an arrest on a local ordinance case or traffic violation where the offender is taken into custody and transported to the detention center, the courts have determined that this is a warrantless arrest. For such violations, a warrantless arrest is legal if an offense is committed in an officer's presence or within his/her immediate knowledge. An officer may not arrest someone based on an ordinance violation and transport him/her to the detention center unless the offense occurred in the presence of the officer or within his/her immediate knowledge.

Whenever an officer makes an arrest based on a City Ordinance violation or traffic violation, the officer will set a court date for Suwanee Municipal Court and the court time will be written on the citation. A copy of the citation with the court date will be given to the arrested individual.

D. Law Enforcement Verbal Contact

Every day, in every phase of law enforcement, officers, while performing their duties and responsibilities will come into verbal contact with individuals. This verbal contact shall be in the form of either a/an:

1. CONSENSUAL POLICE-CITIZEN ENCOUNTER

A consensual police-citizen encounter is the lowest level of contact between an officer and the public, wherein an officer may approach and speak to a citizen. That citizen has the right to voluntarily comply with the officer's requests or choose to ignore them. Because the citizen is free to leave during a consensual encounter, no constitutional safeguards apply. (*United States v. Mendenhall*, 446 U.S. 544 1980)

2. INTERVIEW

An interview is the free and willing exchange of information between the interviewer (officer) and the interviewee. This type of verbal exchange may occur at accident scenes, interviewing witnesses, or responding to general calls for information.

3. INTERROGATION

An exchange in which the subject is unwilling to exchange information with the interviewer or is being questioned about his/her involvement in a crime or criminal activity.

The Fifth Amendment to the United States Constitution states that persons shall not be compelled in any criminal case to be a witness against themselves. With this in mind, any in-custody individual suspected of committing a crime and interrogated concerning their involvement in that crime shall be advised of their constitutional rights pursuant to *Miranda v. Arizona*, 86 S.Ct. 1062; 1966. *Miranda* states that before an in-custody interrogation of a suspect in a criminal case, the suspect must be advised of his right to consult with counsel and to have counsel present during questioning and must be advised that if he cannot afford a attorney, one will be appointed to represent him. If the accused indicates he wants an attorney, the interrogation must cease until the attorney is present. The burden is on the government (officer) to show that the accused knowingly and intelligently waived his right to counsel. The failure of an accused to ask for counsel does not constitute a waiver.

Once a suspect or accused has been advised of his "Miranda Warnings" and has invoked his right to have counsel present during custodial interrogations, the suspect or accused shall not be subject to further interrogation until counsel has been made available or he has himself initiated further communications, exchanges, or conversations (*Edwards v. Arizona*, 101 S. Ct. 1880; 1981). Once again, the burden is on the officer to prove a voluntary waiver by the suspect or accused.

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.

If the arrest is made with a warrant, the person must be brought before a judicial officer within a reasonable time and no later than 72 hours after arrest. A reasonable time would include as soon as possible.

In summary, if an individual is taken into custody and questioned about a criminal matter, he/she must be advised of his/her constitutional rights pursuant to Miranda.

E. Arrest without Warrant

1. O.C.G.A. 17-4-20 sets out situations in which an officer may arrest without a warrant.
 - a. When an offense is committed in the officer's presence or within his immediate knowledge.
 - b. When an offender is endeavoring to escape.
 - c. If the officer has probable cause to believe that an act of family violence has occurred. (O.C.G.A. 19-13-1)
 - d. For other cause, there is likely to be a failure of justice for want of an officer to issue a warrant.

Although not listed among the statutory exceptions, there are fifth and sixth situations:

- e. To prevent the commission of a felony (when the act constituting the felony is imminent).
- f. Upon receiving information from a law enforcement officer who observed an offense being committed, provided such information would constitute the basis for arrest had it been committed in the officer's presence. (The citation issued must list the names of each officer, and both officers must be present when charges against the offender are heard.)

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

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

Note: For the handling of juveniles refer to Section P-045 Juvenile Procedures of this policy manual

F. Arrest with a Warrant

An arrest with a warrant is made when a criminal arrest warrant or Municipal Court warrant has been issued by an appropriate judicial officer of the court and the sworn officer fulfills his/her responsibility by arresting the individual named in the warrant.

Note: The execution of warrants shall only be conducted by sworn officers who are in compliance with GPOSTC requirements.

Whenever any person is arrested with a warrant, the officer shall bring the arrested person before a judicial officer within a reasonable time, but under no circumstances later than 72 hours OCGA 17-4-26.

No officer will affect an arrest under the authority of a warrant unless the officer reasonably believes the warrant is valid and the person described in the warrant matches the person being arrested.

No officer shall arrest persons described in wants on GCIC/NCIC communications until the Communications Dispatcher has a tele-type confirmation of the warrant. Verbal confirmation of a warrant of a hit received from GCIC/NCIC shall not constitute grounds for an arrest.

Officers arresting persons in the City of Suwanee shall ensure that all persons arrested are fingerprinted in accordance with Section 35-3-36 of the Official Code of Georgia Annotated for offenses described in Section 35-3-33(1) (See GCIC Operations Rules).

G. 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 his supervisors, prosecutors or the city attorney.

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

H. Alternatives to Physical Arrests/Officer Discretion

What can be defined as reasonable 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 and an application for a complaint made, or in some cases, when the offense is of a minor nature, a verbal warning or other direction may be given. The requirement that legal justification be present imposes a limitation on an officer's action. In every case, an officer must act reasonably within the limits of his/her authority as defined by statute and judicial interpretation.

Whether a person is arrested or released with a copy of charges (citation), officers shall not inhibit the person's right of access to the courts. Assigning or obtaining a court date accomplishes this. If the case is sent to Municipal Court, the officer will assign a court date. State and Superior Court dates are assigned by those courts and they will make defendant court date notifications.

In misdemeanor cases where the officer feels that an arrest should be made and the offense did not occur in his presence or within his immediate knowledge, the officer should locate the victim of the offense and receive an affirmative acknowledgment from that individual with regards to desiring prosecution and signing a warrant. In cases where the victim is a business or something other than an individual, an agent for that entity should express the same desire to prosecute. In cases of shoplifting, to protect the officer from false arrest charges and liability, the officer should have the agent for the entity complete a witness statement. The officer responding to the incident will complete an Incident Report.

I. Obtaining an Arrest Warrant

1. Criminal Arrest Warrant Obtained After an Arrest

When a Suwanee Police Department officer has arrested an individual for a misdemeanor or felony offense, the officer will complete in detail a Warrant application, a warrant, Pretrial release and Acknowledgement of first appearance, at the Gwinnett County Detention Center at the time of detention.

2. Criminal Arrest Warrant Obtained Prior to an Arrest

When a Suwanee Police Department 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 the

responsibility of the officer/detective to locate the individual named on the arrest warrant in order to affect the arrest.

Warrants that are generated or obtained as a result of an investigation will be turned over to the Gwinnett County Detention Center, if the warrant cannot be served by the end of the officer's shift. Exceptions to this policy must be approved by a Division Commander or above.

3. Warrant Requirements

All arrest warrants shall be obtained from a Magistrate Judge. 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:

- a. A warrant number designated by the magistrate.
- b. 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 or SID number if known, physical characteristics if unusual and vehicle if known.
- c. Name of the criminal offense violated and the O.C.G.A. section number.
- d. Probable cause for the warrant.
- e. The officer's or prosecutor's signature.
- f. The magistrate's signature.

Warrants turned over to the Gwinnett County Detention Center will be maintained in accordance with Gwinnett County Sheriff's Department policy.

Officers/detectives shall keep a copy of all warrants. Copies of the original warrant will be marked COPY in ink on the front of the warrant and maintained in the case file.

The Gwinnett County Sheriff's Department will handle all entries on GCIC/NCIC for warrants obtained through the Magistrate Judge.

Suwanee Police Communications will be responsible to enter all warrants into GCIC/NCIC that are generated by the Municipal Court Judge.

Access to warrants and warrant information is available 24 hours a day, seven days a week through the Gwinnett County Detention Center at 770-822-3110.

Once a criminal arrest warrant has been executed, where the individual named on the warrant has been arrested, it will be the responsibility of the entering agency to ensure that the individual has been taken off GCIC/NCIC.

VI. CONTACT WITH AN INDIVIDUAL TO BE ARRESTED

Any person about to be arrested has the right to know that an officer with lawful authority is taking him into custody.

A. The suspect may have notice if he/ she:

1. Actually knows the person making an arrest is an officer;
2. Sees the officer's uniform or badge;
3. Is apprehended while committing a crime;
4. Is pursued from the scene of a crime; or
5. Is told by the officer that he is making an arrest and why.

B. If an officer, who is not known to a suspect, fails to identify himself/herself or to make his/her purpose known, the suspect has the right to resist what appears to be an unjustified assault. However, once identified as an officer, the assumption that the arrest is unlawful is made at the peril of the person who resists.

C. If a person knows or believes the arrest is lawful, it is his duty to submit quietly to custody. An officer making a lawful arrest has the right to use whatever force is necessary to accomplish the arrest, but not any more.

NOTE: *If the arrest is unlawful, a person has the right to resist the arrest. All arrests made by officers of the Suwanee Police Department shall be lawful arrests.*

D. Officers of the Suwanee Police Department when arresting an individual will comply with the following guidelines to ensure that the arrest and booking process are completed properly:

1. Identify yourself and show your identification if not in uniform.
2. Inform the subject that he/she is under arrest.
3. Inform the subject of the charge(s).
4. Inform the subject of the Miranda warnings and right to counsel as required in custodial interrogation situations.
5. Handcuff and search the subject prior to transportation. All prisoners will be housed at the Gwinnett County Detention Center.
6. If the arrestee is charged with charges heard in the Municipal Court of Suwanee, a copy of the citations will be left at the Detention Center for booking.
7. If the arrestee is charged with a State charge, warrants will be obtained from the Magistrate judge and served on the arrestee by the sheriff's deputies.
8. Turn over to intake deputies all items belonging to the arrestee that can be released and are not being held as evidence.
9. Observe deputies inventory and log prisoner belongings and sign the appropriate forms.
10. Complete the felony/misdemeanor Warrant paperwork required by the Magistrate Judge.
11. Complete other necessary reports and/or forms: incident report, supplemental forms, citations, impound sheet, etc.
12. All persons arrested by officers of the Suwanee Police Department that require fingerprinting shall be fingerprinted and photographed by personnel at the Gwinnett County Detention Center and shall be fingerprinted on Suwanee Police Department Fingerprint cards.

VII. SERVICE OF WARRANTS

A. Maintenance of Warrants

Shift Supervisor will be responsible for overseeing the execution of warrants issued by the courts. Officers obtaining arrest warrants from a municipal, magistrate, state or superior court judge, and who attempt to serve the same will ensure that a log is kept which reflects:

1. Date and time received
2. Nature of document
3. Source of the document
4. Name of defendant
5. Officer assigned for service
6. Date assigned for service
7. Court docket number and/or warrant number
8. Date process expires, if any
9. Date and time service performed

All warrants other than Municipal warrants will be recorded on a warrant log sheet and placed in the incident report file.

A listing of active municipal warrants will be located in Communications. This log will be updated as necessary to show the status of current warrants and will be maintained for audit and inventory purposes of warrants held by the department.

B. Access to Warrants

Access to Municipal Court warrant information is available 24 hours a day, seven days a week at the Suwanee Police Department or by radio through the Communications Center. State issued warrants will be available through the Gwinnett County Sheriffs Department warrant division 24 hours a day 7 days a week.

C. Service or Attempt of Service of Warrant

Each service or attempt at service of an arrest and / or search warrant will be recorded on a warrant execution log located in the jacket of each warrant file or on a warrant log sheet. The following information will be entered on the log when a warrant has been served or an attempt is made:

1. Warrant number of the warrant to be served.

2. Date and time warrant is served, executed or attempted to be served.
3. Name of officer attempting or serving warrant.
4. Name of defendant (person listed on warrant.)
5. Address where warrant was served or attempted to be served.
6. Method of service or reason for non-service.

When a wanted person has been contacted, the officer will take the person into custody and shall complete the warrant execution log. An executed municipal warrant will be returned to the Communications Dispatcher so that the execution can be recorded and removed from the active warrant list and GCIC/NCIC. The officer executing the warrant will receive a copy of the warrant, a copy of the GCIC/NCIC paperwork clearing the warrant out of GCIC/NCIC from the dispatcher. These copies are to be marked "Warrant Cleared" and shall include the time, date and the officers badge number placed in the appropriate location. This paperwork will accompany the arrest report to be turned in to the records clerk.

Officers' primary responsibility shall be to serving those warrants where the person resides in the corporate limits of Suwanee. The Gwinnett County Sheriff must deputize officers serving warrants outside the city limits of Suwanee but within Gwinnett County. Communications shall notify Gwinnett County, or the appropriate city police jurisdiction, of the locations where warrants are to be served. Assistance shall be requested from the Gwinnett County Police Department or Sheriff's Department or the local police department at the discretion of the shift supervisor.

Officers who have warrants on persons who reside in another county jurisdiction shall first notify the proper agency, inquire about the individual to be arrested and request an officer from that agency to help serve the warrant. Under no circumstances will an officer attempt to serve a warrant outside Gwinnett County without an officer from the appropriate jurisdiction being present.

VIII. DUE PROCESS PROCEDURES FOR FOREIGN NATIONALS

A. General Information

The term immunity is commonly and erroneously understood to refer to the special protections afforded to all employees of foreign governments who are present in the United States as official representatives of their home governments. Currently in the United States about 118,000 persons

are entitled to some degree of special privilege under international law, i.e., the Vienna Convention on Diplomatic Relations. Some of these persons are members of diplomatic missions, others are assigned to consular posts, and still others are employees of international organizations or members of national missions to such international organizations. For each of these categories of persons, particular rules apply and, even within these categories, different degrees of immunity may be accorded to different classes of persons. Although the majority of these persons are assigned to Washington, D.C. and New York City, a considerable number are assigned to Atlanta (excluding ambassadors). Moreover, nearly all of these persons are free to travel around the country either on official business or for pleasure.

1. Staffs of Diplomatic Missions

Three categories of persons are entitled to privileges and immunities under international law. The first of these, staffs of diplomatic missions, are composed of diplomatic agents, administrative, technical and service staff. Diplomatic missions are the principal communication link between the country that sends them and the host country. Diplomatic agents and family members forming part of the household enjoy the highest degree of immunity and privileges. These include complete immunity from the criminal jurisdiction of the host state and from prosecution no matter how serious the offense. Members of the diplomatic agents' administrative and technical staff and their immediate families share this high degree of immunity and privilege from the criminal jurisdiction, with the only distinction being with regard to immunity from civil jurisdiction. Service staff members have only official act immunity, which in practical terms is simply an affirmative defense to be raised by an accused staff member before a U.S. Court with subject matter jurisdiction over the alleged crime. If such court, in full light of all the relevant facts, determines that the action complained of is an official act, only at that point does international law preclude the further exercise of jurisdiction by the U.S. Court. Because the judicial determination in a case of this type is very much dependent on the facts surrounding the incident, a full and complete report may be critical in permitting the court to make a just decision. The families of staff members enjoy no privileges or immunities.

2. Members of Consular Posts

The second category consists of members of consular posts, which is composed of consular officers, consular employees, service staff and honorary consuls. Consulates are distinct from diplomatic missions in that they do not have the principle role of providing communication between the two countries but rather perform a variety of functions of

principle interest to their respective sending countries (e.g., issuance of travel documents and generally promoting the commerce of the sending country). The current treaty regime recognized a hierarchy within the staff of the consular posts but since the privileges and immunities are few there is not a great deal of practical difference in the degree of immunity afforded the various general categories of persons. Generally, members of consular posts have only official act immunity as explained above with respect to both criminal and civil matters. It is essential to know that no law enforcement officer is expected or authorized to determine whether a given set of circumstances constitutes an official act. Rather, this is an issue, which may only be resolved as a matter of law by the host country court with subject matter jurisdiction over the alleged crime. However, international law holds that consular members may only be arrested pending trial provided that the underlying offense is a felony and that the arrest is made pursuant to a decision by a competent judicial authority (e.g., a warrant issued by an appropriate court). Hence, the degree of the offense will usually dictate the course of action to be taken. Finally, with a special bilateral agreement to the contrary, neither the service staff nor family members of consular members in general enjoy personal inviolability. The only exception here, beyond that afforded by any bilateral agreement, involves an immunity enjoyed by service staff from any obligation to provide evidence as a witness with respect to official acts.

3. International Organizations Personnel

The final general category of individuals to which privileges and immunity extend consists of international organization personnel and national missions to such organizations. The nations concerned here have concluded treaties embodying grants of privileges and immunities, agreeing that the important purposes of their envoys may only be accomplished if these measures are afforded. The vast majority of international organization personnel have only official act immunity. In certain cases, however, the most senior executives of such organizations have been accorded privileges and immunities equal to those afforded diplomatic agents. The assignment of international organizations is differentiated generally on the basis of the functions performed. Pursuant to international law, the most senior representatives in these missions of international organizations have privileges and immunities equivalent to those afforded diplomatic agents. The remainder of the staffs of these missions has only official act immunity.

B. Traffic Enforcement

Stopping a foreign official and issuing a citation does not constitute an arrest or detention and is permissible, although signature of the citation by such an individual may not be required. Accordingly, an officer should never hesitate to follow normal procedures to intervene in a situation involving a traffic violation that he has observed even if immunity ultimately bars any further action at the scene. Sobriety tests may be offered in accordance with ordinary procedure but may not be required or compelled. If the officer judges the individual to be intoxicated, the officer should not permit the individual to continue to drive since the primary concern here should be the safety of the public and the intoxicated driver. Under such circumstances a number of options are available: the officer could summon a friend of the driver, if appropriate; call a taxi; or the officer could provide transportation. In any event, the officer involved with the incident should fully document the facts of the incident, the identity of the individual and a written report of the incident should be forwarded to the State Department.

C. Identification of Persons Entitled to Privilege and Immunity

The only authoritative identity document providing an accurate indication of the status of the holder is the identity card issued by the Department of State, Protocol Office. There are three types of identification cards: Diplomatic (blue border for diplomats), Official (green border for employees), and Consular (red border for consular personnel). Identification cards contain a photograph of the bearer along with the bearer's name, title, mission, city and state or country, date of birth, identification number, expiration date and a U.S Department of State seal. A brief description of the bearer's immunity will be printed on the reverse side.

While this form of identification is generally to be relied upon, departmental personnel are nonetheless urged to seek immediate verification as indicated below in connection with any traffic or criminal incident or any other case where they have reason to doubt the validity of the card. Additionally, officers should be alert to the fact that newly arrived members of diplomatic and consular staffs may not yet have these official identity documents and should be prepared to coordinate with the U.S. Department of State for verification if confronted with such a situation.

D. Procedure

Should any officer of this department have grounds to arrest a person who claims immunity, he must proceed by coordinating with the State Department of the United States utilizing the following procedure:

1. Whether the case involves an ordinance violation, a misdemeanor or a felony, the suspect may be briefly detained until his diplomatic status can be verified. Extreme patience and courtesy are called for in these situations and the use of handcuffs or other restraints should be avoided, if possible.
2. The ranking officer who is on duty at the time should be notified. During regular business hours, the officer will attempt to contact a staff advisor in the Director's Office. The State Department should be contacted as soon as possible so that the individual's status can be determined. If a departmental staff advisor cannot be reached, the ranking officer will make the necessary communication. The telephone numbers are:

Business Hours

(202) 647-1664	Staffs of Diplomatic Missions
(202) 647-1404	Members of Consular Posts
(202) 647-1402	International Organizations
(212) 415-4131	United Nations Personnel

After Hours

(202) 647-7277	All Inquires
(212) 415-4444	United Nations Personnel

3. If the State Department does not verify diplomatic status of the suspect, the suspect should be processed routinely. If the suspect's immunity is confirmed, the suspect should be handled in accordance with the instructions provided by the State Department personnel.

E. Others Exempt From Arrest

1. Military

Members of the Georgia Army National Guard and the Georgia Air National Guard are privileged from arrest, except in cases of treason or breaches of the peace, under the following circumstances: 1) While attending drill; 2) during parades; 3) when attending meetings, encampments, and election of officers; and 4) while going to, during, and returning from the performance of active duty.

Category		May Be Arrested or Detained	Residence May Be Entered Subject To Ordinary Procedures	May be Issued Traffic Citations	May Be Subpoenaed as Witness	May be Prosecuted	Recognized Family Members
Diplomatic	Diplomatic Agent	No ¹	No	Yes	No	No	Same As Sponsor (fill immunity and inviolability)
	Members of Administrative and Technical	No ¹	No	Yes	No	No	Same As Sponsor (fill immunity and inviolability)
	Service staff	Yes ²	Yes	Yes	Yes	No for official acts Otherwise Yes ²	No immunity or inviolability ²
Consular	Career Consular Officers	Yes, If for a felony and pursuant to a warrant. ²	Yes ⁴	Yes	No- for official acts. Testimony may not be compelled in	No- for official acts. Otherwise yes. ²	No immunity or inviolability. ²
	Honorary Consular Officers	Yes	Yes	Yes	No- for official acts. Yes for all other cases	No- for official acts. Otherwise Yes	No immunity or inviolability.
	Consular Employees	Yes ²	Yes	Yes	No- for official acts. Yes in all other cases	No- for official acts. Otherwise Yes	No immunity or inviolability ² .
International organizations	International Organization Staff ³	Yes ³	Yes ³	Yes	No – for official acts. Yes , in all other cases	No- for official acts. Otherwise yes ³ .	No immunity or inviolability.

	Diplomatic-Level Staff of Missions to International Organization	No ¹	No	Yes	No	No	Same as Sponsor(full immunity and inviolability)
	Support Staff of Missions to International	Yes	Yes	Yes	No- for official acts. Yes, in all cases	No –for official acts. Otherwise yes	No immunity or inviolability

¹Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or prevention of serious criminal acts.

²This table presents general rules. Particularly in the cases indicated, the employees of certain foreign countries may enjoy **higher** levels of privileges and immunities on the basis of special bilateral agreements.

³ A smaller number of senior officers are entitled to be treated identically to “diplomatic agents.”

⁴Note that consular residents are sometimes located within the official consular premises. In such cases, **only** the official office space is prohibited from police entry.

F. Arrest of Foreign Nationals

1. A foreign national who is arrested (taken into custody)³ will be informed that he or she has the right under a treaty to which the United States is a party⁴, to have his or her country's embassy or nearest consulate notified of his or her arrest and detention. This should be done at the time of the arrest but no later than during booking at the detention center⁵.
 - a. Notation should be made in the case file of the fact that the accused was advised of his or her rights under the Vienna Convention on Consular Relations and whether or not the accused requested that the embassy/consulate be contacted.
 - b. The foreign national asks that their embassy or consulate be notified, it is the agency's responsibility to contact the consulate or embassy⁶. Unless the accused is a national from the countries listed below, do not notify the embassy/consulate unless the accused requests they be notified.⁷
 - b. An updated listing of consulates and embassies can be found at the U.S. State Department web site: <http://www.state.gov>. This site also contains translations of the suggested rights warning in several different languages.
2. By law, if a citizen of the following countries is arrested, the supervisor or his or her designee will notify the nearest consulate or the embassy of the arrest⁸.
 - a. Accused will be told that his or her embassy or consulate will be contacted, even if the accused does not want his or her consulate notified⁹. A supervisor should contact the U.S. State Department for additional guidance if the accused indicates a fear of persecution or mistreatment by his or her government. The U.S. State Department may be contacted by phone at the following:
 - (1) Business hours: 202-647-4415 fax 202-736-7559
 - (2) After business hours: 202-647-1512.
 - b. Notification of the consulate will be made at the time the accused is booked¹⁰. A suggested form for sending a fax notice to the applicable consulate can be found at the State Department Web Site.
 - c. If the accused also requests asylum, contact the U.S. State Department for further guidance prior to notifying the consulate or embassy¹¹.

- | | | |
|-------------------------|-----------------|--------------------------|
| 1) Antigua and Barbuda% | 25) Kazakhstan# | 48) Tonga% |
| 2) Armenia# | 26) Kiribati% | 49) Trinidad and Tobago% |
| 3) Azerbaijan# | 27) Kuwait% | 50) Turkmenistan |
| 4) Bahamas% | 28) Kyrgyzstan# | 51) Tuvalu% |

- | | | |
|-----------------------------------|--|---|
| 5) Barbados% | 29) Malaysia% | 52) Ukraine# |
| 6) Belarus# | 30) Malta% | 53) United Kingdom,
<i>including Anguilla,
British Virgin Islands,
Bermuda, Montserrat, and
the Turks and Caicos
Islands</i> |
| 7) Belize% | 31) Mauritius% | 54) U.S.S.R.
<i>(Although the U.S.S.R.
no longer exists as a
national entity, many
citizens of its successor
states still carry passports
issued by the former
U.S.S.R.)</i> |
| 8) Brunei% | 32) Moldova# | 55) Uzbekistan# |
| 9) Bulgaria | 33) Mongolia | 56) Zambia% |
| 10) China, Peoples
Republic of | 34) Nigeria% | |
| 11) Congo, Republic of% | 35) Philippines | |
| 12) Costa Rica | 36) Poland | |
| 13) Cyprus% | 37) Romania | |
| 14) Czech Republic | 38) Russia# | |
| 15) Dominica% | 39) St. Kitts and Nevis% | |
| 16) Fiji% | 40) St. Lucia% | |
| 17) The Gambia% | 41) St. Vincent and the
Grenadines% | |
| 18) Georgia, Republic of# | 42) Seychelles% | |
| 19) Ghana% | 43) Sierra Leone% | |
| 20) Grenada% | 44) Singapore% | |
| 21) Guyana% | 45) Slovakia | |
| 22) Hong Cong | 46) Tajikistan# | |
| 23) Hungary | 47) Tanzania% | |
| 24) Jamaica% | | |

% Rules applicable to United Kingdom apply.

Rules applicable to the former U.S.S.R. apply.

3. Diplomatic and consular officers have the legal right to consult with their citizens who are detained by federal, state or local authorities¹². Any communication by a detained foreign national must be forwarded to the consular post without delay.
 - a. A diplomatic or consular official who is acting in this capacity will be treated with the utmost courtesy as befits their rank.
 - b. The right of consular access and communication are generally subject to local laws and regulations concerning prisoner visitations.
 - d. Whenever possible a senior officer or prosecuting attorney should brief the diplomatic or consular officer on the fact and circumstances of the arrest and the legal process that will be followed in the case¹⁴.

4. If the foreign national who is arrested is in possession of a passport, visa, boarder crossing card, resident alien card or alien registration card, the arresting officer shall make a photo static copy of the documents and attach them to the arrest/booking report¹⁵. A copy should also be made of any other identity or travel documents in the possession of the accused.

5. When completing the arrest booking report, obtain the following information:
 - a. A complete home address (foreign address) of the accused;
 - b. A complete local address for the accused.
6. The officer who contacts an embassy or consulate on behalf of an accused foreign national will note the date, time and the name of the person who received the call at the embassy or consulate in a supplemental report and place it in the case file¹⁶.
7. If the accused foreign national is a juvenile who is not accompanied by a parent or legal guardian, the Immigration and Naturalization Service will be notified at the same time as the Juvenile Court. It is the responsibility of the Immigration and Naturalization Service to contact the embassy of the accused juvenile's nation.
8. If the foreign national is unable to communicate in English, a supervisor will be contacted and every effort made to obtain a translator¹⁷. Miranda warnings must be translated before a questioning can begin¹⁸. 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.
9. During major events such as the Olympics, international sporting events, or international conferences, if a foreign national who is officially connected with the event is arrested, the District Attorney or his/her designee (Solicitor-General in misdemeanor cases) should be immediately contacted by telephone and provided with oral summary of the incident. The prosecuting attorney will advise the supervisor of any special procedures which should be followed.
10. If a foreign national is arrested for a felony, the U.S. Immigration and Naturalization Service (INS) will be notified and provided with the name of the accused and the nature of the charges¹⁹. By law, the INS is required to notify the appropriate consulate or embassy if one of their citizens has been taken into custody by I.N.S.²⁰
11. Contact U.S. Immigration and Naturalization Services at:

U.S. Immigration and Naturalization Service
77 Forsyth Street, Suite G-89
Atlanta, Georgia 30303
Phone: 404-331-2765

1 *Silver v. State* , 147 Ga. 162, 166 - 167 (1917).
2 *Harisiades v. Shaughnessy*, 342 U.S. 580, 586, 72 S.Ct. 512, 96 L.Ed.2d 586, 597 (1951); *Wong*
Wing v. United States , 163 U.S. 228, 237, 16 S.Ct. 977, 41 L.Ed 140, 143 (1895).
For the purposes of this section, arrest refers to a custodial arrest and detention and does not include
a release on citation. See U.S. Dept. of State, *Memorandum, Notice for law Enforcement Officials on*
3 *Detention of Foreign Nationals* (April 20, 1993) (hereafter "*Detention of Foreign Nationals*"); *Id.*,
CONSULAR NOTIFICATION AND ACCESS JANUARY 1998,
http://www.state.gov/www/global/legal_affairs/legal_adviser.html; Note, *Motor Vehicles: Traffic*
Citations , 79 Am. J. Int'l L. 1048 (1985).
Vienna Convention on Consular Relations, Art. 36(1)(b), 21 U.S.T. 77, T.I.A.S. 6820, 596 U.N.T.S.
261 (hereafter referred to as the "*Vienna Convention*") was ratified by the United States in 1969.
("U.S.T." refers to the United States Treaties and International Agreements, the official compilation of
4 treaties to which the United States is a party and is comparable to the United States Code.) As such it
is part of the laws of the United States and its provisions apply to the State of Georgia. See *Flint River*
Steamboat Co. v. Foster, 5 Ga. 194, 195 (1848); *Schofield v. Hertz Corp.*, 201 Ga. App. 830, 832 -
834 (1991); *Goldstein v. Goldstein* , 229 Ga. App. 862, 665 (1997).
Vienna Convention, Art. 36(1)(b); U.S. Dept. of State, *Memorandum, Notice for law Enforcement*
Officials on Detention of Foreign Nationals (April 20, 1993) (hereafter "*Detention of Foreign*
Nationals"); see also *Rep. of Paraguay v. Allen*, 134 F.3d 622, 625 (4th Cir. 1998); *Breard v. Pruett*,
5 134 F.3d 615, 619 - 620 (4th Cir.), cert. denied sub nom *Breard v. Greene*, ___ U.S. ___, 118 S.Ct.
1352, 140 L.Ed.2d 529, 63 Crim. L. Rep. 2026 (1998); *Murphy v. Netherland*, 116 F.3d 97, 99 - 101
(4th Cir. 1997); *Faulder v. Johnson*, 81 F.3d 515, 520 (5th Cir.), cert. denied, 519 U.S. 995, 117 S.Ct.
487, 136 L.Ed.2d 380 (1996); Kadish, *Article 36 of the Vienna Convention on Consular Relations: A*
Search for the Right to Consul , 18 MICH. J. OF INT'L L. 565 (1997) (hereafter "*Kadish*").
6 *Vienna Convention* , Art. 36(1)(b).
7 *Vienna Convention* , Art. 36(1)(c). See Kadish, at 598.
Detention of Foreign Nationals; Id., CONSULAR NOTIFICATION AND ACCESS, at
http://www.state.gov/www/about_state. Compliance with these treaty obligations regarding notification
"is essential to insure that similar notice is given to U.S. diplomatic and consular officials when U.S.
8 citizens are arrested or detained abroad." *Id.* "United States citizens are scattered about the world - as
missionaries, Peace Corps volunteers, doctors, teachers and students, as travelers for business and
for pleasure. Their freedom and safety are seriously endangered if state officials fail to honor the
Vienna Convention (on Consular Relations) and other nations follow their example. *Breard v. Pruett* ,
134 F.3d at 622 (Butzner, J. concurring).
9 *Id.*
Consular treaties between the United States and some mandatory notification countries provide for a
10 longer period in which the consulate or embassy must be notified. See e.g. 26 U.S.T. 687, Art. 38(2);
23 U.S.T. 2873, Art. 35(2). However, most require immediate notification. For this reason, a policy of
immediate notification, no later than booking is strongly recommended.
11 CONSULAR NOTIFICATION AND ACCESS, at p. 14.
Vienna Convention on Consular Relations, Art. 6, 36(1)(c); see generally, *Dupree v. United States*,
12 559 F.2d 1151, 1154 (9th Cir. 1977); *Breard v. Pruett*, 134 F.3d at 619 - 620; *Murphy v. Netherland*,
116 F.3d at 99 - 101; *Faulder v. Johnson* , 81 F.3d at 520.
13 *Vienna Convention on Consular Relations* , Art. 36(1)(c) & 36(2).
14 *Vienna Convention on Consular Relations*, Art. 6; see generally, *Dupree v. United States* , 559 F.2d at
1154.
Photocopying of passports, visa and other documents of identification by which foreign nationals may
15 enter or remain in the United States, for law enforcement purposes is authorized by 18 U.S.C. §
1546(c).
16 *Detention of Foreign Nationals* .
The Supreme Court of Georgia, Office of Commissions and Programs maintains a Registry of Foreign
17 Language Interpreters. The complete Registry is available on the Internet at
<http://www.doas.state.ga.us/courts/supreme/cehome.htm> or you may contact the Office of
commissions and programs at 404-463-6478.
18 See *De La Fe v. United States* , 413 F.2d 543 (5th Cir. 1969).
The arrest of a foreign national for a violation of the laws of this State does not automatically lead to
19 the deportation of the individual. In most misdemeanor cases, the only action INS will take is to notify
the appropriate embassy or consulate if the individual is not released on bond.
20 8 C.F.R. § 242.2.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-040 SEARCH AND SEIZURE

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I. PURPOSE

The Suwanee Police Department is mandated by the Federal and State Constitution and State statutes to serve and / or execute legal process in support of the judicial function. The functioning of the courts is affected by the prompt service of court documents. Thus, the effectiveness and image of the judicial system are dependent, in part, upon the effective and timely service of court documents. Inadequate record keeping and / or inappropriate procedures regarding the service of legal processes may subject the Department to litigation and civil liability.

This section addresses areas of Departmental procedure and discretion searches, seizures, condemnations and the execution and recording of search warrants. This policy is designed to insure sufficiency of information, accuracy, timeliness and accessibility in the delivery of search warrants. Because the law relating to search and seizure is subject to change at any time, officers will be responsible for keeping themselves current on the law.

II. SEARCH AND SEIZURE

A. Guidelines

To establish guidelines for the Suwanee Police Department officers in controlling search and seizure of property and persons through an overview of existing laws. It shall be the policy of the department to conduct searches of persons, places and things pursuant to established state and federal laws governing search warrants and/or warrantless searches. Law enforcement officers shall have due regard for the

protection guaranteed under the provisions of the Fourth Amendment to the U.S. Constitution. The following procedures shall address search and seizure policy and shall cite major case law and/or state statutes where applicable.

B. Definition

SEARCH WARRANT - A judicial command to "search the place or person particularly described in the warrant and to seize the instruments, articles, or things particularly described in the warrant" OCGA 17-5-23.

C. Search Warrants and Affidavits

Sworn law enforcement officers **AND/OR AUTHORIZED AGENT OF** the Suwanee Police Department will search a person, property, or premises pursuant to a valid search warrant.

Once a law enforcement officer has obtained probable cause to search a person, property, or premise, the officer should obtain a search warrant by compiling an affidavit and presenting it to the appropriate judicial officer. Upon the judicial officer signing the search warrant, it will be the responsibility of the officer 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's supervisor and in no event will a search warrant be executed after ten (10) days from the date of issuance.

D. Procedure

Information regarding each item of all warrants shall include the following elements:

1. Date and time received
2. Type of process
3. Nature of document
4. Source of document
5. Name of complainant and defendant

6. Officer involved
7. Date served / inactive and date service is due by
8. Warrant number

Officers attempting to serve criminal Search Warrants **AND ARREST WARRANTS** shall prepare an incident report and record in it the address where service was attempted, date, time and name of officer attempting to serve the warrant, for whom the warrant was intended and, if necessary, the reason for non-service.

Officers successfully servicing search warrants/**ARREST** must include the following elements in their report:

1. Date and time served
2. Name of officers serving and method of service
3. Defendant's name (or on whom search warrant was executed)
4. Property/evidence seized and its disposition
5. Location of **SERVICE**

E. Obtaining and Execution of a No Knock Search Warrant

To gain entrance to any building or dwelling without giving notice, a search warrant must contain a no-knock provision. This provision should be in the body of the affidavit.

A no-knock provision cannot be based upon a mere suspicion, but rather must be predicated upon probable cause from an investigation and/or informant. The following would be examples of probable cause for a no-knock provision:

1. A reliable informant or other source provided information concerning a suspect who kept evidence in a bathroom, such as drugs, and would destroy the evidence when the officer knocked on the door (Scull v. State, 122 Ga. App. 696).
2. A reliable informant or other source provided information concerning a suspect who kept firearms next to a door, and when an officer knocked on a door, the suspect would shoot through a door in an attempt to kill

or harm the officer (Jones v. State, 127 Ga. App. 137).

Since an officer has a right to use necessary and reasonable force it is also a responsibility of an officer to obtain the correct address and location of property or premises to be searched. Searching the wrong person or premises could lead to prosecution and/or civil liability of an officer.

III. EXECUTION OF A SEARCH WARRANT

A. Legal Requirements of Execution

The search warrant may be executed at any reasonable time, day or night; a reasonable time depends on the facts in each individual case (OCGA 17-5-26). A search warrant must be served within ten (10) days from date of issuance. If the warrant is served, a "duplicate copy shall be left with any person from whom any instruments, articles, or things are seized; or if no person is available, the copy shall be left in a conspicuous place on the premises from which the instruments, articles, or things were seized". Any search warrant not served within ten (10) days from the date of issuance shall be void and will be returned to the court of the judicial officer who issued the warrant (OCGA 17-5-25)" A written return of all instruments, articles, or things seized shall be made without unnecessary delay before the judicial officer named in the warrant or before any court of competent jurisdiction. An inventory of any instruments, articles, or things seized shall be filed with the return and signed under oath by the officer executing the warrant" (OCGA 17-5-29).

Upon application of the search warrant, the officer shall obtain three copies. The first copy shall be left with the magistrate after the warrant is approved. The second copy shall be left pursuant to paragraph A mentioned above, and the final copy shall be returned to the Magistrate's Court upon completion of the search.

B. Force Used in the Execution of a Search Warrant

1. An officer has a right under a lawful search warrant to use all necessary and reasonable force to get into any building, dwelling or other area described in a search warrant (OCGA 17-5-27).
2. Unless the search warrant contains a no-knock provision, an officer is required to give oral notice to the person or persons inside, if any, of the identity of the officer and of the fact that the officer has a search warrant to search the premises (OCGA 17-5-27).

3. If the person or persons inside refuse to acknowledge an officer's notice, or if an officer cannot determine if anyone is present inside, or if it is unoccupied, an officer can then use reasonable force to gain entrance (OCGA 17-5-27).
4. Any action taken by the officer should be recorded as to each action taken prior to making a forced entry, such as: "... knocked on door, identified myself by position and advised I have a search warrant for the premises and no one responded to my call and so entrance was gained". The purpose of the record is that the officer will have to testify in court concerning the reason for his/her actions. (Jackson v. State, 129 Ga. App. 901;1973).
5. Whenever force is used in order to gain entry into a premise or place, and any amount of damage occurs, the superior officer in charge of the search shall insure that all damage is documented and photographs taken if necessary.
6. The appropriate amount of time that the officer should allow will depend on the conditions of each search.

C. Locations/ Persons to be Searched Pursuant to a Search Warrant

1. Officers shall be limited to search in areas particularly described by the search warrant.
2. Officers shall also be limited to searching only for those items particularly described in the search warrant.
3. When officers are searching for an individual(s) utilizing a search warrant, officers should have more descriptive information than "a male", "a white female", etc., to describe an individual(s) listed on the warrant.
4. In the execution of the search warrant the officer executing the same may reasonably detain and/or search any person in the place at the time:
 - a. To protect himself from attack; or
 - b. To prevent the disposal or concealment of any instruments, articles, or things particularly described in the search warrant (OCGA 17-5-28).

D. Personnel Executing Search Warrants

1. Supervisory Personnel

- a. Prior to the execution of a search warrant, an officer of supervisory rank should have reviewed the affidavit and warrant and the circumstances of its issuance to ensure that requirements of law are being met and that all the necessary elements are present even though the warrant may have already been signed by the appropriate authority. All search warrants and affidavits obtained by any officer should, if at all possible, be reviewed first by a supervisor prior to review and approval by a magistrate.
- b. When appropriate, the District Attorney's Office will be consulted prior to, during and after the service of search warrants for advice, recommendation, or for any other purpose the officer deems appropriate (e.g., preparation for prosecution).

NOTE: *All requests for wiretap warrants must be approved in advance by the Chief of Police, and the District Attorney's Office. (The actual written application for interception of wire or oral transmissions by law enforcement officers must be executed by the District Attorney of the circuit wherein a device is to be physically placed, or by the Attorney General. OCGA 16-11-64.)*

- c. Supervisory Personnel shall be present at the execution of any search warrant along with other personnel as needed. If possible, the supervisor is to be from the unit concerned; if unavailable, a Sergeant or higher-ranking officer from another Unit shall assist.

2. Assigned Officers

All personnel shall conduct themselves in a professional manner by:

- a. Restricting their actions in such a manner as is consistent with the scope of the warrant;
- b. Whenever possible, leaving property not seized in an orderly fashion (or as found) and insuring that it is not left in an unreasonable state of disorder or destroyed;
- c. Insuring all evidence seized is documented on the inventory and forwarded to the Evidence Room and/or Crime Lab.

NOTE: *Items considered to be illegal and/or contraband are not to be destroyed without either the appropriate order of the court or, in cases where prosecution is not to follow, by proper documentation.*

IV. SEARCHES WITH AND WITHOUT A WARRANT

A. Serving Search Warrants

1. Search Warrants Within the City Of Suwanee

Whenever a law enforcement officer (Detective) attempts to serve a search warrant at any location within the city limits of Suwanee, the officer will have departmental uniform officers present during the warrant execution. A departmental supervisor will also be present during the warrant execution.

2. Search Warrants Outside the City of Suwanee

Whenever a law enforcement officer attempts to serve a search warrant at any location outside of the City of Suwanee, 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.

3. Serving Criminal Arrest Warrants and Search Warrants Without Uniform Law Enforcement Officers

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.

B. Search with a Warrant

The following is required of all search warrants and search warrant affidavits:

1. Issuance

The warrant must be issued by a judicial officer authorized to hold a court of inquiry (OCGA Section 17-5-21).

2. Probable Cause

The judicial officer must find probable cause that the place to be searched contains items connected with criminal activity. (Berger v. New York, 388 U.S.41) The officer must swear or affirm under oath that the facts presented for establishing probable cause are true. Probable cause is defined as "what facts and circumstances within an officer's knowledge would lead a reasonable man to believe that an offense has been committed or is being committed and/or that a particular individual has committed or is committing the offense."

3. Description

The warrant must describe with sufficient particularity the person or the place to be searched and the items to be seized (OCGA 17-5-23). If a place can be easily identified by a street number or address, then no further information shall be necessary; however, an officer may elect to give a physical description of the place to be searched.

NOTE: A warrant may be issued based on an affidavit containing only hearsay where the reliability of the informant is established and the underlying factual circumstances are described.

C. Search of a Person Incident to Arrest

1. The search incident to arrest may be conducted to:
 - a. Protect the officer from attack;
 - b. Prevent the arrested person from escaping;
 - c. Discover/seize fruits of the crime for which the person has been arrested; or
 - d. Discover and seize any instruments, articles, or things that may have been used in the commission of the crime for which the person has been arrested.
2. Once the arrest has occurred the officer may conduct a search without additional cause. For the search incident to arrest to be legal, the arrest must be legal. The search must be conducted at the time of arrest and be limited to the arrestee's person and the area "within

his/her immediate control.” A search of an arrested individual at the detention facility may be justified as a search incident to arrest.

4. Booking Searches

A custodial search of the arrestee's person may be justified as either an administrative search or as an inventory procedure. Once an officer has taken any property discovered during the search into his/her control, a further non-contemporaneous search is no longer incidental to the arrest.

D. Consent Search

1. Voluntariness

The law enforcement officer obtaining consent to search has the burden of proving that the defendant's consent to a warrantless search was given freely and voluntarily. A person may withdraw consent at any time and the search must cease.

2. Test

The voluntariness of a person's consent is measured by the totality of the circumstances.

3. Consent After Arrest

If the consenting party is in custody, the voluntariness of the consent is still measured by the totality of the circumstances, although courts will analyze the relevant factors more critically.

4. Third Party Consent

Consent for a warrantless search may be given by a third party who shares control of (or has common authority over) the premises or items to be searched. Areas belonging exclusively to parties not present or not giving consent shall not be searched.

Suwanee Police Officers will get a signed consent to search form for any voluntary consent to search. (i.e. vehicles, hotel rooms, residences, etc.)

E. Stop and Frisk

1. Grounds for a Stop

To lawfully stop an individual, the law enforcement officer **must have specific and articulable facts which, taken together with rational inferences from those facts, reasonably warrants the intrusion rather than a subjective, unparticularized suspicion or hunch.**

2. Grounds for a Frisk

In *Terry v. Ohio*, 392 U.S. 1, the Supreme Court decided that an officer is authorized to stop and frisk an individual whenever the law enforcement officer has a reasonable suspicion that the subject is committing, has committed, or is about to commit a crime and the officer has real, articulate reasons to fear for his or her safety. Since the scope of the search in *Terry* is limited to weapons, such search may not be intrusive and beyond the scope of looking for weapons. However, contraband discovered in such searches is subject to seizure and may be admissible into evidence. When the officer no longer is in fear for his or her safety, the exception to warrantless search and seizure under *Terry* no longer applies.

3. Nature of A Frisk

The frisk for weapons must be only a limited intrusion through patting down a persons outer clothing. Such a protective search must be strictly limited to that which is necessary for the discovery of weapons, which might be used to harm the officer or others nearby; if the protective search goes beyond what is necessary to determine if the suspect is armed, the search is no longer valid and its fruits will be suppressed. (*Minnesota v. Dickerson*, 508 U.S. 366)

4. Search After a Frisk

Feeling an object, which might be a weapon based on it's size, shape and/or feel, or which is immediately recognizable as contraband, will justify a more extensive intrusion to obtain the suspected weapon or contraband. An officer may enter pockets to dispel the alarm that a weapon is present or to seize the contraband.

F. Vehicle Searches

1. Exigent Circumstances

The mobility of motor vehicles often constitutes exigent circumstances authorizing a warrantless search. The "automobile exception" to the warrant requirement demonstrates a willingness of courts to excuse

the absence of a warrant when spontaneous searches are required of a vehicle. (Gondor v. State, 129 GA. App.665; 1973)

2. Standard

To conduct a warrantless search under exigent circumstances, the police officer must have probable cause to believe the vehicle contains items that may be seized. A warrant is needed to search a vehicle that the officer can legally control without fear of its' being moved. (See U.S. v. Johns, 469 US 478 and California v. Acevedo, 500 US 565)

3. Times and Place Search

If probable cause and exigent circumstances existed originally, the police may search the vehicle after towing it to the impound lot without securing a search warrant. When probable cause exists without exigent circumstances, a warrant is required. (Caitoet al. v. State, 130 GA. App.83; 1974)

4. Arrest of Occupants

If a person is arrested after a vehicle stop, the passenger compartment of the vehicle may be searched incident to the arrest if the circumstances of the custodial arrest fall within the guidelines outlined in Arizona v. Gant, 556 U.S. 332 (2009). Police may search a vehicle incident to a recent occupant's arrest only if the arrestee is within reaching distance of the passenger compartment at the time of the search OR it is reasonable to believe the vehicle contains evidence of the offense of arrest. When these justifications are absent, a search of an arrestee's vehicle will be unreasonable unless police obtain a warrant or show that another exception to the warrant requirement applies.

G. Plain View Doctrine

Mere observation of contraband by an officer does not constitute a search within the scope of the Fourth Amendment. However, the seizure of such contraband is governed by the Forth Amendment principles, and for the evidence to be admissible under the Plain View Doctrine:

1. The law enforcement officer must have the right to be at a location where he/she has a legal right to be;

2. The discovery of seized items must be inadvertent;
3. The seized items must appear on their face to be incriminating; and,
4. The items seized must be plainly visible to the law enforcement officer.

H. Crime Scene Search

Mincey v Arizona 437 U.S. 385 (1978) The Supreme Court ruled there is no crime scene exception to the search warrant requirement. This means that the general rule with regard to Crime Scene is to obtain a warrant. There are many exceptions to this rule and some of them are the following:

1. When the defendant does not possess a reasonable expectation of privacy in the premises, a search warrant is not necessary. (The defendant is a trespasser; no warrant is required)
2. When the search is conducted for the purpose of finding dead or injured crime victims or when rendering aid to a victim, no warrant is required.
3. When evidence is being protected or photographed during the time it takes to obtain a search warrant, no warrant is required to enter the crime scene.
4. No warrant is required to enter the crime scene in order to find the perpetrator who may still be present on the scene.
5. A crime scene search may be made without a warrant if:
 - a. It is an emergency and there is reasonable belief that there is imminent danger to person. In an emergency crime scene search, contraband in plain view may be seized. If evidence is seen that is not contraband, it is best to get a warrant before seizing it.
 - b. A homicide victim is the sole occupant.
 - c. The scene is a public place.

I. Exigent Circumstances

1. Justification

A warrantless search is permitted when there is both probable cause and exigent circumstances. The ultimate test is whether there is such a compelling necessity for immediate action that proceeding without a warrant is justified.

2. Exigent Circumstances Defined

Hot pursuit, a fleeing suspect, imminent destruction of evidence, or other situations in which speed is essential to the accomplishment of lawful police action are examples of exigent circumstances.

a. "*Hot Pursuit*" *Warrantless pursuits into the offender's home* - In *United States v. Santana*, the Supreme Court ruled that hot pursuit justifies forcible entry into the offender's home without the need for a warrant. The court said "We thus conclude that a suspect may not defeat an arrest that has been set in motion in a public place... by the expedient of escaping into a private place." In order to justify this arrest, the three elements of hot pursuit must be satisfied: (1) the arrest process has begun; (2) the offender knows he is being placed under arrest; and, (3) the offender takes action to avoid the arrest. However, under the restrictions imposed by the Supreme Court case of *Payton v. New York*, officers may not enter an individual's home or dwelling without a warrant. Warrantless probable cause arrests, permissible in a public place, do not justify access to the sanctity of an offender's home.

b. *Searches where public safety is endangered* - Under special circumstances where an officer hears screams, observes an immediately dangerous situation to anyone, or other exigent circumstances exist, an officer may make an emergency search of persons or premises. In *Michigan v. Tyler*, the court specified the "compelling need for official action and no time to secure a warrant". Various other courts suggested factors establishing this compelling need to include the gravity of the offense, the presence of weapons, and the likelihood of escape. The "totality of the circumstances" will be the deciding factor in each case.

J. Inventory of Vehicles

1. Seizure of Vehicle

For an inventory of a vehicle to be valid, the police custody of the vehicle must be lawful. An inventory of a vehicle is not a search. An inventory is a departmental policy designed to insure that valuable

possessions within a vehicle under police custody are accounted for. Any contraband which is found inadvertently during an inventory may be seized.

2. Justification

The inventory must be conducted only to fulfill the police care taking function of securing the contents of the vehicle.

3. Nature of Inventory

The search must be a routine part of standard police procedures for impounding vehicles, rather than a pretext for an investigatory search, and may not extend to locked luggage or other similar repositories of personal effects. It shall be standard operating procedure for Suwanee Police officers to inventory all impounded vehicles.

K. Vehicle Stops

1. Significance of a Stop

A "seizure" occurs whenever a vehicle is stopped, even though the purpose is generally limited and the detention quite brief; therefore, the Fourth Amendment applies.

2. Grounds for a Stop

There must be reasonable suspicion to justify an investigatory stop of an individual vehicle. Law enforcement officers do not have an unrestricted right to stop people, either pedestrians or drivers.

3. License Checks

Vehicles may also be stopped at general license checks which serve legitimate law enforcement purposes. If the purpose of the roadblock is legitimate, (i.e., to check driver's licenses) and not randomly stop vehicles, and if evidence of other crimes is observed, the officer has the right to take reasonable investigative steps. License checkpoints must be approved by a Division Commander or the Chief of Police.

4. Initial Intrusion

Law enforcement officers may take reasonable action to protect

themselves after a lawful stop of a motor vehicle. An officer may prefer to ask the driver of a vehicle to step out of the vehicle. Law enforcement officers may consider external factors such as weather, crowds, etc., prior to asking anyone to step out of his / her vehicle.

5. Further Intrusion

If the police officer has a reasonable belief that a person stopped is presently armed and dangerous, he may conduct a limited protective search of the vehicle and frisk of the person.

6. Vehicle Searches

If a person is arrested after his/her vehicle is stopped, areas of the vehicle accessible to him may be searched incident to the arrest. The courts have construed this area to include the passenger compartment of the vehicle.

Police may search a vehicle incident to a recent occupant's arrest only if the arrestee is within reaching distance of the passenger compartment at the time of the search OR it is reasonable to believe the vehicle contains evidence of the offense of arrest. When these justifications are absent, a search of an arrestee's vehicle will be unreasonable unless police obtain a warrant or show that another exception to the warrant requirement applies. **Arizona v. Gant, 556 U.S. 332 (2009).**

Included in the category of vehicles are vans and recreational vehicles which are used primarily for transportation and not kept in an area which indicates that the purpose of the vehicle is for use as a residence.

L. Containers and Luggage Searches

1. Standard

When there is probable cause that contraband will be found somewhere inside of a vehicle, combined with exigent circumstances such that it is not possible to obtain a warrant, officers may open containers in the vehicle to seek the contraband. However, the automobile exception normally will not justify a warrantless search of specific containers. Where there is probable cause as to specific containers, the containers should be secured until a search warrant is obtained to open them.

2. Automobiles

A law enforcement officer who has legitimately stopped an automobile and who has probable cause to believe contraband is located somewhere within the car may conduct a warrantless search of the vehicle, including compartments and containers within the vehicle whose contents are not in plain view. (U.S. v. Ross, 456 U.S. 798, 31 CrI 3051; 1982)

3. Exceptions

The Search Incident to Arrest and Plain View Doctrines may make unnecessary the need to secure a warrant to search containers. When a lawful arrest has been made, the officer may examine the contents of any container found within the arrestee's immediate area of control; i.e., the passenger compartment. (Area of immediate control)

4. Inventory

Closed containers may be opened during a personal effects inventory. (Ill. v. Lafayette, 162 U.S. 640, 33 CrI 3183; 1983)

M. Abandonment

1. Act

Abandonment is a voluntary relinquishment of control of property, i.e., disposing of, denying ownership.

2. Implications

Abandoned property is not protected by the Fourth Amendment. Officers may seize abandoned property *without* probable cause and *without* a warrant. Whether or not property has been abandoned is a question of intent, which must be shown by clear, unequivocal, and decisive evidence.

N. Curtilage

1. The Curtilage Doctrine

Curtilage is afforded the same Fourth Amendment protections, as is the home. Generally speaking, curtilage has been held to include all

buildings in close proximity to a dwelling, which are continually used for carrying on domestic purposes; or such places as are necessary and convenient to a dwelling, and are habitually used for family purposes (including a patio).

2. The Open Field Doctrine

The Fourth Amendment protections do not extend to the "open fields" surrounding the curtilage and the home.

3. Legitimate Expectation of Privacy

The determination of whether Fourth Amendment protections will be extended to items seized from the curtilage or open fields focuses on whether the person challenging the search has a legitimate expectation of privacy in the place that was searched.

O. Greater Intrusion Searches

1. Exterior Intrusion

Intrusions on the body's surface (swabbing, hair samples, retrieval of evidence from the mouth, etc.) are governed by the Fourth Amendment. Such searches are permissible as long as they are conducted in a reasonable manner and are justified under the circumstances (i.e. probable cause to search).

2. Interior Intrusion

Certain intrusions into the body (i.e., stomach pumping, surgery) have been held to be in violation of the Fourth Amendment (*Rochin v. California*, 342 U.S. 165, *Winston v. Lee*, 470 U.S. 753). Hence, only under the most exigent circumstances and only pursuant to a search warrant, could such a procedure be allowed. However, other more common interior intrusions, such as blood tests, may be conducted without a warrant if the setting and procedures are reasonable, as when blood is drawn by a doctor in a hospital (*Schmerber v. California*, 384 U.S. 757). Probable cause must exist in all cases.

V. CONDEMNATION PROCEDURES

A. Purpose

The Suwanee Police Department shall seek the condemnation of real and

personal property whenever possible by authority of O.C.G.A. 16-13-49 relating to forfeitures and 40-6-391.2 relating to the seizure and forfeiture of motor vehicles operated by habitual violators.

B. Procedure

1. The responsibility for filing forfeitures with the proper legal authority and maintaining condemnation files shall be vested with the Supervisor of the Criminal Investigations Division. All seizures for condemnation, which originate outside the Criminal Investigations Division shall use the guidelines established in this procedure for proper forwarding of a condemnation request.
2. The purpose of this procedure is to establish guidelines that will assist those outside the Criminal Investigations Division to determine:
 - a. What can be seized.
 - b. Under what circumstances can property be seized.
 - c. Who can seize property.
 - d. Duties of supervisor.
 - e. What documentation should be completed and forwarded to the Criminal Investigations Division.
 - f. What, if any, preliminary investigation should be conducted by the seizing officer.
 - g. Proper storage of seized property.
3. The procedures outlined will deal primarily with the seizure of currency, weapons and motor vehicles. Questions concerning requests for seizure of other items for forfeiture, to include intangible assets, personal property, residences and real property shall be forwarded to the Criminal Investigations Division on-call investigator on a case-by-case basis.

C. What can Be Seized

1. O.C.G.A. 16-13-49 allows for the seizure of anything of value. This includes, but is not limited to: Currency, bonds, stocks, weapons, motor vehicles, boats, airplanes, real property, residences and

personal property of any kind.

2. O.C.G.A. 40-6-391.2 allows for the seizure of any motor vehicles.

D. Circumstances Under Which a Seizure Can Take Place

1. O.C.G.A. 16-13-49 allows for the seizure of the above listed types of property under the following conditions:
 - a. Any property used to facilitate the commission of a violation of the Georgia Controlled Substance Act is subject to seizure. An example would be the motor vehicle from which drugs were sold, or electric scales used to weigh them. Note that any item, such as a motor vehicle or a residence, which is used to store drugs can be assumed to have been used to facilitate a violation. Proximity of property, i.e. currency or a firearm, to contraband can be evidence that the item was used to facilitate a violation.
 - b. All proceeds which are derived from the violation of the Georgia Controlled Substance Act are subject to seizure. An example would be the currency from the sale of an illegal drug or an item purchased with these proceeds.
2. O.C.G.A. 40-6-391.2 allows for the seizure of motor vehicles if ALL of the following circumstances are present.
 - a. Subject operating vehicle must have been arrested for a violation of O.C.G.A. 40-6-391, Driving Under The Influence, at the time of the seizure of the motor vehicle.
 - b. Subject must have a revoked drivers license.
 - c. Subject must have been declared a habitual violator based on at least three (3) past convictions for O.C.G.A. 40-6-391 (within a five-year period), Driving Under The Influence Of Alcohol Or Drugs.

E. Who Can Seize

1. Any law enforcement officer of this State or one of its political subdivisions may seize properties subject to Condemnation.
2. Property which is subject to forfeiture under O.C.G.A. 16-13-49 may be seized without process if there is probable cause to believe that the property is subject to forfeiture and said seizure takes place in close

proximity to the arrest of the defendant, or absent an arrest, if the officer has possession, either actual or constructive, and probable cause exists to believe that the property is subject to forfeiture.

3. Motor vehicles seized under O.C.G.A. 40-6-391.2 should be seized at the time of arrest of the defendant. The arresting officer will make all attempts to determine the violator's driver's license status.
 - a. When the driver is arrested for D.U.I. and it is determined that he is a habitual violator the vehicle will be towed to the impound lot by the wrecker service contracted by the Suwanee Police Department.
 - b. If the officer is unable to determine the driver's license status at the scene, but the officer suspects that the driver may be a habitual violator, then the vehicle will be towed to the impound lot by the contract wrecker service. The tow truck will be followed to the impound lot and the keys will be picked up and entered into evidence.
 - c. Should an individual be arrested for D.U.I. and it is not determined until later that they meet the pre-existing conditions for seizure of the vehicle, then all paperwork should be completed and forwarded to the Criminal Investigation Division and the vehicle can be seized at a later date.
 - d. If the vehicle was towed to the wrecker service impound lot then notify the impound lot to place a HOLD on the vehicle by taking a Suwanee PD Vehicle Hold/Release Form to the wrecker service. Also note the "Hold" on the inventory sheet.
 - e. If the vehicle has been removed by another citizen then forward the appropriate paperwork and the Criminal Investigations Division will determine whether to seize the vehicle at a later date with a search warrant.

F. Seizure of Property

If circumstances, as described in E1, 2 and 3 above, indicate that probable cause exists to believe that the item is subject to forfeiture, then the officer shall seize the property. The seizing officer shall immediately notify his/her supervisor that the seizure has taken place. Upon notification the supervisor shall make a determination of the validity of the seizure using the following guidelines:

1. Violation of O.C.G.A. 16-13-30.

a. Currency

- 1) Must be five hundred dollars (\$500.00) or more,
- 2) Must meet the criteria established above:
 - a) Proximity to contraband,
 - b) Circumstances indicate that it is proceeds from a violation of 16-13-30.
 - c) Presence of contraband,
 - d) Defendant not employed,
 - e) Subject cannot explain origin of cash.

b. Vehicles

- 1) If cocaine, there must be at least one gram or more, or evidence exist that a sale has taken place or was about to take place.
- 2) If marijuana, there must be at least four ounces or more;
- 3) No weight requirement on other controlled substances, i.e., Methamphetamine, Heroin, LSD, etc.
- 4) Pharmaceutical, prescription drugs obtained through fraud or forgery.
 - a) Before seizing a motor vehicle the officer must show a relationship between the seized contraband and the owner of the vehicle. If the occupant of the vehicle arrested is not the actual owner of the vehicle, then the seizing officer must show that the owner holds the property jointly, in common, or in community with the person whose conduct gave arise to it's forfeiture (16-13-49 (E)(2)). Circumstances to consider when establishing this relationship include but are not limited to:
 - Presence of contraband and locations within the vehicle relative to the owner.

➤ Owner is sole occupant of the vehicle.

b) Other circumstances indicate that the owner should have known that the contraband was in the vehicle.

2. Violation of O.C.G.A. 40-6-391.2

a. If the seizure of a motor vehicle is made pursuant to O.C.G.A. 40-6-391.2 then it must meet the requirements as set out earlier in this procedure.

b. The person arrested for D.U.I. must also be the owner or spouse of the owner of the vehicle.

G. Documentation Once Validity is Established

1. Upon establishing the validity of the seizure for a violation of O.C.G.A. 16-13-49 the seizing officer shall document all pertinent information on a Notice of Seizure and Forfeiture supplement. The supplement should contain, at a minimum, the following information:

a. Date and time of the offense and seizure.

b. Location of the offense and seizure.

c. Offense charged with.

d. Description of the property to be seized.

e. Defendant's name, address and telephone number.

f. Type and quantity of drug seized, if any.

g. Name of arresting officer.

h. Complete name and address of everyone associated with the seizure.

i. Specific location of the contraband in relation to defendant and items to be seized.

2. Upon establishing the validity of the seizure of a vehicle under O.C.G.A. 40-6-391.2 the following documents are to be forwarded to

the Criminal Investigations Division.

- a. Copy of the Incident Report.
 - b. Copy of the Arrest Report.
 - c. N.C.I.C. printout of the Tag Query.
 - d. N.C.I.C. printout of the Title Query.
 - e. N.C.I.C. print-out of defendant's driving history.
3. Within ten (10) days of the date of seizure the forfeiture paperwork must be received by the District Attorneys Office. A copy of signed affidavit is to be returned to the Criminal Investigations Division to be placed in the case file.

H. Storage of Seized Property

1. All property seized for condemnation shall be tagged and stored as evidence. Under the "Remarks" section on the Evidence Sheet, enter "HOLD FOR CONDEMNATION".
2. Vehicles seized for condemnation shall be impounded and held in the wrecker impound lot.

I. Preliminary Investigations Regarding Motor Vehicles

The seizure of motor vehicles present unique legal and practical hurdles that must be overcome in regards to ownership and equity.

1. Ownership

The seizing officer must be able to establish a relationship between the contraband and the owner of the motor vehicle seized. It is therefore imperative that the seizing officer takes steps at the moment of seizure to establish ownership.

- a. Ask driver and occupants who owns the vehicle.
- b. Check glove box for documentation of ownership. If found seize and tag as evidence separate from the motor vehicle.
- c. If subject is buying vehicle from someone get their name and

address.

d. Check tag and VIN through N.C.I.C.

2. Equity

When vehicles with liens are seized for forfeiture it becomes the responsibility of the Suwanee Police Department to assume the lien on the motor vehicle. For this reason the seizing officer should make every effort to determine the amount of money, if any, owed on a motor vehicle so that the Criminal Investigations Division can determine whether or not to proceed for the forfeiture proceedings. The following steps should be completed at the time of the seizure:

- a. Ask driver or occupants whom the owner is and how much, if any, money is owed on the vehicle. If money is owed, then include the name and address of the lien holder.
- b. Check the glove compartment for documents relating to lien holders. If found seize as evidence and tag separate from the motor vehicle.
- c. Check N.C.I.C. Title Query for liens.

These inquiries should be made of all vehicles regardless of whether they are seized for violation of O.C.G.A. 16-13-49 or 40-6-392.1. Questions concerning circumstances not covered by this procedure shall be addressed to the on-call Criminal Investigations Division investigator.

SUWANEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

SECTION: P-041 VIDEO RECORDING AND PHOTOGRAPHING OF POLICE OFFICERS

EFFECTIVE DATE: 09/28/16

NUMBER OF PAGES: 2

REVISED DATE:

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

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- I. Purpose:** Individuals have a First Amendment right to record police officers in the public discharge of their duties. The right to record is not limited to streets and sidewalks -- it includes areas where individuals have a legal right to be present, including an individual's home or business, or other private property where the person has a right to be present.
- II. Procedure:**
- A.** Members of the press and members of the general public enjoy the same rights in any area accessible to the general public. No individual is required to have or to display 'press credentials' in order to exercise his/her right to observe, photograph, or record police activity taking place in an area accessible to, or within view of, the general public.
 - B.** In situations where members of the public are photographing or recording a police action, officers must not search or seize a camera or recording device (including cell phones) without a warrant, except under very limited circumstances as described herein.
 - C.** Officers are prohibited from threatening, intimidating or otherwise discouraging any individual from photographing or recording police activities.
 - D.** Officers must not intentionally block or obstruct cameras or recording devices in any manner.
 - E.** Officers are prohibited from deleting recordings or photographs, and from damaging or destroying recording devices/cameras under any circumstances.

- F.** A person may record/photograph public police activity unless the person engages in actions that jeopardize the safety of the officer, the suspect, or others in the vicinity, violate the law, or incite others to violate the law. Examples of such actions include but are not limited to:
- a.** Physically interfering with the police officer's official duties. (Interviews with suspects and witnesses/gathering evidence).
 - b.** Hindering a lawful arrest;
 - c.** Inciting bystanders to hinder or obstruct an officer in the performance of their duties. Conduct taken alone which would be insufficient to meet hindering or obstructing would include, but not be limited to:
 - i.** An individual's recording/photographing of police activity from a safe distance without any attendant action intended to obstruct the activity or threaten the safety of others does not amount to interference.
 - ii.** A person's expression of criticism of the police (or the police activity being observed) does not amount to interference.
- The U.S. Supreme Court has held that 'a properly trained officer may reasonably be expected to exercise a higher degree of restraint' than the average citizen when it comes to reacting to insults or 'fighting words.'
- Courts have given First Amendment protection to persons who made obscene gestures and yelled profanities at police officers, and they have prohibited the police from interfering with such speech.
- G.** The warrantless seizure of material protected by the First Amendment (photos, videos, etc.) will be strictly scrutinized by a court. In ordinary circumstances, the seizure of cameras or recording devices without a warrant will not be reasonable. Cameras or recording devices will not be seized without a warrant unless:
- a.** Officers have probable cause to believe that critical evidence of a felony crime is contained on/in the camera or recording device; and
 - b.** Officers first have explained the circumstances to the person in the possession of the recording device;
 - c.** The seizure of the camera/recording device is for no longer than reasonably necessary for the officer, acting with diligence, to obtain a search warrant to seize the evidence; and
 - d.** Seizing or viewing the evidence contained in the device without a warrant is prohibited unless an exigent circumstance exists; or, until a warrant is obtained for the seizing or viewing.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-045 JUVENILE PROCEDURES

EFFECTIVE DATE: 01/01/95

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Michael S. Jones

I. PURPOSE

To establish standards and procedures concerning contact, release, intake, detention and referral of juveniles by officers of the Suwanee Police Department and to maintain programs to prevent and control juvenile delinquency.

II. POLICY

The Suwanee Police Department is committed to the development and continuation of programs designed to prevent and control juvenile delinquency and to the maintenance of a juvenile operations officer within the Criminal Investigations Section. All police personnel will assist representatives of Gwinnett County Juvenile Court, the Department of Juvenile Justice, Regional Youth Development Center (RYDC), Department of Family and Children Services (DFCS), Gwinnett County School Systems, other law enforcement agencies, and other agencies and organizations in enforcement, investigations, follow-up investigations, considerations of alternative referrals and other matters related to juvenile delinquency.

III. DEFINITIONS

Child: Any individual under the age of 17 years who is alleged to have committed a delinquent or traffic act; or under the age of 18 years for dependency and CHINS cases

CHINS – On January 1, 2014, the law for Status Offenses (e.g., unruly and runaway) for juveniles changed. Status Offenses are now called CHINS (child in need of services) offenses. These offenses are only applicable to a child under the age of 18.

In accordance with Chapter 11 of Title 15 a “Child in Need of Services” is defined as a child adjudicated to be in need of care, guidance, counseling, structure, supervision, treatment, or rehabilitation and who is adjudicated to be:

1. Subject to compulsory school attendance and who is habitually and without good and sufficient cause truant, as such term is defined in Code Section 15-11-381, from school;
2. Habitually disobedient of the reasonable and lawful commands of his or her parent, guardian, or legal custodian and is ungovernable or places himself or herself or others in unsafe circumstances;
3. A runaway, as such term is defined in Code Section 15-11-381;
4. A child who has committed an offense applicable only to a child;
5. A child who wanders or loiters about the streets of any city or in or about any highway or any public place between the hours of 0000-0500 hours; and/or
6. A child who patronizes any bar where alcoholic beverages are being sold, unaccompanied by his or her parent or legal custodian or who possesses alcoholic beverages.

A CHINS complaint may be filed by any person, including a law enforcement officer who has knowledge of the facts alleged or is informed and believes that such facts are true. A prosecuting attorney may file a complaint alleging a child is in need of services or intervene in such matter to represent the interest of the state as parents patriae.

Abuse: Any non-accidental physical injury which is inconsistent with the explanation given for it suffered by a child as the result of the acts or omissions of a person responsible for the care of a child; emotional abuse; sexual abuse or sexual exploitation and prenatal abuse. The commission of an act of family violence as defined in Code Section 19-3-1 in the presence of a child. An act includes a single act, multiple acts, or a continuing course of conduct. As used in this subparagraph, the term ‘presence’ means physically present or able to see or hear.

Delinquent Act: An act committed by a child designated a crime by the laws of this state or by the laws of another state if the act occurred in that state, under federal laws, or by local ordinance, and the crime is not a juvenile traffic offense as defined in OCGA 15-11-630.

Dependent Child: A child (under 18) who has been abused or neglected and is in need of the protection of the court; or has been placed for care or adoption in violation of law; or is without his or her parent, guardian, or legal custodian.

Neglect: The failure to provide proper parental care or control, subsistence, education as required by law or other care or control necessary for a child's physical, mental, or emotional health or morals. The failure to provide a child with adequate supervision necessary for such child's well-being or the abandonment of a child by his or her parent, guardian, or legal custodian.

All other terms and definitions relating to juvenile operations are found in the Juvenile Code of Georgia, Title 15, Chapter 11, Section 15-11-2. Officers should refer to this code whenever a question arises concerning juveniles that are not covered in this policy.

IV. JUVENILE OPERATIONS - AUTHORITY AND RESPONSIBILITY

All police personnel, particularly patrol and investigative personnel, share the responsibility for participating in and supporting the juvenile operations and enforcement. Sworn officers shall be familiar with procedures for handling incidents involving juveniles, both criminal and non-criminal.

The Criminal Investigations Supervisor shall be responsible for ensuring that there is a juvenile operations component and delinquency prevention efforts within the department. The Criminal Investigations Supervisor will be responsible for the assignment and supervision of a detective who will handle all day-to-day juvenile operations, hereinafter referred to as the juvenile officer.

The juvenile officer will assist in the development and implementation of programs that are intended to prevent and control juvenile criminal behavior and delinquency. Assistance will be provided to others in the law enforcement field, Gwinnett County Juvenile Court, Department of Juvenile Justice, the District Attorney's Office, or other juvenile-related agencies requesting assistance or input for developing programs or diverting juvenile offenders or possible offenders from the juvenile justice system.

The juvenile officer will provide follow-up investigation of all juvenile cases referred to their office when necessary. The juvenile officer will prepare court cases when necessary and will coordinate the investigation and follow-up investigation with Gwinnett County Juvenile Court, the District Attorney's Office, or other juvenile-related agencies.

All modifications or additions will be presented to the Criminal Investigations Supervisor for further review and evaluation.

The Office of Professional Standards shall annually review and provide a written evaluation on the department's juvenile enforcement and prevention programs and make recommendations as needed.

V. COURTS

The arresting officer will handle the coordinating or preparing of court cases in which a juvenile offender is involved and / or the investigator assigned to the case. Only the Georgia Department of Human Resources, the Department of Juvenile Justice, the District Attorney's Office, and Gwinnett County Juvenile Court can divert juvenile offenders out of the juvenile justice system into social service agencies.

Follow-up processing of youth arrests will be conducted by the Juvenile Court that has jurisdiction over those who have allegedly committed delinquent or criminal acts. The Suwanee Police Department actively participates with other elements of the Juvenile Justice System such as:

- A. Juvenile Courts
- B. Juvenile Probation Officers
- C. Gwinnett County District Attorney's Office
- D. Department of Juvenile Justice
- E. Gwinnett County School Board and its Resource Officers; and the
- F. Department of Family and Children Services (DFCS)

VI. OPERATIONS

It is the policy of the Suwanee Police Department that all personnel dealing with juvenile offenders will use the least coercive among reasonable alternatives consistent with procedures of the Department, State and local law. Officers may deal with youthful offenders in one of four (4) ways:

1. **Outright Release** – When dealing with a juvenile, officers will investigate the incident to determine if custody is unnecessary and the juvenile can be released outright with no further action taken or with a written or verbal warning.
2. **Parental/Guardian Release** – Officers may turn juveniles over to parents at the scene or transport the juvenile to a parent, guardian, grandparent, adult sibling or an adult legally eligible to take responsibility of the child. The officer may choose to transport the juvenile to the police department and contact a guardian or parent to pick up the child. If no charges are to be filed officers shall inform the parent, guardian or other above relative of the incident and

alleged action(s) and not take any further action. This action may be taken when the offense is not serious but it is necessary to have someone take care for the juvenile. The reporting officer will complete an incident report documenting the encounter and placement of the child.

3. **Citations/Summons** – Officers may issue written citations to juveniles under the age of 17 years, who commit traffic offenses, in lieu of taking them into custody. The citation shall be given to the juvenile offender and a copy forwarded to the Records Unit to be forwarded to juvenile court. Juvenile Court will contact the offender in reference to the court appearance date. If the juvenile is charged with a serious traffic offense as outlined in Code Section 15-11-630(c), officers will also file a juvenile complaint alongside the citation, because such acts are also considered delinquent offenses.
4. **Referral to Juvenile Court** – If the charge is a misdemeanor or CHINS offense, the juvenile may be released to a parent, guardian or other legal custodian. If the charge is a felony, the officer will contact the Juvenile Intake Officer who will make the decision whether the juvenile is to be released or detained. Officers shall complete an incident report and a Juvenile Complaint form on all delinquent acts. An officer and/or Juvenile Intake Officer may make referrals to Juvenile Court for CHINS offenses.

VII. DIVERSION DECISIONS

All factors to be considered in diversion decisions relating to juvenile offenders must have support and approval of Gwinnett County Juvenile Court Judges or intake officer, with recommendations coming from victim or complainant, within the framework of the Juvenile Court's organization and its juvenile processing code, Title 15, Chapter 11.

Factors to be considered in diversion decisions include:

- A. The nature of the alleged offense;
- B. The age and circumstances of the alleged offender;
- C. The alleged offender's record, if any; and
- D. Recommendations for informal adjustment made by the complainant or the victim; and
- E. Services to meet such child's needs and problems may be unavailable within the formal court system or may be provided more effectively by alternative community programs.

Apart from police officers diverting juveniles to Juvenile Courts or other social agencies, the officer must realize that he / she has a wide range of alternative remedies that may be employed. Station house warnings; informal referrals; consulting with and arranging for corrective action by parents of charges are examples of such alternatives.

However, at all times, the officer must act within the bounds of State Juvenile Law and Juvenile Court has exclusive original jurisdiction over all juvenile matters and shall be the sole court for initiating action concerning any child who is:

- A. Allegedly delinquent;
- B. Allegedly a child in need of services;
- C. Allegedly in need of treatment or commitment as a mentally ill or developmentally disabled child;
- D. Allegedly a juvenile traffic offender;
- E. Placed under probation supervision;
- F. Allegedly a dependent child;
- G. Has remained in foster care after such child's eighteenth birthday or who is receiving independent living services from DFCS after such child's eighteenth birthday; or
- H. Requires a comprehensive services plan in accordance with Code Section 15-11-658.

VIII. INTAKE CRITERIA

The Suwanee Police Department shall refer alleged juvenile offenders for formal legal proceedings on those cases involving serious criminal conduct or repeated criminal violations. In general, these cases would include:

- A. All delinquent acts that if committed by an adult would be felonies;
- B. All delinquent acts involving weapons;
- C. All serious gang-related delinquent acts;
- D. All delinquent acts as outlined in O.C.G.A. 15-11-2;
- E. All delinquent acts committed by juveniles on probation, parole, or case pending;
and

F. All repeated delinquent acts (within the preceding 12 months).

By Georgia Law, the Juvenile Court has jurisdiction over those individuals who have not reached their 17th birthday, who have allegedly committed delinquent or criminal acts, or who are allegedly to be in need of treatment or commitment to an institution. Juvenile Courts also have jurisdiction over youth allegedly to be dependent, if under 18 years of age and alleged traffic offenders under the age of 17 years.

On minor criminal and traffic offenses, the police officer should make every effort to release the juvenile to his / her parents or legal guardians and issue a copy of the charges when necessary. If a copy of traffic charges is issued, it will be marked "JUVENILE" in the court section. The juvenile will be given a Juvenile Court date by the officer. If the copy of charges is criminal related, a completed Juvenile Complaint Form will accompany the copy. The on-call juvenile intake officer will make the decision whether to release the child to a parent or guardian or to place the juvenile into a regional youth detention center. All necessary paperwork will be forwarded to the Gwinnett County Juvenile Court.

When a juvenile is charged with a serious traffic offense, a Juvenile Complaint showing the circumstances of the stop shall be forwarded to Juvenile Court. A complaint with citation(s) shall be forwarded to Juvenile Court when the following charges are made, pursuant to Code Section 15-11-630(c):

1. Aggressive Driving
2. Reckless Driving
3. A speeding offense punishable by four or more points
4. Homicide by vehicle
5. Manslaughter resulting from the operation of a vehicle
6. Any felony in the commission of which a motor vehicle is used,
7. Racing on Highways and streets
8. Using a motor vehicle in fleeing or attempting to elude an officer,
9. Fraudulent or fictitious use of a driver's license
10. Hit and run or leaving the scene of an accident
11. Driving under the influence of alcohol or drugs

12. Any offense committed by an unlicensed driver under 16 years of age

A juvenile arrested for DUI who is sixteen years of age and possesses a Georgia Driver's License is subject to the Georgia Implied Consent Law, and will be given the same rights as an adult. After the test is completed, the arresting officer will follow standard procedures as outlined in the Georgia Code for the processing of juveniles.

A juvenile without a valid driver's license who is arrested for DUI, regardless of age, is not subject to the Georgia Implied Consent Law and cannot be given a blood or breath test without obtaining permission from the parent (s) or legal guardian.

Juvenile traffic offenses listed in OCGA 15-11-630 apply to individuals under the age of seventeen and the arresting officer will follow standard procedures for the processing of juveniles.

All sixteen-year-old traffic offenders shall be referred to juvenile court for traffic violations. The sixteen-year-old is issued a traffic citation and the original court copies shall be forwarded onto the juvenile court.

This is in harmony with the overall philosophy of using the least coercive amount of reasonable alternatives. A copy of the citation will be provided to the juvenile's parents or legal guardians. The seriousness of the offense; offender's past involvement; whether the act was violent; and whether the youth was under the influence of alcohol and / or drugs are factors that can be used as criteria.

IX. TAKING A JUVENILE INTO CUSTODY

When an officer has reason to take a juvenile into custody for alleged non-criminal behavior (CHINS offense), every effort will be made to release said youth to parents or guardian and issue a copy of charges when necessary. When the juvenile is alleged to have been harmed or to be in danger of harm and the injury is not life threatening, he / she will be taken to a hospital for proper treatment and the correct offense report completed and assigned to an investigator for follow-up. If the injury is life threatening, he / she will be transported to the closest available emergency / trauma center.

When necessary to protect the child, law enforcement may take the child into protective custody first and then contact Juvenile Court Intake. Juvenile Court Intake will arrange for DCFS to come take custody of the child. DCFS will then arrange for all emergency placements of children taken into protective custody

Periodically, an officer may be dispatched to a school / residence, etc., to meet with a caseworker from DCFS. When a child is taken into protective custody, both DCFS

caseworkers and police officers are required to contact the non-abusive parent/guardian to inform him/her that the child has been taken into protective custody.

When emergency situations arise at night and on weekends, the police are usually the first to respond to the initial referral. After it is determined that the child is at risk and needs to be taken into protective custody, the officer shall contact Juvenile Court Intake immediately, by way of calling the on-call Juvenile Court Intake phone number. In non-emergency situations a referral will be made to DFCS the next working day.

NOTE: Remember that probable cause has to exist that the child is in imminent danger of abuse or neglect of he or she remains in the home.

X. RUNAWAY JUVENILES

A runaway is considered to be a child under the age of 18 years who without cause and without the consent of his/her parent, or legal custodian is absent from his or her home or place of abode for at least 24 hours. The circumstances of the child leaving the home, as well as the length of time that the child has been gone are both factors to be considered by the parent / legal guardian of the child in determining whether or not the child is a runaway. Once a call is made to the Police Department by a child's parent or legal guardian for assistance, the matter is to be handled as set forth in the report procedure.

A. Report Procedure

Parents and legal guardians (custodians) are to contact the Police Department to file a missing person juvenile report. This report should be taken immediately and titled RUNAWAY. The reporting officer should notify their supervisor and place the child on the Georgia Crime Information Center (GCIC) computer through the Communications Center using the case number and juvenile complaint signed by the parents.

In addition to information provided about the missing child, the reporting officer should also provide the name, address and phone numbers of reporting parent / legal guardian of said child. A copy of the report will be referred to the Criminal Investigations Unit for follow-up.

B. Juvenile Complaint

A Juvenile Complaint Form must be completed by the parent or legal guardian if the child is to be picked up. A LEDS Sheet must also be filled out by the officer and forwarded to the Communications Center so the child can be placed on the National Crime Information Center (NCIC).

C. Pickup Orders

In order for the child to be held upon being located, the parent/legal guardian must file a pickup order with the Gwinnett County Juvenile Court. The parent/legal guardian must be advised by the reporting officer to do so at the Gwinnett Juvenile Court and Intake Office at 115 Stone Mountain St. Lawrenceville, GA.

D. Handling of located Juvenile Runaways

Upon locating a child who is the subject of a Runaway Report; or a Juvenile Pick-up Order; or a child who the officer has reason to believe may be a runaway; even though a report is not on file, shall be handled in the following manner:

1. If the child is a resident of Gwinnett County and is reported in Gwinnett County as a runaway, juvenile intake will be contacted for a recommendation of disposition. Every effort should be made to locate and return the child to a parent or legal guardian.
2. If the child is not a resident of Gwinnett County and has been reported as a runaway, juvenile intake will be contacted so that they may contact the appropriate caseworker. Every effort should be made to contact the parent or legal guardian to have them pick up the child within a reasonable amount of time. If they cannot respond, request the Police Department of the county of the child's residence meet with the reporting officer to assist in transporting the runaway either home or to the detention facility in that county.

XI. IN-CUSTODY PROCEDURES

When a juvenile is taken into custody, the following procedure will be used:

- A. The police officer shall take into custody any juvenile who is in violation of local, state, or federal law, as well as any CHINS offense, and bring the juvenile to the intake facility without delay (unless the juvenile is in need of emergency medical treatment).
- B. The officer shall conduct a search of the NCIC / GCIC files to determine the identity and status of the juvenile.
- C. The officer shall prepare all reports regarding the offense or charges, or situation, including a Juvenile Complaint Form. A Juvenile Release Form shall be signed by the parent/legal guardian accepting the release of the juvenile in all cases where the juvenile has been detained or transported to any facility for any length of time, even if charges are not filed against the juvenile.

- D. To the maximum extent possible, the officer shall take immediate affirmative action to notify the juvenile's parent(s) or legal guardian(s) as to the location and legal status of the juvenile in custody.
- E. The on-call juvenile intake officer will be contacted to determine whether the child may be detained at a regional youth detention center.
- F. Questioning the Juvenile Offender

Prior to interview or interrogation, the officer shall consider what the appellate courts have called the "Riley factors": (1) age of the accused; (2) education of the accused; (3) knowledge of the accused as to both the substance of the charge and the nature of his rights to consult with an attorney and remain silent; (4) whether the accused is held incommunicado or allowed to consult with relatives, friends or an attorney; (5) whether the accused was interrogated before or after formal charges had been filed; (6) methods used in interrogations; (7) length of interrogations; (8) whether or not the accused refused to voluntarily give statements on prior occasions; and (9) whether the accused has repudiated an extra judicial statement at a later date. Prior to any interrogation, the juvenile will be advised of his / her constitutional rights and will refrain from any action that would abridge or deny those rights. Also, the Juvenile Justice System and Department policies regarding juveniles will be explained.

Prior to being interrogated, the juvenile and parent or guardian, if present, shall be advised of the juvenile's constitutional rights and right to legal counsel and that they have a legal right to be represented by an attorney and the means to access counsel. No statements shall be taken from a juvenile in custody until all Miranda rights have been administered. When questioning juveniles, every effort shall be made to have a parent, guardian, or attorney present, however, parental or guardian presence is not mandatory

It is the officer's responsibility to ensure that the juvenile fully understands his rights. The officer shall explain the rights so that they are easily understood. The officer must be able to clearly articulate how the officer knew the juvenile understood his rights and explain this in court if necessary.

All interviews shall be done in a secured location, away from public view and away from adult offenders. Interviews should be conducted in an area with as much privacy as possible and shall be conducted with no more than two officers present and/or participating in the interview. The interview will be as brief as possible, and no longer than two hours without a break.

The officers involved in the interview and processing of the juvenile offender should explain, in general, the procedures of this department, the Juvenile Court and the Juvenile Justice System to the juvenile and the parent or guardian.

At all times, every member of this Department having contact with any juvenile shall be responsible for ensuring all applicable laws and departmental rules for the handling of juveniles are abided by and the juvenile's constitutional rights are not violated nor infringed upon and those rights are protected.

XII. SOCIAL SERVICES AGENCIES

A listing of social service agencies related to juveniles is available through the Communications Section and the referral numbers located in policy A-085. The list is updated periodically, or at least on an annual basis.

XIII. JUVENILE PROCEDURES

All juveniles taken into custody in Suwanee shall be taken to the regional youth detention center, as ordered by the Juvenile Intake Officer.

A. Required Paperwork:

Copy of arrest report, incident report, Defendant's copy of arrest ticket, original Juvenile Complaint Form and a Juvenile Release Form. The officer shall provide as much information as possible, as related to victim, witnesses, etc.

B. Transportation

The arresting officer shall advise their immediate supervisor and the Communications Center that transportation is required for a juvenile from the officer's location to the available regional youth detention center. The supervisor will then make appropriate arrangements for him / her to do so.

C. Fingerprinting and Photographing of Juveniles

Every child charged with an act which would be a felony if committed by an adult, other than those status offender crimes as defined in Code Section 15-11-2, shall be fingerprinted and photographed upon being taken into custody. "Custody" for the purposes of juveniles means when the child is charged with a delinquent offense or crime. Even if a child is not *detained* for a felony (meaning the child is not going to a regional youth detention center), that child must still be fingerprinted and photographed, and then released to the parent, guardian, or legal custodian.

Fingerprint and photograph files shall be kept separate from those of adults. Copies of fingerprints known to be those of a child shall be maintained on a local basis only and shall not be sent to a central, state or federal depository. Law officers when necessary for the discharge of their official duties may inspect fingerprint files of children. Upon application, a child's fingerprints may be removed from file and destroyed if:

1. A petition alleging delinquency is not filed, or the proceedings are dismissed after either a petition is filed or the case is transferred to the Juvenile court or the child is adjudicated not to be a delinquent child;
2. If comparison prints are taken and the comparison is negative, the fingerprint card and other copies of the fingerprints taken shall be immediately destroyed.
3. If the comparison is positive and the child is referred to the court, the fingerprints taken shall be delivered to the court for disposition. If the child is not referred to the court, the fingerprints shall be immediately destroyed.

XIV. JUVENILE RECORDS

Officers' records and files concerning a child shall be kept separate from the records and files of arrests of adults. Unless a charge of delinquency is transferred for criminal prosecution under Juvenile Code Section 15-11-561 or in the interest of national security, or the court otherwise orders in the interest of the child, the records and files shall not be open to public inspection nor shall their contents be disclosed to the public.

With the consent of the court, inspection of the records and files is permitted by:

- A. A juvenile court having the child before it in any proceedings.
- B. Counsel for a party to the proceedings.
- C. The officers of public institutions or agencies to whom the child is committed.
- D. Law enforcement officers of other jurisdictions when necessary for the discharge of their official duties.

All juvenile records maintained in the Police Department shall be maintained in accordance with the Juvenile Proceedings Code of Georgia, Section 15-11-708 and 15-11-702.

The person(s) who is responsible for the collection, dissemination and retention of all juvenile records will be the records personnel. Access to juvenile records shall be limited to the records personnel and the Juvenile Officer, unless access to the juvenile file is for an official purpose. When a juvenile becomes an adult, their juvenile records will continue to be maintained in the juvenile files with the same level of security/privacy as all other juvenile records. Provisions relating to court-ordered expungement of records and disposition of records when juveniles reach

adult age are determined by specifics of the court order. Responsibility for carrying out the court order regarding these records lies with the Records personnel.

Date _____ Case _____ Location _____

Time Interview Begins: _____ Time Interview Ends _____

My name is _____. I am _____ years old.

I have completed the _____ grade at _____ school.

I am currently in the _____ grade at _____ school.

Charges: _____ OCGA: _____

BEFORE I AM ASKED ANY QUESTIONS, I UNDERSTAND THAT.....

- (1) I have the right to remain silent. (I do not have to say anything.)
- (2) Anything I say can be used against me in court, (Anything I say can be repeated to the Judge.)
- (3) I have the right to get an attorney (lawyer) for advice before I am asked any questions and to have him with me during questioning. (I can get a lawyer before I say anything.)
- (4) If I cannot afford an attorney (lawyer), one will be appointed for me before questioning if I wish. (The court will get me a lawyer.)
- (5) If I decide to answer questions now without an attorney (lawyer) present, I will still have the right to stop answering at any time and request that I be allowed to talk with an attorney (lawyer). (I can stop talking at any time.)
- (6) I understand I also have the right to have a parent or guardian present during questioning if I wish.

The above rights have been explained to me and I understand each of my rights.

Witness _____ Signed _____
(Juvenile)
Witness _____ Signed _____
(Parent or Guardian)

I am willing to waive my rights and to make a statement and answer questions at this time. I understand and know what I am doing. No promises or threats have been made to me and no pressure of any kind has been used against me.

Witness _____ Signed _____
(Juvenile)
Witness _____ Signed _____
(Parent)

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-050 FAMILY VIOLENCE

EFFECTIVE DATE: 01/01/95

NUMBER OF PAGES: 13

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DISTRIBUTION AUTHORIZATION:



I. PURPOSE

Establish policies and standardized procedures that professionally address the incidents of family violence and provide guidance in the Department's response, responsibility, and the documentation of reported acts of family violence.

II. POLICY

It is the policy of this Department to fully investigate and provide accurate reporting of all family violence complaints that come to the attention of this Department. It will be the duty of the responding officers to arrest offenders where it is lawful and appropriate. To provide protection and assistance to victims of family violence, and to inform all parties involved of the various services which may be available to them within the criminal justice system, from social service agencies, and other types of community programs and/or resources.

III. FAMILY VIOLENCE DEFINED

Family Violence is defined in Official Code of Georgia Annotated 19-13-1, as one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household.

- A. Any felony; or
- B. Commission of the 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, (Acts 1993 p. 1534, effective April 27, 1993.)

- C. Penalties are provided for violation of protective orders issued by the Court. According to Official Code of Georgia Annotated 19-13-6(b), "Any

person who violated the provisions of a domestic violence order which excludes, evicts, or excludes and evicts that person from a residence or household shall be guilty of a misdemeanor."

IV. PROCEDURE

A. Dispatcher responsibilities

Dispatchers should dispatch domestic calls in the same manner as any other call for police assistance. However, in calls of family violence the dispatcher will, when available, dispatch two officers to the location of the call. The call will also be dispatched according to priority criteria prescribed elsewhere in this policy manual.

The dispatcher shall notify a supervisor whenever the in-coming call involves violence or a threat to life and/or bodily harm (such as a weapon involved.)

The dispatcher receiving a domestic call should attempt to elicit from the caller, as much of the following, in order of importance, as time and the exigencies of the reported incident allow. The dispatcher should advise the responding officer of all relevant information obtained.

1. The nature of the incident;
2. The address of the incident, including the apartment number, complex name, victim's name and perpetrator's name;
3. A telephone number where the caller can be called back;
4. Whether weapons are involved or at the scene;
5. Whether an ambulance is needed;
6. How many people are present at the scene;
7. Whether the suspect is present and, if not, the suspect's description, direction of flight and mode of travel;
8. Whether there is a physical altercation in progress; and\
9. Whether children are at the scene.

Officers responding to any call, but particularly Domestic Disputes, should keep in mind that the information obtained by Dispatch is only as good as the caller providing it. Information pertaining to weapons, number suspects, and the whereabouts of suspects should be treated as UNRELIABLE until verified by an Officer on scene.

If the caller is the victim, the dispatcher should attempt to keep the caller on

the telephone as long as possible and should tell the caller that help is on the way and when the caller can expect the police to arrive.

If the caller is a witness to a domestic incident in progress, the dispatcher should relay ongoing information provided by the caller to the responding officer.

If the dispatcher is given information by the caller/victim about the existence of a temporary protective order, it should be followed up by a telephone call to the issuing source of the protective order for verification and the information relayed to the dispatched officer(s). The duration of a valid protection order are based solely upon the time frame set by the issuing judge. If the order has been entered into GCIC/NCIC, it will list the valid date on the printout.

To safeguard against callbacks made by victims under duress, all domestic complaints will require a police response to assure the caller's safety regardless of any attempts to cancel police response.

B. Officer Response

Whenever possible, two officers will respond to all domestic calls. Upon arrival on the scene or making contact with any involved party the responding officer(s) will notify dispatch of their location. The responding officer should approach the scene of a domestic dispute as one of high risk. The officer should obtain all available information from the dispatcher before arriving at the scene. The officer should not park directly in front of the residence or scene of the disturbance. The officer should be alert for suspects leaving the scene and for employment of weapons from doors, windows or nearby vehicles.

The responding officers should identify themselves as police officers, explain why they are present and request entry into the home. The officers should ask to see the person who is the subject of the call. If the person who called the police is someone other than the subject of the call, the officers should not reveal the caller's name. Officers will not enter a private residence except on the direct invitation of an owner or resident, unless exigent circumstances exist (i.e. the report of a physical dispute or injured persons within the residence).

In any event, the officer should make every effort to speak to every occupant of the residence before leaving.

Once the officers have entered the residence, they should conduct a protective sweep of the area if circumstances indicate a protective sweep is prudent. Reasons for protective sweeps may include, but are not limited to: the nature of the call indicates a reasonable risk to officers or the public is present, the whereabouts of the Primary Aggressor(s) are unknown, or to locate injured parties in need of medical attention.

Once the scene is reasonably secured officers will then investigate the incident to the best of their ability. This will likely include separating the

parties involved and calmly listen to each person to determine the cause of the conflict and to gather additional information, i.e., who was the Primary Aggressor and what types of injuries occurred. Officers should use the following steps in controlling an incident of family violence.

1. Identifying potential weapons in the surrounding area;
2. Separating the victim and the Primary Aggressor;
3. Assess injuries, administer first aid or request Fire / Rescue EMS;
4. Restrain the combative subject(s) if necessary;
5. Inquire about the nature of the dispute;
6. Identify all occupants / witnesses on the premises; and
7. Separate occupants / witnesses from the victim and Primary Aggressor and keep them out of hearing range when possible to avoid compromising the witness status.

Under no circumstances shall the officers "take sides" with either party in the dispute. These family violence complaints should be handled as criminal incidents; reconciliation or divorce and such alternatives should never be suggested or discussed with the parties involved. Officers should be prepared to offer referrals to the victim concerning the location of shelters, victim witness assistance programs, counseling, etc.

The existence of probable cause, the elements of a crime, and the identification of the Primary Aggressor shall be the sole factors for determining the proper method for handling a family violence investigation.

C. Preliminary investigation

Officers arriving at a family violence scene should conduct a thorough investigation and submit reports of all incidents of violence and all crimes related to family violence. This includes disputes which are unfounded or verbal in nature only (2003 Meagher v. Quick, GA. App.). The Family Violence Reporting form will be completed and processed in accordance with O.C.G.A. 17-4-20.1. The following steps should be included in an officer's investigation and subsequent report:

The responding officer should interview all parties involved in an attempt to properly identify the victim(s) and the Primary Aggressor(s). The goal of any domestic violence investigation should be to accurately identify the Primary Aggressor. Once the Primary Aggressor is identified an officer shall not be required to arrest any other person² in reference to the family violence investigation to safeguard against re-victimizing the victim through improper arrest. This does not preclude the officer from arresting parties other than the

Primary Aggressor, including the victim, for violations unrelated to the family violence investigation (i.e.: outstanding arrest warrants, DUI, fraud etc...)

The officer should ensure the victim's safety and privacy by interviewing the victim in an area apart from the Primary Aggressor, witnesses and bystanders. In interviewing the victim, the officer should use supportive interview techniques. The officer should ask the victim about previous domestic incidents, their frequency and severity. If victim has a restraining order or temporary protective order against suspect, obtain a copy of the order and valid proof of service. If not, inform victim on the procedure of obtaining a restraining order. If victim has a restraining order or other protective order which has not yet been served on the suspect, the officer should serve the suspect with the victim's certified copy, if they possess one, and document the service in the report. Also see TPO/FVPO part V of this chapter.

If the Primary Aggressor is "in custody" before the interview, the accused must be given Miranda warnings before any questioning takes place. If the accused has fled the scene, the officer should solicit information regarding the possible whereabouts of the accused (place of employment, relatives, friends, etc.).

The officer should interview any witnesses as fully and as soon as circumstances allow. If witnesses provide information about prior incidents, the officer should document such incidents to establish a pattern.

Children should be interviewed in a manner appropriate to the child's age. Signs of trauma and any apparent healing of abuse wounds on the child should be noted by the officer and immediately reported to CID Juvenile Investigator for further investigation and the Department of Family Child Services (DFCS).

The officer should collect and preserve all physical evidence necessary to support prosecution, including evidence substantiating the victim's injuries, evidentiary articles that substantiate the attack (weapons, torn clothing, etc.), and evidence recording the crime scene. The officer should ensure that photographs are taken of visible injuries on the victim and Primary Aggressor, of property damage, and of the crime scene.

When taking photographs of the parties involved in a family violence investigation officers should take the photographs as near as possible to the time of the incident to capture the genuine emotional effects of the people involved. When taking photographs the officer should try to include the following:

1. Overall images, front and back, of the victim(s) and Primary Aggressor(s);
2. close-ups of visible injuries;
3. Overall images of the scene;
4. Close-ups of weapons and/or physical evidence located within the scene;

5. Close-ups of property damage;
6. Images of injured or abused animals if present; and
7. Any additional images which are likely to have evidentiary value to the investigation.

The officer should encourage the victim to seek medical treatment if necessary. The officer should ask about injuries of the victim that are concealed by clothing or otherwise not readily apparent. Also, because bruises may not appear for several days after an assault, the officer and/or assigned investigator should follow up with the victim at a later date to take photographs if appropriate.

All physical evidence should be collected, noted in reports and logged into evidence as in other criminal investigations.

D. Authorized arrest

The responding officer should arrest the Primary Aggressor whenever an arrest is authorized. If the officer decides not to arrest, they must include in his / her report of the incident a detailed explanation of the reasons why an arrest was not made.

Further procedural guidance for arrest in "family violence" situations is provided in Georgia Code Section 19-13-1.

Under O.C.G.A. 17-4-20.1, whenever a law enforcement officer responds to an incident in which an act of family violence (as defined in O.C.G.A. 19-13-1), has been committed, the officer shall not base the decision of whether to arrest and charge a person on the specific consent of the victim or on a request by the victim solely or on consideration of the relationship of the parties. No officer investigating an incident of family violence shall threaten, suggest, or otherwise indicate the arrest of all parties for the purpose of discouraging requests for future law enforcement intervention.

O.C.G.A. 17-4-20.1(b) When complaints of family violence are received from two or more opposing parties, the officer shall evaluate each complaint separately to attempt to determine who was the Primary Aggressor. If the officer determines that one of the parties was the primary physical aggressor, the officer shall not be required to arrest any other person believed to have committed an act of family violence during the incident. In determining whether a person is a primary physical aggressor, an officer shall consider:

1. Prior family violence involving either party;
2. The relative severity of the injuries inflicted on each person;

3. The potential for future injury; and
4. Whether one of the parties acted in self-defense.

It is the officer's responsibility to decide whether an arrest should be made. The officer, therefore, should not consider the victim's opposition to arrest and should emphasize to the victim and to the accused as well, that the criminal action initiated, is the action of the State of Georgia, not the action of the victim. The officer **should not** consider the following factors in making the arrest decision:

1. The marital status of the parties;
2. The **ownership** or **tenancy rights** of either party (Ginn v. State, Cox v. State, and Mack v. State);
3. Verbal assurances that the violence will stop;
4. A claim by the Primary Aggressor that the victim provoked or perpetuated the violence;
5. Denial by either party that the abuse occurred when there is evidence of domestic violence;
6. Speculations that the victim will not follow through or cooperate with criminal prosecution;
7. The disposition of any previous police calls involving the same victim or accused;
8. Speculation that the arrest may not lead to prosecution;
9. The existence, or not, of a protection abuse order (except that the violation of such order might justify an arrest);
10. Concern about reprisals against the victim;
11. Adverse financial consequences that might result from the arrest;
12. That the incident occurred in a private place; and
13. The racial, social, cultural, political, or professional position, or the sexual orientation, of either the victim or the accused.

If the officer arrests for the commission of a crime, the officer should confiscate all weapons used or threatened to be used in the commission of the crime, and such weapons should be held as evidence for prosecution.

An arrest shall be made in the event there is probable cause to believe that

a crime has occurred. All persons arrested should be taken into custody. The City of Suwanee Police Department will implement a pro-arrest policy; it is the intention of this agency to engage in aggressive law enforcement with respect to crimes involving family violence. Discretion not to make an arrest should never be based solely on the incident being characterized as a "domestic" matter. If an officer has probable cause to believe a felony has occurred, an arrest shall be made irrespective of whether the officer believes the offense may ultimately be prosecuted as a misdemeanor.

At all times an officer should make an arrest if probable cause is present during a family violence investigation but an officer should not dissuade victims from attempting to obtain their own warrant or Temporary Protective orders from a magistrate if they chose. Officers should provide information regarding available family violence shelters, victim/witness assistance programs, counseling, and other remedies etc. This legal requirement under O.C.G.A. 17-4-20.1 is easily met by providing the victim(s) with a Suwanee PD Victim's Right Card.

V. VICTIM ASSISTANCE/ COURT PROTECTION

A. Victims Rights Assistance

Officers should take reasonable precautions to assist in the continued safety of the victim and the children.

1. O.C.G.A. 16-10-93 provides that it is a felony to attempt to influence a witness not to testify truthfully, or to deter their testimony by making threats either directly or indirectly relating to injury of such person, their property, or any relative.
2. Notice of this statute should be given to all parties in a family violence situation.

B. Victim Impact Forms

Victims can obtain "Victim Impact Forms" through the Solicitor's Office when a misdemeanor arrest has taken place. This form allows the victim to state for the Court the impact that family violence has had on them.

C. Victim's Rights Notification/Referral Numbers

1. Code Section 17-17-3 defines certain crimes for which the victims must be given certain victims' rights notifications. This list includes crimes against persons found in O.C.G.A. Title 16, Chapter 5, as well as others. These crimes against persons are frequently the basis for arrest in family violence incidents.
2. In order to meet departmental statutory obligations, a Victims' Rights Notification card will be given to all victims in family violence incidents by the investigating officer. This card has several referral numbers for various

social service and criminal justice agencies.

D. Victim/Party Leaving the Scene

1. When a victim or party to the incident wishes to leave the scene, officers may stand by for a reasonable period of time while the victim/party makes a call and gathers personal items for self and minor children.
2. It would be prudent for officers to advise the victim/party to keep handy important phone numbers, documents, clothing and funds if there is an emergency in the future.

E. Temporary Protective Orders

1. A victim of family violence may petition the Superior Court, alleging with specific facts that probable cause exists to establish that family violence has occurred in the past and may occur in the future.
2. A person asking about how to prepare such a petition should be referred to the Superior Court, an attorney, or the Partnership Against Domestic Violence (Atlanta, 404-873-1766) for specific instructions on format and procedures.
3. This petition and hearing are conducted in the county where the respondent (perpetrator) resides.
4. The judge hears the victim's information, and may order appropriate temporary relief to protect the victim or a minor of the household from violence. This temporary relief is known as a "Temporary Protective Order" or "TPO".
5. This hearing is done without notice to the accused, and is referred to as an "ex parte" hearing, meaning only one party is present.
6. Family violence shelters or social service agency staff members designed by the Court may help victims who are not represented by an attorney fill out the forms necessary to get the Court's protection and Order.
7. The procedure for these petitions, hearings, and orders are described in Code Section 19-13-3 and 19-13-4.
8. The Superior Court will then schedule a full hearing where both parties are to be present, along with their attorney. The victim of the violence must then prove the allegations of the petition by a preponderance of the evidence. This hearing is generally scheduled within 10 days, but must be held within 30 days. The Sheriff's Department serves notice of this hearing upon the defendant.
9. After this second hearing in Superior Court, an order may be issued, which is called a "Family Violence Protective Order".

F. Family Violence Protective Order

1. This Family Violence Protective Order is described in Code Section 19-13-4, and can do any or all of the following so as to bring about an end to the acts of family violence:
 - a. Direct a party to refrain from such acts [of family violence];
 - b. Grant to a spouse possession of the residence or household of the parties and exclude the other spouse from the residence or household;
 - c. Require a party to provide suitable alternate housing for a spouse, former spouse, or parent and his/her children;
 - d. Award temporary custody of minor children and establish temporary visitation rights;
 - e. Order the eviction of a party from the residence or household and order assistance to the victim in returning to it, or order assistance in retrieving personal property of the victim if the respondent's eviction has not been ordered;
 - f. Order either party to make payments for the support of a minor child as required by law;
 - g. Order either party to make payments for the support of a spouse as required by law;
 - h. Provide for possession of personal property of the parties;
 - i. Order a party to refrain from harassing or interfering with the other;
 - j. Award costs and attorney's fees to either party; and
 - k. Order either or all parties to receive appropriate psychiatric or psychological services as a further measure to prevent the recurrence of family violence.
2. These Family Violence Protective Orders are valid for up to 6 months, but following another court hearing, the Superior Court can make it a permanent Order.
3. A copy of the order is issued by the Clerk of the Superior Court to the Sheriff of the county where the order was issued, and the Sheriff must retain the order as long as the order remains in effect.
4. These Orders are valid throughout the State of Georgia.

G. Police Action for TPO/ FVPO

1. Code Section 19-13-4(d) states that "It shall be the duty of every superior court and of every sheriff, every deputy sheriff, and every state, county, or municipal law enforcement officer within this state to enforce and carry out the terms of any valid protective order issued by any court under the provisions of this code section."
2. Whenever a police officer encounters a situation where a Temporary Protective Order (TPO) or Family Violence Protective Order (FVPO) is reported to be in existence, the officer will take the following action:
3. Determine if there is a valid order in effect.
 - a. A record of orders issued is available in the Gwinnett County Sheriff's Department during business hours, and in the Gwinnett County Police Communications Section 24-hours a day.
 - b. If the order was issued in another county, contact the Sheriff's Department in the county where the order was issued.
 - c. Victims usually have a certified copy of the Order with them. The officer can use this copy for informational purposes, but the officer must always contact the Sheriff or Police Department for official verification. Verification for Gwinnett County Orders can be made by contacting the Gwinnett County Sheriff's Office Family Violence Unit at: 770-822-3150.
 - d. If the Sheriff and Police Departments report there is no order on file, it may be that a petition has been filed by the victim; but that no TPO was issued by the judge, only a hearing scheduled.
4. Determine the terms of that Petition or Order. When verifying the existence of an order, the officer must also verify the terms of that order.
5. Determine if the defendant has been served.
 - a. When verifying the existence of an order, the officer must also verify that the defendant has been served.
 - b. In the event there has been no service of an order, the officer should serve the suspect with the victim's certified copy if available. If the officer serves the suspect with a certified copy they should document it in their report and notify the issuing agency of the service. For Gwinnett County orders contact the Gwinnett County Sheriff's Office Family Violence Unit at: 770-822-3150.
 - c. No arrest can be made for violation of an order until the Defendant has been served.
 - d. Once the officer determines that the order has been served, the

officer can take all steps that are reasonable and proper to implement the terms of the order.

6. Determine if probable cause exists to believe that a criminally enforceable violation of the order relating to exclusion and/or eviction from a residence or household has been committed.

O.C.G.A. 16-5-91(a) States: *A person commits the offence of aggravated stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, good behavior bond, permanent injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the behavior described in this subsection, follows, places under surveillance, or contacts another person at or about a place or places without consent of the other person for the purpose of harassing and intimidating the other person.*

- a. Criminal: When a person knowingly violates a TPO, PPO, or other Family Violence Order in a **Non-Violent** manner they should be charged pursuant to O.C.G.A. 16-5-95 Violating Family Violence Order.
- b. Civil: All other violations of the order are punishable only by civil contempt in the Superior Court. That would include such aspects as failure to pay child support, not attending psychiatric counseling, etc. In that instance the victim should be referred back to their attorney or whatever agency helped to file the petition. Those violations are not criminal in nature and must be sent back to the Superior Court for adjudication.

7. Arrest Based on Criminally Enforceable Violation of an Order

An officer may arrest a defendant on the charge of Aggravated Stalking O.C.G.A. 16-5-91 or Violation of a Family Violence Order O.C.G.A. 16-5-95 only if all of the following conditions are met:

- a. The investigating officer has verified that a valid order exists; and
- b. The investigating officer has verified that the defendant has been served with the order by either admission by the suspect or verification through issuing jurisdiction; and
- c. The investigating officer has determined that the defendant is violating a criminally enforceable provision of the order.
- d. The officer should attempt to obtain a copy of the "Family Violence Order" to include in the report or case file.

1. A copy of the order can sometimes be obtained from a victim, or the

officer can obtain one from the Sheriff's or Police Department.

2. If the copy of the order is furnished by a victim, arrangements will be made for the return of the order to the victim by the officer.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-051 MENTAL ILLNESS

EFFECTIVE DATE: 09/20/08

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DISTRIBUTION AUTHORIZATION:



I. PURPOSE

To establish guidelines for officers to follow when dealing with persons exhibiting mental illness; also known as EDP (emotionally disturbed person). These guidelines should be followed in all contacts whether on the street or during a more formal interview or interrogation.

II. POLICY

It shall be the policy of the Suwanee 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. PROCEDURE

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.
 - e. Not to lie.
2. Suwanee Police Department officers will follow the process below when accessing available community health resources:
 - a. The primary mental health treatment facility that Suwanee Police officers will access is Gwinnett Medical Center in Lawrenceville or Duluth. A secondary facility will be any hospital system that operates an emergency room 24 hours a day 7 days a week.
 - b. Admission to Gwinnett Medical Center Mental Health Unit can only be granted after a screening process is performed at the Gwinnett Medical Center Emergency Room.
3. Officers should always be prepared to respond to sudden violent outbursts by persons with mental illnesses. 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. The 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

It is the policy of the Suwanee Police Department when dealing with a person who is possibly suffering from a mental illness to provide the person with immediate assistance, if the officer feels the person is a danger to themselves or others. The officer should first attempt to have the person voluntarily request and / or agree to assistance.

In incidents involving persons who refuse assistance or will not voluntarily request and / or agree to assistance, the officer may, depending on the circumstances:

- Contact family member(s) and / or treating physician for release and information. In some cases, family members may seek authorization from a physician to have the person involuntarily committed.
 - Take the person into protective custody, if the officer feels the person is a danger to themselves or others, then immediately transport the person to the closest medical facility for evaluation.
 - Be forced to place the person under arrest if a criminal violation has occurred, however this option should be used as final alternative in dealing with a mentally ill person.
- 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. Typically mentally disturbed persons will cease to struggle as soon as they believe it is hopeless to continue. In using overwhelming force, the probability of either the subject or the officers being injured is dramatically reduced.
 - C. Officers should communicate with the subject requesting compliance using simple plain language that is easily understood. If action is required it should be completed as quickly and efficiently as possible, using reasonable force. Continue to talk to them, reassuring them that you understand that they are having problems.

- 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 resistive person from his environment.
- E. When restraining a mentally ill person, you should use reasonable force necessary to control the individual. Police personnel will use reasonable force when force is used to accomplish lawful objectives as outlined in Suwanee SOP P-030, Use of Force.
- F. A Suwanee Police Use of Force report will be required whenever the officer applies less-than-lethal weapons, or use of control techniques or other force options to overcome resistance to the extent it is likely to lead to injury, claim of injury, or allegation of excessive force, as outlined by Suwanee SOP P-030, Use of 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 if:
 - a. The person has any injuries, even if prior to the officer's arrival;
 - b. If criminal warrants will be taken against the subject;
 - c. If any force is used against the subject.
 5. The report should contain:
 - a. The initial reason for the contact;
 - b. Any indicators exhibited by the person or other information that lead the officer 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;
 - d. Justification for transporting the person to a healthcare facility for psychological, mental, and/or other medical treatment;
 - e. The final disposition of the person at the healthcare facility.

VII. Procedures for Transporting Mental Patients

- A. The Gwinnett County Sheriff's Office is responsible for transportation of mentally ill patients from the Gwinnett Medical Center to other treatment locations, if they are not transported by ambulance.
- B. Officers will not transport mentally ill patients from community based mental health residences operated under the authority of the Georgia Department of Human Resources.
- C. 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 responding officer will have dispatch contact an ambulance from the Gwinnett County Fire and EMS Department. Once the ambulance is on scene, EMT personnel will determine if the mentally disturbed patient needs to be transported to an area hospital.
 - 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 Gwinnett 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 Suwanee 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 Suwanee Police cases. Officers will not guard an individual who goes to Gwinnett 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 Gwinnett County Sheriff's Office or Gwinnett Medical Center Security Staff.
 - d. If a mentally ill patient is transported in a Suwanee Police vehicle, the person will be handcuffed per standard operating procedures.

VIII. Training

- A. Entry level training shall be accomplished with all new police officer recruits in the basic mandate police academy as outlined in the Georgia Peace Officers Reference Text, Section 3, Community Relations, Subsection 3.3, Mental Health, Mental Retardation and Substance Abuse. New officers also receive additional training during the FTO process. In-service refresher training will be completed for all agency personnel at least once every three years.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-055 COURTROOM SECURITY

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DISTRIBUTION AUTHORIZATION:



I. PURPOSE

To establish policy for officers attending court, procedures for Municipal Court operations and security, and to outline the duties and obligations of officers assigned as screening officers to Municipal Court.

II. COURTROOM ACCESS

The Suwanee Police Department will provide security for the City of Suwanee Municipal Court. Officers assigned to security are required to screen persons entering the courtroom. The purpose of security screening is to disarm people before they enter the City of Suwanee Municipal Court. To accomplish this objective everyone must be a screened, metal detector and visual searches will be used to aid in this process. Persons seeking entry to the City of Suwanee Municipal Court are deemed to have given their consent to a limited search for administrative purposes. Any person who refuses to surrender a suspicious object or container, or to submit to a search themselves or containers in their possession, will be denied access to the City of Suwanee Municipal Court.

Hand carried articles such as purses, wallets, umbrellas, coats, etc., may be allowed in the courtroom. Articles such as suitcases, briefcases (except those carried by attorneys), packages, boxes, bags or any item of a suspicious nature will not be allowed. The bailiff will inspect or search any item of a suspicious nature.

III. WEAPONS IN COURTROOM

- A. All police officers assigned to screening duties are allowed to carry duty weapons and handcuffs in the courtroom.
- B. On-duty and off-duty personnel or state law enforcement personnel are allowed to wear their weapon into the courtroom.

IV. SCREENING OFFICER RESPONSIBILITIES FOR MUNICIPAL COURT

A. The Special Services Supervisor is the designated Municipal Court Liaison and shall be responsible for the overall operations of courtroom security. The Administrative Services Commander shall be responsible for the direct supervision and assignment of officers to serve as the screening officer for Municipal Court. There will be at least one sworn officer to serve as court security. The screening officer can wear a full uniform or a departmental issued polo shirt and 511 style pants. Officers serving as screening officers will have access to the following items to perform the court security function.

1. Firearm, handcuffs, O.C., ASP, and portable radio.
2. First aid kit located in the Court Clerk's Office.
3. Ankle cuffs, waist chain/belt, and flex cuffs.
4. Walk through metal detector and hand held magnetometer.

B. Communications

All Officers will be required to have a two-way radio so they can communicate with the Communications Center in case of emergencies. There are phones located on the Judge's bench and the adjoining office off of the courtroom.

C. Bailiff

The screening officer can wear a full uniform or a departmental issued polo shirt and 511 style pants. He / she will maintain restraining devices such as handcuffs on his / her person (waist chains, flex-cuffs and ankle cuffs may be kept as available). These restraining devices should be used for in-court arrests and high-risk prisoners.

Their duties shall include.

1. Screen persons requesting access to the courtroom.
2. Attend to other matters at the judge's direction.
3. Supervise courthouse security.
4. Maintain liaison with the Municipal Court Judge concerning security problems.
5. Provide security for the court.
6. Conduct a documented security inspection of the courtroom before court session.

7. Perform other duties at the direction of the court judge.
 8. Summon officers to testify.
 9. Check any hand carried articles by the public and, if article is not needed, It shall be restricted.
- D. Restraining devices such as waist chains and leg irons are available for use when ordered by the court.
- E. The Court Services has available a handheld magnetometer which will be utilized for search of individuals or items of a suspicious nature.

V. COURTROOM PROTOCOL

All spectators and visitors will have access to the lobby and courtroom to conduct business with the court. All other locations of the court area are limited access and all non-court and police personnel are required to be accompanied by an escort through any limited access area.

The courtroom will have one path of ingress and egress for all visitors. It will be located off the lobby of Municipal Court building. Off the courtroom are two adjoining offices. These rooms are restricted to court personnel and attorneys on an as needed basis.

The courtroom will also be equipped with one emergency fire exit located on the north wall of the courtroom in addition to the normal entry / exit. The courtroom is also equipped with a fire alarm switch and warning light. A fire extinguisher is located in the courtroom just inside of the main doors on the right. The courtroom is also equipped with a camera system and a panic alarm for the judge.

While court is in session a first aid kit shall be immediately available in case of emergencies.

- A. A thorough search of the courtroom should be completed by the officer assigned as screening officer. This will insure that there are no weapons, contraband, or other items that would affect the security and operation of the court.
- B. The search is to include the hallway, restrooms, and offices.
- C. If an item is found to be odd or unusual leave it alone, secure the area and contact a supervisor.
- D. Do not allow attorneys or anyone else who is not part of staff to go back to the Judge's chambers without first clearing it with the Judge or his/her staff.

- E. Do not leave the screening post during breaks unless the municipal court building can be cleared of all people, all evidence secured, and all doors locked.. If the officer needs a break, he/she must contact a supervisor for relief.
- F. An officer must keep gun retention foremost in his mind. When passing near someone, "cover" the holstered weapon with the hand as a preventive retention technique.
- G. The officer's primary responsibility is to protect the judge and be aware of any threats, therefore, position yourself to carry out this responsibility.

VI. COURTROOM DEMEANOR - GENERAL

- A. An officer shall be attentive and respectful during court and administrative hearings, and 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 and with accuracy, confining his testimony to the case being heard, the evidence properly before the Court 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 any court 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.
- E. An officer attending court that displays a disregard for the decorum of Municipal Court shall be warned one time by the bailiff. If a second warning is given, a written report shall be made and forwarded to the officer's Division Commander for disciplinary action.
- F. Officers have the option of wearing civilian clothes to court when the court appearance is during the officer's off-duty time. Civilian clothes for male officers must be at a minimum dress shirt, tie and pants. Female officers shall dress in conservative and businesslike clothing (dress pants, blouse, skirt, sweater, jacket, dress, etc.).
- G. Plainclothes officers, both male and female, attending court shall dress in civilian clothes as outlined in subsection F.

VII. COURT ATTENDANCE

- A. An officer required to appear in court during his tour of duty shall notify his immediate superior at roll call on the date of the court appearance. The officer shall leave his assignment in sufficient time to assure his appearance in court at

the appointed time. When his court attendance is completed the officer, if still on duty, shall report back to his assignment. The Shift Supervisor shall be notified both when the officer leaves his assignment and when he returns.

- B. If for any reason an officer is unable to appear in court at the required time, he shall inform the District Attorney's Office, Juvenile Court or Municipal Court Clerk as far in advance as possible. If he arrives late, through unexpected causes, he shall make explanation to the District Attorney or Municipal Court Clerk in charge of the case. The officer shall not leave the court until the conclusion of the case unless given permission by either the District Attorney or the Court.
- C. A member of the department summoned to appear as a witness for a defendant in a criminal case shall make such fact known to his Shift Supervisor. Prior to the commencement of the trial, this fact shall also be made known to the District Attorney assigned to the case.
- D. The case file or records of the arrest will be obtained from the Records Section. A member summoned to appear before the Grand Jury or criminal court shall have available all notes, reports and evidence of the case.
- E. While attending court officers shall, at a reasonable time before the trial, make certain that all witnesses are present. If any witness fails to appear, the officer shall make known that fact to the District Attorney.
- F. An officer who is unable to attend Municipal Court shall make immediate notification to the Clerk of Court. If an officer is planning vacation or leave time or is scheduled to attend training, the Municipal Court Clerk shall be notified in writing at least 7 days in advance.
- G. An officer who is unable to attend Superior Court or Juvenile Court due to vacation, leave time, training, etc., shall make immediate notification to the District Attorney's Office or the Juvenile Court Clerk. It shall be the officer's responsibility to ensure he is excused from court.
- H. Absences

Unexcused absences not only embarrass the department by inconveniencing the other witnesses and prosecutor, but also may cause a case to be dismissed. Unless he has been lawfully excused, the officer who fails to honor a subpoena or abide by the court calendar is liable for disciplinary action by the department. It shall be the responsibility of each officer to be familiar with his assigned court dates and to be present on such dates.

I. Disciplinary Measures:

The following progressive discipline will be taken against officers who fail to appear in court when scheduled or subpoenaed to do so. These measures are for a two-year period beginning with the first failure to appear:

<u>Occurrence</u>	<u>Minimum Penalties to be Assessed by Division Commander</u>
1. 1 st failure to appear; case not dismissed	Verbal warning, counseling by immediate supervisor
2. 1 st failure to appear; case dismissed (due to officer's negligence)	Written reprimand, plus counseling by shift supervisor
3. 2 nd failure to appear case not dismissed	Written reprimand
4. 2 nd failure to appear case dismissed	8 Hour suspension
3. 3 rd failure to appear	24 Hour suspension
5. 4 th failure to appear	Suspension pending discharge investigation for employee

VIII. EMERGENCY PROCEDURES FOR MUNICIPAL COURT

In the event an emergency situation arises in Municipal Court; the following procedures will be followed:

A. Hostage Situation

Advise notification of SWAT Team and Hostage Negotiators per SOP E-015.

B. Fire, Bomb, Disaster, Civil Disturbance

1. Establish procedures as outlined in SOP E-005 for disaster response.
2. Establish procedures as outlined in SOP E-010 for civil disturbance.

C. Medical Emergency

1. Notify fire department/EMS.
2. Make other notifications as determined necessary.
3. Administer first aid as needed.

IX. REVIEW OF COURT PROCEDURES

All plans and procedures pertaining to courtroom security and emergency protocol shall be based on a documented survey conducted every three (3) years.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-060 PRISONER TRANSPORT

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

The safety and security of persons who are in police custody is a constant requirement with great responsibilities attached. The purpose of this policy is to structure the handling, transportation and holding of persons who are in custody and to establish responsibility for the safety and security of those in custody, the general public and department employees who may come into contact with those in custody. Prisoners in the custody of departmental personnel will not be left unattended while at the Suwanee Police Department.

II. SCOPE

This policy shall apply to all law enforcement officers involved in the transport, or transfer, of prisoners to or from any detention center.

III. POLICY

When handling persons in custody, the officers involved should remember that each situation is different. The use of an officer's discretion, the thoughtful consideration of what is right and appropriate, in accordance with Departmental policy is an essential part of effective law enforcement. When complying with these directives, officers should consider many factors. These factors include but are not limited to:

- A. The physical condition of the person in custody;
- B. The seriousness of the offense for which the person is in custody;
- C. The age and sex of the person in custody;

- D. The disposition toward violence displayed by the person in custody;
- E. The urgency of the situation or the presence of a crowd;
- F. The number of persons in custody.

IV. PREPARING FOR PRISONER TRANSPORTS

At the beginning of each tour of duty, every officer who may become responsible for the transport of any prisoner must inspect all approved equipment and vehicles for safety and function.

Each officer will be responsible for having on his person all normally issued equipment and having that equipment in good operational order. This equipment will include but not be limited to the following: Issued communication device(s), issued firearm and issued restraint device(s). In the event that any personal equipment is found to be in poor condition or is not available for use, the deficiency will be reported to the officer's supervisor and the deficiency will be corrected before the officer is made available for assignment.

All vehicles used to transport any persons in custody **will be thoroughly searched prior to being operated and after each transport situation.** After the vehicle is searched prior to being operated, the vehicle operator will also conduct a visual safety and equipment inspection. In the event that any damage is noted, any contraband or weapons are found or any deficiency is noted in the vehicle, the operator will immediately notify their supervisor.

Prior to the time at which the vehicle will no longer be used by the operator, it will be the responsibility of the operator to properly fuel and search the unit. The operator will also replace any expended equipment or supplies and check the oil level of the vehicle. If the vehicle is not operating properly, the operator will be responsible for having the vehicle turned in for maintenance. No operator will leave a vehicle available for another Department employee to drive that is in an unsafe condition or that contains any weapon or contraband.

V. STANDARD PRISONER TRANSPORTATION

For standard prisoner transportation, the following procedure will be followed:

- A. Before taking custody of the prisoner, the transporting officer will ascertain that the prisoner has been, as well as conditions permit, properly identified and that all necessary documents accompany the prisoner. If positive identification of the prisoner cannot be made prior to the transporting

officer taking custody, the detention center personnel will be immediately notified of such for appropriate action.

- B. The physical condition of the prisoner will be checked and medical attention will be provided before transport should it be necessary.
- C. All prisoners will be handcuffed and then thoroughly searched by the transporting officer before being placed in the transport vehicle.
- D. All prisoners will be secured with approved restraints in accordance with stated policy. Officers will not utilize any unauthorized restraining devices, regardless of the physical or mental condition of the prisoner.
- E. All prisoners will be transported in a marked patrol vehicle equipped with a security screen or other barrier designed to separate the officer(s) from the persons being transported and which has had the door handles and window cranks removed or made inoperative. If the security barrier has any portion that is moveable, that portion will be closed and locked.
- F. Any extra weapons or tools that could be used as weapons by a prisoner will be appropriately secured in the trunk or as far from the prisoner area of the vehicle as possible.
- G. The transport vehicle operator will be responsible for having each passenger use the vehicle safety restraints (seatbelts) as far as circumstance permits.
- H. The prisoner will be placed behind the security barrier in such a manner so that the prisoner's actions may be observed by the officer(s).
- I. The interior of the transport vehicle will be lighted to facilitate viewing of the prisoner unless safety concerns dictate otherwise.
- J. Normally, a maximum of two (2) nonviolent prisoners will be transported at anytime and these prisoners will be secured with restraints. If only one set of restraints is available, they will be secured together with the left hand to left hand or right hand to right hand.
- K. An adult and a juvenile will normally not be transported in the same vehicle, at the same time. If circumstances force the transportation of a juvenile with an adult, such transport will be approved by a supervisor and only under the following conditions. The adult is:
 - 1. An immediate relative of the juvenile;
 - 2. Non-threatening to the juvenile.

Whenever possible, juveniles will be transported separately.

- L. Female and male prisoners will normally be transported separately. If circumstances force the transportation of a male and female prisoner together, such transport will be for immediate relatives and / or they were arrested in relation to the same incident and are non-combative (they must have traveled together to the location if not related).
- M. When walking a prisoner from one location to another, the officer will walk behind the prisoner and off to the side so that the officer's firearm will be on the side away from the prisoner. The officer will be close enough to the prisoner to maintain control and prevent attack or escape.
- N. The transporting officer will notify Communications at the beginning of the transport as to the number and sex of the prisoners and destination. If the prisoner is of the opposite sex or a juvenile the starting mileage and destination will be transmitted to dispatch and the time will be noted by dispatch.
- O. The officer will take the safest, most direct route to the final destination.
- P. The officer will be especially watchful of the prisoner at all stops that traffic signals or conditions require.
- Q. No side trips or unauthorized stops will be permitted. Should an emergency arise in the path of the transport, the officer will contact their supervisor for advice before taking action that would halt the transport. Life threatening emergencies will take priority over transportation situations.
- R. No person other than officers and prisoners will be permitted in a police vehicle without prior approval of a supervisor.

Should any non-prisoner be approved to be in the transport vehicle, all baggage, purses and packages will be removed from that person and that person will be searched. Should that person create an emotional or violent environment in the vehicle, that person will not be transported.

- S. If the prisoner is to be turned over to another agency, the transport officer shall complete an incident report. The incident report shall include the reason for turning over the prisoner and the agency name which received the prisoner. If the location of the transfer is something other than a detention center then the name of the officer or deputy accepting custody of the prisoner shall be included in the report.

- T. Normally, a prisoner will not be allowed to communicate with anyone other than Department employees after being taken into custody by the transporting officer. If, in the opinion of the transporting officer, it becomes necessary that the prisoner be allowed to communicate with another, the following guidelines should be used:
1. The prisoner must be nonviolent.
 2. The prisoner must be seated in the rear of the transport vehicle.
 3. Communications will be made with only one person at a time in the vicinity of the transport vehicle.
 4. The communication will either be made through the protective screen or through an open door to the prisoner holding area with the officer standing between the communicating parties at all times in such a manner so as to prevent contact between the two and to prevent escape.
 5. Communications will be halted immediately if the prisoner becomes violent, overemotional, attempts to escape or attempts to injure himself.
 6. Once the transport vehicle leaves the original location of pickup, no communications will be allowed with outside parties unless an overriding emergency arises.
 7. If the prisoner requests to communicate in private with legal counsel, this activity should be accomplished at a proper holding facility as field conditions and prisoner security do not provide conditions for this activity.

VI. COMPLETING A PRISONER TRANSPORT

Upon arrival at the final destination, the transporting officer will:

- A. Notify Communications of arrival at the destination and if the prisoner is of the opposite sex or a juvenile the ending mileage will be given to radio;
- B. Turn off the transport vehicle, remove the prisoner and lock the transport vehicle;
- C. Prior to entering any area where other prisoners are present, the transporting officer will secure his weapon in a provided locker, will lock his weapon in the trunk of his patrol car or will surrender his weapon under the procedure used at the destination;

- D. Leave the prisoner in restraints until inside a secured area;
- E. The prisoner will be searched again;
- F. If the destination normally requires that prisoners be placed in a holding cell, this function will be completed;
- G. The transporting officer will deliver the necessary documents that accompany a prisoner, sign the prisoner into the jail admissions log book ,and will wait until booking or intake personnel search and take custody of the prisoner for processing and holding;
- H. Any necessary information regarding the prisoner, including identifying scars, marks, tattoos, police I.D. numbers and notations of violent, suicidal, medical risks, security risks, or escape potential will be noted in the documentation that accompanies the prisoner; and
- I. The transport vehicle will be searched before going back into service.

VII. COURTESY TRANSPORTATION SITUATIONS

- A. When transporting a non-prisoner, the individual will be subject to standard searching procedures before being allowed to enter the transport vehicle. The subject may refuse the search; however, the courtesy transport will not take place unless the individual submits to searching procedures.
- B. No person will be allowed in the front seat of the transport vehicle or in front of the security barrier without prior approval of a supervisor.
- C. Communications will be advised of the starting location, the final destination, reason for transport, the number and sex of those being transported and if any are juveniles at the beginning of the transport.
- D. If anyone being transported is of the opposite sex or a juvenile, the odometer reading will be given at the beginning and at the end of the courtesy transport. Communications will respond with the time in both instances. Should Communications fail to respond properly, the information will be restated until a proper response is received.
- E. It is emphasized that all due care will be taken in the operation of the transport vehicle and the safest, most direct route will be taken.

VIII. TRANSPORTING INJURED NON-PRISONERS

In most circumstances, an officer will summon Emergency Medical Services to transport any injured person that may be encountered. If a situation arises in which it becomes necessary for an officer to transport an injured person, the patient will be stabilized as much as possible. If possible, the patient will be placed in the rear of the vehicle with another party to tend the patient.

IX. EMERGENCY SITUATIONS

- A. The primary duty of the transporting officer is the safe delivery of the prisoner in his or her car. Only when the risk to third parties is both clear and grave and the risk to the prisoner is minimal should the officer stop to render assistance.
- B. It is emphasized that all due care should be taken to safeguard the well being of anyone being transported as well as to prevent the escape of those in custody before leaving the transport vehicle unattended. The precautions to be considered include, but are not limited to, the following:
 - 1. Lock the transport vehicle;
 - 2. Park the transport vehicle in a safe location, preferably off the roadway;
 - 3. Use appropriate emergency lighting to avoid exposing the transport vehicle to traffic hazards and to facilitate location by other emergency vehicles;
 - 4. Illuminate the interior of the transport vehicle to facilitate viewing of the prisoner;
 - 5. Summon assistance immediately;
 - 6. Return to the transport vehicle as soon as assistance arrives; and
 - 7. Resume the transport as soon as possible.

X. PRISONER TRANSPORTATION IN NON-SCREENED VEHICLES

Prisoners will be transported in vehicles that are not equipped with protective barriers only by detectives. These transports will be in compliance with standard procedures with the following exceptions and additions:

- A. Only when such transportation is made necessary by investigative need; otherwise, a patrol car equipped with a screen will be summoned.

- B. There will be at least two (2) detectives during any such transportation.
- C. The prisoner will be restrained either by handcuffs with his hands behind his back or by the use of an approved prisoner restraint belt with wrist restraints.
- D. If the prisoner is an escape risk, that prisoner will additionally be restrained by the use of leg shackles.
- E. No more than one prisoner will be transported in a non-screened vehicle at anytime with the exception of juvenile prisoners who have been charged with non-violent crimes. In such juvenile prisoner instances, the juveniles will be restrained in the prescribed manner.
- F. All doors of the transport vehicle will be locked at all times when the vehicle is in transit.
- G. The prisoner will be seated in the rear seat of the vehicle on the passenger side of the vehicle.
- H. The second transporting officer will be seated either behind the driver (1 prisoner) or in the passenger side front seat (2 juvenile prisoners) turned to face the prisoner as circumstances demand.
- I. The second transporting officer (the non-driver) will closely observe the prisoner at all times.

XI. NON-STANDARD PRISONER TRANSPORTATION

A. Prisoners of the Opposite Sex

Female prisoners will be handled in the same manner as male prisoners with the following exceptions:

1. A female prisoner will be searched by a female officer, if circumstances permit.
2. If it is not practical or possible for a female officer to search a female prisoner, the male officer will search the outer garments of the female prisoner. The officer will check any items in the prisoner's pockets. The officer will have the search witnessed by another officer or video recorded. The officer will remove any items carried by the prisoner such as a purse. These items will be searched and will be transported in an area secure from the prisoner.

3. If the prisoner is charged with a violent crime or is behaving violently or is believed to be armed, the prisoner will be searched thoroughly in compliance with policy with a witness present if possible.
4. Prior to leaving the location at which the prisoner was taken into custody, the transporting officer will give the mileage shown on the transport vehicle odometer. Upon arrival at the final destination, the officer will give the ending mileage. In each instance, Communications will respond with a reading of the time. If Communications does not respond with the time, the officer will restate the transport information and will request a time reading from Communications.
5. The same procedures will apply for female officers handling male prisoners.

B. Juvenile Prisoners

Juvenile prisoners will be handled in the same manner as adult prisoners with the following exceptions:

1. Searches of juvenile prisoners should be conducted by an officer of the same sex and witnessed by another officer or video taped, if circumstances permit.
2. Prior to leaving the location at which the prisoner was taken into custody, the transporting officer will give the mileage shown on the transport vehicle odometer. Upon arrival at the final destination, the officer will give the ending mileage. In each instance, Communications will respond with a reading of the time. If Communications does not respond with the time, the officer will restate the transport information and will request a time reading from Communications.
3. At all times when handling a juvenile prisoner, the transporting officer should take appropriate action to identify and be in the presence of witnesses as much as is practical so as to avoid accusations of improper conduct.

C. Transport of Sick or Injured Prisoners

If a prisoner becomes sick or injured incidental to his/her arrest, the arresting or transporting 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. Any prisoner transported by ambulance should be accompanied by an officer.

A prisoner becoming sick or injured after incarceration may be transported either by ambulance or by police vehicle only to the medical facility.

D. Handicapped and Physically Impaired Prisoners

When handling handicapped or physically impaired individuals who are in custody, extra care must be exercised by the transporting officer. Therefore, exceptions to standard transport policy may be made.

Physically impaired prisoners are those prisoners that have an obvious physical disability or impairment. It is the duty of the transporting officer to treat these individuals with appropriate restraint of action while providing for security and safe transport.

It should not be assumed that restraining devices are unnecessary for disabled prisoners. However, a prisoner in a wheelchair or one who uses walking aids may not require the use of restraining devices in all instances. The officer should use his/her discretion and judge each circumstance separately. The transporting officer will determine if a physically impaired prisoner who uses supporting devices (crutches, canes, walkers, etc.) is of such a disposition so as to use the device as a weapon. The physically impaired prisoner may be unrestrained and be allowed to use supporting devices to move to and from the transporting vehicle. During transport, supporting devices will normally be removed from the prisoner and placed in a secure area.

If a physically impaired prisoner is violent, supporting devices will be removed from that individual. If the prisoner is not ambulatory without the devices, that individual will be assisted to and from the transport vehicle by the transporting officer who will take care to ensure that the prisoner will not have the opportunity to gain access to the officer's weapon and will not escape. It may become necessary to restrain a violent, non-ambulatory prisoner and transport that individual in an ambulance to a holding facility. In such a case, the officer should follow the policy for ambulance transports of mentally impaired prisoners.

E. Mentally Impaired Individuals

1. Prior to taking custody of a mentally impaired individual, the transporting officer must make certain that they are fully informed in detail as to the following:
 - a. The type of mental disorder and exact type of abnormal behavior displayed by the individual.

- b. Detailed knowledge of any words, statements or actions that might trigger any abnormal behavior.
- c. The disposition toward violence that may suddenly be displayed toward the officer or toward the individual himself.
- d. The name, relationship and location of any person perceived as a threat by the individual; and, why that other person is perceived as a threat.
- e. The name and location of previously visited mental health care facility.
- f. The type, location and last time known to have taken any medications (take a sample or the prescription bottle if available).
- g. The relative ability of the individual to communicate coherently and follow instructions.
- h. Any real or imagined physical injuries.
- i. The circumstances why the individual came into police custody.
- j. Anything that might have in the past soothed the individual.
- k. The name of any police officer that may have had contact with the individual in the past and any information that may have been gained from that encounter.

Information of the type outlined can govern the transporting officer in the treatment of mentally impaired individuals and reduce the chances for violence.

Proper documentation must be present and examined in detail for compliance with existing law prior to any transport. In the absence of proper documentation, the transporting officer must make absolutely certain that the situation complies with the requirements of the Georgia Mental Health Act before taking the individual into custody.

3. Restraining Mentally Impaired Individuals

The transporting officer must take care and the time to make certain that the method of restraint chosen is appropriate to any potential conditions that may be presented by the individual. Many forms of mental impairment can cause behavior that varies widely and

instantaneously. The transporting officer must know the extent to which the abnormal behavior may become violent, produce loss of muscle control, cause a desire for the individual to injure himself or cause convulsive behavior. The officer must then provide appropriate restraint to minimize the chance for injury to the individual, Department employees and the public.

4. Transporting Mentally Impaired Individuals

When deciding what type of restraint is appropriate, the officer should consider what type of transport vehicle would be most appropriate. In most cases, the transport vehicle will be a marked patrol car, a police prisoner transport van or an ambulance.

a. Marked Patrol Cars

If a marked patrol car is the vehicle of choice, the person in custody should be restrained with issued handcuffs behind the back in such a manner that the individual is able to sit up in the rear of the car.

Should leg restraints be required, only leg shackles, "Flex cuff" or other approved restraints will be used.

NOTE Removing any "Flex-cuff" type product presents a hazard of cutting the wearer; therefore, "Flex-cuff" restraints will be removed only with approved cutting tools such as bolt cutters or heavy metal cutters. Due to the potential of losing control of the cutting device and injuring the wearer, a knife will not be used to remove "Flex-cuff" type products.

No individual will be restrained in such a manner so as to choke or restrict breathing at anytime.

No individual will be restrained in such a manner so that his / her legs and hands will be pulled up behind his back or in such a manner that it will be necessary for the individual to be transported in the prone position in a patrol car.

Should further restraint be necessary in a patrol car, an additional police officer will be placed in the rear seat with the restrained individual. The additional officer should unload his weapon and give it to the transporting officer before getting in the rear with the individual.

b. Police Prisoner Transport Vans

When transporting a mentally impaired individual in a police van or wagon, the individual will normally be restrained in the same manner as in a patrol car.

Should it become necessary to transport an individual in a prone position, that individual should be placed in a comfortable position on the floor of the prisoner holding area with an attendant to prevent injury.

No officer will ride in the rear of a prisoner transport van with a loaded weapon.

c. Transports In Ambulances

If a mentally impaired individual requires medical attention, is catatonic or needs to be totally immobilized for any reason, the individual should be restrained to a stretcher and transported in an ambulance.

The individual should be restrained in such a manner that breathing is not impaired and only to the minimum extent that will prevent the danger of injury to himself/herself or others.

When a mentally impaired individual is transported in this manner, a police officer should ride in the ambulance with the individual and a police officer should follow the ambulance in a police vehicle.

All transportation of mentally impaired individuals will be made in compliance with the communication notification rules for the transport of female and juvenile prisoners.

Upon arrival at a mental health facility, the transporting officer will not enter any secured area in possession of a firearm and should use standard procedures for delivering a prisoner to a holding facility.

XII. EXTRADITION AND LONG TERM PRISONER TRANSPORTATION

It will be the policy of the Suwanee Police Department that we will not extradite prisoners from more than a fifty (50) mile radius from the Police Department. However, due to extenuating circumstances, it is sometimes necessary that we make such extraditions.

In the event it becomes necessary for officers of the Suwanee Police Department to transport prisoners over long distances (more than 50 miles),

standard transportation procedures will be followed with the following exceptions and additions:

- A. For long-term transportation, the prisoner will be restrained by the use of a prisoner restraint belt with wrist restraints and leg shackles.
- B. If meals and rest stops are to be permitted enroute, these stops will be of minimal duration and at irregular intervals.
- C. During any stops, the prisoner will be accompanied at all times by at least one (1) officer.
- D. No long-term transportation will be conducted without at least two officers as transporting officers.
- E. If the prisoner is allowed to use the restroom during any stop, an officer will examine the facility for security and potential escape routes prior to the entry of the prisoner. If necessary, one hand will be released from the restraint while the other hand remains restrained. The leg shackles will also remain in place. At least one officer of the same sex as the prisoner will remain with the prisoner and keep the prisoner in view at all times. The second officer will provide security against escape from a location that will be determined by the conditions.
- F. If meals are permitted, precautions similar to those described for restroom stops will be followed. It is recommended that, if practical, the prisoner be fed in the vehicle while the vehicle is stopped.
- G. If aircraft transportation becomes necessary, federal regulations will be followed. The prisoner will be seated away from the aisle. The prisoner will not be seated next to any emergency exit of the aircraft.
- H. If using any public carrier, the prisoner and officers should be seated as early as possible and before other passengers. The transporting officers should select a location as remote as possible from other passengers.
- I. Officers are reminded that long-term transportation's are extremely dangerous and present great opportunity for escape since these situations usually involve the most wanted and dangerous prisoners. All precautions should be taken and the officers must remain alert at all times.

XIII. PRISONER SEARCHES

When any prisoner comes into the custody of an officer, that person will be, as thoroughly as conditions permit, searched for any contraband or weapons. Searches of persons, places and things pursuant to established state and federal laws governing search warrants and/or warrantless searches. Law enforcement officers shall have due regard for the protection guaranteed under the provisions of the Fourth Amendment to the U.S. Constitution which recognizes the right of the people "to be secure in their persons, houses, papers and effects against unreasonable searches and seizures." See also Art. I, Sec. I, Paragraph XIII of the Georgia Constitution (1983).

A. As in all situations, certain factors must be considered by the officer taking the person into custody when deciding the extent to which a search will be conducted. These factors include but are not limited to:

1. The sex and age of the person in custody;
2. The sex of the officer making the search;
3. The crime with which the person in custody is charged;
4. The disposition toward violence displayed by the person in custody;
5. The urgency of the situation or the presence of a crowd;
6. The conditions present in the area in which the person is being taken into custody;
7. The physical condition of the person in custody.

B. Factors that will not be considered are as follows:

1. The statement of another officer that the person in custody has already been searched;
2. The fact that the person in custody has been in the custody of another law enforcement officer or has been incarcerated in a holding facility;
3. The fact that the officer taking the person into custody has watched that person being searched by another.

C. Strip searches:

It is the policy of the Suwanee Police Department that the use of "strip searches" is inappropriate in all but the most extreme circumstances. If there is a perceived overriding need for a "strip search" to occur, a

supervisor will approve and supervise the circumstances of such a search. This type of search is most appropriately conducted at the detention center since that facility possesses appropriate facilities and trained personnel. If such a search is to take place using police personnel, the following conditions will exist:

1. The search will be conducted in a room sheltered from outside view.
2. The searching officer will be the same sex as the person being searched.
3. There will be at least one witness of the same sex in the room during the search.
4. A superior officer with a minimum rank of sergeant will supervise the circumstances of the search; however, that superior officer need not be in the room at the time of the search. If for any reason a supervisor is present during the search, the supervisor will be of the same sex.
5. Surgical gloves will be worn by the searching officer along with other appropriate health care equipment.
6. Officers will not touch the person being strip searched unless contraband is located.
7. Only qualified (RN or MD) medical personnel will perform a digital search or probe search.
8. JUVENILES WILL NOT BE SUBJECT TO STRIP SEARCHES WITHOUT PRIOR APPROVAL OF THE JUVENILE COURT OR ITS OFFICERS.
9. Officers shall include information regarding a strip search in their Incident Report as completely as possible.

D. Body Cavity Search:

Intrusions on the body's surface (swabbing, hair samples, retrieval of evidence from the mouth, etc.) are governed by the Fourth Amendment. Such searches are permissible as long as they are conducted in a reasonable manner and are justified under the circumstances (e.g., probable cause to search). A search into a person's body against his will is authorized in instances where the State has good reason to believe that the person had committed a crime, and where the manner of the search is reasonable. *State v. Morrow*, 175 Ga. App. 743, 334 S.E. 2d 344 (1985); *State v. Haynie*, 240 Ga. 866, 867, 242 S.E. 2nd 713 (1978). However, a

search for evidence by intrusion into a person's body against their will can be reasonable only under very limited circumstances.

Certain intrusions into the body (e.g. stomach pumping, surgery) have been held to be violative of the Fourth Amendment *Rochin v. California*, 342 U.S. 165 (1952); *Winston v. Lee*, 470 U.S. 753 (1985). Hence, only under the most exigent circumstances, and only pursuant to a search warrant, could such a procedure be allowed. See *Allison v. State*, 129 Ga. App. 364, 199 S.E. 2nd 587 (1973) - Surgical removal of bullet pursuant to a search warrant did not constitute unreasonable search and seizure. However, other more common interior intrusions, such as blood tests, may be conducted without a warrant if the setting and procedures are reasonable, as when blood is drawn by a doctor in a hospital. *Schmerber v. California* 384 U.S. 757 (1965) {Minor intrusion allowed}; See *Creamer v. State*, 229 Ga. 511, 192 S.E. 2nd 350 (1972) - Evidence concealed within the body of a prisoner may under proper circumstances be removed where there is no danger to life or limb. The Court found that removal of a bullet from defendant's body would amount to a minor intrusion. Probable cause must exist in all cases.

Emergency Searches

A search of body cavities other than the mouth requires a search warrant, except in an emergency. Procedures shall be as follows:

1. There must be a clear indication that the person has within their body evidence of contraband, which must be removed.
2. Police personnel shall contact a Gwinnett County Magistrate in order to obtain a search warrant.
3. Qualified medical personnel must do the search.
4. In an emergency where time is of the essence, police personnel may direct an authorized physician to conduct a search of body cavities. This search can be conducted without a warrant if probable cause exists that would justify the issuance of a warrant should the emergency not exist. The highest ranking officer involved in authorizing the search must file a detailed report explaining the emergency conditions. The District Attorney's Office will be notified as soon as possible.
5. Force may be used to the extent necessary to effect submission to the body cavity search.
6. Officers shall include information regarding a body cavity search in their Incident Report as completely as possible.

XIV. GUIDELINES FOR PRISONER SEARCHES

The purpose of a prisoner search is to provide for the detection of weapons, contraband or any items that might be used to aid an escape. Each officer that takes custody of a prisoner is required to complete a prisoner search that is as thorough as circumstances permit. It is required that all items in the possession of a prisoner be thoroughly examined. Any item which is contraband or which can be used as a weapon will be removed from the prisoner and disposition of the property will be made in accordance with applicable policy. Any handbag, luggage, pack, duffel bag or other container in the possession of a prisoner will be removed, thoroughly searched and retained by the officer during prisoner transportation. It is the policy of the Suwanee Police Department that all prisoner searches and prisoner restraining will be accomplished as humanely as possible with the safety of the prisoner, the public and the police officer under consideration at all times. Any use of force beyond the minimum required in searching and restraining of prisoners is strictly prohibited.

A. Types of Searches

Since prisoners are taken into custody under varied conditions, the type of search selected by the officer must be appropriate for the existing situation. In this section, five types of approved searches will be briefly discussed. The five types of approved searches are standing searches, wall searches, kneeling searches, prone and multi-suspect searches.

For a detailed description in the application of a particular type of prisoner search, refer to the Peace Officer Standards and Training (P.O.S.T.) Council approved lesson plan on the subject currently in use by the Suwanee Police Department Training Division.

1. Standing Searches

In a standing search, the prisoner is handcuffed, and standing with the feet spread as wide apart as possible with the toes pointing towards the outside. The prisoner is asked to lean slightly forward or backward. While the officer holds the subject by one arm, he will place one leg in between the suspect's two legs with the knee against the back of the suspect's knee; the other leg will be to the outside of the offender's legs.

2. Wall Searches

In a wall search, the prisoner is handcuffed, then placed in a position in which the body is extended at an angle between a vertical object such as a wall or tree and a horizontal object with the head placed on the

vertical object. The prisoner should have the legs spread apart as wide as possible with as much weight as possible supported by the vertical object.

3. Kneeling Searches

In the kneeling search, the prisoner is to kneel with arms extended to the sides with palms open, toward the officer and the legs crossed at the ankles. Once it appears that no weapons are in the prisoner's hands, the prisoner will place the hands behind the back, at which time the officer will apply handcuffs. The kneeling search is generally used when a suitable vertical object is not available for a wall search.

4. Prone Search

A prone search should be used when the situation calls for maximum security while searching and should involve at least two officers. The subject should lay face down with his head turned away from the officer. The subject should spread his legs as far apart as possible. The subject should place his hands out to the sides with the palms open and facing up. Once it appears that no weapons are in the subject's hands, the subject will be ordered to place the hands behind the back, and handcuffs will be applied.

5. Multi-Suspect Searches

There are two types of multi-suspect searches: Those with a guard officer and those without. Anytime there are more prisoners than police officers, a multi-suspect search is recommended.

The multi-suspect search without a guard officer is not actually a search. When there is a situation in which the number of prisoners is far greater than the number of officers present and the officer(s) feel that it is prudent to wait for backup officers before searching the prisoners, the prisoners may either be laid side by side as in a prone search or placed in a cross body stack. A cross body stack is not recommended unless the situation is volatile or attempted escape is probable.

The multi-suspect search with a guard officer is used when the number of officers present creates sufficient safety for a search of the prisoners to be performed. In this type of search, a guard officer will be stationed at a location at least ten feet away from the closest suspect. The searching officers should approach from the prisoner's side away from the guard officer. Care will be taken at all times that the searching officers will not move between the prisoners and the guard. The

suspects will be laid side by side at a safe distance apart during these searches.

B. General Prisoner Search Procedure

1. The prisoner should normally turn his / her back to the officer.
2. The officer should remain a safe distance from the prisoner while the prisoner assumes the proper position.
3. The officer should remember to be in a position to prevent escape at all times.
4. The officer should closely observe the suspect before approaching to see that the suspect's hands are open and clear and to look for any unusual bulges in the suspect's clothing that might be a weapon or contraband.
5. If the suspect is holding anything, the suspect should be instructed to place or drop the item while facing away from the officer and to step back from the item.
6. After the suspect has assumed the proper position, the officer should approach cautiously from the rear if possible.
7. No suspect will be approached until the officer who conducts the search has holstered his / her firearm.
8. The officer should place appropriate restraint devices on the prisoner before the search commences to ensure the safety of the prisoner, the officer and the public.
9. While searching the suspect, the officer should maintain his/her balance to control the prisoner's movements and to react to any sudden movements by the suspect.
10. The officer should attempt, at all times, to keep his/her head and body behind the body of the suspect to lessen the chance of attack.
11. The prisoner will have appropriate restraint devices applied prior to being placed in the transport vehicle unless specified otherwise elsewhere in this section.

XV. RESTRAINT DEVICES

The purpose of restraint devices in prisoner transport situations is to reduce the chance of attack by the prisoner and to reduce the chances for escape. Restraint devices will be applied using methods and procedures approved and taught by instructional classes. Only those restraint devices that are approved by the Suwanee Police Department will be used by any officer.

The restraint devices that are approved for use by officers are issued handcuffs, leg restraints, prisoner restraint belts, Flex-cuffs, and medical restraints for use on injured, ill, mentally or physically impaired prisoners. Restraint devices not issued by the Suwanee Police Department will be submitted to the Patrol Division Commander for inspection and recommendation for approval by the Chief of Police prior to use.

Devices such as rope, cord, plastic tubing and other items not normally issued for use as approved restraints will not be carried or used for prisoner restraint purposes. Prisoners will not be restrained to any object (such as an automobile) or in such a manner or condition that the prisoner's safety is placed at unnecessary risk. No prisoner will be restrained in such a manner as to restrict breathing or cause choking.

Normally, restraining devices issued by the Suwanee Police Department have the capability of being double locked. This feature prevents the restraint devices from "cinching" or becoming tighter on the prisoner. To prevent unnecessary injury to prisoners, restraint devices so equipped will be double locked.

XVI. ESCAPES

It is the responsibility of each officer who takes custody of any prisoner to take all prudent and reasonable action to prevent the escape of the prisoner.

A. In the event of an escape, the officer's immediate actions should be governed by existing conditions. An officer in an escape situation must consider many factors before action. These factors include, but are not limited to, the following:

1. The presence of a crowd.

The chasing of an escaped prisoner through a hostile crowd may present a greater potential for violence by agitating the crowd than allowing the prisoner to continue flight.

2. The identity of the prisoner.

If the prisoner has been satisfactorily identified and his home address is known for example, it may be more prudent to await assistance and capture the prisoner at a later time than to pursue the prisoner into a hazardous situation without backup.

3. The seriousness of the charges pending on the prisoner.
 4. The threat that the prisoner may present to innocent persons he might encounter.
 5. The past history of the prisoner.
 6. The safety of the prisoner, the public and other law enforcement personnel.
- B. Unless extraordinary conditions exist, the following procedure will be followed upon the escape of a prisoner.
1. Communications will be immediately notified with the following information, if available:
 - a. The fact that a prisoner has escaped;
 - b. A complete description of the escapee including whether the prisoner was wearing restraints;
 - c. Notification as to whether the escapee is or is not armed;
 - d. The direction and mode of travel;
 - e. Time lapse since the escape;
 - f. Any probable destination;
 - g. The crime with which the escapee was last charged;
 - h. The escapee's potential for violence;
 - i. Location and time lapse since the escapee was last seen; and
 - j. A request for needed equipment and manpower and the location at which the items would be most effective.
 2. The supervisor should be notified and should take control of the situation until higher authority arrives.

3. All radio communications will be made on the primary radio frequency or channel in use by the patrol units in the geographical area in which the escape has occurred until and/or unless otherwise directed to switch to a tactical frequency by the supervisor in charge of the situation.
4. The supervisor in charge will direct the disbursement of equipment and personnel in order to contain the escapee and block escape routes.
5. In the event a foot search is required in wooded or other dangerous areas, no officer will enter such areas alone without first obtaining permission from the supervisor in charge.
6. No officer will leave an assigned location without the permission of the supervisor in charge.
7. Emergency radio operation procedures will be followed unless and/or until otherwise directed by the supervisor in charge.
8. Any further notifications will be determined by standard police and Communications Center guidelines.
9. Upon completion of the situation, a report regarding the escape and other pertinent circumstances will be completed by the end of that tour of duty.
10. A review of the escape incident will be conducted by the involved officer's supervisor and a written report will be completed by that supervisor and submitted to the next step in the chain-of-command for consideration.
11. If an escape occurs outside the City of Suwanee, the actions of the transporting officer will be governed by the procedures and laws in force in that jurisdiction. As soon as practical the transporting officer will notify his/her supervisor and appropriate reports and reviews will be completed.

XVII. MEDICAL FACILITIES

Prisoners that are transported to medical facilities will be transported in compliance with procedures that are applicable to the prisoner's physical injury, illness, mental or physical impairment as described in this section. Unless otherwise directed by the health care provider, the prisoner will be appropriately restrained and in view of the transporting officer at all times.

- A. If a prisoner is admitted to a healthcare facility, the transporting officer's supervisor will be notified. The supervisor may consider the following actions dependent on the seriousness of the situation in which the prisoner was involved, the availability of manpower, the situation surrounding the injuries to the prisoner, the seriousness of the injuries and the anticipated length of stay in the facility. These are only guidelines and the shift supervisor may take other actions as he/she feels necessary based on the circumstances present.
1. For charges to be heard in Municipal Court, the prisoner shall be released at the scene by issuance of a citation and given notice to appear in court.
 2. For misdemeanor charges to be heard in State Court of Gwinnett County, the arresting officer shall notify hospital security that charges are forthcoming on prisoner and leave a contact number for the agency with security. The arresting officer shall obtain a warrant from the Magistrate Judge. The arrest warrant shall be turned over to the Gwinnett County Sheriff's Department for service and a Sheriff's Department supervisor notified that the prisoner is at the hospital.
 3. For felony charges to be heard in the Superior Court of Gwinnett County, an officer should remain with the prisoner. The arresting officer shall obtain a warrant from the Magistrate Judge. The arrest warrant shall be turned over to the Gwinnett County Sheriff's Department for service and a Sheriff's Department supervisor notified that the prisoner is at the hospital under guard of a Suwanee Police officer. The officer shall remain with the prisoner until relieved by a Gwinnett County Sheriff's Deputy.

A report will be completed detailing the reasons why the prisoner was transported to the medical facility and the circumstances surrounding any illness or injury. The report will also contain the names of all officers involved with the prisoner, the name and location of the medical facility to which the prisoner was transported and any pertinent facts surrounding the incident.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: P-065 INTERACTIONS WITH TRANSGENDER INDIVIDUALS

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I. PURPOSE

The purpose of this policy and procedure statement is to establish guidelines for the appropriate treatment of transgender individuals who come into contact with and/or require the services of the Suwanee Police Department. As police interactions with transgender individuals become more common, it is important that our personnel know, understand and utilize the appropriate nomenclature, preferable manners of address, and be aware of laws as to public accommodations and other poignant issues attendant to this population.

While the act of treating all our citizens with the respect and dignity continues to be fundamental tenets of this department and our officers, the following considerations are simply a codification of existing procedures and practices.

II. POLICY

It is the policy of the Suwanee Police Department to treat all individuals with dignity, respect, and professionalism. Personnel of this department will not engage in activity that will serve to unduly embarrass, humiliate or otherwise shame transgender individuals whom we come into contact with.

III. DEFINITIONS

Gender - The term "gender" shall include a person's actual or perceived sex and shall also include a person's gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the legal sex assigned to that person at birth.

Gender Expression - The actual or perceived identity or behavior of a person as being male, female, a combination of both, or neither. The terms refer both to an individual's self-identification as male, female, a combination of both, or neither, or transgender; and other people's perceptions or interpretations of an individual's gender as male, female, a combination of both or neither, or transgender. Expression includes the outward manifestations of an individual's gender, including the individual's behavior, dress, and appearance.

Gender Identity - Self-perception, or perception by others, as male or female, a combination of both, or neither, and shall include a person's appearance, behavior, or physical characteristics that may be in accord with, or opposed to, one's physical anatomy, chromosomal sex, or sex assigned at birth; and shall include, but is not limited to, persons who are undergoing or have completed sex reassignment.

Transgender - Transgender is an umbrella term, which refers to a variety of individuals whose gender identity or expression diverges from societal expectations regarding how a person of that individual's birth-assigned sex should identify or express their gender.

Female-to-Male ("FTM") or Transgender Man, or Transman – A person who transitions from "female-to-male," meaning a person who was assigned female at birth, but identifies and lives as a male. A "female to-male" individual should be addressed using masculine pronouns (i.e. he, him, his), regardless of surgical status.

Male-to-Female ("MTF") or Transgender Woman, or Transwoman - A person who transitions from "male-to-female," meaning a person who was assigned male at birth, but identifies and lives as a female. A "male-to female" individual should be addressed using feminine pronouns (i.e. she, her, hers), regardless of surgical status.

Intersex individuals - Individuals who, because of their chromosomal make-up or other biological reasons are born with physical characteristics that make their biological sex ambiguous.

Gender non-conforming - Most often refers to individuals exhibiting gender characteristics and identities that are perceived by some to be inconsistent with their sex assigned at birth. They may identify their gender as combining aspects of women and men, or as being neither women nor men.

Cross-dressers - Individuals whose gender identity matches their birth-assigned sex, but who sometimes prefer to wear clothes not traditionally associated with their sex. Most individuals who consider themselves cross-dressers do not wear cross-gendered attire all of the time. The term "cross-

dressers" should not be used to refer to individuals who are living as members of the opposite sex, in accordance with their gender identity.

Transsexual - An older term, that originated in the medical and psychological communities, and which is used to refer to individuals who wish to change, or have changed their birth-assigned sex, through hormones, surgery or other physical procedures. Just as many gay people prefer the term "gay" to the term "homosexual," many transgender people prefer "transgender" to "transsexual." Some transgender people, however, still prefer to use the medical term to describe themselves.

Adopted Name - This is a non-birth name that a transgender individual uses in self-reference. This may or may not be the individual's legal name, and may or may not be the same name that the transgender individual's personal documents (i.e. driver's license, passport, etc.) reflect. Be aware that the use of an adopted name does not automatically equate to an attempt to hide one's legal identity or that the individual is misrepresenting his or herself.

IV. PROCEDURES

A. Forms of Address

As always, during verbal discourse with citizens, Officers shall remain professional and speak with the level of decorum that is appropriate for the given situation. Officers shall address transgender individuals by the individual's adopted name. This is true even if the individual has not received legal recognition of the adopted name.

In addressing or discussing a transgender person, officers will use pronouns appropriate for that person's gender identity (e.g., she, her, her's for a person who is male-to-female; he, him, his for a person who is female-to-male). If officers are uncertain about which pronouns are appropriate, then officers will respectfully ask the individual as to what is their preferred pronoun.

When an individual self-identifies as a transgender person, officers shall not question this identity or ask about the person's surgical status except for compelling and professional reasons that can be clearly articulated.

B. Calls for Service

Calls for service or complaints generated by transgender individuals shall be addressed and investigated in a manner that is consistent with all department policies.

Officers responding to domestic-violence situations shall respond to transgender individuals in a manner that is appropriate to their gender identity. When responding to a domestic violence call, officers will not automatically determine the batterer and survivor based on actual or perceived gender identity and/or sexual orientation but rather on an assessment of the particular situation.

When writing incident, arrest, or other reports, officers should not use quotation marks around the person's chosen name or gender identity if it differs from information on government-issued identification. Officers should record the name on an individual's government-issued identification and note the chosen name separately. The chosen name should be used at all times to address the individual.

C. Field Searches

For the purposes of Stops and Frisks, Exigency Searches, Consent Searches, Personal Searches Pursuant to a Warrant and all other lawful searches of a person, officers shall continue to use standard practices and procedures when conducting these searches. In effecting the search of a transgender individual, the search ideally and where possible should be conducted by an officer of the sex who the transgender individual expresses; if the transgender individual presents feminine expression, the search, when practical, should be conducted by a female officer. If the individual presents masculine expression, the search, when practical, should be conducted by a male officer.

If searching officers are uncertain as to the subject's gender expression, then officers will respectfully and in a professional manner ask the individual what their preference is with respect to the sex of the searching officer. At least two officers should be present for these searches when possible. It is understood that the dynamic, fluid and emergent nature of some situations are such that immediate searches are necessary to preserve officer and public safety and to prevent the destruction of evidence. Accordingly, searches may be undertaken by any sex officer where made necessary by these emergent conditions.

A search or frisk shall not be performed for the sole purpose of determining an individual's anatomical gender, and transgender individuals shall not be subject to more invasive search or frisk procedures than non-transgender individuals.

D. Transgender Prisoners

1. Transportation

Whenever practical, transgender detainees will be transported alone. When requested by a transgender individual, department personnel of the transgender individual's gender identity or expression, if available, will be present during the transport. In situations with multiple transgender detainees, mass arrests, where a transgender individual's gender identity or expression is unavailable, or where individual transport is not practical, transgender arrestees will be transported by gender classification.

2. Gender Classification

For purposes of departmental records and operations, a detainee's gender will be classified as it appears on the individual's government-issued identification card.

Arrestees who are post-operative gender re-assigned are the exception to the government-issued identification card.

- a. Male-to-female will be processed as female.
- b. Female-to-male will be processed as male.

In the event that a government-issued identification is unavailable, the following criteria will be used in determining gender.

- a. An arrestee who has male genitalia will be classified as a male.
- b. An arrestee who does not have male genitalia will be classified as a female.

In the event a transgender individual objects to any questioning regarding this sexual classification, the officer should explain the need for searching and the officer should attempt not to unduly embarrass the individual by using an inappropriate search method or jeopardize the individual's safety by inappropriate placement in the holding facility.

In the event that there is uncertainty regarding the appropriate classification of a detainee's gender, a supervisor will be consulted for further guidance on the appropriate classification.

3. Transfer of Custody

In all cases where a transgender detainee is turned over to any other authority for processing or holding it is the transferring officer's

responsibility to ensure the receiving officer is made aware of the arrestee's status.

4. Confidentiality

All information relative to arrests and police investigations, to include photographs, is to be kept confidential and excluded from public record. The release of information will be conducted in accordance with state law and by the rules and regulations of this department. Improper disclosure of this sensitive information is prohibited and may be subject to disciplinary action.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: T-005 TRAINING

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I. PURPOSE

To develop and implement successful basic police training programs; advanced, specialized and in-service training programs; a career development program for sworn personnel; and job-related training for civilian personnel.

II. POLICY

All training provided to employees and officers, including police officer recruits, shall be in accordance with the laws of the State of Georgia and the administrative rules established by the Georgia Peace Officers Standards and Training Council (Ga P.O.S.T.). Any training mandated by state law or P.O.S.T. rules will be conducted by certified instructors. All training shall be conducted by instructors competent in their field of instruction and in a manner conducive to learning.

Training for all officers, members, or employees shall begin with an orientation program on their first day of employment and shall become part of a continuing education program designed to encourage an individual's professional and career development. By way of a structured training process, the Department should enable the person to define and focus on their talents and strengths, which, when properly channeled, will offer mutual and maximum benefit to the individual and the department.

III. FUNCTIONS AND GOALS

A. To provide newly hired civilian and sworn personnel with job-related training as soon as practical. Entry-level police officers will be required to successfully complete the POST basic mandate-training course prior to assuming sworn status. Civilian personnel will be provided with on-the-job training relative to the position to which they are assigned.

B. In-service and advanced training gives the training function its fullest meaning. It provides a continuum of training from basic training to selected training schools. It keeps officers current with the ever-increasing demands of the job.

C. The Chief of Police shall appoint a ranking officer as Training Coordinator who will be assigned to the Administrative Services Bureau. The Administrative Services Bureau Commander or their designee shall complete an annual documented review and evaluation as to the effectiveness of the position. The Training Coordinator shall be responsible for the department's training program for sworn and civilian personnel and for the maintenance of training records. The Training Coordinator shall further be responsible for the following activities:

1. Assisting with planning and development of the agency's recruitment program.
2. Planning and developing training programs to include revision and update of annual training, field training programs, and implementation of new programs of training.
3. Notifying personnel and supervisors of required training, dates, times, location and other pertinent information. Ensure that required training programs are attended and notifying supervisors of absences from required training.
4. Notify supervisors of other available training for sworn and civilian personnel.
5. Ensure that accurate training records are maintained on all sworn and civilian personnel. Supervise and maintain records on recruit officers and the Field Training Officer (FTO) Program.
6. Coordinate and implement new training programs in-service and advanced training programs; select qualified instructors; review and evaluate training programs.
7. Maintain a liaison with the regional police academy by providing information, training aids, instructors or other assistance as requested and available. Also maintain contact with the academy while recruits are in attendance to assist in any recruit testing requirements, commendations, disciplinary procedures.

IV. CIVILIAN PERSONNEL TRAINING

- A. Newly appointed civilian personnel will receive the following materials prior to assumption of job responsibilities:
 - 1. Orientation to the agency's role, purpose, goals, policies, procedures, and an overview of the accreditation process;
 - 2. Working conditions and regulations pertaining to the position and general Departmental procedures; and
 - 3. Responsibilities and rights of employees.
- B. The Department further requires that all Communications Officers attend academy courses in their particular professional fields in order to become state certified as telecommunication officers. Records clerks and other civilian personnel will attend any training made available that enhances their professional skills and enables them to better perform the tasks and jobs they are assigned, and/or deemed necessary by state regulations, the Chief of Police and the Training Coordinator.

Continuation of training to maintain certifications or to enhance their skills, knowledge and abilities shall be utilized as available through the State programs or other institutions offering pertinent courses of study.

- 1. The Communications dispatcher shall receive and maintain GCIC terminal operator certification.
- 2. The Records clerks shall receive training in records management and uniform crime reporting.

V. RECRUIT TRAINING / FIELD TRAINING PROGRAM

- A. When a person is hired into the entry level sworn position (police officer), he / she shall be known as a "Recruit" until completion of the Field Training Officer (FTO) Program, then the recruit shall be "promoted" to the rank of Police Officer. The Field Operations Bureau Commander will appoint a supervisor to supervise and coordinate the FTO Program. The FTO program documentation will be maintained by the Training Coordinator who will be responsible for the completion, review, and filing of all new recruits training paper work.

Note: *No recruit shall be allowed to work any extra-duty employment job in uniform or where the recruit- is expected to use police authority until such time as the officer has completed the FTO Program. An acceptance to this will be Suwanee Day or other City sponsored event held at Town Center Park where the recruit's training officer is present as well. Any other type of extra job (out of uniform and non-law enforcement related duties) may be approved by the Chief of Police through the chain-of-command. The recruit shall be*

required to follow the policy concerning secondary employment in this Manual.

As soon as practical, recruits will be scheduled to attend the Basic Law Enforcement Training Course at one of the regional academies used by the department. After completion of the course, recruits shall complete departmental firearms qualification be sworn in and issued his / her police identification and handgun. Per P.O.S.T. regulations, recruits will not be assigned to positions requiring the carrying of firearms, enforcing the law, or making arrests until their successful completion of mandate training.

B. The following materials will be issued to all Recruit Officers:

1. Suwanee Police Department SOP and a City of Suwanee Policy manual and/or computer disk containing:
 - a. The Agencies role, purpose, goals, policies, procedures, and familiarization with the accreditation process
 - b. Working conditions, Rules, Regulations and General Orders
 - c. Rights and responsibilities of employees.
2. A Listing of Signals and Codes Used by the Department
3. Uniforms and Duty Gear requirements
4. Any other item as currently provided

When a non-certified recruit has been employed, the recruit will attend the first available **Basic Law Enforcement Training Course** at a regional academy. If the recruit is employed prior to entering mandate training, the recruit shall be assigned to the Training Coordinator. Upon successful completion of Mandate Training, the recruit shall begin Phase I (Orientation) of the FTO Program, and continue until successful completion of Phase IV at which time he / she shall be released from the FTO Program for permanent assignment.

C. Phases of the Field Training Program for officers with less than two (2) years of experience.

The Field Training Program will consist of four phases of observation and performance. Each phase will consist of a curriculum based on tasks of the most frequent tasks associated duties of officers to the variety of assignments in the law enforcement field. The phases are as follows:

1. Phase I – New Hire Only - Communications/ Orientation - Two Weeks
 - a. Orientation / Observation – One week
 - b. Communications – One week
2. Phase II (can be done in any order)
 - a. Day Watch - Three Weeks
 - b. Evening Watch - Three Weeks
 - c. Communications – One Week (If Needed)
 - d. Morning Watch – Two Weeks
3. Phase III - Criminal Investigations Unit - Up to One Week
4. Phase IV - On the job observation by Supervisor - Two Weeks

Daily observation reports will be done in Phases II and III. A weekly evaluation will be done by the Shift Supervisor in Phase IV. All reports will be forwarded to the Training Coordinator.

Training for Officers with Two years or more of full time experience will be on an accelerated FTO Program. The accelerated program will be as follows.

1. Phase I – New Hire Only - Communications/ Orientation - Two Weeks
 - a. Orientation / Observation – One Week
 - b. Communications – One Week
2. Phase II (can be done in any order)
 - a. Day Watch - Two Week
 - b. Evening Watch - Two Weeks
 - c. Communications – One Week (If Needed)
 - d. Morning Watch – Two Week
3. Phase III - Criminal Investigations Unit - Up to One Week

4. Phase IV - On the job observation by Supervisor - Two Weeks

D. Training Requirements

Each Field Training Officer(s) is provided with standardized evaluation guidelines and techniques which serve as means of program standardization and continuity. The use of the evaluation techniques are designed to measure competency in the required skills, knowledge, and abilities. These standardized evaluation guidelines provide specific direction in evaluating and rating the recruit in many areas. Officers will complete daily and weekly observation reports using these guidelines.

1. Certified Officers

Firearms proficiency will be achieved before the officer is assigned to patrol duty or allowed to carry their badge, gun, identification card. Length of time in the Field Training Program for certified Police Officers shall be determined by the officer's law enforcement experience. Duty assignments and length of phases, as well as the phase level, will be determined by the Field Training Officer based on the recruit's ability to perform. The following requirements, however, will be followed:

- a. Officers with (2) years or more experience – Minimum of 4 weeks, up to 7 week Field Training Officer Program
- b. Officers with (2) years or less experience – Minimum of 4 weeks, up to 14 week Field Training Officer Program
- c. Daily Observation Reports as required by the Field Training Program.

The Field Training Officer(s) is responsible for the completion of the Daily Observation Report (D.O.R.) as it pertains to comments about the recruit's performance and specific documentation. The Field Training Officer(s) will jointly review the completed D.O.R. with the recruit. The D.O.R. is to be signed by the recruit and the Field Training Officer.

- d. The Field Training Officer will submit a letter to the Field Training Coordinator and patrol commander before the recruit is released to the next phase.
- e. Weekly evaluations are required by the supervisor during solo phase.

- f. Release from the FTO Program shall be subject to final evaluation by the Field Operations Commander and lead FTO, who has discretion to extend training.

2. Non-Certified Recruits

- a. Successful completion of BLETC and departmental firearms qualification will be accomplished before being issued badge, gun, or identification card.
- b. Assignment to the twelve (12) week, Field Training Program.
- c. The Field Training Officer(s) is responsible for the completion of the Daily Observation Report (D.O.R.) as it pertains to comments about the recruit's performance and specific documentation. The Field Training Officer(s) will jointly review the completed D.O.R. with the recruit. The D.O.R. is to be signed by the recruit and the Field Training Officer. Daily Observation Reports as required by the Field Training Program
- d. The Field Training Officer will submit a letter to the Field Training Coordinator before a recruit is released to the solo phase.
- e. Weekly evaluations are required by the supervisor during solo phase.
- f. Release from the FTO Program shall be subject to final evaluation by the Field Operations Commander and lead FTO, who has discretion to extend training.

For specific field training procedures refer to the Field Training Manual.

E. Recruit Time Keeping Responsibilities

Time keeping for recruits is the responsibility of the Field Training Officer. If a recruit is required to be off duty for any reason such leave will be approved by Field Training Officer, the shift supervisor, the Training Coordinator, and the Bureau Commander. Recruits are assigned to shifts via an order issued by the Bureau Commander. All time recording will be by the use of the department approved time sheet.

F. Recruit Chain of Command

The chain-of-command for field supervision of all recruits will be as follows:

1. Field Training Officer
2. Shift Supervisor
3. Division Supervisor
4. Bureau Commander
5. Training Coordinator
6. Chief of Police

G. Recruits Training File

A recruit's training file is confidential and shall be reviewed only by personnel connected with the Field Training and Evaluation Program or by persons having a "need-to-know". A request by others to review any file shall first be approved by the Division Commander and the Chief of Police.

Agencies conducting background checks on former employees shall be directed to the Division Commander for information regarding the Training Program. Access to a recruit's file will be granted only in instances where the agency representative has a release, signed by the recruit, in his / her possession. Non-law enforcement agencies will be advised of the recruit's dates of employment with the Department and reason for leaving as noted on the "Notice of Separation."

H. Field Training Officer Selection Process

The Field Training Officer position is a supervisory position, Officers promoted to Corporal are primary Field Training Officers. In some cases, based on experience and a recommendation by the Bureau Commander as a potential field trainer, officers who meet or are eligible to meet the following requirements may be recommended to the Chief to become an FTO. FTO Candidates must have been a certified police officer for one (1) year, employed as an officer by the Suwanee Police Department for at least (1) year, and have attended or are eligible to attend a recognized Field Training Officer Training Course. Candidates for the Field Training Officer position must also be highly qualified and capable officers, able to keep themselves above reproach.

Officers promoted to Corporal will be scheduled to attend the Field Training Officer Training Course if they have not previously attended the course. The Chief of Police will be responsible for making the final decision on those officers recommended to be Field Training Officers.

If a Field training Officer has not attended a POST Field Training Officer course prior to appointment, and one cannot be scheduled prior to the officer receiving a training officer assignment, the officer as a minimum receives training from a departmental instructor who is fully versed in the Field Training Officer function and the Suwanee Police Department's procedures, before assuming this additional duty. Periodic in-service training will be provided to Field Training Officers to keep them current with their assigned responsibilities.

VI. REQUESTS FOR TRAINING/ ATTENDANCE

A. Training Requests

Any employee requesting specialized training must complete a Training Request form. These forms are located in the squad room and also available from the Training Coordinator. If the training is to be conducted by an outside vendor other than the listed academies, you must attach the flyer or brochure for the training course to the Training Request form. All financial obligations shall be established prior to an employee attending a training function at an outside facility / agency.

After completion of the Training Request form, and acquiring the appropriate approval, the form will be forwarded to the Training Coordinator. Upon receiving the request, the Training Coordinator will make all necessary arrangements for the employee to attend the training.

If the training course is other than at a regional academy, the employee must also forward a course outline showing topics that are covered.

All training at outside facilities / agencies shall be done pursuant to Georgia state law and P.O.S.T. rules and regulations. Employees are reminded that departmental policies, procedures, rules and regulations are still applicable. If any training or skills learned at an outside facility / agency conflict with any departmental procedures, policies, rules and regulations, these conflicts should immediately be brought to the attention of the Training Coordinator and the employee's Shift Supervisor.

B. Attendance

The Bureau Commanders and / or the Chief of Police will determine which training programs will require mandatory attendance. Attendance at training sessions shall be considered a duty assignment. Employees shall attend as scheduled. Employee attendance shall be documented and maintained by the Training Coordinator as a means to record training received by the employee.

Employees may be excused from scheduled training by a supervisor in the employee's chain-of-command. The supervisor who excuses the employee from training will promptly notify the Training Coordinator. Employees will be awarded certificates for successful completion of training programs.

VII. TYPES OF TRAINING / REQUIRED TRAINING

A. Roll Call Training

The Training Coordinator shall be responsible for preparing or assisting supervisors with memorandums and/or topic matter to be used at roll call sessions for patrol officers. Lesson plans may be made available from the Training Coordinator or the regional police academy if needed. Subject matter will cover items of an immediate need-to-know nature in reference to legal updates, changes in policies or procedures, equipment handling procedures, review of existing policy, etc.

1. Resources used for preparation of roll call training include:
 - a. Film (training)
 - b. Incident reports
 - c. Accident and traffic analysis reports
 - d. Crime analysis reports
 - e. Lookout reports
 - f. Daily bulletin
 - g. Inspection reports
 - h. Staff reports
2. Roll call training shall be conducted by supervisory officers for personnel assigned to their watch.
 - a. Techniques used may include lectures, audiovisuals or written material. Other available resources may be utilized as instructional aids; i.e. personnel from the regional police academy, local schools, colleges, etc.

- b. Because of shifts, roll call training can be conducted via training documents posted on PowerDMS or in person and documented on Guardian Tracking.
- c. Officers may request specific training they feel would be beneficial to their shift. Officers should provide feedback to assist with the effectiveness of training.

B. In-Service Training

1. To ensure that personnel are kept up to date with new laws, technological improvements, revisions in agency rules and regulations and firearms proficiency; the department will provide in-service training programs.

In-service training will be conducted by POST certified instructors. Georgia POST Council will approve training provided unless otherwise approved by the Chief of Police. Training will be provided at the department's training facilities unless otherwise notified.

2. Attendance at all in-service training is mandatory. It is the responsibility of each employee to see that his or her attendance is recorded at in-service training. Exceptions will be made in cases of illness, death in family or court attendance. It is the responsibility of each employee to provide adequate documentation for authorized absences to their supervisor and/or the Training Coordinator.
3. The Training Coordinator shall insure that the training is reported to Georgia POST via the POST Gateway system by entering it him or herself or having the primary instructor enter the training.
4. Courses administered by the Suwanee Police Department will have fully developed lesson plans using the required POST guidelines with clearly written performance objectives that are job related. Performance and job-related objectives will be given to the students and their specific performance will be demonstrated to the instructor. Copies of lesson plans used will be maintained by the Training Coordinator and will be available to instructors as needed. Lesson plans not on file will be made available from the regional police academy, the Georgia Public Safety Training Center, the International Association of Chiefs of Police or other certified sources.

C. Advanced / Specialized Training

1. Advanced / Specialized training is training to enhance skills, knowledge and abilities beyond the level taught in either recruit or other in-service

training programs. Advanced / Specialized training may address the development and / or enhancement of the skills, knowledge and abilities particular to specialization such as, management, administration, DNA evidence collection, supervision, personnel policies, department policies, procedures, or rules and regulations specifically related to the department.

2. All members of the Suwanee Police Department who have demonstrated leadership capabilities, and are presently in a position of leadership, or will be assigned to a position of leadership will participate in various Advanced Training Programs designed to strengthen their leadership skills.
3. Specialized training shall be provided for newly promoted employees and employees in selected assignments. Employees who are promoted to the rank Sergeant (Shift or Unit Commander) or upon the recommendation of a supervisor will attend the Law Enforcement Supervision and Management Training Course Levels I, II and III. The Chief of Police will be required to attend various training designed for executive development.

In order to enhance the above goals, certain long-term training is available. This training includes, but is not limited to, training provided by the FBI National Academy, and the Southern Police Institute, Columbus State University (Command College), and Columbus State University (Professional Management Program).

Selection to attend such training courses shall be made by the Chief of Police and his selection shall be based on:

- a. Length of service (three year minimum)
 - b. Leadership abilities
 - c. Rank (preference to supervisors)
 - d. Needs of the Department
5. Many functions within the department require pre-assignment or Georgia P.O.S.T. assignment specialized training. Outside public or private organizations may provide specialized training internally, at a regional academy. The Training Coordinator will ensure that all personnel receive the necessary specialized training to provide the skills for the job performance and shall track retraining requirements, if any are defined. Those areas which the Suwanee Police Department

identifies as positions requiring specialized training are, but are not limited to, the following:

- a. Traffic/ DUI Enforcement Unit personnel
 - 1.) Accident Investigation;
 - 2.) Advanced Traffic Law Classes; and
 - 3.) DUI Detection, Standardized Field Sobriety Evaluation, and Intoxilyzer Training.
- b. Field Training Officer personnel will attend a recognized Field Training Officer Training Course.
- c. Bicycle Patrol personnel will attend a recognized police cyclist course.
- d. Criminal Investigation personnel will, at a minimum, attend a recognized criminal procedure and investigation course, crime scene investigation, and any other investigative related courses deemed necessary.
- e. Internal Investigations personnel will receive training in internal affairs investigations, background investigations and criminal investigations.
- f. Crime Prevention and Community Relations personnel will receive training in crime prevention and community relation tactics.
- g. Supervision / Management personnel will attend Supervision training level's I, II, & III as well as Management training level's I, II, & III, and any other related training deemed necessary.
- h. Accreditation/Certification personnel will receive Accreditation manager training through CALEA and Certification Manager training through the GACP within one year of appointment.
- i. Training Coordinator will receive training in the area of Instructor Training, Departmental Trainer and any other related training deemed necessary.
- j. Any other assignments that is specialized or highly technical in nature

The Training Coordinator has the responsibility for developing specialized training for the Suwanee Police Department. The Training Coordinator will insure that all personnel receive specialized training to provide the necessary skills for job performance. The specialized training will utilize specific lesson plans and evaluations conducted by experienced personnel or training officers. Specialized training provided to personnel shall include:

1. Development and / or enhancement of the skills, knowledge, and abilities particular to the specialization;
2. Management, administration, supervision, personnel policies, and support services of the function; and
3. Supervised on-the-job training.

Whenever an employee has been promoted or assigned to a specialized area, that employee shall be enrolled in a specialized training program as soon as practical after the assignment.

D. Career Development Program

1. Advanced Certifications

In an effort to encourage professional development, advanced education and improved law enforcement services, P.O.S.T. offers a series of certifications beyond that of basic level. The certifications are based on; time in service, higher education and a training requirement consisting of both core and elective programs.

The certifications available are listed from the most basic to the advanced. They are the:

- a. Basic Law Enforcement Certification
- b. Intermediate Certification
- c. Advanced Certification
- d. Supervisory Certification
- e. Management Certification
- f. Executive Certification

2. Basic Certification

Upon graduation from the Basic Law Enforcement Training Course and meeting applicable Georgia Peace Officer Standards and Training (P.O.S.T.) Council standards, the entry level peace officer is granted the **Basic Peace Officer Certification**.

3. Intermediate Certification

The requirements of P.O.S.T. state that to qualify for the intermediate certificate each applicant must:

- a. Be a certified, registered or exempt peace officer currently employed by a Georgia law enforcement agency certified by P.O.S.T.;
- b. Have at least two (2) years experience as a full-time, paid peace officer;
- c. Have a minimum of ten (10) quarter hours (or semester equivalent) from an accredited college or university **OR** be born before July 1, 1940 **AND** employed continually as a peace officer since July 1, 1970. (Officers meeting this requirement may substitute training points for the required education points.); and
- d. Have successfully completed the following five (5) required core courses at a P.O.S.T. recognized training facility.
 1. Criminal Procedures (40 hours)
 2. Health and Awareness (22 hours)
 3. Interpersonal Relations (8 hours)
 4. First Responder (40 hours)
 5. Officer Survival (40 hours)

4. Advanced Certification

The requirements of P.O.S.T. state that to qualify for the advanced certificate, each applicant must:

- a. Possess, or be able to possess the Intermediate Certificate;
- b. Be a certified, registered or exempt peace officer currently employed by a Georgia law enforcement agency certified by P.O.S.T.;

- c. Have a minimum of twenty (20) quarter hours (or semester equivalent) from an accredited college or university **OR** be born before July 1, 1940 **AND** employed continually as a peace officer since July 1, 1970. (Officers meeting this requirement may substitute training points for the required education points.); and
- d. Have successfully completed the following seven (7) required core courses at a P.O.S.T. recognized training facility.
 - 1. Advanced Firearms (32 hours)
 - 2. Advanced Report Writing (16 hours)
 - 3. Advanced Traffic Law (24 hours)
 - 4. Crime Scene Processing (24 hours)
 - 5. Interviews and Interrogations (24 hours)
 - 6. Search Warrants and Affidavits (16 hours)
 - 7. Specialized Patrol Techniques (8 hours)

5. Supervisory Certificate

The requirements of P.O.S.T. state that to qualify for the Supervisory Certificate, each applicant must:

- a. Currently hold a supervisory position and have done so for at least one year prior to certification. A supervisory position is defined as those who are responsible for the direct supervision of personnel occupying basic operational line positions in patrol, investigations, or support. The position title may be sergeant, corporal, or officer-in-charge. A person in this position commonly performs both the direct supervision of personnel and actual law enforcement duties. Also included would be coordination of supervised personnel, evaluation, and record keeping. Determination shall be based job function and not position title.
- b. Possess, or be able to possess, the Advanced Certificate. Persons employed in supervisory positions prior to July 1, 1986 may challenge the Advanced Certificate by examination. Any module failed may not be re-tested and the candidate must complete the required core course for that module. A combination of successfully completed modules and course completion is

permissible to satisfy the Advanced Certification requirement only as to the awarding of the Supervisory Certificate.

- c. Possess forty-five (45) college quarter hours (or semester equivalent) from an accredited college or university OR be born before July 1, 1940 AND employed continually as a peace officer since July 1, 1970. (Officers meeting this requirement may substitute training points for the required education points).
- d. Complete the 120-hour P.O.S.T. approved Supervisory Development Course. Supervisors who attend a supervisory related course of 120 hours or longer that is delivered by a P.O.S.T. recognized training facility may submit the curriculum and their Certificate of Completion for the course to be P.O.S.T. for equivalency evaluation. Requests must meet 100% of the objectives of the currently offered P.O.S.T. Supervisory Development Course in order for P.O.S.T. to issue an "Equivalent Course Completion letter."

6. Management Certification

The requirements of P.O.S.T. state that to qualify for the Management Certificate, each applicant must:

- a. Currently hold a management position and have done so for at least one (1) year prior to certification. A management position is defined as "those who occupy the management position in a law enforcement agency which fall between the supervisor and the executive. This position typically involves planning, organizing, public relations, discipline and general administrative work." Determination shall be based on job function and not position title.
- b. Possess, or be able to possess the P.O.S.T. Advanced Certificate. (Persons employed in management positions prior to July 1, 1986 are exempted from this requirement.)
- c. Possess ninety (90) college quarter hours (or semester equivalent) from an accredited college or university, **OR** be born before July 1, 1940 **AND** employed continually as a peace officer since July 1, 1970. (Officers meeting this criterion may substitute training points for the educational requirement).
- d. Complete the 120-hour P.O.S.T. approved Management Development Course. Managers who attend a management related course of 120 hours or longer that is delivered by a

P.O.S.T. recognized training facility may submit the curriculum and their Certificate of Completion for the course to P.O.S.T. for equivalency evaluation.

7. Executive Certificate

The requirements of P.O.S.T. state that to qualify for the executive certificate, each applicant must:

- a. Currently hold an executive position and have done so for at least one (1) year prior to certification. An executive position is defined as "the highest-level official with direct operational responsibility for a law enforcement agency." Duty positions may be identified by the title of chief of police, sheriff, superintendent, warden, colonel, director, or commissioner. As general manager of a law enforcement agency, the executive has the administrative responsibility for the policies and performance of the agency. Determination shall be based on job function and not position title.
- b. Possess ninety (90) college quarter hours (or semester equivalent) from an accredited college or university, or be born before July 1, 1940 and employed continually as a peace officer since July 1, 1970. (Officers meeting this criterion may substitute training points for the educational requirement).
- b. Complete the 120 hours P.O.S.T. approved Executive Development Course.

8. Career Counseling

The aim of the career development program of the Suwanee Police Department will be to highlight specific job opportunities for individual growth and to improve overall satisfaction and performance. Supervisors at all levels within the police department will be required to attend the Supervision training course (3 weeks), which will qualify them to conduct career development counseling.

All division supervisors shall conduct an annual review with each subordinate focusing on the employee's in-service training record in order to assess the progress of the employee in achieving career objectives. The supervisor should coordinate with the Departmental Training Officer and / or Training Coordinator in an effort to gain the training necessary for the employee to realize his/her objectives.

All sworn personnel are encouraged to strive to obtain intermediate and advanced certification. Supervisors and managers are encouraged to strive to obtain the supervisory and management certificates. Employees meeting the requirements for one of these certifications may obtain the appropriate application from the Training / Personnel Officer.

E. Annual Training and or Re-certification Training

1. P.O.S.T. Requirements for Sworn Police Personnel

Effective January 1, 1989, the Georgia Peace Officers Standards and Training Council (P.O.S.T.) requires that each sworn officer receive at a minimum, twenty (20) hours of in-service training each calendar year. Failure to do so will result in removal from their duty assignment and/or loss of certification as a peace officer in the state of Georgia. It is the individual officer's responsibility to satisfy this requirement each year.

To assist the officer in fulfilling this mandate, the Training Coordinator will plan, develop, schedule and implement in-service training programs. These programs will take into consideration the needs of the department and the community. Instruction will include topics that will encourage and nurture professional growth, strengthen the management and administrative abilities of supervisors and encourage career development and career advancement of all personnel.

In-service training programs will be developed to provide for advanced and specialized training and annual proficiency training in high risk, high liability areas such as firearms and defensive tactics.

The Training Coordinator will update records of employees following their participation in training programs on the Suwanee in-house training database as well as verifying their POST officer profile training history report.

CPR / first-aid re-certification will be held every two years as recommended by the American Heart Association.

G.C.I.C. Security & Integrity re-certification will be held every two years as required by G.C.I.C. Council Rules.

Certain in-service training shall be mandatory. All employees scheduled for in-service training will be responsible for notifying the Training Coordinator if a conflict arises. Absence must also be cleared through the employee's chain-of-command.

2. Required Re-certification

a. Firearms

Each person employed or appointed as a peace officer shall satisfactorily complete during each calendar year annual firearms proficiency training with their assigned weapons and attend a minimum of one (1) hour of training regarding their agency's policy on the use of deadly force. This training is mandated in accordance with POST rule 464-5-.03.1 titled "Annual Firearms Training." A peace officer as used in this rule is clearly identified in O.C.G.A. § 35-8-2 (8). The training required in this rule is now a part of an officer's 20 hour annual training requirement as identified in O.C.G.A. § 35-8-21. The failure to comply with this rule shall result in an officer's loss of power of arrest."

Annual firearms training shall, at a minimum, consist of two hours of training, with copies provided by a POST-certified firearms instructor, which training shall include, but not be limited to:

- 1) Training on the Constitutional and legal limitations on the use of deadly force;
- 2) Training on the agency's policies regarding the use of deadly force;
- 3) A demonstration of proficiency in the safe and effective use of the assigned firearms carried and/or used by the particular officer, to include a course of fire that meets or exceeds the minimum standard set forth in the basic training course for which the officer was initially trained and is currently employed. In any instance where an officer has more than one peace officer certification, the higher standard shall apply. Any officer failing to achieve the required score in the above training may undergo additional courses of fire under the direction of a POST-certified firearms instructor in order to achieve a passing score.

All sworn personnel must receive a passing score on firearms training courses to maintain certification and assuming assigned duties. Failure to achieve a passing score will result in remedial training pursuant to this Chapter.

b. Intermediate Weapons

At least biennially, officers will be required to attend in-service for their intermediate (less lethal) weapons (O.C. and ASP). Officers will be required to demonstrate their proficiency in the use of such weapons as well as receive copies of the training PowerPoint.

Officers trained and authorized to carry the department issued TASER will be required to demonstrate proficiency with the TASER annually, the training will be conducted by a certified weapons instructor and the proficiency training will be documented.

Officers failing to attend or who are unable to qualify with an authorized weapon will attend remedial training prior to assuming their official duties or carrying that specific weapon pursuant to this Chapter.

c. Mandatory Annual In-service

Annually, affected personnel will be required to attend training on the following topics: Elder Abuse, Employee Domestic Violence, Vehicle Pursuits, Bias Based Profiling, Ethics & Professionalism, Legal Updates, Use of Force Policy, Firearms Proficiency, Search and Seizure, Transportation of Prisoners, Employee Domestic Violence, Property/Evidence, Off-duty Conduct, Sexual Harassment, Selection and Hiring, Citizens Complaints / I.A., Special Operations/SWAT, and dealing with mentally ill or persons with diminished capacity, De-escalation training, and Community Policing.

Note: Any employee who fails to meet all training requirements may be removed from duty status until they meet training requirements.

F. Training Reimbursement

1. The police department will reimburse any employee attending training programs in or outside the agency's service area when appropriate. All reimbursements shall be through the Administrative Services Commander.
2. All contacts initiated by members of the Training Section, either private enterprises, public enterprises, including other law enforcement agencies, will be made only after informing the commanding officer of such intent. Likewise, contacts initiated by these entities should be brought to the attention of the commanding officer for his information.
3. All contacts made with these outside resources will be handled in the utmost professional manner.

4. Lesson plans used in training shall be approved by the Training Coordinator or a lesson plan approved by the POST Council or the Georgia Public Safety Training Center.

VIII. COURSES OF INSTRUCTION / TRAINING INSTRUCTORS

A. Course Curriculum

Development of course curriculum is the responsibility of the Training Officer under the direction of the Administrative Services Bureau Commander considering the needs of the Department and the community, and satisfy Georgia Peace Officers Standards and Training (POST) Council guidelines. In determining course curriculum and the development of training programs, the Training Coordinator may use all training resources available through the Department and P.O.S.T.

Course curriculum may also be developed from using outside resources within the public and private community. Public organizations include other law enforcement and government agencies, and other components of the criminal justice system. Private organizations include training seminars, programs, conferences or work sessions conducted by private organizations. The purpose of using outside public and private organizations is to enhance our own training programs. All resources and training will meet with the prior approval of the Training Coordinator and the Chief of Police.

On occasions in-service, advanced and specialized training may occur at an outside training facility. In order for an employee to receive credit for any outside training, the training must follow P.O.S.T. guidelines. Training provided by departmental personnel at outside facilities must also be approved by P.O.S.T., the Training Coordinator and the Chief of Police.

The agency requires lesson plans for all training courses conducted by the agency, to include:

1. A statement of performance and job-related objectives;
2. The content of the training and specification of the appropriate instructional techniques;
3. A process for approval of lesson plans; and
4. Identification of any tests used in the training process.

B. Lesson Plans

Lesson plans utilized during training will be approved by the Training Coordinator to ensure that the subject matter to be covered in training is addressed completely and accurately and is properly sequenced with other training materials; that the lesson plans establish the purpose of the instruction, sets forth the performance and job-related objectives, and identify the subject material.

All lesson plans will follow guidelines set forth by the Georgia Peace Officers Standards and Training Council.

Instructors for all recruit, advanced, in-service and specialized training programs will be required to complete an approved lesson plan, which will include at a minimum:

1. Guidelines for lesson plan development;
2. A statement of student performance and job-related objectives;
3. The content of the training and specification of the appropriate instructional techniques;
4. Processes for approval of lesson plans; and
5. Identification of any tests used in the training process.

C. Instructors

Personnel teaching at the Suwanee Police Department will have been certified by the Georgia Peace Officers Standards and Training Council as an instructor.

All instructors will be required to have a certain level of training prior to teaching. All instructors will be required to complete the Instructor Training Course and be evaluated by a staff member of a training academy. Those instructors teaching in a high liability area must have that specialty endorsement added to their general certification. All certified instructors will be required to follow P.O.S.T. guidelines in updating and maintaining their instructional certification requirements. These requirements include teaching a minimum of (2) classes and obtaining twenty (20) hours of instruction related training during the three (3) year certification period. Also, the instructor must be re-evaluated by a staff member of a training academy. All instructors will receive instructional training, which includes, at a minimum:

1. Lesson plan development;

2. Student Performance Objective development;
3. Instructional techniques;
4. Learning theory;
5. Testing and evaluation techniques; and,
6. Resource availability and use.

All instructors utilized by the Training Coordinator will be required to provide proof of current P.O.S.T. Instructor Certification.

When training programs pertain to other areas of the criminal justice system, the Training Coordinator should seek an individual from that area to assist in the instructional process. Examples may include a judge discussing courtroom procedures, a district attorney discussing criminal prosecution or a nurse discussing health care. This type of training increases effectiveness, improves coordination and promotes better understanding throughout the criminal justice system.

Whenever possible, certified law enforcement instructors are encouraged to provide training to other components of the criminal justice system.

D. Testing

All departmental testing procedures for recruit, advanced, in-service and specialized training programs will be approved by the Training Coordinator and shall consist of two types:

1. Written Examinations that evaluate cognitive knowledge; and
2. Performance Examinations that evaluate psychomotor skills.

When possible, instructors will administer a test to all attendees upon completion of the Training Program. All tests should be competency-based, use performance and job-related objectives and measure participant knowledge of and ability to use job-related skills. For written examinations, eighty percent (80%) shall be considered the minimum passing score unless otherwise specified by the course instructor or designated by the training standard. If any course deviates from the eighty percent (80%) rule, it is to be clearly stated in advance, by the instructor.

E. Training Records

The Training Coordinator will maintain a training file on each employee of the department. The files will be updated upon completion of an employee's participation in a training program and in accordance with P.O.S.T. regulations. The file will contain at a minimum, the date of the training, types of training received, number of hours, and any certificates received. Attendance and test scores shall be recorded for each employee.

Employees attending outside training will provide a copy of all certificates of completion or attendance to the Training Coordinator following the training program.

The Training Coordinator is responsible for maintaining records of each training class conducted by the Suwanee Police Department. These records shall include at a minimum the following:

1. Course content (Lesson Plans);
2. Roster of participants; and
3. Performance of individual attendees as measured by tests, if administered.

IX. REMEDIAL TRAINING

- A. All supervisory personnel should recognize the effectiveness of remedial training, particularly in the disciplinary processes. Remedial training may be used in the place of disciplinary action when appropriate. The need for remedial training is best reflected in an employee's job performance; such as:
 1. The employee displays a lack of knowledge, skill or ability in a specific area of required police activity.
 2. The employee displays a high level of interest in a particular area of required police activity; but lacks the basic knowledge, skills or abilities necessary for improvements in that area.
 3. The employee shows a lack of understanding in the application of departmental policy and procedures.
- B. Remedial training is required for any employee having difficulty with any program of instruction at any level of training or who shows a lack of understanding in the application of law, departmental policy, critical tasks and departmental procedures.

Failure to participate in remedial training may result in disciplinary action. Remedial training should be completed as soon as practical. All remedial training will be documented.

- C. Each and every sworn and certified officer is required to qualify in certain critical skills (such as the proper use of their firearm and the safe operation of their patrol vehicle). Other frequently utilized skills are arrest procedures, search and seizure procedures, report writing, interpersonal communication, resolving of conflicts and decision making.

Whenever the officer displays that they are lacking any of the above skills, then it is imperative that corrective action be taken. Such corrective action may involve remedial training. Remedial training may be used to correct problem areas and unwanted behavior.

X. ANNUAL TRAINING EVALUATION

- A. It shall be the policy of this department that all training programs be evaluated annually to ensure our training is up to date according to training needs and obligations.
- B. As part of the evaluation process, several resources will be referred to when developing and modifying training programs. Resources reviewed and referenced are:
 - 1. Field reports, including supervisory reports.
 - 2. Minutes form Staff /Supervisor meetings and reports.
 - 3. Consultations with field officers and supervisors and observations made in the field.
 - 4. Student evaluations and critiques.
 - 5. Reports from the accident review board, inspections and other department committees formulated.
 - 6. Reports from Internal Affairs regarding cases investigated and potential problems or problem areas identified.
 - 7. Requests from other agencies such as Gwinnett County Juvenile Court, Department of Family and Children Services, local colleges, etc.
 - 8. Participation and approval by the Chief of Police.

- C. All staff members are expected and encouraged to make suggestions during the evaluation process paying particular attention to information received from sources outside the Training Section. As training topics are pointed out and areas requiring improvement are noted, the various section heads will be charged with examining the feasibility of inserting a particular topic into the training program.
- D. All training conducted by the Training Section will, at its most basic level, meet those job tasks as developed by the Georgia POST Council as it is related to patrol officers. Further, all testing conducted will measure knowledge, skills and abilities as they relate to the performance of these job tasks.

XI. TRAINING COMMITTEE

- A. The training committee will assist in the development and evaluation of training needs of the agency. The Suwanee Police Training Committee is comprised of the Departmental Training Coordinator, Criminal Investigations Division Supervisor, Communications Supervisor, Field Operations Commander or his/her designee and the Administrative Services Commander or his/her designee. The committee serves as an oversight capacity and will exercise approval authority as it relates to the following activities:
 - a. Planning and Developing Training Programs;
 - b. Implementing New Training Programs;
 - c. Evaluation and Revision of Existing Training Programs;
 - d. Training Direction for Personnel Development.
- B. The training section will be responsible for implementation and management of the above activities as approved by the Training Committee. The findings of the committee will be periodically reported to the Chief of Police office.

SUWANEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

SECTION: T-010 PHYSICAL FITNESS FOR DUTY

EFFECTIVE DATE: 05/18/10

NUMBER OF PAGES: 2

REVISED DATE: 08/12/10

DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. PURPOSE

To establish a program of general health and physical fitness for employees and to ensure that each employee is physically capable of performing his or her duties.

II. POLICY

It shall be the policy of this department to explore ways to assist members in keeping fit, to encourage members to keep fit and to engage in exercise programs.

III. SCOPE

This policy shall apply to all employees.

IV. PHYSICAL FITNESS FOR DUTY OF APPLICANTS

Law enforcement is a physically and emotionally demanding profession that often exceeds those demands placed on the average citizen. For this reason it is imperative that police officers maintain a minimum level of physical fitness that will allow them to effectively carry out their assigned duties in a safe, efficient and professional manner, and that complies with Georgia Peace Officer Standards and Training Council medical examination standards.

Applicants who are accepted for employment as a police officer are required to have a thorough physical examination before they assume duty status. The physical examination shall be conducted by a licensed physician predetermined by the City of Suwanee at no cost to the applicant.

V. PHYSICAL FITNESS FOR DUTY OF CURRENT EMPLOYEES

Law enforcement is a physically and emotionally demanding profession that often exceeds those demands placed on the average citizen. For this reason it is imperative that employees maintain a minimum level of physical fitness that will allow them to effectively carry out their assigned duties in a safe, efficient and professional manner, and that complies with Georgia Peace Officer Standards and Training Council medical examination standards (for sworn employees).

In the event that a supervisor has reason to believe that an employee is not physically fit for duty, the supervisor will place the employee on Non-Disciplinary Administrative Leave until the Chief can be made aware of the situation and make a determination regarding the employee undergoing a physical fitness for duty examination. Once the Chief authorizes the Physical Fitness for Duty examination Human Resources will be notified and provide the paperwork needed to obtain the examination.

The physical examination shall be conducted by a licensed physician predetermined by the City of Suwanee at no cost to the employee.

All results and medical reports will be confidential and maintained in the secure storage area in Human Resources.

SUWANEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

SECTION: T-015 COMMUNITY RELATIONS/ CRIME PREVENTION

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. POLICY

The prevention of crime and establishment of effective community relations is a mutual responsibility between all police personnel and the citizens in the community. It is the policy of this department to establish close community relations and proactive crime prevention programs for the residents of the City of Suwanee in response to their needs.

In an effort to meet community needs effectively, a foreign language specialist may be required. A list of foreign language interpreters will be available so that community interaction is possible. (See communications and referral numbers)

II. RESPONSIBILITY

All agency personnel are to share the responsibility for achieving the agency's community relations and crime prevention objectives. The Community Relations Officer shall supervise all crime prevention activities and shall have the responsibility for planning, developing, coordinating and maintaining crime prevention and community relations programs, policies, and procedures for the department. The Administrative Services Commander shall complete an annual documented review and evaluation as to the effectiveness of the position.

Police officers possess a wealth of knowledge, experience, and training that should be utilized to assist with making presentations of crime prevention programs. The Community Relations Officer shall coordinate with the officers and their supervisor when an officer needs to receive crime prevention training or when a program needs to be scheduled. Officers who request additional or specialized training in specific areas of crime prevention shall receive the specialized training as time allows or when training can be made available.

Officers who have received specialized training in specific areas, such as, P.A.C.T. (Police And Citizens Together), security surveys, personal safety, Law Enforcement Explorers, Child Safety Prints, child passenger safety practitioner and technician, etc., shall be identified and used to provide programs in the areas of their specific training.

The Community Relations Officer shall keep officers aware of revised or new crime prevention programs that are developed and implemented. Materials needed for effective crime prevention activities shall be maintained by the Community Relations Officer and made available to officers for use while performing their day-to-day activities or when making presentations.

All crime prevention and community relations programs will be reviewed and evaluated periodically by the Community Relations Officer, Training Coordinator, and Administrative Services Commander, at least once every three years.

III. CRIME PREVENTION

Crime prevention programs will be developed with the concept of reducing crime through proactive crime prevention programs. Crime prevention programs will be provided to business, educational, community, social, organizational and other interested groups on an as-needed basis. Information disseminated will be specific to the requestor's needs. Crime prevention programs will be targeted toward the prevention of specific crime types and specific geographical areas when a specific crime problem is identified by crime analysis.

A. The purpose of crime prevention programs are:

1. To disseminate information to the public about specific crimes and crime patterns and alternative approaches to prevent and/or reduce crime problems.
2. To offer education programs to the public on general crime prevention measures.
3. To target programs to address community perceptions or misperceptions about crime.
4. To disseminate information to home and business owners on crime prevention techniques.
5. To provide home and business inspection information, at the owner's request, of the premises concerning physical security.
6. To encourage citizen involvement in community crime prevention activities and programs.

7. To assist in prevention and reduction of victimization of citizens and proprietors by providing crime prevention information based on the individual needs of the requestor. This may be accomplished by providing verbal and/or written information, identifying areas of risk, providing and establishing programs such as P.A.C.T.
8. To provide the news media with articles and information relating to crime prevention activities, crime problems and concerns and preventive measures on specific crimes. Also to provide information regarding community problems, solutions and community successes.

B. Operations:

1. Vacation House Check

Citizens may request that police officers check their residence or business while they are out of town. A request form will be completed online. A house check call for service will then be entered into CAD for assignment.

2. C.O.P.S (Caring Officers Providing Support)

Through the COPS program, elementary students are assigned their very own police officer for a semester. Officers meet one-on-one each week as mentors to individual students.

3. Operation Click it or Ticket

Operation Click it or Ticket is a program promoting the use of seatbelts and car seats by adults and children when riding in a motor vehicle. The Police Department conducts safety checkpoints and surveys throughout the year. In each safety checkpoint, pamphlets with seatbelt and car seat safety information are passed out to each driver. Tickets are issued to those drivers who do not have children properly buckled up. The police department recruits other community agencies such as the Gwinnett County Police and Fire Department, etc. to participate in the safety checkpoints. Statistics from the surveys are collected on seatbelt usage in the area.

5. P.A.C.T.

The Suwanee Police Department has created a community-based action program that encourages residents to help maintain the quality of life within their own communities. P.A.C.T., which stands for Police and Citizens Together, is designed to complement Neighborhood Watch programs. Through P.A.C.T., a specific officer is assigned as a liaison to each of the City's neighborhoods or subdivisions. The officer/liaison will work with residents on quality-of-life issues such as speeding, assist residents in taking measures to prevent crimes, and facilitate three community meetings each year.

IV. COMMUNITY RELATIONS

- A. The establishment of an effective and efficient community relations program is of significant importance to the Suwanee Police Department. The objectives of effective community relations are to establish direct contact with the community through the school system, community and business groups, and civic and professional organizations in order to gain community support of law enforcement activities.
- B. The Patrol Division and the Community Relations Officer shall be responsible for establishing and maintaining a community relations operation for the police department. This operation shall include provisions for:
 - 1. Developing community relations policies that reflect agency objectives with input from the community.
 - 2. Establishing liaison with local organizations and community groups and conveying information gathered from these groups to the agency.
 - 3. Improving police community relation's practices through training, development and implementation of C.O.P. programs developing policy with community interaction and involvement.
 - 4. Establishing community groups if none exist. Working with other divisions to assist in the development of community involvement policies for the agency.
 - 5. To publicize agency objectives, community problems, and successes.
 - 6. Conveying information transmitted from citizens' organizations to the agency.
 - 7. To develop problem oriented or community policing strategies, if needed.

The community relations operation shall serve as an effective means of eliciting public support and shall serve to identify and help resolve community problems.

- C. The Community Relations Officer shall also submit to the Chief of Police quarterly a report that describes the current concerns voiced by the community and the potential problems, if any, that may have an effect on law enforcement activities. Recommendations of suggested solutions or actions should be included in the report, as well as progress made in addressing previously identified concerns and/ or problems. All members of the department will forward current concerns voiced by the community and the potential problems, if any, that may have an effect on law enforcement activities to the Community Relations Officer to be included in his report.
- D. Any implemented community relation or crime prevention programs shall be evaluated periodically by the Community Relations Officer, Training Coordinator, and Administrative Services Commander.

V. OPINION SURVEY

At least once every three (3) years a survey will be distributed to the citizens concerning the functioning and operation of the Suwanee Police Department. Information gathered from this survey will be used in the development of agency policies and procedures.

SUWANEE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: T-020 WRITTEN TESTING

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. POLICY

To establish procedures for the administration of a written testing procedure for all personnel of the Suwanee Police Department concerning departmental Standard Operating Policy otherwise known as departmental policies. Such testing procedures should ensure that all participants are well versed in such Standard Operating Policy and are familiar with the intentions of such policies.

II. PURPOSE

It shall be the policy of the Suwanee Police Department Training Division to draft and distribute written testing materials to applicable employees following the dissemination of any SOP in a timely fashion. Tested employees shall be expected to score a 80% on each examination so as to insure thorough knowledge of the policy. Tested employees who fail to achieve a passing score of 80% shall be given remedial training with their line supervisor followed by subsequent retesting. If after such remediation and retesting the employee again fails to achieve a passing score, such employee shall be referred to the Training Division.

III. PROCEDURE

A. Pre-testing Responsibilities

It is imperative that each applicable employee becomes familiarized with each SOP contained in the departmental Policies and Procedures Manual of the Suwanee Police Department so as to insure knowledge and application of existing rules and regulations. Upon the issuance of each new, modified or amended SOP, an examination may follow within a reasonable period of time. Such period of time should allow for proper preparation and review of such policy. Additionally, upon the request of the Chief of Police or his

designee, other examinations may be given concerning pre-existing policies but only after advance notification of which affected policy will be tested.

B. Examination Administration

1. Training Division

The Training Division shall have responsibility for the drafting and dissemination of written testing materials to all supervisors following the dissemination of any SOP in a timely fashion pursuant to its distribution. Additionally, Standard Operating Policy already disseminated may be subject to written testing upon the previous notification that testing will commence regarding a specific policy.

2. Supervisors

Line supervisors shall have the responsibility for the individual administration of each examination to their respective subordinate personnel. The examinations are to be conducted without the assistance of any other employee or without their Policies and Procedures Manual for the Suwanee Police Department.

- a. The Standard Operating and Procedures Manual for the Suwanee Police Department is not to be used when examinations are conducted.
- b. All tests are to be completed in blue ink.
- c. A period of time, not to exceed 30 minutes, shall be considered the amount of time necessary to complete the testing.
- d. Testing shall be individually by each employee. Collaborative efforts shall not be allowed.
- e. Supervisors shall take examinations as well as their subordinates.
- f. Following the administration of the examination, the immediate supervisor shall grade each of the tests with a provided answer sheet. Any employee missing any question shall be required to research the correct answer in their Suwanee Police Department Standard Operating and Procedures Manual. Employees shall then note beside the appropriate question, the location where they learned that the correct answer existed. Such notation shall include the SOP number, page number and paragraph number. Such research shall not be allowed to be a collaborative effort but a singular effort on behalf of the employee.

- g. Supervisors shall maintain all completed examinations until such a time that all of the subordinate personnel has successfully completed such tests to include remediation, if necessary.
- h. Supervisors shall forward all completed examinations to the Training Division for filing within twenty (20) days upon date of issuance and subsequent administration.
- i. Deviations from the aforementioned parameters for such administration shall be referred to the Internal Affairs component of the Office of Support Services Commander.

SUWANEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

SECTION: T-025 POLICE DEPARTMENT INDOOR RANGE

EFFECTIVE DATE: 09/25/2012

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DISTRIBUTION AUTHORIZATION:

Michael S. Jones

I. POLICY

The purpose of the indoor range is to provide the Suwanee Police Department with a location where officers can maintain and improve their shooting skills. Use of the indoor range may also be provided to surrounding police agencies on a limited basis provided it does not interfere with police department operations. Personnel from other agencies shall sign a waiver and release agreement prior to utilizing the range.

II. Firearms Instructor(s) Duties and Responsibilities

The Suwanee Police Department range master and firearms instructional team have the following duties and responsibilities.

1. Suwanee Police Department range master(s), armorers, and firearms instructional team members shall be appointed by the Chief of Police. Supervising range master must be a Georgia POST certified firearms instructor, and armorers shall have successfully completed the appropriate armorer's school prior to appointment.
2. Suwanee Police Department range master, armorers, and firearms instructional team shall be responsible to the Administrative Services Commander in all matters concerning Suwanee Police Department firearms and firearms training.
3. Suwanee Police Department range master shall be responsible to ensure the following duties are performed in an efficient and effective manner:
 - a) Coordinate an efficient firearms training and qualification schedule for all sworn personnel.

- b) Establish and maintain effective liaisons with other area police department and Georgia Law Enforcement Academy range officers, and other agencies and facilities to ensure availability of facilities and quality firearms training.
 - c) Ensure sufficient inventories of firearms, ammunition, and related supplies are within current budget constraints.
 - d) Maintain current firearms records for authorized agency issued firearms, including:
 - (1) Range qualification rosters.
 - (2) Firearms maintenance records.
 - e) Ensure proper preventative maintenance is conducted at least annually on all Suwanee Police Department issued/utilized firearms.
 - f) Ensure a proper firearms function check and inspection is completed on each firearm used for qualification and training at the firearms range, including secondary weapons.
 - g) Ensure the proper care and safe usage of the firearms range during the scheduled use of the range by the Suwanee Police Department and immediately report any damage, deficiencies, or other problems to the appropriate responsible individual.
4. Firearms instructional team: This team shall consist of the range master, the assistant range master and appointed Georgia POST certified firearms instructors. This team shall be tasked with providing effective firearms training and qualifications on all of the weapons systems the department currently authorizes.
5. Suwanee Police Department range masters shall follow established firearms range safety rules as outlined within the Georgia POST Firearms Instructor Manual.
6. Eye and ear protection are required as mandatory range equipment for all firing drills and qualifications.

III. INDOOR RANGE

A. PROCEDURE

1. Safety

- a) Basic safety rules. All personnel entering the indoor range shall adhere to the following basic safety rules at all times while handling firearms.

- (1) Treat all firearms as though they are loaded. Point the muzzle in a "safe direction." Safe direction is defined as an area where if an accidental or negligent discharge occurs, only minor property damage and no human injury would result.
- (2) Keep your finger off the trigger and straight along the frame of the weapon index until your sights are on the intended target and you have decided to fire.
- (3) Be sure of your target and what is around and behind it.
- (4) Whenever you pick up a firearm that has been out of your direct control (even for an instant), open the action and check to make sure the firearm is unloaded.
- (5) A range master, assistant range master or certified firearms instructor shall brief all shooters on the firearms safety rules prior to commencement of firing. Range operators shall complete a range orientation and safety course.

B. Indoor Range Operation:

- (1) The range shall operate at all times with one of the following people present: the range master, an assistant range master, firearms instructional team member or a range operator. The only exception shall be when the range master or an assistant range master is utilizing the range for the purpose of testing or sighting in a weapon.
- (2) There shall be a limit of four people on the firing line at one time. All additional personnel in the range during any shooting session shall wait outside of the firing room or in the control room. The door to the control room shall remain closed anytime there is a shooting session taking place.
- (3) Use of the range shall be limited to sworn law enforcement personnel. Exceptions may be granted only by the Chief of Police or his designee.
- (4) Loading and unloading of weapons shall be accomplished at the firing lane in the range.
- (5) Cleaning of weapons shall only be allowed in the cleaning room on the cleaning tables. No ammunition shall be allowed on these tables. No cleaning shall take place inside the range.
- (6) Weapons shall not be unnecessarily handled or displayed.

- (7) All weapons inside of the range shall be considered to be real weapons, even those designated as training weapons and shall be handled accordingly at all times.
- (8) Record of entry: All non-agency personnel entering the range for the purpose of shooting shall sign a waiver and release agreement. Agreements shall be kept on file at the Suwanee Police Training Center.
 - (1) A calendar of scheduled range dates shall be maintained on the Microsoft Outlook program.
 - (2) The range can be scheduled for use by squads with the range master, an assistant range master or a range operator present.
 - (3) Range operators may make use of the range during non-scheduled times (when the range is available) by contacting the range master or assistant range master.
 - (4) Requests for scheduled range time shall be submitted to the range master at least two weeks prior to the requested date.

C. Ammunition

- a) All training ammunition provided by the department shall be used during practice, qualifications or training sanctioned by the department. The utilization of this ammunition shall be monitored by appointed firearms instructors or other range officers.
- b) No ammunition purchased by the police department shall be supplied to non-sworn personnel during range operations without approval from the Chief of Police or his designee.
- c) Ammunition allowed on the range: Only jacketed bullets shall be allowed on the range. All bullets used on the range must be designated:
 - (1) FMJ, TMJ, FMC (full metal jacket bullets).
 - (2) JSP (jacketed soft point).
 - (3) JHP (jacketed hollow point).
 - (4) All rim-fire ammunition must be copper clad or jacketed.
 - (5) Pistol calibers will not exceed .45 (.45 ACP or LC).
 - (6) Shotgun rounds shall be plated shot or non-lead based shot.
 - (7) Rifle calibers shall be limited to .223 caliber at 3400 FPS (.223 Rem. Or 5.56 NATO).

- d) Prohibited rounds in the indoor range
 - (1) Armor piercing or tracer ammunition.
 - (2) Cast lead bullets.
 - (3) Polyshock rounds.
 - (4) Birdshot.
- e) Any non-issued ammunition brought into the Suwanee Police Department Indoor Range shall be presented to the range master or assistant range master for inspection and approval prior to being fired.
- f) All brass shall be picked up and disposed of by shooters at the end of each session.
 - (1) Center-fire rounds shall be placed into designated areas for recycling.
 - (2) Rim-fire brass shall be sorted by the shooter and disposed of.

D. Use of the range by other personnel.

The Suwanee Police Department may make its range available to other law enforcement agencies with appropriate notice.

- a) At least one Suwanee Police Department range master, assistant range master or range operator shall be present during the use of the range by the other departments.
- b) A maximum of four shooters shall be allowed on the firing line at one time.
- c) All Suwanee Police Department safety and ammunition requirements and restrictions shall be adhered to.

E. Lead exposure:

- a) The department shall have designated protocols for minimizing lead exposure to the employees. Shooters and range staff shall be trained on the proper protocols to minimize lead exposure prior to being allowed to utilize or work in the indoor range.
- b) No employee shall exceed a permissible exposure limit (PEL) of fifty micrograms of lead per cubic meter of air (50ug/m³), averaged over an 8-hour work-day.
- c) Shooter responsibilities: Shooters have a minimal exposure to lead while in the indoor range. It is still important for them to take precautionary measures.

- (1) Shooters shall not take food or drink into the designated shooting area. Shooters shall wash their hands prior to ingesting any food or drink.
- (2) Shooters shall wash their hands immediately after cleaning weapons or using the indoor range.
- (3) Shooters shall use NO tobacco products while in the indoor range. If a shooter leaves the facility to utilize a tobacco product they will wash their hands first.
- (4) Shooters that spend extended time on the range (8 or more hours) will ensure that they shall not allow small children to have access to their clothing until it has been washed.

d) Range staff responsibilities:

- (1) "Range staff" is defined as:
 - (a) Employees that are required to decontaminate the range, maintain the range or remove lead waste from the range or employees that are required to conduct or assist in firearms training and or spend 10 or more hours a month at the range.
 - (b) Range staff is at a higher risk of lead exposure and need to take additional precautions.
- (2) Range staff shall not take food or drink into the designated shooting area. Range staff shall wash their hands prior to ingesting any food or drink.
- (3) Range staff shall wash their hands immediately after cleaning weapons or using the indoor range.
- (4) Range staff is encouraged to use disposable gloves while on the range or cleaning weapons.
- (5) Range staff shall use NO tobacco products while in the indoor range. If a range staff member leaves the facility to utilize a tobacco product they shall wash their hands first.
- (6) Range staff shall not allow small children to have access to their clothing or gear unless it has been thoroughly washed.
- (7) Range staff that spends extended time on the range (5 or more hours) is encouraged to bathe prior to coming in contact with small children.

IV. Lead blood level testing:

- a) Range staff shall have lead blood level tests every 6 months. The test shall include a blood lead level (PbB) and zinc protoporphyrin (ZPP). (OSHA 1910.1025 App B)
- b) If range staff PbB exceeds 40 ug/100g, testing frequency must be increased from every 6 months to every 2 months (OSHA 1910.1025 App B)
- c) If range staff PbB exceeds 80 ug/100g, they will be temporarily removed from range and armory duties. (OSHA 1910.1025 App B)

V. Range Cleaning/Decontamination

- A. Annually the Firearms training staff will inspect the range to determine if decontamination is needed.
- B. If needed, decontamination shall be completed by an authorized agent.
- C. A log shall be maintained to keep an approximate count of rounds fired. The number of rounds fired in the range shall aid in determining when cleaning and decontamination is needed.

VI. Miscellaneous.

Nothing herein shall be construed to provide any right of access to any third-party not otherwise approved by the Chief or his designee and the Chief or his designee shall maintain the absolute right to exclude anyone from the premises. The Chief or his designee shall have the authority to insist on more restrictive procedures and protocols as circumstances may warrant.

These procedures are intended for City law enforcement personnel and nothing herein shall waive or diminish any immunities or provide any cause of action.

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