

RICHMOND COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES MANUAL



**ONE TEAM, ONE DREAM
CITIZENS AND LAW ENFORCEMENT WORKING
TOGETHER TO REDUCE CRIME AND IMPROVE
THE QUALITY OF LIFE FOR ALL CITIZENS**

MISSION STATEMENT

The mission of the Richmond County Sheriff's Office is to work collaboratively with the community to prevent crime and disorder, solve related problems, reduce fear of crime and enforce the laws according to the U.S. Constitution in order to provide a safe and secure environment for all citizens of this great county

VISION STATEMENT

We, the Richmond County Sheriff's Office, are committed to providing the highest level of public service while practicing the ultimate ideals of law enforcement excellence. Using our philosophy of problem-solving oriented policing, we will partner with the community to provide compassionate service with a can-do spirit and integrity.

O.C.G.A. 34-7-1

This Policy and Procedures Manual:

- does not affect the employer's status as an "at-will" employer**
- does not constitute an employment contract**
- is subject to change at any time**

This Policy and Procedures Manual supersedes any and all previous policy manuals and General Orders.

Sheriff Preface

The Richmond County Sheriff's Office Policy Manual provides the framework for performing our law enforcement mission. These policies, coupled with the Richmond County Government Policies, provide you with the tools to carry out your responsibilities.

Acknowledgements and Credit

This Policy and Procedures Manual has been a very labor intensive effort for the past year. It represents our intent to follow the best practices of the law enforcement profession. During this process, we received help from many law enforcement agencies and individuals. We have been provided with model policies and procedures and manuals from the following agencies and individuals and I would like to personally thank all of them for their assistance and publically give them credit for that assistance.

- Mr. Bill Westfall, President, Gallagher-Westfall Group**
- Georgia Chief's Association**
- Georgia Sheriff's Association**
- Richmond County Board of Education Department of Public Safety**
- Columbia County Sheriff's Office**
- Georgia Police Accreditation Coalition**
- CALEA**
- Beaufort County (SC) Sheriff's Office**
- Georgia POST Council**



CORE VALUES and PRINCIPLES

Respect; is defined as a relation or reference to a particular thing or situation; an act of giving particular attention; high or special regard; the quality or state of being esteemed. Other words for respect are admiration, appreciation, esteem, estimation, favor, or regard. Respect is a noun or a verb so an individual can show respect or be respected.

Integrity; is a firm adherence to a code of especially moral or artistic values. ***Incorruptibility***; soundness; completeness. It is also known as honesty, honor, and probity. Honor is a refusal to lie, steal or deceive in any way. Honor entails an active or anxious regard for the standards of one's profession, calling, or position. Integrity implies trustworthiness and incorruptibility to a degree that one is incapable of being false to a trust, responsibility, or pledge. Probity implies tried and proven honesty.

Teamwork; is work done by several associates with each doing a part, but all subordinating personal prominence to the efficiency of the whole. It is also known as collaboration, cooperation, and coordination.

Excellence; is the quality of being excellent, having an excellent or valuable quality, or showing virtue. Other terms for excellence are distinction, grace, merit, value, and virtue. The purpose of this employee evaluation is to insure that each member of the agency, regardless of the mission of their perspective units, embodies the values of this agency. The four main points of the evaluation require a simple yes or no answer on the behalf of the rater. Either answer will require an evaluation of what part the employee embodies, or lacks for a given value. Any rating that includes a “no” response requires the rater to identify steps to aid the employee in obtaining the values of the agency and to re-evaluate the employee on a quarterly basis until the employee succeeds at these goals. Any employee receiving a “no” rating in any one of these four categories is held from eligibility for advancement until the performance improves.

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Policy Title:	1.1 Role of the Richmond County Sheriff's Office		
Policy Number:	1.1-1	Effective Date:	March 10, 2014
Sub Title:	Oath of Office	Revised Date:	
GPAC:	1.2	CALEA:	1.1.1

1.1-1 Oath of Office

Prior to assuming sworn status with the Richmond County Sheriff's Office, all personnel shall take and subsequently abide by the Official Oath of Office for Deputy Sheriff. The Oath of Office includes enforcing the law and upholding the Constitution of the United States, the Constitution of the State of Georgia, the laws of the State of Georgia, and the ordinances of Richmond County.

Official Oath of Deputy Sheriff

I, (name of personnel), do solemnly swear that I will faithfully execute all writs, warrants, precepts and processes directed to me as a Deputy Sheriff of this County, or which are directed to all Deputy Sheriffs of this State, or to any other Deputy Sheriff specially, I can lawfully execute, and true returns make, and in all things well and truly, without malice or partiality, perform the duties of the office of Deputy Sheriff of Richmond County, Georgia, during my continuance therein, and take only my lawful fees.

I do further solemnly swear and affirm that I am not the holder of any public money due this State unaccounted for or any political subdivision or authority there of, that I am not the holder of any office of trust under the government of the United States (except Postmaster), nor of either of the several states, nor of any foreign state, and that I am otherwise qualified to hold said office, according to the Constitution of the United States and Laws of Georgia. I do further solemnly swear that I will carry out any duties assigned to me as Deputy Sheriff for the Department of Sheriff of Richmond County. So help me God.

Official Oath of Jailer

I, (name of personnel), do swear that I will well and truly do and perform all and singular, the duties of Deputy Jailer for the County of Richmond and that I will humanely treat prisoners who may be brought to the jail of which I am keeper, and not suffer them to escape by any negligence or inattention of mine. So help me God.

I understand that a jailer employed by the Richmond County Sheriff's Office is not authorized to carry a firearm or make arrests unless certified as a Deputy Sheriff under Georgia Law.

Official Loyalty Oath of Civilian

I, (name of personnel), a citizen of (name of county/state of personnel where they resided), and being an employee of Richmond County, Georgia, and the recipient of public funds for services rendered as such employee, do hereby solemnly swear and affirm that I will support the Constitution of the United States and the Constitution of Georgia.

Policy Title:	1.1 Role of the Richmond County Sheriff's Office		
Policy Number:	1.1-2	Effective Date:	March 10, 2014
Sub Title:	Code of Ethics	Revised Date:	
GPAC:	1.3	CALEA:	1.1.2

1.1-2 Code of Ethics

These Codes of Ethics are adopted by the RCSO as a general standard of conduct and all personnel will abide by them. Ethics training will be conducted at least annually.

Law Enforcement Code of 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 against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice. I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life. I will be exemplary in obeying the laws of the land and the regulations of the Richmond County Sheriff's Office. Whatever I see or hear of a confidential nature or that which 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 crimes, 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.

Code of Ethics for Civilians - 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 obey the laws of the land. I will obey and enforce the rules and regulations of the RCSO 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.

Violations - Violations of the "Code of Ethics" shall be punished as "Conduct Unbecoming an Employee."

Policy Title:	1.1 Role of the Richmond County Sheriff's Office		
Policy Number:	1.1-3	Effective Date:	March 10, 2014
Sub Title:	Criminal Justice and Social Service Diversion Programs	Revised Date:	
GPAC:	CALEA:		

1.1-3 Criminal Justice and Social Service Diversion Programs –

RCSO personnel will refer individuals to the appropriate social service diversion programs, when available. These may include, but are not limited to:

- ◆ Mental health referral/transport
- ◆ Drug abuse referral/transport

Criminal Justice Diversion Programs - The Community Services Division shall implement prevention and intervention programs/strategies for at risk juveniles.

The Augusta Judicial Circuit Drug Court Substance Abuse Treatment Program is an alternative to incarceration. In this program, Richmond County defendants must meet eligibility requirements, be approved by the Drug Court Team and complete the multi-phase program.

RCSO personnel will:

- ◆ Verify adherence to the mandated curfews
- ◆ Verify abstinence from alcohol, illegal controlled substances or illicit mood altering substances
- ◆ Perform random breathalyzer tests

Policy Title:	1.1 Role of the Richmond County Sheriff's Office		
Policy Number:	1.1-4	Effective Date:	March 10, 2014
Sub Title:	Procedures for Consular Notification and Access Requirements	Revised Date:	
GPAC:	CALEA:		

1.1-4 Procedures for Consular Notification and Access Requirements

Deputies must advise the Detention Center, upon arrival, when they have arrested persons known to be foreign nationals. The Detention Center booking personnel will:

- ◆ Determine the foreign national's country of origin
- ◆ Look up the country in the Consular Notification book
- ◆ Contact the consular's office if the foreign national is from a country which requires mandatory notification
- ◆ Advise the foreign national of his/her right to contact the consular's office if the country stipulates voluntary notification
- ◆ Contact the consular's office upon the request of the foreign national for voluntary notification

Allow consular official's access to the foreign national, upon request.

Policy Title:	1.2 Limits of Authority		
Policy Number:	1.2-1	Effective Date:	March 10, 2014
Sub Title:	Authority and Responsibility for Sworn Personnel	Revised Date:	
GPAC:		CALEA:	1.2.1

1.2-1 Authority and Responsibility for Sworn Personnel

Under the Official Code of Georgia Annotated (O.C.G.A.) § 15-16-23, "Sheriffs are authorized in their discretion to appoint one or more deputies." Article 9, Paragraph III to the Georgia Constitution identified Sheriffs as County Officers who serve "...for terms of four years..." and "...shall have such qualifications, powers and duties as provided by general law."

O.C.G.A. § 15-16-10 stipulates that the "Office of Sheriff carries all common law duties," to include the "duty to enforce the laws enacted for the protection of lives, property, persons, health and morals of the people."

As a sworn deputy sheriff of the Richmond County Sheriff's Office, deputies shall be legally vested with the authority to enforce laws, statutes and ordinances. Title 35 of the O.C.G.A. stipulates the scope and limitations of peace officer duties. Title 35 covers the entire authority and sanctioning processes for peace officers in the State of Georgia ranging from applicant requirements, revocation/suspension of certification and training requirements. Title 17 of the O.C.G.A. sets forth the requirements for peace officers' actions and authority regarding criminal procedure. Title 17 covers such topics as arrests, warrants, venue, limitations on prosecutions, search and seizure, bonds and extradition procedures.

Policy Title:	1.2 Limits of Authority		
Policy Number:	1.2-2	Effective Date:	March 10, 2014
Sub Title:	Authority to Carry and Use Weapons	Revised Date:	
GPAC:	CALEA:		

1.2-2 Authority to Carry and Use Weapons

O.C.G.A. § 16-11-130, O.C.G.A. § 15-16-23, and P.O.S.T. Rule 464-5-.03.1 are the legal authorities which allow RCSO personnel to carry and use weapons in the performance of their duties. Sworn personnel must demonstrate proficiency before being allowed to carry the authorized weapon.

Policy Title:	1.2 Limits of Authority		
Policy Number:	1.2-3	Effective Date:	March 10, 2014
Sub Title:	Procedures for Compliance with Constitutional Requirements	Revised Date:	
GPAC:	5.2	CALEA:	1.2.3

1.2-3 Procedures for Compliance with Constitutional Requirements

Admissions and Confessions

An admission is not the same thing as a confession. It is defined as the act of admitting to something via any voluntary acknowledgment, statement or assertion made by a party that certain facts are true. An admission may be expressed, such as a written or verbal statement, made by a person concerning the truth, or it may be implied by a person's conduct. Admissions are used primarily as a method of discovery and as evidence in a trial. A confession is an acknowledgement of guilt in a criminal case. In criminal law, a confession is an admission of guilt by the accused party. It must be freely and voluntarily given after the accused is made aware of his/her rights. The following information shall be applicable to admissions and confessions.

Field Interviews – Deputies are always free to have a voluntary interview/contact with a citizen as long as they do not inhibit the citizen's freedom of movement (Tier I encounter). A deputy may lawfully stop an individual or vehicle if that deputy has articulable reasonable suspicion that the person or vehicle stopped is, or is about to be, involved in some type of suspicious/criminal activity. That articulable reasonable suspicion is based on a deputy's knowledge, training and experience. Field interview information provides potential criminal intelligence and/or documents suspicious activities. Deputies that encounter suspicious persons, vehicles or situations should document the interview. All information will be entered into the Field Contact module in R.M.S. before going off shift. Information may include but not be limited to:

- ◆ Date/time
- ◆ Location
- ◆ Reason for being there
- ◆ Name/address
- ◆ Driver's license number/I.D. number
- ◆ Date of birth/age
- ◆ Place of birth
- ◆ Height/weight
- ◆ Eye/hair color
- ◆ Gender/race
- ◆ Description of vehicle; include color, license plate, V.I.N. if possible and damaged areas

Deputies will notate the action they took to conclude the documentation of the field interview.

Interview - The primary goal is to elicit information from a suspect, witness or victim. When interviewing subjects and suspects, consideration should be given to include questions as to any knowledge the suspects may have of previous open crimes of a similar type. Investigative interviews may take place at several different locations, such as on the street, at a residence, business, over the phone, or at a Sheriff's Office building.

Interrogations - To many authorities, interrogation is the most important part of an investigation. In contrast to the interview, this interrogation is an accusatory procedure designed to elicit, from a suspect, a statement that he/she committed the crime being questioned about or that they did not tell the truth during the initial interview.

Miranda - The 1966 U.S. Supreme Court decision in *Miranda v. Arizona*, established that before a suspect in custody (or otherwise deprived of his freedom in any significant way) could be interrogated, he/she must be advised of the following rights:

- ◆ He/she has the right to remain silent
- ◆ Anything he/she says may be used against him/her in a court of law

- ◆ He/she has a right to consult with an attorney and have that attorney present during questioning
- ◆ If he/she cannot afford an attorney, one will be provided at no cost to represent him/her
- ◆ He/she can decide at any time to exercise these rights and not answer any questions or make any statements

If the suspect chooses to exercise his/her Miranda rights and remain silent at any time prior to or during questioning, or states he/she wants an attorney, the interrogation must cease. If the suspect requests an attorney, the interrogation must cease and the suspect will be allowed to contact his/her attorney. If the suspect chooses to waive his/her Miranda rights by talking, that waiver, when possible, must be written, signed by the suspect and witnessed by another deputy/investigator. No attempt will be made to obtain a statement by force, threats or promises. The interrogating deputy/investigator must ensure that the waiver of rights is freely given and voluntary. Any involuntary statement regardless of truth or falsity is non-admissible. The court uses two general qualifiers in determining voluntariness. They are "inherent coercive" and that the statement was not the result of "free and unconstrained choice"-either renders the statement inadmissible.

Inherent Coercion - Includes, but is not limited to:

- ◆ Physical abuse or the threat of such abuse
- ◆ Extended periods of interrogation without break or access to the outside
- ◆ Unwillingness to permit the accused access to an attorney
- ◆ Severe physical conditions under which the accused is interrogated

Free and Unconstrained Choice - exclusion occurs when the result of interrogation practices overpowers the accuser's ability to act in a self-determined matter. These may include, but are not limited to:

- ◆ Notification of charge
- ◆ Age, intelligence and experience of accused
- ◆ Physical condition of accused
- ◆ Overt force, physical abuse with weapons or number of deputies present
- ◆ Threats and psychological pressure
- ◆ Deprivations of food, sleep or medication
- ◆ Isolation, incommunicado or interrogations
- ◆ Duration of questioning
- ◆ Advisement of rights
- ◆ Promises of leniency or other inducements

When there is a language barrier, any confession or admission made without an interpreter may be excluded in court. It must be kept in mind that the presence of any one or more of the factors mentioned above will not necessarily make a statement involuntary. They are conditions looked at by the courts in examining the "totality of the circumstances" under which a statement is obtained.

Timely Preliminary Hearings and First Appearances

When individuals are arrested with and/or without warrants, preliminary hearings and first appearances shall be accomplished in accordance with the following statutes:

17-4-26 Arresting Officer Must Bring Person Before Judicial Officer Within 72 Hours of Arrest; Notice of Commitment Hearing

Every law enforcement officer arresting under a warrant shall exercise reasonable diligence in bringing the person arrested before the judicial officer authorized to examine, commit, or receive bail and in any event to present the person arrested before a committing judicial officer within 72 hours after arrest.

17-4-62 Duty of Person Arresting Without Warrant

In every case of an arrest without a warrant, the person arresting shall, without delay, convey the offender before the most convenient judicial officer authorized to receive an affidavit and issue a warrant as provided for in Code section 17-4-40. No such imprisonment shall be legal beyond a reasonable time allowed for this purpose; and any person who is not brought before such judicial officer within 48 hours of arrest shall be released.

Policy Title:	1.2 Limits of Authority		
Policy Number:	1.2-4	Effective Date:	March 10, 2014
Sub Title:	Search and Seizure	Revised Date:	January 14, 2021
GPAC:	5.1	CALEA:	1.2.4

1.2-4 Search and Seizure without a Warrant

Definitions:

Articulate Reasonable Suspicion (A.R.S.) - A set of facts and circumstances in which a reasonable and prudent deputy suspects, based on his/her training, knowledge and experience, that criminal activity is about to occur.

Probable Cause (P.C.) - A set of facts and circumstances, which would lead a reasonable and prudent person, using all their senses, to believe that a crime has been or is being committed by the suspect person.

There are seven (7) basic categories that assist deputies in establishing A.R.S. and/or P.C.:

- ◆ Training
- ◆ Knowledge
- ◆ Experience
- ◆ Set of circumstances
- ◆ Location
- ◆ Date
- ◆ Time

Search by Consent - For this warrantless search and/or seizure to be legal and valid, the consent must be given freely and voluntarily without any duress or coercion on the part of the deputy/investigator. Whether the consent search relates to a structure or vehicle, the deputy/investigator may procure a written Consent to Search form. If consent is withdrawn during the search of a structure and the deputy has probable cause to continue the search, a search warrant must be obtained. In circumstances relating to a vehicle, when consent is withdrawn and probable cause exists, the deputy may continue the search. Consent for the search of a person may be verbal. In circumstances relating to a person, when consent is withdrawn, the search must stop unless the deputy has probable cause to arrest.

Consent to search forms, when used, must be signed by the person possessing proper authority and should be witnessed by another deputy/investigator. A copy of the consent to search form will be forwarded to Records to be entered into R.M.S.

Terry Frisk - To lawfully stop an individual, a deputy must have articulable reasonable suspicion that the person stopped is, or is about to be, involved in some type of criminal activity. For example, a subject looking in the windows of a business at 3 a.m. is suspicious activity. A deputy's training, knowledge and experience tell him that the majority of business burglaries take place in the late night to early morning time frame. The circumstances, specifically the time (3 a.m. v. 3 p.m.), arouse reasonable suspicion as to the subject's intentions. To lawfully pat down a subject under Terry v. Ohio, there must be an additional articulable reasonable suspicion that the subject is armed or dangerous and the deputy must be concerned for his/her safety. The deputy must be able to point to and articulate particular facts from which he/she may reasonably infer that the subject is armed or dangerous. The Terry Frisk must be a limited pat down of the subject's outer clothing, free from any squeezing and/or manipulation, for the discovery of weapons. Feeling an object, which may be immediately identifiable as a weapon justifies the deputy to remove that object. Upon discovery of a weapon, a more thorough search maybe conducted.

Search of a Vehicle under a "Motor Vehicle Exception" - The Supreme Court stated "If there was probable cause to search a vehicle, a warrantless search would not be deemed in contradiction of the Fourth Amendment, if the facts of the case would have justified a warrant, even though a warrant has not actually been obtained." There are only two questions that must be answered before deputies may conduct a warrantless search of an automobile;

1. Whether the automobile is readily mobile. All that is necessary to satisfy this element is that the

automobile is operational.

2. Has probable cause been determined?

Due to the “inherent mobility” of motor vehicles and the “lesser reasonable expectation of privacy” the warrantless search of a motor vehicle may be authorized. To search a vehicle under the “motor vehicle exception”, the deputy must have probable cause. When a deputy searches a vehicle on probable cause alone, the deputy may search the entire vehicle but only in areas where the specific contraband or evidence being searched for could be found. If a deputy has reasonable suspicion that the driver or recent occupant of the vehicle, whether arrested or not, is dangerous and may gain access to a concealed weapon, he/she may conduct a cursory search of the passenger compartment for weapons. If the deputy has probable cause that the vehicle contains evidence of criminal activity, a thorough search of any area of the vehicle may be conducted.

K-9 Sniff of Vehicles – The Supreme Court ruled in *Rodriguez v U.S*, NO. 13-9972 (April 21, 2015) that absent reasonable suspicion, police extension of a traffic stop in order to conduct a dog sniff violates the 4th Amendment against unreasonable seizures. Therefore, if it is determined that a K-9 is needed a deputy should call for them immediately upon stopping the vehicle in an effort for them to arrive during the regular course of the traffic stop. Deputies will not attempt to extend the stop further. An investigative stop and/or detention of a vehicle for an exterior canine sniff must be supported by reasonable suspicion or consent. Drug courier profile, without more, does not create reasonable suspicion. If the officer develops reasonable suspicion that the vehicle or occupants are involved in contraband trafficking or use, the officer may now detain them for up to 45 minutes.

At the Scene of a Crime - There is no crime scene exception to the 4th Amendment requirement for a search warrant. The courts prefer a warrant, but the Constitution only mandates that searches be accomplished “reasonably”. Courts have recognized three (3) different types of emergencies:

- ◆ Threats to life or safety
- ◆ Destruction or removal of evidence
- ◆ Escape

Therefore, a deputy may enter and remain within a crime scene to assess the situation, but not conduct a full scale search. There are investigative steps that may lead to the discovery of evidence and fall well within the scope of the emergency. A few are; deputies may sweep the scene in effort to locate other victims or the suspect, may escort the Coroner to the body, or canvass the area for elements of the crime or to locate/recover stolen property. The deputy must understand that for a more thorough search, a search warrant or consent must be obtained. In areas where there is no reasonable expectation of privacy (public parks, open parking lot, etc.) deputies may search the area for suspects, witnesses, elements of the crime and to locate/recover stolen property.

Exigent Circumstances - A warrantless search may be valid in some situations where there is an immediate necessity to search and no opportunity to obtain a warrant. In *Mincey v. Arizona*, the U.S. Supreme Court held that any warrantless search will be controlled by the exigent or emergency circumstances which allowed the deputy to enter the residence.

In *People v. Mitchell*, the court held that in order to establish the existence of an emergency situation, the following basic elements must appear:

1. Deputies must have reasonable grounds to believe that there is an emergency at hand and there is an immediate need for their assistance for the protection of life or property. The search must not be primarily motivated by intent to arrest and seize evidence.
2. There must be some reasonable basis, approximating probable cause, to associate the emergency with the area. The “hot pursuit” exception is to be used in rare circumstances.

In *Warden V. Hayden*, the United States Supreme Court affirmed a warrantless search under the “hot pursuit” exception, where the exigencies of the situation made the search necessary. “The Fourth Amendment does not require deputies to delay in the course of an investigation if to do so would gravely endanger their lives or the lives of others.”

In *Darby v. The State of Georgia*, the Court of Appeals recognized that to establish the hot pursuit exception to the warrant requirement, the critical elements that need to be satisfied are:

- ◆ Continuity of the pursuit
- ◆ Immediacy of the pursuit

Inventory/Search of Seized Vehicles - Deputies/investigators must have a valid reason to take control of a vehicle before an inventory or search can be conducted. All seized vehicles will be inventoried, unless awaiting a search warrant, and towed to 400 Walton Way. The inventory process is conducted to fulfill the caretaking function of securing the vehicle's contents and protects the following:

- ◆ The owner's property while it remains in RCSI custody
- ◆ The RCSI against claims or disputes over lost or stolen property
- ◆ The deputy and public from potential danger

The deputy may check all areas of the vehicle which may contain articles to be inventoried. All articles will be recorded on a Motor Vehicle Inventory form along with the case number and forwarded to Records to be entered into R.M.S. If the deputy/investigator has probable cause to believe there is evidence in the vehicle, a search warrant will be obtained. Any evidence/property discovered will be taken on a property receipt, forwarded to the evidence control function and notated in the report or case summary.

Other property - A custodial search and/or inventory may be justified on an arrestee's personal effects.

Other Search Situations - May include but not be limited to:

- ◆ Open fields
- ◆ Plain view
- ◆ Abandoned property
- ◆ Courthouses

Searches Incident to Arrest - Pursuant to *Arizona v. Gant*, deputies may search the passenger compartment of a vehicle incident to the arrest of the driver or recent occupant only if that arrestee is able to access the vehicle at the time of the arrest, or the vehicle contains evidence related to the arrest. When these justifications are absent, the deputy must obtain a search warrant.

Persons - Deputies making an arrest may search a person in order to:

- ◆ Remove any weapons that may be used to resist arrest or effect an escape
- ◆ Seize evidence in order to prevent its concealment or destruction (rules governing the search of "smart phones" has been covered in in-service training)

Areas - Any area within an arrested person's immediate reach may also be searched for the purpose of:

- ◆ Protecting the deputy
- ◆ Preventing an escape
- ◆ Discovering/seizing fruits of the crime or implements used to commit that crime

Areas immediately adjoining the area where the arrest occurred may be automatically checked. This is not a search, but a visual protective sweep and may be conducted without P.C. or A.R.S.

PROCEDURES

Warranted Searches

The warrant must be issued by a judicial officer authorized to hold a court of inquiry based upon a written complaint by a certified police officer O.C.G.A. §17-5-21. For a search warrant to be valid, it must be shown "whether by recitals in the affidavit or by an independent showing before a judge that the facts would lead a man of prudence and caution

to believe that the offense has been committed. Grau v. United States, 287 U.S. 124 (1932); Jackson v. State, 129 Ga.App. 901, 201 S.E.2d 816 (1973).

The neutral 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 (1967). The officer must swear or affirm under oath that the facts presented for establishing probable cause are true. Probable cause must exist before the search is made and cannot be supplied by after discovered facts. Johnson v. State, 111 Ga.App. 298, 303, 141 S.E.2d 574, 579 (1965).

Force Used to Execute a Search Warrant

- ◆ An officer has a right under a lawful search to use all necessary and reasonable force to get into any building, dwelling or other area described in a search warrant O.C.G.A. § 17-5-27.
- ◆ 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 O.C.G.A. § 17-5-27;. A search warrant with a "no-knock" provision may be issued where the facts set out in the affidavit demonstrate exigent circumstances justifying entry by police officers without notice. Exigent circumstances exists where the police have reasonable grounds to believe that forewarning would either greatly increase their peril or lead to the immediate destruction of the evidence. State v. Putnam, 219 Ga.App. 905, 467 S.E.2d 221 (1996).
- ◆ 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 O.C.G.A. § 17-5-27.
- ◆ Whenever force is used in order to gain entry into a premise or place, and any amount of damage occurs, the supervisor in charge of the search shall ensure that all damage is documented and photographs taken if necessary.
- ◆ The appropriate amount of time that the officer should allow for the occupant to recognize the officer's presence will depend on the conditions of each search.

How to Obtain a No Knock Search Warrant

Deputies may seek the issuance of a "no-knock" provision in the search warrant affidavit if they have reasonable grounds to believe that such a warning would place their safety in jeopardy or lead to the immediate destruction of evidence.

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. Listed below are examples of probable cause for a no-knock provision:

- ◆ a reliable informer or other source provided information concerning a suspect who had a pistol and bragged that he would not let the "fuzz" take him and who made a practice of keeping the drugs near a sink or commode so they could dispose of it quickly should the police attempt a forced entry Scull v. State, 122 Ga. App. 696, 178 S.E.2d 720, 721 (1970).
- ◆ a reliable informer 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, 193 S.E.2d 38 (1972).

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 on the part of an officer.

If the "no-knock" provision is authorized by the issuing judicial official granting the search warrant, no verbal notice is required prior to entering the dwelling, building, or property for which the search warrant is issued. When executing a warrant with a "no knock" provision, deputies will conduct all necessary preplanning and safety measures to ensure safety to officers and bystanders.

Reporting

When any officer of this department serves a search warrant, an incident report will be completed and will contain the following information at a minimum:

- ◆ the date and time the service was attempted or executed;
- ◆ the names of the officer(s) attempting or executing the search warrant;
- ◆ the name of the person on whom the search warrant was served if available;
- ◆ the method of service (no-knock, etc.) of the search warrant;
- ◆ the address or location where the warrant attempt or service was made.

Policy Title:	1.2 Limits of Authority		
Policy Number:	1.2-5	Effective Date:	March 10, 2014
Sub Title:	Arrests With and Without a Warrant	Revised Date:	
GPAC:	1.8, 1.9	CALEA:	1.2.5

1.2-5 Arrests With and Without a Warrant

The authorization of arrests with and without warrants can be found in O.C.G.A. § 17-4-20, which covers the contents of affidavits made or warrants issued for arrest of offenders. Only sworn law enforcement officers may execute arrest warrants.

Arrest with Warrant

Jurisdiction - A warrant may be issued in any county in Georgia, even for a crime committed in another county. Once issued, a warrant may be carried from one county to another, and it may be served in any county of the state regardless of where it was issued. Warrants from out of state must be in the form of a certified copy.

O.C.G.A. § 17-4-41 states, "An affidavit made or warrant issued for the arrest of a person who is accused of violating the laws of this state will include, as nearly as practical, the following facts:

1. The offense, including the time, date, place of occurrence, against whom the offense was committed, and a statement describing the offense; and
2. The county in which the offense was committed.

When the offense charged is theft, the affidavit made or warrant issued will state, in addition to the requirements of sub-section (a) of the code section, the following facts:

1. Name of the property alleged to have been stolen, with a description thereof, including its value; and
2. Name of the owner of the property and the person from whose possession such property was taken.

It is the intent of these requirements that the accused person will be informed of the specific charge against him and of the basic pertinent particulars pertaining thereto."

Arrest Without Warrant - O.C.G.A. § 17-4-20 states:

1. A deputy may arrest without a warrant, when an offense is committed in the deputy's presence or within his immediate knowledge.
2. When an offender is endeavoring to escape.
3. An act of family violence has occurred.
4. An offense involving physical abuse has been committed against a vulnerable adult.
5. When for other cause there is likely to be a failure of justice for want of a judicial officer to issue a warrant.

A deputy's power to arrest without a warrant does not extend to offenses, which are long past (time to obtain a warrant). A fugitive, who has no right to be at large, cannot complain if recaptured without a warrant. A deputy has no official power to arrest without a warrant beyond the boundaries of his jurisdiction. An exception is continuous and uninterrupted hot pursuit, although a deputy may temporarily lose sight of the suspect.

Exceptions to Arrest

- ◆ **Georgia General Assembly** - Members will be free from arrest during attendance and in going thereto and there- from while the General Assembly is in session, except for treason, felony, larceny or breach of the peace
- ◆ **Congress** - U.S. Senators and Representatives will be free from arrest during attendance and in going thereto and there-from while Congress is in session, except for treason, felony or breach of the peace
- ◆ Members of the state militia during the performance of their duties
- ◆ Poll officers during their attendance at elections and in going to and returning from same
- ◆ Voters while casting their ballots
- ◆ Witnesses on their way to and from court

Arrests in the Home - Pursuant to Payton v. New York, an individual cannot be arrested in his residence on probable cause alone without recognized emergency situations or exigent circumstances. These exceptions are as follows:

- ◆ If the suspect is in the public area of his property, which would include the yard or curtilage, he may be arrested on probable cause alone
- ◆ If entry was gained into the suspect's residence via some other legal means, such as the execution of a valid search warrant, he may be arrested on probable cause alone
- ◆ If someone with proper authority has given permission to enter the suspect's residence, he may arrest on probable cause alone
- ◆ Other emergency or exigent circumstances
- ◆ Life-threatening situations
- ◆ Hot pursuit
- ◆ Easily destroyed evidence

Uniform Traffic Citation - Violators of the following traffic offenses should be taken to the Detention Center for processing:

- ◆ Homicide or serious injury by interference with official traffic control device or railroad sign or signal
- ◆ Feticide by vehicle
- ◆ Any felony in the commission of which a motor vehicle is used
- ◆ Hit and run or leaving the scene of an accident
- ◆ Racing on highways or streets
- ◆ Using a motor vehicle in fleeing or attempting to elude a police officer
- ◆ Fraudulent or fictitious use of or application for a driver's license
- ◆ Driving under the influence
- ◆ Driving on a suspended or revoked license
- ◆ Serious injury by vehicle
- ◆ Driving without a license
- ◆ Operating a motor vehicle with a revoked, canceled or suspended registration
- ◆ Homicide by Vehicle

Recording Arrest Information - When an individual is under custodial arrest, the arresting deputy will complete an arrest report and the booking deputy will complete a booking report, fingerprint and photograph the individual.

Policy Title:	1.2 Limits of Authority		
Policy Number:	1.2-6	Effective Date:	March 10, 2014
Sub Title:	Alternatives to Arrest	Revised Date:	
GPAC:	CALEA:		

1.2-6 Alternatives to Arrest

Deputies may exercise the following alternatives to arrest:

Citations - Given in lieu of arrest for non-mandatory bondable traffic violations.

Referral - If probable cause for an arrest does not exist, yet the investigating deputy is aware of issues involved in the situation, he/she may refer the party(ies) involved to an appropriate service or agency.

Informal Resolution - In many cases, the deputy may be able to act as a mediator between opposing parties. Once again, if no probable cause exists that a crime has been committed, the deputy has the option of informal resolution. If informal resolution proves to be unsuccessful, the other alternatives may be used.

Warning - In traffic stops, the investigating deputy may choose to issue a warning, written or verbal, to the traffic violator in lieu of a written citation. The decision to issue a warning in lieu of other action rests solely with the deputy. A verbal warning may also be given in non-traffic violations situations if the deputy reasonably believes that the action is appropriate under the circumstances.

Sworn personnel do not have any authority pertaining to the pre-arraignment confinement or pretrial release.

Policy Title:	1.2 Limits of Authority		
Policy Number:	1.2-7	Effective Date:	March 10, 2014
Sub Title:	Use of Discretion	Revised Date:	
GPAC:	CALEA:		

1.2-7 Use of Discretion

In some instances, deputies have no discretion regarding the enforcement action to be taken. What is reasonable in terms of appropriate law enforcement action or what constitutes probable cause varies with each situation, and different facts may justify an investigation, detention, search, arrest or no action at all. In every case, a deputy must act reasonably within the limits of his authority as defined by law. Types of discretion may include but are not be limited to:

- ◆ Taking a report
- ◆ Verbal/written warnings
- ◆ Citations
- ◆ Referrals
- ◆ Type of force used
- ◆ Termination of pursuits

Policy Title:	1.2 Limits of Authority		
Policy Number:	1.2-8	Effective Date:	March 10, 2014
Sub Title:	Strip and Body Cavity Searches	Revised Date:	
GPAC:	5.9	CALEA:	1.2.8

1.2-8 Strip and Body Cavity Searches

The sole reason for a strip or body cavity search, prior to arrest, is to search for concealed evidence. The deputy/investigator must be able to articulate reasonable suspicion that the detained suspect may be in possession of evidence. All field strip searches must be approved by a supervisor and have the detained suspect's consent. If the detained suspect refuses consent and probable cause exists, a warrant must be obtained to conduct the search. Procedures listed below will be followed for all field strip searches: Strip searches will be conducted with as few deputies/investigators present as necessary for their safety or control of the detained suspect:

- ◆ Only deputies/investigators of the same sex will conduct the strip search or be allowed in the room
- ◆ Strip searches will be conducted under conditions that provide privacy and the area will be inspected for weapons prior to and after the search
- ◆ Video recording or photographing of the strip search may be recorded
- ◆ Deputies/investigators will advise the suspect to lift or separate parts of the body to provide a clear visual inspection
- ◆ Deputies/investigators will document the reason for and the findings of the strip search

Suspects under arrest will be strip searched at the Detention Center by Detention Center personnel in accordance with Detention Center policy. (See CBWDC Policy 2A-37 Youthful Offenders)

Body cavity searches are based upon probable cause that a suspect is concealing evidence. The procedures are listed below:

- ◆ Deputies/investigators must file an affidavit for a search warrant
- ◆ The search warrant must be signed by a judge
- ◆ The suspect will be transported to a medical facility where the body cavity search will be performed by medical personnel
- ◆ Deputies/investigators will document the reason for and the findings of the body cavity search

Policy Title:	1.2 Limits of Authority		
Policy Number:	1.2-9	Effective Date:	March 10, 2014
Sub Title:	Bias-Based Profiling	Revised Date:	December 18, 2017
GPAC:	2.1	CALEA:	1.2.9

1.2-9 Bias-Based Profiling

Profiling based solely upon race, national origin, citizenship, religion, ethnicity, age, gender or sexual orientation is strictly prohibited. Profiling, in itself, can be a useful tool to assist law enforcement officers in carrying out their duties. Bias-based profiling; however, is the selection of individuals based solely on a common trait of a group. Bias-based profiling is strictly prohibited, and includes but is not limited to, the activities of traffic contacts, field contacts and asset seizure and forfeiture efforts. Criminal profiling may use any of the above listed traits as a result of specific information regarding the identity of a suspect, but not used as the sole factor for the stop or interview.

Deputy's Responsibility - A deputy may stop a motor vehicle or conduct a field contact/interview based upon a reasonable suspicion that the subject, or an occupant in the case of a traffic stop, has committed a motor vehicle violation or other offense.

Deputies are prohibited from stopping, searching or arresting anyone because of the person's race, national origin, citizenship, religion, ethnicity, age, gender or sexual orientation. After each self-initiated contact, i.e., traffic stop or field contact/interview, each deputy will enter the demographic data into the Mobile Data Terminal (M.D.T.) by updating the incident narrative. The deputy will not ask the subject for demographic information, but will use the individual's driver's license, identification card or the deputy's own observation to determine the demographic information. Deputies will treat every person with courtesy and respect. A deputy will provide his name and badge number when a citizen requests such information. Whenever a person complains that a deputy has engaged in practices prohibited by this order, the deputy will immediately notify his supervisor. Asset seizure and forfeitures will be conducted in conformance with applicable law.

Supervisor Responsibilities - Supervisors will ensure that personnel assigned to them follow the policies and procedures outlined in this order. An on-duty supervisor will respond to an incident when advised that a person is making a complaint alleging bias-based profiling or other improper conduct. After discussion with the person alleging bias-based profiling or other improper conduct, the supervisor will fill out a complaint form, if the matter is not resolved. The complaint will then be forwarded up the chain of command to the Chief Deputy. If the complaint is sustained and a deputy is guilty of bias-based profiling, he will be disciplined according to the Disciplinary Matrix.

Training - All RCSO enforcement personnel will receive initial and annual training regarding bias-based profiling issues including legal aspects.

Annual Administrative Review - The Internal Affairs Commander will conduct a documented annual administrative review of RCSO practices, which include all contact demographic data, annual complaint summary to include citizens complaint, internal affairs investigations, and asset seizure/forfeiture stats, to detect any patterns of bias-based profiling. The Internal Affairs Commander will document any corrective action taken.

Policy Title:	1.3 Use of Force		
Policy Number:	1.3-1	Effective Date:	March 10, 2014
Sub Title:	Reasonable Force Defined	Revised Date:	October 19, 2020
GPAC:	1.10	CALEA:	4.1.1

1.3-1 Reasonable Force Defined

Based on *Graham v. Connor* and *Tennessee v. Garner*, deputies will use only that force, which is reasonable to accomplish a lawful objective and apply de-escalation techniques when possible, i.e. effect an arrest or to protect themselves or others from personal attack, physical resistance, harm or death. The decision to use force must be based upon the circumstances which the deputy reasonably believes to exist at that time or on the level of resistance displayed by the subject. The only legal requirement will be that the force is reasonably objective and once resistance has stopped, *the deputy shall de-escalate his/her countermeasures commensurately*.

Deputies using deadly force will not do so with the intent to kill or punish a subject, but rather for the sole purpose of stopping a subject's threat of death or serious bodily injury. In all cases, the deputy must have a reasonable belief that the threat of death or serious bodily injury is imminent and immediate.

The use of deadly force by a deputy must parallel the restrictions as placed by O.C.G.A. § 16-3-21 and/or § 17-4-20.

Depending on the subject's actions or level of resistance, deputies will make a reasonable decision as to what force is needed to gain control or affect the arrest of the subject based on the force options listed below:

- ◆ **Verbal Commands** - Involves the issuance of commands, asking or answering of questions, physical gestures and conducting of interviews
- ◆ **O.C. Spray** - May be used when an subject offers resistance to the lawful orders or commands of the deputy
- ◆ **Hard Hand Techniques** - Involves the use of control and restraint techniques such as bar hammerlocks, come-alongs, pressure-point compliance techniques and strikes
- ◆ **Taser- X26 and X2**
- ◆ **Chemical Agents** - Consists of O.C. grenades/spray or C.S. gas
- ◆ **Impact Weapons** - Involves strikes from an expandable baton. May be considered deadly force if strikes are directed to the subjects head or groin area. A flashlight should not be used as an impact weapon.
- ◆ **Deadly Force** - Use of firearms or other instruments, such as but not limited to edged weapons, in a manner which may cause death or serious bodily harm

Policy Title:	1.3 Use of Force		
Policy Number:	1.3-2	Effective Date:	March 10, 2014
Sub Title:	Use of Deadly Force	Revised Date:	
GPAC:	1.11	CALEA:	4.1.2

1.3-2 Use of Deadly Force

Definitions

Deadly Force- Force which is likely to cause death or serious bodily injury. Also known as lethal force.

Less Lethal Force- Force that is not intended to be lethal but may be dependent upon the circumstances as presented to the deputy. If a deputy uses a less-lethal force option in a lethal manner, he/she will have to justify that action as if he/she had used a lethal force option.

An officer may use deadly force only when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or in defense of any person in immediate danger of serious physical injury.

Reasonable Belief - The facts or circumstances the deputy knows or should know are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

Serious Physical Injury - An injury that creates a substantial risk of death, causes serious permanent disfigurement, or results in long-term loss or impairment of any bodily part or organ.

Use of Deadly Force

Deputies may use deadly force in the following circumstances:

O.C.G.A. § 16-3-21

1. In defense of self from death or great bodily harm from another.
2. In defense of a third party from death or great bodily harm.
3. To prevent the commission of a forcible felony.

O.C.G.A. § 17-4-20

1. To apprehend a suspected felon only when the deputy reasonably believes 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 or places them in immediate danger.
2. When the deputy reasonably believes the suspect poses an immediate threat of physical violence to the deputy or others.
3. When there is probable cause to believe the suspect has committed a crime involving the infliction or threatened infliction of serious physical injury.
4. If the officer reasonably believes that the suspect's escape would create a continuing danger of serious physical harm to any person.

Use of Deadly Force in Other Jurisdictions - The same laws apply as stated above. In this circumstance, the deputy will contact an on duty supervisor who will notify the Colonel or Chief Deputy.

Shots from or at a Moving Vehicle - Shots fired at or from a moving vehicle are highly discouraged and only used in circumstances that would authorize the use of deadly force. Deputies should not voluntarily place themselves in front of an oncoming vehicle where use of deadly force is the probable outcome. When confronted by an oncoming vehicle, deputies should attempt to move out of its path, if possible, rather than fire at the vehicle.

Policy Title:	1.3 Use of Force		
Policy Number:	1.3-3	Effective Date:	March 10, 2014
Sub Title:	Warning Shots	Revised Date:	
GPAC:		CALEA:	4.1.3

1.3-3 Warning Shots

Warning shots are highly discouraged unless the deputy reasonably believes that such a shot would prevent or stop the commission of an act that he/she believes would likely result in serious bodily injury or death. The deputy firing the warning shot is still responsible for the probable consequences of firing a warning shot. Firing a warning shot(s) shall not be done in an environment that places an innocent bystander in danger.

Policy Title:	1.3 Use of Force		
Policy Number:	1.3-4	Effective Date:	March 10, 2014
Sub Title:	Use of Less Lethal Weapons	Revised Date:	October 20,2020
GPAC:	2.3, 2.4	CALEA:	4.1.4, 4.1.6, 4.1.7

1.3-4 Use of Less Lethal Weapons

Only the following less lethal weapons are authorized for use by the RCSO.

- ◆ OC spray (not be carried with Taser)
- ◆ Expandable Baton
- ◆ Taser (not to be carried with OC spray)
- ◆ 40mm impact munitions
- ◆ Bean bag rounds

Prior to the carry of less lethal weapons, deputies must receive training, demonstrate proficiency and/or qualify with that weapon.

The RCSO prohibits the use of vascular neck restriction – temporary disruption of blood flow to the brain or any technique restricting the intake of oxygen for the purpose of gaining control of a subject unless deadly force would be considered reasonable

Policy Title:	1.3 Use of Force		
Policy Number:	1.3-5	Effective Date:	March 10, 2014
Sub Title:	Medical Aid	Revised Date:	October 20, 2020
GPAC:	1.12	CALEA:	4.1.5

1.3-5 Medical Aid

Appropriate medical aid may be provided at the incident scene or as soon as possible for any use of lethal or less lethal weapons and other use of forces to include but not limited to the following:

- ◆ Any subject who shows any signs of any injury as a result of any use of force
- ◆ Any subject who complains of any injury as a result of any use of force
- ◆ Any subject who becomes unconscious either during or following use of force
- ◆ When the deputy or supervisor reasonably believes a subject is in need of a medical evaluation as a result of any use of force

The deputy shall ensure that appropriate medical aid is rendered as quickly as reasonably possible following any law enforcement action in which injuries are known to have been sustained and request emergency medical assistance when obvious severe injuries have occurred, when medical distress is apparent, or when the individual is unconscious.

Providing appropriate medical aid does not place a burden to have each injured person immediately evaluated at a medical facility. Appropriate medical aid may include increased observation to detect obvious changes in condition, flushing chemical agents from the eyes, applying first aid, evaluation by paramedics, or for more serious or life threatening incidents, immediate aid by medical professionals.

The deputy will advise the Communications Center of the injury and request E.M.S. Any refusal of medical treatment must be made to E.M.S. personnel. The deputy will administer appropriate aid until medical personnel arrive.

Policy Title:	1.3 Use of Force		
Policy Number:	1.3-6	Effective Date:	March 10, 2014
Sub Title:	Use of Force Reports	Revised Date:	
GPAC:	1.14	CALEA:	4.2.1

1.3-6 Use of Force Reports

A written report will be completed and submitted under the following conditions:

- ◆ Whenever a deputy discharges a firearm for other than firearms training or recreational purposes, to include the destruction of dangerous and/or injured animals
- ◆ Whenever a deputy takes an action that either results in, or is alleged to have resulted in, injury or death to another
- ◆ Whenever a deputy applies force through either the use of lethal or less lethal weapons
- ◆ Whenever a deputy applies weaponless physical force.

Weaponless physical force will be defined as hard hand techniques

Policy Title:	1.3 Use of Force		
Policy Number:	1.3-7	Effective Date:	March 10, 2014
Sub Title:	Review of Use of Force Report	Revised Date:	
GPAC:	1.15	CALEA:	4.2.2

1.3-7 Review of Use of Force Report

Use of force reports will be forwarded to the immediate supervisor who will administratively review the Use of Force. The reviewing supervisor shall note in the narrative whether the use of force was justified or not. If the reviewing supervisor believes the use of force to be unjustified or unreasonable, they should forward a copy of the report to IA as soon as possible for investigation. All Use of Force reports will be forwarded up the chain of command to the division commander, bureau commander, O.P.S.T., Colonel and Chief Deputy.

Policy Title:	1.3 Use of Force		
Policy Number:	1.3-8	Effective Date:	March 10, 2014
Sub Title:	Removal from Line Duty Pending Administrative Review	Revised Date:	June 16, 2015
GPAC:	1.17	CALEA:	4.2.3, 11.3.3

Definitions

Administrative Leave - Leave with pay.

Administrative Reassignment - A period of time during which the affected employee will be removed from line duty assignment.

Administrative Review - Conducted by the Internal Affairs Commander or designee. The Sheriff determines the scope of this administrative review and may request additional assistance from other law enforcement agencies. Those findings may be included in this review.

GBI Investigation - Team of GBI investigators activated by the Chief Deputy, who respond to and investigate all uses of force that result in death or serious physical injury.

1.3-8 Removal from Line Duty Pending Administrative Review and/or Force Investigation

Any time an employee's actions or use of force, while in an official capacity, results in death or serious physical injury, the Colonel, Chief Deputy and Sheriff will be notified immediately and the employee will be relieved from line duty assignment pending an administrative review/force investigation. The removal process is done for the following reasons:

- ◆ To protect the community's interest
- ◆ To shield the employee from possible confrontations with the community

The employee will fully comply with all requests made during the administrative review, to include, but not be limited to: (once the employee has had ample opportunity to compose themselves and secure legal assistance)

- ◆ Complete any needed reports
- ◆ Prepare written statements concerning the incident
- ◆ Submit to interviews regarding the incident

During the administrative review the employee will be required to seek health services through an Employee Assistance Program. The fact that an employee involved in this type of incident is required to take advantage of some type of counseling will not be held in a negative perspective by the RCSO. Once the Sheriff has received all reports, he will release those findings to the proper authorities. If the employee is cleared by the administrative review/force investigation, health counselors and the Sheriff's review, they will return to their line duty assignment provided there are no extenuating circumstances which would better serve the employee, RCSO or community.

NOTE: Nothing in this policy is meant to suggest wrongdoing on the part of the employee.

CRITICAL INCIDENT SUPPORT MANAGEMENT

PURPOSE

Trained and experienced employees of the RCSO constitute one of its most valuable resources. The RCSO recognizes that situations will be encountered that require action, which will result in varying degrees of emotional and psychological stress. The purpose of this policy is to make available a Critical Incident Stress Management (CISM) Program to minimize the effects caused by critical incidents and to assist employees in coping effectively with

reactions to these incidents. The purpose of this policy is to establish RCSO responsibilities, practices, and procedures for the Critical Incident Support program.

POLICY

It is the policy of the Richmond County Sheriff's Office to provide employees assistance following involvement in any traumatic incident or critical incident.

DEFINITIONS

A. **Critical Incident** – any incident, action, or event, which has the potential for producing significant emotional trauma that may adversely affect the psychological well-being of personnel. A critical incident may include, but is not limited to:

1. Line of duty death;
2. Serious line of duty injury or assault;
3. Suicide;
4. Officer involved shootings;
5. Multi-casualty incidents or disasters;
6. Significant events involving children;
7. Incidents involving a known victim;

B. **Critical Incident Stress Management (CISM)** – a collection of recognized psychological techniques used by both trained lay-personnel (peers) and professionals to provide care for personnel exposed to potential or actual traumatic incidents. It emphasizes both individual and facilitated small group discussions among impacted persons and caregivers.

C. **Critical Incident Support** – an adjunct to professional medical, psychological, spiritual and other referral services. It does not replace the counseling and mental health benefits provided by EAP resources or by employees' health plans. Critical Incident Support does not provide substance abuse or psychological counseling. It does provide first-responder support to those who have experienced a critical incident.

D. **Critical Incident (Peer) Support** – available to all RCSO personnel and their immediate families after a critical incident. With appropriate approvals, these services may be offered to the members of other Georgia law enforcement organizations. The techniques are recommended for all persons exposed to traumatic situations. Candidates for support may include witnesses, victims, employees and others.

E. **Critical Incident Support Team** – A group of employees who have volunteered to participate in the Critical Incident Support Program and are trained in critical incident stress management techniques. They would be detached to assist fellow employees, their families, and other law enforcement personnel in the aftermath of critical incidents. The success of this program is predicated on the fact that law enforcement personnel may initially be more inclined to seek the counsel of fellow officers.

F. **Line of Duty Death** – The death of an employee directly related to any actions conducted by the employee in accordance with his/her job description. Most often, a line-of-duty death results from a sudden and unplanned event whereby the employee is acting under color of the law and within the scope of employment. Full funeral honors will usually be afforded to the employee's family if desired by them.

All other deaths of employees which occur while the individual is an employee of the RCSO but does not meet the criteria for "Line of Duty" death shall be afforded limited funeral honors by the agency. We make this distinction because there is no greater sacrifice we can make in this noble profession than to give our life and we need to honor that sacrifice accordingly. The Commander of the RCSO Honor Guard shall be the agency point-of-contact and shall coordinate with Executive Staff if/when questions arise.

PROCEDURES

Any time an employee's actions or use of force results in death or serious physical injury, the GBI shall be summoned to conduct the criminal investigation. There may be a concurrence of investigations (criminal/administrative); however, the criminal investigation shall take precedence. The Sheriff shall decide if single or concurrent investigation(s) will be conducted. Once the scene is secured, the employee(s) shall be removed from the scene preferable to Headquarters; however, one of the precincts may be used if more practical. The employee(s) shall be given an appropriate amount of time to recover prior to assisting with the investigation.

A. Staffing - The Critical Incident Support Program is coordinated by the Critical Incident Support Administrator and consists of the following participants:

1. Mental Health Professionals (MHPs) – Employed, contract and volunteer mental health professionals who have demonstrated experience in police counseling and debriefing and who are licensed to practice in the State of Georgia or by a similar licensing authority. A preference is expressed for those who are associated with and support the philosophy and practice of the International Critical Incident Stress Foundation (ICISF).
2. The Critical Incident Support Selection Committee consists of the Coordinator and up to four Assistant Coordinators. Assistant Coordinators are recommended by the Coordinator and approved by their chain of command and by the Sheriff.
3. Critical Incident Support Team – Employees selected by the Sheriff upon the recommendation of the Critical Incident Support Selection Committee and who have been trained in peer support by a trainer licensed by the International Critical Incident Stress Foundation (ICISF).

B. Program Procedures

1. It is the duty and responsibility of every employee to be alert to the need for a colleague to be referred to the program so that timely peer support and/or professional assistance may be offered.
2. The Critical Incident Support Team (CIS Team) will make every effort to respond to every critical incident involving RCSO personnel. The CIS Team Coordinator or an Assistant Coordinator will determine the nature of the initial response and the nature of any additional or ongoing response based on the best available estimate of the situation. Unless it is clearly unnecessary, face to face contact between a Critical Incident Support Team Member (CIS Team Member) and a potentially impacted employee will be the preferred means of first response. Team Coordinators will coordinate with appropriate members of the chain of command.
3. Supervisors who are notified of or become aware of a need should begin the Critical Incident Support process during or as soon as possible after a critical incident. Supervisors should arrange for a CIS Team response by contacting any one of the Team Coordinators while impacted personnel are on-duty or minimally within 24-hours of the incident. (Note: It is best to conduct the initial meeting with an impacted person within 24 hours and not later than 72 hours following the incident for maximum benefit.)
4. Any employee who identifies a critical incident may initiate a response by contacting their supervisor. The supervisor should contact a Team Coordinator to assist in evaluating the need for Critical Incident Support and/or professional support.
5. Team members involved in a critical incident shall not be utilized to provide Peer Support for that incident.
6. Team Coordinators shall utilize the call-out roster, when practical, to summon Team Members determined to be the best suited to respond to the incident.
7. Supervisors shall request Critical Incident Support response to the following critical incidents:
 - a. Officer involved shooting that results in death or serious injury to anyone.
 - b. Officer involved vehicular pursuit/crash that results in death or serious injury to anyone.
 - c. Any other officer involved incident that results in death or serious injury to anyone.
 - d. Traumatic death of an employee.
 - e. Critical incidents involving children.
 - f. Accidental discharge of a firearm with injury.
 - g. Any other incident where employees witness or are involved in a traumatic event.
 - h. Incidents involving:
 - 1) Unusually large numbers of victims.

- 2) Victims who are familiar to or have a special relationship with involved employees.
- 3) Prolonged, stressful involvement of employees.
- 4) Special or unusual media attention.

8. Critical incidents can have a cumulative effect over several years. Therefore, the on-scene commander responsible for supervising an incident such as those described above shall advise the Critical Incident Support Coordinator, through channels of the potentially stressful incident(s). The notification shall include whether Critical Incident Support resources were called to the scene and whether the personnel involved accepted or declined support.

9. Team Members shall not interfere with the investigation or incident management. Team members shall confer with the on-scene commander or primary investigator prior to meeting with the impacted parties.

10. Team Members will instruct employees involved in Peer Support activities that they should not make statements of fact that may be related to any criminal or administrative investigation.

11. The purpose of a Critical Incident Support contact is not to investigate the facts surrounding a critical incident. The purpose of Critical Incident Support is to try to understand the emotional impact that the critical incident has had on the participants and other impacted persons and to explore ways to lessen that harmful impact. Team members engaged in peer support interactions with involved impacted employees will stop employees who appear to be making statements of fact that are related to a criminal or administrative investigation.

12. Any time Mental Health Professional (MHPs) are asked to meet with a group of RCSI employees as a result of a critical incident, Team Members will be present to facilitate and to learn. If a MHP is working with a RCSI person subsequent to a critical incident and if the MHP requests assistance from Team Members, that assistance will be provided. The Critical Incident Support Program will monitor those individuals who have been referred to MHPs as a result of a critical incident. MHPs and the Critical Incident Support Coordinator shall work together to determine the best plan to provide effective assistance on a case by case basis.

13. The CIS Coordinator shall maintain a current call-out roster and distribute updated copies containing the Team members' names, assignments and contact telephone numbers to necessary staff members. These lists are for emergency use only. The strongly preferred method for obtaining Critical Incident Support services is to contact a Team Coordinator so that the appropriate resource can be dispatched.

14. Employees shall contact their supervisor, if they believe that they or another person should be referred for Critical Incident Support services. Except in exigent situations, a response must be authorized by a Team Coordinator.

15. If Critical Incident Support is requested of a Team Member by anyone other than a Coordinator, the Team Member should contact a Team Coordinator for a determination of who should respond. A response which is neither directed nor approved by a Team Coordinator should be a very unusual occurrence.

16. Follow-up meetings will be scheduled by the Team Coordinator. It will be the responsibility of the participating Team Coordinator, in consultation with Mental Health Staff, to determine the nature of follow-up to be prescribed. An employee may be referred to a MHP by the CIS Administrator. Either EAP or other licensed professional resources may be utilized.

17. With the exception of an active emergency response to a critical incident, all utilization of personnel for Peer Support will be with the permission of the Sheriff or his designee. Team Members are selected for a particular assignment based on their ability, training, experience and suitability for a specific assignment. For that reason Division Commanders are encouraged to supply the individual who has been requested, where possible.

18. The Team Member who made the contact or the Lead in a group response will give a detailed out-briefing to the Team Coordinator after all responses. The CIS Coordinator will be briefed on all but the most routine responses. Guidance may be sought from a Mental Health Professional at any time.

19. Critical Incident Stress Management techniques can be anticipated and employed prior to, during and after an emergency response to major disaster scenes. Commanders who are aware of potentially traumatic major scenes should incorporate pre- and post- exposure care in their critical incident response planning.

C. Critical Incident Support Team – Selection and Training

1. The Critical Incident Support Selection Committee will recommend suitable candidates for CIS Team membership to the Sheriff.

2. When recommending candidates for CIS Team membership, the Committee shall review each candidate's history and will consider any supervisory comments, letters of appreciation or other enclosures that reflect upon the candidate's judgment, maturity, and ability to communicate with people. Specific criteria for consideration will include, but are not limited to the following:

The candidate's

- a. Basic listening and empathy skills.
- b. Exposure to critical incidents.
- c. Motivation for becoming a Team Member.
- d. Standing in the Department.
- e. Ability to maintain confidentiality.
- f. Non-judgmental approach to personal behavior, lifestyles and personal problems.
- g. Ability to recognize common crisis indicators (e.g. depression, suicidality and substance abuse).
- h. Willingness and availability to attend training sessions and regularly scheduled meetings.
- i. Patrol or equivalent field experience.

3. Any person who has received, in the past three years, an adverse action, an unfavorable fitness for duty evaluation, notice(s) of performance problems/deficiencies, or an overall unsatisfactory performance rating shall not be eligible for consideration.

4. Team Members must be willing to respond to a request when called out by a Team Coordinator, a Command Officer or other appropriate authority.

5. Team Members shall complete a course of formal training approved by ICISF and/or given by ICISF licensed trainers and shall attend regular training sessions organized by the CIS Coordinator.

6. Complaints about CIS Team will be investigated in accordance with the requirements of RSCO policy.

7. A CIS Team Member may be removed from the program by the Sheriff upon the recommendation of the Critical Incident Support Steering Committee. Examples of conduct warranting removal include:

- a. Breach confidentiality.
- b. Lack of satisfactory participation.
- c. Inability to participate.
- d. Voluntary withdrawal from the program.
- e. Poor performance at regular duty assignment.
- f. Poor performance as a Team Member.

D. Critical Incident Support Team Conduct

1. The privacy of those who received Critical Incident Support must be protected.

2. A Critical Incident Support Team Member shall not divulge the identity of an employee who requests support, or discuss information obtained while acting in a peer support capacity with anyone else other than the participating Team Members and/or MHPs, unless required by law or ordered to do so by the Team Member's Division Commander, Colonel, Chief Deputy or Sheriff. If a CIS Team Member is asked to divulge information regarding information obtained as a Peer Support Team Member in an administrative investigation, the member shall have the opportunity to speak with the member's Division Commander or the Sheriff prior to divulging the information.

3. Disclosure of information shall be required in the following circumstances:

- a. If the employee authorizes disclosure in writing
- b. If the information obtained suggests that the employee is a danger to himself/herself or a danger to other persons.
- c. If employee misconduct that constitutes a violation of state or federal law, or a serious violation of RSCO policy is admitted.
- d. A Team Member who learns that an employee is engaging in illegal activity shall inform the CIS coordinator who shall inform the Sheriff.
- e. In response to a valid subpoena.

E. Record Keeping

1. Notes, records or recordings detailing the information shared in any Critical Incident Support activity shall not be kept.
2. Statistical reporting information will be maintained as part of the program. However, all information shall be kept in a manner that will not identify the employee so that the privacy of the impacted employee may be protected to the extent possible.
3. The CIS Team Coordinator will provide evaluation forms to persons who participate in Peer Support activities. Such forms will be submitted anonymously. The CIS Coordinator will use the evaluations to judge the effectiveness of this program.

F. Time-Keeping and Scheduling

1. The Critical Incident Support activities of Team Members are work activities and will be reported and compensated just like any other time worked.
2. If a member is called out and the callout causes the member to work overtime, the member will receive compensatory time.
3. If a member is needed to respond to an active emergency, the member will make every reasonable effort to respond. The member and the coordinators will keep supervisors informed.
4. Member participation in all preplanned activities must be preapproved. The member is responsible for making appropriate and timely requests for approval to attend from their supervisor and for completing any required travel requests. Coordinators are responsible for gaining all required approvals from the Division Commanders, OPST and Command Staff. The Coordinator is responsible for activity planning; gaining budget and management approvals and seeing that appropriate orders are generated.

G. Notification of Family Members

When an employee is involved in a critical incident, especially an officer-involved shooting, the involved deputy shall be given ample and sufficient time to notify his/her family of the employee's involvement. It shall be the on-scene supervisor's duty to ensure that this contact takes place between the involved employee and family. The on-scene supervisor shall also make resources available to the family, i.e. transportation, if needed and requested. In the initial aftermath of a critical incident, all efforts should be focused on the well-being of the involved employee and his/her family.

Policy Title:	1.3 Use of Force		
Policy Number:	1.3-9	Effective Date:	March 10, 2014
Sub Title: Authorized Weapons and Ammunition	Revised Date:		
GPAC: 1.13	CALEA: 4.3.1		

1.3-9 Authorized Weapons and Ammunition

Only authorized weapons and ammunition will be used by deputies in the performance of their duties, both on-duty and while working law enforcement special duty assignments.

Primary Duty Weapon - Weapons that are issued or approved by the Sheriff. SWAT members are authorized to carry the Kimber .45. Deputies who qualify with the issued weapon (Sig Sauer 9mm) with a score of 90% or better may have the option to use their own weapon as their primary duty weapon once they have had the weapon inspected and approved by the Training Division and have successfully qualified with that weapon. The duty weapon must be a caliber between 9mm and .45 caliber. Deputies who choose to carry an alternate primary duty weapon will only have to shoot the minimum 90% with the issued Sig Sauer 9mm once. The issued Sig should be turned back into the Quartermaster. All personnel who wish to carry the .45 caliber 1911 platform shall be authorized to do so after they have qualified with that weapon and they have completed a multiple day course designed by SWAT requiring approximately 500 rounds designed for the specialized manipulation of the 1911 .45 caliber pistol. This shall be the only single action pistol authorized for carry. All gear, including but not limited to the holster and magazines, shall be the responsibility of the deputy. The holster snap for the 1911 must cover the hood of the weapon and separate the hammer from the hood or be a retention holster. Deputies who carry a 1911 platform .45 caliber must qualify annually with a minimum 90%. Ammunition other than 9mm caliber will be the responsibility of the deputy. All ammunition must be jacketed, hollow point and from a major manufacturer. (ie. A-1 Premium, Redwing, Elite, Ballistic, Liberty, Steel Ridge and Mac)

Backup/Off-Duty Weapons - Must be in a caliber of .380 or larger. Ammunition for backup/off-duty weapons must be jacketed, hollow point and from a major manufacturer.

Shotguns - Must be a semi-automatic 12 gauge or pump action with two action bars and a full rigid or collapsible stock. Models may include:

- ◆ Remington
- ◆ Winchester
- ◆ Mossberg
- ◆ Ithaca
- ◆ Benelli

Ammunition for shotguns will be 00 Buckshot.

Rifles -

Officers shall be allowed to carry rifles, including those issued or personally owned, on duty once the officer has had the weapon inspected and approved by the Training Division, successfully completed the Basic Rifle Course and annually qualify with said weapon. Rifles shall be 5.56mm or .223 caliber. Optics may be used but the deputy must qualify with the rifle annually with iron sights and optics. Optics must be approved by the Training Division. Rifle approval forms must be retained in the deputy's training file. Modifications will not be allowed to RCSO issued rifles. Modifications to personal weapons carried on duty must be approved by the Training Division. Lasers are not allowed on duty weapons or long guns at this time.

Models may include:

- ◆ Mini 14/30
- ◆ M16/AR15

Controlled expansion ammunition will be used for duty purposes.

Less Lethal Weapons - May include:

- ◆ Expandable Baton
- ◆ O.C. Spray - 2 million Scoville heat units (SHU)
- ◆ TASER
- ◆ Gas 40 mm
- ◆ Bean Bag

Care of Firearms -

Officer's are responsible for the care, cleaning and inspection of their Richmond County Sheriff's Office issued firearms, as well as personally owned firearms, authorized to be carried both on and/or off-duty. Weapons shall be clean and lubricated at all times.

Supervisors will conduct unannounced, monthly inspections of the Richmond County issued weapons and if any damages are observed during inspections, the firearm will be immediately taken out of service until checked by the Armorer/Weapons Instructor and a memorandum must be submitted to the Armorer/Weapons Instructor.

Duties and Responsibilities of a Richmond County Sheriff's Office Armorer/Weapons Instructor

Richmond County Sheriff's Office Armorer/Weapons Instructor is responsible to ensure the following duties are performed in an efficient and effective manner.

1. Coordinate an efficient firearms training and qualification schedule for all sworn personnel with the Richmond County Sheriff's Office.
2. Maintain current firearms records for both duty and off-duty firearms, including:
 - a. Range qualification rosters.
 - b. Master Qualification Score Records
 - c. Firearms Maintenance and issue Records.
 - d. Master Issue Rosters for all issued and secondary weapons.
 - e. Review, inspect and approve all weapons intended for use by each employee in the performance of duty, prior to carrying.
 - f. Process to remove unsafe weapons.
3. Ensure proper preventative maintenance is conducted at least annually on all Richmond County Sheriff's Office issued firearms.
4. 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.

Procedures for Reviewing, Inspection, and Approval of All Weapons -

1. First the Armorer / Weapons Instructor must have the owner/operator of the weapon fill out a Weapons Inspection Form.
2. The Armorer will then clear and make the weapon safe on the pistol range.
3. The Armorer will then perform a weapon functionality test.
 - a. Again check and make sure there is no live ammunition around during testing.
 - b. Check to make sure the action is free and clear of all debris and stoppages.
 - c. Check and make sure that all safeties work properly.
 - d. Check and cycle the action (Bolt, Slide, and Cylinder) to make sure that it operates smoothly and freely without any obstructions.
 - e. Check for any broken or missing parts for this weapon.
 - f. Complete an inspection of the firing pin, trigger mechanisms, safeties, extractors, ejectors, and other parts common for failure with wear and tear.
 - g. If any defects, broken / missing parts, or anything that would prevent this weapon from operating properly are observed they must be documented on the weapons inspection sheet.

1. After documenting the unsafe issues with the weapon on the Weapons Inspection Form, the weapon will be returned to the owner/operator
 2. The owner/operator of the weapon will be advised that the weapon has not passed inspection, and cannot be approved by this agency for on duty use.
 3. The Armorer will keep the failed Weapons Inspection Form and place it in the failed weapons inspection folder for records.
- h. If no issues were observed, the weapon will be reassembled and documented as such on the Weapons Inspection Form.
 - i. The Armorer will then perform another functionality test on the weapon.
4. Once the Functionality test is completed, the Armorer will annotate the date and time of inspection along with his or her printed name and signature on the Weapons Inspection Form.
 5. Once the Armorer has completed the Weapons Inspection Form, he will then issue a Weapons Approval Form.
 6. The Armorer will place the original Weapons Approval Form in the owner's/ operator's personnel file, and a copy will be given to the owner/ operator as well as a digital copy stored in the armory.
 7. Once the weapon has been approved for use on Duty, the owner/operator will have to shoot a qualifying score with that weapon on the appropriate firearms course.

Procedures for Removing of All unsafe Weapons -

1. First the Armorer / Weapons Instructor must fill out a Weapons Service / Repair form.
2. The Armorer will then clear and make the weapon safe on the pistol range.
3. The Armorer will then perform a weapon functionality test.
 - a. Again check and make sure there is no live ammunition around during testing.
 - b. Check to make sure the action is free and clear of all debris and stoppages.
 - c. Check and make sure that all safeties work properly.
 - d. Check and cycle the action (Bolt, Slide, and Cylinder) to make sure that it operates smoothly and freely without any obstructions.
 - e. Check for any broken or missing parts for this weapon.
 - f. Complete an inspection of the firing pin, trigger mechanisms, safeties, extractors, ejectors, and other parts common for failure with wear and tear.
 - g. If any defects, broken / missing parts, or anything that would prevent this weapon from operating properly are observed they must be documented on the Weapons Service / Repair sheet.
 - h. After documenting the unsafe issues with the weapon on the Weapons Service / Repair sheet, the Armorer / Weapons Instructor will then place the weapon out of service by annotating the date in which it was received.
4. Once the Armorer has placed the weapon out of service, the operator will be issued another RCSI service weapon (after inspection and approval) for use on duty. Unless the weapon can be repaired onsite that day.
5. Once the weapon is repaired, the Armorer / Weapons Instructor will again perform a weapons functionality test.
6. Once the weapon has been repaired and approved for use on Duty, the weapon will be placed back in stock for circulation.
7. The Armorer / Weapons Instructor will then complete the Weapons Service / Repair sheet by annotating what date it was placed back in stock. Also with his / hers printed name and signature.

The Weapons Service / Repair sheet will be placed in the weapons service / repair folder and kept for records.

TASER POLICY (GACP 1.17)

To provide policy guidance and procedures for the deployment and use of the TASER (launched electrode stun device) by Richmond County Sheriff's Office personnel.

DEFINITIONS

ARCING: The activation of the electrical current that allows for the current to travel between the contacts.

LASER ILLUMINATION: The activation of the light beam, either on the subject or in the subject's view, indicating that the TASER is ready for deployment.

LESS LETHAL: A concept of planning and force application, which meets operational objectives, with less potential for causing death or physical injury than conventional weapons.

LESS LETHAL WEAPON: Any object or material, when in the manner it is used or intended to be used is not likely to result in death or serious bodily injury.

TASER: A less lethal, Conducted Energy Weapon that uses propelled probes or direct contact energy to a target, thereby controlling and overriding the central nervous system of the body.

TASER DEPLOYMENT: The actual firing of the probes and wires, or using the stun contact mode.

VISUAL DISPLAY: The TASER is removed from the holster and is viewed by the intended target(s).

POLICY

It is the policy of the Richmond County Sheriff's Office that members protect themselves, third parties or individuals incapable of defending themselves from injury by an aggressor. However, deputies may use only that force which is reasonable and necessary. Both physical force and deadly physical force, when justified and legally appropriate, shall be reported. Deputies will ensure that first aid is rendered after applying force and that medical attention is obtained.

BACKGROUND

The TASER is a launched electrode stun device that can be deployed to temporarily incapacitate a targeted subject. The TASER utilizes direct contact or propelled probes to deliver an electrical stimulus against a targeted subject. This electrical stimulus affects the sensory and motor functions of the central nervous system, interrupting voluntary control of skeletal muscles and causes immediate and involuntary contractions. The intended effect is neuromuscular incapacitation to ensure compliance by the targeted subject.

The TASER is deployed as a less lethal weapon and is not intended to replace other self-defense techniques and weapons. The TASER provides an option of force that can help prevent situations from escalating to deadly force levels. The use of the TASER may reduce the need for physical force or other force options by deputies which could result in serious bodily injury or possibly death to the deputy, the suspect or a third party.

TRAINING

Initial TASER Training – Carrying a TASER shall be considered an essential function of all sworn personnel and jailers. Therefore, it is mandatory that all sworn deputies and jailers shall be trained and certified in its use. During initial certification training, it will be mandatory that all deputies:

- be exposed to the effects of the TASER;
- be required to fire two cartridges, successfully striking the target;
- pass a written test with a minimum score of 80%; and
- pass a second written test with a minimum score of 90%, if the 80% is not attained on the first test.

Failure to meet these standards will result in a failure to successfully complete the Certification Training. Those personnel who fail the certification or re-certification training and remedial training will be reassigned to a non-sworn position if one is available. If one is not available, the deputy may be terminated from employment for failing to comply with any essential function of the job. No sworn personnel shall be excused from the training or carrying the TASER because of medical reasons. If a sworn personnel has a medical excuse from a doctor/physician which precludes him/her from the training and/or carrying the TASER, that employee shall be sent to a County doctor for a "fitness for duty" examination. If the County doctor declares the employee is fit for duty, the employee shall be offered the opportunity to attend the TASER training. If a sworn employee refuses to attend the TASER training or if the County doctor deems the employee to be unfit for duty, the employee may be offered a non-sworn position if one is available. If one is not available, the employee may be terminated from employment.

Re-certification and Remedial Training – All deputies who receive their TASER certification will be required to successfully complete an annual, two (2) hour re-certification training process administered by a certified TASER instructor. During the re-certification, all deputies will be required to:

- pass a written test with a minimum score of 80%; and
- pass a second written test with a minimum score of 90%, if the 80% is not attained on the first test.

Remedial Training- Personnel who have demonstrated a performance or cognitive testing deficiency will be required to attend remedial training with a certified TASER instructor.

TASER Instructor Training – All deputies who become Certified TASER Instructors will be required to attend an eight (8) hour TASER Instructor Re-certification Course every two (2) years.

PROCEDURE

Sheriff's Office personnel who have been trained on the TASER are authorized to use the equipment and munitions during the appropriate situations. When deputies encounter situations in which the use of less lethal force is reasonable and necessary, they must assess the incident in order to determine which level of force is appropriate. Personnel should carry the TASER on the reaction side. Deputies using a TASER will observe the following procedures when deploying the weapon.

- The TASER may be used when other less lethal force options have been ineffective, or when it reasonably appears that such options would be ineffective in subduing the suspect. This would include, but is not limited to, threats to the deputy's safety, threats to the safety of others, and includes the threat of a suspect injuring him or herself.
- The TASER may be used when a subject is actively resisting, or is noncompliant and demonstrating willingness and the ability to harm themselves or others (i.e. – emotionally disturbed persons).
- The TASER may be used in courtroom situations where an inmate is the defendant on trial and his actions demonstrate an attempt to escape, or demonstrate an attempt to harm any court personnel or court security officers.
- Before the TASER is deployed, the deputy should state to the suspect that their failure to comply with commands given will result in the TASER being deployed. When exigent circumstances dictate, it may not be possible to issue the compliance warning. Anytime the TASER is about to be deployed, the deputy using the TASER shall announce "TASER" in a clear and audible tone, when possible. This will be done so that other deputies can stand clear, and know that the sound is from the TASER deployment, and not from a firearm.
- Deputies will only carry and use approved TASER cartridges. The TASER will be carried in an approved holster on the deputy's reaction side, opposite the duty weapon. The TASER will be carried loaded with the safety on. TASER cartridges will not be carried loose in the pocket, or in a similar fashion, as static electricity may cause discharge and serious injury.
- The TASER is equipped with an internal microchip that records the date, time, and duration of each firing. This data cannot be altered once recorded, and will be used to document the use of TASER equipment. This provides a level of integrity for monitoring the use of the TASER by Sheriff's Office personnel. Supervisors will conduct a documented deployment data download quarterly.
- The TASER will not be used against a subject who:
 - submits peacefully and complies with lawful commands,
 - is merely expressing verbal disagreement or verbal threats without the ability and/or opportunity to carry out those threats
- The TASER should not be used in the following circumstances:
 - playful or intentional display of intimidation,
 - against any known or obviously pregnant female,

- when the deputy is confronted with deadly force,
- when the deputy cannot safely deploy the device, or approach the suspect within the effective range of the TASER
- when any subject is saturated with, or in the proximity of flammable liquids, gas, or blasting materials, or any highly combustible materials that may be ignited by the use of the TASER,
- in areas where compressed oxygen is present, such as medical facilities or emergency rooms, (drive stun may be reasonable and safe), or
- when it is reasonable to believe that incapacitation of the suspect may result in serious injury or death, or in conjunction with any other TASER or electrical restraint device, or other device that uses electrical current discharged into the body.

In non-lethal situations, whenever possible, deputies should avoid using the TASER on the following individuals as the use of the TASER may cause undue injuries if the suspect falls.

- Persons in wheelchairs,
- Persons using canes, crutches, or other devices to assist in walking or standing,
- Persons known to the TASER user to have heart problems,
- Persons with an apparent debilitating illness or the elderly,
- Children, and those persons weighing less than eighty (80) pounds,
- Individuals known to the TASER user to have neuromuscular disorders such as muscular sclerosis, muscular dystrophy, or epilepsy,
- Persons known to the TASER user to be wearing pacemakers, or other biomedical devices sensitive to electrical current, and
- Persons in a swimming pool or large body of water.
- Deputies should avoid, if at all possible, firing probes at the subject's head, neck and genitalia.
- A supervisor shall respond to all incidents where a TASER has been activated.

POST- USE PROCEDURE

- Removal of the probes will be made by a deputy trained to do so, and in the presence of another deputy if available and practical. EMS should be called only if the deputy removing the probes is unable to locate one or both of the barbs or if either barb is broken or if the subject requests medical attention. Only medical staff may remove probes from sensitive tissue areas, i.e. face, neck, groin, and female breast or those deeply embedded.
- The on- scene supervisor, if present, is responsible for collecting the expended cartridge probes, and as much of the microdots (yellow, pink and clear chaff) as possible, and secure them as evidence in a Bio-Hazard evidence bag. If a supervisor is not available, the deputy may do it. This evidence shall be forwarded, along with a copy of the TASER Use of Force Report and photographs if available, to the Evidence and Property function as like any other piece of evidence. Once Evidence and Property has logged the evidence, they shall forward the evidence to Internal Affairs if necessary. It shall be retained until the disposition of any criminal proceedings and a minimum of 2 years from a civil lawsuit perspective.
- Probes that have been removed from the skin will be treated as Bio-Hazards – sharps to avoid secondary contamination. Probes should not be handled without rubber gloves. The expended probes should be placed point down into the expended cartridge bores and secured by turning the latex glove inside out over the cartridge, or placed into the shipping container.
- The TASER used to discharge the probes will be returned to service once a supervisor has replaced the cartridges. The supervisor shall download the deployment data before the end of the shift and attach the information to the

evidence bag. Supervisors will receive specific instructions regarding downloading deployment data from the Office of Professional Standards and Training.

- Photographs should be taken of suspects each time the TASER is deployed, making sure to photograph any areas where the TASER or TASER probes made contact with the subject. Photographs will not be taken of female breasts, or of male/female genital areas.

REPORTING

Any time a TASER is drawn from its holster and armed or deployed during interaction with an individual, the event shall be documented via a TASER Use of Force Report. Each drive stun, probe deployment (including accidental probe deployment), and instances where the TASER was drawn and armed but not deployed, will be documented. The immediate supervisor is responsible for reviewing the report submitted by the TASER user, as well as ensuring that the report is submitted by the end of the TASER user's shift. A copy of the report will be forwarded to the Office of Professional Standards and Training as well as to Internal Affairs.

Review, Inspection and Approval of All Weapons - All RCSI owned weapons and personal weapons approved for carry must be reviewed, inspected and approved by a qualified weapons instructor or armorer. Each weapon will be inspected for operational readiness. Weapons found to be unsafe will be removed from service immediately. Modifications to issued or approved for carry weapon must be approved by the Training Division. All weapons that have been modified must be re-zeroed before carry. The Training Division will maintain a record on every deputy which will include all weapons issued and approved to carry. The make, model, serial number and caliber will be listed for each weapon.

Storage - Weapons that have not been issued are stored unloaded in the vault at the Quarter Masters. Deputies on duty will ensure their weapons are secure at all times. While off duty, deputies are encouraged to use the lock that accompanies the weapon, buy a trigger guard lock or store the weapon and ammunition separately and keep both out of the reach of children and other adults.

Policy Title:	1.3 Use of Force		
Policy Number:	1.3-10	Effective Date:	March 10, 2014
Sub Title: Demonstrated Proficiency and Qualifications		Revised Date:	
GPAC:		CALEA:	4.3.2

1.3-10 Demonstrated Proficiency and Qualifications

Deputies must demonstrate proficiency in the use of RCSI authorized weapons to be approved to carry such weapons. All firearms qualifications will occur on timed courses of fire under the supervision of a qualified weapons instructor. Proficiency is defined as 80% on a cognitive or performance based exam.

Primary Weapons - Deputies will qualify annually on a timed course of fire chosen by the Chief Deputy. The course may include, but not be limited to:

- ◆ Distances from 1 to 25 yards
- ◆ "Rock and Lock" position
- ◆ Multiple Targets
- ◆ Shooting with movement involved

Back-Up - Deputies will qualify annually on a timed 30 round course of fire involving distances from 1 to 7 yards. The course involves shooting single target drills, one-handed strong and off-handed shooting. If the deputy fails to qualify, he/she will not be allowed to carry said weapon. A maximum of 3 attempts will be allowed.

Rifles - Deputies will qualify annually on a timed 30 round course of fire involving distances from 15 to 50 yards. (3 maximum attempts allowed)

Shotguns - Deputies will qualify annually on a timed course at 7, 10, and 15 yards. (3 maximum attempts)

Expandable Baton - Biennially, deputies who carry and utilize the expandable baton will demonstrate proficiency on a cognitive and practical exam.

O.C. Spray - Biennially, deputies who carry OC will demonstrate proficiency on a cognitive exam.

Taser- Yearly, deputies who carry and utilize a taser will demonstrate proficiency on a written exam

Policy Title:	1.3 Use of Force		
Policy Number:	1.3-11	Effective Date:	March 10, 2014
Sub Title:	Annual Training Requirements	Revised Date:	April 25, 2017
GPAC:	2.3, 2.5, 2.6, 2.7, 2.8	CALEA:	4.1.2 4.3.3

1.3-11 Annual Training Requirements

Annual firearms training shall, at a minimum, consist of three hours of training. Deputies authorized to carry and utilize lethal weapons, less lethal weapons and electronic controlled devices will receive in-service training on the use-of-force policies, use of deadly force policy, Constitutional and legal limitations of deadly force, de-escalation options for gaining compliance and show proficiency with that weapon. Training on electronic controlled devices will occur annually. Training on less lethal weapons and weaponless control techniques will occur biennially. All training will be documented.

Proficiency Training - All proficiency training must be monitored by a POST certified weapons or tactics instructor.

Training Documentation - The training and proficiency will be documented through the completion of an OKey training roster or written test.

Remediation - Deputies are allowed the following remediation sessions with their duty weapon, long-gun, Taser, back-up weapon(s), shotgun(s) or O.C. The following procedures will be followed regarding the remediation of deputies who are unable to qualify:

Firearms - Deputies will have three (3) attempts to qualify. If the deputy fails to qualify with his duty weapon, that deputy will undergo immediate remedial training, usually no more than a 4 hour block. The deputy will then have three (3) more attempts to qualify. If the deputy is unable to qualify, the deputy will be placed on limited duty where no weapon is required until he has been through formal remedial training. The Training Division will notify the deputy's division commander and bureau commander of the failure to qualify. Remedial training should be scheduled as soon as possible after the failure to qualify, preferably within two (2) weeks, but no later than thirty (30) days. If, after remedial training the deputy still cannot qualify with his RCSI issued handgun or if the deputy has been previously remediated and fails to qualify during a subsequent qualification cycle of a consecutive year, the deputy will not be allowed to carry or use firearms as a sworn deputy of the RCSI. The deputy may transfer to a non-certified position, if one is available. If a non-certified position is not available, the deputy will be terminated for failure to meet the minimum standards for a critical job task.

O.C. - Deputies who carry OC will have three (3) attempts to pass the cognitive and performance based exams for certification. If the deputy fails, he/she will be placed on limited duty until remedial training. Should that deputy fail the remedial training for O.C. certification or the O.C. biennial training, that deputy may transfer to a non-sworn position, if one is available. If a non-sworn position is not available, the deputy will be terminated for failure to meet the minimum standards for a critical job task.

Other Weapons - Remedial training for all other weapons shall be afforded to all sworn personnel. Remedial training may be necessary for personnel who experience written testing deficiencies or practical application deficiencies. Cognitive (testing) deficiencies will be recognized and remediated during annual re-certification training. Practical application deficiencies may be observed at any time but usually by supervisors of the affected personnel. Performance deficiencies should be forwarded to OPST as soon as possible and remedial training will be provided. Personnel who are unable to demonstrate proficiency with any weapon shall have that weapon removed until the individual is able to demonstrate required proficiency. If an individual is unable to successfully pass remedial training, they may be transferred to a non-sworn position if one is available.

Annual Community Policing Training - Each person employed as a peace officer shall, as part of the annual training required by OCGA 35-8-21, satisfactorily complete during each calendar year the annual community policing training mandated by this rule. The failure by any peace officer to attend and successfully complete the training shall result in the loss of officer's power of arrest, as set forth in OCGA 35-8-21(d). Annual community policing training shall, at a minimum, consist of two hours of training.

Policy Title:	1.3 Use of Force		
Policy Number:	1.3-12	Effective Date:	March 10, 2014
Sub Title:	Issuance of Policies	Revised Date:	
GPAC:		CALEA:	1.3.12

1.3-12 Issuance of Policies

All sworn personnel who are authorized to carry any weapon(s) will be issued copies of policies on reasonable force, use of deadly force, warning shots, less lethal weapons and medical aid before being authorized to carry a weapon. The issuance and instruction regarding these policies will be documented.

Policy Title:	1.3 Use of Force		
Policy Number:	1.3-13	Effective Date:	March 10, 2014
Sub Title:	Annual Analysis	Revised Date:	October 2, 2020
GPAC:	1.16	CALEA:	4.2.4

1.3-13 Annual Analysis

Annually, the agency will conduct an analysis of its use of force reports, policies and practices. This will be conducted by the Internal Affairs Commander and should include:

- Date and Time of Incidents
- Types of encounters resulting in use of force;
- Trends or patterns related to race, age and gender of subjects involved;
- Trends or patterns resulting in injury to any person including employees; and
- Impact of finding on policies, practices, equipment, and training.

Policy Title:	1.3 Use of Force		
Policy Number:	1.3-14	Effective Date:	August 19, 2020
Sub Title:	Duty to Intervene	Revised Date:	April 27, 2021
GPAC	CALEA: 1.2.10		

PURPOSE: It is the purpose of this policy to explain the legal and moral obligation members have regarding their duty to intervene. This duty is embodied in the law enforcement officer's code of ethics, and in the law. Agency members shall have a clear understanding of this agency's expectations pertaining to conduct and activities while on and off-duty.

A law enforcement officer has an affirmative duty to intervene on behalf of a citizen whose constitutional rights are being violated in his or her presence by other officers.

All employees of this agency also have a duty to intervene within their scope of authority and training and notify appropriate supervisory authority when they observe or hear conduct by an agency employee or public safety associate engage in any unreasonable use of force or if they become aware of any unethical violation, clearly violates the law, or violates agency policy.

Protection: This agency is committed to protecting officers who act on their duty to intervene to prevent or minimize misconduct by another agency member.

DEFINITIONS:

Intervene – To come between, whether verbally or physically, so as to prevent or alter a result or course of events.

DUTY TO INTERVENE

Use of Force: Officers of this agency have an affirmative duty to intervene if they witness a use force that is clearly unreasonable. Any officer present and observing another officer using force that is clearly beyond that which is reasonable under the circumstances shall, when in a position to safely do so, intervene to prevent the use of unreasonable force. An officer who observes another employee or public safety associate use of force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

Officers of this agency must recognize and act upon the duty to intervene to prevent or stop any employee or public safety associate from conducting any act that is unethical, or that violates the law or an agency policy (e.g., excessive force, theft, fraud, inappropriate language, sexual misconduct, harassment, falsifying documents, inappropriate behavior, etc.). Intervention may be verbal and/or physical. Failure to intervene may subject an officer of this agency to disciplinary and or legal action.

REQUIRED ACTION – Agency Member

Officers should take a **preventive approach toward misconduct**. When an officer observes behavior that suggests another officer or public safety associate is about to conduct illegal, unethical or inappropriate behavior the officer should intervene verbally or physically, depending on the circumstances.

- a. **EXAMPLE:** While conducting a motor vehicle stop for a minor traffic violation, you notice the primary officer raising his/her voice and becoming increasingly agitated with the driver, despite the driver's cooperative demeanor. In an attempt to deescalate the situation you could get the officer's attention to break his/her agitation, walk up next to the officer and ask a follow up question of the driver to slow down the interaction and give the primary officer a chance to collect him/herself, or ask the officer to come speak to you away from the car in order to diffuse the situation.

If verbal interventions are not sufficient to stop the act, come between the offending officer and the other individual involved.

- b. **EXAMPLE:** You observe an officer using a prohibited chokehold while restraining a subject during an arrest. Based on your training and department policy this use of force is unreasonable. You tell the officer to "get off his neck", but the officer continues to apply the hold. When it is safe to do so you should intervene by pulling the officers arm away from the neck area and assisting in the handcuffing. The arrestee should then be placed in a recovery position that facilitates breathing I.e. sitting, standing or on the side.

Notify a supervisor after conducting any type of intervention, when safe to do so.

When a physical intervention was performed, document the incident in writing.

Render Aid: If any person is injured and requires medical attention, officers of this agency will render aid in accordance with their training and request medical assistance when necessary.

Supervisor Responsibilities:

Once learning of an incident involving an officer intervening with another officer or public safety associate, separate all officers involved in the incident.

Conduct a preliminary investigation to gather any pertinent information that would coincide with the reason for the intervention (e.g., witnesses, BWC footage, videos, area canvass, etc.).

Ensure all parties involved in the incident complete a report detailing the circumstances that led to the Intervention and what, if anything, occurred once the member intervened.

Determine whether the actions leading to the intervention constitute misconduct, unethical behavior, or potential criminal conduct the supervisor will fill out a complaint form. The complaint will then be forwarded up the chain of command to the Chief Deputy. If the complaint is sustained and a deputy is guilty, he/she will be disciplined according to the Disciplinary Matrix.

Policy Title:	1.4 Jurisdiction and Mutual Aid		
Policy Number:	1.4-1	Effective Date:	March 10, 2014
Sub Title:	Geographical Boundaries	Revised Date:	
GPAC:	CALEA 3.1.1		

1.4-1 Geographical Boundaries

The following specific geographic information pertains to the jurisdiction of the Richmond County Sheriff's Office: Richmond County is bordered on the northeast by the Savannah River. Richmond County is bordered on the west by Columbia County, Georgia. Richmond County is bordered on the southeast by Burke County, Georgia. Richmond County is bordered on the southwest by McDuffie County, Georgia. Richmond County includes the cities of Hephzibah and Blythe. The Richmond County Sheriff's Office has a Memorandum of Understanding (M.O.U.) with both law enforcement agencies. Richmond County contains approximately 400 square miles.

Policy Title:	1.4 Jurisdiction and Mutual Aid		
Policy Number:	1.4-2	Effective Date:	March 10, 2014
Sub Title:	Interagency Agreements	Revised Date:	
GPAC:		CALEA:	2.1.2, 3.1.1

1.4-2 Interagency Agreements

Jurisdiction - The RCSO is the primary provider of law enforcement services in Richmond County. There are other law enforcement agencies operating within Richmond County which have primary jurisdiction or with which the RCSO has concurrent jurisdiction. Interdepartmental agreements are entered into with the mutual objective of maximizing law enforcement services through cooperation and clearly defined roles and responsibilities.

M.O.U's - Shall be filed with the Sheriff's Executive Assistant and shall be viewable on the Web Portal.

Policy Title:	1.4 Jurisdiction and Mutual Aid		
Policy Number:	1.4-3	Effective Date:	March 10, 2014
Sub Title:	Requesting Federal Law Enforcement or National Guard Assistance	Revised Date:	
GPAC:		CALEA:	2.1.4

1.4-3 Requesting Federal Law Enforcement or National Guard Assistance

National Guard Assistance - In the event that the Sheriff believes assistance from the National Guard is needed, the Sheriff will call the Office of the Governor, State of Georgia, and make that request known. If the Sheriff is unavailable, the Chief Deputy or Colonel will have the authority to request the assistance of the National Guard.

Federal Law Enforcement Assistance - In the event the Sheriff believes the need exists to request assistance from a federal law enforcement agency the Sheriff will contact the appropriate agency for that assistance. For example, if the Sheriff believes the assistance of the Federal Bureau of Investigation (F.B.I.) is needed, he will call the Resident Agent in Charge (R.A.C.) of the local office and make the request known. If the Sheriff is unavailable, the Chief Deputy or Colonel will have the authority to request assistance.

CHAPTER 2

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Policy Title:	2.1 Organizational Structure		
Policy Number:	2.1-1	Effective Date:	March 10, 2014
Sub Title:	Organizational Structure	Revised Date:	
GPAC:	3.2	CALEA:	11.1.1

2.1 Organizational Structure

2.1-1 Organizational Structure (CALEA 11.1-1) (GACP 3.2)

The following Organizational Structure is available to all personnel:

Sheriff - Chief Executive Officer of the Richmond County Sheriff's Office. Internal Affairs shall have the authority to answer directly to the Sheriff on matters at his discretion.

Chief Deputy - Responsible for the day-to-day operations of the Richmond County Sheriff's Office and will answer directly to the Sheriff. Under his direct command shall be the Field Services and CID functions of the RCSO.

Colonel - Responsible for the day to day management of the administrative functions of the RCSO. Answers directly to the Chief Deputy.

Intelligence Unit - Headed by a Criminal Intelligence Unit Supervisor who will answer directly to the Chief Deputy with close coordination by the Colonel. This Investigator or Sergeant is responsible for the day-to-day management of the following:

- ◆ Homeland Security and Advanced Technology
- ◆ Crime Analysis
- ◆ Intelligence Analysis
- ◆ Intelligence Investigations

Office of Professional Standards and Training (O.P.S.T.) - Headed by a captain, who will answer directly to the Colonel. This commander will be responsible for:

- ◆ C.A.L.E.A. accreditation/reaccreditation
- ◆ Georgia State Certification
- ◆ Training
- ◆ Promotional process to include all testing and Oral Boards
- ◆ Staff inspections
- ◆ Oversees planning and research
- ◆ Physical Fitness Testing

Besides the Intelligence Unit and O.P.S.T., the Richmond County Sheriff's Office is broken down into the following major components:

Field Operations Bureau (F.O.B.) - Headed by a major, who will answer directly to the Chief Deputy and is responsible for the day-to-day management of the following divisions:

Special Operations Division (S.O.D.) - Headed by a captain or lieutenant, who will answer directly to the Field Operations Bureau Major. This commander will be responsible for:

- ◆ Crime Suppression Unit
- ◆ Bike Patrol Unit
- ◆ K-9 Unit
- ◆ EOD

Patrol Divisions - Headed by a captain, who will answer directly to the Field Operations Bureau Major. This commander will be responsible for the day-to-day management of the four (4) patrol shifts.

Traffic Division - Headed by a captain or lieutenant, who will answer directly to the Field Operations Bureau Major. This commander will be responsible for the day-to-day management of traffic services.

Investigations Bureau - Headed by a major, who will answer directly to the Chief Deputy and is responsible for the day-to-day management of the following:

- ◆ Criminal Investigations
- ◆ Vice Investigations
- ◆ Narcotics

Administrative Services Division (A.S.D.) - Headed by a captain who answers directly to the Colonel.

This commander will be responsible for:

- ◆ Records Section
- ◆ Personnel
- ◆ Quartermaster
- ◆ Evidence and Property Control

Community Services Division - Headed by a Captain, answers directly to the Colonel and oversees the functions of various community related activities. Listed below are a few of those activities:

- ◆ Reserve Unit
- ◆ C.H.A.M.P.S. (Choosing Healthy Activities and Methods Promoting Safety)
- ◆ Recruitment
- ◆ Crime Prevention Programs
- ◆ Explorers
- ◆ Auxiliary Units

Detention and Court Services Bureau - Headed by a Major who will answer directly to the Colonel and is responsible for the day-to-day management of the following:

Detention Center Division - Headed by a captain(s), who answers directly to the Detention and Court Services Bureau Major. This commander will be responsible for:

- ◆ Housing
- ◆ Booking
- ◆ Food Services
- ◆ Maintenance
- ◆ Inmate Work Details
- ◆ Other Administrative Functions

Court Security Division - Headed by a Captain, who answers directly to the Detention and Court Services Bureau Major. This commander will be responsible for:

- ◆ Court Security
- ◆ Administration
- ◆ Civil
- ◆ Transportation
- ◆ Unity of Command

Policy Title:	2.2 Unity of Command		
Policy Number:	2.2-1	Effective Date:	March 10, 2014
Sub Title:	Employee Accountability	Revised Date:	
GPAC:	3.4	CALEA:	11.2.1, 12.1.2

2.2-1 Employee Accountability

Each employee will be accountable to only one supervisor at any given time. This does not imply that an employee is accountable to only one supervisor at all times. For example, under normal day-to-day operations, the Patrol Division Commander (captain) will be accountable to the F.O.B. Commander (major). In the absence of the F.O.B. Commander, he may place the S.O.D Commander in charge of the bureau in an acting capacity. The Patrol Division Commander would then be accountable to the S.O.D. Commander, acting F.O.B. Commander.

Policy Title:	2.2 Unity of Command		
Policy Number:	2.2-2	Effective Date:	March 10, 2014
Sub Title:	Command Responsibility	Revised Date:	
GPAC:	3.3	CALEA:	11.2-2, 12.1.2

2.2-2 Command Responsibility

Each organizational component is under the direct command of only one supervisor. Although there may be several supervisors within an organizational component (i.e., lieutenants and sergeants), the component itself will come under the direct command of only one individual (bureau or division commander).

Policy Title:	2.3 Authority and Responsibility		
Policy Number:	2.3-1	Effective Date:	March 10, 2014
Sub Title:	Responsibility and Accountability for Delegated Authority	Revised Date:	
GPAC:	4.6	CALEA:	11.3.1

2.3-1 Responsibility and Accountability for Delegated Authority

Responsibility is accompanied by commensurate authority. First line supervisors, responsible for the supervision of their subordinates, have the authority needed to complete the assignments given by their immediate supervisor. Likewise, that supervisor has the authority to complete their assignment as designated by their division commander, bureau commander, Colonel, Chief Deputy or Sheriff. Each employee will be held accountable for their use of authority. This accountability will apply to a deputy through the ranks up to the Office of the Sheriff.

Policy Title:	2.3 Authority and Responsibility		
Policy Number:	2.3-2	Effective Date:	March 10, 2014
Sub Title:	Supervisory Responsibility	Revised Date:	
GPAC:	3.5	CALEA:	11.3.2

2.3-2 Supervisory Responsibility

Supervisory and management personnel are accountable for the activities of employees under their immediate control. If an employee's actions result in misconduct and the supervisor or manager is found to have been negligent (omission/commission), the supervisor/manager may also be disciplined for negligent supervision.

Policy Title:	2.4 General Management and Administration		
Policy Number:	2.4-1	Effective Date:	March 10, 2014
Sub Title: Administrative Reporting System	Revised Date:		
GPAC:	CALEA: 11.4.1		

2.4-1 Administrative Reporting System

An administrative reporting system is necessary to provide the Command Staff with information regarding divisional activities and trends. Information management regarding significant occurrences and statistical data summaries is critical to providing reliable reports to be used in management decisions.

Administrative Reports

- ◆ Criminal Investigations Division Report
- ◆ Special Operations Division Report
- ◆ Management Services Division Report
- ◆ Patrol Division Report
- ◆ Detention Center Division Report
- ◆ Court Services Division Report
- ◆ Office of Professional Standards and Training Report
- ◆ Community Services Division Report
- ◆ Internal Affairs Report

Responsibilities for Reports - Division commanders are responsible for the formulation of their respective administrative reports.

Purpose

C.I.D. - Provides information about the caseloads, progress of the case workloads and clearances.

S.O.D. - Provides information about the activities and productivity of all S.O.D. units.

Patrol - Provides information on the productivity and workload of the Patrol Division.

M.S.D. - Provides information about records, personnel issues, Quartermaster and Evidence and Property issues

Internal Affairs- Provides information regarding complaints and investigations

O.P.S.T. - Provides information concerning accreditation, training activities and ongoing staff inspections.

Detention Center - Provides information of activities which include the inmate population and issues.

Community Services Division- Provides information relative to the activities of the CSD.

Court Services Division- Provides information relative to the activities of the Division.

Frequency - Administrative reports are completed and submitted monthly. A copy will be forwarded to O.P.S.T.

Policy Title:	2.4 General Management and Administration		
Policy Number:	2.4-2	Effective Date:	March 10, 2014
Sub Title:	Accountability of Forms	Revised Date:	
GPAC:		CALEA:	11.4.2

2.4-2 Accountability of Forms

RCSO forms will be accounted for and new forms introduced only in response to an identified need. Forms supplied by other agencies are exempt.

Development - If no suitable form exists, a draft will be formed and submitted with a cover letter showing:

- ◆ Form title/name
- ◆ Reason for the form
- ◆ Division/section/unit which will utilize the form

Modification - If there is an existing form which could be used, the modification will be made to the old form and the procedures outlined above will be followed.

Approval - All forms will be approved through the chain of command.

Review - To ensure the accountability of all RCSO forms, the O.P.S.T. Commander will conduct an annual review.

Policy Title:	2.4 General Management and Administration		
Policy Number:	2.4-3	Effective Date:	March 10, 2014
Sub Title:	Accreditation Standards	Revised Date:	
Activity System			
GPAC:		CALEA:	11.4.3

2.4-3 Accreditation Standards Activity System

Accreditation uses Power DMS®, CAKEA Resource Board and the Microsoft Outlook calendar to ensure all reports, reviews and other activities mandated by CALEA are accomplished.

Policy Title:	2.4 General Management and Administration		
Policy Number:	2.4-4	Effective Date:	March 10, 2014
Sub Title:	Introduction of Software	Revised Date:	
GPAC:		CALEA:	11.4.4

2.4-4 Introduction of Software

The Sheriff's Office network utilizes a comprehensive anti-virus solution to protect against virus attacks. This includes various anti-virus applications, which automatically protect each personal computer and server attached to the network by scanning all files, removable media disks, memory and email attachments. All computers are configured with logical security software. These measures ensure only Information Technology (I.T.) personnel perform software installations after ensuring that the program is compatible with existing hardware, software and is virus free. All software programs will be properly licensed and used according to their application and all users are responsible for upholding the terms of the license agreements.

Policy Title:	2.4 General Management and Administration		
Policy Number:	2.4-5	Effective Date:	March 10, 2014
Sub Title:	Notification of CEO	Revised Date:	
GPAC:		CALEA:	11.3.3

2.4-5 Notification of C.E.O.

The Duty Officer function is under the direct command of the Chief Deputy. Operational Command Staff personnel will rotate as the Duty Officer for one week (seven days, Friday 0800 thru Friday 0800) at a time. The Chief Deputy will issue the Duty Officer Master schedule in December for the following year. Copies of the master schedule will be furnished to all persons functioning as a Duty Officer, the Sheriff's Administrative Specialist, the Chief Deputy, the Colonel, the Sheriff and the Communications Center. Any changes to the schedule must be provided to all of the persons previously mentioned.

The supervisor or first deputy on the scene of any incident/major event is responsible for calling the Communications Center to notify the Duty Officer who may or may not respond to the scene. After gathering information from the scene, the Sheriff, Chief Deputy and/or Colonel may be notified of incidents where there may be question to the RCSO's actions or those that may result in heightened community interest. These incidents include but are not limited to:

- ◆ All homicides or deaths of a violent and/or suspicious nature
- ◆ Traffic accidents involving serious injury or death
- ◆ Robberies
- ◆ Kidnappings
- ◆ Hostage/barricaded suspect(s) situations
- ◆ Aircraft accidents
- ◆ Fires resulting in large-scale damage and/or evacuation
- ◆ Bomb threat incidents
- ◆ Criminal events involving extensive damage or serious injury occurring within the county
- ◆ Ongoing searches for missing persons
- ◆ Any incident where a deputy discharges a firearm except as authorized for practice or to destroy an animal
- ◆ Accidents and/or injuries involving RCSO personnel
- ◆ Any racial, ethnic or religious incidents or hate crime incidents
- ◆ Any incident wherein an employee is charged with or is alleged to have committed a criminal offense or custodial traffic offense
- ◆ Any incident involving individuals of interest by virtue of their position in society, including persons with high government standing
- ◆ Disasters requiring law enforcement deployment
- ◆ Hazardous materials incidents
- ◆ Incidents at schools
- ◆ Any other events deemed worthy of notification

Policy Title:	2.5 Chain of Command and Orders		
Policy Number:	2.5-1	Effective Date:	March 10, 2014
Sub Title:	Authority of the Sheriff	Revised Date:	
GPAC:		CALEA:	12.1.1

2.5-1 Authority of the Sheriff

Designation of the authority and responsibility of the Sheriff of Richmond County can be found in Article 9, Paragraph III of the Georgia Constitution and in O.C.G.A. § 15-16-10, "Duties of the Sheriff."

Georgia Constitution, Article 9, Paragraph III

"Paragraph III. County officers; election; term; compensation.

(a) The Clerk of the Superior Court, Judge of the Probate Court, Sheriff, tax receiver, tax collector, and Tax Commissioner, where such office has replaced the tax receiver and tax collector, shall be elected by the qualified voters of their respective counties for terms of four years and shall have such qualifications, powers, and duties as provided by general law.

(b) County officers listed in subparagraph (a) of this Paragraph may be on a fee basis, salary basis, or fee basis supplemented by salary, in such manner as may be directed by law. Minimum compensation for said county officers may be established by the General Assembly by general law.

Such minimum compensation may be supplemented by local law or, if such authority is delegated by local law, by action of the county governing authority.

(c) The General Assembly may consolidate the offices of tax receiver and tax collector into the office of tax commissioner."

O.C.G.A. § 15-16-10

Duties; penalties.

(a) It is the duty of the Sheriff:

- (1) To execute and return the processes and orders of the courts and of officers of competent authority, if not void, with due diligence, when delivered to him for that purpose, according to this code;
- (2) To attend, by himself or his deputy, upon all sessions of the superior court of the county and also upon sessions of the probate court whenever required by the judge thereof and, while the courts are in session, never to leave same without the presence of himself or his deputy, or both, if required;
- (3) To attend, in the same manner specified in paragraph (2) of this subsection, at the place or places of holding an election at the county site, on the day of an election, from the opening to the closing of the polls, and to take under his charge all subordinate officers present, as police to preserve order;
- (4) To publish sales, citations, and other proceedings as required by law and to keep a file of all newspapers in which his official advertisements appear, in the manner required of clerks of the superior courts;
- (5) To keep an execution docket wherein he must enter a full description of all executions delivered to him and the dates of their delivery, together with all his actions thereon, and to have the same ready for use in any court of his county;
- (6) To keep a book in which shall be entered a record of all sales made by process of court or by agreement of the parties under the sanction of the court, describing accurately the property and the process under which sold, the date of the levy and sale, the purchaser, and the price;
- (7) To receive from the preceding sheriff all unexecuted writs and processes and proceed to execute the same; to carry into effect any levy or arrest made by a predecessor; to put purchasers into possession, and to make titles to purchasers at his or her predecessor's sales, when not done by his or her predecessor;
- (8) To perform such other duties as are or may be imposed by law or which necessarily appertain to his or her office; and
- (9) To exercise the same duties, powers, and arrest authority within municipalities which such officer exercises in the unincorporated areas of counties.

- (b) If any sheriff or deputy fails to comply with any provision of subsection (a) of this code section, he shall be fined for contempt as the clerk of the superior court is fined in similar cases. Code section § 15-6-82, as to removal, shall also apply to sheriffs.
- (c) In all counties of this state having a population of not less than 350,000 nor more than 550,000 according to the United States decennial census of 1990 or any future such census, it shall be the duty of the sheriffs of such counties to receive, confine, feed, and care for all persons charged with the violation of any ordinances of such counties in the same manner as persons charged with an indictable offense, whether such person charged with the violation of an ordinance is being held pending a hearing before the recorder's courts of such counties or has been sentenced by the recorder's courts to imprisonment in the county jail."
- (d) Nothing in this code section shall restrict or otherwise prohibit a sheriff or a deputy sheriff or clerk acting under the authority of a sheriff from electing to store for computer retrieval any or all records, dockets, books, indices, or files; nor shall a sheriff or a deputy sheriff or clerk acting under the authority of a sheriff be prohibited from combining or consolidating any records, dockets, books, indices, or files in connection with the maintenance of any records of the kind specified or required in this code section or any other law, provided that any automated or computerized record keeping method or system shall provide for the systematic and safe preservation and retrieval of all such records, dockets, books, indices, or files. When the sheriff or a deputy sheriff or clerk acting under the authority of the sheriff elects to store for computer retrieval any or all records, the same data elements used in a manual system shall be used, and the same integrity and security maintained.

Policy Title:	2.5 Chain of Command and Orders		
Policy Number:	2.5-2	Effective Date:	March 10, 2014
Sub Title:	Chain of Command	Revised Date:	
GPAC:		CALEA:	12.1.2

2.5-2 Chain of Command

There should never be a time when the chain of command is not clear to all personnel. The following guidelines will be adhered to regarding issues of chain of command and direction.

In Absence of Sheriff - the Chief Deputy will be the acting C.E.O.

In Exceptional Situations - In the absence of both the Sheriff and Chief Deputy, the Colonel will be the acting C.E.O. In his absence, the Field Operations Bureau Commander will be designated as the acting C.E.O. In his absence, the Investigations Bureau Commander will be the acting C.E.O.

Situations Involving Personnel of Different Divisions Engaged in a Single Operation - Whenever situations arise where personnel from different divisions are engaged in a single operation, the first unit on scene will be the initial incident commander until properly relieved.

Normal Day-to-Day Operations - In the normal day-to-day operations, division commanders are responsible for the management of their divisions. In their absence of more than 24 hours, the division commander may designate, by Special Order, who will be in charge of the division. The normal chain of command will be:

- Deputy
- Corporal
- Sergeant
- Lieutenant
- Captain
- Major
- Colonel/Chief Deputy
- Sheriff.

All personnel will follow their chain of command.

Policy Title:	2.5 Chain of Command and Orders		
Policy Number:	2.5-3	Effective Date:	March 10, 2014
Sub Title:	Requirement to Obey Lawful Orders	Revised Date:	June 16, 2015
GPAC:		CALEA:	12.1.3

2.5-3 Requirement to Obey Lawful Orders

Employees will obey any lawful order of a supervisor, including an order relayed from a supervisor by an employee of the same or less rank. If an employee receives an order from a supervisor that conflicts with a previously issued order, the employee will follow the last lawful order in emergency situations. If the situation is not of an emergency nature, the employee will advise the supervisor of the conflicting order for final direction. If an employee believes that an order given is unlawful or illegal, he/she will immediately advise the issuing supervisor of their objection to the order. If the employee feels that their objection to the order has not been resolved, the employee can file a grievance. (See Policy 3.6 Grievance Procedures)

Policy Title:	2.5 Chain of Command and Orders		
Policy Number:	2.5-4	Effective Date:	March 10, 2014
Sub Title: Communication, Coordination and Cooperation		Revised Date:	August 4, 2021
GPAC:		CALEA:	12.1.4

2.5-4 Communication, Coordination and Cooperation

The exchange of information among all agency functions and personnel for the purpose of coordinating activities is encouraged and supported. Policy and procedures for communication, coordination, and cooperation among all agency functions and personnel are described below:

Electronic Communication – Due to the complexity of schedules, it is often necessary to communicate information electronically. Therefore, all personnel are required to check and read their e-mail once per shift and respond, if required, within a 24-hour time period with a reply or with an estimate of when a response will be provided.

PowerDMS – All personnel are required to check PowerDMS for uploaded items at least once during the week to ensure they stay updated on important information. Department-wide e-mails about items added to PowerDMS will only be sent when the uploaded items are pressing and time-sensitive. Individual e-mails are sent automatically by the system every three (3) days when there are outstanding items in the employee's PowerDMS Inbox requiring his/her attention.

Employees shall contact their supervisor for clarification when a question arises concerning an e-mail or any item posted on PowerDMS.

All divisions/units are encouraged to support the exchange of information. This exchange of information may take place via staff meetings, roll calls, division bulletins, and through electronic communications.

Policy Title:	2.5 Chain of Command and Orders		
Policy Number:	2.5-5	Effective Date:	March 10, 2014
Sub Title:	Description of Directives System	Revised Date:	August 4, 2021
GPAC:		CALEA:	12.2.1

2.5-5 Description of Directives System

Authority of C.E.O. - Issues, modifies, and/or approves all directives, policies and procedures.

Issuance of Written Directives - The Chief Deputy or Colonel may be authorized to issue written directives and will be signed "For the Sheriff".

Written Directives Format - The primary format for the Written Directive system will be PowerDMS. All Policy and Procedures will be housed within PowerDMS, which is also accessible to all agency personnel.

- ◆ PowerDMS is an online document management system that the Sheriff's Office utilizes to manage policy and procedures, CALEA Assessments, and some aspects of training. All policies and procedures will be issued, revised, or reviewed using PowerDMS. All personnel receive instructions on how to access the Policy Manual on the Web Portal and PowerDMS. All employees will log onto PowerDMS at least once a week.

General Orders - Apply to all personnel and deal with new policy and/or policies/procedures already covered in the General Orders Manual. General Orders can only be issued by the Sheriff, Chief Deputy or Colonel. General Orders shall be reviewed by Command Staff prior to their promulgation. When possible, new General Orders will be reviewed with the Citizens Advisory Board and Sheriff's Council.

Special Orders - Apply to all personnel and deal with temporary issues such as a chain of command and position vacancies.

Personnel Orders - Pertain to the hiring, termination, promotion, demotion and/or transfer of personnel.

Training Orders - Pertain to training.

Numbering of Orders - General, Special, Personnel and Training Orders are given a number by the Sheriff's Administrative Assistant prior to RCSO-wide dissemination. The number will be comprised of the year of issue and the numerical sequence of the order.

Indexes - All policies in the Policy Manual will be indexed by the RCSO numbering system with the CALEA standard and state certification standard (when applicable) in parenthesis.

Purging and Revising - Purging and revising of policy will be done as soon as possible when policy is changed, created, or when C.A.L.E.A. or G.P.A.C. sends out Change Notices.

Statements of Policy - Can be found in:

- ◆ The Policy Manual
- ◆ Divisional S.O.P.

Statement of Rules and Regulations - Can be found in:

- ◆ Special Orders
- ◆ Training Orders
- ◆ General Orders
- ◆ Divisional SOP
- ◆ Policy and Procedures Manual

Agencies Values and Mission Statement - Can be found in the beginning of this policy manual.

Procedures for Carrying Out RCSO Activities - The commanders of the Criminal Investigations Division (C.I.D.), Special Operations Division (S.O.D.), Traffic Division, Management Services Division (M.S.D.), Patrol

Division, Court Services Division, Transportation/Civil Division and the Detention Center will write a Division S.O.P. This manual may be a comprehensive document that serves the purpose of providing in-depth information regarding how that particular division/section/unit will carry out the day-to-day activities relative to that division, section or unit.

Coverage of the Division Guidelines System - The purpose of this manual will be to:

- ◆ Identify responsibilities and provides specific procedures
- ◆ Increase the efficiency and effectiveness of operations
- ◆ Standardize those routine operations that are constantly conducted
- ◆ Provide guidance to line personnel in areas where no RCSO-level policy or guidance exists

Development of Division Guidelines - Division commanders will review all RCSO directives which have applicability to their operations and will determine the content of their guidelines. This review should consider the following:

- ◆ What policies and procedures found in RCSO-level directives require further guidance
- ◆ What policies and procedures are not found in RCSO-level directives

Division S.O.P. will be forwarded through their chain of command for approval. A copy of all approved and signed S.O.P. will be forwarded to OPST. Division commanders will periodically review their S.O.P. to ensure conformance with standards. Revisions require approval through the chain of command prior to dissemination. Copies of S.O.P. will be available to applicable employees.

Staff Review - Bureau commanders will review all policies, procedures, rules or regulations prior to approval and dissemination.

Policy Title:	2.5 Chain of Command and Orders		
Policy Number:	2.5-6	Effective Date:	March 10, 2014
Sub Title:	Dissemination and Storage of Policy Manual	Revised Date:	August 4, 2021
GPAC:		CALEA:	12.2.2

2.5-6 Dissemination and Storage of Policy Manual

Dissemination – Policy and procedures issued by the Sheriff, or designee are in effect until modified and may only be updated by the issuance of an amended policy and procedure by the Sheriff, or designee. New, revised, or reviewed policy and procedures will be approved in PowerDMS by the Sheriff or designee and published to all employees through PowerDMS. The new policy and procedure will be in the employee’s inbox until their digital signature is applied. All employees are required to acknowledge the new, revised or reviewed policy and procedure in PowerDMS by applying their digital signature. A test may be attached to any documentation in PowerDMS. The employee must successfully pass the test in order to digitally sign the documentation. (Ref: CALEA 12.2.2 item c)

- ◆ Supervisors will ensure that their subordinates have acknowledged receipt for all procedures and that they understand the content of the procedure.
- ◆ All sworn personnel and civilian employees of the Richmond County Sheriff’s Office will become thoroughly familiar with the contents of the Policy and Procedure Manual and will not deviate from any directive, except under circumstances indicated in the procedure.

Storage - The policy manual will be stored in the following manner:

- ◆ All Policies and Procedures will be housed within PowerDMS. The Accreditation Manager will be the holder of all “hard copies” of Policy and Procedure. These hard copies will be considered the official repository of agency policy, procedures, and rules and regulations. (Ref: CALEA 12.2.2, items a & b)
- ◆ The Sheriff’s Administrative Assistant will maintain all original general orders as the "master copy"

Receipt and Review - All new employees are given access to PowerDMS through the internet. Each employee is issued a user ID and instructions for setting up their password, by the administrator at the time of employment. Employees shall be removed from the active database upon leaving the Department.

- ◆ Employees shall sign onto PowerDMS weekly and take the appropriate action for any document they are assigned.

Policy Title:	2.6 Planning and Research		
Policy Number:	2.6-1	Effective Date:	March 10, 2014
Sub Title:	Activities of Planning/Research Function	Revised Date:	
GPAC:		CALEA:	15.1.1

2.6-1 Activities of Planning/Research Function

Planning and research is an integral part of RCSI operations. The ability to plan and conduct research allows the RCSI to remain current in procedures and respond correctly to the ever changing world of law enforcement.

Planning and Research Responsibility - Falls under the O.P.S.T., who may enlist assistance from various personnel possessing the specific knowledge needed.

Policy Title:	2.6 Planning and Research		
Policy Number:	2.6-2	Effective Date:	March 10, 2014
Sub Title:	Organizational Placement of the Planning/Research Function	Revised Date:	
GPAC:		CALEA:	15.1.2

2.6-2 Organizational Placement of the Planning/Research Function

Access to Information - All personnel involved in the planning and research function has, at their disposal, the informational resources necessary to perform the research.

Access to Sheriff - In the planning and research functions, the personnel performing these functions have access to the Sheriff for clarification of RCSO needs and the ability to make recommendations.

Policy Title:	2.6 Planning and Research		
Policy Number:	2.6-3	Effective Date:	March 10, 2014
Sub Title:	Multi-year Plan	Revised Date:	
GPAC:		CALEA:	15.1.3

2.6-3 Multi-Year Plan

The Sheriff's Office has a multi-year plan which anticipates long-term goals and identifies the objectives needed to attain them. The following will be included:

- ◆ Long term RCSO goals and operational objectives which may be based on administrative needs and forecasts
- ◆ Anticipated workload and population trends which may be based on anticipated economic development.
- ◆ Anticipated personnel and staffing levels which may be based on service demands, manpower studies, etc.
- ◆ Anticipated capital improvements and equipment needs which may be based on legislative requirements, depreciation of existing equipment, etc.

Policy Title:	2.6 Planning and Research		
Policy Number:	2.6-4	Effective Date:	March 10, 2014
Sub Title:	Goals and Objectives	Revised Date:	September 29, 2021
GPAC:		CALEA:	15.2.1

2.6-4 Goals and Objectives

Annual RCSO Goals and Objectives - Annually the RCSO are formulates and updates the written goals and objectives for the agency and for each major organizational component within the agency. Established goals and objectives are made available to all agency personnel via the employee portal and Power DMS.

In the fall of each year, the Command Staff shall meet with the Sheriff, and at that time the Sheriff shall provide his vision for the coming year relative to the setting of goals for the agency. Command Staff shall then formulate and distribute annual goals and objectives which support the Sheriff's vision for the coming year. This task shall be conducted on an annual basis. Division Commanders should periodically monitor progress toward attainment of agency and divisional goals.

Policy Title:	2.6 Planning and Research		
Policy Number:	2.6-5	Effective Date:	March 10, 2014
Sub Title:	Evaluation of Goals and Objectives	Revised Date:	
GPAC:		CALEA:	15.2.2

2.6-5 Evaluation of Goals and Objectives

RCSO and division goals and objectives will be evaluated for the progress made towards their attainment.

Policy Title:	2.6 Planning and Research		
Policy Number:	2.6-6	Effective Date:	March 10, 2014
Sub Title:	Crime Analysis	Revised Date:	
GPAC:	7.5	CALEA:	15.3.1

2.6-6 Crime Analysis

Crime analysis is a function of the Intelligence Unit where data relating to crime is collected, analyzed and crime patterns and trends are identified. Resources are deployed based on the statistical probability of future criminal activity in a specific geographic location in the county.

Source Documents - Reports, field interview information and/or other information received are used as source documents from which crime analysis data is extracted.

Data Analysis - The Crime Analysts may conduct daily, weekly or monthly analyses. The analysis should be able to pinpoint several factors involved in crime analysis. The computer system is utilized for crime analysis information.

Identification of Crime Trends/Patterns - Comprehensive crime analysis seeks to identify specific crime trends, patterns and suspects. It also assists with the deployment of personnel and resources. Some trends or patterns may be permanent or temporary, varying hourly, daily or seasonally. Crime analysis seeks to identify as many factors as possible. Personnel who note or question current crime trends and/or patterns should contact the Crime Analyst who may conduct a crime analysis relative to the problem/information.

Documentation - Crime analysis reports document the temporal (time-related) and geographic distribution of selected crimes. As an example, the crime analysis report will make note of burglaries, which have occurred in a specific area (beat, subdivision, street) and/or in certain time frames (i.e., between 9 a.m. and 1 p.m., Tuesdays).

Distribution - Crime analysis information will be distributed to affected divisions, units or sections.

Briefings - The Sheriff is briefed at least monthly on crime patterns or trends during the Command Staff Meeting.

Policy Title:	2.6 Planning and Research		
Policy Number:	2.6-7	Effective Date:	March 10, 2014
Sub Title:	Crime Analysis Factors	Revised Date:	
GPAC:	CALEA:		

2.6-7 Crime Analysis Factors

The following factors may be included in the crime analysis:

- ◆ Frequency by type of crime
- ◆ Geographic factors
- ◆ Temporal (time-related) factors
- ◆ Victim and target descriptors
- ◆ Suspect descriptors
- ◆ Suspect vehicle descriptors
- ◆ Modus operandi (M.O.) factors
- ◆ Physical evidence information

Policy Title:	2.6 Planning and Research		
Policy Number:	2.6-8	Effective Date:	March 10, 2014
Sub Title: Maintenance of Certification Documentation	Revised Date:		
GPAC:	CALEA:		

2.6-8 Maintenance of Certification Documentation

The Certification/Accreditation Manager shall maintain all certification contracts, annual compliance reports, on-site assessment reports and any waiver approved documentation.

Policy Title:	2.7 Allocation and Distribution of Personnel		
Policy Number:	2.7-1	Effective Date:	March 10, 2014
Sub Title:	Position Management System	Revised Date:	
GPAC:		CALEA:	16.1.1

2.7-1 Position Management System

The position management system is managed by the A.S.D. Commander with input from other command staff members that provides effective and appropriate deployment of personnel. The system determines the service needs through the use of workload assessments and may include other computer-generated manpower allocation/staffing system(s). This position management system is graphically displayed on the organizational chart in the H.R. Specialist's office. As changes occur, updates are emailed to all employees as an Organizational Chart. The Organizational Chart displays:

- ◆ The number and type of each position authorized in the budget
- ◆ The location of each authorized position within the organizational structure
- ◆ The position status information (whether vacant or filled)

Policy Title:	2.7 Allocation and Distribution of Personnel		
Policy Number:	2.7-2	Effective Date:	March 10, 2014
Sub Title:	Workload Assessment	Revised Date:	
GPAC:		CALEA:	16.1.2

2.7-2 Workload Assessment

Personnel are allocated in accordance with documented workload assessments, which are composed annually by division commanders and submitted to their supervisor. Workload assessments will take into account the number of personnel currently assigned, number of cases/calls handled/received, comparison with previous year(s), increases in personnel allocations, recommendations for personnel allocations and any other pertinent information relative to that division.

Policy Title:	2.8 Specialized Assignments		
Policy Number:	2.8-1	Effective Date:	March 10, 2014
Sub Title:	Review of Specialized Assignments	Revised Date:	
GPAC:		CALEA:	16.2.1

2.8-1 Review of Specialized Assignments

Annually, the division commander will conduct a documented review of the specialized assignments for the purpose of determining whether that assignment should be continued or not. This review will include the following:

- ◆ Identification of the specialized assignment(s)
- ◆ Their purpose
- ◆ An evaluation of the initial problem or condition that required the formation

Policy Title:	2.8 Specialized Assignments		
Policy Number:	2.8-2	Effective Date:	March 10, 2014
Sub Title:	Specialized Assignment Openings	Revised Date:	
GPAC:		CALEA:	16.2.2

2.8-2 Specialized Assignment Openings

Openings for specialized assignments are disseminated RCSO wide. A Special Order will be issued and interested personnel will have five (5) calendar days to respond. Selections to specialized assignments will be filled through a selection process based on the skills, knowledge and abilities required to perform that position. This does not imply that all personnel responding to the announcement will receive a formal interview. After interviewing those applicants who meet the requirements of the job, the division commander will make a recommendation to the Sheriff, who has the final authority to select the personnel for the specialized assignment openings.

Policy Title:	2.9 The Reserve Program		
Policy Number:	2.9-1	Effective Date:	March 10, 2014
Sub Title:	Reserve Program	Revised Date:	
GPAC:		CALEA:	16.1.1

2.9-1 Reserve Program

In July of 2013, the Reserve Unit was established to assist in the day-to-day operations of all facets of the RCSO and comes under the authority of the C.S.D. The Reserve Unit is made up of citizens who wish to serve the RCSO and Richmond County as sworn law enforcement officers. Reserve deputies have the same authority and powers as full-time deputies and serve on a volunteer and unpaid basis. When reserve deputies are working in any assignment, they come under the same chain of command and authority as a full-time deputy in the same assignment.

Policy Title:	2.9 The Reserve Program		
Policy Number:	2.9-2	Effective Date:	March 10, 2014
Sub Title:	Selection Criteria	Revised Date:	
GPAC:	7.6	CALEA:	16.1.1, 16.1.2, 16.1.4

2.9-2 Selection Criteria

The selection criteria for reserve deputies are the same as that of a full-time deputy, which includes successful completion of the following:

- ◆ Georgia Peace Officer Certification
- ◆ Qualify on the RCSO weapons course
- ◆ Background investigation
- ◆ Psychological screening
- ◆ Medical examination
- ◆ Drug screen
- ◆ Approvals from division commander, bureau commander, Colonel, Chief Deputy and Sheriff.

Reserve deputies will be on probation status for a period of 12 months from date of assignment. In instances where a full-time deputy resigns, a letter requesting to serve as a reserve deputy will be forwarded to the Community Services Captain and forwarded through the chain of command to the Sheriff for approval. Selection criteria for Reserve deputies may be waived for deputies who resign or retire under honorable conditions and the request for Reserve status occurs within 1 year of said resignation or retirement.

Policy Title:	2.9 The Reserve Program		
Policy Number:	2.9-3	Effective Date:	March 10, 2014
Sub Title:	Basic Training	Revised Date:	
GPAC:		CALEA:	16.1.1

2.9-3 Basic Training

All reserve deputies are required to successfully complete the P.O.S.T. Basic Mandate training prior to assignment in any capacity in which the reserve deputy is permitted to carry a weapon or is in a position to make an arrest.

Policy Title:	2.9 The Reserve Program		
Policy Number:	2.9-4	Effective Date:	March 10, 2014
Sub Title:	Uniforms and Equipment	Revised Date:	
GPAC:		CALEA:	16.1.4

2.9-4 Uniforms and Equipment

Uniforms and equipment issued to reserve deputies are the same as those for full-time deputies performing like functions but may be furnished in lesser quantities.

Policy Title:	2.9 The Reserve Program		
Policy Number:	2.9-5	Effective Date:	March 10, 2014
Sub Title:	In-Service Training	Revised Date:	
GPAC:		CALEA:	16.1.5

2.9-5 In-Service Training

Reserve deputies must attend a minimum of 40 hours of training per year to include all mandatory in-service such as physical fitness testing, use of deadly force, use of force policies, firearms re-qualifications and any other mandatory training required of full-time sworn personnel.

Policy Title:	2.9 The Reserve Program		
Policy Number:	2.9-6	Effective Date:	March 10, 2014
Sub Title:	Use of Force Training	Revised Date:	
GPAC:		CALEA:	16.1.6

2.9-6 Use of Force Training

Reserve deputies receive use-of-force training and firearms qualifications with the same frequency as full-time deputies. This training employs the same minimum standards as for full-time deputies.

Policy Title:	2.9 The Reserve Program		
Policy Number:	2.9-7	Effective Date:	March 10, 2014
Sub Title:	Liability Protection	Revised Date:	
GPAC:		CALEA:	16.3.7

2.9-7 Liability Protection

Reserve deputies are bonded and provided with the same public liability protection equal to that provided to full-time deputies.

Policy Title:	2.9 The Reserve Program		
Policy Number:	2.9-8	Effective Date:	March 10, 2014
Sub Title:	Performance Appraisals	Revised Date:	
GPAC:		CALEA:	16.3.8

2.9-8 Performance Appraisals

Reserve deputies receive annual performance appraisals in the same manner as required for full-time deputies.

Policy Title:	2.9 The Reserve Program		
Policy Number:	2.9-9	Effective Date:	March 10, 2014
Sub Title:	Educational Requirements	Revised Date:	
GPAC:		CALEA:	16.3.9

2.9-9 Educational Requirements

Reserve deputies possess a high school diploma or its equivalent at the time of assignment.

Policy Title:	2.10 The Auxiliary Program		
Policy Number:	2.10-1	Effective Date:	March 10, 2014
Sub Title:	Description of the Auxiliary Program	Revised Date:	
GPAC:	7.7	CALEA	

2.10-1 Description of the Auxiliary Program

The Auxiliary Program supplements the services provided by other members of the RCSO and falls under C.S.D. Liability coverage is the same for auxiliaries as it is for reserve deputies. An auxiliary member is not a sworn law enforcement officer and does not have arrest powers. While functioning as an auxiliary, members will not carry firearms, display a law enforcement badge, or wear any uniform or clothing which represents them as RCSO deputies.

Auxiliary members may volunteer for any of the following:

- ◆ Citizens Advisory Board - Provides advisory counsel to the Sheriff
- ◆ Citizen's Law Enforcement Academy - Assist instructors with training curriculum.
- ◆ Explorer Scouts - foster an interest in law enforcement profession and volunteer throughout the community.

Policy Title:	2.10 The Auxiliary Program		
Policy Number:	2.10-2	Effective Date:	March 10, 2014
Sub Title:	Training for Auxiliaries	Revised Date:	
GPAC:	7.7	CALEA:	

2.10-2 Training for Auxiliaries

Auxiliary members will receive training relative to the unit to which they have volunteered. The Community Services Captain shall ensure delivery of this training.

Policy Title:	2.10 The Auxiliary Program		
Policy Number:	2.10-3	Effective Date:	March 10, 2014
Sub Title:	Uniforms for Auxiliaries	Revised Date:	
GPAC:	6.7	CALEA:	16.4.3

2.10-3 Uniforms for Auxiliaries

Auxiliary members may wear civilian clothing when the assignment is appropriate, but must have RCSO identification on them. They may be furnished the following or other high visibility uniforms:

- ◆ Red pullover shirt
- ◆ Khaki pants
- ◆ Orange safety vest
- ◆ Winter jacket

Policy Title:	2.10 The Auxiliary Program		
Policy Number:	2.10-4	Effective Date:	August 8, 2020
Sub Title:	Description of the Community Safety Officers (CSO)	Revised Date:	
GPAC:	7.7	CALEA:	

2.10-4 Description of the Community Safety Officer Program

The Community Safety Officer (CSO) Program supplements the services provided by other members of the RCSO and falls under Road Patrol Division. Liability coverage is the same for CSO's as it is for reserve deputies. A CSO is not a sworn law enforcement officer and does not have arrest powers. While functioning as a CSO, members will not carry firearms, display a law enforcement badge, or wear any uniform or clothing which represents them as RCSO deputies.

A CSO assists the road patrol and other units with non-enforcement related duties, and provides additional safety and security functions by observing and reporting violations, threats and other suspicious situations with the guidelines of federal and State laws, as well as County Ordinances and Sheriff's Office policies and procedures. A CSO reports to a Sergeant or other designated person, and works with co-workers, the public, government personnel, social service agencies, businesses, and court officials to provided field operation support. In representing the Richmond County Sheriff's Office, CSOs may be the first point of contact with the public and other agencies. As such, CSOs have a major impact upon the perception held by the community. All contacts with either the public or other agencies shall be courteous, diplomatic and professional. Even under stressful or emergency situations, CSOs shall remain calm, assertive, and do their utmost to control the conversation. The intent of a CSO is to earn and maintain the respect of the community, officers, co-workers and those working for outside agencies.

CSO personnel have the responsibility to be knowledgeable of all sections contained within the RCSO Policy and Procedures Manual, Standard Operating Procedures and any updated information as it becomes available. All CSOs shall review and strictly adhere to all sections.

Policy Title:	2.10 The Auxiliary Program		
Policy Number:	2.10-5	Effective Date:	August 8, 2020
Sub Title:	Training for the Community Safety Officers (CSO)	Revised Date:	
GPAC:	7.7	CALEA:	

2.10-5 Training for Community Safety Officers

CSO's will receive training relative to the unit to which they have been assigned. The Road Patrol Captain shall ensure delivery of this training.

Policy Title:	2.11 Civilian Positions		
Policy Number:	2.11.1	Effective Date:	March 10, 2014
Sub Title:	Staffing Civilian Positions	Revised Date:	
GPAC:	CALEA:		

2.11-1 Staffing Civilian Positions

Positions within the RCSO not requiring sworn personnel are specified as civilian positions and staffed accordingly.

Policy Title:	2.12 Fiscal Management		
Policy Number:	2.12-1	Effective Date:	March 10, 2014
Sub Title:	Authority of the Sheriff in Fiscal Management	Revised Date:	
GPAC:		CALEA:	17.1.1

2.12-1 Authority of the Sheriff in Fiscal Management

By authority granted in O.C.G.A. § 15-16-10, the Sheriff has the authority and responsibility for the fiscal management of the RCSO.

Policy Title:	2.13 The Budget Process		
Policy Number:	2.13-1	Effective Date:	March 10, 2014
Sub Title:	Responsibility for Budget Preparation	Revised Date:	
GPAC:		CALEA:	17.2.1

2.13-1 Responsibility for Budget Preparation

The Finance Director is responsible for preparation and management of the budget. The RCSO will, except in rare circumstances approved by the Sheriff, adhere to the Richmond County Board of Commissioners budget procedures. The budget process is described below:

- ◆ The fiscal year runs from January 1 to December 31
- ◆ Division commanders have input to the budget process based upon functional needs assessments
- ◆ The Sheriff has final review and approval responsibility for all budgeting procedures
- ◆ A final budget proposal for the following fiscal year is due to the Richmond County Board of Commissioners no later than the date established by the Commissioners.

Policy Title:	2.13 The Budget Process		
Policy Number:	2.13-2	Effective Date:	March 10, 2014
Sub Title:	Annual Budget Recommendations	Revised Date:	
GPAC:		CALEA:	17.2.2

2.13-2 Annual Budget Recommendations

Major components within the RCSO will prepare written budget recommendations annually.

Policy Title:	2.14 Purchasing		
Policy Number:	2.14-1	Effective Date:	March 10, 2014
Sub Title:	Procedures for Requisition and Purchase of Equipment and Supplies	Revised Date:	
GPAC:		CALEA:	17.3.1

2.14-1 Procedures for Requisition and Purchase of Equipment and Supplies

Purchasing procedures are established to facilitate the procurement of goods and services. Before any action is taken regarding the procurement of items, employees will furnish a request for the goods and/or services. However, as a Constitutional Officer, the Sheriff has the authority to override county procedures and spend appropriated funds as he deems appropriate.

Bidding/Purchasing Requirement Procedures

- ◆ **Goods/Services (under \$1000)** - a Purchase Request form will be filled out and forwarded to the division commander for signature of approval. After approval, the form will be forwarded to the RCSO Purchasing Department who will keep a copy and return a copy to the requestor. The Purchasing Department or the requestor will be responsible for procuring the goods/services
- ◆ **Goods/Services (\$1000-\$5000)** - a form listing three (3) quotes, showing a recommendation for purchase, along with a Purchase Request form will be filled out. These forms will be forwarded to the Finance Director for signature of approval. After approval, the form will be forwarded to the Purchasing Department. The Purchasing Department or the requestor will be responsible for procuring the goods/services
- ◆ **Goods/Services (\$5000-\$25,000)** - a form listing three (3) quotes, showing a recommendation for purchase, along with a Purchase Request form will be filled out. These forms will be forwarded to the Finance Director for signature of approval. After approval, the Purchase Request will be forwarded to the Purchasing Department, who will keep a copy and return a copy to the requestor. The Supply Section or the requestor will be responsible for procuring the goods/services
- ◆ **Goods/Services (over \$25,000)** - a Request for Proposal (RFP) form will be filled out and forwarded to the division commander, then the Finance Director for signatures of approval. Upon approval, the RFP will be forwarded to County Procurement for the formal bid process

Bidding Procedures

Specifications for items to be purchased will be written on an R.F.P. and forwarded to the division commander and the Finance Director for approval. After approval, the R.F.P. will be forwarded to Richmond County Procurement Department for distribution to vendors. Distribution may include email, newspaper, or the county website. Interested vendors may contact the Richmond County Procurement Department to receive additional information. Interested vendors may submit a bid by forwarding the appropriate information to the Richmond County Procurement Department to receive additional information.

Selection of Vendors and Bidders - Vendors that have submitted bids and meet the item's specification may be contacted to set up on-site visits or demos for an evaluation. If all specifications are equal, the criteria for the selection of vendors and bidders may be but not limited to price, quality, customer service and past performance of the vendor submitting the bid, if applicable.

Emergency Purchasing/Rentals - If an emergency requires the immediate purchase/rental for supplies, materials, or equipment, and normal procedures cannot be followed, supervisors will be allowed to authorize the procurement of the item/service. The supervisor may have the Sheriff's Office billed, use the county credit card or request a P.O. to be issued. Receipts shall be forwarded to the Finance Director as soon as possible.

Requesting Fund Transfers - All requests for supplemental or emergency appropriations and fund transfers will be written, include the reason for and the amount requested and forwarded to the Sheriff through the Finance Director for signature of approval. Upon approval, those requests will be forwarded to the Richmond County Board of Commissioners Management and Financial Committee.

Policy Title:	2.15 Accounting		
Policy Number:	2.15-1	Effective Date:	March 10, 2014
Sub Title:	The Accounting System	Revised Date:	
GPAC:		CALEA:	17.4.1

2.15-1 The Accounting System

The RCSO utilizes a fiscal accounting system that includes approval of each account and makes provisions for monthly status reports showing:

- ◆ Initial appropriation for each account
- ◆ Balance at the commencement of the monthly period
- ◆ Expenditures and encumbrances made during the period
- ◆ Any unencumbered balance

Policy Title:	2.15 Accounting		
Policy Number:	2.15-2	Effective Date:	March 10, 2014
Sub Title:	Cash Accounts	Revised Date:	July 1, 2020
GPAC:		CALEA:	17.4.2

2.15-2 Cash Accounts

Petty Cash – Used for miscellaneous purchases and/or expenditures. The Administrative Assistant/Office Manager and the Administrative Specialist is authorized to receive, maintain and disburse cash from this account. If expenses are in excess of \$ \$100.00, a check request will be made to the county for reimbursement. The Administrative Services Division Commander (ASD) and/or the Finance Director can authorize all reimbursements.

Fines and Fees - Records personnel receive cash/money orders for criminal histories and copying fees. This money is turned over to the Administrative Assistant/Office Manager at the end of business. IA personnel receive cash/money orders for open records requests, expungment fees cash bonds and civil processing fees. This money is turned over to the Administrative Assistant/Office Manager upon receipt. Cash is not disbursed from this account. Checks that are written require two (2) signatures: the Sheriff, Chief Deputy, Colonel and/or Administrative Assistant/Office Manager.

Sheriff's Account/Cash bonds - Comes from Superior Court bonds. Jail personnel are authorized to collect cash for this account. The Sheriff, Chief Deputy, Colonel and Administrative Assistant/Officer Manager are the only personnel authorized to disburse funds from this account. Checks that are written require two (2) signatures: the Sheriff, Chief Deputy, Colonel and/or Administrative Assistant/Office Manager.

Pre-Forfeiture Account - Cash from asset forfeitures is deposited into the Pre-Forfeitures account. Once Superior Court approves the forfeiture, a check for the approved forfeiture amount is then deposited in the County account for reimbursement. Checks for this account are received and maintained by the Administrative Assistant/Officer Manager. Cash is not disbursed from this account and checks that are written require two (2) signatures: the Sheriff, Chief Deputy, Colonel and/or Administrative Assistant/Office Manager.

Confidential Fund – Checks written from the Forfeiture Account are cashed and placed into this fund. The Narcotics Lieutenant and/or Sergeant is authorized to request cash from this fund. The Administrative Assistant/Office Manager is authorized to receive, maintain and disburse cash from this account. If expenses are in excess of \$ 1,000 the Sheriff, Chief Deputy, Colonel and/or Administrative Assistant/Office Manager must authorize the request for funds.

Each account will have a balance sheet to identify the initial balance; cash received, cash disbursed, and balance on hand. There will be receipts or documentation showing where cash was received. Records, documentation, invoice requirements or receipts are required for all expenditures. The forfeiture, Sheriff's account and fines/fees accounts will be reconciled for accuracy monthly. Petty Cash and the Confidential fund will be reconciled at least quarterly or when cash is needed.

Policy Title:	2.15 Accounting		
Policy Number:	2.15-3	Effective Date:	March 10, 2014
Sub Title:	Audit of Fiscal Activities	Revised Date:	
GPAC:		CALEA:	17.4.3

2.15-3 Audit of Fiscal Activities

Annually, the Richmond County Board of Commissioners selects an independent certified accounting firm to conduct an independent audit of the fiscal activities of the RCSO. The Sheriff may request an independent audit of the fiscal activities of the RCSO at any time.

Policy Title:	2.16 Richmond County Sheriff's Office Property		
Policy Number:	2.16-1	Effective Date:	March 10, 2014
Sub Title:	Inventory and Control of	Revised Date:	June 7, 2021
Property			
GPAC:	1.23	CALEA:	17.5.1

2.16-1 Inventory and Control of Property

Internal control measures are utilized for the inventory and control of property and equipment. The Quartermaster and Training Division are responsible for maintaining records of inventory and issued equipment. RCSO property assigned to supply will be inventoried annually. Property assigned to training will be inventoried annually.

Securing Property – All employees are responsible for securing all issued property. Sworn employees must secure all firearms, Tasers and radios in an enclosed vehicle trunk or house when not in use.

Reporting Damage to RCSO Property - It is the responsibility of all employees to report to their immediate supervisor any damage to RCSO property issued to them as soon as possible. The Lost/Damaged Property form must also be completed and forwarded through the chain of command to the A.S.D. Captain.

Newly Appointed CEO - when the agency's Chief Executive Officer (CEO) leaves the agency, the new CEO, or his designee shall ensure 100% accountability of all agency firearms by conducting a full inventory of all agency firearms within six (6) months of assuming command of the agency.

Policy Title:	2.16 Richmond County Sheriff's Office Property		
Policy Number:	2.16-2	Effective Date:	March 10, 2014
Sub Title:	Procedures for Issuing/Reissuing Property/Accountability	Revised Date:	June 7, 2021
GPAC:		CALEA:	17.5.2

2.16-2 Procedures for Issuing/Reissuing Property

Personnel requiring uniform or equipment issue or replacement issue of sized items should physically process through the supply room to ensure proper fit and accurate clothing record notation. At the discretion and responsibility of the shift supervisor and the approval of the employee, a second party may draw their needed equipment. The shift supervisor will ensure that the uniform/equipment is delivered to that employee and will obtain their signature on the temporary issue form as having received it and will return that receipt to supply. Common items and sized items may be issued using the foregoing process, but in the best interests of supply accountability, each individual should process his own requirements.

Hand Receipt - A list of non-expendable or durable items which have been issued to an employee and their signature established direct responsibility. All properties will be hand receipted to the lowest level. All persons receiving property will sign and enter printed name, date and property quantity in the columns. All items distributed will be signed for by the employee and that form will be placed in the employee's clothing/equipment file.

Direct Exchange - This system is used to expedite the exchange and re-issuance of new or used items. Once an item is noted on the individual's hand receipt, the item can be exchanged which precludes the issuing of new items.

Property Accountability - Assures prudent management of the property assets of the RCSO. The M.S.D. Captain supervises the daily operation of the supply section. Shift supervisors are responsible for assuring that deputies possess the required quantity of equipment and determine what equipment replacement is required. All deputies are responsible for the proper care and use of uniform items, weapons and equipment issued to them and will be held accountable for items damaged through misuse or negligence. All deputies are responsible for securing all issued property. Firearms, Tasers and radios must be secured in an enclosed trunk of a vehicle or house when not in use.

Responsibility - All issued equipment will be maintained in working condition. Weapons will be cleaned after each time fired. Equipment/property will be cared for and any defects or necessary repairs will be reported to a supervisor. Assigned vehicles will be maintained in accordance with RCSO directives. Employees who resign or are terminated will return all RCSO-issued property.

Policy Title:	2.16 Richmond County Sheriff's Office Property		
Policy Number:	2.16-3	Effective Date:	March 10, 2014
Sub Title:	Maintaining Stored Property	Revised Date:	March 10, 2021
GPAC:		CALEA:	17.5.2

2.16-3 Maintaining Stored Property

Property stored by Quartermaster, Narcotics, SWAT, and the Training Center will be maintained in a state of operational readiness and each unit is responsible for its maintenance. Semi-annually the equipment should be inspected and documented. The documented inspections will be forwarded to OPST Accreditation Manager.

3.1 Job Task Analysis

3.1-1Written Task Analysis

3.2 Classification Plan

3.2-1Written Classification Plan

3.2-2Job Descriptions

3.3 Compensation

3.3-1Salary Program

3.4 Benefits

3.4-1Leave Program

3.4-2Employee Programs

3.4-3Employee Support Services

3.4-4Assistance Services

3.4-5Clothing and Equipment

3.4-6Employee Assistance Program

3.4-7Employee Identification Cards

3.5 Conditions of Employment

3.5-1Fitness for Duty Examinations

3.5-2Health and Physical Fitness for Sworn Employees

3.5-3Secondary Employment

3.5-4Extra Duty (Special Duty Assignments)

3.5-5Off-Duty Conduct

3.5-6Expectation of Privacy

3.6 Grievance Procedures

3.6-1Description of Process

3.6-2Coordination, Maintenance and Control of Grievances

3.6-3Analysis of Grievances

3.7 Disciplinary Procedures

3.7-1Code of Conduct and Appearance

3.7-2Recognizing and Rewarding Employees

3.7-3Harassment in the Workplace

3.7-4Disciplinary System

3.7-5Role of Supervisors in the Disciplinary Process

3.7-6Appeals Process

3.7-7Dismissal of Employees

3.7-8Maintenance of Disciplinary Records

3.8 Recruitment Practices and Procedures

3.8-1The Recruitment Program

3.8-2Employees Assigned to Recruitment

3.9 Equal Employment Opportunity

3.9-1Recruitment Plan

3.9-2Annual Analysis

3.9-3Equal Employment Opportunity Plan

3.10 Job Announcements

3.10-1Job Announcements

3.10-2Job Announcements with Community Service Organizations

3.10-3Contact with Applicants

3.10-4Rejection of Applicants

3.11 Professional and Legal Selection Requirements

- 3.11-1.....Elements of the Selection Process
- 3.11-2.....Rating Criteria of Elements
- 3.11-3.....Administration, Scoring, Evaluation and Interpretation of Elements
- 3.11-4.....Written Notification to Applicants
- 3.11-5.....Notifying Applicants
- 3.11-6.....Disposition of Records
- 3.11-7.....Storage of Selection Materials

3.12 Administrative Selection Practices and Procedures

- 3.12-1.....Background Investigations
- 3.12-2.....Retention of Background Information
- 3.12-3.....C.V.S.A./Polygraph in Backgrounds
- 3.12-4.....Medical Fitness Examination
- 3.12-5.....Psychological Fitness Examination
- 3.12-6.....Retention of Medical and Psychological Records
- 3.12-7.....New Hire Probation

Policy Title:	3.1 Job Task Analysis		
Policy Number:	3.1-1	Effective Date:	March 10, 2014
Sub Title:	Written Task Analysis	Revised Date:	
GPAC:		CALEA:	21.1.1

3.1-1 Written Task Analysis

Job Task Analyses may be done on all full-time positions at the division level and will include the following:

- ◆ The work behaviors, including the duties, responsibilities, functions and tasks performed for each job classification
- ◆ The frequency with which the work behavior occur
- ◆ The criticality of the job-related skills, knowledge and abilities

Policy Title:	3.2 Classification Plan		
Policy Number:	3.2-1	Effective Date:	March 10, 2014
Sub Title:	Written Classification Plan	Revised Date:	
GPAC:		CALEA:	21.2.1

3.2-1 Written Classification Plan

The Classification Plan identifies major characteristics of the classes within the RCSO for similar duties and responsibilities to be recognized. The plan will include the following:

- ◆ Categorization of every job by class on the basis of similarities in duties, responsibilities and qualification requirements
- ◆ Class specifications for every job within a class
- ◆ Assigns compensation that may be related to the characteristics and or training required to various classes
- ◆ The Sheriff must approve all reclassifications when there are significant changes in skills, duties or responsibilities in that job. Only the Sheriff may approve new positions based on RCSO needs

Policy Title:	3.2 Classification Plan		
Policy Number:	3.2-2	Effective Date:	March 10, 2014
Sub Title:	Job Descriptions	Revised Date:	June 25, 2020
GPAC:	3.6	CALEA:	21.2.2

3.2-2 Job Descriptions

The RCSO shall maintain current job descriptions for all positions and shall be reviewed every four years, ensuring job descriptions are current. Job descriptions are available to all personnel and may be requested from the H.R. Specialist and can be found on the Richmond County Sheriff's Office Portal.

Policy Title:	3.3 Compensation		
Policy Number:	3.3-1	Effective Date:	March 10, 2014
Sub Title:	Salary Program	Revised Date:	
GPAC:		CALEA:	22.1.1

3.3-1 Salary Program

Salary Program - All positions have been classified and arranged into a pay grade scale. An employee will start at the first step of a pay grade based upon classification of the job unless otherwise approved by the Sheriff. Entry-level and other salaries for all grades of employees can be found in the salary grade which includes the following:

- ◆ Salary differential within the ranks
- ◆ Salary differential between the ranks
- ◆ Salary levels for special skills, if any

Compensatory Time - Employees may accrue compensatory time. Schedule adjustments during a pay period, called "flex time," should be utilized when possible. Any time worked over the prescribed hours, depending upon the classification, may be paid as overtime or comp time.

Overtime Compensation - Pursuant to the Fair Labor Standards Act, sworn employees will be compensated at a rate of one and one-half times their normal rate of salary for working over 86 hours per pay period. Non-sworn employees working over 40 hours per week will be compensated at one and one-half times their normal rate of pay. Command staff personnel and positions designated by the Sheriff are exempt from overtime. Division commanders will oversee expenditure of overtime and may delegate the requests to the immediate supervisor, who will assess staffing needs and make every reasonable effort to provide coverage without the use of overtime. Overtime requests will be made when all other reasonable efforts to secure personnel have failed. Approval of requests for overtime will be made by the shift supervisor in advance of the occurrence of the work or detail, if possible. When volunteers cannot be obtained, mandatory overtime may be instituted as a last resort. All overtime will be indicated on the payroll page along with an explanation for such in the comments section.

Salary Augmentation - The Sheriff strongly encourages all employees to pursue post-secondary education. At this time, employees with degrees from colleges approved by the RCSO will not receive salary augmentation based on the degree. Deputies may receive hazardous duty pay when assigned to one of the following positions: Motorcycle Deputy, SWAT Member and EOD.

Policy Title:	3.4 Benefits		
Policy Number:	3.4-1	Effective Date:	March 10, 2014
Sub Title:	Leave Program	Revised Date:	February 16, 2021
GPAC:	CALEA: 22.1.9		

3.4-1 Leave Program

Administrative Leave - Leave with pay due to an extended absence, pending the outcome of an administrative review or other investigation, or at the discretion of the Sheriff.

Leave Without Pay (L.W.O.P.) - A division commander may grant one work day of leave without pay. Requests for leave without pay that exceed one work day must be submitted through the chain of command to the Sheriff, for approval. All leaves of absence are required to adhere to the following practices:

1. Leave without pay will be granted only when it will not adversely affect the interest and effective operations of the RCSO.
2. Failure of an employee to return to work at the expiration of the approved leave will be considered as absence without leave and may be grounds for termination.
3. No Vacation Leave will be earned by an employee for the time that the employee is on leave without pay.

Military Leave/Deployment - Pursuant to all applicable federal and state laws, employees who have required military training obligations will be allowed up to 18 days (generally 8 hour days) of military leave with pay. Employees that have required military training obligations that exceed the allotted may use vacation leave or adjust their schedule so that their position is filled during their absence. If an employee is deployed for an extended period of time, he/she may opt to cancel their medical coverage with the county until their return to duty. Within 30 days of returning to duty, the employee must schedule a meeting with the county human resources division to reinstate medical coverage. Employees on military leave and deployment are considered to be on a leave of absence, during which time they are not subject to recall or eligible for secondary employment.

Procedures -

1. Employees on military leave for **thirty (30) calendar days or less** are allowed to maintain department issued equipment at their place of residence, with exception to department owned vehicles which will be parked at the Richmond County Sheriff's Office Sub-station. The employee shall follow departmental policy regarding the securement of department issued equipment. In all instances the employee shall submit their military orders.
2. Employees on military leave for **thirty-one (31) calendar days or more** shall surrender their Richmond County Sheriff's Office Identification Card, Badge(s), clothing (e.g., hat, coat, shirt, body armor, rain jacket, traffic vest, etc.), Departmental Weapon(s) (e.g., rifle(s), shotgun(s), handgun(s), other firearms, chemical spray, impact weapon, etc.), Departmental Vehicle and key(s) to the person(s) tasked with receiving said equipment at the direction of the employees Division Commander.
3. Supervisors of employees departing on military leave for **thirty-one (31) calendar days or more** shall ensure this policy is followed and have the item(s) return to take place on the last working day the employee has prior to leaving on military leave.
4. The employees' Division Commander shall be the agency point of contact with the employee. If a Division Commander is the deployed employee, then the Chief shall serve as the agency point of contact.
5. The Human Resources Director for the City of Augusta shall serve as the Human Resources point of contact for all deployed employees, regardless of rank or assignment.
6. All deployed employees shall complete and exit interview with the Chief, or their designee, prior to deployment.
7. All agency owned equipment that is returned by employees who are deployed for periods of 31 calendar

days or more shall be stored in the Department Armory (weapons) and the Department Quartermaster Supply Room (Taser, Impact Weapons, Chemical Agents, Duty Gear, Uniforms and accessories, badges handcuffs, hats radio etc.)

8. When returning to duty after a deployment consisting of 31 calendar days or more, the employee shall complete an interview with the Chief, or their designee, prior to returning to duty.

9. Initial and/or refresher training shall be provided to all employees who have returned from a deployment consisting of **91 calendar days or more**.

10. With the technology now available, communications with all points of contact and the deployed employee shall be maintained routinely throughout their deployment via email, voice mail, phone, text, etc. This will facilitate the ease of transition and reintegration of the employee back to their official capacity with Richmond County Sheriff's Office.

Reintegration of Department Personnel

1. 30 Calendar Days or Less – Employees shall advise their supervisor as soon as possible of their date of return. Supervisor's should schedule the employee to report to work no later than the first work day on their next regularly scheduled shift, after termination of his/her service as indicated on the Military Orders and after allowance for safe travel home from the military duty location and an eight (8) hour rest period per USERRA 38 U.S.C. 4312 (e); unless on other approved leave.

2. 31 Calendar Days or More – Employees shall advise their supervisor as soon as possible of their date of return. Supervisor's should schedule the employee to report to work no later than the first work day on their next regularly scheduled shift, after termination of his/her service as indicated on the Military Orders and after allowance for safe travel home from the military duty location and an eight (8) hour rest period per USERRA 38 U.S.C. 4312 (e); unless on other approved leave.

The employee shall complete an interview with the Chief, or their designee, prior to returning to duty. At this time arrangements will be made for the equipment/items to be reissued to the employee via the employee's Division Commander or their designee.

3. 91 Calendar Days or More - Employees returning from ninety-one (91) days or more military leave will be reemployed in accordance with USERRA 38 U.S.C 4312. Employees shall advise their supervisor as soon as possible of their date of return.

a. Employees shall, at a minimum, receive the following training prior to returning to duty:

- i. Use of Force to include Use of Deadly Force;
- ii. Defensive Tactics/Recertification on all issued weapons (Taser, Chemical Agents, impact Weapons, etc.)
- iii. Legal Update;
- iv. Policy Changes/Updates
- v. Firearms Qualification
- vi. Any additional training as determined by the Chief, The Department Training Coordinator, and meet the 20 hour In Service P.O.S.T. requirements

b. If any certifications have expired during the employees' deployment then the employee shall attend a basic certification course prior to return to full duty.

4. Allotted Hours – each employee of Richmond County to include Sheriff's Office employees, are allotted 144 hrs. a year paid Military Leave.

The 144 hrs. a year will be computed using the federal fiscal year, October 1st thru September 31st. An employee, once he/she has used up their 144 hrs. may at their discretion use vacation or sick time. A letter from the employee stating either vacation and/or sick is to be used must be forwarded to the employee's supervisor and to the Personnel Office. If the employee elects to use this time the supervisor will send the Personnel Office the day or days the employee is using. The Personnel Office will enter time in the ADP system on scheduled work days after the employee has exhausted 144 hrs. and the employee is still out due to military service.

Each employee is responsible for keeping up with paid hours used on Military Leave. When 144 hrs. of Military Leave is exhausted and the Personnel Office has no notification from the employee that he/she wishes to use vacation/sick time, no entry will be made.

All employees of the Richmond County Sheriff's Office who are absent from their employment with the Richmond County Sheriff's Office because of military service shall be deemed to be on furlough or leave of absence while performing military service. The RCSO may request you provide military leave orders for any military leave that exceeds 30 days.

An employee who leaves employment with the Richmond County Sheriff's Office for service in the military to include the National Guard and Reserves has rights under USERRA.

The Richmond County Sheriff's Office will not adversely consider military status or service (including but not limited to an application or obligation to perform military service) when making hiring, promotion, or firing decisions, or in determining eligibility to any benefit of employment.

Funeral Leave - Employees are allowed up to 24 hours of funeral leave per occurrence for funerals and related preparations and travel of immediate family members. Immediate family is defined as spouse, mother, father, children, sister, brother, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren. Notice of intent to utilize funeral leave should be provided to the employee's immediate supervisor as soon as possible.

Holiday Leave - The Richmond County Commission designates the following holidays eligible for leave:

- ◆ New Year's Day
- ◆ Martin Luther King, Jr. Day
- ◆ Good Friday
- ◆ Memorial Day
- ◆ Fourth of July
- ◆ Labor Day
- ◆ Veterans' Day
- ◆ Thanksgiving Day
- ◆ Day After Thanksgiving
- ◆ Christmas Eve
- ◆ Christmas Day

In the event a holiday falls on a Saturday, administrative personnel will take the holiday on the Friday before. If the holiday falls on a Sunday, administrative personnel will take the holiday on the following Monday.

Sick Leave Pool - Employees may accrue Sick Leave up to a maximum of 1,056 hours (990 hours for 7.5 hours employees). Employees may use Sick Leave for personal illness or non-work-related injury, medical examinations or treatment; or to care for an immediate or extended family member who is sick or injured. Employees who use Sick Leave may be required to submit a medical status report from their attending physician to their immediate supervisor prior to or during the course of the medical recovery period. The report should provide a tentative date of return to work.

Transfer of Leave (Sick Leave Pool) - see Richmond County PPM, section 100.018.

Family Medical Leave - Employers with 50 or more employees must comply with the Family Medical Leave Act. To be eligible for family or medical leave, an employee must have been employed with his employer for at least 12 months and for at least 1,250 hours during the preceding 12 months. Eligible employees are entitled to 12 "work weeks" of leave during any 12 month period. Eligible employees are entitled to family and medical leave for the following reasons:

- ◆ The birth of a child and the care of that child
- ◆ The placement of a child with the employee for adoption or foster care
- ◆ Care of a spouse, child or parent who has a "serious health condition"

- ◆ The employee's own "serious health condition," which makes him unable to perform the essential function of his job

A "serious health condition" must involve:

- ◆ Inpatient care in a hospital or medical care facility
- ◆ Continuing treatment by a health care provider

Family Medical Leave may be paid with the use of P.T.O. or unpaid when leave has been exhausted. The RCSO requires the employee to provide documentation of the serious health condition, but may not require it if it is their family members' health problems. If leave is foreseeable based on a birth, adoption or planned medical treatment, an employee must give 30 days' notice. If the leave is not foreseeable, the employee must provide such notice as soon as possible. A notice of intention to return from leave must be submitted prior to the employee's return to work and any employee returning from leave must be restored to his old job or to an equivalent position with equal pay, benefits and other terms and conditions of employment.

Workers' Compensation - All employees are covered under the State Workers' Compensation Act, whereby any employee injured by a job-related accident or illness sustained directly in the performance of his work is compensated by insurance. Workers' Compensation also covers most medical and therapy costs associated with job-related injuries. The employee must immediately notify his/her supervisor of any job-related injury. An injury report will be completed and submitted to the H.R. Specialist within 24 hours of the accident. If the employee requires immediate medical attention, the H.R. Specialist must be notified as soon as possible to coordinate treatment with the hospital. Failure to report incidents or accidents in a timely manner may result in non-payment of treatment services or employee compensation. Furthermore, failure to report accidents to the worker's compensation carrier within a timely manner may result in financial penalties being assessed by the State Board of Worker's Compensation.

Leave under Worker's Compensation - Employees injured on the job, which require time off from work, may use P.T.O. or accept pay from Worker's Compensation. If an employee opts to use Worker's Compensation pay, this employee must pay for all benefits (i.e. medical, disability, retirement, etc.).

Personal Time Off (Vacation) - Personnel must notify their immediate supervisor of any unforeseen absence at least one hour prior to their scheduled shift. Employees earn P.T.O. as follows:

Years of Service	Hours per Pay Period
0-1	1.85
1-3	3.69
3-5	4.62
5-10	5.54
10-15	6.46
15+	6.92

Employees may carry over a maximum of 288 hours of vacation leave into the next calendar year. Personnel who have excess vacation leave accruals and 990/1056 hours in their Sick Leave Account will cap out leave balances.

Resignation - Employees who resign from the RCSO must submit a written two (2) week notice and must be available to work that period. Failure to comply with this order may result in the forfeiture of all leave. There may be rare circumstances where providing a written two week notice is impossible. Those incidents will be decided by the Sheriff on a case-by-case basis.

Immediate Family - is defined as spouse, mother, father, children, sister, brother, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren.

Policy Title:	3.4 Benefits		
Policy Number:	3.4-2	Effective Date:	March 10, 2014
Sub Title:	Employee Programs	Revised Date:	
GPAC:		CALEA:	22.2.2, 33.8.4

3.4-2 Employee Programs

Retirement Program - The Richmond County Commission automatically provides all permanent full time employees 4% of the employee's salary into the retirement program and may contribute an additional 4%, if the employee contributes a total of 8%. Employees may contribute up to the maximum amount set by the I.R.S.

Health Insurance Program - The Richmond County Board of Commissioners provides health insurance for all full time employees. The program includes hospitalization and major medical benefits. The county will pay a percentage of the cost of the insurance for employee or family coverage. The county will deduct premiums from the employee's pay and handle all paper work for county insurance only.

Death and Disability Benefits Program - Life insurance will be provided for employees with a provision for dependents. The county pays a percentage of the cost of life insurance. Short and long term disability benefits are available for employees who wish to contribute.

Liability Protection Program - The Association of County Commissioners of Georgia carries liability coverage for all employees.

Educational Benefits - The Sheriff strongly encourages all employees to pursue post-secondary education. The Richmond County Board of Commissioners supports this mindset but is unable to offer educational reimbursement benefits at this time.

Policy Title:	3.4 Benefits		
Policy Number:	3.4-3	Effective Date:	March 10, 2014
Sub Title:	Employee Support Services	Revised Date:	March 14, 2019
GPAC:		CALEA:	22.2.3

3.4-3 Employee Support Services

Employee Assistance Program (E.A.P.) - Employees may voluntarily avail themselves of the services through E.A.P. These program services include timely confidential consultation, and/or assessment, diagnosis, treatment, follow-up, referral, help with family or marital relationships, emotional adjustment, legal or financial problems, and job or vocational planning.

Escort/Honor Guard - When RCSO personnel have a family member die, they may request, through their division commander, an Honor Guard and/or Funeral Escort. Providing escorts for funerals is a very important function of our RCSO and a service which deserves a high priority from employees. Funerals can be a very stressful and emotional time for relatives and friends of the deceased. All employees dealing with the funeral, whether on an escort and/or Honor Guard assignment, will maintain the strictest of professional conduct and decorum. The Honor Guard, as well as preparation and planning for all funerals/escorts, will be the responsibility of the S.O.D. Commander. The following will be adhered to:

- ◆ The Honor Guard will ensure that a sufficient amount of personnel are available at any given time to professionally represent the RCSO at a funeral service
- ◆ Honor Guard "call outs" and assignments will be treated with as much importance as an SWAT "call out" or operation
- ◆ The Honor Guard will be used for deaths of:
 - 1) Current or past employees
 - 2) Family members of current employees

The Sheriff may assign the Honor Guard to funerals. Regarding funerals escorts in the above situations:

- ◆ When possible, at least two (2) motorcycles will be assigned to the funeral escort
- ◆ Funeral details will be handled as an out of service assignment

Chaplaincy Program - RCSO chaplains are first and foremost a person of God, duly ordained or appointed as a denominational representative, who believes that God is the answer to man's dilemma. They will bear witness to the love and power of God. All chaplains should be certified by the International Conference of Police Chaplains or through P.O.S.T. The authority for the selection or removal of any member of the chaplaincy program rests solely with the Sheriff. There will be one head chaplain in charge who will answer directly to the Community Services Division Captain. All others will answer to the head chaplain. Chaplains will carry their RCSO identification and provide that identification when asked. Chaplains will never release any information to the news media, insurance companies, and attorneys or interfere with any employee in the performance of that employee's duty. Their responsibilities may include but not be limited to:

- ◆ Assist employees and their families with spiritual assistance, upon request
- ◆ Respond to the hospital when an employee has been seriously injured or killed, when requested
- ◆ Visit sick and/or injured employees, when requested
- ◆ When requested, attend or assist with the funeral of active or retired employees and/or family members
- ◆ Be familiar with community medical, psychiatric and other assistance resources in the area
- ◆ Respond to disasters, crime/accident scenes where there may be a need for their services
- ◆ Provide spiritual assistance in death notifications, when requested
- ◆ Attend musters
- ◆ Attend public functions upon the request of the Sheriff, Colonel or Chief Deputy

The RCSO Chaplaincy Program shall be under the direction of the Community Services Division Captain.

Peer Support Group: The Richmond County Sheriff's Office peer support group are employees who have usually undergone traumatic or stressful events in the course of their duties and can identify with an employee who is undergoing some of the same stresses. These peer support employees have undergone training and are certified in Critical Incident Stress Management and work with various employee assistance programs for employee health and wellness. This team or any team member is available to any employee who seeks assistance in dealing with:

- ◆ Alcohol dependency
- ◆ Prescription drug dependency
- ◆ Depression or Anxiety
- ◆ Issues related to personal wellness

This peer support group is also contacted for post-critical incident counseling. This team will be available for any employee who wants to discuss the event for therapeutic reasons, but an employee will not be compelled to speak with the peer support group. The peer support group will not discuss any information with the media, attorneys, or other employees (O.C.G.A § 24-5-10).

It is noted, peer counselors can be compelled to testify in court under certain exemptions: Permission from the peer client, court order, if the peer counselor was involved in the incident, conversations outside of performing official duties, or the peer client is charged in a criminal offense. (O.C.G.A § 24-5-10 (1) (2) (3) (4) (5)).

Contract Support Group: The Police Benevolent Association is a private group with paid memberships by members of the Richmond County Sheriff's Office. In addition to legal representation, one of the benefits of membership is an on-call staff member who can speak with their members about issues such as substance abuse, alcohol abuse, or the need for support and the resources available to them through the PBA.

The Office of Professional Standards and Training will ensure that materials concerning each of these groups is available at all main Sheriff's Office locations and placed or posted in a prominent location.

Policy Title:	3.4 Benefits		
Policy Number:	3.4-4	Effective Date:	March 10, 2014
Sub Title:	Assistance Services	Revised Date:	April 26, 2016
GPAC:		CALEA:	22.2.4

3.4-4 Assistance Services

DEFINITIONS:

Line-of-Duty Death: Any action, felonious or accidental, which claims the life of a Richmond County Sheriff's Office Deputy who is performing work related functions either while on or off-duty.

Line-of-duty Injury or illness: For the purposes of this policy a line-of-duty injury or illness shall be an injury or systemic illness serious enough that it requires hospitalization or time away from the Agency is ordered by a physician for an indefinite period.

Survivors: Primary family members of the injured or deceased officer, including spouse, children, grandchildren, parents, grandparents, siblings, fiancé, and/or significant others.

Beneficiary: Those designated by the officer as recipients of specific death benefits.

Benefits: Financial payments made to the family to assist with financial stability following the loss of a loved one.

Funeral Payments: Financial payments made to the surviving families of an officer killed in the line of-duty which are specifically earmarked for funeral expenses.

The following services may be provided to the employee and/or family member of an employee involved in a line-of- duty death or serious injury:

Death or Life Threatening Injury Notification

The name of the injured or deceased officer will be released by the by the Sheriff or his designee only after notification of the primary family members is made.

The notification plan will be formulated using the most recent confidential Line-of-Duty Death or Injury Information provided by the deceased or injured officer.

If there is knowledge of a medical condition with a primary survivor, medical personnel will be dispatched to the residence to coincide with the notification along with the notifying personnel.

Notification will always be made by two or more persons. The Sheriff, his representative, and/or pre-selected persons of the officer's choice will notify the family if time to assemble these persons exists. Delays in developing the appropriate notification team must be weighed against the importance of the timely notification of the primary family.

- ◆ If the above suggested persons are not readily accessible, notification shall be made by a supervisor on duty. The opportunity to get the family to the hospital prior to the passing of the officer is significantly more important than who delivers the notification.
- ◆ If the family wishes to go to the hospital, they may be transported via Agency vehicle. It is recommended that the family not drive themselves to the hospital.
- ◆ If the primary survivors are not in close proximity to Augusta Georgia, the OIC shall request personal notification from a public safety agency from the jurisdiction where the survivors are.
- ◆ As soon as a law enforcement family sees you, they will know something is wrong.

- ◆ Ask to be admitted to the house. Do not make a notification on the doorstep.
- ◆ Gather everyone in the home and ask them to sit down.
- ◆ Inform them slowly and clearly of the information you have regarding the incident.
- ◆ It is important to use the officer's name during the notification.

If the officer has already died, relay that information. Do not give the family a false sense of hope.

Notifying personnel must be prepared for unexpected responses from survivors to include hysteria and possible verbal, physical attack, anger, fainting or shock, etc.

Notifying personnel must be reassuring to the survivors. The most acceptable comment to newly bereaved people is something such as "I'm so sorry this has happened" and "The Richmond County Sheriff's Office family share your loss and pain and we will do everything we can to help you through this"

Assisting the Family at the Hospital

The OIC will make arrangements regarding appropriate waiting facilities for the family and fellow police officers.

An Emergency Department Liaison (EDL) will be appointed by the OIC to act as information liaison for medical personnel to the family of the officer and fellow police officers. It is recommended that the EDL be an agency individual who has a rapport with emergency department personnel and practices.

The duties of the EDL include but are not limited to the following:

- ◆ The EDL will ensure the family is updated as soon as they arrive at the hospital.
- ◆ The EDL will ensure that pertinent information on the officer's condition is relayed on a timely basis. He or she shall also make the family and fellow police officers aware of hospital policy about visitation with the injured officer and/or visitation with the body following the passing, and explain why involvement of the Medical Examiner's Office is necessary.
- ◆ The EDL should prepare the family for what they might see and accompany them to the hospital emergency department.

If the injuries to the officer are likely fatal and it is possible for the family to visit their officer prior to death, they should be afforded the opportunity. There is definite need to touch and hold the body while there is still life, and being present when death occurs can be comforting to the family.

Peer Support members will be present the entire time the family is at the hospital and should arrange whatever assistance the family may need in cooperation with the EDL.

The personnel who made the initial notification should be among those at the hospital.

Any promises, such as, "We'll promote him/her posthumously." or "We'll retire his/her badge", shall not be made to the family by any person except the Sheriff.

The OIC will make arrangements for transportation of the family back to their residence or other desired reasonable destination.

Support for the Family during a Wake or Funeral

Unless the family requests otherwise, the Chaplain will act as the liaison for the family. Although the liaison should know the deceased officer and be aware of the family relationships, the liaison should not be so emotionally involved with the loss that he or she would become ineffective. The duties of the liaison shall include but not limited to the following:

- ◆ Ensure the needs of the family come before the wishes of the Agency.

- ◆ Meet with the family and relate the duties of the liaison or allow the family to designate the person, if appropriate, they wish to perform the tasks.
- ◆ Meet with the family regarding funeral arrangements. Since many officers will not have prearranged their wishes for the handling of their own funeral, the family will most likely need to decide all aspects of the funeral. The Agency should only make the family aware of what they can offer in the way of assistance if the family decides to have a Line-Of-Duty funeral.

The liaison should become familiar with all information concerning the death and the continuing investigation in order to answer family questions.

The liaison will be available to the family throughout this traumatic process.

The liaison will ensure surviving parents or surrogate parents are afforded recognition and will have proper placement arranged for them during the funeral and funeral procession.

If the funeral is a Line-Of-Duty funeral, the liaison will ensure the family is briefed on the funeral procedure including the 21 gun salute, presenting the flag, playing of taps, etc. The family has the option of excluding any portion of the funeral procedure.

A public information officer will be designated to handle the media throughout this traumatic ordeal. In the event the family should decide to grant an interview, this officer would attend and offer to screen all questions presented to the family to guard against jeopardizing upcoming legal proceedings.

In the event of a line-of-duty death, Agency vehicles and drivers will be made available to the family if they desire transportation to and from the funeral home.

In the event of line-of-duty death, the chaplain will be responsible for providing counseling services for the family.

The Richmond County Sheriff's Office will send an officers on routine residence checks by the officer's or survivors' home for as long as is reasonable following the incident. Officers conducting the residence checks will also inquire if any harassing telephone calls are being received. A Deputy will be assigned to remain at the residence continually during the time that survivors are attending the funeral and related functions.

Providing Information and Assistance Regarding Benefits to the Surviving Family in the Event of a Line-of-Duty Death.

A Benefits Officer or other individual will gather information regarding all Agency, association, and Federal benefits available to the surviving family and ensure the Agency's full support pursuing these benefits. The benefits officer member is responsible for filing appropriate paperwork and following through with the surviving family to ensure benefits are being received.

A benefits officer should visit with the surviving family to discuss the benefits within a few days following the funeral. A prepared printout of the benefit payments due the family, listing named beneficiaries, contacts at various benefit offices, and when they can expect to receive the benefit should be given to the family. This same explanation procedure should be repeated within a month following the funeral since the initial contact is clouded by the emotional numbness of the family during the first benefits meeting. A follow up will be made every six months until the surviving family receives every possible benefit.

If there are surviving children from a former marriage, the guardian of those children should also receive a printout of benefits to which the child or children are entitled.

A benefits officer should pay special attention to the problems with possible revocation of health benefits to the surviving family.

Providing Agency Support During Criminal Legal Proceedings

If criminal violations surround the death, the family will be informed of all developments prior to any press release. If there are not any court proceedings surrounding the circumstances of the officer's death the Agency will relay that information to the surviving family as soon as it becomes known.

Providing Extended and Follow-up Support

The Chaplain will encourage and assist the family with obtaining peer support and/or professional counseling services.

It is of paramount importance to help the primary surviving family maintain a relationship with the agency if they desire.

Policy Title:	3.4 Benefits		
Policy Number:	3.4-4.1	Effective Date:	
Sub Title:	Mental Health and Wellness	Revised Date:	
GPAC:		CALEA:	22.2.4

PURPOSE: Richmond County Sheriff's Office most valuable resource is the employees, and the agency seeks to ensure that employees have optimal psychological and physical care.

POLICY: The policy of the Richmond County Sheriff's Office is to provide a Resiliency and Wellness program with a mental health professional (MHP) on staff to address the unique mental health needs of Law Enforcement Officers, jailers, and civilians who work in public safety. This provides employees the opportunity to receive psychological and emotional support to address work-related and non-work related stress, mental disorders, personal difficulties, critical incidents, and crises. This service is free of charge and is not meant to replace psychological services that may be offered through the Employee Assistance Plan (EAP).

DEFINITIONS:

Counselor: licensed mental health professional who helps people improve emotional wellness and encourages people to address cognitive, emotional, and behavioral issues in an objective and confidential manner.

Critical incident: any event that has a stressful impact sufficient enough to overwhelm the usually effective coping skills of an individual; abrupt, powerful, and unexpected events that fall outside the realm of ordinary human experience. Examples include but are not limited to line of duty death, suicide, officer-involved shooting, line of duty injury, multi-casualty incidents, significant events involving children, and incidents involving a known victim.

Peer support: based in common experience and history; can consist of everyday positive interactions with friends and co-workers while also trained in peer support principles, endorse specific ethical standards, function under clinical supervision, and are members of a peer support team.

Confidentiality: requirement that mental health professionals protect client's privacy by not revealing content of sessions; limitations to confidentiality include disclosure of a plan to harm self, a plan to harm others, child abuse, or abuse of elder/vulnerable adults.

Trauma: experience of severe psychological distress following any perceived or actual terrible or life-threatening event/incident.

Vicarious Trauma: response to accumulation of exposure to the pain of others.

Compassion Fatigue: emotional and physical exhaustion and emotional withdrawal leading to a diminished capacity to feel empathy and compassion for others; negative cost of caring.

Employee Assistance Plan (EAP): Employee Assistance Plan, 5 counseling sessions to you and/or an immediate family member at no cost to you to address a variety of concerns including stress, marital conflict, parenting, anxiety, depression, grief, and alcohol or drug issues.

Eye Movement Desensitization and Reprocessing (EMDR): is a psychotherapy treatment that was originally designed to alleviate the distress associated with traumatic memories. Therapist directed lateral eye movements are the most commonly used external stimulus but a variety of other stimuli including hand-tapping and audio stimulation are often used. Shapiro hypothesizes that EMDR therapy facilitates the accessing of the traumatic memory network, so that information processing is enhanced, with new associations forged between the traumatic memory and more adaptive memories or information. These new associations are thought to result in complete information processing, new

learning, elimination of emotional distress, and development of cognitive insights.

**Summary from Francine Shapiro, PhD

Post Critical Incident Seminar (PCIS): The PCIS is a three-day training seminar for officers who have been through highly traumatic events. The event is experiential in format, providing officers the chance to talk through a particularly horrific or troublesome event in the presence of the law enforcement peers. The group receives training in first responder survival of traumatic stress and coping, as well as one-on-one support from members of the PCIS Peer Team, and the option of EMDR treatment from a licensed mental health professional.

SERVICES PROVIDED:

- ◆ **Mental health wellness check** – The Sheriff strongly encourages every employee to participate in an annual mental health wellness check with mental health counselor as an important addition to the annual physical wellness check requirement. This mental health wellness check will last approximately 50 minutes and can occur on-duty or off-duty. This mental health check will be confidential; only attendance and non-attendance will be recorded for data collection purposes. This is a check-in, not a check-up; this is not meant for fit-for-duty evaluation purposes but could lead to referral to further mental health interventions if warranted or requested. Participation is voluntary and highly encouraged.
- ◆ **Referral for mental health counseling** – It is the responsibility of all employees to be mindful of the need to refer a peer who may be experiencing psychological distress related to personal life, professional life, or a mixture. Anyone can refer someone to mental health counselor including supervisors, peers, and even family members who identify signs/symptoms of distress in an employee that may cause adverse effects. Mental health counselor will follow-up with referral, and all contacts (including person who sent referral) will remain anonymous and confidential.
- ◆ **Critical Incident Stress Debriefing (CISD)** – Mental health counselor will provide support during Critical Incident Stress Debriefing, a specific, 7-phase, small group, supportive crisis intervention process. The CISD process does not constitute any form of psychotherapy, and it should never be utilized as a substitute for psychotherapy. It is simply a supportive, crisis-focused discussion of a traumatic event (which is frequently called a “critical incident”). The CISD was developed exclusively for small, homogeneous groups who have encountered a powerful traumatic event. It aims at reduction of distress and a restoration of group cohesion and unit performance. It is a psychoeducational small group process and is used only in the aftermath of a traumatic incident to normalize reactions to a critical incident and facilitate recovery. **Summary from Jeffery Mitchell, PhD
- ◆ **Crisis Intervention** – Counselor provides to all employees crisis intervention, which is an immediate and short-term emergency response to mental, emotional, physical, and behavioral distress. Crisis interventions help to restore an individual’s equilibrium to their biopsychosocial functioning and ideally minimize the potential for long-term trauma or distress. A crisis can be different from person to person and can include but not be limited to suicidal ideation, witnessing a traumatic event/incident, homicidal ideation, severe substance abuse, sudden and/or traumatic loss of a loved one, and victimization. Upon notification of experienced crisis, mental health professional would provide appropriate intervention to include psychological first aid and de-escalation.

- ◆ **Individual/Couple/Family counseling** – Any employee may seek individual/couple/family counseling sessions to address emerging issues with staff counselor and can contact counselor via phone or email at his or her leisure. Counselor may conduct counseling in office environment or alternative comfortable physical setting (e.g. sub-station, outside, vehicle) as long as privacy and confidentiality can be reasonably maintained. Attendance and content of counseling sessions is confidential. Counselor has specialized training in Eye Movement Desensitization Reprocessing (EMDR), Trauma-Focused Cognitive Behavior Therapy (TF-CBT), and Recovery-Oriented Cognitive Therapy (CT-R) and may use these and other therapeutic techniques (e.g. Mindfulness-Based, Solution-Focused, Positive Psychology, etc.) individually or collaboratively, based on the employee's needs and counseling goals and objectives.

- ◆ **Family support groups** – The purpose of family support groups is to support the entire family of an officer or employee to provide optimal health and wellness and build and maintain resilient police families. Family support groups are offered to immediate family members and will be homogeneous (e.g. partners of employees, teenage children of employees parents of employees etc.). Participation and content are kept confidential.

- ◆ **Peer support groups** – Peer support groups are a gathering of men and women have similar lived experience. These groups are overseen by a peer facilitator and may be supported by counselor as needed. Participation and content are kept confidential.

- ◆ **Referral to outside services** – Counselor may refer employees to Employee Assistance Program (EAP) services, inpatient treatment, substance use treatment, Post-Critical Incident Seminar (PCIS), etc. as needed based on clinical assessment or as requested by employees.

- ◆ **Record keeping** – Counselor will keep numeric data points of various services provided. Counselor may also keep clinical notes and assessments, which are stored in a HIPPA compliant, secure location. These notes and assessments cannot and will not be accessed by anyone other than the counselor.

- ◆ **Performance Improvement Plan referrals** – Employees may be referred to counselor as part of Performance Improvement Plan recommendations. When this occurs, Internal Affairs will send counselor the recommendation, and it is the employee's responsibility to follow through with the recommendation by contacting counselor to schedule and attend recommended counseling session(s). Counselor will submit a signed Referral and Follow Up form to Internal Affairs indicating reason for referral and whether employee has/has not met counseling goals. Counselor will maintain employee's confidentiality and not include any details from the counseling session unless authorized in writing by employee.

- ◆ **Psychoeducation** – Counselor will provide psychoeducation to employees in individual and group settings about a variety of mental health related topics including but not limited to psychological resiliency, self-care, alcohol and substance use, cultural competency, grief and loss, emotional intelligence, suicide prevention, stress, trauma, sleep, communication, and mindfulness/meditation.

Policy Title:	3.4 Benefits		
Policy Number:	3.4-5	Effective Date:	March 10, 2014
Sub Title:	Clothing and Equipment	Revised Date:	February 5, 2016
GPAC:	4.11	CALEA:	22.2.5

3.4-5 Clothing and Equipment

The following uniforms will be issued:

Deputies

- ◆ Short sleeved shirt, Class A and Class B
- ◆ Long sleeved shirt, Class A and Class B
- ◆ Pants, Class A and Class B
- ◆ Hat/hat badge/rain cover
- ◆ Raincoat (suit)
- ◆ All weather jacket
- ◆ Shoes/boots
- ◆ Badge
- ◆ Collar Brass
- ◆ Ballistic vest
- ◆ Inner/outer belt/holster/magazine holder
- ◆ Handcuffs/case
- ◆ OC/case
- ◆ Traffic vest
- ◆ Handgun
- ◆ Portable radio/holder

Investigators and exempt personnel receive clothing allowances, but retain their issued clothing and equipment in limited numbers.

Bicycle Patrol

- ◆ Black bike shorts/long pants
- ◆ Black bike shirt
- ◆ Boots
- ◆ Helmet

Canine Officer

- ◆ Black B.D.U. pants
- ◆ Grey polo shirt
- ◆ Boots

Motor Officer

- ◆ Motor pants
- ◆ Motor Boots
- ◆ Winter Jacket
- ◆ Helmet

◆ **Gloves**

With the exception of bicycle personnel, all gloves will be black and full fingered.

Uniform Shirt - Will be short-sleeved Class B. Long sleeved shirts are considered Class A and will be worn for funerals and other events designated by Command Staff. Shirts will be clean and pressed and will not be frayed or torn. No alterations will be done on the sleeve length on short-sleeved shirts. All buttons will be buttoned, with the exception of the collar button of the short-sleeved shirts. Personal items will not be carried in the pockets of the shirt, only RCSO credentials and writing implements are acceptable. Undershirts, when worn with short sleeved shirts, will be crew-necked and will not be visible when worn with the uniform shirt unless black in color. Lieutenants and all ranks above may wear white shirts.

Shirt Accessories - Will be:

◆ **Badge** - Worn in the slot provided on the outermost garment so as to be clearly visible at all times

◆ **Name Plate** - Official shiny metallic finish clutch type, engraved with employee's name, inset with black color. The nameplate will be clean and polished and worn centered parallel with the seam at the top of the flat of the right breast pocket. The name will be legible at all times.

◆ **Collar Insignias**

1. Long sleeved shirt - The collar insignia will be worn just inside the seams at the corner of the collar.

2. Short sleeved shirt - The collar insignia will be worn just inside the seam, centered on the collar.

◆ **Awards and Unit Insignia** - Pins designated by the Sheriff exemplifying training, accreditation, commendation awards, etc., will be worn on the right pocket flap/area, parallel to the top of the pocket

◆ **Sheriff's Office Patch** - Will be displayed on both shoulders of all uniform shirts and jackets and centered one (1) inch below the shoulder seam

◆ **Deputy Rank** - Will be displayed on each collar.

◆ **Tie** - Worn only with the long-sleeved shirt and is optional.

◆ **Tie Bar or Tie Tacs** - Worn in the center of the tie.

A rank insignia Policy for the ranks of Investigator, Senior Investigator, and Inspector have been established. The insignia must be polished silver with black squares and must be 3cm long by 1cm wide. The collar insignia Will be worn on class A uniforms just inside the seams at the corner of the collar and run parallel to the bottom of the collar.



Investigator



Senior Investigator



Inspector

Trousers - Will be black in color, clean, pressed with a crease, and tailored to ensure a good fit. Bulky objects will not be carried or protrude from the pockets. Pockets buttons will be buttoned.

Headgear - The uniform hat may be worn when outside the RCSO vehicle. If worn, hats will be worn with the front edge tilted slightly forward and downward. Hat straps will be worn around the back of the head to hold the hat securely in place. Gold/Silver in color hat braids will be worn on the hat. RCSO issued ball caps may be

worn during designated functions upon the authorization of the Sheriff.

Uniform Footwear - Low quarter style or black leather boots issued by the RCSO. Deputies may wear self-purchased footwear as long as it is consistent with issued footwear.

Leather Gear and Accessories - All uniform personnel will wear the issued belt, holster, handcuff case, magazine pouch, and Taser holsters. Magazine pouches will be worn on the opposite side of the belt from the handgun. Handcuff case, with handcuffs inserted properly for immediate use, will be worn opposite the holster to the rear of the side seam of the trousers. From two to four black keeper straps may be used to attach the belt to the trouser belt. Radio holders must be fastened to the gun belt.

Policy Title:	3.4 Benefits		
Policy Number:	3.4-6	Effective Date:	March 10, 2014
Sub Title:	Employee Assistance Program	Revised Date:	March 14, 2019
GPAC:	CALEA: 22.2.6		

3.4-6 Employee Assistance Program

All employees will be eligible to partake in personnel support services offered by the county's E.A.P. These program services include confidential, timely appropriate assessments, consultation, diagnosis, treatment, follow-up, referral, help with family or marital relationships, emotional adjustment, legal or financial problems, substance abuse, emotional and/or stress and job or vocational planning. Services may be obtained by calling Charles Nechtem Associates, Inc. E.A.P. at 1-800-531-0200. Employees may voluntarily avail themselves of the services through E.A.P. Supervisors who believe that a subordinate, based upon observable behavior, may be in need of services offered through E.A.P., should refer that subordinate for assistance. A supervisor may detect a noticeable change in an employee's behavior, well-being or job performance. Through a counseling session, that supervisor may ascertain that the employee is in the midst of personal or family difficulty and is unable to help with the exception of referring that subordinate to E.A.P. Mandatory participation in E.A.P. may be recommended by a supervisor. Justification for this recommendation must be forwarded to the Sheriff, Colonel or Chief Deputy for review and approval. All supervisors will undergo training regarding E.A.P. program services, their role and responsibilities, and identification of employee behaviors which would indicate employee problems.

Policy Title:	3.4 Benefits		
Policy Number:	3.4-7	Effective Date:	March 10, 2014
Sub Title:	Employee Identification Cards	Revised Date:	
GPAC:		CALEA:	22.1.8

3.4-7 Employee Identification Cards

Every employee is issued an employee identification card during the orientation process. Each card has a picture of the employee, identifying information and employee identification number. Employees should have ready access to their employee identification card to produce it upon request. This is to ensure the public can be certain the employee works for the Sheriff's Office. Deputies working undercover are excused from this directive. When answering the phone, welcome callers courteously and identify yourself and the organization.

Policy Title:	3.5 Conditions of Employment		
Policy Number:	3.5-1	Effective Date:	March 10, 2014
Sub Title:	Fitness for Duty Examinations	Revised Date:	
GPAC:		CALEA:	22.3.1

3.5-1 Fitness for Duty Examinations

Fitness for Duty examinations will be conducted only to confirm the employee's ability to perform the tasks of their job requirements at that time. The RCSO will not knowingly allow any employee to undertake job responsibilities which they are physically or mentally incapable of performing or where an employee is a direct threat to themselves or others. Written documentation of observations leading to the request for a Fitness for Duty examination must be signed by the employee's supervisor and taken to the Chief Deputy for approval/disapproval. The Sheriff will be advised of the results of the Fitness for Duty Examination to determine the status of that employee. The county will pay for Fitness for Duty examinations. The supervisor's reasonable suspicion that an employee is unfit for duty may include, but will not be limited to:

- ◆ Patterns of abnormal or erratic behavior
- ◆ Physical symptoms
- ◆ Direct observation
- ◆ Appearance
- ◆ Credible and reliable information
- ◆ Habitual absenteeism or late arrival for work

Drug Testing Policy - The RCSO has a compelling interest in ensuring that its personnel are physically fit and have unimpeachable integrity and judgment. The RCSO recognizes that the use of illegal drugs or the abuse of legal drugs undermines public confidence in the RCSO's integrity and casts substantial doubt upon its members to carry out their duties honestly and vigorously. The RCSO believes that drug testing is necessary, especially in light of the fact that deputies are authorized to carry firearms, and because the successful performance of their duties depends uniquely upon their judgment and dexterity. Moreover, all personnel are entrusted with the safety of the citizens of Richmond County. The safety of fellow employees and the public is threatened by the use of illegal drugs or the abuse of legal drugs.

General Provisions - The use, possession, sale, manufacture, purchase or transfer of drugs or controlled substances, either on or off duty, and the reporting to work or working while impaired by alcohol, drugs or controlled substances is strictly prohibited and will result in disciplinary action. This will not apply to the possession or transfer of such substances as part of a deputy's official duties. For this purpose, the terms alcohol, drugs and controlled substances will be defined to include, but not be limited to, intoxicants and non-prescribed substances.

All employees are subject to the following and will sign a Physical/Drug Screen form to acknowledge that he/she has read, understands and is subject to the Drug Testing Policy as a condition of continued employment. Investigators assigned to the Vice & Narcotics Unit and employees working undercover operations in illegal substances will be subject to drug screens at least every quarter.

Random Drug Testing - In order to achieve a truly random segment of personnel, the following procedures will be utilized:

- ◆ Each month, Risk Management utilizes the Random Drug program to select 20-30 employees
- ◆ Contact will be made with each identified individual through their supervisor to advise them of the selection and where to report
- ◆ Those persons identified will submit a urine sample
- ◆ An employee's failure to provide a urine sample within 24 hours of being notified will be deemed a refusal to do so
- ◆ Positive results identifying the illegal use of drugs and refusals will result in disciplinary action up to and including termination

For-Cause Drug/Alcohol Testing - All employees will submit to drug/alcohol testing when the Sheriff, Chief Deputy or other supervisor has a reasonable and articulable suspicion that an employee may be using, possessing, selling, manufacturing, purchasing and/or transferring drugs, alcohol or controlled substances. This test will be known as a "For- Cause Drug Test" and will be initiated utilizing the Physical/Drug Screen form. The number of employees identified to participate in a For-Cause Drug Test may range from a single employee to all personnel who were involved in an accident or incident or who were working in or had access to the work area in which the accident or incident occurred. Any employee who abuses this For-Cause Drug Test procedure by initiating or by causing the initiation of a For-Cause Drug Test through untrue statements or unfounded rumors without reasonable grounds or suspicions may be subject to disciplinary action.

Rehabilitation - The Sheriff is uniquely concerned with the health and well- being of his employees. Therefore, employees will be afforded the opportunity to seek help in dealing with a substance abuse problem without such rehabilitation attempt adversely affecting his employment when the employee voluntarily comes forward seeking help with a substance abuse problem prior to notification of a Random or For-Cause Drug Test. The employee may receive treatment from an approved program and will be allowed to use any accrued leave time during his absence from work for this treatment. If there is no time available, the employee will be placed on leave without pay until the satisfactory completion of rehabilitation. Prior to returning to work, the employee will submit written proof of completion of the program to the Chief Deputy.

Policy Title:	3.5 Conditions of Employment		
Policy Number:	3.5-1.1	Effective Date:	March 10, 2014
Sub Title:	Alcohol Policy	Revised Date:	March 14, 2019
GPAC:		CALEA:	22.3.1

Purpose

To establish guidelines for an alcohol policy for the Sheriff's Office that sets standards for the training and assistance of employees in alcohol or prescription drug related issues and defines the punishment policy for violations.

Policy

It is the policy of the Sheriff's Office that an employee will not, while in uniform or on duty, consume or be under the influence in any manner or be in possession of an alcoholic beverage, or consume or be under the influence of any alcoholic beverage eight (8) hours prior to going on duty. It is also the policy of the Sheriff's Office that an employee while off duty, will not consume or use alcoholic beverages in violation of the law of the State of Georgia, the rules and regulations of this Office, or to an extent that will result in obnoxious or offensive behavior by the employee which would tend to reflect discredit upon the employee or this Office, or render the employee unfit to report for regular duty.

Training

Newly hired trainees will receive a standard lecture series on substance abuse in the workplace, including details about staff testing policies.

No employee is presumed to have an alcohol or drug related problem. Training will be focused on the responsible use of alcohol and measures to avoid problems, reminders on designated drivers, the use of alternative transportation, and the avoidance of caustic individuals.

Additional training will be incorporated into the rest of the new-hire orientation about the pitfalls of alcohol consumption, the effect that abuse has on family and off duty life, and the agency's recognition of the need to help new employees who may start struggling with critical incident stress.

Training will outline the policies regarding driving under the influence and arrests for alcohol-related incidents with details about the disciplinary procedures of the policy.

Field Training for employees will incorporate segments about alcohol consumption and the signs of dependency, and will be a constant reminder about the safe consumption of alcohol and avoiding problems.

Field Training Officers will be reminded about their roles as mentors and role-models for new employees and a series on the mentality of law enforcement alcohol related issues will be incorporated into the Field Training Officer classes. Supervisors will receive training on alcohol use disorders, focused on steps they can take to identify and assist at-risk employees (from casual talks to fit for duty assessments), the recognition of work-related and personal stress, and available resources.

The training office will update in-service materials and advanced courses to include reminders of signs of stress, signs of alcohol use disorder, and the available resources to assist employees at risk.

At the time of employee evaluations, supervisors will discuss the resources available to the employee for alcohol/prescription drug dependency, or resources available for any other issues. This should be a frank discussion on the needs of the employee. Supervisors will provide a copy of contact information for the resources to all employees at the time of the review, whether quarterly, semi-annual or annual.

Disciplinary actions and reviews:

No employee who self identifies a problem with alcohol or prescription drugs, and seeks assistance will be disciplined for seeking assistance.

Per policy, this must be identified before the employee is notified of a random drug / alcohol testing or testing for cause.

If the agency receives information an employee is seeking self-help, no record will be included in the employee's personnel or internal affairs file. All information will be treated as confidential information. Personnel who violate this privacy will be subject to disciplinary review.

Supervisors who identify an employee with a potential problem and counsel the employee may make a note of the conversation for future reference in their local file, but are not required to place a counseling form in the employee's personnel file or internal affairs file.

Any employee who violates the policy sections covering alcohol use by an employee are subject to the penalties defined in the policy up to termination for a first offense.

Policy Title:	3.5 Conditions of Employment		
Policy Number:	3.5-2	Effective Date:	March 10, 2014
Sub Title:	Health and Physical Fitness for Sworn Employees	Revised Date:	July 25, 2016
GPAC:		CALEA:	22.2.2

3.5-2 Health and Physical Fitness for Sworn Employees

This policy shall establish the Richmond County Sheriff's Office Wellness and Physical Fitness/Assessment Program. The objective is to have consistent program participation, motivation and lifelong health behavioral changes to improve the overall health and well-being of all personnel.

POLICY

All sworn personnel are required to meet specific physical fitness standards. This requirement to meet such standards is consistent with the necessity to maintain physically fit and mission capable law enforcement RCSO. There are many demands and expectations placed upon members of the RCSO. Being physically fit is an important part of our employee's performance and a business necessity. All sworn employees will maintain a level of physical fitness which allows them to perform the critical and essential functions of their jobs. Effective January 1, 2014, all sworn personnel will participate at least annually in an assessment/fitness level testing administered by the Office of Professional Standards and Training.

OBJECTIVES

The RCSO Assessment/Physical Fitness Program, hereinafter referred to as the Total Fitness Program, objectives are:

- To establish a uniform system to measure fitness levels for all sworn personnel
- To provide standards which enhance the attainment and retention of good health and physical fitness
- To enhance the overall professional appearance and effectiveness of all sworn personnel

The protection of his/her own life and the lives of others could be directly dependent upon a deputy's ability to perform his/her duties. When seconds could mean the difference between life and death, the deputy must be properly trained and must be able to physically perform his/her assigned duties quickly and efficiently. Law enforcement is one of the most hazardous of all professions. When there is a deputy who cannot perform his/her duties, it puts the deputy and his/her fellow deputies at an even greater risk of serious injury or death.

Law enforcement is a very strenuous occupation. When a deputy is physically unfit, the problem of performing at maximum ability is compounded. A physically fit deputy is less susceptible to common injuries and job related liabilities. We believe that a wellness and fitness assessment program will improve work performance, lower the risk level of heart problems and work-related injuries of deputies.

The Total Fitness Program will benefit the deputy, the RCSO and the community at large. This plan simultaneously considers the deputy's health and fitness performance. We recognize that in order to achieve and maintain both, we must teach and support positive and healthy lifestyle habits. The foundations of the RCSO Total Fitness Program are:

- Exercise
- Nutrition
- Weight Management
- Tobacco Cessation
- Substance Abuse Prevention
- Stress Management

-Health Risk Management

Over the course of the implementation of The Total Fitness Program, we shall offer training sessions covering all of the above-mentioned subjects. Additionally, all Divisions and/or shifts shall have Peer Fitness Counselors available for consultation purposes. Peer Fitness Counselors shall encourage safety and participation in regular fitness programs. They shall be selected based upon a selection process. A Peer Fitness Counselor shall be assigned to an individual when requested by an individual deputy, assistance is requested by the Fitness Coordinator, a deputy fails assessment or assistance is requested with job-specific rehabilitation.

DEFINITIONS

Participation- is mandatory for all sworn personnel and shall be defined as a reasonable attempt to perform in each of the physical tasks as outlined in this policy.

Physical Training Specialists/Coordinator- will be appointed by the Sheriff or his designee. These trainers/Coordinator shall serve by administering and recording the assessment/fitness programs for all sworn employees. The Coordinator shall be a trainer who has successfully completed coursework, including written testing and practicum testing from the Cooper Institute or similar program as approved by the Sheriff such as FitForce®.

Fitness- In the occupational setting, two significant performance concerns exist: the ability to perform physically on the job and in leisure time pursuits such as an exercise program. An effective physical fitness program focuses on:

-Cardiovascular Endurance- the body's ability to take in and use oxygen to sustain activity

-Anaerobic Power- the ability to perform short, intense bouts of work, often rapidly

-Muscular Strength- the ability to generate maximal force at one time

-Muscular Endurance- the ability to sustain a sub-maximal force over time

-Flexibility- the ability to use the available range of motion at a given joint structure

PROCEDURES

To ensure minimum levels of physical fitness, all sworn personnel will be evaluated at least annually beginning January 1, 2014. Supervisors should be role models for subordinates and are responsible for supporting the Total Fitness Program. Supervisors should be physically fit and within weight standards also. Supervisors must make every effort to ensure that subordinates are in compliance with the annual fitness standards. Each individual sworn deputy is responsible for keeping his/her fitness level to at least the minimum standard. In addition, individuals should maintain a safe and proper diet and exercise regimen and participate in year round fitness programs that support the Total Fitness Testing standards.

We are currently attempting to provide for annual comprehensive physical exams such as the Augusta Fire Department personnel enjoy. That benefit will need to be fiscally planned for annually and funded by the Augusta-Richmond County Commission. In the absence of such a benefit, prior to annual testing/assessment, all participants shall complete a Physical Activity Readiness Questionnaire (PAR-Q). If a participant answers "yes" to any question on the PAR-Q, they will be required to speak/meet with their doctor prior to being allowed to participate in the physical fitness assessment test/appraisal. If a participant answers "yes" to any question on page one (1) of the PAR-Q, he/she will be required to speak/meet with a doctor and obtain a waiver of written testing from the doctor stating why they can't participate in the Physical Fitness Testing and when they will be able to test. The participant must submit that waiver with the PAR-Q at least 60 days prior to testing. Every 60 days, the employee must re-submit an updated PAR-Q and written waiver of testing from a doctor reflecting their inability to participate in the annual Physical Fitness Testing. Upon being granted clearance by a doctor to participate, you will have up to 12 weeks to prepare for the testing. If it is determined that an employee can never participate in the Physical Fitness Testing program, the agency will request a Fitness for Duty clearance from the county physician.

Effective immediately, the RCSO Physical Fitness Policy has been revised to reflect the Cooper Institute of Aerobic Fitness Gender and Age-Based Standards. We will continue to use the following tests; maximum number of sit-ups in

1 minute, maximum number of push-ups in 1 minute, one (1) maximum repetition bench press expressed as a percentage of body weight, one (1) mile run and 100 meter sprint (reduced from 300 meters). We have also added some alternative test for individuals who meet certain conditions. Those alternative tests include the three (3) mile walk test, 12 minutes swim and 6.2 mile timed stationary bike ride. If your doctor advises that you cannot and will not be able to participate in the 100 meter sprint or one (1) mile run, OPST staff will work with you to determine two (2) other alternate cardio-vascular tests.

All sworn personnel shall be held to the same minimum fitness standards. To successfully pass our Fitness Test, you must score a minimum of 35 points based upon the following criteria:

NEW STANDARDS

MALES – Push-ups in 1 minute

AGE	18-29	30-39	40-49	50-59	60+	POINTS
	41+	34+	26+	21+	20+	10
	40	33	25	20	19	9
	39	32	24	19	18	8
	38	31	23	18	17	7
	37	30	22	17	16	6
	36	29	21	16	15	5
	35	28	20	15	14	4
	34	27	19	14	13	3
	33	26	18	13	12	2
	Under 33	Under 26	Under 18	Under 13	Under 12	1

FEMALES- Push-ups in 1 minute

AGE	18-29	30-39	40+	POINTS
	24	18	15	10
	23	17	14	9
	22	16	13	8
	21	15	12	7
	20	14	11	6
	19	13	10	5
	18	12	9	4
	17	11	8	3
	16	10	7	2
	Under 16	Under 10	Under 7	Under 2

MALES- Sit-ups in 1 minute

AGE	UNDER 20	20-29	30-39	40-49	50-59	60+	POINTS
	42	39	35	30	25	19	10
	41	38	34	29	24	18	9
	40	37	33	28	23	17	8
	39	36	32	27	22	16	7
	38	35	31	26	21	15	6
	37	34	30	25	20	14	5
	36	33	29	24	19	13	4
	35	32	28	23	18	12	3
	34	31	27	22	17	11	2
	Under 33	Under 31	Under 27	Under 22	Under 17	Under 11	1

FEMALES- Sit-ups in 1 minute

AGE	UNDER 20	20-29	30-39	40-49	50-59	60+	POINTS
	34	33	26	21	16	10	10
	33	32	25	20	15	9	9
	32	31	24	19	14	8	8
	31	30	23	18	13	7	7
	30	29	22	17	12	6	6
	29	28	21	16	11	5	5
	28	27	20	15	10	4	4
	27	26	19	14	9	3	3
	26	25	18	13	8	2	2
	Under 26	Under 25	Under 18	Under 13	Under 8	Under 2	1

MALES- 1 MAX/REP Bench Press (Expressed as % of body weight)

AGE	UNDER 20	20-29	30-39	40-49	50-59	60+	POINTS
	100%BW+	.98BW+	.87BW+	.78BW+	.68BW+	.61BW+	10
	.99BW	.97BW	.86BW	.77BW	.67BW	.60BW	9
	.98BW	.96BW	.85BW	.76BW	.66BW	.59BW	8
	.97BW	.95BW	.84BW	.75BW	.65BW	.58BW	7
	.96BW	.94BW	.83BW	.74BW	.64BW	.57BW	6
	.95BW	.93BW	.82BW	.73BW	.63BW	.56BW	5
	.94BW	.92W	.81BW	.72BW	.62BW	.55BW	4
	.93BW	.91BW	.80BW	.71BW	.61BW	.54BW	3
	.92BW	.90BE	.79BW	.70BW	.60BW	.53BW	2
	≤.91BW	≤.89BW	≤.78BW	≤.69BW	≤.59BW	≤.52BW	1

FEMALES- 1 MAX/REP Bench Press (Expressed as % of body weight)

AGE	UNDER 20	20-29	30-39	40-49	50-59	60+	POINTS
	.60BW+	.58BW+	.53BW+	.51BW+	.48BW+	.45BW+	10
	.59BW	.57BW	.52BW	.50BW	.47BW	.44BW	9
	.58BW	.56BW	.51BW	.49BW	.46BW	.43BW	8
	.57BW	.55BW	.50BW	.48BW	.45BW	.42BW	7
	.56BW	.54BW	.49BW	.47BW	.44BW	.41BW	6
	.55BW	.53BW	.48BW	.46BW	.43BW	.40BW	5
	.54BW	.52BW	.47BW	.45BW	.42BW	.39BW	4
	.53BW	.51BW	.46BW	.44BW	.41BW	.38BW	3
	.52BW	.50BW	.45BW	.43BW	.40BW	.37BW	2
	≤.51BW	≤.49BW	≤.44BW	≤.42BW	≤.39BW	≤.36BW	1

100 METER SPRINT (in seconds) MALES

UNDER 30	30-39	40-49	50+	POINTS
Under 16	Under 16.33	Under 18.33	Under 20.33	10
16	16.33	18.33	20.33	9.5
16.33	16.66	18.66	21	9
16.76	17	19	22.13	8.5
17	17.33	20	22.66	8
17.33	17.66	20.33	23.33	7.5
17.83	18	20.66	24	7
18	18.33	21.33	24.66	6.5
18.33	18.66	22	25.80	6
18.66	19	22.53	26.66	5.5
19.16	19.63	23.33	27.53	5
19.66	20.33	24	27.73	4.5
20	21	24.93	28.33	4
20.70	21.66	25.66	29	3.5
21.33	22.66	27	29.66	3
22	23.33	27.66	31.66	2.5
23	24.96	28.66	33	2
24.66	26.96	30	33.86	1.5
27.10	34.33	34.66	37.33	1
31.66	37.96	47.66	61.33	.5

100 METER SPRINT (in seconds) FEMALES

UNDER 30	30-39	40+	POINTS
Under 18.66	Under 20	Under 22	10
18.66	20	22	9.5
19.33	21.16	22.73	9
19.43	22	24	8.5
19.90	22.16	24.66	8
20	22.66	25.10	7.5
20.33	23.30	26.23	7
21	23.66	26.66	6.5
21.33	24	27.83	6
22	24.66	28.66	5.5
22.83	25.16	30.56	5
23.66	26.33	31.33	4.5
24.83	26.83	33.93	4
25	27.66	35.56	3.5
25.33	28.50	36.43	3
26	28.66	37.66	2.5
29.33	31.16	38.66	2
32.33	33.33	40.50	1.5
35.56	38	41.66	1
40	40.66	42.66	.5

1 MILE RUN (in Minutes: Seconds)

MALES

UNDER 30	30-39	40-49	50-59	60+	POINTS
Under 8:04	Under 8:30	Under 9:12	Under 10:10	Under 11:30	10
8:04	8:30	9:12	10:10	11:30	9.5
8:22	8:54	9:37	10:35	12:00	9
8:40	9:18	10:02	11:00	12:30	8.5
8:58	9:42	10:27	11:25	13:00	8
9:15	10:06	10:52	11:50	13:30	7.5
9:33	10:30	11:17	12:15	14:00	7
9:51	10:54	11:42	12:40	14:30	6.5
10:09	11:08	12:07	13:05	15:00	6
10:27	11:32	12:32	13:30	15:30	5.5
10:45	11:56	12:57	13:35	16:00	5
11:03	12:20	13:23	14:00	16:30	4.5
11:21	12:44	13:48	14:25	17:00	4
11:39	13:08	14:13	14:50	17:30	3.5
11:57	13:32	14:38	15:15	18:00	3
12:15	13:56	15:02	15:40	18:30	2.5
12:33	14:20	15:27	16:05	19:00	2
12:51	14:44	15:52	16:30	19:30	1.5
13:08	15:08	16:17	16:55	20:00	1
≥13:09	≥15:09	≥16:18	≥16:56	≥20:01	.5

1 MILE RUN (in Minutes: Seconds) FEMALES

UNDER 30	30-39	40-49	50-59	60+	POINTS
Under 9:58	Under 11:00	Under 11:11	Under 12:39	Under 14:10	10
9:58	11:00	11:11	12:39	14:10	9.5
10:21	11:20	11:36	13:04	14:36	9
10:44	11:40	12:01	13:29	15:02	8.5
11:17	12:00	12:26	13:54	15:28	8
11:40	12:20	12:51	14:19	15:54	7.5
12:03	12:40	13:16	14:44	16:20	7
12:26	13:00	13:41	15:09	16:46	6.5
12:49	13:20	14:06	15:34	17:12	6
13:12	13:40	14:31	15:59	17:38	5.5
13:35	14:00	14:56	16:24	18:04	5
13:58	14:20	15:21	16:49	18:30	4.5
14:21	14:40	15:46	17:14	18:56	4
14:44	15:00	16:11	17:39	19:22	3.5
15:07	15:20	16:36	18:04	19:48	3
15:30	15:40	17:01	18:29	20:14	2.5
15:53	16:00	17:26	18:53	20:40	2
16:16	16:20	17:52	19:18	21:06	1.5
16:39	16:40	18:17	19:43	21:32	1
≥16:40	≥16:41	≥18:18	≥19:44	≥21:33	.5

ALTERNATIVE TEST for CARDIO-RESPIRATORY ENDURANCE (1 Mile Equivalent)

(Expressed in Minutes: Seconds) NO RUNNING ALLOWED

3 MILE WALK TEST

MALES

UNDER 30	30-39	40-49	50+	POINTS
<34:00	<35:00	<36:30	<39:00	10
34:01-35:00	35:01-37:00	36:31-38:30	39:01-41:00	9
35:01-37:30	37:01-38:30	38:31-40:30	41:01-43:30	8
37:31-39:30	38:31-40:00	40:31-42:30	43:31-45:30	7
39:31-41:00	40:01-41:30	42:31-44:30	45:31-47:00	6
41:01-42:30	41:31-43:00	44:31-46:30	47:01-49:00	5
42:31-43:30	43:31-45:00	46:31-48:30	49:01-51:00	4
43:31-44:30	45:01-47:00	48:31-50:30	51:01-53:00	3
44:31-46:00	47:01-49:00	50:31-52:00	53:01-55:00	2
>46:00	>49:00	>52:00	>55:00	1

ALTERNATIVE TEST for CARDIO-RESPIRATORY ENDURANCE (1 mile equivalent)

(Expressed in Minutes: Seconds) NO RUNNING ALLOWED

3 MILE WALK TEST

FEMALES

UNDER 30	30-39	40-49	50+	POINTS
<36:00	<37:30	<39:00	<42:00	10
36:00-37:30	37:31-39:00	39:01-40:30	42:01-43:30	9
37:31-39:00	39:01-40:30	40:31-42:00	43:31-45:30	8
39:01-41:00	40:31-42:00	42:01-43:30	45:31-47:00	7
41:01-42:30	42:01-43:30	43:31-45:00	47:01-49:00	6
42:31-44:00	43:31-45:00	45:01-46:30	49:01-50:30	5
44:01-45:00	45:01-46:30	46:31-48:00	50:31-52:00	4
45:01-46:30	46:31-48:00	48:01-50:00	52:01-54:00	3
46:31-48:00	48:01-51:00	50:01-54:00	54:01-57:00	2
>48:00	>51:00	>54:00	>57:00	1

ALTERNATIVE TEST for CARDIORESPIRATORY ENDURANCE

12 MINUTE SWIM (expressed in yards)

MALES

AGE	13-19	20-29	30-39	40-49	50-59	60+	POINTS
	<500	<400	<350	<300	<250	<250	1
	500-537	400-437	350-385	300-337	250-285	250-280	2
	538-575	438-475	386-425	338-375	286-325	281-310	3
	576-613	476-513	426-463	376-413	326-363	311-340	4
	614-650	514-550	464-500	414-450	364-400	341-370	5
	651-685	551-585	501-538	451-485	401-438	371-400	6
	686-725	586-625	539-575	486-525	439-475	401-430	7
	726-760	626-660	576-610	526-560	476-510	431-460	8
	761-800	661-700	611-650	561-600	511-550	461-500	9
	>800	>700	>650	>600	>550	>500	10

ALTERNATIVE TEST for CARDIORESPIRATORY ENDURANCE

12 MINUTE SWIM (expressed in yards)

FEMALES

AGE	13-19	20-29	30-39	40-49	50-59	60+	POINTS
	<400	<300	<250	<200	<150	<150	1
	400-437	300-337	250-285	200-237	150-185	150-180	2
	438-475	338-375	286-325	238-275	186-225	181-210	3
	476-513	376-413	326-363	276-313	226-263	211-240	4
	514-550	414-450	364-400	314-350	264-300	241-270	5
	551-585	451-485	401-438	351-385	301-338	271-300	6
	586-625	486-525	439-475	386-425	339-375	301-330	7
	626-660	526-560	476-510	426-460	376-410	331-360	8
	661-700	561-600	511-550	461-500	411-450	361-400	9
	>700	>600	>550	>500	>450	>400	10

Source: Cooper, K.H. 1982. *The Aerobics Program for Total Well-Being*: New York: Bantam Books, Copyright © 1982 by Kenneth H. Cooper, M.D., M.P.H.

STATIONARY BIKE TEST- Cardiovascular Endurance (Alternate for 1 mile run)

6.2 miles timed

MALES

Age	17-21	22-26	27-31	32-36	37-41	42-46	47-51	52+	Points
	24:00	24:30	25:00	25:30	26:00	27:00	28:00	30:00	10
	24:30	25:00	25:30	26:00	26:30	27:30	28:30	30:30	9
	25:00	25:30	26:00	26:30	27:00	28:00	29:00	31:00	8
	25:30	26:00	26:30	27:00	27:30	28:30	29:30	31:30	7
	26:00	26:30	27:00	27:30	28:00	29:00	30:00	32:00	6
	26:30	27:00	27:30	28:00	28:30	29:30	30:30	32:30	5
	27:00	27:30	28:00	28:30	29:00	30:00	31:00	33:00	4
	27:30	28:00	28:30	29:00	29:30	30:30	31:30	33:30	3
	28:00	28:30	29:00	29:30	30:00	31:00	32:00	34:00	2
	28:30	29:00	29:30	30:00	30:30	31:30	32:30	34:30	1

STATIONARY BIKE TEST- Cardiovascular Endurance (Alternate for 1 mile run)

6.2 miles timed

FEMALES

Age	17-21	22-26	27-31	32-36	37-41	42-46	47-51	52+	Points
	25:00	25:30	26:00	26:30	27:00	28:00	30:00	32:00	10
	25:30	26:00	26:30	27:00	27:30	28:30	30:30	32:30	9
	26:00	26:30	27:00	27:30	28:00	29:00	31:00	33:00	8
	26:30	27:00	27:30	28:00	28:30	29:30	31:30	33:30	7
	27:00	27:30	28:00	28:30	29:00	30:00	32:00	34:00	6
	27:30	28:00	28:30	29:00	29:30	30:30	32:30	34:30	5
	28:00	28:30	29:00	29:30	30:00	31:00	33:00	35:00	4
	28:30	29:00	29:30	30:00	30:30	31:30	33:30	35:30	3
	29:00	29:30	30:00	30:30	31:00	32:00	34:00	36:00	2
	29:30	30:00	30:30	31:00	31:30	32:30	34:30	36:30	1

Adopted from the Army Physical Fitness Test (FM21-20)

We will utilize a 3 year “ramp-in” period for assessment and testing. From January 1, 2014 to January 1, 2017, we will consider ourselves in a physical fitness assessment phase. Employees who fail to meet minimum standards during the “ramp-in” period will face no punitive actions. Employees who fail to meet minimum fitness standards after January 1, 2017, shall be subject to progressive discipline measures which may include verbal warnings, verbal reprimands, written reprimands, suspensions, transfer to a non-sworn position (if available) and termination. Employees will be able to utilize the disciplinary appeals process if they believe that discipline has been administered in a biased manner. Alternate tests may be administered under certain conditions if approved by the Sheriff. Those tests should be the exception and not the norm. All physical testing will take place in a gymnasium environment and a level track will be used for all running tests. Incentives for meeting the physical fitness standards include pins/ribbons (for uniform wear) based upon levels of fitness, gift cards, days off with pay, most improved awards and fitness recognition for units/divisions. Incentives will be recommended by Division Commanders and approved by the Chief Deputy or Colonel.

HEIGHT/WEIGHT/BODY MASS INDEX GUIDELINES

The following height/weight/BMI chart is intended to be used as a guideline. A deputy who carries his/her weight proportionate to his/her height projects the image of a professional. The Sheriff has a legitimate interest to ensure public confidence in all sworn personnel. To that end, all sworn personnel are highly encouraged to maintain proper height/weight standards. The BMI chart recognizes a level of 30 as the cutoff between overweight and obese. The reason we don't use the BMI chart as an absolute fitness standard is because it does not take into account high muscle mass individuals. Therefore, we recognize it as a guideline. The following chart denotes height and maximum weight allowances based upon a 30 BMI rating:

HEIGHT (in inches)	MAXIMUM WEIGHT (30 BMI)
58	143
58	148
60	153
61	158
62	164
63	169
64	174
65	180
66	186
67	191
68	197
69	203
70	209
71	215
72	221
73	227
74	233
75	240
76	246
77	252
78	259
79	266
80	273

Policy Title:	3.5 Conditions of Employment		
Policy Number:	3.5-3	Effective Date:	March 10, 2014
Sub Title:	Secondary Employment	Revised Date:	
GPAC:	4.12	CALEA:	22.3.4

3.5-3 Secondary Employment

The RCSO allows employees to have secondary employment jobs as long as they do not conflict with the employee's primary responsibility. Conditions may be imposed on secondary employment or the employment may be prohibited altogether. Determination of the degree of limitation will be based upon RCSO interest and ensuring that the RCSO receives full and faithful service in return for employment. Secondary employment is outside employment wherein the use of law enforcement powers is not anticipated and is performed out of uniform and not connected with the RCSO. Personnel will not be permitted to engage in the following types of activities as secondary employment:

- ◆ Serving alcoholic beverages
- ◆ Bail Bonds
- ◆ Private Investigations
- ◆ Repossession Agencies
- ◆ Any illegal activity or other activity involving issues of moral turpitude
- ◆ Any activity which might bring discredit to the RCSO
- ◆ Those which may raise the question of honesty, respect, dignity, integrity or loyalty to the RCSO or to the laws which he is to uphold

Secondary Employment Request Form - All employees who engage in secondary employment must submit a "Secondary Employment Request Form" to their immediate supervisor, who in turn submits it through their chain of command to the Colonel or Chief Deputy. The Colonel or Chief Deputy must approve all request forms before any employee engages in any type of secondary employment. Employees must update their request forms when there is a title change or a change in their duties and/or responsibilities. All approved request forms will be placed in the Secondary Employment book located in the H.R. Specialist's office. Secondary Employment Forms must be updated annually.

Policy Title:	3.5 Conditions of Employment		
Policy Number:	3.5-4	Effective Date:	March 10, 2014
Sub Title: Extra Duty (Special Duty Assignments)		Revised Date:	
GPAC: 3.12		CALEA: 22.2.5	

3.5-4 Extra Duty (Special Duty Assignments)

All requests for Special Duty Assignments will be forwarded to the Special Duty Assignment Sergeant, who will review, approve or disapprove those requests. Deputies must receive written approval on a Special Duty Assignment Form prior to working that assignment. Pursuant to O.C.G.A. § 16-10-3, deputies will exhibit the same professional conduct as if working regular duty by enforcing state laws/county ordinances. Deputies are to ensure appropriate reports are completed prior to going out of service. Deputies will contact the Communications Center with the following radio traffic concerning their Special Duty Assignment:

- ◆ On duty
- ◆ En route
- ◆ Location
- ◆ Arrival
- ◆ Completion
- ◆ Off duty

Deputies working a Special Duty Assignment are expected to work the duration unless they are relieved by the Point of Contact (found on the Special Duty Assignment Slip). Deputies who have not completed the F.T.O. Program will not be allowed to work Special Duty Assignments by themselves. Deputies may be revoked from working Special Duty Assignments due to tardiness, failure to report for assignment, lack of performance, other conduct deemed unprofessional or as a result of disciplinary actions. Any deputy that is injured while working a Special Duty Assignment must contact an on-duty supervisor, document the injury in a report and contact the H.R. Specialist.

Policy Title:	3.5 Conditions of Employment		
Policy Number:	3.5-5	Effective Date:	March 10, 2014
Sub Title:	Off-Duty Conduct	Revised Date:	October 2, 2020
GPAC:	1.20, 1.21, 1.27	CALEA:	

3.5-5 Off-Duty Conduct

It is incumbent upon all employees that off duty actions and behavior reflect the professionalism of the RCSO and serve as a benchmark for all other agencies to follow.

Guidelines for Sworn/Civilians - Conduct themselves in a professional manner at all times. Unprofessional or rude conduct may bring discredit upon the RCSO and law enforcement in general. If an employee witnesses a criminal act, he/she should take all necessary and reasonable steps to contact the Communications Center to notify them of the situation. Employees should be the best witness possible for responding law enforcement.

Guidelines for Certified Personnel - Deputies are encouraged to carry, or have in their immediate possession, their badge, identification, weapon and are to conduct themselves in a professional manner at all times. Unprofessional or rude conduct may bring discredit upon the RCSO and law enforcement in general. Deputies are discouraged from "policing" while off duty and should contact the Communications Center about criminal/traffic violations. On the occasion where a life is threatened, the deputy should act in a manner which protects that life or lives without compromising other's safety.

Internet Use, Social Networking and Agency and Personal Electronic Devices (GACP 1.20, 1.21, 1.27)

POLICY

The internet, blogs, twitter, the worldwide web, social networking sites and any other medium of electronic communication shall not be used in a manner which is detrimental to the mission and function of the Sheriff's Office. It is essential for every employee of the Sheriff's Office to recognize that the proper functioning of any law enforcement agency relies upon the public's confidence and trust in the individual officers and the RCSO to carry out the law enforcement function. Therefore, any matter which brings individual employees or the Sheriff's Office into disrepute has the corresponding effect of reducing public confidence and trust in the Sheriff's Office, thus, impeding our ability to work with and serve the public. Professionalism is the most significant factor in high level performance which in turn builds the public's confidence and trust. While employees have the right to use personal/social networking pages or sites, as employees of the Sheriff's Office, they are public servants who are held to a higher standard than the general public with regard to standards of conduct and ethics. In addition, deputies are cautioned that speech on or off duty, made pursuant to their official duties, that is, which owes its existence to the employee's professional duties and responsibilities is not protected speech under the First Amendment to the Constitution and may form the basis for discipline if deemed detrimental to the RCSO. As such, the policy of the Sheriff's Office is to maintain a level of professionalism in both on-duty and off-duty conduct that fulfills the mission of the Sheriff's Office.

PURPOSE

The purpose of this policy is to direct the employees of the sheriff's office with respect to the use of the internet, the world-wide web, and social networking as a medium of communication impacting this sheriff's office.

RULES AND REGULATIONS

- A. Employees of the sheriff's office are prohibited from using RCSO computers for any unauthorized purpose including surfing the internet (non-job related) or participating in social networking sites.
- B. Employees of the sheriff's office are prohibited from posting, or in any other way broadcasting, without prior RCSO approval from the Sheriff, Chief Deputy or Colonel, information on the internet, or other medium of communication, the business of the sheriff's office to include but not limited to:
 1. Photographs/images relating to any investigation of this RCSO.
 2. Video or audio files related to any investigation of this agency.
 3. Video, audio, photographs, or any other images etc. which memorialize a law enforcement related action of this agency.
 4. Logos/Uniforms/Badges or other items which are symbols associated with this agency.
 5. Any other item or material which is identifiable to this agency.

6. Employees further shall not solicit information regarding investigations or seek tips on cases being investigated by the Richmond County Sheriff's Office on their personal social media pages.
- C. Employees of the Sheriff's Office who utilize social networking sites, blogs, twitter or other mediums of electronic communication in their off-duty time shall maintain an appropriate level of professionalism and appropriate conduct so as not to broadcast in a manner which is detrimental to the mission and function of sheriff's office. . In addition, personnel are reminded posting information, photographs, etc. on social media which identify them as members of the Richmond County Sheriff's Office may bring unwanted attention to them from outside sources. In all instances, any posting should be in good taste and reflect positively on the employee and the Richmond County Sheriff's Office.
1. Employees of the Sheriff's Office will not engage in using social media, surfing, posting, the creation of video, commenting, etc... while on duty except during designated breaks (i.e., lunch break) or for matters relating to a duty investigation.
 2. Employees shall not use a social networking site or other medium of internet communication to post any materials of a sexually graphic nature.
 3. Employees shall not use a social networking site or other medium of internet communication to post any materials which promote violence or weaponry.
 4. Employees shall not use a social networking site or other medium of communication to post or broadcast any materials which would be detrimental to the mission and function of the sheriff's office.
- D. Employees of the Sheriff's Office are prohibited from using their title as well as any reference to the Sheriff's Office in any correspondence to include emails, postings, blogs, twitter, social network sites such as Facebook, Twitter, Myspace, unless the communication is of an official nature and is serving the mission of the RCSO. This prohibition also includes signature lines in personal email accounts. An employee may seek RCSO approval for such use.
- E. Administrative Investigations: Employees who are subject to administrative investigations may be ordered to provide the sheriff's office with access to the social networking site when the subject of the investigation is directly, narrowly, and specifically related to the employee's performance or ability to perform his or her function within the Sheriff's Office or when the subject of the investigation is potentially adverse to the operation, morale, or efficiency of the RCSO.
- F. Nothing in this policy shall preclude use of RCSO computers by authorized personnel to access web sites in the scope of official duties, i.e. GBI Internet Crimes against Children.

Agency and Personal Electronic Devices (GACP 1.20, 1.21, 1.27)

It shall be the responsibility of all employees, sworn and civilian alike, to ensure that they maintain proper electronic device security at all times. If you leave your office or work area, you shall lock your computer so that unauthorized users cannot access your computer. Any and all electronic devices, including MDTs, smartphones, cellphones, cameras, other audio/video recording devices and tablets (personal or agency owned) should be password protected if possible to ensure content security. Deputies should use agency cameras for pictures needed in the official scope of duties, not cell phones unless absolutely as a last resort. Personal computers may not be plugged into the county network. RCSO MDTs issued to personnel shall not be used for non-RCSO purposes. Use of agency property shall be limited to official RCSO business.

Policy Title:	3.5 Conditions of Employment		
Policy Number:	3.5-6	Effective Date:	March 10, 2014
Sub Title:	Expectation of Privacy	Revised Date:	
GPAC:	CALEA:		

3.5-6 Expectation of Privacy

Persons who cross the Charles B. Webster Detention Center's Guard Line are subject to having their vehicles and any property searched by RCSO personnel. Employees will not have any expectation of privacy when utilizing RCSO provided equipment/property or premises and their use should be restricted to official RCSO business. Supervisors may have the right to search and inspect all personal items on RCSO property which includes items located in lockers, desks, cabinets, briefcases or RCSO vehicles without prior notice. Privately owned property in or on RCSO property is also subject to search. Telephone conversations, radio transmissions, faxes, computer use or any written materials to include mail and other correspondence may be subject to release through the Open Records Law. Lockers are for the security of personal belongings and fall under the expectations described above. The RCSO will not be responsible for the loss of or damage to privately owned property located in or on RCSO property.

Policy Title:	3.6 Grievance Procedures		
Policy Number:	3.6-1	Effective Date:	March 10, 2014
Sub Title:	Description of Process	Revised Date:	
GPAC:		CALEA:	22.4.1

3.6-1 Description of Process

Non-Grievable Matters - The following matters will be considered as non-grievable:

- ◆ Issues, which are pending or have been concluded by other administrative or judicial procedures
- ◆ Changes in budget and/or organizational structures, including the person or number of persons assigned to particular positions
- ◆ The content or rating of a performance appraisal, except when the employee can show discrimination, capriciousness or non-job relatedness
- ◆ The selection of an individual by the Sheriff to fill a position through appointment, promotion or transfer, except when the employee can show that he/she was discriminated against
- ◆ Disciplinary actions
- ◆ Any matter, which is not within the jurisdiction or control of the Sheriff
- ◆ Internal security practices established by the Sheriff

Grievable Matters - All other matters will be considered as grievable. Grievances should be filed with the employee's immediate supervisor first. The grievance, if appealed, may be appealed through the chain of command, up to the Sheriff. If the employee has a grievance with the immediate supervisor, the employee may file a grievance with the supervisor's next level of supervision. The RSCO does not allow employee representation.

Grievance Procedures - Following are the grievance procedures:

Informal Procedures - Every effort should be made to find an acceptable solution by informal means at the lowest level of supervision. An employee who has a grievance against another employee should first try to get the grievance settled through discussion with his immediate supervisor without undue delay. If, after this discussion, the employee does not believe the grievance has been satisfactorily resolved, the employee has the right to discuss the grievance with the next supervisor in the chain of command. The supervisor(s) hearing the grievance will document all informal procedures. If the employee is not in agreement with the decision(s) of the informal procedures, he/she will have the right to file a formal grievance in writing within five (5) business days after receiving the informal decision. An informal grievance will not be taken above the shift's immediate supervisors.

Formal Procedures - An employee will present the grievance in writing within five (5) business days to the division commander. The written, formal grievance must contain the following information, at a minimum:

- ◆ Name of the charging party or parties
- ◆ Name of the responding party or parties
- ◆ Date of the alleged incident
- ◆ A thorough description of the alleged incident
- ◆ Name of any witnesses involved

The division commander will make careful inquiry into the facts and circumstances of the grievance and will attempt to resolve the grievance promptly and fairly and will respond to the charging party within five (5) business days of receiving the written grievance. If the charging party is dissatisfied with the decision of the division commander, the charging party may appeal the grievance to the bureau commander within five (5) business days of receiving the division commander's decision. The bureau commander will make a separate investigation of the circumstances and inform the charging party of the decision within five (5) business days of receiving the grievance. If the charging party is dissatisfied with the decision of the bureau commander, he/she may appeal to the Chief Deputy within five (5) business days of receiving the decision from the bureau commander. The Chief Deputy will review the grievance and inform the charging party of the decision within seven (7) business days of receiving the appeal. If the employee is dissatisfied with the Chief Deputy's

decision, he/she may appeal the grievance to the Sheriff within five (5) business days of receiving the Chief Deputy's decision. The Sheriff will review the written grievance and render a decision within ten (10) business days of receiving the grievance. All decisions rendered by the Sheriff will be final and grievable no further.

NOTE: The Chief Deputy may grant extensions to the allotted time during the investigative stage due to extensive witness lists, scheduling conflicts or any other reason deemed necessary. If an extension is granted the grieving party will be notified in writing of the extension.

Policy Title:	3.6 Grievance Procedures		
Policy Number:	3.6-2	Effective Date:	March 10, 2014
Sub Title:	Coordination, Maintenance and Control of Grievances	Revised Date:	
GPAC:		CALEA:	25.1.2

3.6-2 Coordination, Maintenance and Control of Grievances

Coordination of Grievance Procedures - The Chief Deputy will be responsible for the coordination of all grievance procedures.

Maintenance and Control of Grievance Records - The Internal Affairs Commander will be responsible for controlling and maintaining all grievance records. These records will be kept in locked files. Only personnel with a legitimate reason to read the grievance will be allowed to read the grievance.

Policy Title:	3.6 Grievance Procedures		
Policy Number:	3.6-3	Effective Date:	March 10, 2014
Sub Title:	Analysis of Grievances	Revised Date:	
GPAC:		CALEA:	25.1.3

3.6-3 Analysis of Grievances

The Internal Affairs Commander will conduct a written analysis of grievances filed the previous year and submit it, through the Chief Deputy, to the Sheriff for his review. The Chief Deputy will seek to identify commonalties among the grievances filed and attempt to eliminate the cause(s) of such grievances in the future.

Policy Title:	3.7 Disciplinary Procedures		
Policy Number:	3.7-1	Effective Date:	March 10, 2014
Sub Title:	Code of Conduct and Appearance	Revised Date:	July 13, 2021
GPAC:	1.4	CALEA:	26.1.1

3.7-1 Code of Conduct and Appearance

General Rules & Regulations

The Sheriff's Office Code of Ethics is a general standard of conduct for all employees. Employees will be held accountable for their actions, conduct and speech when these behaviors conflict with our core values, mission or creed. Personnel who cause undue embarrassment or damage the reputation of and/or erode the public's confidence in the RCSO will be deemed to have violated this policy.

Conformance to Laws - Employees will obey all laws of the United States and of any state and/or local jurisdiction in which the employee is present. A conviction for the violation of any law will be prima facie evidence of a violation of this section. Findings and disciplinary action by the RCSO, under charges for a violation of this section, will be independent of any criminal proceedings. Any employee arrested or charged with a criminal violation will notify the immediate supervisor as soon as possible prior to reporting for duty.

Violation of Rules - Personnel will not commit any acts or omission to act which constitute a violation of RCSO rules, regulations, directives, policies, procedures or orders.

1.0 DEFINITIONS

1.1 Employee: Any person employed by the Sheriff of Richmond County either as a certified deputy, jailer, clerk, communications officer, secretary or other capacity.

1.2 Member: Any employee of the Richmond County Sheriff's Office.

1.3 Officer: Any certified deputy, or any employee working as a jailer of the Richmond County Sheriff's Office.

1.4 P.O.S.T.: Georgia Peace Officer Standards and Training Council.

1.5 Certified: Any employee who has completed the certification requirements of the **Georgia P.O.S.T.**, and who has full arrest authority as a law enforcement officer of the State of Georgia. An employee in full compliance with **O.C.G.A. § 35-8**.

1.6 Non-Certified: An employee of the Richmond County Sheriff's Office who has no arrest authority or is not in compliance with **O.C.G.A. § 35-8** regarding Peace Officer certification.

1.7 Jailer: Any person who is employed by the Richmond County Sheriff's Office and has the responsibility of supervising inmates who are confined in a county detention facility.

1.8 Suspension: The relieving of an employee from normal duties and authority pending an investigation or upon completion of an investigation. Suspension can be with or without pay depending on the circumstances.

1.9 Chain of Command: The levels of authority and supervision between the Sheriff and each member of this Office and the path an employee is to normally follow to seek an appointment with the Sheriff.

1.10 Secondary Employment: The holding of a second job which is distinctly different from the employee's primary job with the Richmond County Sheriff's Office.

1.11 Special Duty: The holding of a second job which entails the duties of a certified officer but is not a part of or paid by the Richmond County Sheriff's Office.

1.12 Force: The reasonable amount of force necessary for a law enforcement officer to perform their duties or to affect an arrest.

2.0 ENFORCEMENT AUTHORITY

2.1 Authority to Suspend: The Sheriff shall have the authority to suspend any employee without pay pending an investigation in which the employee is accused of misconduct if the Sheriff determines the suspension is in the best interest of the Sheriff's Office, public or the accused employee.

2.2 Authority to Discipline: The Sheriff or his designee shall have the authority to administer corrective and punitive action for any violation of Rules and Regulations of the Sheriff's Office.

3.0 PROFESSIONAL RESPONSIBILITIES (Violation Categories in Parentheses)

3.1 Chain of Command: An employee must observe the chain of command in their function as an employee **(B, C)**

3.2 Responsibilities of Supervisors: Supervisor will adhere to all rules, regulations, general and special orders and will present a good example as an employee to subordinates. They will provide leadership and supervision and maintain discipline necessary to obtain efficient and effective operation of their unit. **(B)**

3.3 Familiarization with State Law, County Ordinances, Office Rules, etc.: An employee will read, study and comply with all laws and ordinances; and all regulations, policies and general orders of the Office as it relates to job performance. Ignorance of any of the above will not be a defense for misconduct. **(B, C)**

3.4 Correct Address and Phone Number: An employee will have their address and phone number on file at the Sheriff's Office at all times. **(C)**

3.5 Reporting for Duty: An employee will report for duty at the appointed time and will not absent themselves from duty without first obtaining permission from their supervisor. **(C)**

3.6 Absent from Assignment: An employee will not absent themselves from the place of assigned duty without first obtaining permission from their supervisor. Provided, in an emergency situation, an employee who is unable to obtain permission may be absent from the place of assigned duty long enough to care for the emergency. After the emergency has passed, the employee will immediately notify their supervisor of the emergency situation and action taken. **(C)**

3.7 Duty to Honor Court Subpoena: An employee who has been duly served by subpoena to appear in court will report to the appropriate court at the appointed time, and will not absent themselves from appearing without first obtaining release from the court issuing the subpoena. **(B)**

3.8 Diligence to Duty: Employees will diligently perform all duties and assignments of the Sheriff's Office and will not engage in personal business while on duty. **(B, C)**

3.9 Sleeping on Duty: An employee will not sleep on duty unless the employee has permission from their supervisor. **(B)**

3.10 Call to Duty: An officer will be subject to call to active duty twenty-four (24) hours a day. All personnel shall have on file a number by which they can be reached. An officer must be prepared to assume active duty if ordered to do so by a supervisor. **(C)**

3.11 Secondary Employment, Lapse, School and Special Duty: An employee, before accepting secondary employment, must obtain written permission from the Sheriff or the person designated by the Sheriff. Employees working additional employment and or school will ensure that the off duty detail, outside employment or school will not interfere with their departmental work schedules. Employees will not work any additional employment while on sick leave or within (8) eight hours of a department scheduled tour of duty.

In order for any member of this Office to be eligible to work special duty, the following requirements must be met: **(C)**

- a. To work special duty the officer must be P.O.S.T. certified.
- b. Attend range training and qualify with the weapon that is normally carried.
- c. Be able to do all paperwork that would be applicable to the performance of the special being worked.
- d. Be a minimum of 21 years of age to work in a public alcoholic establishment.
- e. No security specials will be worked for less than minimum.

3.12 Identification: An officer will carry proper identification, badge, ID card, on their person at all times, except when excused from this regulation by a supervisor. **(C)**

3.13 Self-Identification: An officer will give their name and assignment to any person who may inquire and this will be done in a civil manner. The exception to this rule is a situation in which it would jeopardize the safety of the officer. **(C)**

3.14 Response for Service: An employee will respond without delay to any person requesting police service insofar as it is consistent with the rules and regulations of the Office. **(B, C)**

3.15 Off Duty Employees in Uniform in Public: An employee off duty in uniform, appearing in public, shall be considered on duty and must be prepared to assist the public by taking whatever police action is appropriate and necessary. **(B)**

3.16 Off Duty Emergency Action: An officer though off duty, must take appropriate and necessary police action in any situation where a felony is being committed or human life is endangered. The deputy will, as soon as possible turn the situation over to on duty personnel. **(B)**

3.17 Situations Involving Family or Friends: An employee confronted with a situation involving family members or friends and where police action is required will not intervene unless an emergency exists and then only to meet the emergency until the Sheriff's Office can be notified and a more objective police unit is on the scene of the emergency. **(B, C)**

3.18 Employees Under Suspension from the Sheriff's Office: An employee under suspension from the Sheriff's Office shall not perform any official act. Such employee shall not loiter around the Sheriff's Office or County Jail and will at the time of suspension turn in all weapons, ID Cards and badges issued by the Sheriff's Office. An employee under suspension shall also be prohibited from working any extra duty specials during their time of suspension. Such employees will not receive these items until the suspension is ended and will not wear any part of the uniform while under suspension without pay. The above provisions shall also apply to any employee who has been placed on administrative leave with pay. **(A)**

4.0 CONDUCT

4.1 Criminal Acts: An employee will not, while on duty or off duty, commit any act which is a violation of any Federal or State statute or a violation of any County Ordinance. However, this rule will not apply when violation of such statute or ordinance is permitted by law in the official performance of duty. Any employee arrested for any reason shall immediately notify his immediate supervisor so that the information can be relayed to the Sheriff's Office. **(A)**

4.2 Misuse of Position As Employee: An employee will not use or attempt to use their position as an employee to secure unwarranted privileges or exemptions for themselves or others. **(A, B)**

4.3 Cowardice: An officer who shirks from danger in the discharge of their duties will be guilty of cowardice. **(A)**

4.4 Manner of Conduct (A, B, C)

4.4.1 Certified: An officer, in the performance of duty, or while off duty and in uniform, or while in any manner identifiable as a police officer will maintain control of their temper.

- a. An officer will not use harsh, violent, profane, or insolent language to any citizen, or other officers, whether superior or subordinate.
- b. An officer will not use any language that tends to belittle, show contempt for, or defame any race or ethnic group except when it is necessary in police reports or testimony.
- c. An off duty officer will not conduct themselves in a manner as to reflect discredit upon the Sheriff's Office.

4.4.2 Non-Certified: An employee, in the performance of duty, or while off duty in any manner identifiable as an employee of the Sheriff's Office, will maintain control of their temper.

- a. An employee will not use harsh, violent, profane, or insolent language to any citizen, or other employees, whether superior or subordinate.

- b. An employee will not use any language that tends to belittle, show contempt for, or defame any race or ethnic group except when it is necessary in police reports or testimony.
- c. An off duty employee will not conduct themselves in a manner as to reflect discredit upon the Sheriff's Office.

4.5 Unnecessary Force: An officer will not use any unnecessary force against any person. **(A, B)**

4.6 Report Required When Force Used: An officer who uses force against any person or property of any person must make a detailed report of the incident and forward that report through his chain of command for review. **(B, C)**

4.7 Abuse of Authority: An officer will not use their authority as a police officer to abuse, oppress, harass or persecute any person(s). **(A, B, C)**

4.8 Obeying Lawful Order of Supervisors: An officer will not willfully or intentionally disobey the lawful order of a supervisor or superior officer.

- a. An employee who receives an order that is believed to be unjust will first obey the order and then may appeal through the chain of command.
- b. An employee is not required to obey an order that is contrary to State or Federal law or County Ordinances.
- c. An employee who is given an order that conflicts with an Office rule, regulation, order, procedure, or with a previous order given by a supervisor of greater rank, will respectfully call the conflict to the attention of the supervisor giving the current order. If the supervisor, after having been advised of this conflict, does not withdraw the order to avoid conflict, such order will be obeyed and the Supervisor giving the order will be held responsible for any conflict arising therefrom. **(A, B, C)**

4.9 Employee to be Truthful: An employee must tell the truth whether under oath or otherwise. An employee will not willfully or recklessly depart from the truth:

- a. In any official investigation, inquiry report or statement.
- b. In any statement made, cause to be made, or distributed concerning the County Government or Sheriff's Office.
- c. In any statement concerning any employee whether superior or subordinate. **(A, B, C)**

4.10 Interfering with Radio Communications: An employee will not willfully or intentionally interfere with radio communications except in case of emergency. **(A, B)**

4.11 Respect for National Anthem/Colors: An officer in uniform will salute the colors as they pass in parades, ceremonies or other occasions. The only exception will be when an officer's duty assignment is of such nature that it requires his full attention. **(B, C)**

4.12 Political: Members shall be allowed to express political views to friends and associates in the course of social conversations but shall not take an active part in political campaigns. **(B/C)**

4.13 Duty to Uphold the Honor of the Office: Each member has an obligation to pay their debts and support their families and shall fulfill those obligations, while making every effort to live within their income. Members failing to do so shall be counseled by their immediate supervisors upon being notified of a failure by a member of this Office to live up to his financial obligations. Debts and other financial obligations which could have been controlled by a member but have resulted in a judgment against that member will lead to appropriate disciplinary action by the Sheriff. **(C)**

4.14 Duty to Care for County Property: Members of the Office have the duty to maintain all items of equipment issued to them by the County with diligence and care. When County property is damaged, stolen or lost, the responsible member shall be held financially accountable whenever it appears negligence prompted the damage, destruction, theft or loss of the property. Members have the duty to report all losses, thefts or damage of County property to their supervisor immediately after learning of such loss, theft or damage. Members deemed responsible for lost, damaged or stolen property through negligence shall forfeit duty time at a loss of pay in an amount that would help defray the cost of replacing those items lost, damaged or stolen. **(A, B, C)**

4.15 Gifts and Gratuities: An employee will refuse to accept any gift or gratuity from any person if said gift can be construed as being for the purpose of influencing his job performance. However, this shall not abridge the

employee's right to barter for the purchase of an item, provided their position as an employee of the Sheriff's Office is not a factor in the bargain. **(B)**

4.16 Bribery: An employee will not accept any money, gift of any kind, or other thing of value from any person, the purpose of which is intended to influence the employee in the performance of duty. **(A)**

4.17 Reward: An employee will not accept any reward of any kind from any persons without prior written permission. **(B)**

4.18 Recommending a Bondsman, Attorney or Wrecker Service: An employee of the Sheriff's Office will not recommend, suggest a bondsman, attorney or wrecker service for anyone. **(B)**

4.19 Recommendation of Commercial Products: An employee, in their official capacity as an employee, will not endorse any commercial product or service. Any exceptions to this must be approved in writing by the Sheriff. **(B, C)**

4.20 Solicitations: An officer while on duty or in uniform, will not solicit, collect, or receive money or other items of value for any charitable, testimonial or gift purpose unless prior approval has obtained from their supervisor. **(B, C)**

4.21 Holdings or Investments in Conflict: An employee will not invest or hold investments, directly or indirectly, in any financial business, commercial or other private transaction, which may create a conflict with their official duties. **(B)**

4.22 Outside Affiliation: An employee will not affiliate with or become a member of any organization of such affiliation would in any way interfere with or prevent the employee from performing their duties. **(A, B)**

4.23 Indebtedness to Persons with License Subject to Police Control: An employee will not become financially obligated to any person who holds a business license where the business is subject to police control. **(B, C)**

4.24 Business Transaction or Legal Matters with Augusta-Richmond County: An employee will not directly or indirectly in any manner, except as provided by law, become involved in any business dealings with Augusta-Richmond County. **(B)**

NOTE: It is the policy of Augusta-Richmond County that no county employee is to sign any affidavit, letter, or similar documents in any lawsuit in which Augusta-Richmond County is a party without submitting the document to the County Attorney for proper review. Also, any employee that is subpoenaed to appear in Court in any case in which Augusta-Richmond County is a party, should immediately advise the County Attorney. Such a policy is for the protection of you and the County and is in the public's interest. It is also necessary in order to allow the County to be properly represented in all legal matters.

4.25 Person(s) of Questionable Character: An employee will not fraternize with or associate themselves in a personal, social, or financial relationship with any person(s) of questionable character. An employee will not idle or loiter in or around a place of ill-repute or a place of questionable reputation. **(A, B, C)**

4.26 Unsatisfactory Performance: An officer shall maintain competency to perform their duties and assume the responsibilities of their position. Deputies shall perform their duties in the manner which will tend to establish the highest standards of efficiency in carrying out the functions and objectives of the Sheriff's Office.

Unsatisfactory performance may be demonstrated by a lack of knowledge of the laws required to be enforced; an unwillingness or inability to perform assigned task, the failure to conform to work standard, the failure to take appropriate action in any matter deserving police action, absence without leave, abuse of sick leave, or unexcused absence from duty. **(A, B, C)**

4.27 Insubordination - Members and employees shall promptly obey lawful orders of a superior. This will include orders relayed from a superior by an officer of the same or lesser rank. A "lawful order" is an order which officers should reasonably believe to be in keeping with the performance of their duties. Insubordination shall include conduct directed at a superior officer which is disrespectful, mutinous, insolent, or abusive in language. **(A, B, C)**

4.28 Alcoholic Beverage / Narcotics / Drugs / Use or Consumption or Intoxication: An employee will not, while in uniform or on duty, consume or be under the influence in any manner or be in possession of an alcoholic beverage, drug, or narcotic, except any drugs or narcotics which have been previously in writing prescribed by a physician. No employee will consume or be under the influence of any alcoholic beverage, drug or narcotic, eight

(8) hours prior to going on duty, except any drugs or narcotics which have been previously prescribed by a physician and the employee's supervisor has been notified. **(A, B)**.

4.29 Alcoholic Beverage / Narcotics / Drugs / Use or Consumption Off Duty: An employee while off duty, will not consume or use alcoholic beverages in violation of the law of the State of Georgia, the rules and regulations of this Office, or to an extent that will result in obnoxious or offensive behavior by the employee which would tend to reflect upon the employee or this Office, or render the employee unfit to report for regular duty. No employee while off duty will use or possess any drug or narcotic which is a controlled substance or which is prohibited by the Federal Law, State Law, or the Rules and Regulations of this Office unless the same is prescribed in writing by a physician. Any employee arrested in an alcohol related incident, will report the arrest to their immediate supervisor within 24 hours of their release (section 4.1). An arrest may result in the employee being placed on administrative leave by the Sheriff or his designee until an internal affairs review determines all the facts of the case. Employees deemed to have been the aggressor in the case, will be terminated at the discretion of the Sheriff. Where cause exists to believe there is reasonable doubt the employee was the aggressor in the case, other measures may be taken until the case is adjudicated including suspension without pay. A plea to a lesser charge will still be a conviction for proof of conduct unbecoming an officer. **(A, B)**

4.30 Driving under the influence of alcohol / drugs / or any intoxicant. An employee will not operate a county vehicle under the influence of alcohol / drugs / or any intoxicant whether on duty or off duty. **(A, B)**

4.30a No employee will operate a personal vehicle under the influence of alcohol / drugs / or any intoxicant. Any employee arrested for driving under the influence will report the arrest to their immediate supervisor within 24 hours of their release (section 4.1). An arrest may result in the employee being placed on administrative leave by the Sheriff or his designee until an internal affairs review of the facts in the case. Employees deemed to have sufficient evidence of driving under the influence or less safe driving, will be terminated at the discretion of the Sheriff. Where cause exists to believe there is insufficient proof of intoxication or less safe driving, other measures may be taken until the case is adjudicated including suspension without pay. A plea to a lesser charge will still be a conviction for less safe driving and proof of conduct unbecoming an officer. **(A, B)**

5.0 APPEARANCE REGULATIONS

5.1 General Consideration: The uniform of the Richmond County Sheriff's Office is a symbol of authority as a representative of the County Government and it is essential that it be worn in a manner which will command respect and reflect honor to the Office and Augusta-Richmond County. **(C)**

5.2 General Appearance: Hair will be neat, clean, trimmed and present a groomed appearance. Hair will not touch the ears or the collar except the closely trimmed hair on the back of the neck. It will present a tapered appearance. Hair in front will be groomed so that it does not fall below the eyebrows and will not protrude below the band of properly worn headgear. The acceptability of an employee's hair will be based upon the criteria in this paragraph and not upon the style in which the employee chooses to wear their hair. **(C)**

5.3 Sideburns: Will be neatly trimmed and tapered in the same manner as the haircut. **(C)**

5.4 Mustaches: Will be neatly trimmed. It will not extend downward beyond the line separating the skin and vermilion part of the lip. The mustache will not extend sideways beyond a vertical line drawn upwards from the corner of the vermilion border of the lips. **(C)**

5.5 Beards and Goatees: Beards and goatees are allowed as stipulated under the appearance guidelines found in the following section. **(B)**

5.6 Wigs or Hair Pieces: Will be worn only to cover natural baldness or to cover physical disfiguration and then will comply with Paragraph 5.2 of this regulation. **(C)**

5.7 Hair Color: All hair shall be of a natural color and can be dyed as such (i.e. blond, black, brown, red or grey) and not such that would diminish the professional uniform appearance. Unnatural hair colors fluorescent or similar dyed hair colors are prohibited.

5.8 Fingernails: Fingernails will be kept clean and neatly trimmed. Fingernails will be uniform in length and not excessively long (refer to attachment). Members' fingernails will not be longer than one **quarter** (¼) inch past the longest part of the nail bed and shall not be colored with vivid, bright, florescent, neon, gold, silver, or any metal – colored polish or **otherwise ornamentally** designed (refer to attachment).



6.0 HANDLING SPECIAL SITUATIONS

6.1 Incarceration of Ill or Injured Persons: An officer will not incarcerate any person in the County Jail who has not received medical attention at a medical facility if that person: **(A, B, C)**

- a. Is known to be or states that they are a diabetic.
- b. Appears to be ill or injured in any way.
- c. Is not able to walk under their own power.
- d. Is known to be epileptic.
- e. Is not able to give name, age and address in a coherent manner.

6.2 Mentally Ill Persons: An officer will exercise extraordinary care when handling a person who the officer knows or has reason to believe is mentally ill. Only that force which is necessary to protect the officer, any person or persons or the mentally ill person will be used. Police action will not be taken against a person thought to be mentally ill unless a criminal act for which such person can be arrested has been committed, or harm may result to such person or others, or the officer is acting pursuant to court order. **(A, B, C)**

6.3 Caring for Ill or Injured Persons: An employee must care for any ill or injured person who comes to their attention. Medical aid must be provided and a detailed report of the incident will be made. **(A, B, C)**

6.4 Lost or Abandoned Children: An employee will care for all lost or abandoned children coming to their attention and will, as soon as possible, turn over such child or children to the parents, guardians or to juvenile authority.
(A, B, C)

6.5 Juvenile in Custody: An officer will not incarcerate in the County Jail any person who is defined as a Juvenile by State Statute. When a juvenile is arrested, the officer will make every effort to transfer custody to the proper authority as soon as possible. **(B, C)**

6.6 Parental Notification (17Year Old): When a subject is arrested, and that subject is 17 years of age, it is the responsibility of the arresting officer to make parental or legal guardian notification of the arrest. The intake officer, or other appointed jail officer, during the booking process, is responsible for completing the documentation verifying the notification. **(B, C)**

7.0 RULES OF INVESTIGATION

7.1 Investigation of Illegal Activity in Areas: An officer will make every effort to investigate, arrest and prosecute any person(s) committing a crime in their area. If an officer has exhausted every effort and has not been able to secure evidence for an arrest, the officer will make a request to their supervisor requesting help from an investigation unit. Long term criminal operations which operate in an officer's area without arrest or request for an investigation, may lead to an investigation of the officer for neglect of duty.
(A, B, C)

7.2 Protection of Property in Patrol Areas: An officer will become thoroughly acquainted with their area. The officer will be responsible for maintaining a constant patrol of the area. **(B, C)**

7.3 Property Recovered: An employee will be responsible for all property coming into their possession. The employee will make a written report, giving full details and turn it over to Property Management. **(A, B, C)**

7.4 Assault Investigations: An officer will make an investigation and, if lawful, an arrest in any case where a person assaults another. If the person assaulted has an injury of a serious nature, the officer will request the assistance of an investigator. **(C)**

7.5 Suspicious Death or Homicides: An officer who is called upon to investigate a death will first ascertain that death has occurred. If circumstances of the death are of a suspicious nature or indicate homicide, the officer will immediately notify their supervisor. The officer will have the responsibilities of crime scene protection and physical evidence until investigators arrive and take charge of the investigation. **(A, B, C)**

7.6 Crime Reports: An employee will make a report on all crimes that come to their attention in which a previous report has not been made. The report will be truthful and based on the facts of the case. **(A, B, C)**

7.7 Civil Actions: An employee will not render aid or assistance to either party in a Civil Dispute, except when ordered to do so by the Court. **(B, C)**

7.8 Falsifying Documents: An employee will not alter, deface, or falsify any legal or official documents. **(A, B, C)**

7.9 Divorce Actions: An employee will not render any aid or assistance to either party in any divorce case or any leading to a divorce action, except where a criminal act has been committed and requires police action. **(B, C)**

8.0 DEALING WITH INMATES, SUSPECTS, PRISONERS AND ARRESTEES

8.1 Sexual Contact with Inmates: An employee will not, at any time, fondle or make any type physical sexual contact with an inmate in their custody. An employee will not make any type gesture physically or through conversation that might be construed as a sexual advancement toward an incarcerated individual. **(A)**

8.2 Correspondence with Inmates: No employee of the Richmond County Sheriff's Office will, at any time, tender any personal correspondence (to include family members or relatives), or enter into any relationship with an inmate in their custody. In the event an employee discovers that a family member or relative is incarcerated, and in their custody, that employee will immediately notify his immediate supervisor of the situation. **(A, B, C)**

8.3 Business Transaction with Defendants or Prisoners: No employee of the Richmond County Sheriff's Office will; buy, sell, receive, or transfer anything of value from or to any defendant or prisoner. **(A, B)**

8.4 Transporting Prisoners: An officer will transport or cause to be transported to the County Jail, or hospital if injured, any person arrested without delay. When an officer transports an unaccompanied juvenile, or female, the officer must notify the radio operator of the nature of the transport, time and mileage of the transporting vehicle at the beginning and completion of the transport. **(B, C)**

8.5 Proper Identification of Arrestees: When an officer of this Office makes an arrest of any individual and commits this individual to the Richmond County Jail, he must first make every effort to assure the proper identification of this person. This is a very important aspect to the arrest in assuring that the person is in fact who they say they are and not using another name to avoid prosecution. Should the officer find difficulty in properly identifying the arrested individual by not having any type identification, he will, when committing this individual, print in large letters "no I.D." at the top of the committal. This information will be brought to the attention of the jail personnel at the time of committal. Individuals will not be released from the jail until satisfactory identification is produced and has been properly identified by the officer performing the discharge procedure. **(A, B, C)**

9.0 FIREARMS REGULATIONS

9.1 Pointing Firearms: Officers will not point a firearm at another in violation of current RCSO PPM. **(B)**

9.2 Improper Discharge of a Firearm: Discharging a firearm in violation of RCSO PPM. **(A, B)**

9.3 Carrying an Unauthorized Weapon: Officers will only carry weapons authorized by this Office either in an on duty capacity or an off duty capacity. **(B, C)**

9.4 Failure to Qualify with Duty and Off Duty Weapons: Officers will attend Range Qualification Courses each year as outlined in Policy and Orders of this Office. **(C)**

10.0 VEHICLE OPERATION

10.1 Unauthorized Persons in Office Vehicles: An officer will not allow any unauthorized persons to ride in or on an Office Vehicle. **(B, C)**

10.2 Failure to Perform Preventive Maintenance on an Office Vehicle: Officers will perform preventive maintenance on the Office vehicle assigned in accordance with Standard Operating Procedure set forth in *Chapter 13.1 Section 2.0*, et al, and in orders and memorandums of this Office. **(B, C)**

10.3 Failure to Operate a Vehicle in Compliance with Office Policy and State Law: Officers will operate their assigned vehicles in compliance with the laws of this state and Office Standard Operating Procedure as set forth in orders and memorandums of this Office. **(B, C)**

10.4 Improper Operation of an Office Vehicle in an Emergency Situation: Officers will comply with the laws of this state, Office Standard Operating Procedure as set forth in RCSO PPM and in orders and memorandums of this Office, when pursuing another vehicle or operating in emergency conditions. **(B, C)**

10.5 Wearing of Safety Devices and Restraints: It is mandatory for officers of this Office to utilize the safety equipment provided for the Office Vehicle they are operating in compliance with law and Office Policy. This is defined but not limited to; the use of seatbelts in County trucks and automobiles, and the use of protective headgear when operating motorcycles and similar vehicles. **(C)**

10.6 Use of Tobacco: Smoking or the use of any tobacco product shall be prohibited in any county vehicle or county building.

11.0 SUPERVISORY STANDARDS OF BEHAVIOR

11.1 Supervisory Responsibility - Supervisors shall be responsible for adherence to the Office's rules, regulations, orders, and procedures. Supervisory members and employees are responsible and accountable for the maintenance of discipline and will provide leadership, supervision, and continuing training to ensure the efficiency of unit operations. Supervisory members and employees have the responsibility for the performance of all subordinates placed under them. While they can delegate authority and functions to subordinates, supervisors cannot delegate responsibility. With regard to subordinates placed under them, supervisors will: **(A, B, C)**

- a. Train, direct, lead, supervise, and evaluate members and employees in their assigned duties;
- b. Provide leadership and guidance in developing loyalty and dedication to the law enforcement profession;
- c. Perform specific duties and functions as assigned by a superior officer;
- d. Uphold members or employees who are properly performing their duties, deal fairly and equitably with all members and employees, and when necessary, correct a subordinate in a dignified manner;
- e. Cooperate with other units of the Office and other county and law enforcement agencies;
- f. Initiate remedial or disciplinary action for inefficient, incompetent, or inappropriate performance by members and employees;
- g. Receive, discuss, and handle grievances in accordance with Office policy;
- h. Ensure that all policies, rules, regulations, orders, and directives of the Office are enforced and implemented by their subordinates; and,
- i. Remain accountable for the failure, misconduct, or omission by their subordinates.

11.2 Relationship with Subordinates: All supervisors shall maintain a professional relationship with subordinates at all times and shall not engage in a sexual or romantic encounter or relationship with a subordinate. **(A, B, C)**

11.3 Supervisory Officer - Supervisory officers are majors, captains, lieutenants, sergeants and corporals designated by the Sheriff to command a division or unit. They are directly responsible through the chain of command to the head of their area of responsibility. The supervisory officers shall keep the Sheriff advised via the chain of command as to the orderly operation of their assignment. They shall maintain general supervision over the operation of their assignment and the personnel under their command. **(B, C)**

11.4 Subordinates, Misconduct - Supervisors who observe or are informed of a willful neglect of duty or an alleged misconduct by a member of their command shall immediately initiate disciplinary action and report the matter, in writing, to their commanding officer. **(A, B, C)**

11.5 Subordinates, Misconduct: Other Command - Superiors who observe or are informed of willful neglect of duty or alleged misconduct by a member or employee not assigned to their command shall immediately bring it to the attention to the supervisor of the member or employee. **(A, B, C)**

11.6 Disciplinary Decision: Responsibility - All superiors who elect to discipline their subordinates are expected to act as appropriate under the Rules and Regulations of this Office and shall be held accountable for their actions. **(A, B, C)**

11.7 Forwarding Disciplinary Information - When superiors deem that further investigation or action is necessary, superiors shall forward in writing, through the chain of command, all information to their commanding officer. **(A, B, C)**

Establishing Elements of Violations - The existence of facts establishing a violation of a law, ordinance or policy is all that is necessary to support any allegation of such and serves as the basis for a charge under this section. It is not necessary that a formal complaint be filed or sustained. Nothing prohibits disciplining or charging an employee merely because an alleged act or omission does not specifically appear within this manual.

Reporting Violations of Laws, Ordinances, Policy or Orders - Any employee knowing of another employee violating laws, ordinances, policies or orders will report the violation to their immediate supervisor. If the employee believes the information is of such gravity that it must be brought to the immediate personal attention of the Colonel or Chief Deputy, normal chain of command may be bypassed.

Code of Conduct - Specific Violations may include but are not limited to:

Public Display of Affection - May include handholding, hugging, kissing, embracing or walking arm-in-arm. This behavior is inappropriate for employees to display with each other while on duty or representing the RCSO.

Alcohol and Other Drug Misuse - Employees will not consume any alcoholic beverages while in uniform or on duty except in the official performance of duty and while under specific orders of a supervisor. Employees will not appear for duty or be on duty under the influence of intoxicants to any degree whatsoever. Employees will not possess or use any controlled substances, narcotics or hallucinogens except when prescribed for treatment by a physician or dentist. When taking prescribed controlled substances, the employee will notify their immediate supervisor who will determine if the employee is able to perform the functions of the job without physical and/or mental impairment. When reasonable grounds exist to believe an employee is intoxicated, that employee will be ordered to submit to a blood/breath/urine test(s). Failure to obey will result in the employee being charged with insubordination. Employees will refrain from consuming intoxicants off duty to the extent that it results in impairment, intoxication or obnoxious/offensive behavior which brings discredit to the employee and the RCSO or renders the employee unfit to report for their next regular duty day or when in an "on call" status. An arrest and conviction for and/or a pattern of intoxication may be grounds for termination through the disciplinary process.

Smoking and Tobacco Use - Employees will not smoke or chew tobacco, or use smokeless/vaping devices while on duty or in uniform except when done in designated areas of the Sheriff's Office or outside of county vehicles. Employees shall refrain from the use of tobacco while engaged in traffic control or while in contact with the public.

Lying or Falsifying Documents - If an employee is found guilty of lying or falsifying documents, that employee will be disciplined according to policy.

Association with Undesirables - Employees will avoid regular association with persons who are convicted felons, whom they know or should reasonably know to be persons under criminal investigation or indictment or who have a reputation in the community for present involvement in criminal behavior, except as necessary for the performance of official duties or where unavoidable because of other personal relationships. No employee will knowingly become a member of or become connected with any subversive organization, as defined by the U.S. Department of Justice, except when necessary in the performance of duty and then only under the direction of the Sheriff. Employees will refrain from joining or affiliating with any organization, association or group whose constitution or bylaws in any manner enact allegiance which would prevent a full performance of duty.

Bribery/Abuse of Position - Employees will not use their official position, identification cards and/or badge:

- ◆ For personal or financial gain
- ◆ For obtaining privileges not otherwise available to them except in the performance of duty
- ◆ For avoiding consequences of illegal acts

Failure to report any knowledge of an activity that could be construed as bribery will be grounds for dismissal.

Soliciting & Accepting of Gifts, Gratuities, Fees, Rewards, Loans - Employees will not solicit or accept, either directly or indirectly, any gift, gratuity, loan, fee or any other thing of value arising from or offered because of the nature of their employment or that may cast an adverse reflection on the RCSO. Employees are prohibited from buying or selling anything of value from or to any complainant, suspect, witness, defendant, detainee or other person involved in any case which has come to their attention or which arose out of their employment. Employees will not accept any gift, gratuity or reward for services rendered in the line of duty to the community or to any person, business or RCSO. Any unauthorized gift, gratuity, loan, fee, reward or other thing falling into any of the above categories which come into the possession of any employee will be forwarded to the Chief Deputy or Colonel together with a written report explaining the circumstances.

Conduct Unbecoming an Employee - An employee must at all times, on and off duty, conduct himself in a manner which does not bring discredit to himself or the RCSO. Conduct unbecoming an employee will include conduct which adversely affects the morale and/or efficiency of the RCSO or which has a tendency to destroy/erode public respect for employees and confidence in the RCSO. To sustain the charge of "Conduct Unbecoming an Employee," it is not necessary that the alleged conduct be criminal in nature nor that it be proven beyond a reasonable doubt. Examples may include, but not be limited to:

- ◆ Public display of affection
- ◆ Speeding
- ◆ Using profane language in public
- ◆ Ticket fixing
- ◆ Abuse of authority
- ◆ Domestic Violence
- ◆ Failure to meet financial obligations
- ◆ Divulging confidential information or information that may compromise an investigation
- ◆ Perpetuation of rumors that would tend to erode the morale of the RCSO
- ◆ Assault on fellow employee
- ◆ Misappropriation and or misuse of property and equipment
- ◆ Violations of G.C.I.C. regulations
- ◆ Removal of RCSO records without authorization
- ◆ Failure to cooperate with internal investigation
- ◆ Immoral conduct (i.e. extra-marital affairs, sex with a minor, indecent behavior etc.)
- ◆ Internet postings which misrepresent or bring discredit to the Sheriff's Office

Criticism of the RCSO or Employee - Employees will not publicly criticize or ridicule the RCSO, its policies or other employees by speech, writing or other expression where such:

- ◆ Adversely affects the performance of an employee
- ◆ Adversely affects official actions of the RCSO
- ◆ Adversely affects RCSO efficiency or brings the RCSO into disrepute
- ◆ Statements per se are obscene, unlawful or defamatory

Dereliction/Neglect of Duty - An employee carries with him/her the responsibility for the safety of the community and fellow employees. He/she discharges that responsibility by the faithful and diligent performance of assigned duties. Examples may include, but not be limited to:

- ◆ Failure to arrest or notify a supervisor of a serious violation of the law, which the deputy has knowledge of and jurisdiction over
- ◆ Failure to report for duty

- ◆ Excessive tardiness/absenteeism
- ◆ Failure to respond to a radio call
- ◆ Sleeping on duty
- ◆ Repeatedly leaving assigned area without notifying communications and/or supervisor
- ◆ Escape of detainee through negligence or willful allowance

Failure to Pay Debts - Employees will not undertake any financial obligations which they know or should know they will not be able to meet and will pay all just debts when due. An employee may be disciplined for failure to pay debts that impair his/her effectiveness and/or causes the public to lose confidence in the RCSO.

Use of Sheriff's Office Telephones - Employees will refrain from using county telephones for long distance calls unless authorized to do so and will minimize calls of a general nature.

Incompetence/Inefficiency - Repeated unacceptable performance ratings and/or a pattern of incompetent/inefficient actions or failure to act may result in an employee being charged with "incompetence or inefficiency".

Insubordination - Employees may be disciplined for:

- ◆ Their speech or conduct before a supervisor if said speech is bitter, discourteous, abusive, disloyal, profane or threatening towards the supervisor
- ◆ Non-compliance with lawful orders
- ◆ Refusal to testify as a witness before an investigative body, a judicial tribunal or a hearing board

Intervention in Cases - Employees will not interfere with cases being handled by other employees unless:

- ◆ Ordered to intervene by a supervisor, or
- ◆ The intervening employee reasonably believes that a manifest injustice would result from failure to take immediate action

Labor Activities - Employees will not engage in any strike. A strike action will include the concerted failure to report for duty, willful absence from one's position, taking unauthorized holidays, sickness unsubstantiated by a doctor's statement, the stoppage of work or the abstinence in whole or part from the full, faithful and proper performance of duties for the purpose of inducing, influencing or coercing a change in conditions, compensation, rights, privileges or obligations of employment.

Misuse of Force/Mistreatment of Detainees - A deputy who lawfully acts within the scope of his authority does not deprive persons of their civil liberties. However, when a deputy exceeds his authority by unreasonable use of force or negligent conduct, he/she violates the sanctity of the law, which he/she is sworn to uphold and will be subject to disciplinary action.

Misuse of Firearms - Due to the extreme dangers involved, employees will not use or handle weapons in a careless or imprudent manner. Examples of the misuse of firearms may include, but are not limited to:

- ◆ Pointing a weapon at another without just cause
- ◆ Horseplay with the weapon
- ◆ Drawing the weapon in a public place except for inspection or official use

Political Involvement - Prior to applying for a declaration of intent and collecting any campaign funds to become a candidate for an elective office, an employee must request and receive a leave of absence without pay. During the campaign the employee may not represent himself as a member of the Richmond County Sheriff's Office.

Negligent Use of Property - Any employee, who, through negligence (failure to use a standard of care that another reasonable person would in like circumstances) destroys or damages RCSO property or causes injury to another person, may be charged with this violation.

Minor Unprofessional Conduct - Unprofessional conduct, which does not rise to the level of "Conduct Unbecoming an Employee".

Negligent Supervision - Employees who function as supervisors over other personnel and/or functions will be responsible for that supervision. Any negligence or omission of that supervisory responsibility will be disciplined under this section.

Discourteous or Rude Conduct - All employees will conduct themselves in a courteous and professional manner when dealing with members of the public and/or other employees.

Conversion of Detainee's Property - Conversion of an arrestee's/detainee's property to an employee's possession may serve as probable cause for the criminal charge of "Theft by Conversion."

Clandestine Tape Recording - The clandestine tape recording of employee conversations or any other unauthorized taping.

Uniform and Dress Code (GACP 1.5)

Uniforms - Deputies will wear the designated uniform when reporting for duty and during any authorized special assignment. The uniform will fit well, be neat, clean, properly pressed and all leather and metal items will be polished and in presentable order. While wearing the uniform, members will maintain a military bearing, avoiding mannerisms such as slouching, shuffling and keeping hands in pockets. Under no circumstances will part of the official uniform be intermixed with civilian clothing. This will include hats, T-shirts and blue jeans.

Hair - Will not be worn in such a manner, which allows it to hang over the forehead, and is exposed under the regulation headgear. Hair must be neatly groomed at all times (male and female). The hair at the back of the head may be worn in a full manner, tapered or feather edge style. No hair (male and female) will extend over the collar, be cut straight with a scissors-like effect, or showing no taper. The rear hair may be worn in a square type style provided no shabby bobbed-off appearance is evident. The hair on the top of the head may be worn in a full manner provided the regulation headgear is not hindered from sitting squarely on the head. The headgear cannot be supported solely by the hair, but must be at some point supported by the head surface. A short to medium Afro-style haircut is acceptable. The hair will not cover or touch the ears or extend below the normal hairline. Wigs or hairpieces may be worn only to cover natural baldness or to cover physical disfiguration and will conform to hair regulations (male and female). Ponytails are not permitted (male) unless approved by the Sheriff for special assignments.

Grooming - Deputies will be well groomed while in uniform and male members will be clean-shaven. A neatly trimmed mustache will be allowed provided it does not extend below the corners of the upper lip. It will not turn upward or be worn in a twisted manner, be a "Fu Manchu" or "handlebar" style and will not have waxed ends. The mustache will not be worn so thick that it extends over one-quarter inch outward and the upper lip will be totally exposed. Sideburns are permitted, provided they do not extend below the middle of the ear. They may be worn in a full hairstyle and must be combed in a downward fashion or toward the rear of the head with no part touching or conceal the ear. Sideburns will not be worn in a flared fashion and the base will have a clean, horizontal line. Fingernails will be kept clean and neatly trimmed. Fingernails will be uniform in length and not excessively long. Deputies fingernails will not be longer than one **quarter** ($\frac{1}{4}$) inch past the longest part of the nail bed and shall not be colored with vivid, bright, florescent, neon, gold, silver, or any metal - colored polish or **otherwise ornamentally** designed.

CID and Administrative personnel, including Command Staff if applicable, may wear a goatee or beard. This shall NOT apply to any uniform personnel, with both class A or Class B uniforms included. CID or Administrative personnel who must dress in a class A or class B uniform shall comply with the no beard or goatee rule while in uniform. For example, an investigator may grow and wear a beard or goatee. If that investigator chooses to work a special duty assignment that requires the wearing of a class A or class B uniform, the investigator must shave off the goatee in compliance with the uniform personnel policy. This shall apply to Administrative and Command Staff personnel also.

The goatee or beard must be kept neatly trimmed and present a professional appearance. Goatees or beards, as with other facial hair, shall be kept shaved close to the skin (no longer than $\frac{1}{4}$ inches) and not worn in a shaggy or unkempt fashion. It shall be the responsibility of the individual officer to ensure compliance with this memorandum. The employee's immediate supervisor shall have the responsibility to monitor all of his/her employee's adherence to this and all appearance policies.

Prohibited Items - The following items are prohibited from usage by uniform personnel:

1. No earrings or any type of ornament will be affixed to the ear (male deputies). Visible body piercings, including tongue piercings are prohibited as well. Female deputies may wear stud/post type earrings (one set only) attached to the lobe of the ear.
2. Deputies will not be permitted to use any fingernail polish other than neutral or clear polish (unless on special assignments).

3. Personal ornaments or excessive jewelry will not be worn while in uniform nor will they be affixed to any part of the uniform unless authorized by the Sheriff.
4. No political material or any type of flag other than designated may be worn on the uniform unless approved by the Sheriff.
5. Offensive tattoos visible in uniform

Court Appearance - Appropriate court attire is the duty uniform or a coat and tie with dress slacks (or suit) for males. Females will wear business attire such as a pantsuit, dress slacks or dress. The hemline of dress or skirts will not extend an unreasonable distance above the kneecap (no more than 3 inches).

Administrative/Civilian/Investigators Appearance - Employees will dress in business like clothing and will be neat and clean in appearance. Female employees will not wear skirts with the hemline extended an unreasonable distance (no more than 3 inches) above the kneecap. Dress slacks are permitted. Grooming guidelines are the same as set forth for uniformed personnel listed above, with the exception of earrings. Investigators will be required to carry their firearms and handcuffs while on duty unless prior approval is given. When investigators are in contact with the public, their firearms will not be carried in an open exposed manner unless the Sheriff's Office affiliation (i.e. badge, embroidered clothing) is visible.

Prohibited Attire

- ◆ Miniskirts
- ◆ Halter-tops
- ◆ Shorts

When necessary, the Chief Deputy or Colonel may prescribe other types of clothing in order to attain RCSO goals.

Policy Title:	3.7 Disciplinary Procedures		
Policy Number:	3.7-2	Effective Date:	March 10, 2014
Sub Title: Employees	Recognizing and Rewarding	Revised Date:	
GPAC:		CALEA:	26.1.2

3.7-2 Recognizing and Rewarding Employees

The Sheriff expects all employees to display a high level of ethical and professional conduct. Employees may be recognized by a citizen or RCSO employee for going above and beyond that expectation. In some instances, other employees, a shift supervisor, division commander or even the employee involved, may receive a verbal or written expression of gratitude. If the recognition displays an extraordinary performance, a more formal commendation may be issued by submitting the information through the chain of command to the Chief Deputy or Sheriff in written form. The Chief Deputy or Sheriff may attach a letter of his own to supplement the recognition. A copy of that letter will be attached to the original letter or email and will be forwarded to the employee and H.R. Specialist to include a copy in their personnel file. The following list may be used as criteria for extraordinary performance, but cannot be considered all inclusive:

- ◆ Preventing a crime
- ◆ Saving a life
- ◆ Displaying unusual thoroughness and initiative
- ◆ Efforts or diligence beyond the normal performance of duty

Employee Recognition

Any employee within the RCSO may recommend one of the following recognition awards for certified and civilian personnel. Employees are especially encouraged to report extreme acts of bravery, valor, heroism, etc. in a timely manner. Persons making a recommendation are requested to forward a short written description of the background and accomplishments of the recipient, or of the specific incident of which the recommendation is being made together with dates, places and names via the enclosed form. For specific law enforcement related incidents, a supervisor will need to sign off on letters of commendation. Additionally, for active investigations, the investigation will need to be closed prior to finalizing any commendation. Forms for the following should be submitted to the Community Services Division via email.

Letter of Acknowledgement: Actions of work above and beyond assigned duties or an idea implemented that improves conditions within the community or RCSO.

Certificate of Appreciation: Actions above and beyond the call of duty, actions greatly enhancing the RCSO as well as the community, an act which demonstrates extreme devotion to community service, and/or highly creditable acts of law enforcement service over a period of time. Submission of a device or method adopted to increase efficiency in an administrative or tactical procedure within the RCSO.

Commendation: Individual acts of extraordinary bravery intelligently performed in the line of duty at imminent and personal danger to life, acts of gallantry and valor performed with knowledge of the risk involved, above and beyond the call of duty. Successfully and intelligently performing an act of extraordinary heroism, while engaged in personal combat with an armed adversary under circumstances of imminent personal hazard to life. Acts of outstanding personal bravery intelligently performed in the line of duty at imminent personal hazard to life under circumstances evidencing a disregard of personal consequences. A highly credible, unusual law enforcement accomplishment.

Types of Medals and Pins:

MEDAL of HONOR – A Medal awarded to any employee who, intelligently and in the line of duty, distinguishes himself/herself, by an act of heroism at imminent personal hazard to life with knowledge of the risk, above the call of duty.

LIFE SAVING – Presented to a member whose personal actions saved the life of an individual who was exposed to a life threatening situation.

MEDAL of VALOR – An award presented to any employee for an act of outstanding bravery in which the employee demonstrated characteristics of unselfishness, personal courage and devotion to duty.

MERITORIOUS DUTY – An award presented for an act or acts of intelligent and valuable law enforcement service or a highly creditable unusual situation.

EXCELLENT DUTY – Presented for continued performance of duty in an exemplary manner of the recommendation of a program or procedure that is adopted by the Office to increase efficiency in an administrative or operational function.

THIN BLUE LINE – Denotes active members on the Honor Guard.

The listed Medals / Pins are authorized to be worn on the R.C.S.O. class-A & duty uniforms.

MEDALS

- ◆ RED / WHITE / BLUE – Medal of Honor
- ◆ GREEN – Lifesaving
- ◆ BLUE – Valor
- ◆ RED – Meritorious service
- ◆ RED / BLUE – Excellent duty

Only one of each medal authorized will be worn on the uniform at any given time. You may be authorized 3 meritorious medals, 2 lifesaving medals, and 2 medals of valor. Your uniform should reflect 3 medals/ pins in descending order from left to right. I.e. 1 Green, 1Blue, and 1 Red.

PINS

- ◆ AMERICAN FLAG – Lapel / Tie Pin
- ◆ SHERIFF BADGE – Lapel / Tie Pin
- ◆ EXECUTIVE LEADERSHIP – SPI / FBI / North Western / Command College
- ◆ CERTIFICATION / ACCREDITATION – CALEA / GPAC pins
- ◆ MOTOR WINGS - Traffic
- ◆ FTO
- ◆ BLACK / BLUE – Honor Guard (Thin Blue Line)

Employee of the Month Nominations:

The Sheriff's Office may have three (3) employee of the month awards per month. Nomination forms will need to be submitted prior to the 3rd of each month for the preceding month.

- Certified / Sworn Deputies
- Jailors / Transportation, etc.
- Civilian Personnel

Employees will be recognized by the Sheriff during command staff meetings and within our RCSO social media outlets.

Policy Title:	3.7 Disciplinary Procedures		
Policy Number:	3.7-3	Effective Date:	March 10, 2014
Sub Title:	Harassment in the Workplace	Revised Date:	October 19, 2020
GPAC:		CALEA:	26.1.3

3.7-3 Harassment in the Workplace

Discrimination on all levels and in all aspects of employment on the basis of race, color, national origin, religion or sex is prohibited by county, state and federal law (see Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972). The RCSO will not tolerate harassment of any kind. All employees must avoid offensive or inappropriate behavior at work and are responsible for assuring that the workplace is free from harassment at all times. A hostile work environment occurs when there is a pattern and practice of pervasive and regular harassment. However, the more severe the harassment is, the less an employee will need to demonstrate the repetitiveness and frequency of the occurrence. The RCSO discourages participation in banter or joking about sex, race, disability, religion, color, national origin, sexual orientation, retaliation or any forms of legally protected characteristics.

Sexual Harassment - Is defined by the U.S. Equal Employment Opportunity Commission (E.E.O.C.) as: "Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of reasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Harassment on the basis of sex is a violation of federal law as set forth in Section 703 of Title VII. Sexual Harassment is considered to be a form of sex discrimination under county, state and federal law. The RCSO will not tolerate sexual harassment of any kind and prohibits unwelcome sexual advances, requests for sexual acts or favors, or other verbal or physical conduct of a sexual nature which has the purpose or effect of adversely affecting an employee's performance. Sexual harassment is an infringement of an employee's right to work in an environment free from unwanted sexual attention and sexual pressure of any kind. Pressure can come from a person of either sex against a person of opposite or same sex and from peers or the public, as well as from supervisors. It is also illegal for employees to be given preferential treatment in reward for granting sexual favors. Sexual harassment may include, but is not limited to:

- ◆ Sexually suggestive or obscene letters or notes
- ◆ Sexually suggestive or sexually derogatory comments or jokes
- ◆ Requests for sexual favors as a condition of employment or as a condition for granting or obtaining favored assignments, transfers, details, training opportunities or the like
- ◆ Sexual gestures and the display of inappropriate, sexually explicit objects, pictures, calendars, postcards, posters or the like
- ◆ Unwelcome advances, sexually suggestive touching, or body contact

An employee who feels that he/she has been subjected to any form of harassment is entitled, with assurance of protection from harassment and adverse retaliation, to use any or all of the following listed procedures and references for registering complaints and seeking remedy:

Counseling - The following offices or individuals provide information and counseling involving any form of harassment:

- ◆ Colonel
- ◆ Office of the Chief Deputy
- ◆ Office of Professional Standards and Training

Investigation of Complaints - Will be promptly and carefully investigated. Any employee, who has a complaint of any form of harassment at the workplace by anyone, including supervisors, managers or coworkers, should immediately bring the problem to the attention of RCSO management. Employees may bring the complaint to the attention of their supervisor; or, if the complaint involves supervising personnel in the employee's chain of command, to another supervisor, division/unit commander, Colonel or the Office of the Chief Deputy.

Supervisor's/Manager's Responsibility - All supervisory and managerial personnel will promptly document any allegation of any form of harassment that is brought to their attention. Supervisory and managerial personnel will not interview potential witnesses or the person accused of harassment but will limit their involvement to documenting the statement made by the complaining victim and/or witness. This documentation must be immediately forwarded to the Office of the Chief Deputy, who will assign the investigation to the Internal Affairs Unit.

Internal Affairs Unit's Responsibilities - The RCSO has an affirmative duty under Title VII to investigate claims of any form of harassment in the workplace. Complainants of sexual harassment will not be compelled to provide a statement. A complainant's lack of cooperation, however, may not relieve the RCSO of its investigative responsibilities. An effective investigation will be conducted that is thorough and objective and pursuant to RCSO guidelines regarding internal investigations. The internal investigation will include interviews with all relevant persons, including the complainant, the accused and other potential witnesses. Employees are assured that the privacy of the complainant and the person accused of harassment will be kept as confidential as possible. Every effort will be made to limit the number of people who need to know and the extent of the information provided. Any employee who compromises or hinders an ongoing investigation by divulging any information concerning his or her participation in any harassment investigation may be subject to a separate investigation that may have disciplinary consequences.

Depending on the nature and scope of the complaint, the RCSO may, for the good of the RCSO and all involved parties, temporarily transfer or place on administrative leave, the accused employee and/or the complaining employee pending the resolution of the complaint. Any such transfers will be non-disciplinary and based on the RCSO's prerogative. Appropriate levels of discipline will be imposed if so dictated by the findings of the investigation. A statement should be obtained from the complainant in order to not only examine the accusation, but also to prove if it is true or untrue. Employees who, in good faith, make an allegation of harassment that does not result in the finding of sustained charges will not be adversely affected because of the allegation.

Related Information - Many employees are not sensitive to what constitutes harassment and what kind of behavior is illegal. They may not realize that comments, jokes, etc., they consider innocent are demeaning and that some employees may feel intimidated by them, but are reluctant to say so. All employees should understand that teasing and horseplay, which they might consider acceptable in a social setting, have no place in the work environment. Physical affection, which they may not intend to have sexual connotation, may be inappropriate to the point of being illegal. Sexually harassing conduct does not always involve sexual advances or requests for sexual favors. Words and physical conduct with a sexual context can constitute sexual harassment.

Conduct which is not sexual in nature will constitute sexual harassment only if the conduct was based on the gender of the victim. For example, a supervisor who is abrasive to everyone but is more abrasive to the female employees could be charged with sexual harassment. The RCSO recognizes that employees may not make timely complaints or protests due to the fear of repercussions. However, a protest made immediately or soon after the occurrence of the objectionable conduct will help demonstrate the unwelcome nature of the conduct. An employee's contemporaneous statements about the conduct to which he or she is objecting are the first indicator that certain conduct is unwelcome. A complaint or protest about sexual conduct may not demonstrate that the conduct is unwelcome if the person gave prior specific indication that such behavior was welcome. Questions about whether conduct was welcome or unwelcome often arise in the context of a sexually charged workplace in which an employee has participated in sexual banter and joking, later claiming that there was a hostile work environment. The employee's participation in the verbal or physical conduct tends to show that the conduct was not unwelcome. Under these circumstances, the employee should clearly indicate to the harasser the conduct is no longer acceptable to him or her before subsequent conduct could constitute sexual harassment.

Policy Title:	3.7 Disciplinary Procedures		
Policy Number:	3.7-4	Effective Date:	March 10, 2014
Sub Title:	Disciplinary System	Revised Date:	
GPAC:		CALEA:	26.1.4

3.7-4 Disciplinary System

A relationship of trust and confidence between the RCSO and the community is essential to effective law enforcement. Employees must be free to exercise their own good judgment and take enforcement action in a reasonable, lawful and impartial manner without fear of reprisal. It is, therefore, important to establish a disciplinary process which enables the RCSO to initiate positive corrective action for improper conduct, while at the same time protecting employees from unwarranted criticism for properly discharging their duties. Issues regarding employee conduct will be reviewed in a thorough, fair and expeditious manner.

Authority in Discipline Matters - The Chief Deputy and Colonel confer with the Sheriff on all disciplinary matters. The Sheriff has the ultimate authority for any and all disciplinary actions involving employees. Division commanders are strongly encouraged to have their supervisors handle most disciplinary issues and submit recommendations to the Colonel or Chief Deputy under the guidelines listed below. The Chief Deputy will decide at what level the investigation should be done on issues involving Internal Affairs investigations and allegations of misconduct and confer with the Sheriff. Personnel handling disciplinary issues should remember that their subordinates are presumed innocent until proven guilty.

Definitions

Serious Allegation of Misconduct - Serious complaints, which include brutality, excessive use of force, complaints which allege racial/ethnic prejudice, misappropriation of money/property, illegal acts or complaints alleging acts of moral turpitude.

Minor Allegations of Misconduct - All minor complaints are not listed in this directive, but include those allegations, which, if sustained, would be appropriately disciplined through the imposition of summary punishment.

Brutality - Considered the use of excessive or unjustified physical force by a deputy in the exercise of official duties under color of law.

Summary Punishment - Disciplinary action implemented which may be imposed when the facts constituting the offense are not in question, and does not exceed 2 days suspension.

Disciplinary Probation - Those employees on disciplinary probation will not have due process rights nor be eligible for merit raises or promotions. However, participation in the promotion process will be allowed. While on disciplinary probation, personnel will not be permitted to attend off-site training unless approved by the Colonel, Chief Deputy or Sheriff.

Training as a Function of Discipline - All supervisory personnel should consider using training as a function of discipline in which additional training is offered in lieu of traditional disciplinary sanctions. Training provides a means for improving employee productivity and effectiveness. Many problem areas experienced by supervisors in relation to subordinate performance can be improved with innovative training rather than traditional punitive actions. The "training as a function of discipline" option should be used in cases where the violation is a procedural issue in which the employee will benefit from the training session. This training may be coordinated with the shift field training officer, shift supervisor or Training Division. This training must be documented with a copy forwarded to OPST. Off-site training must be approved through the chain of command.

Counseling as a Function of Discipline - The counseling role of a supervisor encompasses a variety of functions from instruction to advice. It usually takes place between the employee and his immediate supervisor for minor infractions of established policies and procedures. The formal "counseling as discipline" session has the purpose of dealing with an identified problem and may be considered as on the spot corrections. A counseling session may be utilized when the violation is of a minor nature or if the employee has no repetitive disciplinary problems. The supervisor should make written documentation of the counseling session.

Punitive Action in the Interest of Discipline - Employees may be disciplined according to the Disciplinary Matrix which shows classes of offenses, frequency of offenses and punishment ranges. Upon a sustained decision, as a result of a disciplinary hearing, the Sheriff may use the Disciplinary Matrix. The Disciplinary Matrix and examples of violations are listed below.

Disciplinary Matrix

Class	1st Offense	2nd Offense	3rd Offense	4th Offense
A	Suspension without Pay (2 days to Termination)	Suspension without Pay (4 days to Termination)	Suspension without Pay (10 days to Termination)	Termination
B	Written Reprimand - Termination	Suspension without Pay (1 day to Termination)	Suspension without Pay (2 days to Termination)	Suspension without Pay (4 days to Termination)
C	Counseling Session to Written Reprimand	Counseling Session to Suspension without Pay (1 day)	Suspension without Pay (2 days)	Suspension without Pay (4 days)

Examples of Violations

<u>A CLASS</u>	<u>B CLASS</u>	<u>C CLASS</u>
<ul style="list-style-type: none"> • Substance Abuse • Alcohol Use on Duty or While in Uniform • Illegal Possession of Controlled Substances • Bribery • Conversion of Detainee's Property • Conviction of Any Felony or of Any Misdemeanor Involving Moral Turpitude • Immoral Conduct • Lying • Falsifying Document • Use of Excessive Force • Refusal to Testify • Clandestine Tape Recording of Employee Conversations or Other Unauthorized Taping 	<ul style="list-style-type: none"> • Illicit Sexual Relations • Escape of Detainee through Willful Negligence of Duty • Insubordination • Non-Compliance with a Lawful Order • Negligent Use of Firearm • Unauthorized Political Activity • Unauthorized Secondary Employment • Solicitation or Acceptance of Gratuities • Negligent Supervision • Discourteous Conduct • Failure to Report for Duty (AWOL) • Failure to Respond to a Dispatched Call • Conduct Unbecoming an Employee 	<ul style="list-style-type: none"> • Tardiness • Sleeping on Duty • Leaving Assigned Area without Permission • Negligent Use of Property • Improper Radio Usage • Minor Unprofessional Conduct

Types of Disciplinary Action

Written Reprimand - Is more serious than the counseling session, and the written reprimand will be documented on a Disciplinary Report.

Suspension with Pay - When the employee is alleged to have committed a serious violation that the supervisor feels the employee should be relieved of duty until such time as the Chief Deputy or Colonel can apprise the Sheriff of the incident. This is technically not a disciplinary punitive action, but is included here for clarification purposes only.

Suspension without Pay - Supervisors may recommend summary punishment which may not exceed 2 days and can be imposed at the Lieutenants level. These suspensions will be immediately reviewed by the Division or Bureau Commander. Employees can affirmatively appeal these suspensions to the Sheriff.

Demotion - Where the employee is reduced in rank/grade and salary.

Termination - Where the employee's working relationship, to include wages, salary, benefits, association, etc., has been severed as a result of employee misconduct.

Loudermill(Pre-Termination) Hearing- May be conducted on employees that are not on new-hire or disciplinary probation for allegations of serious misconduct. The purpose of this hearing is to provide the employee with an opportunity to offer exculpatory evidence as to why a termination should not occur. Loudermill hearings are authorized by the Sheriff and administered by the Colonel or Chief Deputy. As a result of the Loudermill hearing, the employee may be terminated with the option to request an appeal of their termination to the Sheriff's Merit Board. All processes involved with the Sheriff's Merit Board can be found in the Charter Sections 1-108 through 1-117.

Policy Title:	3.7 Disciplinary Procedures		
Policy Number:	3.7-5	Effective Date:	March 10, 2014
Sub Title:	Role of Supervisors in the Disciplinary Process	Revised Date:	
GPAC:		CALEA:	26.1.5

3.7-5 Role of Supervisors in the Disciplinary Process

First line supervisors have the best opportunity to observe the conduct and appearance of those under their command and to detect when disciplinary action is warranted. Supervisors have the authority to conduct on the spot corrections or conduct counseling sessions with employees. This is done in circumstances in which the action or violation is minor in nature. This session is between the supervisor and the employee.

Written reprimands, probation, suspensions and demotions may be recommended by the supervisor on a Disciplinary Report (D.R.). In each of these circumstances, the D.R. will be completed by the supervisor and forwarded through the chain of command to the Colonel or Chief Deputy for approval, prior to being given to the employee. The Colonel or Chief Deputy will apprise the Sheriff of all disciplinary reports.

Note: If the alleged incident is of a serious nature, the Colonel or Chief Deputy may have Internal Affairs investigate the case. Additionally, allegations involving criminal violations may be turned over to Criminal Investigations. The Colonel or Chief Deputy may also determine if a Loudermill (pre-termination) Hearing is warranted.

Following approval through the chain of command, the D.R. will be returned to the issuing supervisor who will attempt to acquire the employee's signature. The employee may either sign or request to have a disciplinary hearing board. If the employee signs the D.R., a copy of said report will be given to the employee. The original report is to be forwarded to the H.R. Specialist, who will make a copy for the personnel file and forward the original to Internal Affairs.

Policy Title:	3.7 Disciplinary Procedures		
Policy Number:	3.7-6	Effective Date:	March 10, 2014
Sub Title:	Appeals Process	Revised Date:	
GPAC:		CALEA:	26.1.6

3.7-6 Appeals Process

Appeals of disciplinary action may be appealed directly to the Sheriff. Employees who are dismissed from employment by the Sheriff may appeal that decision to the Sheriff's Merit Board based upon the provisions of the Charter, Sections 1-108 through 1-117.

Policy Title:	3.7 Disciplinary Procedures		
Policy Number:	3.7-7	Effective Date:	March 10, 2014
Sub Title:	Dismissal of Employees	Revised Date:	
GPAC:		CALEA:	26.1.7

3.7-7 Dismissal of Employees

The following information will be provided to employees terminated for misconduct:

- ◆ A written statement citing the reason for dismissal
- ◆ The effective date of the dismissal
- ◆ A statement of the status of fringe and retirement benefits after dismissal

Policy Title:	3.7 Disciplinary Procedures		
Policy Number:	3.7-8	Effective Date:	March 10, 2014
Sub Title:	Maintenance of Disciplinary Records	Revised Date:	
GPAC:		CALEA:	26.1.8

3.7-8 Maintenance of Disciplinary Records

Copies of disciplinary actions will be kept in the employee's personnel file for one year from the date of disposition of the case. The H.R. Specialist will purge and shred all copies of disciplinary reports from personnel files that are over one year from disposition. All original disciplinary reports will be maintained by Internal Affairs for a period of 7 (seven) years after the employee leaves the RCSO.

Policy Title:	3.8 Recruitment Practices and Procedures		
Policy Number:	3.8-1	Effective Date:	March 10, 2014
Sub Title:	The Recruitment Program	Revised Date:	
GPAC:		CALEA:	31.1.1

3.8-1 The Recruitment Program

The RCSO conducts its own recruitment program and is administered by the Community Services Division. Formal recruitment efforts include activities such as media and print announcements and participation in career day activities at schools, colleges, universities, community/civic groups and job fairs. Recruitment shall take place at least annually.

Policy Title:	3.8 Recruitment Practices and Procedures		
Policy Number:	3.8-2	Effective Date:	March 10, 2014
Sub Title:	Employee Assigned to Recruitment Activities	Revised Date:	
GPAC:		CALEA:	31.1.2

3.8-2 Employees Assigned to Recruitment Activities

Any individual assigned to recruitment activities and efforts on behalf of the RCSO shall be knowledgeable in personnel matters, to include equal opportunity/affirmative action. The recruitment activities are managed by the Community Services Division.

Policy Title:	3.9 Equal Employment Opportunity		
Policy Number:	3.9-1	Effective Date:	March 10, 2014
Sub Title:	Recruitment Plan	Revised Date:	
GPAC:	4.1	CALEA:	31.2.1

3.9-1 Recruitment Plan

The goal of affirmative recruitment is to approximate the ethnic, racial and gender makeup of sworn employees with the available workforce composition of the community. The Sheriff's Office objective is to recruit qualified applicants with the mindset of affirmative recruitment and achieve a workforce that mirrors the county's available workforce demographics. To meet the above objectives, the following actions may be taken:

- ◆ Maintain liaisons with local community colleges and Augusta Labor Department by posting current RCSO openings
- ◆ Conduct recruitment activities by attending job fairs, career days, etc.
- ◆ Promote females and/or minority groups in recruitment displays
- ◆ Utilize RCSO females and/or minority groups in recruitment activities
- ◆ Promote the RCSO through the Regional Police Academy and Augusta Technical College

The Administrative Lieutenant shall be responsible for the administration of the recruitment process.

Policy Title:	3.9 Equal Employment Opportunity		
Policy Number:	3.9-2	Effective Date:	March 10, 2014
Sub Title:	Annual Analysis	Revised Date:	
GPAC:		CALEA:	31.2.2

3.9-2 Annual Analysis

An annual analysis will be conducted which documents the progress made towards the objectives of the Recruitment Plan by identifying the results of the recruitment efforts. The plan will be revised and reissued as needed.

Policy Title:	3.9 Equal Employment Opportunity		
Policy Number:	3.9-3	Effective Date:	March 10, 2014
Sub Title:	Equal Employment Opportunity Plan	Revised Date:	
GPAC:	4.1	CALEA:	31.2.3

3.9-3 Equal Employment Opportunity Plan

Posting of the Equal Employment Opportunity Plan (E.E.O.P.) - The RCSO's E.E.O.P. will be posted in plain view at various locations within Richmond County. These locations are:

- ◆ Charles B. Webster Detention Center
- ◆ Substations
- ◆ Records lobby
- ◆ Headquarters at 400 Walton Way

A copy is listed on the next page.

EQUAL EMPLOYMENT OPPORTUNITY PLAN

Date: January 1, 2014

The Richmond County Sheriff's Office is an Equal Opportunity Employer and will not tolerate discrimination against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, handicap, ethnic heritage, political affiliation or veteran status. This policy addresses all aspects of personnel actions, including the following:

1. Recruiting, hiring, training and promoting persons for all job classifications will be accomplished without regard to race, color, religion, sex, national origin, marital status, handicap, ethnic heritage, political affiliation or veteran status.
2. Entry, training and promotional decisions will comply with the principles of equal employment opportunity by imposing only valid requirements for job opportunities and training.
3. Personnel actions including, but not limited to, assignments, compensation, benefits, transfers, layoffs, returns from layoffs, training and recruitment will be applied equally without regard to race, color, national origin, political affiliation or veteran status.

The Sheriff is committed to Equal Opportunity Employment and orders all Command Staff, supervisors, or anyone responsible for recommending appointments or terminations of their responsibility to comply with existing laws regarding Equal Employment Opportunity.

The Richmond County Sheriff's Office will disseminate its policy of Equal Employment Opportunity internally by:

1. Periodically publishing the intent of the Richmond County Sheriff's Office Equal Employment Opportunity Plan, in addition to their continuing responsibility to implement the Equal Employment Opportunity Plan.
2. The Richmond County Sheriff's Office will thoroughly discuss the Equal Employment Opportunity Plan during new employee orientation. This plan is also in the General Orders Manual for reference.

The Richmond County Sheriff's Office externally disseminates a statement that it is an Equal Employment Opportunity Employer on its web page.

If you believe that there has been a violation of our EEO Plan, please do not hesitate to report it to any member of the Internal Affairs Division, the Office of the Chief Deputy or Office of the Colonel. They will ensure that a thorough and comprehensive review of the complaint occurs.

Richard Roundtree, Sheriff
Richmond County, Georgia

Policy Title:	3.10 Job Announcements		
Policy Number:	3.10-1	Effective Date:	March 10, 2014
Sub Title:	Job Announcements	Revised Date:	
GPAC:		CALEA:	31.3.1

3.10-1 Job Announcements

Job announcements and recruitment notices provide, at a minimum, the following information:

Description of Duties/Responsibilities - A comprehensive description of the duties, responsibilities, requisite skills, minimum education level and any other minimum qualifications or requirements for the position are spelled out.

Advertisement of Vacancies - Entry level job vacancies are advertised through the electronic, print or other media.

Equal Opportunity Employer Advertisement - The RCSO advertises itself as an equal opportunity employer on all employment applications and recruitment notices.

Application Deadlines - Positions that are advertised have an application filing deadline.

Policy Title:	3.10 Job Announcements		
Policy Number:	3.10-2	Effective Date:	March 10, 2014
Sub Title:	Job Announcements with Community Service Organizations	Revised Date:	
GPAC:		CALEA:	31.3.2

3.10-2 Job Announcements with Community Service Organizations

The RCSO shall post job announcements with community service organizations and/or seeks cooperative assistance from community organization key leaders. This may be done via email or letters to local colleges, universities, Fort Gordon A.C.A.P. (Army Career and Alumni Program) or the Augusta Labor Department.

Policy Title:	3.10 Job Announcements		
Policy Number:	3.10-3	Effective Date:	March 10, 2014
Sub Title:	Contact with Applicants	Revised Date:	
GPAC:		CALEA:	31.3.3

3.10-3 Contact with Applicants

A letter will be sent to all applicants acknowledging receipt of the application. Periodic contact with the applicant is maintained from initial application to final employment decision. These contacts are documented on the "Applicant Tracking" form.

Policy Title:	3.10 Job Announcements		
Policy Number:	3.10-4	Effective Date:	March 10, 2014
Sub Title:	Rejection of Applicants	Revised Date:	
GPAC:		CALEA:	31.3.4

3.10-4 Rejection of Applicants

Applications are not rejected because of omissions or deficiencies, which can be corrected prior to testing and/or interviews. If omissions or deficiencies are found in the application, the applicant will be contacted and given the opportunity to make appropriate corrections, which must be done in a timely manner.

Policy Title:	3.11 Professional and Legal Selection Requirements		
Policy Number:	3.11-1	Effective Date:	March 10, 2014
Sub Title:	Elements of the Selection Process	Revised Date:	
GPAC:	4.3	CALEA:	31.4.1

3.11-1 Elements of the Selection Process

The following are the elements and activities of the selection process:

- ◆ Applications may be downloaded from the Sheriff's Office website or picked up at the Sheriff's Office
- ◆ Potential candidates will be interviewed and based on the results of the interview, continue the selection process or be sent a notification letter indicating their involvement in the selection process has been discontinued
- ◆ Applicants applying for Peace Officer positions will be scheduled to qualify on the handgun course and new hire physical testing those who pass physical testing and qualify will be scheduled for an interview with the Background Investigator
- ◆ Applicants applying for civilian or non-certified positions will be scheduled for an interview with the Background Investigator
- ◆ The Background Investigator will interview the applicant, conduct a polygraph examination, contact previous employers and references and submit a report on the results to the appropriate division commander
- ◆ Applicants approved after this element will be given a conditional offer of employment. Peace Officer will be scheduled for aptitude/psychological testing which are scored and interpreted by a qualified professional, and civilian or non-certified applicants will be scheduled for a medical/drug screening
- ◆ The results of the Peace Officer's aptitude/psychological tests are forwarded for administrative review and approval by the Sheriff, and upon said approval, scheduled for a medical/drug screening
- ◆ Upon successful completion of the medical/drug screen the candidate will be scheduled for new-hire orientation

Policy Title:	3.11 Professional and Legal Selection Requirements		
Policy Number:	3.11-2	Effective Date:	March 10, 2014
Sub Title:	Rating Criteria of Elements	Revised Date:	
GPAC:		CALEA:	32.1.2

3.11-2 Rating Criteria of Elements

All elements of the selection process will use only those rating criteria or minimum qualifications, which are job related. The validity of the selection process will be determined through content validation in that each component of the selection process will be justified by showing that it measures a significant part of the job.

Policy Title:	3.11 Professional and Legal Selection Requirements		
Policy Number:	3.11-3	Effective Date:	March 10, 2014
Sub Title:	Administration, Scoring, Evaluation and Interpretation of Elements	Revised Date:	
GPAC:		CALEA:	32.1.3

3.11-3 Administration, Scoring, Evaluation and Interpretation of Elements

The division commanders and/or their designee and the H.R. Specialist have the responsibility of administering the selection process. All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner utilizing standardized questions, practical exams and/or scoring sheets.

Policy Title:	3.11 Professional and Legal Selection Requirements		
Policy Number:	3.11-4	Effective Date:	March 10, 2014
Sub Title:	Written Notification to Applicants	Revised Date:	
GPAC:		CALEA:	32.1.4

3.11-4 Written Notification to Applicants

Applications picked up from the Sheriff's Office or down loaded from the Sheriff's Office Web-page (www.RCSOGA.org) include a written notice to applicants with the following information:

- ◆ All elements of the selection process
- ◆ The expected duration of the selection process
- ◆ Conditions and procedures for reapplication

Policy Title:	3.11 Professional and Legal Selection Requirements		
Policy Number:	3.11-5	Effective Date:	March 10, 2014
Sub Title:	Notifying Applicants	Revised Date:	
GPAC:		CALEA:	32.1.5

3.11-5 Notifying Applicants

All applications are separated by the division for which the applicant applied. Applicants will be interviewed by the Applicant Review Board. All applicants not selected for a position are informed in writing and a copy of that notification is filed with the application.

Policy Title:	3.11 Professional and Legal Selection Requirements		
Policy Number:	3.11-6	Effective Date:	March 10, 2014
Sub Title:	Disposition of Records	Revised Date:	
GPAC:		CALEA:	32.1.6

3.11-6 Disposition of Records

Applications that have been maintained for two (2) years are purged and destroyed. Those applications that have been retrieved, but the hiring process was not completed, are purged and destroyed two (2) years after the last date recorded on the Applicant Tracking Form.

Policy Title:	3.11 Professional and Legal Selection Requirements		
Policy Number:	3.11-7	Effective Date:	March 10, 2014
Sub Title:	Storage of Selection Materials	Revised Date:	
GPAC:		CALEA:	32.1.7

3.11-7 Storage of Selection Materials

All materials which are used in the selection process are securely maintained by the H.R. Specialist and disposed of by shredding or burning.

Policy Title:	3.12 Administrative Selection Practices and Procedures		
Policy Number:	3.12-1	Effective Date:	March 10, 2014
Sub Title:	Background Investigations	Revised Date:	
GPAC:	2.11, 4.4	CALEA:	31.51

3.12-1 Background Investigations

A background investigation of each candidate will be conducted prior to employment. At a minimum, the background investigation will include the following:

- ◆ Verification of any and all qualifying credentials
- ◆ Review of any traffic/criminal history
- ◆ Verification of at least three (3) personal references
- ◆ Verification of past employment status
- ◆ Review web pages and/or Internet postings which misrepresent or bring discredit to the law enforcement profession

Only personnel who have been trained and possess experience in collecting the required information will be used to conduct background investigations.

Policy Title:	3.12 Administrative Selection Practices and Procedures		
Policy Number:	3.12-2	Effective Date:	March 10, 2014
Sub Title:	Retention Background Information	Revised Date:	
GPAC:		CALEA:	32.2.3

3.12-2 Retention of Background Information

Background information of candidates who are hired will be kept separate from their personnel file. If the candidate is not selected for employment, the background information will be maintained with the application for two (2) years. All files will be securely maintained by the H.R. Specialist.

Policy Title:	3.12 Administrative Selection Practices and Procedures		
Policy Number:	3.12-3	Effective Date:	March 10, 2014
Sub Title:	Polygraph in Backgrounds	Revised Date:	
GPAC:		CALEA:	32.2.4, 32.2.5, 32.2.6

3.12-3 Polygraph in Backgrounds

Polygraph Questions - Polygraph questions are provided to candidates prior to examinations and may be drawn from the following:

- Personal integrity/honesty
- Physical, emotional and/or psychological fitness for duty
- Past work/personal history

Conducting a Polygraph - Only personnel trained and certified in the usage of the polygraph will be able to administer that tool and evaluate the results.

Use of the Polygraph as a Single Determinant of Status - The results of the Polygraph examination will not be used as the single determinant of employment status. The results of these exams must be used as an investigative tool only. Admissions during pre-test, test or post-test interviews, together with other information gained, may be sufficient to support non-employment decisions.

Policy Title:	3.12 Administrative Selection Practices and Procedures		
Policy Number:	3.12-4	Effective Date:	March 10, 2014
Sub Title:	Medical/Physical Fitness Examination	Revised Date:	
GPAC:		CALEA:	32.2.7

3.12-4 Medical/Physical Fitness Examination

Once a candidate has been identified as potentially qualified for employment, the candidate will be given a conditional offer of employment letter, which will state the position is conditional upon the successful completion of the:

- ◆ Psychological test, if applicable.
- ◆ Physical Exam - A physical examination will be required of any person under consideration for employment to reveal any medical problems, which might inhibit work performance or contribute to work-related disabilities. The purpose of the exam is to determine if the candidate is physically capable of performing the critical and essential functions of the job, which they are seeking.
- ◆ Drug Screen - The candidate must sign a Physical/Drug Screen form prior to the applicant taking the physical and drug screening. This form is placed in the candidate's medical file. Positive test results from the drug test may prevent the candidate from becoming employed.
- ◆ Physical Fitness exams will be given to those candidates who are applying for certified positions.

Policy Title:	3.12 Administrative Selection Practices and Procedures		
Policy Number:	3.12-5	Effective Date:	March 10, 2014
Sub Title:	Psychological Fitness Examination	Revised Date:	May 13, 2019
GPAC:		CALEA:	31.5.7

3.12-5 Psychological Fitness Examination

Psychological Fitness Examinations - An emotional stability and psychological fitness screening will be required of any person under consideration for a sworn/communications position and may be required of an applicant for a non-sworn position. The psychological fitness exam will meet all the requirements of validity, utility and minimum disparate impact.

Analysis of Psychological Exam - After the exam is administered, the results will then be sent to the H.R. Specialist and then forwarded to the appropriate division commander for review.

Policy Title:	3.12 Administrative Selection Practices and Procedures		
Policy Number:	3.12-6	Effective Date:	March 10, 2014
Sub Title:	Retention of Medical and Psychological Exam Records	Revised Date:	
GPAC:		CALEA:	32.2.9

3.12-6 Retention of Medical and Psychological Exam Records

If the candidate is not selected for employment or declines the position after completing all elements of the selection process, the medical and psychological exams will be maintained with the application for two (2) years. Medical and psychological exams of those hired are kept in the employee's medical file for seven (7) years after the end of employment. These files are maintained in a secure area separate from personnel files. Only those individuals who are legally entitled to review those records shall have access to them.

Policy Title:	3.12 Administrative Selection Practices and Procedures		
Policy Number:	3.12-7	Effective Date:	March 10, 2014
Sub Title:	New Hire Probation	Revised Date:	
GPAC:		CALEA:	32.2.10

3.12-7 New Hire Probation

Performance - All new employees will be on probationary status for a period of twelve (12) months from the date of hire. The probationary period may be extended for up to an additional 180 days. While on probation, an employee is not afforded disciplinary due process and may be terminated from employment for unsatisfactory performance. Additionally, probationary employees are not eligible for merit raises.

Training - While on new-hire probation, the only off-site training employees may attend is state mandated training or those approved by the Colonel, Chief Deputy or Sheriff.

4.1 Administration of Training Function

- 4.1-1Training Committee
- 4.1-2Training Attendance
- 4.1-3Training Reimbursement
- 4.1-4Lesson Plans
- 4.1-5Remedial Training
- 4.1-6Training Records

4.2 Academy Training

- 4.2-1Relationship between the RCSO and the Regional Police Academy-Augusta
- 4.2-2Training Regarding RCSO Policy

4.3 Instructors

- 4.3-1Instructor Training

4.4 Basic Training

- 4.4-1Basic Training Requirements
- 4.4-2Recruit Training Program
- 4.4-3Field Training and Evaluation Program

4.5 In-Service, Roll Call and Advanced/Specialized Training

- 4.5-1Annual Training
- 4.5-2Roll Call Training
- 4.5-3Familiarization with Accreditation Training
- 4.5-4Accreditation Training
- 4.5-5Specialized Training
- 4.5-6SWAT Training

4.6 Civilian Training

- 4.6-1When Training is Required

4.7 Career Development

- 4.7-1Personnel Conducting Career Development Activities
- 4.7-2Job Related Training for Newly Promoted Personnel
- 4.7-3Career Development Program

4.8 Promotional Procedures

- 4.8-1Description of the Promotional Process
- 4.8-2Procedures Used for Promotional Process
- 4.8-3Elements Job Related and Non-Discriminatory
- 4.8-4Written Announcement of the Process
- 4.8-5Eligibility Lists
- 4.8-6Probationary Period

4.9 Performance Appraisal System

- 4.9-1Description of the Performance Appraisal System
- 4.9-2Annual Appraisals
- 4.9-3Quarterly Appraisals for Probationary Employees
- 4.9-4Rating Criteria
- 4.9-5Appraisal System
- 4.9-6Unsatisfactory Performance Notification
- 4.9-7Performance Appraisal Counseling
- 4.9-8Rating the Raters
- 4.9-9Personnel Early Warning System

Policy Title:	4.1 Administration of Training Function		
Policy Number:	4.1-1	Effective Date:	March 10, 2014
Sub Title:	Training Committee	Revised Date:	
GPAC:	CALEA:		

4.1-1 Training Committee

Purpose - To assist with the development, evaluation and implementation of RCSO training topics and to serve as a focal point for input from other RCSO personnel concerning additional training needs.

Composition - Will be comprised of the personnel who serve on the Sheriff's Council.

Selection and Replacement - Members shall be nominated by their respective divisions and chosen by the leadership of the Community Services Division. Members shall be replaced every 2 years.

Relationship - The Training Committee performs the following duties:

- ◆ Assists in developing/revising policy and procedure
- ◆ Helps resolve training needs/issues/problems
- ◆ Evaluates the Training Program
- ◆ Develops career enhancement

Authority and Responsibility - Makes recommendations for changes to the current Training Program, training needs, needed equipment, policy and procedure changes and any other improvements/changes as are necessary. Has the responsibility to meet as often as needed, but no less than once a year. The Committee reports directly to the OPST Commander.

Policy Title:	4.1 Administration of Training Function		
Policy Number:	4.1-2	Effective Date:	March 10, 2014
Sub Title:	Training Attendance	Revised Date:	
GPAC:		CALEA:	33.1.2

4.1-2 Training Attendance

Employees are required to attend all mandatory in-service and/or off-site training classes on the dates assigned. If an employee has a conflict with the scheduled date, he/she will contact the Training Division to reassign the slot to another employee, be approved to attend training on another day or be excused from that training. Any employee who fails to attend mandatory in-service training or off-site training may be given a Letter of Counseling for the first offense. For subsequent offenses, employees may be disciplined in accordance with the Disciplinary Matrix.

Policy Title:	4.1 Administration of Training Function		
Policy Number:	4.1-3	Effective Date:	March 10, 2014
Sub Title:	Training Reimbursement	Revised Date:	
GPAC:		CALEA:	33.1.3

4.1-3 Training Reimbursement

Employees requesting off-site training must submit a training request form and get approval from their supervisor, Division Commander, Bureau Commander and O P S T C o m m a n d e r before making reservations to attend the training. Employees may be reimbursed for gas, food and parking when applicable. Most other items are paid for up front by per diem. If an employee leaves employment, not including termination, from one day to 15 months after completing basic mandate peace officer or jail officer, the employee will be responsible for reimbursing 100% of all costs to the RCSO which may include salary, tuition, and any other reasonable expenses. If the employee leaves from month 15, day one to 24 months, they must reimburse the RCSO 50 percent of all costs. The RCSO may enforce collection of this obligation through all available civil remedies and procedures. These provisions may be waived by the Sheriff due to mitigating circumstances.

Policy Title:	4.1 Administration of Training Function		
Policy Number:	4.1-4	Effective Date:	March 10, 2014
Sub Title:	Lesson Plans	Revised Date:	
GPAC:		CALEA:	33.1.4

4.1-4 Lesson Plans

Requirements - Lesson plans or PowerPoint presentations for all training courses conducted by the RCSO are kept on file.

Development Guidelines - All lesson plans will follow the guidelines and format as taught in the 80-hour P.O.S.T. Instructor Training Course. All lesson plans will begin with a cover sheet dealing with:

- ◆ Course Title
- ◆ Lesson Title
- ◆ Lesson Purpose
- ◆ Objectives
- ◆ Instructional Method
- ◆ Classroom Environments
- ◆ Training Media
- ◆ Preparation and Approval

Format - All lesson plans will be written in narrative format, which will allow another instructor to instruct the subject matter. Lesson plans should follow G.P.S.T.C. format.

Performance Objectives - A statement of performance and job-related objectives (lesson goal/purpose) can be found on the cover sheet of each lesson plan.

Content of Training and Instructional Techniques - The instructional techniques to be used will be found on the cover sheet of the lesson plan. The content of the training can be found in the "Body" section of the lesson plan.

Approval - All lesson plans used to conduct training by the RCSO have been developed by the Georgia Public Safety Training Center Georgia Policy Academy. Any lesson plan developed by the RCSO for internal training will be submitted to the OPST Commander for approval. This approval will be noted on the cover sheet of the lesson plan.

Identification of Tests - Any tests, cognitive and/or performance will be identified as such in the lesson plan on the cover sheet and in the "Body" section of the lesson plan.

Policy Title:	4.1 Administration of Training Function		
Policy Number:	4.1-5	Effective Date:	March 10, 2014
Sub Title:	Remedial Training	Revised Date:	
GPAC:	7.17	CALEA:	33.1.5

4.1-5 Remedial Training

In the event an employee requires remedial training to successfully complete a block of instruction, the instructor will follow these guidelines:

In-Service or Advanced Training - Employees may be tested up to three times on cognitive exams (twice if re-tested on same test), and only one session of remediation will be allowed for performance exams.

Firearms Qualifications - There will only be one remediation session for the issued handgun and long-gun during the course of a deputy's career. If a deputy fails to qualify during the three attempts afforded them, an immediate informal remediation will take place and the deputy will be afforded three more attempts to qualify (all attempts will be recorded). If the deputy fails the informal remediation, he/she will be relieved of their weapon(s) and reassigned to a non-certified position pending qualification. During this time the officer must report to the range for remedial training and qualification as soon as possible. An officer who fails to qualify after completion of remedial training will not be authorized to return to full duty. Failure to qualify may subject the officer to disciplinary action up to and including dismissal. If the deputy refuses to participate in the remediation or if a non-certified position is not available, that deputy will be terminated.

Civilian Training - Any civilian employee who experiences difficulties in learning necessary programs or who show a lack of understanding in the application of agency policies and/or procedures shall be afforded remedial training in an effort to improve understanding and/or performance. Failure to participate in the remedial training or failure to meet minimum performance standards may result in disciplinary action up to, and including, termination.

All training will be documented.

Policy Title:	4.1 Administration of Training Function		
Policy Number:	4.1-6	Effective Date:	March 10, 2014
Sub Title:	Training Records	Revised Date:	May 21, 2020
GPAC:	1.5	CALEA:	33.1.6 & 33.1.7

4.1-6 Training Records

The P.O.S.T. O-Key sheet, non-certified class roster and/or a course completion certificate will be used to update each employee's training record.

Lesson Plans - Training keeps lesson plans of courses conducted by the RCSO.

Attendees - Names, signatures and employee numbers will be recorded on the class roster or P.O.S.T. O-Key sheet.

Performance - Any test administered to measure the performance of attendees will be filed with the lesson plan and O-Key sheet.

Officer Recertification

Effective January 1, 2012, peace officers graduating from the courses of Basic Law Enforcement, Basic Corrections, Basic Probation/Parole, GBI Basic Special Agent, Basic Juvenile Corrections Officer, or Basic Municipal Probation are issued a certification that will expire in four years from the date of issuance of that certification. In order to meet the re-certification requirements in four years, officers:

1. Must complete required annual training each year (20 Hours including Firearms Requalification & Use of Deadly Force) a. NOTE: These officers graduating after January 1, 2012 must complete the required annual training even if they are not actively employed each calendar year.
2. Must complete required GA POST Council Block of Training (1 class) during the four years (will be available online at GPSTC in the near future and will be taught at various locations throughout the state each year)
3. Must complete two other classes during the four years (choose any two (2) of the following three (3) courses)
 - a. Elder Abuse (available online at GPSTC)
 - b. Eyewitness ID (available online at GPSTC)
 - c. Domestic Violence (available online at GPSTC)
4. Must complete a new POST application in the POST Data Gateway system to "re-certify" in 2016.
 - a. Can submit your recertification application up to 90 days before your certification expires.
 - b. Must have current Fingerprint Results (either law enforcement agency LIVESCAN or Georgia Applicant Processing Service (GAPS) & must be within 180 days of application for re-certification).
 - c. Must have current Driver's History (certified copy from GA Dept of Driver Services or Driver's History from employing law enforcement agency & must be within 180 days of application for re-certification)
 - d. Must pay \$30 recertification fee

Sworn employees who were certified after January 1, 2012 who fail to complete the above requirements will result in expiration of the basic certification that was issued, they shall lose their powers of arrest and shall not be able to perform the functions of a law enforcement officer.

Sworn employees who were certified before January 1, 2012, who fail to comply with the minimum 20 hour in-service training annual requirement shall lose their powers of arrest and shall have their peace officer

certification(s) suspended by P.O.S.T. and shall not be able to perform the functions of a law enforcement officer.

The Sheriff currently requires all sworn personnel to attend a minimum of 40 hours of training per year. All training will be documented.

Sworn employees who fail to comply with the minimum 20 hour in-service training annual requirement shall lose their powers of arrest and shall have their peace officer certification(s) suspended by P.O.S.T. and shall not be able to perform the functions of a law enforcement officer. The Sheriff currently requires all sworn personnel to attend a minimum of 40 hours of training per year. All training will be documented.

Policy Title:	4.2 Academy Training		
Policy Number:	4.2-1	Effective Date:	March 10, 2014
Sub Title:	Relationship between RCSO and Regional Police Academy - Athens	Revised Date:	
GPAC:		CALEA:	33.2.3

4.2-1 Relationship between RCSO and Regional Police Academy-Athens

The relationship between the RCSO and P.O.S.T. academies is of a professional nature, as outlined by the Georgia Peace Officer Standards and Training Act, Title 35, Chapter 8. Employees may receive Basic Mandate, In-service or Advanced/Specialized training from any state operated academy. RCSO employees, who are P.O.S.T. Certified Instructors, also volunteer as adjunct instructors at the Regional Police Academy – Athens or Augusta Tech Police Academy.

Policy Title:	4.2 Academy Training		
Policy Number:	4.2-2	Effective Date:	March 10, 2014
Sub Title:	Training Regarding RCSO Policy	Revised Date:	
GPAC:		CALEA:	33.2.4

4.2-2 Training Regarding RCSO Policy

All personnel are provided with training regarding RCSO policies, procedures, rules and regulations during Orientation.

Policy Title:	4.3 Instructors		
Policy Number:	4.3-1	Effective Date:	March 10, 2014
Sub Title:	Instructor Training	Revised Date:	
GPAC:		CALEA:	33.3.1

4.3-1 Instructor Training

Personnel assigned to the training function in a full-time capacity as instructors will successfully complete the P.O.S.T. Instructor Training Course prior to teaching any class other than those taught with a certified instructor. Students will learn and be tested on how to:

- ◆ Develop and write a lesson plan
- ◆ Develop and write Student Performance Objectives and Terminal Objectives which are job related to the block of instruction
- ◆ Develop various instructional techniques (lecture, demo, conference, etc.) and decide when to employ one or a combination of those techniques based upon the training environment
- ◆ Construct test questions and develop various testing and evaluation techniques, both cognitive and performance based
- ◆ Locate local, state and federal resources, and decide when and how to use those resources within the lesson plan

Policy Title:	4.4 Basic Training		
Policy Number:	4.4-1	Effective Date:	March 10, 2014
Sub Title:	Basic Training Requirements	Revised Date:	
GPAC:		CALEA:	33.4.1

4.4-1 Basic Training Requirements

Personnel will not be allowed to wear a firearm, make an arrest or function in any capacity consistent with that of a duly-certified sworn peace officer until successful completion of Basic Peace Officer Training.

Policy Title:	4.4 Basic Training		
Policy Number:	4.4-2	Effective Date:	March 10, 2014
Sub Title:	Recruit Training Program	Revised Date:	July 15, 2020
GPAC:		CALEA:	33.4.2

4.4-2 Recruit Training Program

All newly sworn recruits, without previous law enforcement experience, must complete the Field Training Officer Program, which includes:

- ◆ A curriculum based on tasks of the most frequent assignments associated with the duties of deputies who complete recruit training
- ◆ Use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities
- ◆ A orientation handbook issued to all new recruit personnel at the time training begins
- ◆ The Richmond County Sheriff's Office Field Training program will be 51 days with 580 hours. The Field Training Officer program will not exceed 90 days. If a trainee is still in the program on his/her 90th day their individual status will be re-evaluated by the Office of Professional Standards and Training and the Richmond County Sheriff's Office Command Staff.

Policy Title:	4.4 Basic Training		
Policy Number:	4.4-3	Effective Date:	March 10, 2014
Sub Title:	Field Training and Evaluation Program	Revised Date:	May 21, 2020
GPAC:	2.10, 7.16	CALEA:	33.4.3

4.4-3 Field Training and Evaluation Program

The Field Training Officer Program - is a multi-week curriculum completed after Basic Peace Officer Training and is based on the most frequent and critical tasks and assignments. The recruit will be rotated through the different divisional field assignments.

Field Training Officers (F.T.O.) Selection Process - Deputies must have three years of law enforcement experience and two years in their current position to be considered for the position of F.T.O. A request will be submitted through the deputy's chain of command for approval. Deputies must successfully complete a 40-hour Field Training Officer Course. Once this is completed, the Field Training Officer will attend an annual FTO In-service training class.

The Sheriff may waive these requirements if he feels it would serve the best interests of the agency.

Supervision - The F.T.O.s are supervised by their Team Leader(s). OPST personnel are responsible for the overall supervision of the Field Training Program and will conduct meetings with all F.T.O.s and Team Leaders. All F.T.O.s will be provided with up to date training through schools, seminars and/or in-service. The F.T.O. will use the following Standardized Rating Guidelines on the Daily Observation Report (D.O.R.) as a system for the evaluation of the recruit's competency, required skills, knowledge, ability and performance:

"BELOW STANDARDS" Unacceptable

- ◆ The recruit failed to perform a task or element of that task
- ◆ A task or element of that task was performed in an inadequate manner that seriously jeopardized the successful completion of that task
- ◆ The recruit failed to reach an acceptable level of performance after continued training and/or corrective actions was taken

"MEETS STANDARDS" Acceptable

- ◆ Satisfactory job performance
- ◆ The recruit performed at a level that meets minimum standards

"EXCEEDS STANDARDS" Exceptional

- ◆ Excellent performance
- ◆ The recruit performed at a level the exceeds minimum standards

The F.T.O. will document the progress and make suggestions that may help improve the recruit's performance during each of the phases. The D.O.R. will be completed and reviewed with the recruit. All D.O.R.s will be reviewed by the sergeant and forwarded to OPST along with a recommendation for release to solo status.

Policy Title:	4.5 In-Service, Roll Call and Advanced/Specialized Training		
Policy Number:	4.5-1	Effective Date:	March 10, 2014
Sub Title:	Annual Training	Revised Date:	May 21, 2020
GPAC:	2.1, 2.2, 2.9	CALEA:	33.5.1, 41.2.2

4.5-1 Annual Training

Training is completed and documented throughout the year to include Search and Seizure, Transportation of Detainees, Domestic Violence and Domestic Violence Involving Employees Of The Agency (all personnel), Property and Evidence functions, Off-Duty Conduct (all personnel) Legislative Updates, Sexual Harassment (all personnel), Selection and Hiring Procedures, Citizen Complaints/Internal Affairs (all personnel), Special Operations/SWAT, Dealing with Mentally Ill Persons (all personnel), Pursuits, Authorized Forcible Stopping Techniques, Weapons Re-qualifications, Less Lethal Weapons Requalification, Use of Deadly Force and Ethics. All sworn personnel are required to obtain a minimum of 40 hours annual training which is twice the State of Georgia minimum standard.

Policy Title:	4.5 In-Service, Roll Call and Advanced/Specialized Training		
Policy Number:	4.5-2	Effective Date:	March 10, 2014
Sub Title:	Roll Call Training	Revised Date:	
GPAC:		CALEA:	33.5.2

4.5-2 Roll Call Training

Roll call is a short training session for personnel and is useful as a supplement to all other training. The shift supervisors or division commander will determine the subject material. Roll call training should occur at least one day per month. Typically, supervisors will inform shift personnel of the day training will commence and the topic to be discussed. Specific planning, techniques and instructional methods will be determined by the shift supervisor. After training is completed, personnel may be subjected to tests to determine their level of understanding. A copy of personnel who attended the training, the subject taught and any documents used for the training will be forwarded to OPST.

Policy Title:	4.5 In-Service, Roll Call and Advanced/Specialized Training		
Policy Number:	4.5-3	Effective Date:	March 10, 2014
Sub Title:	Familiarization with Accreditation Training	Revised Date:	
GPAC:		CALEA:	33.5.3

4.5-3 Familiarization with Accreditation Training

All newly hired personnel will be given information regarding accreditation during their orientation. During the self-assessment phase associated with achieving initial accreditation; and subsequent reaccreditations, all personnel will receive annual training regarding the achievement of reaccreditation. Just prior to the C.A.L.E.A. on-site and during reaccreditation efforts, all personnel will receive training regarding the onsite assessment.

Policy Title:	4.5 In-Service, Roll Call and Advanced/Specialized Training		
Policy Number:	4.5-4	Effective Date:	March 10, 2014
Sub Title:	Accreditation Training	Revised Date:	
GPAC:		CALEA:	33.5.4

4.5-4 Accreditation Training

Employees assigned to accreditation will receive specialized Accreditation Manager Training within one year of appointment.

Policy Title:	4.5 In-Service, Roll Call and Advanced/Specialized Training		
Policy Number:	4.5-5	Effective Date:	March 10, 2014
Sub Title:	Specialized Training	Revised Date:	
GPAC:		CALEA:	33.6.1

4.5-5 Specialized Training

The following assignments have minimum specialized training recommendations but no requirements for retraining:

- ◆ Crime Suppression Deputies should complete the “Specialized Patrol Techniques” class
- ◆ C.I.D. Investigators should complete a “Basic Criminal Investigations” class
- ◆ K-9 Deputies must complete a “Certified K-9 Training Program”
- ◆ Bike Patrol Deputies must complete a “Bicycle Officer” course
- ◆ Traffic Deputies must complete “On-Scene Accident Investigation Levels I and II” and Radar.
- ◆ Motorcycle Deputies must complete a “Motor Officer” course and courses for Traffic Officers
- ◆ Narcotics Investigators should complete a “Narcotics Investigations” class
- ◆ Polygraph Examiners must complete an APA approved Basic Polygrapher class
- ◆ Training Deputies must complete “Instructor Training” class.
- ◆ Accreditation personnel must complete a specialized “Accreditation Manager Training” class
- ◆ CHAMPS Deputies must complete the “CHAMPS Officer Training” class
- ◆ Internal Affairs personnel should complete Interviews and Interrogations, Basic Criminal Investigations and Basic Internal Affairs Investigations courses.

Personnel assigned to the above positions may receive additional training commensurate with their duties and responsibilities.

The following certifications have specialized and retraining requirements:

- ◆ Polygraph examiners must maintain APA certification
- ◆ Intox, must recertify every 3 years
- ◆ G.C.I.C., must recertify every 2 years
- ◆ T.A.C., must recertify every 5 years
- ◆ K-9, must recertify yearly

C.I.D., Narcotics Investigators, K-9, Crime Suppression, Bike Patrol, OPST and Traffic supervisors will monitor and document the performance of all newly-appointed deputies to these positions.

Policy Title:	4.5 In-Service, Roll Call and Advanced/Specialized Training		
Policy Number:	4.5-6	Effective Date:	March 10, 2014
Sub Title:	SWAT Training	Revised Date:	
GPAC:		CALEA:	33.6.2

4.5-6 SWAT Training

SWAT trains on a regular basis at the direction of the SWAT Commander. The purpose of this training is to ensure that all personnel maintain a state of mental and physical readiness. SWAT training consists of physical and practical training.

Policy Title:	4.6 All Personnel Training		
Policy Number:	4.6-1	Effective Date:	March 10, 2014
Sub Title:	When Training is Required	Revised Date:	
GPAC:	4.5	CALEA:	33.7.1 & 33.7.2

4.6-1 When Training is Required

All newly-hired personnel receive training regarding the following information during Orientation:

- ◆ RCSO's role, purpose, goals, policies and procedures
- ◆ Working conditions and regulations
- ◆ Responsibilities and rights of employees

All employees are required to receive annual training pertaining to, but not limited to:

- ◆ Harassment/Sexual harassment
- ◆ Ethics
- ◆ C.A.L.E.A. accreditation and state certification

Once this training has been completed, the documentation will be sent to OPST.

Policy Title:	4.7 Career Development		
Policy Number:	4.7-1	Effective Date:	March 10, 2014
Sub Title:	Personnel Conducting Career Development Activities	Revised Date:	
GPAC:		CALEA:	33.8.1

4.7-1 Personnel Conducting Career Development Activities

All supervisors should engage in these activities for their subordinates once they have received training regarding career development. Career development activities training should focus on counseling techniques, developing skill, knowledge and abilities, and employment law related issues.

Policy Title:	4.7 Career Development		
Policy Number:	4.7-2	Effective Date:	March 10, 2014
Sub Title:	Job Related Training for Newly Promoted Personnel	Revised Date:	
GPAC:		CALEA:	33.8.2

4.7-2 Job Related Training for Newly Promoted Personnel

Prior to or within the first year following a promotion, the person being promoted will receive job related training for that position. A supervisor will document the progress of the job related training and forward a memo to the next rank in the chain of command. A copy will be forwarded to OPST.

The following training is recommended for all newly promoted personnel:

- ◆ Supervision I, II, III
- ◆ Management I, II, III
- ◆ Leadership Training

Policy Title:	4.7 Career Development		
Policy Number:	4.7-3	Effective Date:	March 10, 2014
Sub Title:	Career Development Program	Revised Date:	
GPAC:		CALEA:	33.8.3

4.7-3 Career Development Program

Supervisors will meet and discuss with their employees to ascertain what their goals (advancement, specialization) are with the RCSO and help develop a training schedule or identify classes to help with attaining those goals.

Policy Title:	4.8 Promotional Procedures		
Policy Number:	4.8-1	Effective Date:	March 10, 2014
Sub Title:	Description of the Promotional Process	Revised Date:	
GPAC:		CALEA:	34.1.1 & 34.1.2

4.8-1 Description of the Promotional Process

The RCSO is responsible for the entire promotional process. The bureau or division commander administers the promotional process and may enlist the assistance of other personnel to aid in the process. The Sheriff has executive, final and overall authority for all promotions and promotional procedures and may waive any element of the promotional process.

Policy Title:	4.8 Promotional Procedures		
Policy Number:	4.8-2	Effective Date:	March 10, 2014
Sub Title:	Procedures Used for Promotional Process	Revised Date:	
GPAC:	4.10	CALEA:	34.1.1

4.8-2 Procedures Used for Promotional Process

Evaluation of the Promotional Potential of Personnel - All personnel may participate in the promotional process. However, employees on disciplinary probation are not eligible for promotion. After testing, OPST shall prepare a spreadsheet with scores for each candidate which will show test score, post-secondary education, advanced and specialized training hours and years of law enforcement experience. Up to the top 15 applicants for a position may be sent to the Oral Board stage. The Chief Deputy, Colonel, Majors and Captains will be appointed by the Sheriff. The Sheriff shall also retain the right to appoint Corporals in specialized divisions or units.

PROMOTION ELIGIBILITY MATRIX

RANK	WHO IS ELIGIBLE FOR PROMOTION(Current Time-in-Grade Applies)
CORPORAL/INVESTIGATOR	MINIMUM 2 YEARS EXPERIENCE AS A CERTIFIED DEPUTY
SERGEANT	MINIMUM 2 YEARS EXPERIENCE AS AN INVESTIGATOR or CORPORAL
INVESTIGATIVE SERGEANT	MINIMUM 2 YEARS of EXPERIENCE as an INVESTIGATOR or DEPUTY/CORPORAL with AT LEAST 3 YEARS of INVESTIGATIONS EXPERIENCE
LIEUTENANT	AT LEAST 2 YEARS of EXPERIENCE as a SERGEANT
INVESTIGATIVE LIEUTENANT	MINIMUM 2 YEARS of EXPERIENCE as an INVESTIGATIVE SERGEANT or SERGEANT with at LEAST 5 YEARS of INVESTIGATIONS EXPERIENCE

The Sheriff shall retain the right to waive the time-in-grade requirements listed above based upon what he believes to be in the best interests of the RCSO. Written tests for the ranks of Corporal, Investigator, Sergeant and Lieutenant will be conducted usually once a year. However, at the discretion of a division or bureau commander, if the available pool is insufficient or otherwise unacceptable, a test may be given at any time during that year. Employees who take multiple tests for the same position during the 12 month period may count their highest test score for Oral Board purposes. See 4.8-5 below reference eligibility lists. Oral boards will commence upon openings for promotion at the direction of the Division Commander. Employees who are on disciplinary probation or who have not met the time-in-grade requirement at the time of the test may participate in the testing process.

Written Tests - A cognitive exam will be administered as part of the promotional process.

Assessment Center - Assessment centers are the preferred method for evaluating the promotional potential for employees. However, they will be convened upon budgetary resources which are limited at times. Advance notice will be given to all personnel when assessment centers will be used.

Oral Board Interviews - As part of the promotional process, up to the top 15 qualified candidates may be interviewed by answering standardized questions regarding the respective position being sought.

Review and Appeal of Results - All personnel will have the right to review and/or appeal the results of the elements of the promotional process. An employee may request to have a written test review, however a question by question review will not take place. General areas of deficiency will be reviewed. A written request for test review shall be made to OPST to trigger this review. If an employee feels that an appeal is warranted, that appeal must be based upon merits and objective fact rather than subjective feelings. The appeal must be written and be filed with the Colonel or Chief Deputy within five (5) calendar days of the end of the promotional period.

Procedures for Reapplication, Re-testing, Reevaluation - After reviewing an appeal by a candidate during the promotional process, if the Chief Deputy or Colonel believes that an error was made, the candidate will be re-interviewed and re-evaluated using the same conditions as before.

Lateral Entry - Occurs when an individual is hired at advanced ranks or salary based on prior experience elsewhere and/or other job credentials. The Sheriff determines promotional eligibility where lateral entry is permitted. All candidates must participate in the entire promotional process.

Security – All tests are secured at OPST. Upon completion of the promotion process, all letters of intent, completed interview sheets and the recommendation letter will be forwarded to OPST to secure for one year from the date of promotion.

Policy Title:	4.8 Promotional Process		
Policy Number:	4.8-3	Effective Date:	March 10, 2014
Sub Title:	Elements Job Related and Non-Discriminatory	Revised Date:	
GPAC:	4.9	CALEA:	34.1.4

4.8-3 Elements Job Related and Non-Discriminatory

All elements of the promotional process are job related and non-discriminatory. The elements of the promotional process may include, but not be limited to:

Years in Law Enforcement - Experience as a deputy is directly job related as a tool to measure one element of proficiency.

Post-Secondary Education - Is strongly encouraged because studies have shown that deputies with college experience usually perform better than law enforcement officers without that experience regarding written communication skills and interpersonal skills. The Georgia P.O.S.T. Council also grants intermediate and advanced certifications for post-secondary experience.

Advanced/Specialized Training - The more advanced/specialized training that a deputy possesses, the better equipped he/she will be to handle the supervisory responsibilities of directing and leading.

Most Current Performance Appraisal - Past performance, rated on the most current performance appraisal, is a good indicator of future performance.

Oral Interview - As part of the promotional process, the top candidates, based upon the above evaluation of promotional potential (up to 15) may be interviewed by answering standardized questions regarding the respective position being sought. Assessors from outside the RCSO may be used for Oral Boards.

Policy Title:	4.8 Promotional Process		
Policy Number:	4.8-4	Effective Date:	March 10, 2014
Sub Title:	Written Announcement of the Process	Revised Date:	
GPAC:		CALEA:	34.1.5

4.8-4 Written Announcement of the Process

All promotional opportunities will be announced via a Special Order and will remain open for five (5) calendar days from the date of publication. A copy of the job description and the promotion process will be included in this order. All applicants who meet the minimum requirements will be considered for promotion and may be interviewed. Applicants shall submit a letter of interest to the Division Commander within the time specified. Upon completion of the promotional process, a recommendation is forwarded to the Sheriff who makes the final decision.

Policy Title:	4.8 Promotional Process		
Policy Number:	4.8.5	Effective Date:	March 10, 2014
Sub Title:	Eligibility Lists	Revised Date:	
GPAC:		CALEA:	34.1.6

4.8-5 Eligibility Lists

Once an Oral Board has conducted all interviews for a particular position, a list of recommendations (no less than 5) shall be sent to the Sheriff. The Sheriff shall have the right to pick from that list or from other eligible candidates. When subsequent promotions become available for the same position before the next testing, the Sheriff may use the existing pool of personnel to promote from or he may choose to commence another testing and Oral Board.

Policy Title:	4.8 Promotional Process		
Policy Number:	4.8.6	Effective Date:	March 10, 2014
Sub Title:	Probationary Period	Revised Date:	
GPAC:		CALEA:	34.1.7

4.8-6 Probationary Period

Performance - All newly-promoted personnel will successfully complete a minimum twelve-month probationary period. Employees on probation as a result of a promotion will not receive due process for that position and may be demoted to their previous rank for failure to meet performance related requirements of the newly held position. The immediate supervisor will closely monitor the employee, and any corrective action needed and/or taken will be documented. At the end of the probationary period, the immediate supervisor will evaluate the employee and note in their performance appraisal that he/she has been released from promotional probation.

Policy Title:	4.9 Performance Appraisal System		
Policy Number:	4.9-1	Effective Date:	March 10, 2014
Sub Title:	Description of the Performance Management System	Revised Date:	
GPAC:	4.8	CALEA:	35.1.1

4.9-1 Description of the Performance Management System

Dimensions - The performance management system evaluates employee performance in the following 19 dimensions:

1. Professionalism
2. Attendance
3. Observance of Rules and Safety Practices
4. Economy of Time and Materials
5. Initiative
6. Decision Making
7. Accepts Responsibility
8. Accepts Direction
9. Interpersonal Skills
10. Volume of Acceptable Work
11. Effectiveness under Stress
12. Appearance and Grooming
13. Cooperation with Fellow Employees
14. Proactive Contacts
15. Performance in New Situations
16. Work Knowledge and Job Skill Level
17. Accuracy, Neatness and Thoroughness of Work
18. Written/Oral Expression
19. Equipment Maintenance

The following are measurement definitions:

Below Expectations - Needs improvement to meet major requirements; work is acceptable in some dimensions, but does not meet expectations.

Meets Expectations - Meets major job requirements; is consistently effective and competent; achieves results expected.

Exceeds Expectations - Performance is characterized by accomplishments beyond the job requirements; consistently performs at a level above that expected.

Superior- Performance is consistently and significantly beyond established standards.

Unsatisfactory- Performance is substantially weak. Objectives are not met even with close supervision.

Procedures for Use of the Forms - Raters will rate the employee's performance for each of the appropriate dimensions listed on the form, as designated above. All employee appraisals will be forwarded to the division commanders for review prior to being given to the employee. Upon completion of the review, the appraisals will be returned to the rater who will meet privately with each employee under his/her command to discuss the appraisal.

Rater Responsibilities - Raters will evaluate subordinates' performance in an objective and unbiased manner as opposed to rating them against other employees. Raters will also take this opportunity to discuss the employee's goals and give direction and guidance.

Rater Training - All personnel involved in the rating of employees' performance must attend annual rater training. The use of the rating forms, rating justifications and other specific rater training will be covered during this training.

Policy Title:	4.9 Performance Appraisal System		
Policy Number:	4.9-2	Effective Date:	March 10, 2014
Sub Title:	Annual Appraisals	Revised Date:	
GPAC:	4.7	CALEA:	35.1.2

4.9-2 Annual Appraisals

A written performance appraisal will be completed annually on every employee and reserve deputy, excluding the Sheriff.

Policy Title:	4.9 Performance Appraisal System		
Policy Number:	4.9-3	Effective Date:	March 10, 2014
Sub Title:	Semi-Annual Appraisals for Probationary Employees	Revised Date:	
GPAC:	CALEA:		

4.9-3 Semi-Annual Appraisals for Probationary Employees

All new-hire probationary employees and reserve deputies will be evaluated every 6 months for the first year and then yearly thereafter. The evaluations will be forwarded to the H.R. Specialist and OPST Accreditation Manager.

Policy Title:	4.9 Performance Appraisal System		
Policy Number:	4.9-4	Effective Date:	March 10, 2014
Sub Title:	Rating Criteria	Revised Date:	
GPAC:		CALEA:	35.1.4

4.9-4 Rating Criteria

Criteria used for performance appraisals will be specific to the assignment of the employee being rated. All classification's dimensions are evaluated according to the assignment of the individual being rated.

Policy Title:	4.9 Performance Appraisal System		
Policy Number:	4.9-5	Effective Date:	March 10, 2014
Sub Title:	Appraisal System	Revised Date:	
GPAC:		CALEA:	35.1.5

4.9-5 Appraisal System

Employee performance appraisals will be completed annually and stored in a secure area by the H.R. Specialist. The rater will make explanatory comments when performance ratings are unsatisfactory or outstanding. All performance appraisals will be signed by the rater and forwarded to their supervisor for review, approval and signature. The rater will meet with the employee who is given the opportunity to make written comments on the form and sign it. A copy of the appraisal will be provided to the employee. All performance appraisals will be retained for a period of seven (7) years after an employee leaves employment with the RCSO.

Performance Appraisal Appeals Process - Employees who wish to appeal the appraisal must submit said appeal to his/her immediate supervisor within 10 calendar days of review of the appraisal. The supervisor will have 10 calendar days to review the appeal and respond to the employee in writing. All appeals of performance appraisals will end at the division commander level.

Policy Title:	4.9 Performance Appraisal System		
Policy Number:	4.9-6	Effective Date:	March 10, 2014
Sub Title:	Unsatisfactory Performance Notification	Revised Date:	
GPAC:		CALEA:	35.1.6

4.9-6 Unsatisfactory Performance Notification

Any time a supervisor believes a non-probationary subordinate's overall performance is unsatisfactory, the supervisor will notify the employee, in writing, of the unsatisfactory performance. This written notification must be given to the employee no later than 90 days prior to the end of the rating period. The supervisor will include actions that the employee should take to improve the performance.

Policy Title:	4.9 Performance Appraisal System		
Policy Number:	4.9-7	Effective Date:	March 10, 2014
Sub Title:	Performance Appraisal Counseling	Revised Date:	
GPAC:		CALEA:	35.1.7

4.9-7 Performance Appraisal Counseling

The rater will counsel each employee at the conclusion of the rating period to include the following areas:

- ◆ The results of the performance appraisal will be reviewed with explanations given for each unsatisfactory or outstanding performance rating
- ◆ The rater will review the level of expected performance, explain the criteria for the rating and discuss the expected goals of employee performance for the next performance appraisal rating period
- ◆ The rater will also provide the employee with career counseling, based on the employee's career goals, which includes direction and guidance for advancement, specialized training or post-secondary education

Policy Title:	4.9 Performance Appraisal System		
Policy Number:	4.9-8	Effective Date:	March 10, 2014
Sub Title:	Rating the Raters	Revised Date:	
GPAC:		CALEA:	35.1.8

4.9-8 Rating the Raters

It will be incumbent upon the supervisors of raters to evaluate the rater's fairness and impartiality of ratings given, their participation in counseling employees and their ability to carry out the rater's role in the performance appraisal system. Supervisors of raters will pay special attention to the rater's ability to apply ratings uniformly. All supervisors will prepare a written report to his supervisor, up the chain of command to the Colonel or Chief Deputy, regarding the evaluation of all raters under his command. A copy will be forwarded to OPST.

Policy Title:	4.9 Performance Appraisal System		
Policy Number:	4.9-9	Effective Date:	March 10, 2014
Sub Title:	Personnel Early Warning System	Revised Date:	October 20, 2020
GPAC:	1.19	CALEA:	35.1.9

4.9-9 Personnel Early Warning System

The early identification of potential problem employees, and the remedial actions taken, can increase RSCO accountability and offer employees a better opportunity to meet RSCO values and mission statement. Each time an employee meets or exceeds a threshold the Sheriff or his designee will conduct a review based on current patterns of collected material.

Provisions to Initiate a Review - Actions which will trigger the initiation of a review are:

- ◆ Unjustified use of force
- ◆ Two (2) complaints in within 30 days
- ◆ Three (3) sustained complaints in any 12 month period
- ◆ Three (3) or more disciplinary reports in any 12 month period

Reporting Requirements of Conduct and Behavior – The I.A. Commander compiles complaints, disciplinary reports and uses of force documentation into the Early Warning System Program. When an employee’s actions trigger a review, the I.A. Commander will forward information concerning that review to that employee’s division commander.

Annual Evaluation - The I.A. Commander will conduct a documented annual evaluation of the system.

Supervision - First and second line supervisors are the ones most likely to notice escalating patterns of employee behavior and performance deficiencies, which are crucial elements to a successful Personnel Early Warning System. After being notified of an employee’s review, the division commander will meet with the first and second line supervisors and go over the facts concerning that review to determine if the employee is in need of further assistance.

Remedial Action - If it is determined that an employee needs remedial action to improve performance, the employee may be required to:

- ◆ Ride with a senior deputy
- ◆ Change shifts or zones
- ◆ Return to the F.T.O. Program
- ◆ Retrain on areas of deficiency

A supervisor will document the results of the remedial action and forward it to the division commander for review. When the results of the remedial actions are not successful, or if the employee is still in need of further assistance, E.A.P. may be recommended by the supervisor, or required by the Sheriff.

5.1 Patrol Administration

- 5.1-1.....Continuous Patrol Coverage
- 5.1-2.....Shift Briefing
- 5.1-3.....Special Purpose Vehicles
- 5.1-4.....RCSO Owned or Controlled Animals

5.2 Patrol Operations

- 5.2-1.....Response to Routine and Emergency Calls
- 5.2-2.....Patrol Function
- 5.2-3.....Handling of Combative Subjects
- 5.2-4.....Handcuffing/Searching/Transporting
- 5.2-5.....Managing Disputes
- 5.2-6.....Investigation of Suspicious Persons
- 5.2-7.....Building Checks and Searches
- 5.2-8..... Security Alarms
- 5.2-9.....Complaints by Intoxicated Persons
- 5.2-10.....Sheriff's Office Vehicles
- 5.2-10.1..Assigned Vehicle Accident/Recognition
- 5.2-11.....Pursuits
- 5.2-11.1...Starchase
- 5.2-12.....Roadblocks/Forcible Stops
- 5.2-13.....First Responder Notification
- 5.2-14.....Missing Adults
- 5.2-15.....Missing/Abducted Children
- 5.2-16.....Interaction with Persons Suspected of Suffering from Mental Illness
- 5.2-16.1..Crisis Intervention Team (CIT)
- 5.2-17.....Family Violence
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Policy Title:	5.1 Patrol Administration		
Policy Number:	5.1-1	Effective Date:	March 10, 2014
Sub Title:	Continuous Patrol Coverage	Revised Date:	
GPAC:	6.1	CALEA:	41.1.1

5.1-1 Continuous Patrol Coverage

The Patrol Division Commanders ensure that the citizens of Richmond County are provided with law enforcement protection and coverage 24 hours a day, 7 days a week. The day shift will report for duty no later than 5:45 a.m. and the night shift no later than 5:45 p.m. The shift supervisor has the discretion to have his shift report earlier for inspections or roll call training. Mid-shift personnel may report at other times.

Shift Assignments - The Patrol Division Commanders assign personnel to patrol shifts based upon openings or upcoming transfers.

Shift Rotation Frequency - The Patrol Division is comprised of two (2) precincts, four (4) shifts each, two (2) day and two (2) night, with each tour of duty lasting 12.25 hours each, exclusive of late calls, etc. A deputy will not temporarily rotate to another shift except during manpower shortages and must be approved by the Patrol Division Commander.

Shift rotation will be as follows:

2 days/nights on duty, 2 days/nights off duty
3 days/nights on duty, 2 days/nights off duty
2 days/nights on duty, 3 days/nights off duty

This 14 day/night rotation then repeats.

Zone/Beat Assignments - Zone/Beat assignments are left to the discretion of the shift supervisors.

Zone/Beat Rotation - Generally, there will be no zone/beat rotation due to the "permanent beat" system, aiding each deputy in Community Oriented Policing and Problem Solving strategies. Deputies ride permanent beats unless directed to do otherwise by the shift supervisor.

Determination of Days Off - The shift supervisor has the authority to make decisions regarding personnel taking days off for leave, training, etc. The shift supervisor will be held accountable for decisions regarding granting of off days.

Policy Title:	5.1 Patrol Administration		
Policy Number:	5.1-2	Effective Date:	March 10, 2014
Sub Title:	Shift Briefing	Revised Date:	
GPAC:		CALEA:	41.1.2

5.1-2 Shift Briefing

Prior to going on active duty, personnel should attend a 15-minute briefing, unless extenuating circumstances exist as designated by a shift supervisor. The purpose of this briefing will be to disseminate BOLOs, concentrated patrols, special assignments, concerns raised by citizen contacts, Intel briefings, CID briefings, roll call training and any other information deemed necessary by the supervisor. Additional information may be disseminated during the rotation via Mobile Data Terminal or email.

Policy Title:	5.1 Patrol Administration		
Policy Number:	5.1-3	Effective Date:	March 10, 2014
Sub Title:	Special Purpose Vehicles	Revised Date:	
GPAC:		CALEA:	41.1.3

5.1-3 Special Purpose Vehicles

Traffic Unit – Motorcycles

Authorization, Conditions and Limitations of Usage – The Sheriff has authorized the use of the motorcycles for patrol purposes. Traffic Supervisors have the authority to supervise the daily functions of the motor deputies. The utilization of motors in law enforcement patrol offers certain advantages over the traditional patrol car. Motors are extremely effective in a traffic enforcement role due to the fact their maneuverability allows them to travel easily through congested traffic where a patrol car cannot. Depending on the situation, a motor may be utilized in high or low profile patrol. This allows the motor deputy to either promote voluntary compliance by being visible to the public or to be less visible to monitor traffic for violations. The RCSO recognizes the advantages and the limitations of motor use in law enforcement functions and will staff motor patrols with trained deputies assigned to the Traffic Division.

Motors will be conspicuously marked, identifying them as a Sheriff's Office vehicle. They will be equipped with emergency equipment. Motor deputies should use good judgment while on motor patrol, keeping in mind that the motor is not always easily seen by motorists. The motor deputy should take care when managing a traffic accident scene, and if the additional presence of a patrol car would make the scene safer, they should not hesitate to call for assistance. Keeping the above visibility factors in mind, when performing a traffic stop, the motor deputy should take care in the placement of his motor to receive the maximum benefits of his emergency equipment. Once again, if the presence of a patrol car is needed, one should be called for. Motor deputies are discouraged from initiating or taking part in a pursuit while operating the motor and only in the case of extreme emergencies will they engage in pursuits. When a marked patrol unit joins the pursuit the motor deputy will immediately break off the pursuit and allow the patrol cars to take over. Motors will not be operated in inclement weather and will not have a rider.

Qualifications/Training

- ◆ Motor deputies will possess a valid Class CM Georgia Driver's License
- ◆ Motor deputies will successfully complete a Police Motorcycle Operator's Course
- ◆ New motor deputies will patrol with a senior motor deputy, who will monitor their skills prior to attending formal training or being allowed to patrol on a solo basis

Maintenance - Each motor deputy will be responsible for the daily inspection of his assigned motor prior to its use and for reporting any deficiencies that cannot be corrected on the spot to his supervisor. Required maintenance and servicing, as well as repairs to the motors, will be conducted by qualified personnel.

Motors will be equipped with

- ◆ Emergency lights
- ◆ Siren equipment
- ◆ Mobile radio
- ◆ Traffic vest

SWAT Armored Vehicle

Authorization, Conditions and Limitations for Usage - The Sheriff, Chief Deputy, Colonel or SWAT Commander have the authority to deploy the vehicle. The SWAT Armored Vehicle provides transportation and armored protection for members of the SWAT and may be used in the following situations:

- ◆ In operations and/or rescues when the possibility of hostile gunfire exists
- ◆ Insertion of SWAT members to, or near, a dangerous situation
- ◆ Delivering tactical or medical items to personnel into a hostile operating environment
- ◆ Rescue of persons from potential dangerous situation
- ◆ As part of a perimeter in SWAT or RSCO operations, to include:
 1. Hostage situations
 2. Barricaded suspects
 3. Civil disorder
 4. Manhunts
 5. Riots or disorders at the Detention Center

The SWAT Armored Vehicle should not be utilized to transport prisoners or detainees.

Qualifications/Training - There are no qualifications or training requirements for driving the vehicle. Any SWAT member or deputy who holds a current Georgia Driver's License and is designated by the Sheriff, Chief Deputy, Colonel or SWAT Commander may operate the SWAT armored vehicle.

Maintenance - Assigned to the SWAT Commander or designee, who will conduct quarterly inspections for operational readiness.

Equipment - May include but not be limited to:

- ◆ Ram
- ◆ Thermal Imaging
- ◆ PA System
- ◆ Winch
- ◆ Radiation Meter

Policy Title:	5.1 Patrol Administration		
Policy Number:	5.1-4	Effective Date:	March 10, 2014
Sub Title:	RCSO Owned or Controlled Animals	Revised Date:	
GPAC:		CALEA:	41.1.4

5.1-4 RCSO Owned or Controlled Animals

Authorizations, Conditions and Limitations - The Sheriff authorizes the use of the patrol and/or tracking canines. Requests for service from other divisions, other law enforcement agencies or demonstrations will be evaluated and approved by the Canine Team Supervisor. Canine handlers will be responsible for determining whether a situation justifies canine use and the appropriate measures that should be taken. The Canine Team Supervisor should consider the following factors when evaluating a request for assistance, but not be limited to:

- ◆ Availability of handler and canine
- ◆ Work schedule of handler
- ◆ Whether the request falls within the guidelines set for the canine team
- ◆ Overall need

Canines may be utilized to enhance the ability to apprehend and prosecute violators and will increase RCSO productivity, deter crime, improve public relations with increased search capabilities, drug and explosive detection, building clearing, open area searches and the added dimension of tracking. The use of canines in/on school property will be permitted only when:

- ◆ Administrative school personnel request or approve use of the canines
- ◆ There is reasonable suspicion to believe that illegal narcotics and/or explosives are on the premises
- ◆ The search is limited to inanimate objects in public areas and the exterior of student lockers unless reasonable suspicion exists to gain admission to lockers
- ◆ Hot pursuit of a suspect

Canines may be used to sniff motor vehicles when:

- ◆ During a valid vehicle stop, the canine is used to sniff the exterior of the vehicle in an exploratory manner. Unless the canine alerts to the vehicle, the operator may not be detained longer than necessary to conclude the business associated with the initial stop
- ◆ In public areas when there is no expectation of privacy, canines may sniff the exterior of vehicles in an exploratory manner

Sniffs of the exterior of residences, either individual dwellings or the common areas of multiple unit dwellings will not be permitted without a search warrant or consent to search, nor will canines be permitted to sniff an individual's person under any circumstances and will not be used for breeding or contracted out for private business use. Canines will not be used for demonstrations without the authorization of the Canine Team Supervisor. Canines will not be handled or given commands by anyone other than the assigned handler.

Qualifications and Training - All RCSO canines will be purchased from a certified canine trainer. All canine handlers will be trained and certified as a drug/tracking canine handler through an approved training program. Each canine handler maintains records that document the use and proficiency of the assigned canine. This documentation will be readily available for reference when seeking warrants for court purposes. RCSO canines may be trained in explosive detection, narcotics detection, patrol work or tracking. Maintenance training for all canines is conducted on a regular basis. The principals of conditioning vary depending on the application of the canine. This maintenance training includes, but is not limited to; odor detection, agitation and aggression (bite) work and tracking.

Responsibility for Care - The handler will be responsible for the basic care of the canine. The handler will feed and care for the canine at all times and keep the dog kenneled in a sanitary condition. All veterinarian services will be provided by a licensed D.V.M. Should the assigned handler is injured or otherwise unable to command the canine, another handler will be contacted. Canines will not be used in an area deemed unsafe by the canine handler. If an RCSO canine bites or otherwise inflicts an injury, medical aid will be obtained for the injured person as soon as possible and the Canine Team Supervisor will be notified. The handler must fill out a Use-of-Force Report.

Equipment - All canine vehicles are equipped with automatic doors. All handlers have:

- ◆ Water bowls
- ◆ Canine First Aid Kit
- ◆ Leashes
- ◆ Bite sleeve

Policy Title:	5.1 Patrol Administration		
Policy Number:	5.1-5	Effective Date:	April 25, 2017
Sub Title:	Small Unmanned Aircraft System (sUAS)	Revised Date:	
GPAC:	CALEA:		

5.1-5 Small Unmanned Aircraft System

Policy: It is the policy of the Department that duly trained and authorized personnel may deploy sUAS when such use is appropriate in the performance of their official duties, and where deployment and use, and the collection and use of any audio/video recordings or other data originating from or generated by the sUAS, conform with the policy and applicable law. It is the mission of this Agency to use this resource to protect the lives and property of the citizens by providing air support in finding missing person during search and rescue missions, visual reconstruction of crime scenes, and in locating and apprehending wanted subjects.

This policy does not replace, and is complementary to, the Federal Aviation Administration rules, and regulation that control each and every sUAS deployment and help ensure the safe operation of all aircraft, including sUAS.

Scope: This policy is applicable to all personnel who are assigned responsibilities associated with the deployment and use of sUAS.

Definitions:

- ◆ **Unmanned Aircraft System (UAS):** A system that includes the necessary equipment, network, and personnel to control an unmanned aircraft.
- ◆ **Small Unmanned Aircraft (sUA):** An aircraft that is intended to navigate in the air without an onboard pilot. This aircraft is commonly referred to as an “Unmanned Aerial Vehicle (UAV)”, “Remotely Piloted Aircraft (RPA)”, “Remotely Operated Vehicle (ROB)” or “Drone”.
- ◆ **Small Unmanned Aircraft Systems (sUAS):** UAS systems that utilize sUA’ s weighing less than 55 pounds and are consistent with Federal Aviation Administration (FAA) regulations governing model aircraft.
- ◆ **Model Aircraft:** A remote controlled aircraft used by hobbyists that is built, produced, manufactured, and operated for the purposes of sport, recreation, and/or competition.
- ◆ **sUAS Program Manager:** A supervisor designated by the Sheriff who is responsible for deployment and maintenance of the sUAS. This supervisor will maintain all records associated with the use/deployment of the sUAS and all records and certifications required by the Federal Aviation Administration (FAA).
- ◆ **sUAS Flight Crewmember:** A pilot, visual observer, payload operator or other person assigned duties associated with the operation of a sUAS for the purpose of flight during a mission or training exercise.
- ◆ **sUAS Pilot:** A person exercising control over a UA/UAV/UAS aircraft during flight.
- ◆ **Digital Multimedia Evidence (DME):** Digital recordings of images, sound, and associated date captured by the deployment of a sUAS.

Cause for Deployment

All deployments of the sUAS must be specifically authorized by the Sheriff, his/her designee, or the sUAS Program Manager. The use of sUAS is to provide an aerial visual perspective in responding to emergency situations and exigent circumstances, and for the following objectives:

1. **Situational Awareness:** To assist decision makers (e.g., incident command staff; first responders; city, county, and state officials) in understanding the nature, scale, and scope of an incident—and for planning and coordinating an effective response.

- 2. Search and Rescue:** To assist missing person investigations, AMBER Alerts, Mattie's Call and other search and rescue missions.
- 3. Tactical Deployment:** To support the tactical deployment of officers and equipment in emergency situations (e.g., hostage(s) incidents, barricaded suspects, support for large-scale tactical operations, and other temporary perimeter security situations).
- 4. Visual Perspective:** To provide an aerial visual perspective to assist officers in providing direction for crowd control, traffic incident management, special circumstances, and temporary perimeter security.
- 5. Scene Documentation:** To document a crime scene, accident scene, or other major incident scene (e.g., disaster management, incident response, large-scale forensic scene investigation).
- 6. Community Outreach** – to record events hosted and/ or sponsored by the department in furtherance of the department's goals

Deployment Restrictions

- 1.** The sUAS shall be deployed and used only to support official law enforcement and public safety missions.
- 2.** The sUAS shall not be operated in an unsafe manner or in violation of FAA rules.
- 3.** Any flight that has been deemed a search under the 4th Amendment and does not fall under court approved exceptions will require a warrant. A pilot will not conduct a mission deemed a search under the 4th Amendment without possession of a signed warrant or personal knowledge that one has been issued.
- 4.** No member of the Department, regardless of rank, will order a pilot to make a flight when, in the opinion of the pilot, it cannot be done safely.
- 5.** The sUAS shall not be equipped with weapons of any kind.

General Procedures

- A.** UAS will only be operated and governed by personnel, both pilots and crew members, who have been trained in the operation of the system. All agency personnel with UAS responsibilities, including Division Commanders, will be provided training in the policies and procedures governing their use. Mandatory equipment checks will be conducted bi-weekly by the UAS personnel.
- B.** All flights will be approved by the Sheriff or his designee and must be for a legitimate public safety mission, training, and investigation or demonstration purposes.
- C.** All flights will be documented on a form designed for that purpose and all flight times shall be accounted for on the form. The reason for the flight and name of the Sheriff or his designee approving the flight will also be documented. Flight forms and logs are to be completed by the pilot and retained with the UAS.
- D.** An authorized administrator appointed by the Sheriff will audit flight documentation at regular quarterly intervals. The results of the audit will be documented. Any changes to the flight time counter will be documented. All flight logs and quarterly audits will be made available to the public upon request, as governed by the Georgia Open Records Act.
- E.** Unauthorized use of a UAS will result in strict accountability and disciplinary actions.

Storage

Unmanned Aircraft System will be stored in the Command Vehicle unless otherwise directed by the Sheriff, sUAS Coordinator or the Sheriff's designee.

DME Retention and Management

1. All DME shall be handled in accordance with existing laws on data and record retention, where applicable. Video recordings from law enforcement devices located on or inside of law enforcement vehicles shall be retained for 180 days from the date of such recording except:
 - a. If such recording is part of a criminal investigation, shows a vehicular accident, shows the detainment or arrest of an individual, or shows a law enforcement officer's use of force, it shall be retained for 30 months from the date of such recording; and
 - b. If such recording contains evidence that is or can reasonably be anticipated to be necessary for pending litigation, it shall be retained for 30 months from the date of such recording, and if litigation is commenced during such period it shall be retained until a final adjudication of such litigation.
2. All DME shall be securely downloaded at the completion of each mission. The sUAS-certified operators will record information for each file that shall include the date, time, location, and case reference numbers or other mission identifiers—and identify the sUAS personnel involved in mission.
3. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner sUAS DME without prior written authorization and approval of the Sheriff or his/her designee.
4. All access to sUAS DME must be specifically authorized by the Sheriff or his/her designee, and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.
5. Files should be securely stored in accordance with department policy and state records retention laws and retained no longer than necessary for purposes of training or for use in an investigation or prosecution.

TRAINING

Operation/Flight Training: The departmental personnel shall obtain necessary training regarding the appropriate use of the sUAS prior to being allowed to operate any component of the sUAS.

Legal Training: All sUAS Flight Crewmembers shall complete an agency approved training program which includes any local, state or Federal laws and regulations governing the use and deployment of the sUAS components. Annual legal evaluations will be conducted in conjunction with the City of Richmond County Legal Department to ensure that the sUAS is operating within the direction of the most current criminal and civil case law.

Technical Proficiency: All sUAS Flight Crewmembers must be trained properly on, and have achieved technical proficiency in, the operation or utilization of the sUAS which shall include FAA requirements prior to the deployment for official use. The sUAS can only be utilized for technical proficiency training and certification prior to the deployment for official use. Additional training shall be completed at the direction of the sUAS Program Manager to insure the safe operation of the sUAS, compliance with this policy, and to address any needs identified or methods of improving the use/ deployment of the sUAS.

Scenario-Based Training: All sUAS Flight Crewmembers shall complete an agency approved training program which shall include any and all FAA requirements. Additional training will be completed at the direction of the sUAS Program Manager to insure the safe operation of the sUAS, compliance with this policy, and to address any needs identified or methods of improving the use/deployment of the UAV.

Civil Rights and Civil Liberties Training: All sUAS Flight Crewmembers shall complete training that combines constitutional and community policing principles with equipment-specific training. Annual, appropriate, and relevant training for personnel on the 1st, 4th, and 14th Amendments is required. Training on how to protect the civil rights and civil liberties of those in the surrounding community where the controlled equipment will be used is vital to ensuring that the use of controlled equipment complies with constitutional standards for the protection of civil rights and civil liberties. Training objectives should define and explain relevant concepts and demonstrate the application of such concepts through equipment-based scenarios to show appropriate and proper use of controlled

All Training shall be documented and forwarded to OPST.

ADMINISTRATIVE

1. Annual Administrative Review:

The Sheriff shall direct the sUAS Program Manager to complete an annual analysis of the sUAS and the deployments of the sUAS. The analysis will consist of a review of the equipment and flight documentation and submit a written report to the Sheriff upon request.

A “program safety briefing” will be conducted annually. During a program safety briefing, all members with sUAS responsibilities assemble to review the Agencies Small Unmanned Aircraft Systems program. It is also an opportunity to solicit changes to this policy, identify potential hazards, update emergency notification forms, conduct safety training, etc. The length of the meeting is dependent on the needs of the agency. During the program safety briefing, normal operations are suspended to insure that all members are focused on the safety of the program.

2. Ongoing Review:

The sUAS Program Manager will audit flight documentation at regular quarterly intervals. Any changes to the flight time counter will be documented. All flight logs and quarterly audits will be made available to the public upon request, as governed by the Georgia Open Records Act.

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-1	Effective Date:	March 10, 2014
Sub Title:	Patrol Operations	Revised Date:	
GPAC:	6.4	CALEA:	41.2.1

5.2-1 Response to Non-Emergency and Emergency Calls

Definitions

Emergency - Situation in which there is a high probability of death or serious injury to an individual or significant property loss.

Emergency Vehicle - Vehicles equipped with operational siren and one or more blue lights.

Due Regard - When a reasonably careful person, performing a similar duty under a similar circumstance, would act in the same manner.

Responses to requests for service will be given priority according to the seriousness of the situation and the availability of resources. Priority of call assignments depends on many factors and it is normally the responsibility of the Communications Officers to make such assignments. However, a deputy in the field may be required to decide whether to continue on an assigned call or handle a citizen's complaint or other observed event, thus causing his call to be reassigned. Such determination will be based upon the comparative urgency and the risk to life and property of the assigned call and the intervening incident.

Emergency Vehicular Responses - May include but are not limited to:

- ◆ Life and death emergencies
- ◆ Violent felonies in progress
- ◆ Violent misdemeanors in progress
- ◆ Other felonies in progress
- ◆ Other misdemeanors in progress
- ◆ Non-criminal calls relating to injury, present danger or property damage

Prior to engaging in the emergency use of a vehicle, several factors in addition to vehicle control, due regard and true emergency considerations must be weighed. Examples may include, but are not limited to:

- ◆ Type and condition of the vehicle being operated
- ◆ Type and condition of the roadway to be traveled and the deputy's familiarity with same
- ◆ Obstacles, both present and potential, which must be avoided (i.e., foreign objects on the roadway, construction, gravel, standing water, etc.)
- ◆ Experience and training of the deputy in high-speed vehicle operation
- ◆ Nature of the offense and the circumstances known concerning the call
- ◆ Time of day and amount and type of traffic encountered (the potential danger to the deputy and others by operating at a high speed)
- ◆ Visibility and illumination available to the deputy in the area being traveled
- ◆ Existing weather conditions and roadway surfaces

Deputies will use "due regard" when responding to an emergency call and will use the blue lights and siren. Any time the emergency lights or siren become inoperable; the deputy will immediately resume normal driving conditions and notify the Communications Center of the situation. If the siren would warn of the deputy's approach and aid in the criminal's escape, the siren may be disengaged upon approaching the audible range. However, this does not offer immunity from civil liability.

Safety Guidelines for Emergency Response

- ◆ When operating as an emergency vehicle a deputy is required to have his vehicle under control and be prepared to yield the right of way if necessary
- ◆ When a call or information is received by a deputy indicating an emergency exists, his primary duty is to get to the site of the emergency as quickly and safely as conditions permit
- ◆ The deputy will not drive up immediately behind another vehicle and sound the siren as this may cause the motorist to stop suddenly
- ◆ The deputy will not pass to the right of a vehicle in traffic unless absolutely necessary
- ◆ The deputy may fluctuate the sound of the siren to ensure that the emergency vehicle can be heard
- ◆ Extreme caution will be used when approaching an intersection:
 1. Slow to normal rate of speed when approaching and crossing an intersection with the light.
 2. Before going through an intersection against the light, or at a stop sign, all RCSO vehicles will be capable of coming to a complete stop to ensure all traffic has seen the vehicle before crossing the intersection.

Most calls preceded by an alert tone require a two (2) deputy response and notification of a supervisor. Toned calls do not necessarily require an emergency response. Deputies responding to emergency calls are empowered to use their own discretion and are to use due regard in their response. Examples of toned calls may include, but are not limited to:

- ◆ Deputy needs assistance
- ◆ Shots fired/injuries
- ◆ In progress calls
- ◆ Robbery
- ◆ Accident with injuries
- ◆ Bomb threat
- ◆ Hostage situation/abduction
- ◆ Bank alarm
- ◆ Suicide attempt involving a weapon

Routine Calls - Responses will be conducted in a safe, cautious and observant manner. Routine calls usually require a one (1) deputy response and may include, but are not be limited to the following:

- ◆ Emergency messages
- ◆ Private property accident
- ◆ Theft
- ◆ Custody exchanges
- ◆ Criminal trespass
- ◆ Damaged vehicle

The following guidelines may be used to prioritize the dispatching of units based on the nature of the call:

- ◆ Closest available unit
- ◆ Patrol units
- ◆ S.O.D. units depending upon their assignment, excluding Narcotics
- ◆ Patrol or S.O.D. Sergeants
- ◆ Patrol or S.O.D. Lieutenants
- ◆ Patrol or S.O.D. Captain

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-2	Effective Date:	March 10, 2014
Sub Title:	Patrol Function	Revised Date:	
GPAC:	CALEA		

5.2-2 Patrol Function

During routine patrol, a deputy's responsibility to exercise due care is no different from that of every citizen. Good driving habits and courtesy toward other drivers or pedestrians will be practiced at all times. The Patrol Division exists to:

- ◆ Provide 24-hour-a-day service to the citizens of Richmond County
- ◆ Provide visible preventive patrol to minimize the occurrence of street crime
- ◆ Respond rapidly to all requests for emergency service
- ◆ Improve the criminal apprehension rate by conducting thorough preliminary on-scene investigations, where appropriate
- ◆ Reduce traffic congestion and accident hazards
- ◆ Respond to motor vehicle accidents
- ◆ Aid victims and investigate the circumstances of the accident
- ◆ Assist citizens in dealing with legal, medical, social or humanitarian problems through direct crisis intervention and/or making correct referrals to agencies equipped to deal with such problems
- ◆ Improve RCSO/community relations through increasing the quality and quantity of contacts between citizens and deputies

Deputies are charged with the responsibility for:

- ◆ Protection of life, individual liberty and property
- ◆ Preservation of peace
- ◆ Prevention of crime and disorder
- ◆ Detection and arrest of violators of the law
- ◆ Enforcement of state and county ordinances
- ◆ Provision of public service to the community

This means the law enforcement function must be broadly interpreted to include many tasks other than the enforcement of laws. All divisions and all personnel should recognize that service to citizens of the community is a major objective of the RCSO and that this service must be rendered. Deputies will assist any ill or injured persons in need of emergency help, citizens who are victims of crime, those who need emergency help, and those who need assistance or who would otherwise be inconvenienced by the RCSO's failure to act. This kind of service can range from giving simple directions and advice to travelers to providing crime victims with reassurance and support. In many ways, crime prevention is a more worthwhile function than after the fact investigation and apprehension activities. In addition to suppressing crime through visible directed patrol, deputies can accomplish long term crime prevention objectives by informing citizens of ways to protect themselves and their property from criminal acts, through encouraging their cooperation with criminal justice agencies and by participating in school and RCSO programs involving the youth of the community. The Sheriff cannot be aware of every circumstance in the county where law enforcement action or assistance may be required. The RCSO is dependent upon members of the community for such information and the people, in return, expect the RCSO to respond to requests for service within a reasonable time and to satisfactorily perform the necessary service. Although the deputy's work is often dictated by requests for service, a considerable portion of the workday is normally available for preventive patrol. In order to make productive use of the available time, deputies will plan their patrol to focus on specific problems within their beat. The key to prevention of street crimes is directed patrol. Deputies are encouraged to make contact with persons in their beats to utilize field observation reports where appropriate and be cognizant of known criminals and their activities. It is essential that deputies know the physical characteristics of their area of responsibilities, as well as the current crime problems in those areas. Additionally, they should become

acquainted with residents and businessmen in their areas, get to know area habits and idiosyncrasies, and investigate any unusual conduct. Deputies should be skilled in the detection of criminal and vice activities and should be willing and eager to conduct their own preliminary investigation. They should then relay the information to others within the RCSO and their zone partners. Deputies should be conscious of and alert for conditions which are conducive to crime and should take the necessary preventive measures whether it is advising a storekeeper of crime hazards, mediating a family dispute before it escalates, or handling an intoxicated person. All deputies, as public service employees, have an obligation to each and every citizen. Ideally, the RCSO would like to be able to satisfy each obligation equally, but in reality this is not the case. Requests from individual citizens for special services such as increased patrol, use of radar, premise checks, etc., should be carefully evaluated in terms of commitments. If such a service is promised, it is incumbent upon the deputy making the commitment to ensure the request for service is being processed.

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-3	Effective Date:	March 10, 2014
Sub Title:	Handling of Combative Subjects	Revised Date:	
GPAC:	CALEA:		

5.2-3 Handling of Combative Subjects

Definitions

In-Custody Death – An unintentional death which occurs while a subject is in police custody. Such deaths usually take place after the subject has demonstrated bizarre and/or violent behavior and has been restrained. The death appears similar to sudden death in infants.

Positional or Restraint Asphyxia - A condition where suffocation occurs due to the restraint or position of the subject.

Hog-tying - Handcuffing behind the back, shackling the legs with leg shackles, interlocking them and then laying the subject in a prone position. *This action is prohibited.*

Excited Delirium or Cocaine Psychosis - A condition which exists in individuals who have used or are using cocaine in any form and where the subject undergoes physical exertion. The characteristics or symptoms of an individual suffering excited delirium or cocaine psychosis may be:

- ◆ Violent excitement and/or mental derangement characterized by lost contact with reality
- ◆ Violent behavior
- ◆ Superhuman strength
- ◆ Dilated pupils
- ◆ Paranoia
- ◆ Hallucinations
- ◆ Hyperthermia (elevated body temperature, which seems to be the key to identifying those incidents in which sudden death is most likely to occur)
- ◆ Undressing in public
- ◆ Hearing voices
- ◆ High blood pressure
- ◆ Elevated pulse rate
- ◆ Aggression towards objects, especially glass
- ◆ Thrashing after restraint
- ◆ Jumping into water
- ◆ Yelling
- ◆ Self-inflicted injury

With the proliferation of drug use and abuse in our society, the chance of a confrontation between a deputy and a drug-impaired subject is increased. Confrontations with such individuals present challenges for the deputies and only that force which is reasonable will be used. At all times, the most important issue will remain that of officer safety.

Dealing with Combative Persons/Detainees - The following guidelines may be used when dealing with combative persons and/or detainees:

- ◆ Only the amount of force which is objectively reasonable will be used to control and restrain the combative person
- ◆ When the body weight of several deputies is used to control and restrain a combative person/detainee, the use of body weight must cease after the person/detainee has been controlled and restrained; however no body weight should be placed on the subjects head or neck. This does not imply that pressure point techniques cannot be used that focus on the head or neck, i.e. temporal-mandibular joint, etc.
- ◆ Once the person/detainee has been controlled and restrained, the person/detainee will be placed in an upright sitting position
- ◆ The person/detainee will be continually monitored, including verbal responses to a deputy's questions
- ◆ Immediate medical attention will be provided for the person/detainee, if necessary
- ◆ No person/detainee will be "hog-tied." The person/detainee will be placed in an upright sitting position in the back of the vehicle and secured with the seatbelt/harness. A deputy may ride in the back with the person/detainee to further monitor his actions. Any deputy riding in the back of the vehicle with the person/detainee will not be armed. The deputy's weapon will be secured either in the glove compartment, trunk or other suitable location
- ◆ A Use of Force report will be filled out concerning the circumstances regarding the arrest of combative person/detainee and any measures taken by the deputy or deputies at the scene of the arrest or incident in order to control and restrain the combative person/detainee

Initial Contact - A subject about to be arrested has the right to know that a deputy with lawful authority is taking him into custody. The subject may have notice if he:

- ◆ Actually knows the person making an arrest is a deputy
- ◆ Sees the deputy's uniform or badge
- ◆ Is apprehended while committing a crime
- ◆ Is pursued from the scene of a crime
- ◆ Is told by the deputy that he is making an arrest and why if a deputy who is not known to a subject fails to identify himself or to make his purpose known, the subject may have the right to resist what appears to be an unlawful arrest. However, once the deputy identifies himself, the assumption that the arrest is unlawful is made at the peril of the subject who resists.

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-4	Effective Date:	March 10, 2014
Sub Title:	Handcuffing/Searching/ Transporting	Revised Date:	
GPAC:	CALEA:		

5.2-4 Handcuffing/Searching/Transporting

Deputies have the discretion of when and if arrestees will be handcuffed. However, arrestees should be handcuffed:

- ◆ To control violent, unruly behavior
- ◆ To prevent injury to the deputy, the arrestee, or another
- ◆ If a deputy believes there is a risk of escape
- ◆ If the arrestee is charged with a violent offense. When handcuffs are applied, it is recommended that deputies handcuff arrestees with hands behind their back, palms facing outward, double locked with the keyholes facing upwards. Alternative handcuffing techniques may also be used.

Once applied, the handcuffs should be checked for tightness by pulling or pushing on the handcuff jaws. Leg irons and nylon control straps may be used, when needed. Deputies will not handcuff themselves to the arrestee and restraints will not be removed until inside the Detention Center. After handcuffing the arrestee, or before placing the unrestrained arrestee in the vehicle, a thorough search will be conducted for weapons, contraband or evidence by every deputy who takes control of the arrestee during the transport. Each deputy is responsible for the security and safety of the arrestee and their property while in their custody. All arrestees should be placed in the back seat and seat-belted. E.M.S. will be called for those requiring medical attention. If the arrestee requires treatment at a medical facility, the deputy will follow the ambulance and stay with the arrestee until relieved, unless otherwise directed by a supervisor. Upon arrival at the Detention Center, the arrestee and their property will be turned over to jail personnel. Notation will be made on the Arrest Booking Report of any injury, apparent illness or other medical condition.

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-5	Effective Date:	March 10, 2014
Sub Title:	Managing Disputes	Revised Date:	
GPAC:	CALEA:		

5.2-5 Managing Disputes

Another broadly interpreted function of the RCSO may best be defined as that of a manager of social order, a role which includes such activities as preventing or settling neighborhood disputes and family quarrels. A civil dispute is a non-violent confrontation between two or more persons which does not involve a breach of the peace or of the commission of a criminal act. Deputies will stand by to prevent an assault or breach of peace while personal articles such as clothing, health, and grooming aids are removed. In this situation, the deputy will remain on public property or the roadway unless admitted to private property by one occupant or claimant of such property or unless there is a violation of the law. When another who is in possession denies entry into private property and/or removal of property to a claimant, the following guidelines will be used:

- ◆ The deputy will advise the claimant that claims to personal property will not be enforced by the RCSO without an order from the court
- ◆ If attempts are made to recover personal property over the objection of another, misdemeanor assaults, which occur outside the deputy's presence, will not be cause for a warrantless arrest
- ◆ If the confrontation develops into a breach of peace, both or all disputants, may be subject to arrest
- ◆ Claimants may not trespass upon the property of another without a court order empowering them to do so

In domestic or neighborhood disputes, a deputy will:

- ◆ Park in a manner that allows safe approach and an opportunity to evaluate the situation
- ◆ Separate and interview disputants in a calm and unbiased manner
- ◆ Get disputants to offer or suggest alternatives for resolving the dispute
- ◆ Maintain third-party neutrality while restoring normal communications between disputants

A criminal dispute is a confrontation between two or more persons which involves breaches of the peace, a potential for violence and/or misdemeanor/felony assaults committed in a deputy's presence. Guidelines for handling criminal disputes may be as follows:

- ◆ In violent or felony disturbances, or when weapons are involved, an assisting unit will be dispatched. Responding units should coordinate a simultaneous arrival, if possible and will park in a manner that allows safe approach
- ◆ Responding deputies should attempt to observe disputants and to hear and evaluate the nature and extent of the dispute before making their presence known. Deputies should separate the disputants and attempt to maneuver themselves into a position where disputants are facing away from each other while deputies are facing each other. In this position, each deputy can see the front of one disputant and the back of the disputant who is facing the second deputy
- ◆ Deputies will determine if there is cause for an arrest with or without a warrant
- ◆ Disputants will be advised of procedures for initiating criminal prosecution when there is insufficient cause or need for an arrest without a warrant
- ◆ Deputies may attempt to bring disputants back together to develop alternatives to conflict or to obtain further aid or counseling
- ◆ When a dispute cannot be resolved and the potential for violence continues to exist, deputies will attempt to persuade one of the disputants to voluntarily leave the premises

Court Orders - Only current court orders which specifically direct the Sheriff or his duly constituted deputies to execute will be enforced. Procedures for the handling of court orders may be as follows:

- ◆ After an order of the court (such as a restraining order) has been served, violations of the order must be reported by the complainant to the court, which issued the order
- ◆ Enforcement of violations of a court order must originate from the court with an arrest warrant. Deputies will not make warrantless arrests for violations of civil court orders
- ◆ A conditional order of the court which orders the arrest of a person will not be executed unless the order is current and verified at the time of arrest

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-6	Effective Date:	March 10, 2014
Sub Title:	Investigation of Suspicious Persons	Revised Date:	
GPAC:	CALEA:		

5.2-6 Investigation of Suspicious Persons

Deputies are unable to determine in advance who will or will not react with violence. Therefore, it is necessary that the utmost caution be exercised in each situation, as no situation is ever routine.

Stop and Check - The location, number of persons, race, gender, approximate age and clothing description should be relayed to the Communications Center before the check begins. Approach the suspicious subject with caution, advise him/her why the stop was made and treat them with courtesy. If possible, the deputy should avoid making the check in a crowd. At night, the deputy should attempt to direct the car lights on the subject. All subjects should be checked for history and warrants through the computer. A deputy should be assisted by another deputy before checking two or more suspicious subjects and the check should not take place until the assisting deputy has arrived. A deputy must have concern for his/her safety and a reasonable belief that the person is armed and dangerous to conduct a Terry Frisk. This pat down is limited to the subject's outer clothing for the discovery of weapons. The following precautions should be taken:

- ◆ All subjects should be frisked from the rear
- ◆ The person should be frisked before questioning
- ◆ The person should be made to keep his/her hands away from pockets and in plain view at all times
- ◆ If the person is believed to be dangerous, they should be directed to kneel, cross his/her ankles and interlock fingers on the top of the head

Deputies will not conduct Terry Frisks or question any subject while sitting inside their vehicle with the subject outside. This gives the subject confidence that he can elude or overcome the deputy and the deputy is unable to make a thorough assessment of the situation. If the person is to be released, the necessary information will be entered into the computer system.

Warrants Check - Deputies can make inquiries to Record on individuals either by radio, telephone or use their M.D.T. The warrants records system is accessible 24 hours a day. Information to conduct an inquiry may include:

- ◆ Individual's full legal name
- ◆ Nicknames
- ◆ Aliases
- ◆ Race
- ◆ Sex
- ◆ Physical description
- ◆ Date of birth
- ◆ I.D./Driver's License number

The Records Section will respond regarding the existence of a warrant. If the answer is affirmative, the warrant must be confirmed. If the warrant is valid, the type of warrant and the charge(s) will be communicated to the deputy. The warrant will be located before the individual is arrested.

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-7	Effective Date:	March 10, 2014
Sub Title:	Building Checks and Searches	Revised Date:	
GPAC:	CALEA		

5.2-7 Building Checks and Searches

One method of reducing the threat of burglary is through patrol initiated building checks. By checking buildings, the deputy can lessen the probability of an occurrence or quickly ascertain if a crime has occurred. Deputies should know the normal appearance of the building and look for any unusual conditions. The deputy should check a building more than once during a shift if time permits and should not get into the habit of checking a building at the same time each day or night. The deputy should:

- ◆ Self-initiate a building check through the M.D.T.
- ◆ Walk the perimeter, staying concealed and avoiding close proximity to corners
- ◆ Check doors by depressing the latch or turning the knob
- ◆ Check windowsills and padlocks for pry marks or other signs of tampering or defects
- ◆ Be aware of the possibility of a security guard being on the premises
- ◆ Check for ladders, barrels or boxes against the wall of the building, which may indicate the possibility of a prowler on the roof
- ◆ Be alert for a "lookout" in the vicinity who can observe a deputy's movements and yet be seen by associates on the inside
- ◆ Be alert for unusual noises

If it is suspected that a prowler is in the building or in the vicinity, backup should be requested.

Unsecured Buildings - The Communications Center will be notified at once, giving the address of the building and information on what has been detected. Assistance in clearing the building should be requested and the requesting deputy will wait until the assisting unit arrives before proceeding into the building. While waiting for the second unit, the deputy should be alert for potential criminal activity. Upon arrival of the assisting unit, deputies should:

- ◆ Advise the Communication Center that the building is being entered
- ◆ Ask the Communications Center to attempt to notify the owner to ascertain if they will be responding
- ◆ Remain at the scene until the owner or representative arrives. Deputies are not required to document an unsecured building if proper party responds
- ◆ If the Communications Center is unable to contact the owner or representative, or they will not respond, the building will be secured and an informational report will be completed
- ◆ In instances where the building cannot be secured, the deputy will not go over the radio with this information, but include it in the informational report

Suspected Prowler - The first deputy on the scene should be in charge of the search and should remain posted outside the building to prevent the possible escape of the prowler. Upon arrival of a second unit, the Communications Center will be notified that deputies are entering the building, at which time the primary channel will be restricted for use of only those deputies on scene. Buildings with two or more floors will be searched from the bottom up, securing or controlling any elevators and stairways. If possible additional manpower may be dispatched to help secure the perimeter of the building with the deputies remaining at their posts until the search is completed.

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-8	Effective Date:	March 10, 2014
Sub Title:	Security Alarms	Revised Date:	
GPAC:	CALEA:		

5.2-8 Security Alarms

The RCSO does not monitor security alarms. The companies that monitor alarms will notify the Communications Center when an alarm has been activated:

Non-Emergency Response - If the alarm is non-emergency, one (1) unit will be sent under normal response. The responding deputy should proceed to the call without delay. The deputy should park a short distance away from the call in a tactical manner, which allows the deputy to view the scene before proceeding to the alarm. The deputy will check the building for any problems. Once the building has been checked and found to be secure, the deputy may clear from the alarm in an appropriate manner.

Emergency Response - If the alarm is an emergency in nature, at least two (2) units will be dispatched to the call. The requirement to use due regard for the safety of others is still incumbent upon the responding deputies. Responding deputies should park at opposite adjacent angles of the building to provide a multidirectional view of the scene. Deputies will proceed to the building only when it is safe to do so. The building will be checked and if secured, deputies may clear in an appropriate manner. If a building is found to be unsecured, it will be cleared, proper party will be contacted to respond and a report will be completed.

Bank Alarm Procedures - In addition to the guidelines covered in the above paragraph concerning alarms, the following information has been provided to all banking institutions located within Richmond County: (see next page)

CONFIDENTIAL

Bank Alarm Procedures for Banks in Richmond County

In order to provide maximum safety to bank employees, as well as members of the Richmond County Sheriff's Office, it is strongly suggested that bank employees closely adhere to the following bank alarm procedures:

Please instruct your employees that when a Sheriff's Office Communications Officer calls your bank and advises your bank alarm has been activated, the employee answering the phone should maintain an open line with the Communications Officer and **should not place the phone on hold.**

False Alarm: When the bank employee answers and is advised by the Communications Officer that the bank alarm has been activated; the employee should advise the Communications Officer that there has been an accidental activation of the alarm.

The Communications Officer will advise responding units that contact has been made inside the bank and an employee is standing by to exit the building. The deputy/supervisor at the location will advise which exit the employee should use in order to make contact with them, front, rear or side.

The Communications Officer should provide this information to the employee and should also obtain a physical description of the employee exiting the bank, (race, gender and clothing color) and provide this information to deputies. Before exiting the bank, the employee should relinquish the phone to another bank employee, who will continue to maintain the open line. The employee should walk outside and make contact with the deputy to advise the status of the activated alarm. The deputy, once advised that the alarm was accidentally activated, will accompany the employee back into the bank and speak with the Communications Officer on the phone.

Armed Robbery: In the event that an Armed Robbery is in progress, the employee should deviate from the above procedures by responding to the Communications Officer, "Our office is not responsible for what you have requested," along with comments regarding the bank's hours of operation. The bank employee will then hang up the phone. The Communications Officer will then advise all responding units that an Armed Robbery is in progress.

It is extremely important that these procedures be kept confidential for the safety of both the bank employees and Sheriff's Office personnel. Your continued cooperation is greatly appreciated.

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-9	Effective Date:	March 10, 2014
Sub Title:	Complaints by Intoxicated Persons	Revised Date:	
GPAC:	CALEA:		

5.2-9 Complaints by Intoxicated Persons

When a deputy finds a complainant in such an extremely intoxicated condition that any information from him is doubtful or unfounded and, in the total absence of witnesses and/or physical evidence, the deputy may proceed as follows:

- ◆ Make a report, noting the condition of the complainant
- ◆ Advise the complainant that a report will be taken if the complainant calls when he is sober. If the complainant reports the incident at a later time a supplement to the original report should be completed and placed with the original report. If the complainant is arrested, his complaint will be noted in the narrative section of the report.

Exceptions:

- ◆ There is visible injury to the complainant or another
- ◆ The offense was witnessed by a sober person
- ◆ It is obvious that a crime has occurred

If there is continued harassment, such as numerous unfounded calls by the complainant, the deputy may proceed with the appropriate charges and/or have the complainant transported for psychiatric evaluation to the nearest medical facility, depending on the circumstances.

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-10	Effective Date:	March 10, 2014
Sub Title:	Sheriff's Office Vehicles	Revised Date:	December 1, 2015
GPAC:	CALEA:		

5.2-10 Sheriff's Office Vehicles

Deputies issued RCSO vehicles are responsible for its maintenance, appearance and operation. Due to the tremendous cost of maintaining county vehicles, deputies are directed to use good judgment in the vehicle's care and operation. Vehicles will not be assigned to deputies without a minimum of six (6) months law enforcement service unless approved by the Chief Deputy or Colonel. Deputies residing outside of the boundaries set by the Sheriff are required to drive their personal vehicles to and from work unless other arrangements are approved by the Chief Deputy or Colonel. Supervisors may stop any deputy who is operating a county vehicle contrary to law or RCSO directives. If corrective action is necessary, the deputy may lose their driving/off duty privileges.

Vehicle Maintenance - One of the basic rules of safe vehicle operation is that the deputy ensures the vehicle receives scheduled routine maintenance and is familiar with both the vehicle and its capabilities. The day to day condition of that vehicle is of paramount importance to its safe operation, with the final responsibility for the vehicle's care resting on the deputy who operates it. Deputies will not:

- ◆ Make any adjustments to the engine or suspension
- ◆ Alter the body, general design, appearance or markings of the vehicle
- ◆ Use fuel, oil, lubricant or other additives in the vehicle other than those approved by the Central Shop
- ◆ Tamper with prescribed legal pollution control devices

Prior to Use - The following guidelines will be performed prior to the operation of the RCSO vehicle:

- ◆ Ensure vehicle is clean, inside and out
- ◆ Check for any loose items inside vehicle which could be used as a weapon against the vehicle operator or which could hinder safe operation of the vehicle
- ◆ Ensure all gauges show levels within proper operating ranges
- ◆ Check battery, water, oil and transmission fluid levels at least weekly
- ◆ Check all emergency warning devices, communications equipment, P.A. system and video camera
- ◆ Tires to include the spare, will be inspected for proper inflation and wear condition
- ◆ Inspect both exterior and interior of vehicle for damage
- ◆ Check for mechanical defects

Certain conditions, such as defective exhaust, steering mechanism irregularities and misalignment can be discovered only after the vehicle is in operation. Any vehicle defect, which cannot be readily corrected, will be immediately reported to the shift supervisor and a maintenance request will be filled out reflecting the problem with the vehicle. Failure to obtain proper servicing of the vehicle will be reported to the Chief Deputy or Colonel. If the deputy experiences difficulties at the Central Shop, a statement describing the problem in detail may be forwarded to the Management Services Division Commander, who will address the matter directly with the shop supervisor. Supervisors will conduct monthly inspections of vehicles. Continuous violations regarding the cleanliness and/or service of vehicles may result in disciplinary action.

Assigned Vehicle Guidelines

Assigned vehicles will not be driven more than 7 miles outside the boundary of Richmond County without the approval of the Chief Deputy or Colonel. This applies to in the State of Georgia as well as South Carolina. Deputies who live in South Carolina are authorized to drive directly to and from work (official use) and no other deviation is authorized. Deputies are advised that they can incur personal liability for any accidents which result from personal use. Any violations of this policy will result in severe discipline.

- ◆ Deputies driving a marked unit on the roadway will not operate a cellular phone unless there is a “hands-free” kit installed in the vehicle
- ◆ No deputy, while in uniform, will wear a “Blue Tooth” or similar hands-free device while outside of the patrol vehicle
- ◆ Vehicles should not be operated under emergency conditions with non-law enforcement persons in the vehicle
- ◆ Deputies will be cognizant of parking regulations and will not park in restricted areas or in parking spaces reserved for others
- ◆ Deputies will not park more than two (2) vehicles at any one location, except on official business
- ◆ Deputies may be permitted to utilize their vehicle to attend college or special courses in the immediate area, law enforcement training or fitness related activities within the 7 mile boundary of Richmond County.
- ◆ Vehicles that will be left unattended for extended periods of time will be parked at residences or Sheriff's Office facilities
- ◆ Whenever a deputy leaves a vehicle unattended, the engine and radio will be turned off, doors will be locked, keys will be removed and any equipment that may be subject to theft will be secured
- ◆ Deputies under disciplinary suspension may be required to relinquish use of his vehicle
- ◆ Vehicles will not be utilized for carrying heavy or excessive loads and will not have objects protruding from the trunk or windows unless such transportation is for official duties
- ◆ A deputy will not transport a personal pet or other animal unless it is sick or injured and veterinarian services are not immediately available
- ◆ Extra equipment or gadgets will not be installed unless written approval (Equipment Approval Form) is received by the Chief Deputy or Colonel.

Off Duty Use - Deputies will be permitted to use their vehicles off duty, for essential work related activities, consistent with the following regulations:

- ◆ Deputies utilizing their vehicle while off duty will carry their badge, identification, radio and authorized firearm
- ◆ Deputies may wear civilian clothing which is neat. Cut-off jeans and T-shirts will not be permitted. Proper attire includes the class A or B uniform, RCSO jumpsuit or solid BDU pants and appropriately marked T-shirt or collared shirt and appropriate footwear.
- ◆ Deputies will advise the Communications Center, over the radio, when going in/out of service. While in service, the deputy will then monitor the radio for emergencies
- ◆ If the off duty deputy comes upon the scene of an accident, the deputy must stop and maintain the scene until a duty vehicle arrives. Two or more deputies assigned to attend school at the same time or to attend a meeting out of the jurisdiction will utilize the minimum number of vehicles possible
- ◆ The only non-law enforcement passengers authorized to accompany a deputy during off duty operation of their vehicle are the immediate family members and then only in a hardship or emergency situation
- ◆ An off duty deputy who intends to consume or who has already consumed alcoholic beverages or impairing drugs (i.e. prescriptions) will not utilize any RCSO vehicle. Once a supervisor makes a

determination that a deputy is under the influence, that deputy will be removed from the vehicle

- ◆ No alcoholic beverages will be allowed in RCSO vehicles, unless it is being transported in connection with official duties
- ◆ With the exception of deputies working at establishments which sell alcoholic beverages, no off duty RCSO vehicles will be parked on the lot of any alcoholic beverage establishment or in such close proximity that it may be reasonably inferred that the deputy is patronizing the establishment.
- ◆ Any deputy leaving their vehicle unattended at a residence in excess of five (5) 24-hour days may be required to park that vehicle at the substation or sheriff's office
- ◆ At no time will an RCSO vehicle be used for hunting or fishing trips and no raw remains will be carried in the vehicle unless required as evidence

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-10.1	Effective Date:	November 1, 2018
Sub Title: Assigned Vehicle Accident/Recognition		Revised Date:	
GPAC:	CALEA:		

Purpose

The costs associated with traffic accidents through injured persons, damaged property, lost work time, litigation, etc. are quite significant. Therefore, the reduction of traffic accidents, particularly traffic accidents that are the fault of Sheriff's Office employees, is a high priority of the Sheriff's Office. It is our goal to have an accident free work place. In furtherance of this goal, the following office policy is established for accidents involving a county-owned vehicle and to recognize employees for safe and accident free driving.

Policy

It is the policy of the Sheriff's Office that all vehicle drivers operate in a safe and prudent manner at all times. The Sheriff's Office will ensure that all accidents involving county-owned vehicles are promptly and thoroughly investigated. All Sheriff's Office employees will exercise "due care" in the operation of county-owned vehicles. All Employees must operate a county-owned vehicle as a prudent person would in a given situation, seeking to avoid unreasonable risk of harm to themselves and others.

Procedure

Any Sheriff's Office employee involved in an accident while driving a county-owned vehicle shall promptly report said accident, regardless of the severity of the accident. In every instance, an official Accident Report will be submitted. Employees shall also comply with the following vehicle accident procedures:

- A. All accidents occurring within Augusta/Richmond County will be investigated by a working supervisor with the Field Operations Division.
 - 1. Should there be a question of fault, or serious injuries are involved, the Georgia State Patrol shall investigate the accident.
 - a. The duty supervisor will be notified by the responding supervisor as soon as possible, for all accidents with injuries or accidents with extensive damage to county-owned property.
 - 2. Accidents occurring outside the jurisdictional boundaries of Richmond County will be investigated by the local agency having jurisdiction.
 - 3. All accidents occurring in South Carolina will be investigated as their customs dictate. However, our working supervisor will submit a narrative of events, to include an explanation for our presence in South Carolina. This narrative will be forwarded, via email to the employees' Lieutenant, Division Commander, Bureau Commander, PIO, the OPST, and Chief Deputy.
- B. When involved in a vehicle accident while operating a county-owned vehicle, the employee should immediately notify dispatch (E-911), if within radio range.
 - 1. If the employee is outside the jurisdictional boundaries of Richmond County, the employee should request E-911 to contact the appropriate agency, or phone the appropriate agency directly.
 - 2. The employee shall, as soon as possible, notify their Lieutenant or designee and provide all pertinent information.
- C. The supervising officer responding to the accident shall electronically complete the accident report as soon as practical.

1. A copy of the report shall be forwarded to the employee's chain of command, the Traffic Division Commander, the OPST, and appropriate Risk Management personnel.
- D. The employee's Lieutenant or designee shall obtain the completed vehicle accident report from the appropriate investigating agency (other jurisdiction) and forward a copy to their chain of command and Risk Management personnel.
- E. If the accident involves an injury to any Sheriff's employee, the investigating/notified supervisor will notify the Employee Injury Call Center (Corvel), at (877) 764-3574.
1. The investigating/notified supervisor will also email proof of notification to the employees' chain of command and appropriate Risk Management Personnel.

Vehicle Accident Review

In the event an employee is involved in a motor vehicle accident, the employee must adhere to the Augusta Richmond County Personnel Policy and Procedures Manual (PPPM), located in Chapter X, Section 1000.009, under the Safety Review Committee (page 185). The Safety Review Committee is responsible for determining if an accident is avoidable or unavoidable and can recommend penalties for deputies involved in vehicle accidents.

Note: The Safety Review Committee will take into consideration any disciplinary action taken by the Sheriff's Office.

In addition to this external review, each accident involving a Sheriff's Office employee driving a county-owned vehicle shall be reviewed by this office to determine if the accident was preventable and to make a recommendation as to appropriate disciplinary action.

- A. The employees' Lieutenant shall review each accident by assessing all reports and meeting with the employee to determine if the accident was preventable.
1. Each accident shall be reviewed individually and all factors considered in determining whether there was negligence
 2. If the employee is determined to be at fault, the Lieutenant will prepare an accident review/critique (appendix 1) and submit it to their Division and Bureau Commanders.
 3. If a finding of fault is determined, the Lieutenant will submit a disciplinary report with recommended action to the Division Commander.

Disciplinary Action

- A. The following guidelines are the minimum that will be used to determine disciplinary action for those employees who have been determined at fault in an accident, but the guidelines do not preclude the application of more severe discipline.

Within any consecutive (36) month period:

First Offense:	Letter of Reprimand (Warning) & Defensive Driving Training
Second Offense:	1 Day Suspension, Loss of Take Home and Special Duty Vehicle for 30 Days Minimum & Defensive Driving Training
Third Offense:	3 Day Suspension, Loss of Take Home and Special Duty Vehicle for 60 Days Minimum & Defensive Driving Training
Fourth Offense:	Demotion or possible dismissal

- B. Any accident involving an employee driving a county-owned vehicle may result in loss of driving privileges and/or remedial driving training.
- C. Any employee who fails to report an accident involving a county-owned vehicle is subject to disciplinary action up to and including suspension, demotion and/or dismissal.

- D. Any employee operating a county-owned vehicle, who is determined to be in violation of traffic or criminal statutes, shall be subject to disciplinary action up to and including suspension, demotion and/or dismissal.

Tracking

It will be the responsibility of the OPST to track all at fault traffic accidents. This will serve two functions:

- A. Ensures an employee's driving record will follow him/her to any assignment should they transfer or promote out of their current assignment.
- B. Guarantees every employee is treated the same no matter the division or unit of their current assignment.

Recognition for Accident Free Vehicle Operations

The RCSO recognizes the combination of safe driving and maintaining observant surveillance of a patrol area requires a much higher level of skill than the normal operation of a motor vehicle. Therefore, employees who strive to meet the goal of accident reduction should accordingly be recognized for their efforts in achieving the desired objective.

As recognition for accident free driving safety, employees of the Sheriff's Office will be recognized as follows:

- For three (3) continuous years without any at-fault accidents, the employee will be awarded a commendation bar to be worn on their uniform.
- For six (6) continuous years without any at-fault accidents, the employee will be awarded a commendation bar, with device, and be awarded one compensatory day off.
- For ten (10) continuous years without any at-fault accidents, the employee will be awarded a commendation bar, with device, and be awarded two compensatory days off.

The commendation bar will be worn on the right pocket flap/area, parallel to the top of the pocket.

Note: Involvement in an at-fault accident will disqualify any achieved awards and require removal of the commendation bar from the uniform.

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-11	Effective Date:	March 10, 2014
Sub Title:	Pursuits	Revised Date:	February 21, 2018
GPAC:	6.6	CALEA:	41.2.2

5.2-11 Pursuits

Definitions

Pursuit - An attempt by a deputy to stop a suspect driver who is actively trying to avoid apprehension by speeding, driving off a roadway, making sudden or unexpected movements, or using other evasive tactics.

Forcible Felony - A felony which involves the use or threat of physical force or violence against any person.

Due Regard - When a reasonably careful person, performing similar duties under similar circumstances, would act in the same manner.

All pursuits are conducted in compliance with the O.C.G.A. § 40-6-6. Whenever it becomes necessary to conduct a pursuit, deputies must exercise due regard for the safety of all persons. The vehicle will be driven in a manner not to endanger life or property with the emergency lights and siren used simultaneously. When emergency lights and siren are used, they can invoke a frightened reaction among pedestrians and other motorists, causing them to react in unexpected ways. The RCSO places the highest value on the life and safety of its deputies and the public; therefore, the methods used to enforce the laws should minimize the risks of injury to deputies and citizens alike.

Decision to Pursue - Rests solely with the deputy. Deputies have the authority to attempt to stop any person suspected of having committed a criminal offense or traffic violation. *While it is the deputy who initiates the traffic stop, it is the violator who initiates the pursuit.* The deputy is justified to pursue a violator, when the only information available is the failure of the violator to comply with the lawful request to stop. The deputy must continuously evaluate the circumstances, such as the initial reason for the pursuit, traffic and weather conditions, time of day, direction of pursuit, the possible consequences and, most importantly, the safety of the public, the deputy and other law enforcement personnel. Pursuits may continue if there are reasonable grounds to believe the suspect presents a clear and immediate threat to the safety of others or if the suspect has committed or is attempting to commit a forcible felony. Because of the exceptional risk involved, motorcycles and unmarked vehicles are strongly discouraged from taking part in a pursuit unless extenuating circumstances exist. If the deputy does pursue, control must be relinquished upon the arrival of a marked unit. Upon the arrival of a secondary marked unit, the unmarked unit or motorcycle will terminate participation in the pursuit.

Safe Operations - Traffic laws may be violated when conducting a pursuit, but no pursuit will be of such importance that the safe operation and full control of the vehicle become secondary. Because emergency driving does not relieve deputies from the duty to drive with due regard for the safety of others, it also does not offer immunity from traffic violations or from civil liability, therefore:

- ◆ No vehicle will be operated at a rate of speed or under weather and/or road conditions, which may cause the deputy to lose control of the vehicle or in a manner which does not allow for the proper safety of others
- ◆ No deputy or supervisor will be disciplined for not pursuing or discontinuing a pursuit
- ◆ If either lights or siren become inoperable, that unit will immediately drop out of the pursuit and resume normal driving operations
- ◆ Before proceeding through a regulated intersection with a stop sign or red traffic signal, deputies will use due regard to ensure there is no conflicting traffic or pedestrians who may be in danger
- ◆ Caution will be used when approaching a populated, high traffic area or school zones, especially during opening/closing hours, rush-hour periods, shopping areas, residential neighborhoods, and locations where special events or community activities are taking place

- ◆ Caution must be taken to monitor other responding emergency vehicles
- ◆ Expect the unexpected as motorists often keep their windows closed with air conditioner or heater running and use the radio and other devices which prevent them from hearing emergency vehicles. Pedestrians wearing headphones also may not hear emergency vehicles approaching
- ◆ Deputies are discouraged from discharging a firearm from or at a moving vehicle and should only do so in circumstances that would authorize the use of deadly force
- ◆ Deputies should not cut through a parking lot to circumvent an intersection
- ◆ Deputies will not pass another vehicle on a curve, on a hill or when visibility is limited
- ◆ Deputies should not engage in a pursuit with non-law enforcement personnel in the vehicle

Primary Pursuit Unit Responsibilities - Activate all emergency lights and siren and maintain the pursuit as long as it is safe to do so, or until directed to terminate the pursuit by a supervisor. This deputy will notify the Communications Center, as soon as possible, that a pursuit is underway, will not relinquish control of a pursuit to any other law enforcement agency while the pursuit is in this county and will provide the following information:

- ◆ Unit identification
- ◆ Location and direction of travel
- ◆ Vehicles description, including license number, if known
- ◆ Number of occupants
- ◆ Traffic conditions
- ◆ Exact reason for pursuit
- ◆ Provide updated information concerning location and direction of travel
- ◆ Will not pursue a violator the wrong way on any street
- ◆ Maintain safe distance with pursued vehicle in order to react to potentially dangerous maneuvers/situations
- ◆ Complete a Pursuit Report

Secondary Pursuit Unit Responsibilities - Identify themselves as the secondary unit to the Communications Center. If the primary unit is a one-member unit, the secondary unit may assume radio communications responsibility, allowing the primary unit to devote full attention to driving and safety. The secondary unit will:

- ◆ Maintain a safe distance behind the primary unit but close enough to render backup support, if required
- ◆ Not attempt to pass the primary unit unless the primary unit must discontinue the pursuit
- ◆ Assume the duties of the primary unit if the original primary unit becomes disabled or discontinues the pursuit because of a mechanical failure. When this occurs, another unit will be designated as secondary

Responsibilities of Other Units - No more than two (2) additional units will involve themselves in any pursuit, unless directed otherwise by the supervisor monitoring the pursuit. To be specific, this is the primary, secondary, two additional units for a maximum of FOUR (4) units. Any other units will remain aware of the direction and progress of the pursuit and will:

- ◆ Not actively participate unless authorized by a supervisor
- ◆ Terminate all non-essential/non-emergency radio transmissions
- ◆ Not caravan with other pursuit vehicles, if other routes are available
- ◆ At the direction of the monitoring supervisor, attempt to intercept the pursuit and use Stinger Spikes

Communications Officer Responsibilities - During a pursuit, the Communications Officer will advise all units to restrict the radio traffic to the units involved. This operator monitors, documents, and

relays related information as necessary and under the direction of a supervisor, may terminate the pursuit. The Communications Center will notify other jurisdictions as the pursuit approaches their boundaries.

Supervisor Responsibilities – The closest on-duty supervisor will assume responsibility to monitor the pursuit and state such over the radio for all to hear. He will continue to monitor and be responsible for the pursuit, until relieved by a supervisor who involves himself in the pursuit or assumes the duty of monitoring the pursuit. The supervisor's responsibilities may include, but are not limited to:

- ◆ May authorize or direct other units into the pursuit, based on the nature of the offense, number of suspects or number of deputies in the primary and/or secondary units
- ◆ Monitor the pursuit by proceeding in the direction of its progress
- ◆ Ensure other agencies are notified if the pursuit appears to be entering their jurisdiction
- ◆ Terminate the pursuit, if needed
- ◆ Order/approve offensive tactics, if needed
- ◆ Proceed to and take charge of the scene once the pursuit has ended
- ◆ Complete a pursuit critique

Inter and Intra-jurisdictional Pursuits - As the pursuit approaches another jurisdiction, the Communications Center will contact the appropriate jurisdiction and provide the following information:

- ◆ Pursuit is about to enter their jurisdiction
- ◆ Reason for pursuit and nature of violation
- ◆ Location and direction of pursuit
- ◆ Description of vehicle and number of occupants
- ◆ Any other pertinent information

The primary unit will have control and responsibility for the pursuit until the pursuit crosses into the jurisdiction of the other agency and (generally) no more than two (2) units will continue in that pursuit. Simply put, when we enter another jurisdiction, we may become the "backup" or "assisting" unit, or at their direction, remain as the primary unit. If a pursuit enters our county from another jurisdiction, we will become the primary unit.

Traffic Accidents During Pursuits - Deputies involved in a traffic accident while conducting a pursuit will take the following actions:

- ◆ Any collision with a civilian vehicle, regardless of how minor, the unit involved will leave the pursuit and remain at the scene of the accident. The deputy will immediately notify the Communications Center of the situation
- ◆ Based on the seriousness of the accident, the secondary unit may discontinue the pursuit to render emergency assistance or continue the pursuit as the primary unit
- ◆ The deputy at the accident scene should contact a supervisor who will respond and take control of the scene and investigation
- ◆ The deputy will remain at the scene of the accident, will render first aid, if necessary, and will provide traffic control until released
- ◆ In cases where either pursuing unit is involved in a traffic accident with the suspect vehicle, the pursuit may be continued if it is mechanically safe to do so

Termination of Pursuit - Decisions to continue the pursuit must be constantly reassessed. Deputies must continually reevaluate if the seriousness of the crime/violation justifies continuing the pursuit. A pursuit may be terminated under any of the following circumstances:

- ◆ If, in the opinion of the primary unit, there is a clear and unreasonable danger created by the pursuit that outweighs the necessity for immediate apprehension
- ◆ 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

- ◆ The prevailing traffic, roadway or environmental conditions hinder the continuation of the pursuit
 - ◆ Visual contact with the pursued vehicle is broken and its location is no longer known
 - ◆ When a vehicle has a mechanical failure or failure of its emergency equipment
-
- ◆ **Report Process** - The primary pursuit deputy will complete a pursuit report and submit it to his supervisor for administrative review. The monitoring supervisor will complete a pursuit critique as soon as possible after the pursuit. A documented annual review of pursuit policies and reporting procedures will be conducted by the Traffic Division along with a documented annual analysis of pursuit reports. The Annual Pursuit Data Collection form shall be completed by the Traffic Division. This report shall be forwarded to OPST who shall forward it to GACP no later than March 1 for the preceding year.

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-11.1	Effective Date:	November 2020
Sub Title:	Pursuits using StarChase Pursuit Management Systems	Revised Date:	
GPAC:	6.6	CALEA:	41.2.2

Purpose:

This order establishes the guidelines for deployment, tracking, and reporting of the department's StarChase Pursuit Management System (StarChase) which provides pursuit management and GPS tracking technology. All policies and procedures not specifically addressed by this policy shall be followed in accordance with RCSO *Pursuit Policy 5.2-11*.

Definition:

StarChase Pursuit Management System – is a system which allows a trained deputy to remotely affix a GPS tracking device to a pursued, or about to be pursued vehicle that the deputy has probable cause to believe that the vehicle is stolen or has been used in a felony crime or an already active pursuit using an air pressure system to discharge the tracker from the front of the StarChase equipped patrol vehicle to the vehicle in front of it. Once the tracker is affixed, its location can be tracked using a computer with an internet connection.

Policy:

This policy is intended to provide direction for personnel related to the deployment, tracking, and reporting of StarChase. All pursuits shall be conducted in accordance with current policy on *Pursuits 5.2-11*

Deployment:

StarChase equipment in the patrol vehicle may only be operated by personnel trained in its use and shall be used in accordance with the training provided by the manufacturer.

StarChase may be deployed on a vehicle already being pursued or one, which poses a potential threat of unlawful flight from law enforcement deputies.

Except as specified below, StarChase trained deputies shall use their own judgment regarding deployment of a StarChase projectile upon a targeted vehicle and do not need prior approval from a supervisor.

The StarChase projectile will only be deployed from a position behind the targeted vehicle. Perpendicular deployment to the side of a pursued vehicle is only authorized at speeds below five miles per hour.

All safety decisions related to the deployment of a StarChase projectile rest with the operating deputy. While supervisors may direct, approve, or prohibit deployment of StarChase, safety decisions related to passing other involved vehicles and the actual discharge of the projectile rest solely upon the operating deputy whose decision on such matters are final. The safety of other law enforcement personnel, uninvolved persons, and persons inside the targeted vehicle shall be considered.

The following safety decisions are specifically included:

- ◆ Whether the deputy can safely maneuver close enough to the targeted vehicle to come within target range.
- ◆ Whether the deputy can safely pass any other vehicle involved in the pursuit.
- ◆ Whether any circumstance would indicate the device would not work (i.e., weather conditions, suspect vehicle weaving, etc.)
- ◆ Whether and when conditions allow for the safe deployment of the projectile.

The StarChase tag will not normally be deployed in the following situations unless the suspect poses a substantial risk to the public:

- ◆ During heavy rain.
- ◆ While driving on exceptionally rough terrain.
- ◆ When pedestrians are between or very near the suspect vehicle and the StarChase equipped vehicle.

StarChase equipped vehicles shall not join in another agency's pursuit to deploy the device or pass another agency's pursuing vehicle unless fully coordinated on a shared radio frequency.

StarChase projectiles shall not be discharged at motorcycles.

Procedures:

StarChase equipped patrol vehicles, with the prior approval of the supervisor monitoring the pursuit, are authorized to respond Code 3 to join a pursuit for potential use of StarChase. Unless specifically directed otherwise, the StarChase equipped patrol vehicle will join the rear of the previously authorized pursuing vehicles until cleared to pass. Once a StarChase equipped vehicle has joined in the pursuit, it becomes an authorized unit as it relates to the number of units previously involved in the pursuit (refer to pursuit policy). A previously involved unit may need to be released from the pursuit. The StarChase unit should not be introduced into the pursuit then subsequently directed to withdraw unless circumstances require.

StarChase equipped patrol vehicles may pass other pursuing vehicles only when deemed safe and only with the specific permission from the unit to be passed. Permission is to be sought and acknowledged one passing at a time. The StarChase equipped vehicle will pass to the left of the overtaken vehicle unless conditions require passing on the right. In any event, the StarChase equipped vehicle should identify which side of the overtaken vehicle he/she will pass.

This policy does not preclude a deputy near the projected path of the suspect vehicle from deploying a tire deflation device or reinitiating a pursuit if the necessity of apprehension outweighs the risks involved.

StarChase Unit Responsibility – Identify themselves as a “StarChase” unit to the Communications Center. (i.e., " T-4 is equipped with StarChase and can respond Code 3 to assist.")

Tracking:

- Once the deputy decides to deploy, or has successfully deployed StarChase, the deputy will immediately notify dispatch.
- The deputy shall provide a description of the vehicle, location, reason for deployment, number of occupants and rate of speed the suspect vehicle is traveling.
- Upon a successful deployment of a pursued vehicle, the monitoring supervisor should immediately determine if pursuit of the tagged vehicle should continue or if deputies will transition to a vehicle-tracking mode.
- If a StarChase deployment is unsuccessful, the operator may attempt an additional deployment, when

safe to do so, and in accordance with this policy.

- Once StarChase has been successfully deployed, deputies should normally drop back significantly from the suspect vehicle.
- A dispatcher shall maintain constant communication with the StarChase monitor for speed/direction/location updates of the suspect vehicle and regularly broadcast that information.
- The dispatcher shall coordinate with the StarChase unit to direct resources and deputies to appropriate locations to apprehend the suspect.
- The dispatcher shall track and assist as necessary in directing deputies to the suspect vehicle.
- Deputies shall not login to StarChase to monitor the suspect vehicle while operating a patrol vehicle.
- Deputies shall comply with RCSO Policy 5.3-6 –M.D.T. - The M.D.T. should not be utilized while the vehicle is being operated at high speeds.
- Deputies shall use caution and tactically approach a suspect vehicle that has been tracked to a stationary location.

Reporting:

Deputies shall complete a Traffic Incident Report (TIR) and Pursuit Report, documenting the details of the incident, indicating the StarChase Deployment. The report and all required documentation will be submitted for supervisors review and approval during that deputy's shift and uploaded into LERMS. The report should also be forwarded to the Traffic Division Commander.

Used projectiles shall be recovered when possible and submitted to the immediate supervisor.

A Traffic Division Supervisor shall issue replacement projectiles and activate the projectile with StarChase.

Supervisor Responsibilities:

- Complete a pursuit critique
- Notify via email the Chief, Major, Precinct Captain, Internal Affairs and the Accreditation Manager (OPST) that a pursuit has occurred with the case number.

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-12	Effective Date:	March 10, 2014
Sub Title:	Roadblocks/Forcible Stops	Revised Date:	January 20, 2020
GPAC:		CALEA:	41.2.3

5.2-12 Roadblocks/Forcible Stops

Definitions

Forcible Stop - An attempt to prevent the continued movement of a vehicle through the use of some physical means.

Stationary Roadblock - A physical impediment intended for the purpose of preventing free passage of a motor vehicle.

Boxing In or Blocking In - A technique designed to stop a vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop without making actual contact with the vehicle.

Spike Strips/Stop Sticks - A device that is designed to stop or slow vehicles by deflating the tires.

Moving Roadblock or Creating Slow Moving Traffic - Patrol units not involved in the pursuit enter the roadway at least two miles ahead of the violator and, in turn, slow the normal flow of traffic, forcing the violator and pursuit vehicles to reduce their speeds. *This practice is prohibited.*

Precision Immobilization Technique (PIT) - The intentional act of using a Sheriff's Office vehicle to physically force a fleeing vehicle from a course of travel in order to stop it. The PIT maneuver is a specific, technical maneuver which requires advanced practical training prior to use. When executed by properly trained members under reasonable and prudent circumstances, the PIT maneuver does not constitute deadly force. In other circumstances, the PIT maneuver may constitute deadly force and may only be used when authorized by law.

Circumstances Warranting Use - The following circumstances may warrant the use of a forcible stop or roadblock:

- ◆ Routing a fleeing felon away from populated areas
- ◆ Capturing a fleeing felon
- ◆ Containing or isolating civil disorders or riots
- ◆ Stopping a pursuit when the suspect pursued has proven by his method of flight a total disregard for the lives and safety of the public

Implementation - Each incident must be evaluated carefully, bearing in mind that barricading a roadway or spiking tires may result in the death or serious injury of a driver and/or passenger. Deliberate contact or the forcing of a vehicle into parked cars or any other obstacle is discouraged unless the circumstances warrant the use of deadly force. When implementing any type of roadblock the following procedures will be adhered to:

- ◆ A roadblock will not be erected unless the road and weather conditions allow visibility at a safe distance in both directions
- ◆ A roadblock will not be placed in a blind area, such as just over hills or around curves
- ◆ The roadblock area should be well lit by using emergency equipment, for example; headlights, spotlights, takedown and alley lights. All lights will be aimed away from the path of the oncoming vehicle whenever possible

- ◆ The road should be blocked with RCSO vehicles only
- ◆ No one will remain in the blocking vehicle
- ◆ An alternative path of travel will be afforded, unless the circumstances warrant the use of deadly force
- ◆ All deputies at the scene of the roadblock will position themselves outside of their vehicles and at a safe distance to protect themselves from injury in the event the oncoming vehicle attempts to run through or around the roadblock
- ◆ Deputies will attempt to remove and/or isolate all non-involved persons from the area of the roadblock

When utilizing the technique for boxing or blocking in, the type of road, traffic conditions and number of units available to perform this stop must be considered. This procedure will not be used when speeds exceed the legal speed limit. The procedures for boxing or blocking in are listed below:

- ◆ One (1) or two (2) marked units maneuver to the front of the fleeing vehicle
- ◆ One (1) or two (2) marked units maneuver to the rear of the fleeing vehicle
- ◆ A marked unit maneuvers to each side of the fleeing vehicle
- ◆ Units surround the fleeing vehicle and reduce speed without making actual contact with the fleeing vehicle
- ◆ Communications between the marked units is essential during this process

When using the Spike Strip system, the following procedures will be adhered to:

- ◆ The vehicle to be stopped must be in sight of the pursuing deputy
- ◆ The pursuing deputy should be advised of and acknowledge the spike placement
- ◆ The roadway will not have steep embankments
- ◆ The deploying deputy's safety is paramount and all deputies at the scene should attempt to position themselves at a safe distance to protect themselves from injury from the oncoming vehicle
- ◆ Traffic conditions must be suitable.

Spikes will not be deployed in a construction area when workers are present

- ◆ Spikes will not be deployed on a two wheel vehicle, unless the circumstances warrant the use of deadly force

Utilizing the PIT Maneuver:

- ◆ When employing the PIT maneuver, in car video should be activated if the patrol car is so equipped.
- ◆ If the deputy in the pursuit determines that the fleeing vehicle must be stopped immediately to safeguard life and preserve public safety, the PIT maneuver may be used.
- ◆ The PIT maneuver shall only be used by deputies in accordance with formal training received on the PIT maneuver.
- ◆ The PIT maneuver should not be used until other methods for stopping a fleeing vehicle (e.g. tire deflation devices and road blocks) have been considered and determined to be not feasible.
- ◆ The PIT maneuver should only be used when the danger from the continued pursuit is greater than the danger associated with using the maneuver to end the pursuit. Before the PIT maneuver is used, factors that affect the safety of using the technique should be considered. These factors include:
 - Condition of the road:
 - Wet or dry

- Width
 - Divider or other obstructions
 - Roadside Obstructions (trees, ditches, buildings, etc.)
- Visibility
 - Distance ahead
 - Darkness
- Traffic Volume
 - Anticipated volume due to time of day (school hours, commuter traffic)
 - Actual volume based on observation
- Pedestrian Traffic
 - Anticipated volume due to location (school or college nearby, industrial area)
 - Actual volume based on observation
- Type of Fleeing Vehicle
 - Pick-up truck (high center of gravity, narrow wheel base)
 - Small car (narrow wheel base, small tires)
 - Van (high center of gravity, narrow wheel base)
- Occupants
 - Number of people in the vehicle
 - Whether children are visible in the vehicle
 - Whether occupants are wearing seatbelts
 - Whether the windows are down
- Reasonable speed as determined by the following factors:
 - Whether the violator is showing total disregard for public safety
 - Whether the violator is darting at other vehicles
 - Whether the violator is driving on the wrong side of the road
 - Whether the violator is running other motorists off the road
- ◆ The PIT maneuver is considered a use of force and the deputy's individual actions must be objectively reasonable. The deputy will consider all factors listed above, including his experience, his abilities, and the danger of continuing the pursuit. The PIT maneuver will only be executed when the need to stop the pursuit is immediate. The deputy must be able to articulate the reason for his actions.
- ◆ The PIT maneuver shall not be used to stop a pursuit with a motorcycle or ATV unless the circumstances warrant the use of deadly force.
- ◆ Reporting
 - Because the PIT Maneuver is considered a use of force, deputies shall complete a Use of Force report in conjunction with a Pursuit Report. Additionally, because employing the PIT Maneuver is an "intentional" act, an accident report will not be completed or submitted by the initiating deputy.
 - Should the action of a PIT Maneuver cause damage to any vehicle or property, a miscellaneous report shall be completed documenting all relevant data and facts.

NOTE: Should a county vehicle sustain damage as a result of a PIT Maneuver, the approving supervisor shall forward the miscellaneous report to all appropriate Sheriff's Personnel as well as Risk Management, as soon as practical.

Training – Patrol, Traffic and S.O.D. personnel shall receive training in the use of roadblocks and forcible stops.

Supervisor Responsibilities - The monitoring supervisor will:

- ◆ Approve the use and location of a forcible stop or roadblock
- ◆ Ensure that no one remains in the blocking vehicle
- ◆ Ensure the location is broadcast over the radio
- ◆ Respond to the location
- ◆ Ensure a written report is completed on all uses of roadblocks and forcible stops
- ◆ Complete a critique of all incidents using roadblocks or forcible stops

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-13	Effective Date:	March 10, 2014
Sub Title:	First Responder Notification	Revised Date:	
GPAC:		CALEA:	41.2.4, 46.1.10

5.2-13 First Responder Notification

Notification of Supervisors - The circumstances under which a deputy requests a supervisor may include, but not be limited to:

- ◆ Accidents with injuries
- ◆ Deputy involved accidents
- ◆ Missing children
- ◆ Confirmed child abduction
- ◆ When an investigator is needed at a crime scene
- ◆ Suspicious deaths

Deputies may contact the supervisor via radio or other effective communications medium.

Notification of E.M.S. - The circumstances under which a deputy requests E.M.S. may include, but not be limited to:

- ◆ Accidents with injuries
- ◆ Medical evaluations
- ◆ Psychological evaluations
- ◆ Medical treatment after a use of force

This will be accomplished by the deputy contacting the Communications Center, which will then contact E.M.S.

Notification of Fire Department - The circumstances under which a deputy requests the Fire Department may include, but not be limited to:

- ◆ Accidents with injuries
- ◆ Vehicle fires
- ◆ Structure fire
- ◆ Wash downs
- ◆ Gas leaks

This will be accomplished by the deputy contacting the Communications Center, which will then contact the Fire Department.

Notification of the Coroner - The circumstances under which a deputy requests the Coroner may include, but not be limited to:

- ◆ Homicide
- ◆ Suicide
- ◆ Natural death
- ◆ Death in police custody
- ◆ Fatality
- ◆ Suspicious death
- ◆ Death notifications

This will be accomplished by the deputy contacting the Communications Center, which will then contact the Coroner.

Notification of Richmond County Roads and Bridges - For problems arising and assistance needed relative to county roads (potholes, spills, damage, etc.), personnel should contact the Communications Center to notify the Richmond County Roads and Bridges Department for assistance.

State Routes or Interstates - For problems arising and assistance needed on state routes or interstates (downed signs, guardrail damage, and spills); personnel should notify the Communications Center to contact the Georgia Department of Transportation.

Notification of Public Utilities Personnel - Whenever assistance is needed from a public utility, the deputy should notify the Communications Center and advise them of the need and location. The deputy should also take all necessary steps to ensure the safety of all citizens regarding the situation.

Notifications of the News Media - The following examples are newsworthy incidents which may require the notification of the Public Information Officer (P.I.O.):

- ◆ Homicides and other deaths
- ◆ Hostage or barricade situations
- ◆ Kidnapping
- ◆ Bomb plants or threats where a device is found
- ◆ Aircraft or railroad accidents
- ◆ Traffic accidents with serious injuries/death or school bus accidents
- ◆ Missing persons under 12 years of age, or missing elderly or mentally incapacitated persons
- ◆ Manhunt or extensive searches
- ◆ Raids, demonstrations, strikes or disorders involving groups of people
- ◆ Shots fired (except legal practice, hunting)
- ◆ Any incident involving prominent individuals, which by virtue of their position in society, would be of interest to the news media

This will be accomplished by the deputy contacting the Communication Center for Duty Officer Notification. The Duty Officer will forward the information to the P.I.O.

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-14	Effective Date:	March 10, 2014
Sub Title:	Missing Adults	Revised Date:	
GPAC:	6.25	CALEA:	41.2.5

5.2-14 Missing Adults

Initial Description and Information - When investigating a missing person case, the investigating deputy will gather the following information:

- ◆ Complete description, which may include:
 1. Name/DOB
 2. Height/Weight
 3. Gender/Race
 4. Hair/Eye color
 5. Any other distinguishing characteristics
 6. Clothing
- ◆ Known companions
- ◆ Date, time, and location last seen
- ◆ Any other information, which may be important to the investigation

Dissemination of Collected Information - Once the pertinent information has been gathered; the investigating deputy will contact the Communications Center and provide them with the information for dissemination.

Entry of Information - The reporting deputy may request the person be entered in the G.C.I.C. /N.C.I.C. systems based on the following criteria:

- ◆ Their physical safety may be in danger
- ◆ Physically, mentally handicapped or disabled
- ◆ The disappearance is against their will
- ◆ Missing as a result of a critical incident

If criteria justify the entry, the deputy must first complete the report and then contact the Records Division with the case number and request entry. Once the Records Division completes the entry, they will advise the deputy of the N.I.C. number (entry identification number through G.C.I.C.) for inclusion in the incident report.

Removal of Information - A deputy must contact the Communications Center to request the removal of an individual. The deputy/investigator will document the removal.

Follow-up Contact with the Reporting Persons - The responding deputy or investigator will contact the complainant periodically for additional information, to check if they have had any further contact or if the missing person has returned. Upon location of the missing person by law enforcement personnel, the complainant will be notified.

Follow-up Investigation and Search - Follow-up investigation of the missing person may be assigned to C.I.D. Investigators may contact local media for assistance with distribution of photos. Contact may also be made with local hospitals and medical centers. Follow-up searches may be based upon the following factors:

- ◆ Length of time missing

- ◆ Known medical condition of the missing person
- ◆ Age
- ◆ Any other factors deemed relevant

Special Considerations Definitions

At risk persons - any person who is physically or mentally challenged or poses a risk to themselves or others.

Critically missing - is a reported missing person where foul play may be a factor.

The procedures listed below may be followed for at risk person or persons missing under suspicious circumstances:

- ◆ Initial responding deputies should thoroughly check the residence and immediate areas for the subjects
- ◆ A command post may be established. E.M.S., additional units to include K-9, C.I.D. and G.S.P. helicopter may be requested
- ◆ Perimeters will be set up for a search
- ◆ The Duty Officer should be notified
- ◆ Parameters of the search may broaden as time lapses and additional manpower becomes available. The search will continue until the person is located or, in the discretion of the Duty Officer or C.I.D. supervisor, the search/investigation should be suspended

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-15	Effective Date:	March 10, 2014
Sub Title:	Missing/Abducted Children	Revised Date:	
GPAC:		CALEA:	41.2.6

5.2-15 Missing/Abducted Children

Definitions

Runaways - Children considered "Unruly Juveniles" who leave home without permission, when there is no indication of abduction.

Abandoned - Children who have been left unattended by their parents or guardians.

Unidentified - Children who cannot provide their name, parents or guardian's name or address.

Missing - Children who have wandered away.

Other Missing - Children who are considered endangered or at risk.

Abducted - Children taken by someone who does not have the authority to do so.

High priority is placed on all calls regarding missing children. Supervisors will be contacted for all abandoned, unidentified, abducted or other missing children.

For all missing juveniles, including runaways, the record must be entered into G.C.I.C. /N.C.I.C. as soon as possible, not to exceed two (2) hours of receipt. A missing juvenile is the only G.C.I.C. /N.C.I.C. entry that does not require a completed incident report at the time of entry due to the severity and short time constraint. The deputy will contact the Communications Center, provide the information, and the G.C.I.C. Officer or Communications Officer will make the entry.

Upon receiving a call for a runaway, the Communications Officer will attempt to gain pertinent information to pass on to the responding deputy. Once on scene, the parent or legal guardian will be interviewed to determine if the child is a runaway. The deputy should complete an incident report, Juvenile Complaint form, and an N.C.I.C. Missing Person's Declaration.

When a call is received concerning an abandoned or unidentified child, the Communications Officer will attempt to gain pertinent information to pass on to the responding deputy. Once on scene the deputy will attempt to find the parents or legal guardian of the child. An incident report should be generated. C.I.D. and/or D.F.A.C.s may be contacted to respond.

Upon receiving a call for a missing child, the Communications Officer will attempt to gain the following information to pass on to responding deputies:

- ◆ Height/Weight
- ◆ Hair/Eye color
- ◆ Clothing Description
- ◆ When and where last seen

Once on scene, the parent or legal guardian will be interviewed; the deputy will search the area to confirm the child is indeed missing, broadcast a B.O.L.O. with a description, and attempt to obtain a picture. The supervisor is responsible for the approval for the implementation of the Reverse 911 System, organizing assistance on the perimeter and advising the Communications Center to notify surrounding law enforcement agencies. The supervisor may call for an investigator and the notification of the Duty Officer. All available manpower and resources should be utilized, which may include: E.M.S., G.S.P. and K-9 units. Depending on the age and length of time the child has been missing, an

incident report should be generated.

If there is evidence that confirms abduction, the supervisor will request contact with the Duty Officer, an investigator and C.I.D. supervisor. The investigator will conduct additional interviews and contact may be made with local hospitals and other law enforcement agencies. The C.I.D. Supervisor will contact the G.B.I. to activate Levi's Call (Amber Alert) if the following criteria are met:

- ◆ The child is under the age of 18
- ◆ The child is in danger of harm or death
- ◆ There is a description of the suspect
- ◆ There is a description of the suspect's vehicle
- ◆ The child has been entered into G.C.I.C./N.C.I.C.

If the child is found, the deputy will advise the Communications Center to remove the child from G.C.I.C./N.C.I.C. And document such in the report. If the child is not located, the investigator will verify and update the original G.C.I.C. /N.C.I.C. record with any additional information, including, where available, medical and dental records no later than 60 days after the entry. The removal of a juvenile based solely on emancipation is prohibited. Missing juveniles are to remain in the system and G.C.I.C. /N.C.I.C. will automatically change the missing juvenile to the category of missing person on the birth date of emancipation.

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-16	Effective Date:	March 10, 2014
Sub Title:	Interaction with Persons Suspected of Suffering from Mental Illness	Revised Date:	
GPAC:		CALEA:	41.2.7

5.2-16 Interaction with Persons Suspected of Suffering from Mental Illness

All agency personnel may have contact with persons who behave abnormally or suffer from mental illness. Mental illness describes a variety of conditions characterized by impairment of an individual's normal cognitive, emotional or behavioral functioning, which could be caused by social, psychological, biochemical, genetic, sickness or head trauma. The most dangerous types of abnormal behavior are:

- ◆ Violent persons
- ◆ Depressed or suicidal persons
- ◆ Persons whose abnormal behavior seems related to physical illness or loss of memory
- ◆ Mentally challenged

Recognition of Symptoms - Mentally ill persons may have significant changes in their behavior, such as:

- ◆ Changes in lifestyle
- ◆ Others saying that the person is "not himself"
- ◆ Anxiety, panic, fright, confusion, paranoia
- ◆ Behaving in a way dangerous to himself or to others
- ◆ Talking only to himself
- ◆ Having hallucinations
- ◆ Have unrealistic ideas
- ◆ Believing he/she has a grand position
- ◆ Believing he/she is worthless (extreme depression)
- ◆ Having delusions (unrealistic ideas) about the world
- ◆ Exaggerating events which have occurred
- ◆ Believing the world is more unfriendly than it is
- ◆ Having strange losses of memory or not knowing what time it is, where he/she is, or who he/she is

Physical Indicators - The following list is not all inclusive:

- ◆ Hyperactivity of arms, hands, and/or feet
- ◆ Tremors or shifting from foot to foot
- ◆ "Tic-like" movements of the head
- ◆ Excessive blinking
- ◆ Continual chewing movement

Whether contact is made on the street, during an interview/interrogation, or in a sheriff's office building the employee should endeavor to gain as much information about the individual as possible. Specific guidelines for handling a mentally ill person should be as follows:

- ◆ Watch for verbal, behavioral or environmental cues
- ◆ Ask the person for his doctor's name and phone number or call for assistance
- ◆ Attempt to de-escalate the situation, if possible
- ◆ Be prepared for violent outbursts
- ◆ Be alert for weapons and medications
- ◆ Contact a family member

- ◆ Determine the potential for danger
- ◆ Determine the severity of behavior
- ◆ Have only one person converse with the subject
- ◆ Move slowly
- ◆ Give firm, clear, easy to follow directions
- ◆ Remove distractions
- ◆ Announce actions before taking them
- ◆ Do not leave the subject unattended

- ◆ Physical contact or crowding of the subject should be avoided, if possible
- ◆ Avoid transporting combative subjects, if possible
- ◆ Have a female present when the mentally ill person is female, if possible

Deputies and civilian personnel should be aware that the uniform, weapon and handcuffs may frighten these persons. Contact should be made with a family member or attempt to contact the family doctor for assistance in assessing available community mental health resources i.e., Community Mental Health, Mental Health Associates of Augusta or a local hospital psychiatric facility. If contact is not achieved, E.M.S. may be called for an evaluation and assistance. If the subject requires immediate care, E.M.S. should transport to the nearest hospital for evaluation and/or treatment. Before transporting a person for a mental evaluation against their will, that person must have committed a crime (i.e., Disorderly Conduct, Threats, etc.) and the deputy must have probable cause that the person is mentally ill requiring involuntary treatment. The deputy does not have to seek a warrant; however an incident report must be completed detailing the circumstances under which the person was taken into custody.

Training - Mental illness training is provided at the academy during Basic Peace Officer Training and to all civilian personnel during the hiring process. Refresher training is provided at least triennially regarding the response and interaction with persons suffering with mental illness.

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-16.1	Effective Date:	November 9, 2020
Sub Title:	Crisis Intervention Team (CIT)	Revised Date:	
GPAC:		CALEA:	41.2.7

Purpose

To establish guidelines and procedures under which the Crisis Intervention Team (CIT) shall operate to ensure a coordinated response in providing services to persons involved in a crisis. Mental illness or homelessness is not a crime and does not, in itself, justify or require police intervention. Many mentally ill persons are capable of functioning on their own without danger to themselves or others. When persons appear to be mentally ill, however, the Sheriff's Office primary concern shall be to protect the mentally ill person and other citizens.

Policy

The Richmond County Sheriff's Office recognizes the need to bring community resources together for the purpose of safety and quality of life concerns specifically targeting mental health issues. The CIT provides specially trained individuals to assist in dealing with people in a mental health crisis. The CIT will attempt to restore the person to a pre-crisis level. The Sheriff's Office and CIT are committed to safety, understanding and compassion when dealing with mental health related calls for service.

Definitions

Crisis Intervention Team (CIT)

A partnership between the Sheriff's Office, dispatch, mental health professionals, and the community that seek to achieve the common goals of safety, understanding, and service to persons who, due to mental illness, present a danger to themselves or others and cannot meet their basic needs or ordinary demands of life.

CIT Officer

A deputy trained and certified in first response crisis intervention. The CIT Officer works in partnership with the CIT Clinician to respond to incidents of persons in crisis.

CIT Clinician

A mental health professional who is trained in mobile outreach crisis intervention and works in partnership with CIT trained deputies to effectively respond to incidents of persons in crisis.

Crisis Incident

Any call in which an individual would benefit from the specialized training and knowledge of the CIT member. Crisis incidents include but are not limited to calls involving persons known to have mental illness who are experiencing a crisis; persons displaying behavior indicative of mental illness with attempted or threatened suicides; calls involving gravely disabled individuals; or calls in which individuals may be experiencing emotional trauma.

Mentally Ill

A person who has a mental or emotional condition, which has substantial adverse effects on their ability to function, and who requires care and treatment. Persons who are alcohol or drug dependent are excluded from this category because they would unlikely be receptive to intervention efforts.

Gravely Disabled

A condition in which a person, as a result of mental or physical impairment, is in danger of serious harm as a result of an inability or failure to care for their own human needs, and such person is mentally incapable of determining whether or not to accept such treatment.

Incapacitated Person

A condition in which a person, as a result of alcohol or drug use, has their judgment impaired, so that they are incapable of realizing and making a rational decision regarding the need for medical treatment.

Homeless Individual

An individual who lacks a fixed, regular, and adequate nighttime residence or has a primary nighttime residency that is: (1) A supervised publicly or privately-operated shelter designed to provide temporary living accommodations, or (2) A private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.

Procedure

It is the policy of Richmond County Sheriff Office to respond to incidents involving individuals with mental or behavioral health problems with professionalism, compassion, and concern for the safety of all involved. During these incidents deputies shall use the CIT as a resource for identifying and providing services for the individual in crisis. In the absence of a supervisor during an initial patrol response to a crisis incident, the senior CIT deputy on scene has the authority to direct enforcement activities. The CIT deputy shall relinquish such authority when relieved by or at the direction of a supervisor. Non-CIT trained supervisors shall confer when possible with CIT deputies in a unified effort to obtain a positive outcome in a crisis incident.

Training

Division commanders will identify deputies who excel in communication skills and on-scene problem solving for assignment to the CIT training program.

Deputies will complete the forty-hour CIT program approved by the Georgia Peace Officer Standards and Training Council.

All other Sheriff's Office personnel will participate in annual refresher mental health training. Annual refresher training can be in the form of classroom or training bulletins issued from the Office of Professional Standards and Training.

DART Identification

Deputies will notify their supervisors upon successful completion of the CIT Program Training. Supervisors will ensure CIT deputies are documented on the zone rosters. Dispatch will be aware of CIT deputies, via color-coding on the DART Viewer.

Responsibilities of Zone Supervisors

Supervisors shall monitor the dispatching of CIT deputies to the appropriate calls and ensure CIT Clinicians are called to the incident scene as soon as practical for consultation and follow-up.

Supervisors shall ensure that a Case Report is properly completed and the report is referred to the CIT Clinician as being properly checked off and denoted as a CIT report.

Supervisors will ensure that the CIT Clinician is called to critical incidents involving individuals that have been exposed to traumatic situations.

Direct Supervision

Some mental health related calls for service are outside the scope of CIT Officers' training and the CIT (team). Among these are active suicides, barricaded subjects and hostage takings. CIT Officers are not qualified as members of the Negotiation or S.W.A.T. Teams and should never be a substitute for accessing these teams. The S.W.A.T. Commander and Duty Supervisor will have complete control once activated and on scene.

Communications

Identifying CIT Calls for Service

Public Safety Dispatch Center (PSDC) Radio-Telephone Operators (RTO) are the primary sources for identifying CIT calls. However, officers investigating an incident may classify it as a CIT situation.

Types of calls that may require a CIT officer response include, but are not limited to:

- ◆ Mental Disorder
- ◆ Suicidal Person/Attempt
- ◆ Suspicious Situation/Person
- ◆ Medical Assists/Welfare Checks
- ◆ Abuse/Abandonment/Neglect
- ◆ Domestic Violence
- ◆ Drugs
- ◆ Indecency/Lewdness
- ◆ Trespassing/Unwanted

Communication Center Responsibilities

Call Takers shall attempt to compile the necessary information (Mental Disorder Questionnaire) at the time of call intake and record the information in the comments section of the CAD screen. Communication Officers will identify calls needing a CIT Officer by typing CIT in the comments section.

Communication Officers shall alert the CIT Clinician over the police radio and advise them of the CIT call. Every effort shall be made to provide the clinician with as much information as possible such as the subject/client's name, address, and activities.

Communication Officers shall refer to the list of CIT Officers on duty and attempt to dispatch a CIT Officer to CIT calls as the Primary Responder. If a CIT Officer is not available at the time of dispatch, then they will respond as a secondary unit when they become available, if needed.

The Communication Officer shall alert the Zone supervisor of a CIT call for service.

The Communication Officer shall amend the CAD based on initial/continuing information received from the deputy on scene.

Responsibilities of the Patrol Deputy (CIT and Non-CIT)

Deputies upon arriving at the incident and identifying it as a CIT call shall request that the CIT Clinician, if working, respond to the scene. CIT Clinicians may be able to identify whether the subject is an existing client and can help with the disposition of the case. CIT Officers should confer with the Clinician for advice. The CIT Officer will have the final authority on the disposition of the case.

Deputies shall complete a Case Report and any necessary documentation using the standards in section H ("Reporting and Documenting CIT calls") of this order. Although not yet determined, the CIT reference on the case report will be marked accordingly.

In incidence of arrest, deputies shall notify the Booking Officer that the prisoner is the subject of a CIT call, so that necessary precautions are taken. Booking personnel will enter all arrest information per procedure.

When possible CIT Officers shall volunteer for CIT calls as primary or secondary responders if they are available. Non-CIT Officers may request assistance from CIT officers when necessary.

All CIT calls will be cleared using the dispositions H, 4H, and 5H.

Responsibilities of the CIT Clinician

CIT Clinicians may attend roll calls.

CIT Clinicians with the approval of the shift supervisor, may ride with CIT and non-CIT officers and supervisors.

CIT Clinicians may be escorted across police barriers after showing proper ID and the notification of an on-scene supervisor.

CIT Clinicians shall retrieve and review CIT reports at the Crime Analysis Unit. Information in the police report will be considered confidential and may be used for clinical purposes only.

CIT Clinicians shall monitor the police radio frequencies and respond to calls as needed. They may be contacted and advised of the CIT call by:

- ◆ The CIT Officer on scene.
- ◆ The Supervisors at the scene or at any Critical Incident.
- ◆ The dispatcher
- ◆ The Non-CIT Officers on scene.

CIT Clinicians will be assigned a work area in North Precinct, an access device to the building, a portable police radio, battery charger, and Sheriff's Office ID card.

CIT Clinicians may interview prisoners identified as CIT Clients in the Booking facility Interview Room, Hospital Emergency Room or other locations upon the request of a Sheriff's Office Supervisor or deputy.

CIT Clinicians shall contact the CIT Coordinator regarding any problems or concerns. If the CIT Coordinator is not on duty and the issue is urgent the clinician may contact the Duty Supervisor or any other supervisor who is on duty to assist them.

CIT Clinicians will receive and wear approved soft body armor, instructions for its use, and has been properly labeled as an observer.

CIT Clinicians are prohibited to use electronic recording equipment (e.g. camera/video camera).

CIT Clinicians are prohibited from possessing weapons of any kind during patrol.

Deputies on scene will have final say on any safety-related issues, and CIT Clinician must follow these directives.

CIT Clinicians should never transport clients alone in personal vehicles during their CIT duties.

Responsibilities of the CIT Program Coordinator

The Chief Deputy shall designate a CIT Coordinator. The CIT Coordinator will serve as a liaison between the Sheriff's Office and the Behavioral Health Link. The coordinator will handle issues arising from the implementation of the CIT Program.

The CIT Coordinator shall provide the Behavioral Health Link with the necessary reports for data tracking.

The CIT Coordinator shall review reports, evaluate outcomes, prepare, and forward a monthly report to the Chief Deputy outlining the status of the team, response to calls for CIT service statistics, and issues/recommendations.

Reporting and Documenting CIT calls

A Case Report will be completed for incidents involving mentally ill or gravely disabled individuals whether handled by a CIT Officer or a Non-CIT Officer.

The Case Report should include the following information:

- ◆ CIT Subject/Client personal identification information.
- ◆ Who, what, where, when etc. (Narrative Section).
- ◆ Any visible injury to the subject or others.
- ◆ Location of treatment of the subject.
- ◆ Name, address, and phone number of any responsible family member on scene.
- ◆ Any appearance of alcohol or drug use shall be documented.
- ◆ The name of the CIT clinician that responded.
- ◆ Action taken/Referrals made.
- ◆ Name of the supervisor/investigator who was notified of the CIT situation.

Crime Analysis Unit and Records Unit Responsibilities

The Crime Analysis/Report Review Unit will compile all Case Reports documenting CIT incidents for the CIT clinician who will retrieve them daily from the unit.

The Crime Analysis/Report Review Unit will forward copies of all Case Reports documenting CIT incidents for to the CIT Coordinator daily.

The Crime Analysis/Report Review Unit will create work ups on frequent subjects and households to brief the Crisis Team regularly.

References

Dealing with the Mentally Ill

Should the officer determine that an individual may be mentally ill and a potential threat to themselves, the officer, or others, or may otherwise require law enforcement intervention; the following responses provide general guidelines.

- ◆ Take steps to calm the situation. Where possible, eliminate emergency lights and sirens, disperse crowds, and assume a quiet non-threatening manner when approaching or conversing, with the individual;
- ◆ Move slowly and do not excite the disturbed individual. Provide reassurance that deputies are there to help and they will provide appropriate care;
- ◆ Avoid topics that may agitate the individual and guide the conversation toward subjects that help bring the individual back to reality;
- ◆ Always attempt to be truthful with the individual. If a subject becomes aware of deception, they may withdraw from contact in distrust and may become hypersensitive or retaliate in anger.

Protective Custody

Georgia General Statutes Section 37-3-42(a) permits a peace officer to take any person to a physician within the county or adjoining county for emergency examination by the physician, as provided in Code Section 37-3-41 or directly to an emergency receiving facility if the person is committing a criminal offense and the officer has probable cause to believe that the person is a mentally ill person requiring involuntary treatment. The peace officer need not formally tender charges against the individual prior to taking the individual to a physician or an emergency receiving facility under this Code section. The peace officer will write a report detailing the circumstances under which the person was taken into custody.

Homeless Persons

While it is clear that all homeless persons are not mentally ill, it is evident that many persons who are homeless suffer from varying degrees of mental illness and/or substance abuse.

Procedure for Homeless Persons

At any time, and for any reason, a Richmond County Sheriff's Office deputy may approach a homeless person, who has not been observed engaging in any criminal activity, to advise him or her of shelters, services, or assistance, which are

currently available. The homeless person may or may not accept the advice or referral and may even walk away from the officer. The homeless person is under no legal obligation to remain and is free to walk away. The sole rationale is to proactively provide referrals to the homeless. During this time an updated Field Investigation Card and photo should be taken of the individual.

Transporting Homeless Persons –

Officers may transport homeless persons to homeless shelters when the person accepts such referrals. Officers transporting a homeless person to a shelter will need to comply with the intake procedures of the chosen organization. The name of the intake worker should be noted on the officer's Incident Report or FI Card.

Resources for the Homeless

- ◆ Mercy Ministries; 1739 Fenwick Street
- ◆ Family Promise of Augusta; 2177 Central Avenue
- ◆ Garden City Rescue; 828 Fenwick Street
- ◆ Salvation Army; 1384 Greene Street and 1763 Broad Street
- ◆ Augusta Rescue Mission; 526 Walker Street

Homeless Arrests

Arrests of all persons, including those defined as homeless, shall comply with all applicable laws and departmental policies and procedures. However, when encountering a homeless person who has committed a misdemeanor law violation (e.g., begging, etc.) where the continued freedom of the individual would not result in disorderly conduct or a more serious offense, deputies are encouraged to utilize referral services or other appropriate social service agencies in lieu of a physical arrest. It must be recognized that such referral is contingent on the voluntary agreement of the homeless person. The discretion to make a physical arrest of a person determined to be homeless for misdemeanor violations shall be the responsibility of the individual deputy.

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-17	Effective Date:	March 10, 2014
Sub Title:	Family Violence	Revised Date:	
GPAC:	CALEA:		

5.2-17 Family Violence

Under the O.C.G.A. § 17-4-20.1, Decision to Arrest in Investigation of Family Violence, deputies will not base their decision to arrest solely on:

- ◆ Consent of the victim
- ◆ Request of the victim
- ◆ Relationship of the parties involved

Pursuant to OCGA 17-4-20.1(c), whenever a law enforcement officer investigates an incident of family violence, whether or not an arrest is made, the officer shall complete a report.

Personnel will not threaten, suggest or otherwise indicate the arrest of any or all parties for the purpose of discouraging requests for law enforcement intervention. If identifiable, the primary physical aggressor will be arrested. Arrests for other than the primary aggressor should be based on the totality of the circumstances as perceived by the investigating deputy.

The arrest must be for the actual offense committed; i.e., Simple Assault, Battery, etc. Family violence crime scenes will be thoroughly investigated and documented. Investigating deputies should photograph, collect and preserve all such physical evidence. Photographs will be taken of any visible injuries resulting from an act of family violence. A written statement from the victim and any witnesses must be obtained. The investigating deputy will make a concerted effort to assist the victim by supplying him/her with victim assistance information.

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-18	Effective Date:	October 2018
Sub Title:	Narcan	Revised Date:	
GPAC:	CALEA:		

PURPOSE

To establish guidelines and procedures governing the utilization of a naloxone nasal spray device administered by employees to affected persons or K-9 units of the Richmond County Sheriff's Office that may be experiencing an opioid overdose caused by opioid exposure.

POLICY

It is the policy of the RCSO to take steps to preserve the life of another person or RCSO K-9 unit after a suspected overdose as the result of a potential exposure to opioids. Ill.

DEFINITIONS

Naloxone: A prescription medicine that blocks the effects of opioids and reverses an overdose.

Naloxone Coordinator: The Naloxone Coordinator is appointed by the Sheriff. He/she is responsible for maintaining departmental inventory of the product. The Naloxone Coordinator will coordinate with the training division to ensure that employees are trained prior to being issued the product.

Opioid: Opioids are a class of drugs that include the illegal drug heroin, synthetic opioids such as fentanyl, and pain relievers available legally by prescription, such as oxycodone, hydrocodone, codeine, morphine, and many others. These drugs are chemically related and interact with opioid receptors on nerve cells in the body and brain, and are used primarily in pain mitigation.

PROCEDURE

Naloxone Coordinator

The Naloxone Coordinator shall be responsible for the following:

- ◆ Consulting with the Augusta Fire Department Medical Director to oversee all clinical aspects of the on the job opioid overdose prevention measures.
- ◆ Ensuring that all authorized employees are adequately trained in the use of naloxone nasal spray in consultation with the Augusta Fire Department Medical Director.
- ◆ Maintain naloxone program records, usage records, and inventories of naloxone nasal spray devices.
- ◆ Ensuring proper and efficient deployment of naloxone nasal spray devices for use.
- ◆ Ensuring that the naloxone nasal spray devices are current and not past their expiration dates.
- ◆ Coordinating with the Administrative Corporal replace naloxone nasal spray devices that are damaged, unusable, expired, or used.
- ◆ Serving as liaison with MEDIC as needed.
- ◆ Insuring that the naloxone nasal spray device is stored safely and consistent with manufacturer's guidelines.

Training Protocol

Prior to being issued naloxone, employees must complete the "Naloxone Carry and Use Training" coordinated by the Office of Professional Standards. The training will include information about how to recognize an opioid overdose, how to administer the issued naloxone product, and what follow up actions are required after use.

Opioid Overdose Indicators

Authorized employees shall be cognizant of indicators of an opioid overdose which may include the following:

- ◆ Blood-shot eyes;
- ◆ Pinpoint pupils (even in a darkened room/area);
- ◆ Depressed or slow respiratory rate;
- ◆ Difficulty breathing (labored breathing, shallow breathing);
- ◆ Blue skin, lips, or fingernails;
- ◆ Decreased pulse rate;
- ◆ Low blood pressure;
- ◆ Unresponsiveness ;
- ◆ Seizures;
- ◆ Possible presence of narcotics or drug paraphernalia.

Authorized Employees

Only authorized employees trained in the use of the naloxone nasal spray device are authorized to administer naloxone nasal spray. Employees shall follow the protocols outlined in their naloxone nasal spray training before administering naloxone:

- ◆ All authorized employees will be issued naloxone nasal spray after the Successful completion of approved training.
- ◆ All authorized employees will have the naloxone nasal spray available for use when on duty or when engaged in secondary employment.

Authorized employees shall utilize the naloxone nasal spray device only on affected persons or RCSO K-9 units believed to be suffering from an opioid overdose caused by a potential opioid exposure.

Authorized employees who have identified the indicators listed above being exhibited in a person or RCSO K-9 unit and have reason to believe that the affected person or RCSO K-9 unit is suffering from an opioid overdose as a result of being exposed to opioids in the performance of their duties shall proceed as follows:

- ◆ Notify Dispatch that the person is in a potential overdose state and request EMS.
- ◆ Perform first responder treatment consistent with training.
- ◆ Remove the nasal naloxone nasal spray device from its outer protective packaging.
- ◆ Insert tip of the device into either nostril of the person or RCSO K-9 unit and press the plunger firmly. Additional doses should be administered, in accordance with training, if needed before medical first responders arrive.
- ◆ When the authorized employee notices the affected person is returning to consciousness, the authorized employee will notify the affected person that they used naloxone nasal spray on them and that they might feel pain/withdrawal symptoms which are normal.
- ◆ Ensure that the affected person or K-9 unit receives emergency medical attention.
- ◆ If the affected person is an employee, a supervisor shall complete an Officer Injury Report for exposure.
- ◆ If the affected person is not an employee, of Richmond County LEO Naloxone Administration Miscellaneous report should be completed.
- ◆ When an authorized employee uses the naloxone nasal spray on a non-employee, they will document the usage in a miscellaneous non-criminal Overdose report in LERMS.

Naloxone nasal spray devices will be kept out of the reach of children if stored at the employee's home when off duty.

Authorized employees will inspect the naloxone nasal spray device prior to the beginning of the shift.

Supervisors will inspect naloxone nasal spray devices on a monthly basis to ensure that they are not expired and do not appear damaged. Supervisors will ensure that naloxone nasal spray devices are replaced as necessary.

Authorized employees who identify missing, damaged, or expired naloxone nasal spray devices will notify their immediate supervisor. Supervisors will contact the Administrative Corporal during normal business hours for replacement.

MEDICAL PROTOCOLS FOR OPIOID POISONING /OVERDOSE

It is the responsibility of every certified provider to be knowledgeable about medication administration. This shall include being familiar with the indications, dosages, routes of administration, contraindication, side effects, and how the medication is supplied. This knowledgeable is applicable to all medications within their scope of practice. The administration of medications shall be limited to those authorized for use by the Augusta Fire Department Medical Director.

Opioid Poisoning /Overdose

Patient Care Protocol

Patient Care Goals

- ◆ Rapid recognition and invention of a clinically significant opioid poisoning or overdose
- ◆ Prevention of respiratory and /or cardiac arrest

Patient Presentation

Inclusion Criteria

Patients of all age groups with access to opioids and unknown or suspected opioid use or abuse

Exclusion Criteria

Patients with altered mental status exclusively from other causes (e.g. head injury, hypoxia, or hypoglycemia)

Patient Management

1. Don the appropriate personal protective equipment(PPE)
2. Therapeutic interventions to support the patient's airway, breathing, and circulation should be initiated prior to the administration of any antidotes
3. Identify specific medication taken (including immediate release vs sustained release) if possible ,time of ingestion, and quantity
4. Obtain and document pertinent cardiovascular history or other prescribed medications for underlying disease
5. Be aware that unsecured hypodermic needles may be on scene if the intravenous route may have been used by the patient, and that there is a higher risk of needles sticks during the management of this population which may also have an increased incidence of blood-borne pathogens
6. Naloxone, an opioid antagonist, should be considered for administration to patients with a confirmed or suspected opioid overdose, especially those that are exhibiting respiratory depression
7. Naloxone administration via the intranasal or intramuscular routes or as a nebulized solutions provide additional options of medication delivery. All personnel are authorized to administer intranasal naloxone.

Assessment

1. Assess the patient's airway ,breathing, circulation, and mental status
2. Support the patient's airway by positioning, oxygen administration and ventilator assistance with a bag value mask if necessary
3. Assess the patient for other etiologies od altered mental status including hypoxia, hypoglycemia, hypotension, and traumatic head injury

Treatments and Interventions

1. Critical resuscitation (opening and /or maintaining the airway, provision of oxygen, ensuring adequate circulation)should be performed prior to naloxone administration
2. If the patient is symptomatic from a confirmed or suspected opioid overdose, consider naloxone administration. the administration of the initial dose or subsequent doses can be incrementally titrated until respiratory depression is reversed
3. Naloxone can be administered via IV, IM, IN, or ETT routes with the typical initial adult dose ranging between 0.4 -4 mg
 - a. For the intranasal route, administer 4mg of naloxone in the nostril. For intravenous/intraosseous route, give 2mg IV/IO.
 - b. The patient may require additional doses of naloxone. Additional doses should alternate

- nostrils when using the intranasal route.
- c. If there is high suspicion of opioid overdose and the patient has not responded to the initial doses within 5 minutes or if the patient responds to the initial dose but symptoms return, repeat the dose of naloxone.
 - d. The pediatric dose of naloxone is 0.1 mg/kg IV, IM, IN, or ETT with a maximum dose of 2mg. In pediatric patients (age > 8) suspected of opioid overdose, use 4mg intranasal if not capable of weight based dosing via IV/IO or IV/IO access is not available.

Patient Safety Considerations

1. Clinical duration of naloxone
 - a. The clinical opioid reversal effect of naloxone is limited and may end within an hour whereas opioids often have a duration of 4 hours or longer
 - b. Monitor the patient for recurrent respiratory depression and decreased mental status
2. Opioid withdrawal
 - a. Patients with altered mental status secondary to an opioid overdose may become agitated or violent following naloxone administration due to opioid withdrawal
 - b. Be prepared for this potential scenario and take appropriate measure in advance to ensure and maintain scene safety
3. EMS providers should be prepared to initiate airway management before, during and after naloxone administration and to provide appropriate airway support until the patient has adequate respiratory effort

Considerations

1. The essential feature of opioid overdose requiring EMS intervention is respiratory depression or apnea
2. Overuse and abuse of prescribed and illegal opioids has led to an increase in accidental and intentional opioid overdoses
3. DEA and opioids:
 - a. Opioids, most of which are controlled under the Drug Enforcement Administration (DEA), have a high potential for abuse, but have an accepted medical use in patient treatment and can be prescribed by a physician
 - b. Frequent legally prescribed opioids include codeine, fentanyl, hydrocodone, Morphine, hydromorphone, methadone, oxycodone, and oxymorphone
 - c. Opioid derivatives, such as heroin are illegal in the United States
 - d. Counterfeit opioids are distributed on the black market and have high potency.
4. Opioids combinations:
 - a. Some opioids are manufactured as a combination of analgesics with acetaminophen, acetylsalicylic acid (aspirin) or other substances
 - b. In the scenario of an overdose, there is a potential for multiple drug toxicities
 - I. Percocet- is a combination of acetaminophen and oxycodone
 - II. Percodan- is a combination of aspirin and oxycodone
 - III. Suboxone- is a combination of buprenorphine and naloxone
5. The IN route has the benefit of no risk of needle stick to the provider and rapid administration
6. Potential counterfeit medications should not be handled due to risk of exposure to the provider
7. Naloxone does not reverse non- opioid medications. Naloxone does not reverse non- opioid overdoses such as benzodiazepines (diazepam, lorazepam, clonazepam, etc.)
8. Administration Capability Table
 - a. All Members- Intranasal/ Auto injector
 - b. AEMT- ALL Routes/ Methods
 - c. Paramedics- ALL Routes/ Method

Pertinent Assessment Findings

1. The primary clinical indication for the use of opioid medications is analgesia
2. In the opioid overdose scenario, signs and symptoms include:
 - a. Miosis (pinpoint pupils)
 - b. Decreased intestinal motility
 - c. Respiratory depression
 - d. Decreased mental status
3. Additional assessment precautions:
 - a. The risk of respiratory arrest with subsequent cardiac arrest from an opioid overdose as well as hypoxia, hypercarbia, and aspiration may be increased when other substances such as alcohol, benzodiazepines, or other medication that have been taken by patient.
 - b. The signs and symptoms of an opioid overdose may also be seen newborns who have been delivered from a mother with recent or chronic opioid use. Neonates who have been administered naloxone for respiratory depression due to presumed intrauterine opioid exposure should be monitored closely for seizures.

Quality Improvement

Key Documentation Elements

1. Rapid and accurate identification of signs and symptoms of opioid poisoning
2. Naloxone dose and route of administration
3. Clinical response to medication administration

Performance Measures

1. Clinical improvement after prehospital administration of naloxone
2. Frequency of patients who develop adverse effects or complications
3. Respiratory depression or decreased mental status, aspiration pneumonia or pulmonary edema
4. Number of patients who refuse transport following naloxone administration

(Medical Protocols adapted from the Augusta Fire Department as present by the Medical Director)

Policy Title:	5.2 Patrol Operations		
Policy Number:	5.2-19	Effective Date:	January 2020
Sub Title:	Domestic Violence Incident Involving and Employee of the Agency	Revised Date:	
GPAC:	6.36	CALEA:	

PURPOSE

The purpose of this policy is to establish procedures for handling acts of domestic violence committed by police officers. This policy will provide all agency employees guidance in addressing incidents where one (or more) party to a reported domestic violence incident is an employee, whether sworn or civilian, of any rank in the agency.

DEFINITIONS

"Domestic violence" refers to an act or pattern of violence perpetrated by a police officer upon his or her intimate partner not done in defense of self or others, including but not limited to the following:

- ◆ Bodily injury or threat of imminent bodily injury
- ◆ Sexual battery
- ◆ Physical restraint
- ◆ Property crime directed at the victim
- ◆ Stalking
- ◆ Violation of a court order of protection or similar injunction
- ◆ Death threats or death

An "intimate partner" of a police officer is any person who meets one or more of the following criteria:

- ◆ Is or was legally married to the police officer
- ◆ Has a child in common with the police officer
- ◆ Has or had a dating relationship with the police officer
- ◆ Is specified as an intimate partner by state law
- ◆ Is cohabitating or has cohabitated romantically with the police officer

"Protection order" refers to any injunction or other order issued by a court, including criminal or civil orders of protection, regardless of form, content, length, layout, or name (such as stay away, restraining, criminal, and emergency or temporary protection orders or injunctions), issued for the purpose of preventing the following:

- ◆ Violent or threatening acts against another person
- ◆ Stalking or harassment of another person
- ◆ Contact or communication with another person
- ◆ Physical proximity to another person

PROCEDURES

TRAINING

The agency will adhere to a zero-tolerance policy towards police officer domestic violence and will not tolerate violations of the policy. The agency will provide ongoing training to every officer on domestic violence.

Training Topics

Upon implementation of this policy, all officers shall receive mandatory training covering the following topics:

- ◆ Understanding Domestic Violence
- ◆ Agency Domestic Violence
- ◆ Response Protocol
- ◆ Warning Signs of Domestic Violence by Officers
- ◆ Victim Safety
- ◆ Federal Domestic Violence Laws

Ongoing Training

The Richmond County Sheriff's Office shall use a variety of training techniques including in-service, roll-call, FTO, ride-along, and training bulletins to regularly reinforce standards of effective response protocol.

EARLY WARNING AND INTERVENTION

Pre-Hire Screening and Investigation

Certification agencies and/or departments shall conduct thorough background investigations of all potential new employees.

Candidates shall be clearly informed of the agency's position of zero tolerance concerning domestic violence by officers.

Agency Responsibilities

The agency shall develop cross-jurisdictional MOUs to ensure timely notification of an incident involving an officer.

The agency shall, either in response to observed warning signs or at the request of an officer, intimate partner, or other family member, provide non-punitive avenues of assistance before an act of domestic violence occurs.

The agency shall inform officers of the procedure for seeking confidential referrals, either internally or externally, to confidential counseling services.

A disclosure on the part of any officer, intimate partner or family member to any member of the agency that an officer has personally engaged in domestic violence will be treated as an admission or report of a crime and shall be investigated both administratively and criminally.

Supervisor Responsibilities

Supervisors shall be cognizant of and document any pattern of abusive behavior potentially indicative of domestic violence including but not limited to the following:

Aggressiveness

- ◆ Excessive and/or increased use of force on the job
- ◆ Stalking and inappropriate surveillance activities
- ◆ Unusually high incidences of physical altercations and verbal disputes
- ◆ Citizen and fellow officer complaints of unwarranted aggression and verbal abuse
- ◆ Inappropriate treatment of animals
- ◆ On- or off-duty officer injuries

Domestic violence-related issues

- ◆ Monitoring and controlling any family member or intimate partner through such means as excessive phone calling
- ◆ Stalking any intimate partner or family member
- ◆ Discrediting and/or disparaging an intimate partner

Deteriorating work performance

- ◆ Tardiness
- ◆ Excessive absences
- ◆ Alcohol and drug abuse

When the supervisor notes a pattern of problematic behavior (as detailed above), the supervisor shall:

- ◆ Address the behaviors through a review or other contact with the officer and document all contacts
- ◆ Forward written reports capturing the behaviors to Internal Affairs through the chain of command in a timely manner to determine discipline as warranted
- ◆ When warranted, request through Internal Affairs an officer to seek assistance from a certified program for batterers, and if such a program is not available, a counselor knowledgeable about domestic violence.

Police Officer Responsibilities

Officers are encouraged to take personal responsibility in seeking confidential referrals and assistance from the agency to prevent a problem from escalating to the level of criminal conduct against an intimate partner.

Officers who engage in the following actions will be subject to severe discipline up to and including dismissal:

- ◆ Failure to report knowledge of abuse or violence involving a fellow officer
- ◆ Failure to cooperate with the investigation of a police officer domestic violence case (except in the case where that officer is the victim)
- ◆ Interference with cases involving themselves or fellow officers
- ◆ Intimidation/coercion of witnesses or victims (i.e., surveillance, harassment, stalking, threatening, or falsely reporting)

Officers 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.

Officers 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. Failure to do so may result in severe discipline up to and including dismissal.

INCIDENT RESPONSE PROTOCOLS

Agency-wide Response

The agency shall accept, document, and preserve all calls or reports, including those made anonymously, regarding domestic violence as on-the-record information.

All reports of possible criminal activity implicating police officers in domestic violence shall be documented in accordance with the policies governing the handling of reports of domestic violence involving civilians.

The on-scene supervisor shall forward a copy of the report alleging domestic violence by the officer to the sheriff through the chain of command.

All such incident reports shall be made available by the agency to the victim without cost.

Communications Response

Communications officers/dispatchers shall be instructed to assign a high priority to all domestic violence calls, including those that involve or appear to involve a police officer of any agency.

Communications officers/dispatchers shall immediately notify the supervisor on duty and the dispatch supervisor of any domestic violence call received that involves, or appears to involve, a police officer, regardless of the involved officer's jurisdiction.

Communications officers/dispatchers shall prepare and preserve documentation of the facts and circumstances of the call, including the 911 tape, for use in potential administrative or criminal investigations.

Communications officers/dispatchers shall have available current contact information of local domestic violence victim advocacy organizations for on-scene supervisors to provide to victims.

Patrol Response

Upon arrival on the scene of a domestic violence call or incident involving a police officer, the primary patrol unit shall immediately notify dispatch and request a supervisor of higher rank than the involved officer report to the scene, regardless of the involved officer's jurisdiction.

The responding officers 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

On-Scene Supervisor Response

A supervisor of higher rank shall report to the scene of all police officer domestic violence incidents including a police officer, regardless of the involved officer's jurisdiction.

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.

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.

In cases where probable cause exists, the on-scene supervisor shall ensure an arrest is made.

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 domestic 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 an officer is arrested, the supervisor shall relieve the accused officer of all service weapons regardless of whether the officer is a member of the responding agency.

Where allowable under federal, state, or local ordinances, all other firearms owned or at the disposal of the accused officer shall be seized for safety reasons.

The Supervisor shall inquire whether the victim wants any firearms removed from the home for safekeeping by the agency and make arrangements as necessary.

The on-scene supervisor shall ensure the victim is informed of the following:

- ◆ The judicial process and victim rights
- ◆ The availability of confidential transportation to a location that can provide improved victim safety
- ◆ Community resources and local domestic violence victim service
- ◆ The option to remove firearms for safekeeping

Whenever a police officer involved domestic violence call does not result in an arrest or a warrant is not sought, the on-scene supervisor shall explain in a written report.

The on-scene supervisor shall notify the Sheriff and the accused officer's immediate supervisor as soon as possible. In the event that the officer is from another jurisdiction, the supervisor shall ensure that the accused officer's Sheriff or Chief is notified. All notifications, and attempts to notify, shall be fully documented.

Additional Critical Considerations

When responding to a domestic violence complaint involving a police officer from another jurisdiction, all responding officers, investigators, and supervisors shall follow the same procedures that are to be followed in responding to a domestic violence complaint involving an officer from their own agency.

In the event that the reported incident involves the sheriff, chief of police or commissioner, the supervisor shall immediately notify the district/state's attorney and the individual in government who has direct oversight for the sheriff, for example, the mayor.

In responding to domestic violence incidents where the victim is a police officer, standard domestic violence response and investigation procedures should be followed.

In responding to domestic violence incidents where the parties involved are both police officers, 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 service weapons of the accused officer confiscated.¹

Agency Follow-Up

In a timely manner, the Supervisor shall ensure that all officers who responded to a police officer domestic violence call are debriefed. The debriefing shall include the following:

- ◆ A review of agency confidentiality guidelines
- ◆ A direct order prohibiting discussion of the incident outside of the official inquiry

Follow-up investigators shall proactively seek out information on existing protective orders and, if found, shall enforce them and any applicable state and federal firearms laws and determine whether the officer violated agency policy by failing to report the protective order.

Arrest warrants charging police officers with domestic violence and protective orders issued at a later time shall be served by no fewer than two officers with at least one being of senior rank to the officer being served. In cases where firearms have not previously been seized, firearms shall be seized if allowed by the agency and decisions about service weapons will be made.

In the event the protection order expires or the victim asks that it be discontinued, the agency shall still conduct a thorough administrative investigation.

VICTIM SAFETY AND PROTECTION

Agencies shall work with community resources and advocacy agencies to connect victims and their children with appropriate services.

All officers 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.

If an officer suspect's 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 through the chain of command.

In order to determine whether the victim/witness is being intimidated or coerced, the investigator in charge shall seek out secondary sources of information.

¹ If a protective order is issued against an officer, additional firearm seizure may be required under state law.

Given the possibility that a victim will recant or choose not to participate in court proceedings, supplemental evidence shall be sought out and preserved.

POST INCIDENT ADMINISTRATIVE AND CRIMINAL DECISIONS

Agencies shall conduct separate parallel administrative and criminal investigations of alleged incidents of police officer domestic violence in a manner that maintains the integrity of both investigations and promotes zero tolerance. If the facts of the case indicate that domestic violence has occurred or any agency policies have been violated, administrative action shall be taken independent of any criminal proceedings as soon as practicable.

Federal law prohibits police officers convicted of qualifying misdemeanor domestic violence crimes from possessing firearms.

Officers found guilty of a qualifying domestic violence crime through criminal proceedings shall be terminated.

Policy Title:	5.3 Patrol Equipment		
Policy Number:	5.3-1	Effective Date:	March 10, 2014
Sub Title:	Marking of Patrol Vehicles	Revised Date:	
GPAC:	6.5	CALEA:	41.3.1

5.3-1 Marking of Patrol Vehicles

Vehicle Markings - Vehicles used in routine patrol assignments must be conspicuously marked and equipped. These vehicles will be marked with the RCSI name and emblem on each side of the vehicle, lettering on each side, and reflective striping on both sides and car number on the front and back of each vehicle.

Vehicle Lights and Siren - Each vehicle used for routine patrol assignments will also be equipped with emergency lights and siren pursuant to the O.C.G.A. § 40-6-6, § 40-8-90, and § 40-8-91.

Unmarked Vehicles - Unmarked vehicles will not be used for routine patrol/traffic assignments and will only be used to stop a vehicle in an emergency situation where waiting for a marked unit would not be practical.

Policy Title:	5.3 Patrol Equipment		
Policy Number:	5.3-2	Effective Date:	March 10, 2014
Sub Title:	Vehicle Equipment	Revised Date:	
GPAC:		CALEA:	41.3.2

5.3-2 Vehicle Equipment

Equipment to be Carried in Vehicles - In order to effectively handle emergencies and preliminary investigations, deputies must have available a variety of equipment. The amount and type of equipment carried in vehicles includes, but is not limited to:

- ◆ Tape Measure
- ◆ Barricade Tape
- ◆ Jumper Cables
- ◆ Traffic Vest, reflective
- ◆ Lug Wrench, four-way
- ◆ First Aid Kit
- ◆ Fire Extinguisher
- ◆ Shotgun
- ◆ MDT's
- ◆ Fingerprint Kit

Replenishment of Equipment - It is the deputy's responsibility to maintain equipment needed for the daily activities of the job. The deputy will email the Field Administration Corporal for items needing replenishment or replacement and submit it to Supply. Supervisors conduct monthly inspections to ensure that vehicles are properly equipped and operationally ready.

Policy Title:	5.3 Patrol Equipment		
Policy Number:	5.3-3	Effective Date:	March 10, 2014
Sub Title:	Use of Safety Equipment	Revised Date:	
GPAC:	6.3	CALEA:	41.3.3

5.3-3 Use of Safety Equipment

All deputies and passengers in RCSO vehicles, with the exception of the RCSO transport bus will use safety restraining devices (seatbelts and harnesses) while the vehicle is in operation.

Policy Title:	5.3 Patrol Equipment		
Policy Number:	5.3-4	Effective Date:	March 10, 2014
Sub Title:	Personal Equipment and Apparel	Revised Date:	
GPAC:		CALEA:	41.3.4

5.3-4 Personal Equipment and Apparel

Requests for use of personal equipment/apparel or installation of additional equipment for patrol vehicles must be submitted on an Equipment-Apparel-Weapon Approval Form and sent through the chain of command to the Colonel or Chief Deputy for approval on a case by case basis. Weapons will be approved by the Sheriff.

Policy Title:	5.3 Patrol Equipment		
Policy Number:	5.3-5	Effective Date:	March 10, 2014
Sub Title:	Body Armor	Revised Date:	
GPAC:	6.2	CALEA:	41.3.5 & 41.3.6

5.3-5 Body Armor

The Sheriff is committed to providing personnel with the available tools necessary to perform their duties. One of the major areas of concern with any law enforcement officer is equipment. One of the most vital pieces of equipment a law enforcement officer can have and use is protective body armor. First and foremost, body armor should not be mentally or verbally referred to as a "bullet-proof vest." The usage of protective body armor greatly increases your chances of survival in an armed encounter and/or during edged weapon defense. The body armor is not "bullet-proof." All certified deputies are issued and encouraged to wear body armor. Field Services Personnel under the rank of Lieutenant shall be required to wear body armor on duty. All personnel who work special duty assignments must wear body armor. In the event the heat index gets above 95 degrees, affected personnel can option out of wearing the armor. Personnel who chose not to wear their body armor must have it immediately accessible. Personnel engaged in preplanned, high-risk tactical duties, to include planned search warrants, arrest warrants or drug raids such as SWAT and Crime Suppression, are required to wear body armor.

Policy Title:	5.3 Patrol Equipment		
Policy Number:	5.3-6	Effective Date:	March 10, 2014
Sub Title:	Mobile Data Terminal (M.D.T)	Revised Date:	
GPAC:		CALEA:	41.3.7 & 81.2.4

5.3-6 Mobile Data Terminals (M.D.T.)

Field Operations personnel shall log into the Mobile Data anytime they are operating a vehicle that is equipped with an MDT. When there is a defect or loss of data that prevents a unit from appearing on the GPS mapping portion of the Mobile Data program, immediate steps will be taken to troubleshoot the problem and restore mapping functionality. If this is not possible at a User level, that car will be taken out of service until IT or their authorized representative is able to restore connectivity. Personnel shall notify dispatch, by radio, of self-initiated police activity as soon as practical, even if the activity is entered into CAD by the member, via their MDT. This applies when a member voluntarily takes a call for service that he/she observes on their MDT screen, that has not been assigned by the dispatcher or when members voluntarily backup a primary unit on an assigned call for service.

The RCSO uses mobile data capabilities. All computers are given a unique name that identifies it and allows access to the Network. Access to the mobile computer's configuration settings is limited to the Information Technology Staff, who are responsible for the initial configuration and installation of all M.D.T.s. The mobile computer's network configurations cannot be modified to allow unauthorized introduction of software programs or other files, or modified to allow the manipulation of or alteration of any current program. All mobile computers are password protected. The mobile connection to the network is accomplished by using a Broadband Access air card through a 128 bit encrypted secure socket layer to create a Virtual Private Network between the mobile computer and network.

Guidelines for usage:

- ◆ Dissemination of information received via G.C.I.C./N.C.I.C.
- ◆ All call related information from and/or to the deputy and/or Communications Center will be made over the radio
- ◆ When the vehicle is in motion, extreme caution will be exercised while using the M.D.T. Usage should be limited to use of the mapping system, call notes, or call history notes. The M.D.T. should not be utilized while the vehicle is being operated at high speeds
- ◆ Employees will take all precautions to prevent the public from viewing the information displayed on the M.D.T. screen and will remove the laptop from the vehicle when off duty
- ◆ The use of terminal messages will be restricted for non-emergency information and will not be used to transmit pertinent, time sensitive or officer safety related information. Messaging for reasons other than work related issues is strictly prohibited
- ◆ G.C.I.C./N.C.I.C. checks for vehicle registration, driver's license and warrants may be performed through the M.D.T. or through Records
- ◆ Any time a "Hit" is received by the deputy, he/she must advise the Communications Center of the "Hit" and the "Hit" will be confirmed by a Communications Officer.

Policy Title:	5.3 Patrol Equipment		
Policy Number:	5.3-7	Effective Date:	March 10, 2014
Sub Title:	Audio and Video Recording Systems	Revised Date:	
GPAC:	1.22	CALEA:	41.3.8

5.3-7 Audio and Video Recording Systems

The routine use of mobile/audio video recording equipment is for deputies to record traffic stops, vehicle pursuits and accident scenes. Other uses may include, but not be limited to:

- ◆ Armed encounters
- ◆ D.U.I. cases
- ◆ Use of Force

The D.V.D. is secured to the vehicle. The individual deputy and/or traffic supervisor is the only person who can access the unit to retrieve the D.V.D. Deputies will place a label on the in-car video D.V.D. to include the deputy's name, start time and date and end time and date. All used in-car D.V.Ds will be securely stored for five (5) years. Only the Traffic/S.O.D. Supervisors have access to those D.V.Ds. Any in-car D.V.D. that is used as evidence will be taken on a property receipt and turned over to the Evidence Custodian.

Body Worn Camera (BWC)

Purpose

The purpose of this policy is to provide RSCO deputies with instructions and guidance on when and how to use body worn cameras in a manner so that they may reliably record their contacts with the public in accordance with the law and best practices of law enforcement excellence. The RSCO has adopted the use of body worn cameras to accomplish the following objectives:

- ◆ To enhance officer safety
- ◆ To document statements and events during the course of an incident
- ◆ To enhance the deputy's ability to document statements and actions for both internal reporting requirements and for court preparation and presentation
- ◆ To preserve visual and audio information for use in current and future investigations
- ◆ To provide an impartial measurement for self-critique and field evaluation during officer training
- ◆ To enhance the public's trust by preserving factual representations of officer-citizen interactions in the form of video and audio recordings
- ◆ To allow for supervisory and professional standard review of officer-citizen contacts, critical incidents and other law enforcement operations.

POLICY

The RSCO recognizes that photographs and digital images can provide a vital piece of evidence in a criminal investigation and prosecution. The RSCO also recognizes that the nature of police work involves officers performing their duties in settings or under circumstances that can often be confrontational. Witnesses, victims and others can misinterpret police actions in these situations. The body worn camera is designed to provide an accurate and unbiased audio and visual record of enforcement related and certain non-criminal incidents in an effort to enhance criminal prosecutions and limit complaints and civil liability. The body worn camera allows for hands-free video and audio recording of important or critical incidents from the perspective

of the user as they are occurring. The RCSO also recognizes that the body worn camera is not infallible and only captures images from that perspective in a limited angle (generally 120 degrees). It shall be the policy of the RCSO that all uniform deputies shall activate their body worn camera when such use is appropriate to the proper performance of their duties and where the recordings are consistent with the remainder of this policy and law. This policy shall not govern the use of surreptitious recordings used in undercover operations. It shall also be the policy of the RCSO that all line level personnel of the Field Services Bureau shall be issued a BWC. However, due to the initial costs of procuring the BWCs and storage, we realize that we will have to incrementally implement this process.

DEFINITIONS

BWC- Body Worn Camera

Digital Technicians- an individual(s) who is/are tasked with ensuring proper storage and retention of digital files.

OPERATIONS

Only RCSO approved and issued BWC will be used. RCSO personnel shall not use a BWC until they have completed the proper training in the usage of the BWC. BWC training shall be provided by OPST/RCSO staff and/or BWC vendor personnel. This training shall consist of:

- ◆ A review of RCSO policy on the use of the BWC
- ◆ A review of the BWC and its functions, capabilities and recommended activations
- ◆ A hands-on orientation of the BWC and its associated components
- ◆ Additional training may be required at periodic intervals to ensure continued effective use of the BWC

It shall be the policy of the RCSO that deputies shall activate their BWC to record all calls for service, criminal investigations and any other incident that the deputy believes should be recorded. The system shall be activated by pressing the "record" button. Once the BWC has been activated, it shall remain on until the incident has reached a conclusion or the deputy departs the scene. Any and all conversations with a subject on a field interview shall be recorded using the BWC. If the deputy fails to activate the BWC, fails to record the entire event or interrupts the recording, the deputy shall document why the recording was not made, was interrupted or was prematurely terminated.

RCSO personnel shall not, in any manner, attempt to modify, alter, erase or tamper with any portion of a BWC recording. Violations shall be deemed a serious offense punishable by severe sanctions including termination from employment.

The BWC equipment and all data, images, video and metadata captured, recorded or otherwise produced by the equipment is the sole property of the RCSO and may not be copied or distributed outside the parameters of this policy. Data captured by the BWC is to be considered as evidence. The BWC is the responsibility of the individual deputy and shall be used with reasonable care to ensure proper functioning and longevity of the BWC. Equipment malfunctions shall be brought forward to the attention of the supervisor as soon as possible so that a replacement unit may be procured and the malfunctioning unit repaired. Deputies shall not remove data chips or download data. Team leaders may review data with the affected personnel for report purposes.

Deputies shall inspect and test the BWC prior to each shift in order to verify proper functioning. Deputies shall not edit, alter, erase, duplicate, share or otherwise distribute in any manner BWC recordings. BWC recordings may be duplicated or shared under certain circumstances by supervisory personnel. These circumstances shall be covered later in this policy. If a deputy is involved in a serious use of force incident, the supervisor shall immediately and properly secure the BWC and download the contents. Deputies must note in their incident or other report(s) that recordings were made during the incident. BWC recordings are not a replacement for well written and comprehensive reports.

Generally, the BWC shall be used to record for official purposes the following actions including, but not limited to:

- ◆ Traffic Stops
- ◆ Calls for Service
- ◆ Pedestrian Stops (non- Tier One)
- ◆ Foot Pursuits
- ◆ Vehicle Pursuits
- ◆ Searches and Seizures
- ◆ Field Interviews
- ◆ “Knock and talks”
- ◆ Search Warrants
- ◆ Drug interdiction activities
- ◆ Use of force incidents
- ◆ Disorderly individuals
- ◆ Encounters with emotionally disturbed individuals
- ◆ Domestic Violence situations
- ◆ Civil Disturbances
- ◆ Advising an Individual of his/her Miranda rights
- ◆ Obtaining Verbal Consent from an Individual
- ◆ At crime scenes or accident scenes where video or audio evidence can be captured to help document, enhance and support officers, written reports, evidence collection, investigations and court testimony.
- ◆ Any law enforcement activity that the deputy deems appropriate.
- ◆ Deputies who are issued a BWC and wear their uniform while working a special duty assignment shall record official activities pursuant to this policy.

RESTRICTIONS

The BWC shall not be used for non-law enforcement/personal purposes and shall not be used in places where a reasonable expectation of privacy exists such as locker rooms or restrooms. Under current Georgia law, O.C.G.A. 16-11-62, it is unlawful to video record in any private place without the consent of all persons observed, except as provided under (D) below:

O.C.G.A 16-11-62 states: Eavesdropping, surveillance, or intercepting communication which invades privacy of another; divulging private message. It shall be unlawful for:

- (1) Any person in a clandestine manner intentionally to overhear, transmit, or record or attempt to overhear, transmit, or record the private conversation of another which shall originate in any private place;
- (2) Any person, through the use of any device, without the consent of all persons observed, to observe, photograph, or record the activities of another which occur in any private place and out of public view; provided, however, that is shall not be unlawful:

(D) For a law enforcement officer or his or her agent to use a device in the lawful performance of his or her official duties to observe photograph, videotape, or record the activities of persons that occur in the presence of such officer or his or her agent.

The BWC shall not generally be used to record:

- ◆ Communications with other police personnel
- ◆ Encounters with undercover law enforcement officers or confidential informants
- ◆ When on break or otherwise engaged in personal activities

STORAGE

All files will be securely downloaded at the end of each shift. The Digital Technician(s) shall be responsible for this process to include efficient downloading. The DT shall be responsible for drafting a detailed Standard Operating Procedure (SOP) prior to actual implementation of the BWC program. This policy serves merely as a guide to the BWC program whereas the SOP shall be a comprehensive set of guidelines for the day-to-day administration of the BWC program.

Storage of the BWC data and images shall be accomplished either by cloud storage or hard drive storage. Storage shall be digitally encrypted in a highly secure environment accessible to personnel based on their security clearance. Only authorized personnel shall have access to the recorded data.

All access to BWC data must be specifically authorized by the Digital Technician(s) pursuant to SOP. The DT(s) shall have an access audit component to ensure that only authorized users are accessing data.

SUPERVISORY RESPONSIBILITIES

Supervisory personnel shall ensure that deputies equipped with BWC devices utilize them in accordance with all policy and procedures related to BWCs. On a monthly basis, supervisors shall conduct a documented random review of BWC recordings to ensure that the equipment is operating properly and that deputies are using the devices appropriately and in accordance with policy. Additionally, supervisors shall review the BWC data as it relates to Use of Force and Pursuit reports, if available.

RETENTION and DISTRIBUTION

Data files of non-traffic stop or non-arrest incidents shall be retained for a period of at least 180 days according to OCGA 50-18-96 unless a complaint regarding the incident is filed. Data files of all other contacts shall be retained until adjudication and appeals are completed.

Only that portion of a recording which contains a specific contact in question shall be reproduced.

Open Records Requests will be handled by the Internal Affairs Division. Only a copy of the original recording of a specific incident may be released. The original copy shall not be released unless ordered to do so by a valid court order. If a member of the RCSO requests a copy of a recorded incident for court purposes, that request shall be made as soon as possible but at least seven (7) days before court. All data chips/cards/disks shall be considered as evidence and stored as such.

Open Records Requests by the media shall be directed to the Internal Affairs Division/PIO.

Policy Title:	5.4 Criminal Investigations Administration		
Policy Number:	5.4-1	Effective Date:	March 10, 2014
Sub Title:	Continuous Investigations Coverage	Revised Date:	
GPAC:	6.22	CALEA:	42.1.1

5.4-1 Continuous Investigations Coverage

C.I.D. provides 24 hour on-duty coverage.

Policy Title:	5.4 Criminal Investigations Administration		
Policy Number:	5.4-2	Effective Date:	March 10, 2014
Sub Title:	Case Screening	Revised Date:	
GPAC:		CALEA:	42.1.2

5.4-2 Case Screening

All incident reports are entered and maintained in R.M.S. A C.I.D. Supervisor will screen and rate the solvability factors to determine whether the case will be assigned to an investigator. The objective of case screening is to utilize available manpower on cases that have the highest probability of being solved and closed. Factors to be considered may include, but not be limited to:

- ◆ Identification of suspect
- ◆ A full or partial description of the suspect's vehicle
- ◆ Witnesses
- ◆ Traceable stolen property
- ◆ Physical evidence collected
- ◆ Finger prints lifted
- ◆ The degree of the offense
- ◆ Availability of video evidence

In cases with low solvability factors, investigative callbacks may be conducted in an attempt to ascertain additional information or explain pre-warrant hearing procedures. All other cases will be worked until all leads have been exhausted. Supervisors may approve an investigator's request to close an investigation due to no suspect or witness information or lack of further leads. Any case may be reassigned by a supervisor. Closed cases are subject to being reopened should additional information become available or upon the direction of a supervisor.

Policy Title:	5.4 Criminal Investigations Administration		
Policy Number:	5.4-3	Effective Date:	March 10, 2014
Sub Title:	Case File Management	Revised Date:	
GPAC:	6.24	CALEA:	42.1.3

5.4-3 Case File Management

Case Status - All incident reports are entered into R.M.S. The CID Lieutenants will review the reports appropriate to their unit, assign those cases that have the best possibility to be solved or closed and manage those cases through RMS.

Administrative Designators - May include:

- ◆ Closed by Arrest/Juvenile/Adult
- ◆ Exceptionally Cleared
- ◆ Unfounded
- ◆ Inactive/Active Pending
- ◆ Closed/Signed Waiver
- ◆ Other/Investigative Call Back

Records Maintained - Investigators' case files may contain, if applicable:

- ◆ Report
- ◆ Initial investigative summary
- ◆ Property receipts
- ◆ Statements
- ◆ Copies of search warrants and affidavits
- ◆ Subsequent interviews, documentation and photos
- ◆ File summary

Accessibility to Files - Investigators have accessibility to all case files. Hard copy case files will be maintained in a locked file room. Only authorized personnel will have access to the file room for official business. Investigators will use a sign out log when any files are removed from the file room.

Purging - All case files are maintained in the computer system. All homicide case files will be maintained indefinitely with capital felonies being maintained for 50 years. All other hard copy case files will be maintained for seven (7) years plus the current year and then purged. Purging of files will take place by shredding or burning.

Policy Title:	5.4 Criminal Investigations Administration		
Policy Number:	5.4-4	Effective Date:	March 10, 2014
Sub Title:	Habitual/Serious Offenders	Revised Date:	
GPAC:		CALEA:	42.1.5

5.4-4 Habitual/Serious Offenders

The habitual/serious offender usually exhibits persistent behavior that accounts for a disproportionate amount of crime over a period of time and appears to be oblivious to the risks or consequences of his crimes. Over time, criminal activity becomes a full-time occupation, with the habitual/serious offender expending much time and energy in the planning and execution of his crimes. In identifying the habitual/serious offender, the following criteria will be utilized:

- ◆ Any offender who has been convicted of two or more forcible felonies
- ◆ Any offender who has been convicted of three or more separate and distinct felonies
- ◆ Any offender who maintains a continuous pattern of criminal activity, regardless of the crime category

Attempts will be made to obtain and develop as much information as possible on those individuals suspected of being habitual offenders. This information will be used to identify, classify and analyze the criminal activity conducted by those who are considered to be habitual or serious offenders. This should aid in identifying all crimes in which the serious offender is involved. If crimes are discovered which occurred in other jurisdictions, the jurisdiction will be notified.

Policy Title:	5.4 Criminal Investigations Administration		
Policy Number:	5.4-5	Effective Date:	March 10, 2014
Sub Title:	Criminal Intelligence	Revised Date:	
GPAC:	6.23	CALEA:	40.2.3

5.4-5 Criminal Intelligence

Definitions

Criminal Activity - Information that is collected on an individual/group for inclusion into intelligence records of local, state and federal law enforcement agencies.

Temporary File - Information that is kept for a limited time to determine the veracity of an allegation or tip.

Permanent File - Intelligence on an individual/group where there is a sustained criminal activity.

Terrorism - Violent acts that violate the laws of Georgia and the United States, that are intended to intimidate, injure, or coerce a civilian population; influence the policy of a government by intimidation or coercion; or affect the conduct of government through destruction of property, assassination, murder, kidnapping or aircraft piracy.

Intelligence is raw information that is collected, based on a threat, crime or crime pattern.

Intelligence can be broken into several different areas:

Tactical Intelligence - Evaluated information on which immediate operational enforcement action can be based.

Strategic Intelligence - An assessment of targeted crime patterns, crime trends and/or criminal organizations for the purpose of planning, decision-making and resource/personnel allocation.

Operational Intelligence - Intelligence used to monitor on-going threats and/or targets where there is a sustained criminal predicate or threat identification.

Actionable Intelligence - Specific detailed intelligence that assists with a planned response to prevent a crime or terrorist attack.

Information that is collected must be based on an articulable reason linking the individual/group to some sort of criminal activity, homeland security issue or potential threat. All Information must be assessed to judge its "value". The Intelligence Unit is responsible for the collection and sharing of suspicious incidents and criminal intelligence relating to those activities. The processing duties may include:

- ◆ Plan/direct personnel
- ◆ Collect information
- ◆ Check source reliability

1. Completely reliable
2. Usually reliable
3. Fairly reliable
4. Not usually reliable
5. Unreliable
6. No judgment

◆ Check information validity

1. Confirmed
2. Probably true
3. Possible true
4. Doubtfully true
5. Improbable report
6. No judgment

- ◆ Analyze information and organize into intelligence
- ◆ Disseminate intelligence to appropriate entities
- ◆ Maintain intelligence in the computer system
- ◆ Serve as the principal channel for receiving and disseminating intelligence within the RCSO or other agencies
- ◆ Provide support to other divisions

The collection of any information must abide by the privacy and constitutional rights of individuals/groups or organizations and the following will not be sought or retained:

- ◆ Political information
- ◆ Religious information
- ◆ Social views/activities or opinions
- ◆ Participation in non-criminal organizations or lawful events
- ◆ Race, ethnicity, citizenship, place of origin, age, disability, gender or sexual orientation

RCSO personnel should report any suspicious or criminal activity that may have been noticed through their day to day activities. Sworn personnel receive training during the Basic Mandate Class, new hires receive training during orientation and all personnel receive training triennially.

Suspicious activities or homeland security issues that have been identified will be investigated. Indicators of possible terrorist activity may include, but not be limited to:

- ◆ Suspicious photography, videotaping or sketching of government facilities, places drawing large crowds, or critical infrastructure such as bridges, dams, power facilities, water facilities, telephone facilities, propane depots or communication towers
- ◆ Stolen or missing aircraft, fuel trucks, emergency vehicles, explosives, or large quantities of poisons or military style weapons
- ◆ Suspicious attempts to enter restricted areas without authorization or by use of false identity
- ◆ Possession or production of false identity documents or multiple identities such as driver licenses, vehicle registrations, passports or immigration visas
- ◆ Suspicious requests for sensitive information such as government radio frequencies, blue prints of public buildings, security plans, emergency plans or personal information of government/RCSO officials
- ◆ Suspicious attempts to disguise one's personal or vehicle appearance or identity

This investigation may be based on narrow perpetrator information, or deal with specific facts and evidence. Once the incident report is completed, it will be forwarded to the supervisor for review and to ensure that information collected is limited to criminal conduct or relates to activities that present a potential threat to the jurisdiction. After approval, the incident report will be entered into R.M.S. and forwarded to the Intelligence Unit.

The Crime Analysts will organize the information from those incident reports and disseminate it as intelligence to patrol personnel in an attempt to increase the effectiveness of prevention and enforcement efforts, or if further investigation is needed, the information gained may be forwarded to the Intelligence Investigator, C.I.D. or S.O.D. in an attempt to arrest/prosecute.

Other criminal justice organizations that may be provided this intelligence may include:

- ◆ Federal Bureau of Investigation
- ◆ Joint Terrorism Task Force
- ◆ United States Attorney's Office Anti-Terrorism Task Force
- ◆ Georgia Bureau of Investigation
- ◆ Georgia Information Sharing and Analysis Center Homeland security activities and intelligence are placed onto the Georgia Sheriff's Association Homeland Security link, which is located on the Richmond County Sheriff's Office web-site.

Intelligence will be entered into an encrypted file repository system that is pass-word protected. Access to that system is granted on a need to know basis which ensures it's safeguarded and secure; its integrity is maintained and any compromise is prevented.

The Intelligence Unit will:

- ◆ Review temporary files every year for further usefulness
- ◆ Review permanent files every three (3) years for further retention
- ◆ Purge temporary/permanent files that are useless, out of date, misleading, or otherwise incorrect
- ◆ Destroy purged temporary/permanent files

An annual review will be conducted of all procedures and processes associated with the intelligence function to ascertain their effectiveness.

Policy Title:	5.5 Criminal Investigations Operations		
Policy Number:	5.5-1	Effective Date:	March 10, 2014
Sub Title:	Preliminary and Follow-up Investigations	Revised Date:	June 16, 2015
GPAC:	6.19, 6.20, 6.29, 6.30	CALEA:	1.2.3, 42.1.4, 42.2.1, 42.2.2

5.5-1 Preliminary and Follow-up Investigations

For most calls, the responding deputy will be responsible for conducting the preliminary investigation and completing the report. He/she may be responsible for follow up investigations, closing the case with an arrest or exceptionally clearing the case. If further investigation is needed, the case may be turned over to C.I.D. The steps to be followed in conducting the preliminary investigation may include, but are not limited to:

Observation of All Conditions, Events and Remarks - The deputy will attempt to observe all conditions to include verbal and non-verbal actions of persons on scene, the time, date, location, offense, premise type and any other relevant information.

Location and Identification of Witnesses and Victims - The deputy will attempt to locate and identify witnesses and/or victims to retrieve and obtain additional information which may include written statements, names, addresses, phone numbers and any other information deemed necessary.

Maintenance and Protection of Crime Scene - Several factors must be taken into consideration when preserving a crime scene. These may include, but not be limited to the type of crime, environment, and location. The following methods may be used to secure a crime scene:

- ◆ Crime scene tape
- ◆ Closing a door and posting a single deputy
- ◆ Posting multiple deputies at larger scenes
- ◆ Other means deemed necessary to ensure the integrity of the crime scene

Crime scene logs will be started when access to a scene must be documented.

Collection of Evidence - Deputies will attempt to identify, secure and collect evidence unless C.I.D. responds Property receipts will be completed and the items will be turned over to the evidence control function.

Interviewing the complainant, witnesses and suspects - Interviews will be conducted to gather information regarding the incident. This information, if applicable, will be placed in the report, M.O. sheet and/or on witness statements. All constitutional requirements must be observed.

Conducting Follow-up Investigations - The steps to be followed in conducting the follow-up investigation may include, but are not limited to:

- ◆ Compile, review and analyze previous reports, RCSO records and results of laboratory examinations
- ◆ Conducting additional interviews and interrogations
- ◆ Seeking additional information
- ◆ Planning, organizing and conducting searches and collecting physical evidence
- ◆ Identifying and apprehending suspects
- ◆ Determining involvement of suspects in other crimes
- ◆ Checking suspects' criminal histories
- ◆ Preparing cases for court presentation

Conducting Follow-Up Investigations and Interviews on Abused, Neglected or Molested Children

Investigators will conduct follow-up investigations on incidents involving the abuse, neglect, or molestation of children, but will utilize the Child Advocacy Center (CAC) to interview the victim.

A copy of the CAC Child Abuse Protocol that details the procedures to be followed for processing cases is made available on the Richmond County Sheriff's Office Portal.

Policy Title:	5.5 Criminal Investigations Operations		
Policy Number:	5.5-2	Effective Date:	March 10, 2014
Sub Title:	Checklists in Criminal Investigations	Revised Date:	
GPAC:		CALEA:	42.2.3

5.5-2 Checklists in Criminal Investigations

When necessary, checklists are provided to aid in documenting the scene and for ensuring that critical areas of an investigation are not overlooked.

Policy Title:	5.5 Criminal Investigations Operations		
Policy Number:	5.5-3	Effective Date:	March 10, 2014
Sub Title:	Attendance at Roll Call	Revised Date:	
GPAC:		CALEA:	42.2.4

5.5-3 Attendance at Roll Call

The C.I.D. Lieutenant(s) will coordinate assignments so that investigators will be available to periodically attend Patrol Division roll call. Attendance may be required by a C.I.D. supervisor or investigator due to an increase in criminal activity.

Policy Title:	5.5 Criminal Investigations Operations		
Policy Number:	5.5-4	Effective Date:	March 10, 2014
Sub Title:	Multi-Jurisdictional Investigative Task Force	Revised Date:	May 21, 2020
GPAC:	1.24	CALEA:	42.2.5

5.5-4 Multi-Jurisdictional Investigative Task Force

If the RCSO chooses to participate in formal, long term multi-jurisdictional task forces, it will be for the purpose of assertively enforcing state and federal laws. Task force responsibilities may include, but are not be limited to: the investigation of manufacturing, illegal use, sale, distribution and trafficking of drugs; identify and target organized crime groups responsible for money laundering, alien smuggling, crimes of violence, street gangs and the apprehension of dangerous fugitives; and apprehending and prosecuting Internet sexual predators. Written agreements will be established with other agencies involved in a task force to establish authority/approval and provide direction into its operations and administrative matters. All agency personnel will adhere to their agency's policies where task force policies don't exist

An annual evaluation will be conducted on each task force to determine if the effectiveness of its operations warrants the continued participation of RCSO personnel.

Policy Title:	5.5 Criminal Investigations Operations		
Policy Number:	5.5-5	Effective Date:	March 10, 2014
Sub Title:	Use of the Polygraph	Revised Date:	
GPAC:		CALEA:	42.2.6

5.5-5 Use of the Polygraph

The polygraph machine may be used for the detection of deception in criminal investigations. Only personnel trained and certified to operate the respective machines may administer and interpret the examination.

Policy Title:	5.5 Criminal Investigations Operations		
Policy Number:	5.5-6	Effective Date:	March 10, 2014
Sub Title:	Informants	Revised Date:	
GPAC:	6.28	CALEA:	42.2.6

5.5-6 Informants

Definitions

Confidential Informant - A person that is recruited, is paid and is used repetitively for information.

Concerned Citizen - A person motivated by the desire to help society and provides information as a result of their occupation or location.

Anonymous Tipster - A person who has a concern for the community, family member or friend and is willing to give information to assist those persons.

Use of Informants - Judicially recognized as a legitimate investigative tool.

Informant Master Files - Investigators complete a Confidential Informant Form on individuals that will be used as informants. Upon the completion of the form, it is submitted to the lieutenant to be designated a number and filed in the Informant Control file.

Content of Informant File - Each investigator will ensure that his informants are thoroughly familiar with policy regarding informants and to record each informant's information, which will include:

- ◆ Biographical information
- ◆ Background information
- ◆ Criminal history, if any
- ◆ Code name/number
- ◆ Contact information

Maintenance and Security of Files - The Informant Control File, by its very nature, is strictly confidential and the security for the same is to be strictly adhered to. The Informant Control File will provide a documented synopsis as to an informant's particular reliability based on demonstrated performance. Strict adherence to this procedure is necessary for the successful use of informants and the protection of all persons involved. The Informant Control Files were established as a means to numerically identify informants for future use and also as a written record of their usefulness to the investigator and the RCSO. It further provides a uniform method of safeguarding the informant and the RCSO. The completed Confidential Informant Form will be secured in the informant control file and access restricted. Investigators will track the reliability of their informants. Information regarding a case may also be recorded upon completion and given to the lieutenant for insertion to the files. Each investigator will notify his immediate supervisor when it is determined that an informant has become useless, undesirable or dangerous to use. In the event that an informant is not to be used for any reason, that information will be recorded on the informant's reliability sheet and all investigators will be advised of the informant's status. Any informant, who has received a recommendation that they not be used, will not be reactivated until the Lieutenant approves the request.

Identity Protection - Confidential informant numbers, names, and/or other distinguishing information will only be discussed to fulfill law enforcement objectives or when required by law.

Paying Criteria - Monies paid are on a case by case basis depending on the amount of information received and the number or arrests made. Monies will not be paid to any informant who currently has charges pending.

Precautions - Two investigators will be used for meetings, controlled buys and payments. Investigators will advise their supervisor of any meetings they may have with their informants. Informants and vehicles will be searched prior to arrival at target locations and after any buys. They will also note any details of the buy. When dealing with an informant of the opposite sex, two (2) investigators will be present for all meetings. This will be done to minimize allegations of impropriety between the investigator and their informant.

Juvenile Informants - Juveniles are generally not used as informants. However, when a juvenile is used, a Parent/Guardian Release Form must be signed, along with a Confidential Agreement Form and the precautions are the same as with adult informants.

Policy Title:	5.5 Criminal Investigations Operations		
Policy Number:	5.5-7	Effective Date:	March 10, 2014
Sub Title:	Identity Crime	Revised Date:	
GPAC:		CALEA:	42.2.8

5.5-7 Identity Crime

A patrol deputy normally takes the initial report of identity crime/theft. However, with the gravity of this offense, C.I.D. may handle the entire case. The RCSO does not have specialized report forms for this crime.

Assistance is given to victims regarding the re-establishment of their identity and credit and notifying companies of any suspicious activity. Other information given may include:

- ◆ Contacting creditors
- ◆ Closing accounts fraudulently opened
- ◆ Securing accounts with passwords
- ◆ Placing fraud alerts
- ◆ Filing a complaint with the Federal Trade Commission
- ◆ Shredding credit card approvals
- ◆ Closing all inactive accounts
- ◆ Active Duty Military Alerts
- ◆ Give on-line email addresses for assistance

Investigators may coordinate their cases with other area law enforcement agencies, F.B.I., G.B.I, and the U.S. Postal Service. Information regarding identity theft can be found on the web site.

Policy Title:	5.5 Criminal Investigations Operations		
Policy Number:	5.5-8	Effective Date:	March 10, 2014
Sub Title:	Cold Cases	Revised Date:	
GPAC:		CALEA:	42.2.9

5.5-8 Cold Cases

Cold cases by their very nature are the hardest type of case to work. The notion is that any case that is not solved or that lacks significant leads and witness information within the first 72 hours has little likelihood of being solved. Cases most likely to be classified as "Cold Cases" may include:

- ◆ Any unsolved homicide
- ◆ Any undetermined death

Criteria for the evaluation of cold cases may include:

- ◆ Any homicide or undetermined death at least six (6) months old
- ◆ Personnel originally assigned the case are no longer associated with the RCSO
- ◆ Availability of old witnesses
- ◆ Identification of new witnesses
- ◆ Evidence accessibility

Investigative actions or activity may include but are not limited to:

- ◆ Review summary from the initial investigation
- ◆ Re-evaluate leads if any exist and summarize those leads
- ◆ Establish new leads using new investigative techniques
- ◆ Conduct interviews with initial and previous investigators to identify information not noted in the case file
- ◆ Conduct interviews with previously identified witnesses for new information due to friendship changes and identification of new witnesses or evidence
- ◆ Attempt to secure the participation of previously uncooperative witnesses
- ◆ Identify family members who may share valuable new information
- ◆ Review evidence such as Latent Fingerprint Enhancement, Image Enhancement and D.N.A. analysis to determine their value to the case
- ◆ Review news media coverage of the incident, if any
- ◆ Place all gathered information in chronological order to attempt to determine a timeline of events
- ◆ Utilize available resources to obtain information on all cases with similar modus operandi being handled by other agencies to rule out serial murders

All new actions and/or activities conducted by investigators pertaining to a cold case will be recorded in a summary and placed in the original case file for documentation purposes and future review by other investigators. All original documents will be maintained in the individual case file and evidence will be securely stored in the evidence room.

Policy Title:	5.5 Criminal Investigations Operations		
Policy Number:	5.5-9	Effective Date:	March 10, 2014
Sub Title:	Interview Rooms/Detention Cells	Revised Date:	February 16, 2021
GPAC:	9.1-9.16	CALEA:	42.2.8, 71.2.1, 71.3.1, 71.3.3, 71.4.1, 71.4.2, 71.4.3

5.5-9 Interview Rooms / Detention Cells

INTERVIEW ROOMS

Interview Rooms may be utilized by deputies/investigators for either a custodial interrogation of arrestees or the interview of witnesses, victims or suspects. Any failure of cameras and/or audio recording system/devices will be immediately reported to a supervisor. The interview room may have desks, tables, and chairs.

The procedures listed below will be followed when utilizing the interview room for custodial interrogations:

- ◆ The room will be inspected at the beginning of each day for the presence of weapons, contraband or evidence. The time that this is conducted will be notated on the Inspection Log Form affixed to the door of the room.
- ◆ Prior to and after a custodial interrogation, the deputy/investigator will visually and physically check the room for the presence of weapons, contraband or evidence. The time and date that this is accomplished will be notated on the 30 Minute Check Form affixed to the door of the interview room/detention cell. Also notated on this form will be the notation of the time that the routine 30 minute face to face checks are being completed on the detainee.
- ◆ Deputies/investigators will remove their firearms and/or knives before the interrogation. **Less lethal weapons (i.e. taser and expandable baton) may be retained by the deputy/investigator. Removed weapons shall be secured in the lock boxes outside the temporary detention cell.**
- ◆ All arrestees will be thoroughly searched for weapons, contraband and evidence prior to being placed in the room
- ◆ No more than one (1) arrestee should be in the room at a time
- ◆ Under normal circumstances there will be no more than three (3) deputies/investigators present during an interrogation
- ◆ Arrestees may be handcuffed prior to being placed in the room. Handcuffs may be removed at the discretion of the deputy/investigator that has physical custody of the detainee. If there is any doubt as to officer safety, the handcuffs will remain in place. Any arrestee placed into the interview room will be secured to the designated chair.
- ◆ All interrogations will have at least one (1) deputy/investigator in the monitoring area.
- ◆ Arrestees will be under constant visual observation at all times in the presence of two investigators via the live Case Cracker video feed.
- ◆ The deputy/investigator will ensure that the arrestee's personal needs are met (restroom, water, etc.)
- ◆ **Any detainee who is not held in the temporary detention cell shall be under constant supervision.**

If an evacuation becomes necessary due to a fire alarm or actual fire, the arrestee/detainee will be evacuated from the Interview/Detention Room.

The procedures listed below will be followed when utilizing the interview room for interviews:

- ◆ The room will be inspected at the beginning of each day for the presence of weapons, contraband or evidence. The time that this is conducted will be notated on the Inspection Log Form affixed to the door of the room.
- ◆ Prior to and after a non-custodial interview, the deputy/investigator will visually and physically inspect the room for the presence of weapons, contraband or evidence. The time and date that this is accomplished will be notated on the Inspection Log affixed to the door of the interview room/detention cell.
- ◆ Deputies/investigators may wear their weapons during an interview with a victim or witness
- ◆ Deputies/investigators will remove their firearm or knives when interviewing a suspect
- ◆ No more than one (1) victim, witness or suspect will be interviewed at a time
- ◆ Victims and witnesses will be asked to leave their purses and packages in their vehicle
- ◆ If needed, deputies/investigators may conduct a Terry Frisk on all suspects
- ◆ Suspects will be monitored at all times
- ◆ Witnesses and victims will not be left alone in the room for extended periods of time

If assistance is needed, the deputies/investigators can summons for help by pressing the orange emergency button on their radios, the monitoring deputies/investigators will enter the detention room to assist or call for help. An emergency first aid kit is available in the monitoring rooms.

TEMPORARY DETENTION CELLS

Detention cells are to be utilized when a suspect is temporarily detained and awaiting transportation, or during the course of an interview the victim, witness or suspect becomes violent. The investigator in charge of the case is responsible for the overall accountability and supervision of the subject or detainee. This policy is to be used with subjects at the RICHMOND COUNTY SHERIFFS OFFICE 400 Walton Way Augusta, Ga. 30901. In case of an emergency deputies / investigators will utilize their county issue radios for any panic or duress alarms.

If a detainee is placed into a detention cell for any reason, then the deputy / investigator will document the time and date in and out of the facility, any meals provided, and any restroom breaks. The log will be maintained by the C.I.D. Administrative Assistant. All non-essential personnel are prohibited from entering the detention cells.

All persons placed into a detention cell shall be treated with the respect for the inherent dignity of the human person and shall not be subjected to torture, cruel, inhumane, degrading treatment, or punishment. All suspects and detainees will be searched prior to being placed into the detention cells.

No suspect shall be secured in a detention cell for more than 8 hours pending a transport or a hold placed upon them by another agency. If a hold from another agency is placed upon a suspect, and the time to retrieve the suspect exceeds 8 hours, then the suspect will be transported to the Charles B. Webster Detention Center (CBWDC) to await transport. A face to face visual inspection of unattended detainees will be made every thirty minutes.

Any deputy / investigator using the detention cells shall receive instructions and initial training prior to use of the detention cells. The C.I.D. Commander or his designee will ensure that all C.I.D. personal or others using the detention cells are retrained at least every 4 years. All new C.I.D. investigators will be trained as part of their F.T.O. program. This will include securing the detainee as well as monitoring the detainee and use of the video/camera system as well as the use of fire extinguishers and the fire and emergency evacuation plan. A monthly documented visual inspection of fire suppression equipment will be conducted by Maintenance. Maintenance will also conduct a documented annual testing of fire suppression equipment, automatic fire detection devices and alarm systems.

In the event an evacuation becomes necessary due to a fire or weather related natural disaster, the detainee

will be secured and transported from the building to a secure facility. All personal will follow the overall evacuation plan for 400 Walton Way.

The detention Cells and Interview Rooms will be inspected every day as well as before and after each use. An administrative review of the Detention cell areas and procedures will be conducted **annually** by the C.I.D. Commander or assigned designee.

ANY DETAINEE PLACED INTO A TEMPORARY DETENTION CELL THE CELL WILL BE SEARCHED

Temporary Detention Cells:

- ◆ Will be inspected at the beginning of each day for the presence of weapons, contraband or evidence. The time that this is conducted will be notated on the Inspection Log Form.
- ◆ **Deputies/Investigators using the Temporary Detention Cell will completed the TDC sheet documenting the reason for the detention and the date and time in/out of the cell.**
- ◆ **The TDC sheet will be posted the door so that each time the detainee is removed from and/or returned to the cell the reason for the removal and the dates/times and reason can be documented.**
- ◆ Will be safe and sanitary.
- ◆ All Firearms will be secured before entering the detention cells. **Less lethal weapons (i.e. taser and expandable baton) may be retained by the deputy/investigator. Removed weapons shall be secured in the lock boxes outside the temporary detention cell.**
- ◆ Will be secured and monitored (When a subject is placed inside).
- ◆ The video/camera system will be activated when a person is placed into the detention cell. (NOTE) if the camera system is not functioning properly then that cell will not be utilized.
- ◆ No more than (1) one detainee will be placed into a cell at any given time. Males, females, and juveniles will be separated **by sight and sound** at all times.
- ◆ All suspects and detainees will be secured to the provided seat or bench that is bolted to the floor.
- ◆ **Arrestees will be under constant visual observation at all times in the presence of two investigators via the live Case Cracker video feed.**
- ◆ **Any detainee who is not held in the temporary detention cell shall be under constant supervision.**

In the event of an attempted escape or an actual escape the Sheriff and the Command Staff will be notified as soon as the event is known. All information, data and any written documentation will be forwarded to the Sheriff and the Command Staff. The building will be placed on lock down immediately. A broadcast will be placed for the subject / detainee.

The broadcast will contain at the minimum the following information:

- ◆ Name
- ◆ Race
- ◆ DOB.
- ◆ Description
- ◆ Clothing description
- ◆ Armed or dangerous

If assistance is needed, the deputies/investigators can summons for help by pressing the orange emergency button on their radios, the monitoring deputies/investigators will enter the detention room to assist or call for help. An emergency first aid kit is available in the monitoring rooms.

Policy Title:	5.5 Criminal Investigations Operations		
Policy Number:	5.5-10	Effective Date:	March 10, 2014
Sub Title:	Lineups	Revised Date:	
GPAC:	6.21	CALEA:	42.2.11

5.5-10 Lineups

Eyewitness identification is the process of obtaining positive identification of a criminal suspect. Physical lineups and photographic lineups are not videotaped and/or audio-recorded.

Physical lineups are the responsibility of the primary investigation officer and the procedure can be found in the Criminal Investigations Standard Operating Procedure.

Photograph lineups may come from several sources to include, but are not limited to:

- ◆ Detention Center photos
- ◆ Other law enforcement agencies
- ◆ Driver's license

The computer system will randomly select photographs based on similarities in race, gender, age, facial features, hairstyle, hair color, facial hair. RCSI personnel will select six (6) photographs out of the computer generated list based on photograph size and background color. Once assembled, the lineup will be printed for viewing, either in all color or all black and white. Each photograph will be numbered on the lineup, and there will be an additional sheet identifying the individuals by their assigned number for investigative purposes only. Prior to each lineup, the victim/witness will be given a Photo Lineup Affidavit to sign and the viewing process will be explained. If a positive identification is made, the victim/witness will mark the appropriate number and level of certainty on the Photo Lineup Affidavit. When there is more than one victim/witness, the photographic lineup will be shown to one victim/witness at a time to avoid influencing their selections. Deputies/investigators are prohibited from influencing the victim/witness and/or from giving feedback based on their selections. A copy of the lineup, affidavits and a summary indicating to whom the photographic lineup was shown, and the results, will be entered into the case file.

Policy Title:	5.5 Criminal Investigations Operations		
Policy Number:	5.5-11	Effective Date:	March 10, 2014
Sub Title:	Show-ups	Revised Date:	
GPAC:	5.21	CALEA:	42.2.12

5.5-11 Show-ups

The purpose of a show-up is to quickly identify the offender of a crime. Show-ups should be conducted within a reasonable amount of time after the occurrence of a crime, and when a nearby suspect has been detained based on the victim/witness description, but without probable cause for an arrest. This identification may determine the need for further searches, detainments or arrests. The location of the show-up will be determined by the type of crime and the condition of the victim/witness. When possible, the victim/witness should be transported to where the suspect is being detained. If the victim/witness refuses or is unable to be transported, deputies/investigators will transport the suspect back to the scene of the crime, or to the location of the victim/witness for the show-up. If there is more than one victim/witness, they should be separated during the show-up so identifications are not based on group opinion. They will also be advised not to talk to or attempt to make physical contact with the suspect during the show-up. Their level of certainty will be documented. Deputies/investigators are prohibited from influencing the victim/witness and/or from giving feedback based on their selections. The Show-up results will be entered into the case file.

Policy Title:	5.6 Vice, Narcotics and Organized Crime Administration and Operations		
Policy Number:	5.6-1	Effective Date:	March 10, 2014
Sub Title:	Investigating Vice, Drug and Organized Crime Activities	Revised Date:	January 14, 2021
GPAC:	CALEA:		

5.6-1 Investigating Vice, Drug and Organized Crime Activities

Receiving and Processing Complaints - The Narcotics Division shall research, monitor and maintain all information collected by investigators on vice, drug, and organized crime activities. To ensure that each complaint received is recorded and investigated to the fullest extent possible, all complaints will be recorded on LERMS and assigned to an investigator as soon as possible. After the investigator has investigated the complaint, he will complete an investigative closure report and forward it to the Narcotics Supervisor for review.

Maintaining a Record of Complaints Received - The Narcotics Lieutenant or designee, will keep a copy of all narcotics and organized crime complaints, to include, information given to or received from outside agencies. Complaints will be reviewed for current or future usefulness and those that are deemed no longer useful, will be destroyed.

Advising the Sheriff of Vice, Drug, and Organized Crime Activities - Information on narcotics and organized crime activities will be forwarded in the monthly Narcotics Division report to the Captain who will confer with the Sheriff. Notifications may also be made during command staff meetings or phone calls after any serious incident or large seizure.

Policy Title:	5.6 Vice, Narcotics and Organized Crime Administration and Operations		
Policy Number:	5.6-2	Effective Date:	March 10, 2014
Sub Title:	Case Management and Control	Revised Date:	January 14, 2021
GPAC:		CALEA:	43.1.2

5.6-2 Notification Responsibility

Investigators in the Narcotics Unit shall thoroughly inform the Narcotic Lieutenant of their investigations and intelligence gathering processes for any cases they are involved in on a routine basis. The Narcotics Lieutenant or designee will oversee the daily operations of the unit and keep the Captain informed on the statuses, who will then update the Chief and the Sheriff.

Case Assignments

The Narcotics Lieutenant or designee will review and assign cases entered through the LERMS to an investigator. Investigators shall be responsible and held accountable for the case and all investigative efforts.

Security of Records and Case Files

Records and reports relating to active narcotics and organized crime investigations are securely filed and maintained separately from the central records system. These records may be signed out when needed for further investigation or court. Each investigator is responsible for the secure storage of all active investigation records. Case files should contain at a minimum:

- A copy of all preliminary investigative reports
- A copy of all statements
- Results of examination of any physical evidence
- Any additional reports or records needed for investigative purposes.

Policy Title:	5.6 Vice, Narcotics and Organized Crime Administration and Operations		
Policy Number:	5.6-3	Effective Date:	March 10, 2014
Sub Title:	Confidential Funds	Revised Date:	January 14, 2021
GPAC:		CALEA:	43.1.3

5.6-3 Confidential Funds

The nature of the operations of drug and organized crime control functions requires expenditures of money which may include paying informants, purchasing contraband as evidence and other expenses for surveillance activities. The Confidential Money Fund will be maintained and secured by the Sheriff's Office. Whenever there is expenditure from the Confidential Money Fund, the Narcotics Lieutenant or designee will record the case number, suspect's name, confidential informants number/name (when applicable), date and amount of expense into the Confidential Money Fund ledger. When the balance of the Confidential Money Fund reaches \$500.00 or less, the Narcotics Lieutenant will advise the Colonel that money from the Condemnation Money Fund Account is needed to replenish the Confidential Money Fund.

Policy Title:	5.6 Vice, Narcotics and Organized Crime Administration and Operations		
Policy Number:	5.6-4	Effective Date:	March 10, 2014
Sub Title:	Surveillance and Undercover Equipment	Revised Date:	January 14, 2021
GPAC:	6.26	CALEA:	43.1.4

5.6-4 Surveillance and Undercover Equipment

Surveillance and undercover equipment and their components are designed for covert operations, to intercept audio and/or visual evidence for law enforcement purposes and are an invaluable tool when used properly.

All equipment used for surveillance and covert operations shall be securely stored at all times with limited only to authorized personnel.

Only investigators who have training in the use and operation of surveillance equipment will be authorized to operate said equipment.

Any investigator who utilizes any of the surveillance equipment in violation of the law or for any other purpose outside the scope of his authority will be subject to legal and/or disciplinary action.

Investigators must notify the Narcotics Lieutenant or his designee of any equipment failures, needed repairs or maintenance to equipment.

The Narcotics Unit will shall maintain a logbook documenting each time surveillance and undercover equipment for an operation is used. Including the following information:

- ◆ Date the equipment was checked out
- ◆ Name of the employee utilizing the equipment
- ◆ Description of the equipment checked out
- ◆ Date the equipment was returned

Policy Title:	5.6 Vice, Narcotics and Organized Crime Administration and Operations		
Policy Number:	5.6-5	Effective Date:	March 10, 2014
Sub Title:	Undercover Operations	Revised Date:	January 14, 2021
GPAC:	6.27	CALEA:	43.1.5

5.6-5 Undercover Operations

Vice, narcotics and organized crime offenses, by their nature, often require investigators to learn of and gather evidence of crime by infiltrating an operation or by associating with persons suspected of criminal activity. All surveillance, undercover, and raid operations must be approved by the Narcotics Lieutenant or designee prior to any of the following:

Surveillance - When conducting surveillance, an investigator may take notes on the suspect's physical description; vehicle or other persons present to document or gain more information on the case. The surveillance equipment/techniques used may be audio, video, G.P.S. or physical means.

Undercover - Investigators may pose as sellers, buyers, or decoys to infiltrate a drug operation. Investigators will be issued false identities, credentials or disguises which may assist with obtaining additional information/evidence on the case. These operations will be supported by a dedicated cover team of at least two (2) investigators to ensure the safety/protection of the undercover investigator.

Raid Operations - Will be conducted for the apprehension of violators and/or the confiscation of evidence. The lead investigator will obtain a search warrant and with the assistance of the Narcotics Lieutenant or designee, develop the safest and most feasible means of conducting the operation. The Operations Plan will document the intended purpose and method and designate the Lieutenant or designee responsible for the execution of the operation plan. A pre-raid briefing will be held to assign specific duties and review the operation with all personnel involved. Additional S.O.D., SWAT, C.I.D. or Patrol personnel may be used when needed.

Safety Procedure for Undercover Operations

- Prior to conducting the operation the Narcotics Lieutenant or designee must complete an evaluation of safety and danger factors involved and verify the following:
- Photographs of the locations or persons to be arrested attached to the Operations Plan and viewed by all officers involved.
- All personnel involved in the operation are wearing protective vest.
- All non-uniform personnel shall wear an agency issued vest that clearly identifies them as sheriff's office deputy unless otherwise involved in surveillance.
- Personnel involved shall be equipped with agency approved weapons, handcuffs, and any other equipment necessary to complete their assigned duties.
- All personnel involved shall use the radio frequency channel as specified by the Lieutenant or designee.
- Ensure that the operation is not discussed with anyone other than those with an appropriate need to know.
- Medical assistance shall be requested as the need arises utilizing the most expedient means available.
- The Narcotics Unit shall utilize deputies from S.O.D, Road Patrol, and Special Response Team when the need arises.

Reporting Upon Completion of the Operation

As soon as possible after the organized operation, the case agent and Lieutenant or designee shall conduct a post-event briefing to critique the operation. The post-event briefing is to discuss the success of the operation as well as identify problems that may have occurred in effort to improve future operations. The case agent will complete an incident report at the conclusion of the operation and turn it in to the Lieutenant or designee for review/approval.

Policy Title:	5.7 Juvenile Operations Administration		
Policy Number:	5.7-1	Effective Date:	March 10, 2014
Sub Title:	Juvenile Operations Function	Revised Date:	
GPAC:		CALEA:	44.1.1

5.7-1 Juvenile Operations Function

The RCSO is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. Criminal and non-criminal cases involving juveniles will be assigned to investigators in C.I.D.'s Special Crimes Unit of C.I.D. The Community Services Division teaches information concerning gangs through the CHAMPS program to all middle schools.

Policy Title:	5.7 Juvenile Operations Administration		
Policy Number:	5.7-2	Effective Date:	March 10, 2014
Sub Title:	Collaboration with Other Elements	Revised Date:	
GPAC:		CALEA:	44.1.2

5.7-2 Collaboration with Other Elements

The RCSO is committed to providing the community and its youth with the best possible law enforcement service to prevent and control juvenile delinquency. Other elements of the juvenile justice system are encouraged to review the development of our juvenile policies and procedures and make comments.

Policy Title:	5.7 Juvenile Operations Administration		
Policy Number:	5.7-3	Effective Date:	March 10, 2014
Sub Title:	Annual Review of Programs	Revised Date:	
GPAC:		CALEA:	44.1.3

5.7-3 Annual Review of Programs

The Community Services Captain will conduct an annual evaluation of the juvenile preventative programs and forward it to the Chief Deputy for review and approval of program(s) continuance.

Policy Title:	5.7 Juvenile Operations Administration		
Policy Number:	5.7-4	Effective Date:	March 10, 2014
Sub Title:	Dealing with Juvenile Offenders	Revised Date:	
GPAC:	6.33	CALEA:	44.2.1

5.7-4 Dealing with Juvenile Offenders

Deputies will use the least coercive alternatives to arrest when dealing with juvenile offenders.

Definitions

Delinquent Act

- ◆ Acts designated as a crime by the state laws, or the laws of another state if the act occurred in that state, under federal laws, or by local ordinance which are not a juvenile traffic offenses or the act is not an offense applicable only to a child or a juvenile traffic offense
- ◆ Disobeying the terms of supervision contained in a court order
- ◆ Failing to appear as required by citation issued for an act that would be a crime if committed by an adult

Status Offense

- ◆ Non-criminal misbehavior which may include, but not be limited to: truancy, running away from home, incorrigibility and unruliness

Unruly Child

- ◆ A child who, while subject to the compulsory school attendance, is habitually and without justification truant from school
- ◆ A child who is habitually disobedient to the reasonable and lawful commands of his parent, guardian or other custodian
- ◆ A child who has committed an offense that is applicable only to a child
- ◆ A child who, without just cause and without the consent of his parent or legal custodian, deserts his home or legal abode
- ◆ A child who wanders or loiters about the streets of any city or in or about any highway or any other place between the hours of 12:00 midnight and 5:00 a.m.
- ◆ A child who disobeys the terms of supervision contained in a court order which has been directed to such child who has been adjudicated unruly
- ◆ A child who patronizes any bar where alcoholic beverages are being sold, unaccompanied by such child's parents, guardian or custodian, or possesses alcoholic beverages

Outright Release - When dealing with a juvenile, deputies will investigate the incident and determine if the juvenile can be released outright with no further action taken or released to a parent, guardian or other custodian.

Citations/Summons - Deputies may issue written citations to juveniles under 17 years of age, who commit traffic offenses, in lieu of taking them into custody. The written citation will serve as the summons and a copy will be given to the juvenile offender and a copy will be forwarded to the Juvenile Traffic Court. Court appearance is mandatory for all juvenile traffic offenders.

Referral to Juvenile Court - When the deputy has a question as to what action is to be taken concerning a juvenile, contact should be made with the Juvenile Intake Officer. If the charge is a misdemeanor, the juvenile may be released to a parent, guardian or other custodian. When the charge is a felony or there is a possibility that the juvenile will be detained, the deputy must contact the Juvenile Intake Officer, who will make that decision. Deputies will complete an incident report and a Juvenile Complaint form. A deputy and/or Juvenile Intake Officer may make referrals to Juvenile Court for status offenses. The report's case number will be referenced in the narrative section of the Juvenile Complaint form. All of the above paperwork is referred to Juvenile Court for processing.

Policy Title:	5.7 Juvenile Operations Administration		
Policy Number:	5.7-5	Effective Date:	March 10, 2014
Sub Title:	Taking a Juvenile into Custody	Revised Date:	
GPAC:	6.31, 6.32	CALEA:	44.2.2

5.7-5 Taking a Juvenile into Custody

Deputies may take a juvenile into custody pursuant to O.C.G.A. §15-11-501, under the following conditions:

- ◆ Court Order
- ◆ Pursuant to the laws of arrest
- ◆ If the juvenile has committed a delinquent act or is unruly
- ◆ Suffers from an illness or injury
- ◆ Immediate danger from his/her surroundings
- ◆ Runs away from his/her parents, guardians or other custodians
- ◆ If reported by that juvenile's guardian that he/she is absent from parental custody
- ◆ Violating curfew

Except for determining its validity, under the Constitution of the state of Georgia and the United States, the taking of a juvenile into custody may not be a custodial arrest, but may encompass the concept of protective custody.

Non-Criminal Misbehavior - Upon arriving on scene, the deputy investigating the incident must decide whether the juvenile engaged in a delinquent act or non-criminal misbehavior to determine what actions need to be taken. If the act is determined to be non-criminal in nature, the deputy will release the juvenile to a parent, guardian or other custodian or may refer them to Juvenile Court.

Determining if the Juvenile is Alleged to Have Been Harmed or May Be Harmed - If there are reasonable grounds to believe that a juvenile is alleged to have been harmed or is in danger of harm, the juvenile will be taken into custody. D.F.A.C.S., who is directed by law to serve as the coordinating RCSO for child protective services cases, will be contacted, along with Juvenile Intake Officer, and a report will be completed with the name, address and the conditions observed. Any decisions pertaining to a juvenile's protective custody will be made by D.F.A.C.S. or Juvenile Court.

Constitutional Rights of Juveniles - All deputies/investigators will ensure that the constitutional rights of juveniles are protected to include, but not be limited to:

- ◆ Read Miranda
- ◆ Knowledge of the charges against them
- ◆ The right against self-incrimination
- ◆ Representation by an attorney

Intake Facility - Before a juvenile is charged with an act that would be a felony if committed by an adult, the deputy must contact the Juvenile Intake Officer. If the decision is made to detain, the juvenile will be transported to the Detention Center to be processed, which includes fingerprinting and photographing. After processing, the juvenile will be taken to Regional Youth Detention Center (R.Y.D.C.) without delay, or released to the parent, guardian, or other custodian. Should the juvenile be in need of medical treatment, the juvenile will be taken to a medical facility.

Parental Notification - After a juvenile is arrested or taken into protective custody, the parent, guardian, or other custodian will be notified.

Policy Title:	5.7 Juvenile Operations Administration		
Policy Number:	5.7-6	Effective Date:	March 10, 2014
Sub Title:	Juvenile Custodial Interrogation	Revised Date:	
GPAC:	6.34	CALEA:	44.2.3

5.7-6 Juvenile Custodial Interrogation

Deputies/investigators are encouraged to notify the parent, guardian or other custodian when they need to conduct a custodial interview/interrogation to explain the RCSO and juvenile justice system procedures. If the deputy/investigator chooses to interview/interrogate the juvenile without notification, the parent, guardian or other custodian will be contacted after the interview/interrogation to explain RCSO and juvenile justice procedures. If a parent, guardian or other custodian is allowed to attend the interview/interrogation, they should not be allowed to participate in the process. If the juvenile requests that the parent, guardian or other custodian not be present, the deputy/investigator should be sure to ascertain that the juvenile is knowingly and willingly making this decision and should document that decision. It is the decision of the juvenile to participate in or to terminate an interview, not the parent, guardian or other custodian. During the interview/interrogation, the juvenile is explained the RCSO and juvenile justice system procedures. Juvenile Rights under Miranda will be read and explained to the juvenile and this proceeding should be recorded. The juvenile will initial each statement to ensure that he/she understands their rights as read to them. All appropriate signatures will be on the form with the date and time noted.

The interrogation of any juvenile should be held in a non- threatening environment. When dealing with the custodial interrogation of a juvenile, the duration should not exceed five (5) continuous hours and may be based on the following factors:

- ◆ Age of the accused
- ◆ Education of the accused
- ◆ Mental capacity
- ◆ Whether they refused to give statements on prior occasions
- ◆ Whether they repudiated an extra-judicial statement at a later date
- ◆ Access to restrooms, water or comfort breaks

The number of deputies/investigators should be taken into account when questioning a juvenile. Court decisions in Georgia and other jurisdictions have looked closely at the number of law enforcement officials interviewing a juvenile to determine if the statements were voluntary and whether or not there was coercion or intimidation by virtue of the number of interviewers. There should be no more than three (3) deputies/investigators present during any interrogation of a juvenile.

Policy Title:	5.7 Juvenile Operations Administration		
Policy Number:	5.7-7	Effective Date:	March 10, 2014
Sub Title:	School Liaison Program	Revised Date:	
GPAC:		CALEA:	44.2.4

5.7-7 School Liaison Program

The RCSO utilizes the CHAMPS program which is administered by the Georgia Sheriff's Association who set all guidelines for the program. All personnel assigned to this program must be CHAMPS certified.

Policy Title:	5.7 Juvenile Operations Administration		
Policy Number:	5.7-8	Effective Date:	March 10, 2014
Sub Title:	Youth Recreational Programs	Revised Date:	
GPAC:		CALEA:	44.2.5

5.7-8 Youth Recreational Programs

All RCSO personnel are encouraged to take an active role in organizing and/or participating in community recreational youth programs. Opportunities to participate as coaches/mentors are annually available through the Richmond County Recreation Department.

Policy Title:	5.8 Crime Prevention and Community Involvement		
Policy Number:	5.8-1	Effective Date:	March 10, 2014
Sub Title:	Crime Prevention Function	Revised Date:	
GPAC:	7.8	CALEA:	45.1.1

5.8-1 Crime Prevention Function

All RCSO personnel share responsibility for achieving our community relations and crime prevention objectives. Preventing crime demands an integrated and coordinated RCSO response. The Crime Analysts supply information that identifies the types of crime and their geographic area based on the crime bulletin report. This information is used to further the crime prevention efforts and address community perception, or misperception, of crime by targeting those programs that are already in place to inform the program representatives:

- ◆ What crime types occur the most
- ◆ Where are the locations
- ◆ Where crime prevention activities could be the most effective
- ◆ What type of response would be most effective
- ◆ Solicit the citizen's viewpoint on the prevalence of crime in their area

An evaluation shall be performed every three years to measure the effectiveness of the crime prevention programs to see if they should continue, be modified or discontinued.

Policy Title:	5.8 Crime Prevention and Community Involvement		
Policy Number:	5.8-2	Effective Date:	March 10, 2014
Sub Title:	Crime Prevention Groups	Revised Date:	
GPAC:		CALEA:	45.1.2

5.8-2 Crime Prevention Groups

The Community Services Division is charged with the responsibility of setting up groups which include, but are not limited to; Neighborhood Watch and Business Watch programs throughout the county. Neighborhood Watch programs are set up primarily to educate residents of a particular geographic area in crime prevention techniques and efforts. The purpose of the Business Watch is similar to that of the Neighborhood Watch; crime prevention efforts and techniques are taught to business owners, but the business owners may be grouped by geographic area or type of business. The Crime Prevention Specialist will be responsible for maintaining regular contact with these groups to keep them educated and informed on crime in their area.

Policy Title:	5.8 Crime Prevention and Community Involvement		
Policy Number:	5.8-3	Effective Date:	March 10, 2014
Sub Title:	Crime Prevention Input	Revised Date:	
GPAC:		CALEA:	45.1.3

5.8-3 Crime Prevention Input

The Colonel and/or F.O.B. Commander are encouraged to attend regularly scheduled meetings of the Richmond County Planning and Zoning Committee. The Crime Prevention Specialist will offer crime prevention and traffic safety input relative to any new developments, if asked, or at any Neighborhood or Business Watch in the area.

Policy Title:	5.8 Crime Prevention and Community Involvement		
Policy Number:	5.8-4	Effective Date:	March 10, 2014
Sub Title:	Ride-Along Program	Revised Date:	July 11, 2018
GPAC:	CALEA:		

5.8-4 Ride-Along Program

PURPOSE

- A. Initiates the Departments Ride-Along Program.
- B. Informs Sheriff's Office members of the United States Supreme Court decision as it relates to the Fourth Amendment.
- C. Assigns responsibilities regarding the ride-along.

PROGRAM

The Ride-Along Program facilitates the Sheriff's Office partnership with the community by affording individuals the opportunity to personally observe patrol operations. This program is primarily designed for county law enforcement operations. Requests for a ride-along in units other than road patrol & traffic enforcement will also be considered. The program will allow community residents participating in the Citizens Police Academy, government leaders and officials, members of professional organizations, educators, members of other law enforcement agencies, media personnel, and persons conducting research deemed appropriate by the RCSO to be considered for approval to participate in the Ride-Along Program.

POLICY

The Sheriff's Office will permit participation in the Ride-Along Program only to the extent that the objectives, effectiveness, and efficiency of RCSO operations are not compromised. Participants in the Ride-Along Program must be at least eighteen years of age and sign a waiver of liability. With limited exception and approval of a member of the command staff, eligible youth under the age of 18 may participate in the Ride-Along Program. A waiver of liability signed by a custodial parent/guardian is required.

Eligible youth under the age of 18 include those students who have successfully completed or are currently participating in one of the Sheriff's Office Youth Programs. Those programs are the Youth Citizen's Police Academy and Police Explorers.

GENERAL INFORMATION

- A. The United States Supreme Court in *Wilson, et al. v. Layne, et al.*, ruled that it is a violation of the Fourth Amendment for police to bring members of the media or other third parties into a home during the execution of a warrant when the presence of the third parties in the home is not in aid of the execution of the warrant.
- B. Failure to follow this ruling could result in liability to the City and to the individual sworn members under 42 U.S.C.A. 1983.

PROCEDURES

- A. The Chief, Colonel or Public Information Officer will approve a request to participate in a ride-along within their specific areas. Exceptions are made for GA certified/sworn officers & deputies who may be approved by the shift supervisor or command staff.
- B. The division commander, shift supervisors and dispatch will be notified of ride-along participants.

C. The Public Information Officer will receive for review / approval all requests from the news media to participate in a ride-along.

D. When requests are received for a ride-along in units other than road patrol or traffic enforcement, such requests will be referred to the Commanding Officer of the division. This commander will consult with the Chief or Colonel as necessary for approval or denial of the request.

RESPONSIBILITIES

RCSO command personnel who provide approval for a ride-along will ensure that:

A. A background check is conducted of individuals who have otherwise satisfied the criteria for participation in a ride-along. Any violation of the law other than basic traffic infractions may result in denial of the ride-along. Background checks for ride-along purposes will be provided free of charge from the Records Division.

B. An Approval for a Ride-Along form is completed for each approved ride-along request.

C. Operations Command is informed of the unit, date and time of the approved ride-along.

D. The signed approval form is retained with the Public Information Officer for a period of one year.

E. The person participating in the ride-along understands that he is strictly a passive observer and that he must not take an active part in any enforcement operation, nor enters any home while participating in the ride-along program.

F. The participant is assigned to ride-along with an officer who is a positive representative of the RCSO and is pre-approved for ride-along participants. If the rider is under the age of 18 and a graduate of the Youth Citizens Police Academy or a Law Enforcement Explorer, they must ride with a supervisor. The supervisor must have completed training/certification regarding Explorer participation and have successfully passed the Law Enforcement Explorer youth protection and training online course prior to allowing anyone under the age of 18 to ride with him/her.

G. Both the officer and the ride-along participant understand that the goals and duties of the Sheriff's Office are foremost. Therefore, any activity contrary to policy and objectives will result in immediate cancellation of the ride-along.

H. The ride-along will not be allowed until the following criteria have been met.

1. The waiver of liability section of the Approval for Ride-Along form is signed by the participant and/or custodial parent or guardian, and duly authenticated.

2. The participant has received approved soft body armor, instructions for its use and has been properly labeled as an observer (with the exceptions of GA POST certified and/or Federal Law Enforcement officers who elect to wear their own body armor).

I. Electronic equipment, e.g., cameras and tape recorders, are prohibited in Sheriff's Office vehicles without direct consent approved within the ride-along form.

J. Weapons of any kind are prohibited with the exception of certified law enforcement officers who obtain direct consent that is noted and approved within the ride-along form.

EXEMPTIONS

Georgia certified law enforcement personnel and federal law enforcement officers working in conjunction with any operation, task force and/or assisting the Richmond County Sheriff's Office are exempt from the above policies and are permitted to ride-along as necessary. Shift supervisors and dispatch need to be notified as soon as practical in emergency situations. In all other cases, shift supervisors or command staff members must approve the rider in advance.

Policy Title:	5.9 Community Involvement		
Policy Number:	5.9-1	Effective Date:	March 10, 2014
Sub Title:	Involvement Function	Revised Date:	
GPAC:		CALEA:	45.2.1

5.9-1 Involvement Function

Beyond stating our commitment to community relations, the RCSO seeks to enhance the community's understanding of the activities and roles we play. The Community Services Division is responsible for the community involvement function and provides the following at a minimum:

- ◆ Establish liaison with existing community organizations and other community groups where needed
- ◆ Assisting in the development of community involvement policies
- ◆ Publicize objectives, community problems and successes
- ◆ Convey information transmitted from citizens' organizations
- ◆ Improve RCSO practices bearing on police/community interaction
- ◆ Assist with the development of Problem Oriented Policing and Problem Solving strategies

Policy Title:	5.9 Community Involvement		
Policy Number:	5.9-2	Effective Date:	March 10, 2014
Sub Title:	Quarterly Report	Revised Date:	
GPAC:		CALEA:	45.2.2

5.9-2 Quarterly Report

Once every quarter, the Crime Prevention Specialist and or designee shall prepare a written report through the chain of command to the Sheriff. This report shall cover the following areas at a minimum:

- ◆ A description of current concerns voiced by the community
- ◆ A description of potential problems that have a bearing on law enforcement activities within the community
- ◆ A statement of recommended actions that address those previously identified concerns and problems
- ◆ A statement of progress made toward addressing previously identified concerns and problems

Policy Title:	5.9 Community Involvement		
Policy Number:	5.9-3	Effective Date:	March 10, 2014
Sub Title:	Citizen Surveys	Revised Date:	
GPAC:		CALEA:	45.2.3, 45.2.4

5.9-3 Citizen Surveys

Citizen surveys will be conducted at least yearly. These surveys, at a minimum, solicit citizen response to their perception of the overall RCSO performance, overall competence of RCSO employees, deputies' attitudes and behavior, community concerns regarding safety and security within Richmond County, and recommendations and suggestions for improvement. These surveys will be forwarded to the Crime Prevention Specialist and a copy to OPST. Any deputy that receives relevant information concerning the Community Involvement Function will forward that information to the Crime Prevention Specialist via email or inner-office mail.

Citizens Advisory Board - The Sheriff believes that a Citizens Advisory Board (C.A.B.) plays an integral part in the concept of being a service-oriented law enforcement agency committed to community policing and collaborative problem solving. The C.A.B. provides the Sheriff with insight and direction as to how to approach community issues with involvement from the community. The C.A.B. is comprised of members from the community. The mission of the C.A.B. is to provide feedback regarding issues of public concern and perception. Information learned from this board is extremely valuable to the management of the RCSO because it allows the Sheriff to respond to issues from the community's standpoint, not just from the law enforcement perspective. The C.A.B. meets at least once a month. The meetings are led by the Community Services Division Commander or designee and may include presentations by various members of the RCSO. The terms for service on this board are voluntary and are served at the pleasure of the Sheriff.

Policy Title:	5.9 Community Involvement		
Policy Number:	5.9-4	Effective Date:	March 10, 2014
Sub Title:	Survey Summaries	Revised Date:	
GPAC:		CALEA:	45.2.5

5.9-4 Survey Summaries

Annually, the Sheriff is provided with a written summary from the compilation of the citizen surveys.

Policy Title:	5.10 Critical Incidents		
Policy Number:	5.10-1	Effective Date:	March 10, 2014
Sub Title:	Responsibility for Planning	Revised Date:	August 26, 2015
GPAC:		CALEA:	46.1.1

5.10-1 Responsibility for Planning

The RCSO is responsible for developing and maintaining The All Hazards Plan in addition to and in augmentation of those provided in Richmond County's Emergency Operations Plan (EOP) and to participate in any relevant Richmond County Emergency Management exercises.

The Sheriff assigns the task of developing and planning the office's response to critical incidents to the Field Operations Bureau Major.

Elements of the RCSO Emergency Operations Plan, this policy, and training needs shall be reviewed, coordinated and updated annually. This review will be documented and sent to the Sheriff via the chain of command.

A current copy of the Emergency operations Plan shall be available in the Mobile Command Post via the portal.

Policy Title:	5.10 Critical Incidents		
Policy Number:	5.10-2	Effective Date:	March 10, 2014
Sub Title:	All Hazard Plan	Revised Date:	February 3, 2021
GPAC:	6.16, 6.17	CALEA:	46.1.2, 46.1.9, 46.1.10

5.10-2 All Hazard Plan

Critical incidents may include but are not limited to:

- ◆ Hurricanes
- ◆ Tornadoes
- ◆ Floods
- ◆ Hazardous material spills requiring extensive recovery efforts
- ◆ Civil disturbances/riots
- ◆ Acts of terrorism
- ◆ Mass arrests
- ◆ Hostage/barricaded situations
- ◆ Bomb threats

All Hazard Plan - The All Hazard Plan (A.H.P.) provides guidance for the effective planning, organization and coordination of the RCSO's response during critical incidents. The A.H.P. follows the I.C.S. protocols and is a standardized all-hazard incident management concept based upon a common framework in which multiple personnel work together effectively. I.C.S. is designed to meet the needs of any incident, provide logistical and administrative support to operational staff, be cost effective by avoiding duplication of efforts and allow personnel from a variety of agencies to join rapidly into a management structure with common terminology. The I.C.S. structure includes the functions of Command, Operations, Planning, Logistics and Finance/Administrative. The I.C.S., or certain components of the I.C.S., may be utilized when circumstances dictate the necessity of expanding RCSO personnel and/or resources beyond the scope of those first on the scene. The first deputy on the scene will determine if the I.C.S. function is needed and then assume the role of Incident Commander to coordinate RCSO activities, abiding by the Incident Command function.

Active Shooter - Is when one or more subjects who participate in a random or systematic attack to continuously harm others. The overriding objective appears to be that of mass murder, rather than other criminal intent. In many active shooter incidents, innocent lives are lost within the first few minutes. This dictates the need for an emergency response with personnel taking the actions listed below to minimize the loss of life:

- ◆ Make an immediate assessment of the situation
- ◆ Rapidly enter the building
- ◆ Locate the subject
- ◆ Isolate, apprehend or neutralize an active shooter
- ◆ Secure the crime scene
- ◆ Tend to injured persons
- ◆ Complete an incident report

Definitions:

Casualty Collection Point (CCP) – A location designated for the holding, further assessment and treatment of casualties. The CCP is secure area within the warm zone and will have **cover** and **concealment**.

Clear, but not secure (primary) – an area that is clear of the suspect only. Clear **does not** mean an area that is clear of victims. It is an area currently absent of a known threat and prior to the entire area being deemed safe. (Law Enforcement has passed through however a deliberate search has not been conducted to guarantee life safety.)

Cold Zone – A designated area that has been identified to contain a low degree of danger for 1st responders and Emergency Medical personnel. Cold zones would be out of line of sight either by geography or structure of the warm and hot zones. This should be a **secure** area and should have a law enforcement presence.

Contact Team – An initial arriving group of law enforcement officers assembled for the purpose of neutralizing or mitigating a threat, locating and marking secondary devices. They shall notify Incident Command when possible of number and location of victims.

Cover – Protection from direct fire and/or explosion.

Distant Staging (Level II staging) - staging that will keep the bulk of first responding personnel and equipment at safe distance from the theater of operations, thus minimizing the potential dangers that exist in the hot and warm zones. Members will exit distant staging and progress to a link-up point in anticipation of forming a Rescue Task Force (RTF) with fire and first responders. Once the RTF has been formed (fire and deputies), the RTF can move to forward staging.

Duress Signal – is a commonly known word or phrase given to alert others of a duress situation. The duress signal will be **immediately followed by common language to specifically identify the imminent danger**.

Entry Corridor – A path from the **cold zone** to the **warm zone**. An established path to a location that has security measures in place. An entry corridor is generally utilized to move to an affected site or to leave a site and/or evacuate injured from the site.

Forward Staging (Level I Staging) – consist of an aggressive staging area for RTF operations (once the rescue element and the protection element have been formed and ready). This area would still be under cover.

Hot Zone – An area where there is known hazard or life threat that is direct and immediate. This is an area where a shooter could directly engage the RTF. RTF teams will not be deployed into a Hot Zone.

Link-up Location – A location where the fire rescue element and the law enforcement protection element meet to form an RTF.

Mass Casualty – is any incident that may potentially overwhelm the initial emergency medical response.

Protective Element – A minimum of three law enforcement officers, one of which would be designated the **RTF Team Leader**.

Rescue Element – Two to four EMS trained fire firefighters with BPE and medical kits. They will take direction from and provide information to the RTF Team Leader.

Rescue Task Force (RTF) – will consist of two to four EMS trained firefighters (preferable at least one paramedic) who team up with at least two law enforcement officers to assist, treat, and evacuate victims in the warm zone. TCCC (tactical combat casualty care) concepts will be used in the warm zone.

RTF Leader – The law enforcement officer responsible for coordinating RTF movement. All movement in and around the **Warm zone** must be communicated through the RTFD Leader.

Secure (secondary) - a detailed and deliberate search of an entire area. This area is safe from the suspect and from secondary devices. Law enforcement will remain in a secure area to ensure it remains protected.

Security Measures – are any means utilized to reduce the amount of dangers or hazards to first responders and victims in a specific area or location. This can include, but is not limited to cover, concealment, ballistic shields, law enforcement officers with lethal weapons, vehicles, positioning, movement, etc.

Tactical Emergency Medical Support (TEMS) - Trained paramedics who regularly train with the Sheriff's Office SWAT Team and may be armed and are familiar with tactical operations and the operation and safe handling of SWAT weapons. TEMS members with appropriate protection are permitted to work in the Hot Zone.

TCCC (Tactical Combat Casualty Care) – A set of guidelines developed by the United States Special Operations Command to properly train on-medics to deal with the preventable causes of death in the field.

Triage/Treatment/Transport (TTT) – this is typical mass casualty care. TTT is under the supervision of the medical group supervisor in the triage area and these activities are coordinated in the Cold Zone.

Unified Command – A standard method to coordinate command of an incident where multiple agencies have jurisdiction. Law enforcement would take the lead in an active shooter incident. It is imperative that unified command be established as early in the incident as possible.

Warm Zone – A designated area that has been identified and has security measures in place to reduce the amount of dangers or hazards to 1st responders and victims. The warm zone is cleared but secured.

Hostage/Barricaded Situations - Will be handled as a potentially life threatening situation requiring an emergency response. Personnel will attempt to:

- ◆ Notify tactical or hostage negotiator personnel
- ◆ If necessary notification of appropriate persons within and outside the agency (ie. Command officer, dog handlers, or helicopter pilots.)
- ◆ Divert pedestrian/vehicular traffic pursuit/surveillance vehicles and control travel routes
- ◆ Establish inner/outer perimeters
- ◆ Evacuate of bystanders/adjoining buildings and injured if it is safe to do so
- ◆ Establish a Command Post
- ◆ Avoid confrontation in favor of controlling the situation until arrival of SWAT
- ◆ Monitor the status of all involved personnel to alleviate fatigue
- ◆ Interaction between tactical and hostage negotiation personnel and responsibilities
- ◆ Peacefully resolve the situation, unless the incident is or becomes an active shooter scenario
- ◆ Complete an incident report/after action report

Attempts will be made to use physical force as a last resort.

Bomb Threats - Will be handled as a potentially life threatening situation requiring an emergency response. Communications personnel receiving the call will attempt to collect the following information:

- ◆ Caller's sex/age/race, voice characteristics and demeanor
- ◆ Identify any background noises
- ◆ Identify origin of the call
- ◆ Ascertain exact location and type of device
- ◆ Ascertain time of intended detonation
- ◆ Description of the device
- ◆ Intended target/victim

Communications personnel will dispatch two (2) deputies and notify a road supervisor, E.M.S. and the Fire Department.

Responding units will:

- ◆ Cease all radio, cellular and M.D.T. communications within ½ mile of the incident location
- ◆ Establish a 1000 foot perimeter or larger as deemed necessary
- ◆ Identify the owner/manager/person in charge
- ◆ Establish procedures for searches
- ◆ Contact Explosive Ordinance Disposal personnel if a suspected explosive device is located
- ◆ Complete a report

Pandemics - Is an epidemic of infectious disease that is spreading through human population across a large region. In the event of a public health emergency of this nature, the RCSO must ensure continued delivery of services. The RCSO will play a critical role in maintaining the rule of law as well as protecting the health and safety of the citizens of Richmond County. Travel could be limited as there may be voluntary isolation or mandatory quarantines. Schools and businesses may be closed due to these issues. Center for Disease Control (C.D.C.) statistics show that a pandemic could pose a significant threat to the RCSO due to a 30-40% reduction of personnel because of illness, caring for an ill family member, or child care issues. Most services will continue to be of the enforcement type, but other requests may be guided by the E.M.A. and/or C.D.C.

Should a pandemic occur, the RCSO will be managed by the I.C.S., which will present a management framework, operational procedures to sustain essential activities if normal operations are not feasible, and guidelines for the restoration of the RCSO's full operation.

There may be some flexibility when considering what functions to temporarily suspend. These should be based on the severity of the pandemic and risk of transmission. Personnel should be able to cross over and work other functions. Vacation and scheduled training may be cancelled. Three categories of functions will be identified:

1. Essential - functions that must be continued.
2. Important - functions that may be suspended but must resume as quickly as possible.
3. Non-essential - functions that may be suspended until conditions returned to normal.

Job Function	Category
Management	1
Patrol	1
Traffic	1
Communications	1
P.I.O.	1
Detention Center	1
Special Operations	1
Investigations	2
Records	2
Evidence	2
Community Services	3
Administrative personnel	3

During a pandemic, personnel will fall into four categories:

1. Healthy-readily available for work
2. Healthy and in reserve-readily available for call in as needed
3. Healthy, but unavailable-caring for an immediate family member
4. Ill-affected by the pandemic

If an employee becomes ill during a pandemic, the employee's continued presence at work will require a statement from their physician stating he or she poses no significant threat to others. The RCSO will comply with applicable laws protecting the rights of a person with a communicable disease.

The recovery of absent personnel who are medically cleared to return to duty will allow for the restoration of normal operations. Category 2 functions will be resumed first and may be filled temporarily by applicable category 3 personnel. Once category 2 functions are active, category 3 functions may begin to resume, depending on the availability of personnel.

Personnel will be issued protective equipment and environmental infection control supplies, which may include:

- ◆ Surgical masks
- ◆ Gloves
- ◆ C.P.R. masks
- ◆ Hand sanitizer
- ◆ Disinfectant wipes

Command and control during the occurrence of a pandemic rests with the Sheriff. An after-action report will be submitted.

Natural/Manmade/Other Unusual Incidents - When appropriate, an emergency response may be required. For non-law enforcement situations, personnel will provide necessary support to Emergency Management Services. The primary responsibility will always be the protection and preservation of life. The secondary responsibility will be the protection and security of property, with other goals being:

- ◆ Providing for the safety of all responders
- ◆ Restoring order
- ◆ Protecting the environment

Civil Disturbance/Mass Arrest - When appropriate, an emergency response to civil disturbances/mass arrests may be required. RCSO personnel will attempt to:

- ◆ Control unruly crowds
- ◆ Disburse illegal gatherings
- ◆ Restore order
- ◆ Prevent the loss of life
- ◆ Prevent injury
- ◆ Contain property damage
- ◆ Avoid mass arrests, whenever possible
- ◆ Identify leaders, agitators or violators and take those persons into custody

Acts of Terrorism - Require an emergency response due to their nature. The foremost responsibility will always be the protection and preservation of life, and secondly, the protection and security of property, with other goals being:

- ◆ Providing for the safety of all responders
- ◆ Protecting government infrastructure
- ◆ Protecting the crime scene
- ◆ Preventing criminal activity

Active Threats (CALEA 46.1-10) ® 2015

Definitions

Threat - An expression that creates the thought of receiving harm or indication of impending danger.

Active Threat - A deliberate act that poses immediate danger.

Critical Incident Traffic Checkpoints - Used for containment at a critical incident. These checkpoints will secure the area, may be part of the outer perimeter, may provide exits and will ensure that only authorized personnel enter the area.

A deputy's first public safety duty is the protection of life. Initial responding deputies will immediately deploy and move in the direction of the threat. Deputies will continue past victims and the wounded in an attempt to make contact with the threat as soon as possible. They have the authority to protect life and to stop the threat by any legal means necessary. This includes arrest, containment or the use of deadly force. Once the threat has been stopped, the focus will shift to providing medical aid. As other personnel arrive, injured subjects will be evacuated to a Casualty Containment Point (C.C.P.) where E.M.S. will take over their care. Those non-injured will be moved to a designated staging area for debriefing and/or interviewing. Both areas will be secured by deputies. The crime scene will be turned over to investigators.

The first deputy or supervisor arriving on the scene not directly involved in securing the incident or threat will assume the role of Incident Commander and coordinate agency activities which may include:

- ◆ Establish a Command Post
- ◆ Establish an outer and inner perimeter and critical incident traffic checkpoints, if warranted
- ◆ Make Duty Supervisor notifications
- ◆ Ensure the Communications Center has notified the public of the incident for awareness/safety measures and/or sheltering/containment that needs to be taken, if applicable
- ◆ Confirm that notifications were made to other public safety agencies, E.M.S. and Fire Department
- ◆ Ascertain if additional resources or personnel are needed
- ◆ Preserve the crime scene

Affected personnel must attend training and all training will be documented.
A documented review of the policy and training needs will be done annually.

Policy Title:	5.10 Critical Incidents		
Policy Number:	5.10-3	Effective Date:	March 10, 2014
Sub Title:	Command Function	Revised Date:	August 26, 2015
GPAC:		CALEA:	3.1.1, 46.1.3

5.10-3 Command Function

The NIMS/ICS structure is extremely flexible and has the ability to expand or contract to meet demands faced in resolving an incident regardless of size of complexity.

The Incident Commander is responsible for overall incident management and oversees the functional areas.

At a minimum, the Command Function will address the following:

- ◆ I.C.S. - The Incident Commander or his designee may activate the I.C.S. protocols, if needed
- ◆ Command Post - The command post should be positioned in a relatively safe area, but close enough to the scene for a centralized control of all responses
- ◆ Notification/Mobilization - Notifications may be made to RCSI I.C.S. personnel to report to the command post. All other RCSI mobilization will follow the chain of command for that division
- ◆ Supporting Agencies - Mutual Aid will be provided in accordance with the provisions of Title 36, Chapter 69 of the O.C.G.A.
- ◆ Staging Area - RCSI personnel will report to duty at the time and place required for that division, if needed
- ◆ Public Information/Media Relations - The P.I.O. or his designee will be responsible for setting up a staging area for the media, assisting the media in covering the news stories and for the release of information
- ◆ Safety - Appropriate actions will be taken to provide control of the situation and to ensure of the safety of all personnel present
- ◆ After action report – An AAR will be completed whenever a significant deployment or other unusual circumstances are involved or when directed to do so by higher authority. Examples of these types of incidents include, but are not limited to hostage incidents, barricaded subject incidents, manhunts and active searches for missing children or vulnerable adults.

An AAR provides the chain-of-command with a synopsis of a critical incident or other major event. The Incident Commander shall set the date that the AAR shall be completed. The incident Commander, or his designee, shall be responsible for completion of the Aar. The Aar will be distributed per the direction of the Incident Commander.

Report Format and Content

1. **Situation** – The date, time and location of the incident and any offenses committed. Include a brief description of the incident and the circumstances leading up to the event.
2. **Mission Objective** – A statement of task and purpose.
3. **Deployment Information** – List the employees that are assigned to the incident, including any and all elements of the ICS activated. Include all Patrol, Special Operations, CID, SWAT, TOC, CNT, EOD, technical advisors and any personnel from other law enforcement agencies assisting in the event.
4. **Chronological Summary of the Incident** – Document all actions from the beginning of the incident to the stand-down procedures. If an operational order was written for a planned event, attach it to the AAR. Attach all relevant maps, floor plans, etc.
5. **Enforcement Actions** – Document any arrests made or citations given. Include the reason for the arrests and/or citations. Ensure any Use-Of-Force Reports associated with the incident or event is attached to the AAR.
6. **Logistics** – Include the name of the person assigned to coordinate the logistics for the incident. Document how property was accounted for. Identify whether a relief and rotation schedule was used and

how it was implemented. Identify any food services provided to the personnel assigned to the incident.

7. Operations – Provide a detailed summary regarding all facets of the operations regarding the incident including, but not limited to: inner and outer perimeter control, search and rescue, contact teams, negotiations, etc.

8. Communications – List what forms of communications were used and include which channel(s) were used.

9. Critique – The purpose of the critique is to identify any appropriate training, equipment or planning that proved effective. Recommendations to improve the RCSO response to future events shall also be included in the critique section of the AAR. An AAR should be an objective and fact-based assessment. Speculation, vague or unproductive criticism and/or unfocused grievances have no place in an AAR.

Distribution

The original AAR shall be maintained by the Office of Professional Standards and Training. A copy of the AAR shall be distributed to all affected Division Commanders.

Post-Incident Analysis

The Incident Commander shall schedule a debriefing of the incident and notify all involved personnel. All issues shall be addressed and documented. An overview of this analysis shall be included in the Critique portion of the AAR.

Policy Title:	5.10 Critical Incidents		
Policy Number:	5.10-4	Effective Date:	March 10, 2014
Sub Title:	Operations Function	Revised Date:	August 26, 2015
GPAC:		CALEA:	46.1.4

5.10-4 Operations Function

At a minimum, the Operations Function will address the following:

- ◆ Establish Perimeters - An inner perimeter will be established by the first responding deputies. As additional personnel arrive, an outer perimeter will be set up
- ◆ Ensure the safety of assigned personnel and conduct evacuations - Evacuations of occupants, businesses, residences and bystanders will be conducted, whenever possible
- ◆ Command Post and scene security - The command post will continue until the mission is completed. Deputies will maintain security of the scene
- ◆ Detainee transportation, processing and confinement - The transportation bus and vans along with RCSO vehicles will be used for transporting detainees to the Detention Center.
- ◆ Directing/controlling traffic - Deputies and/or barricades will be positioned to block the roadways from unauthorized and unnecessary traffic
- ◆ Conduct post-incident investigations - C.I.D. personnel will be used for following up on criminal activities

Policy Title:	5.10 Critical Incidents		
Policy Number:	5.10-5	Effective Date:	March 10, 2014
Sub Title:	Planning Function	Revised Date:	February 3, 2021
GPAC:	CALEA: 46.1.5		

5.10-5 Planning Function

The planning section is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources.

At a minimum, the Planning Function will address the following:

- ◆ Incident plan - A documented incident action plan will be prepared containing general objectives that reflect the overall strategy for managing an incident
- ◆ Information/intelligence - A process will be established for gathering, sharing, analyzing, evaluating and disseminating information and intelligence concerning the incident
- ◆ Demobilization - Plans will be developed for the demobilization of tactical and support resources
- ◆ Continuity of Operations Plan/Continuity of Government Plan (COOP/COG)- planning is an effort to assure that the capability exists to continue essential agency functions throughout any potential emergency. The primary objectives of this plan are to ensure the continuous performance of a department or agency's essential functions/operations during an emergency, protect essential facilities/equipment/vital records/and other assets, reduce or mitigate disruptions to operation, assess and minimize damage and losses, facilitate decision-making during an emergency, achieve a timely and orderly recovery from an emergency, and resumption of full service to the community

Policy Title:	5.10 Critical Incidents		
Policy Number:	5.10-6	Effective Date:	March 10, 2014
Sub Title:	Logistics Function	Revised Date:	August 26, 2015
GPAC:		CALEA:	46.1.6

5.10-6 Logistics Function

The Logistics Function provides manpower, facilities, services, and materials in support of the critical incident.

At a minimum, the Logistics Function will address the following:

- ◆ Communications - Is responsible for providing centralized radio communications to all public safety organizations
- ◆ Transportation - The means of transportation will be RCSO vehicles. Additional requests for transportation may be made to the Board of Education and Transit Authority
- ◆ Medical support - Requests will be made for ambulances, E.M.S., Rescue or the Fire Department
- ◆ Food Services and Supplies - Supplies will be delivered to the primary or alternate staging areas for disbursement
- ◆ Specialized team/equipment needs - The Mobile Field Force, SWAT Team or Specialty Units may be activated. Equipment needs that cannot be met with on-hand RCSO resources will be coordinated through Mutual Aid Agreements

Policy Title:	5.10 Critical Incidents		
Policy Number:	5.10-7	Effective Date:	March 10, 2014
Sub Title:	Finance/Administrative Function	Revised Date:	August 26, 2015
GPAC:		CALEA:	46.1.7

5.10-7 Finance/Administrative Function

At a minimum, the Finance/Administrative Function will address the following:

- ◆ Recording personnel time - Accurate record keeping will be accomplished by maintaining a complete listing of all personnel involved
- ◆ Resources - Resource needs that cannot be acquired by the RCSO will be coordinated through Mutual Aid
- ◆ Expenses - Itemized listings of all expenses will be maintained to include O.T., special purchases, equipment repair, damages, etc.
- ◆ Injuries/liabilities - All injuries or any incident that may become a liability will be documented
- ◆ Any other cost analysis/recuperation activities and compensation/claims

Policy Title:	5.10 Critical Incidents		
Policy Number:	5.10-8	Effective Date:	March 10, 2014
Sub Title:	RCSO Equipment	Revised Date:	August 26, 2015
GPAC:		CALEA:	46.1.8

5.10-8 RCSO Equipment

The Commander of the Division to which emergency equipment is assigned shall ensure that equipment for use in emergency operations is inspected quarterly and kept in good working order to ensure operational readiness.

Policy Title:	5.10 Critical Incidents		
Policy Number:	5.10-9	Effective Date:	March 10, 2014
Sub Title:	Annual Training	Revised Date:	October 20, 2020
GPAC:	2.1	CALEA:	46.1.9

5.10-9 Training

Annual training shall be conducted on the All Hazard Plan/ Critical Incidents, to include Incident Command System (ICS) for affected agency personnel and biennial training consisting of a tabletop or full-scale exercise of the All Hazard Plan/ Critical Incidents and the Incident Command System. All training will be documented.

Emergency Operations Plan

The Richmond County Emergency Operations Plan can be accessed at

<http://www.augustaga.gov/DocumentCenter/Home/View/3413>

Policy Title:	5.11 Special Operations		
Policy Number:	5.11-1	Effective Date:	March 10, 2014
Sub Title:	Tactical Team Deployment	Revised Date:	
GPAC:	5.17	CALEA:	46.2.1

5.11-1 Tactical Team Deployment

Emergency Response Organization - Is charged with the responsibility for the safest resolution of critical incidents. For resolution of tactically based situations, the following subsections may be activated as needed:

- ◆ SWAT
- ◆ Crisis Negotiations Team (C.N.T.)
- ◆ Tactical Operations Center (TOC)
- ◆ EOD

Only the Sheriff Chief Deputy, Colonel or ERO Command can mobilize the ERO/SWAT.

Tactical Operations Center - Is the brain of all tactical scenarios. All Essential Elements of Information flow to and from the T.O.C. The capture, evaluation and dissemination of tactically significant intelligence are the T.O.C.'s primary function in tactical resolution.

First Responder Responsibility - All reasonable attempts will be made to avoid confrontation in favor of controlling and containing the situation until the arrival of tactical teams. This may include, but not limited to the following:

- ◆ Establishment of containment (inner/outer perimeter)
- ◆ Establish command
- ◆ Make appropriate notifications (i.e. Ambulance, Fire, Duty Officer, etc.)
- ◆ Evacuate appropriate areas, if required
- ◆ Maintain security of the scene

When the resources on the scene of a critical incident are exceeded, the Duty Officer will be notified, who will contact the Colonel, Chief Deputy or Sheriff for deployment of the SWAT as a supplement. Only the Sheriff, Chief Deputy or Colonel can mobilize SWAT.

SWAT - Due to the increased danger to the public and deputies, SWAT is tasked with the tactical resolution of critical incidents. SWAT members will answer to their chain of command only. The SWAT Leader will assess the situation, gather information and present that to the SWAT Commander who will develop tactical alternatives should communications with the subject fail to peacefully resolve the incident or in the event that the lives or safety of others are in immediate jeopardy. The SWAT Commander may do the following:

- ◆ Assign personnel to control and contain the inner perimeter when applicable
- ◆ Deploy marksmen and ensure all personnel maintain firearms discipline
- ◆ Maintain contact with the Incident Commander, TOC Commander and C.N.T. Commander
- ◆ Keep the Incident Commander informed of all developments and operations

After each incident, an after-action will be prepared.

C.N.T. - Is used to support other components with hostage/barricaded subjects until SWAT arrives and then assists SWAT with the successful resolution of the critical incident. C.N.T. members will answer to their chain of command only. C.N.T. uses verbal tactics in concert with SWAT's tactics to resolve a situation by arrest, if possible, or to assist SWAT in order to minimize the loss of life or injuries. Negotiators may do the following:

- ◆ Keep the Incident Commander, TOC Commander and SWAT Commander fully informed as to the overall status of negotiations
- ◆ Provide intelligence information that may assist the SWAT Commander in formulating alternative courses of action
- ◆ Coordinate with the Incident Commander, TOC Commander and SWAT Commander when non-tactical actions should be initiated (i.e. cutting off electricity, gas or water supplies)
- ◆ Relay demands made by the subject to the Incident Commander, TOC Commander and SWAT Commander for appropriate action
- ◆ Immediately inform the Incident Commander, TOC Commander and SWAT Commander if harm has come to a hostage or if a hostage has been killed so that action may be taken to save the lives of any remaining hostages
- ◆ Keep the Incident Commander, TOC Commander and SWAT Commander informed of all developments and operations

The Incident Commander will keep the other components apprised of the situation and of any changes that may have developed to alleviate any potential misunderstandings. After each incident, an after-action will be prepared by the Planning/Logistics Officer.

Policy Title:	5.11 Special Operations		
Policy Number:	5.11-2	Effective Date:	March 10, 2014
Sub Title:	Tactical Team Selection Criteria	Revised Date:	
GPAC:		CALEA:	46.2.2

5.11-2 Tactical Team Selection Criteria

The selection of team members will occur when needed. Interested personnel must meet the following criteria:

- ◆ Score at least 90% on the standard handgun qualification course
 1. Must successfully complete the annual Physical Fitness Assessment with a score of 50 points.
- ◆ No disciplinary actions resulting in suspension within the last year

Letter of Interest - Deputies must submit a letter of interest to the SWAT Commander detailing the above items, as well as any other information or training the applicant deems important.

Oral Interview Board - Deputies who meet the prerequisites will be required to appear before an Oral Interview Board. The Board will be comprised of current SWAT members.

Policy Title:	5.11 Special Operations		
Policy Number:	5.11-3	Effective Date:	March 10, 2014
Sub Title:	Tactical Team Equipment	Revised Date:	
GPAC:		CALEA:	46.2.3

5.11-3 Tactical Team Equipment

The following equipment may be issued to SWAT members:

- ◆ B.D.U.
- ◆ Boots
- ◆ Tactical Web Belt
- ◆ Nylon Gun Belt
- ◆ Nylon Magazine Pouch
- ◆ Nylon Handcuff Case
- ◆ Surefire Flashlight with Nylon Case
- ◆ Nylon O.C. Porch with O.C. Canister
- ◆ Holster
- ◆ Handgun with magazines and ammunition
- ◆ Full Protective Mask with Carrier
- ◆ Portable Radio, Headset and Nylon Pouch
- ◆ Nylon Equipment Bag
- ◆ Rifle with magazines and ammunition

Policy Title:	5.11 Special Operations		
Policy Number:	5.11-4	Effective Date:	March 10, 2014
Sub Title:	Crisis Negotiations Team Selection Criteria	Revised Date:	
GPAC:		CALEA:	46.2.4

5.11-4 Crisis Negotiations Team Selection Criteria

The C.N.T. Commander is responsible for the functions of crisis negotiation. The C.N.T. Leaders are responsible for ensuring all negotiators receive appropriate training prior to being released to negotiate. Each negotiator is responsible for knowing what can and cannot be negotiated and understanding the process.

Criteria for Selection - It is essential that negotiators possess the following characteristics:

- ◆ Verbal fluency
- ◆ Good listening ability
- ◆ Confidence
- ◆ Flexibility
- ◆ Tolerance
- ◆ Emotional stability
- ◆ Maturity
- ◆ Highly motivated
- ◆ Team player
- ◆ Function well under stress
- ◆ Moral convictions compatible with the negotiator's responsibility of having to provide information or recommendations that could potentially place the subject in a position in which tactical response may cause harm or death.

Vacancies will be announced through Special Orders. Volunteers will be selected by at least a four-member selection board of personnel knowledgeable of negotiator and tactical skills. The board selection process will consist of:

- ◆ A series of questions asked at a rapid pace by board members
- ◆ A talk on a random word
- ◆ A negotiations session

Each board member will rate the performance and the following criteria will be considered:

- ◆ The raters will determine the appropriateness of the answer by using their personal knowledge and skills of crisis negotiations or by the correct answer provided as part of the interview package. The individual's moral convictions, as stated above, must align with the required responsibilities and duties of a negotiator
- ◆ The talk will be rated on the individual's ability to speak on a randomly selected word without preparation
- ◆ The negotiations session will be rated on the individual's ability to communicate in a stressful situation

The C.N.T. selection board should review personnel records to ensure the individual is suitable. C.N.T. members are volunteers and receive no additional compensation and may be removed from the team as deemed necessary by the C.N.T. Commander or designee. Due to the potential conflict, C.N.T. members will not hold other emergency response positions.

Policy Title:	5.11 Special Operations		
Policy Number:	5.11-5	Effective Date:	March 10, 2014
Sub Title:	Search and Rescue Missions	Revised Date:	
GPAC:		CALEA:	46.2.5

5.11-5 Search and Rescue Missions

Search and rescue missions involve a coordinated effort to locate individuals missing in a wilderness area, in large bodies of water or elsewhere and usually involve the use of aircraft, boats or other special purpose vehicles and specialized personnel.

Responding deputies will obtain as much information as possible about the victim and the circumstances surrounding the incident to include, but not be limited to:

- ◆ Name
- ◆ Age
- ◆ What were they wearing
- ◆ When did they leave
- ◆ Where were they going
- ◆ When were they to return
- ◆ Do they have any medical conditions
- ◆ Were they alone

The Incident Commander may request additional personnel; (K-9, E.M.S.) organize search teams consisting of 2-3 people, if personnel are available, and identify the areas to be searched. Once the search and rescue mission has been terminated and/or concluded the following actions should be taken:

- ◆ Account for all personnel
- ◆ Release mutual aid and support personnel
- ◆ Contact the P.I.O. or his designee for a news release
- ◆ Complete a report

If the incident consists of an airplane/train crash, the preservation of life is the first priority; safety should be next and then consideration for the contamination and destruction of evidence. The initial responding deputy should notify the Communications Center of the situation, location, number of victims, what emergency services are needed and request a supervisor and additional units for assistance. A command post, traffic control and direction, and a perimeter should be established, followed by the evacuation of all non-essential personnel and bystanders and/or spectators. Debris is likely to be scattered over a large area, caught in trees and overhead wires. The following potential hazards should also be addressed:

- ◆ Fires
- ◆ Explosions
- ◆ Shock hazards
- ◆ Pressurized oxygen
- ◆ Hazardous materials
- ◆ Firearms/ammunition

Under no circumstances will any portion of the aircraft/train or any contents be moved. The scene will be turned over to N.T.S.B. upon their arrival. All news releases will be made by the P.I.O. or his designee. A report will be generated. After the scene has been released, deputies will assist with the return of evacuees.

Policy Title:	5.11 Special Operations		
Policy Number:	5.11-6	Effective Date:	March 10, 2014
Sub Title:	V.I.P Security	Revised Date:	
GPAC:		CALEA:	46.2.6

5.11-6 V.I.P. Security

PURPOSE:

To provide criteria for the authorization of dignitary and VIP protection details and to establish responsibility for the review of requests for dignitary and VIP protection details to ensure uniformity in authorizing said details.

POLICY:

Dignitaries and VIPs require security protection as they can be targets for harmful or criminal attacks. Dignitaries are defined as "any person that has a law enforcement protective detail as directed by state or federal statute" such as current or former United States Presidents, state Governors, foreign heads of state or Senate/House of Representatives leaders. Some categories of dignitaries will be provided protective details by the USSS or other federal law enforcement agency while others may not. VIPs are defined as "any person who receives special treatment for any reason." Examples of VIPs can include celebrities, major employers, certain politicians, high-level corporate officers, wealthy individuals or other famous personnel such as actors or athletes.

PROCEDURES

All requests for dignitary and VIP protection will be forwarded to the Chief Deputy. Dignitary and VIP protection shall be the responsibility of the Office of Professional Standards and Training Commander.

1. The OPST Commander, in consultation with the Chief Deputy, shall determine the type and scope of services to provide to the dignitary or VIP(s).
2. It shall be the responsibility of the OPST Commander to train and staff an appropriate number of RCSO personnel to meet all protective detail objectives.
3. The entire Dignitary/VIP Protective Detail shall be comprised of Command, Advance Teams, Motorcades, SWAT contingent, K-9 contingent, Principal Protection, Intel and EOD contingent. Elements of the Protective Detail will be utilized based upon needs and threat intelligence.
4. The OPST Commander shall be responsible for coordinating with the protectee's staff or representatives to directly obtain necessary information regarding the protectee's anticipated movements and activities. Details regarding these movements and activities shall be divulged to only those individuals that have a legitimate need to know.
5. The OPST Commander shall be responsible for developing and implementing an Operational Plan for all Dignitary/VIP Protective Details. Key elements of the Operational Plan shall include, but not be limited to:

Access: Includes information on arrival and departure and site-security plans

Transportation: Covers the logistics of protective motorcades, tail and lead vehicles and drivers. Plans shall include pre-defined routes and parking.

Contingency Routes: Shall include back-up routes in anticipation of traffic or other problems

Communications: This should cover dispatch needs and radio coverage

Site Coverage: Describes the usage of Protective Detail personnel at key events that dignitaries and VIPs will be attending.

Training: Details pre-event training on operational plan, transportation routes and emergency evacuation and Medical procedures.

Protectee Information: Details protectee specific information relative to the assignment

Intel: Details intelligence gathered specific to the protectee based upon the dignitary's or VIP's individual assessment.

Policy Title:	5.11 Special Operations		
Policy Number:	5.11-7	Effective Date:	March 10, 2014
Sub Title:	Special Events	Revised Date:	
GPAC:		CALEA:	46.2.7

5.11-7 Special Events

The S.O.D. Commander will be responsible for planning and coordinating appropriate resources for all special events. Meetings may be held with event coordinators, representatives from Roads & Bridges, Richmond County Recreation Board, E.M.A., Traffic Engineers, Fire Department, Gold Cross and other county or law enforcement agencies to identify any special equipment that may be needed. The following will also be addressed:

- ◆ Determine manpower needs
- ◆ Ascertain a written estimate of expected traffic and crowd size
- ◆ Ensure the adequate control of, and safety for participants and spectators
- ◆ Establish traffic direction and control points for release of traffic

An after-action report will be completed.

Policy Title:	5.11 Special Operations		
Policy Number:	5.11-8	Effective Date:	March 10, 2014
Sub Title:	Mobile Field Force	Revised Date:	
GPAC:	CALEA:		

5.11-8 Mobile Field Force

The RCSO utilizes a Mobile Field Force which may respond to incidents involving civil unrest, crowd control or other critical incidents. The Sheriff, Chief Deputy or Colonel may activate the MOBILE FIELD FORCE. The MOBILE FIELD FORCE is comprised of Field Operations Bureau personnel. The chain of command is squad member, squad leader, assistant field commander and field commander. In the event an incident develops which requires their response, on and off duty personnel will be contacted and directed to report to a pre-designated location for briefings and issuance of equipment. The first supervisor on the scene will coordinate the unit's activities until the arrival of the field commander. Additional personnel will be contacted and directed to respond as support, when needed. All MOBILE FIELD FORCE personnel will be governed and guided by the RCSO's use of force options, as well as appropriate state and federal statutes. MOBILE FIELD FORCE training will be geared to crowd control, unit formations, mass arrests, detention of subjects, less lethal and baton techniques.

The following equipment may be issued during an incident:

- ◆ Helmet and protective visor
- ◆ Clear Plexiglas shield
- ◆ Chest protector
- ◆ Knee, shin and foot guards
- ◆ Elbow pads
- ◆ Padded gloves
- ◆ Protective mask
- ◆ Bull horns (available for Command)

The Special Operations Division Commander is responsible for any equipment needs. Quarterly operational readiness inspections will be conducted on all MOBILE FIELD FORCE equipment which will be forwarded to OPST.

Policy Title:	5.12 Homeland Security		
Policy Number:	5.12-1	Effective Date:	March 10, 2014
Sub Title:	Exchange of Terrorism Information	Revised Date:	
GPAC:	5.33	CALEA:	46.3.1

5.12-1 Exchange of Terrorism Information

The RCSO maintains liaison with other organizations for the exchange of terrorism information. These organizations may include, but are not limited to:

- ◆ Georgia Bureau of Investigations
- ◆ Federal Bureau of Investigations
- ◆ U.S. Secret Service
- ◆ U.S. Postal Intelligence Investigations
- ◆ Army Intelligence
- ◆ Depart of Energy
- ◆ Department of Defense Plant Vogtle
- ◆ Savannah River National Lab

Currently, the Intelligence Division is our points of contact for this liaison. Training regarding this function shall take place during annual roll-call training.

Policy Title:	5.12 Homeland Security		
Policy Number:	5.12-2	Effective Date:	March 10, 2014
Sub Title:	Procedures for Reporting/ Relaying Terrorism Information to the Proper Agency	Revised Date:	
GPAC:		CALEA:	46.3.2

5.12-2 Procedures for Reporting/Relaying Terrorism Information to the Proper Agency

Terrorism related intelligence/information is gathered, reported, relayed or disseminated through the following:

- ◆ E-mails
- ◆ Georgia State Intelligence Network Website
- ◆ Weapons of Mass Destruction meetings

Information that is deemed to need immediate dissemination will be done so by phone or cell phone.

Policy Title:	5.12 Homeland Security		
Policy Number:	5.12-3	Effective Date:	March 10, 2014
Sub Title:	Terrorism Awareness Information	Revised Date:	
GPAC:		CALEA:	46.3.3

5.12-3 Terrorism Awareness Information

Terrorism awareness information is provided to the citizens through the National Terrorism Advisory System located on the Richmond County web-site.

Policy Title:	5.12 Homeland Security		
Policy Number:	5.12-4	Effective Date:	March 10, 2014
Sub Title:	Hazardous Materials Awareness Training	Revised Date:	
GPAC:		CALEA:	46.3.2

5.12-4 Hazardous Materials Awareness Training

Hazardous materials awareness level training will be provided at Basic Training to assist with:

- ◆ Assessment of the incident
- ◆ Detection and identification of the hazardous material
- ◆ Additional medical/operational needs

6.1 Internal Affairs

- 6.1-1Investigating Complaints
- 6.1-2Maintaining a Record of All Complaints
- 6.1-3Authority to Report to Sheriff
- 6.1-4Making Public Aware of Procedures
- 6.1-5Annual Statistical Summaries
- 6.1-6Investigation of Complaints
- 6.1-7Notification to the Sheriff
- 6.1-8Time Limits for Completing Investigations
- 6.1-9Keeping Complainants Informed
- 6.1-10Notifying Employees of Complaints
- 6.1-11Internal Affairs Investigations
- 6.1-12Relieving an Employee from Duty
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6.2 Line Inspections

- 6.2-1Line Inspections

6.3 Staff Inspections

- 6.3-1Staff Inspection Procedures

6.4 Public Information

- 6.4-1The Public Information Function
- 6.4-2Involving the Media in Policy
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6.5 Victim/Witness Assistance

- 6.5-1Rights of Victims
- 6.5-2Documented Review
- 6.5-3RCSO's Role
- 6.5-4Information Availability
- 6.5-5Assistance for Threats or Intimidation
- 6.5-6Assistance during Preliminary Investigations
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- 6.5-8Assistance Rendered upon Arrest/Post Arrest
- 6.5-9Notifying next of Kin

Policy Title:	6.1 Internal Affairs		
Policy Number:	6.1-1	Effective Date:	March 10, 2014
Sub Title:	Investigating Complaints	Revised Date:	
GPAC:		CALEA:	26.2.1

6.1-1 Investigating Complaints

All complaints received by the RCSO, including anonymous complaints, will be investigated.

Policy Title:	6.1 Internal Affairs		
Policy Number:	6.1-2	Effective Date:	March 10, 2014
Sub Title:	Maintaining a Record of All Complaints	Revised Date:	
GPAC:		CALEA:	26.2.2

6.1-2 Maintaining a Record of All Complaints

All complaint files will be securely maintained by the Internal Affairs (I.A.) Unit in accordance with Georgia Records Retention Laws.

Policy Title:	6.1 Internal Affairs		
Policy Number:	6.1-3	Effective Date:	March 10, 2014
Sub Title:	Authority to Report to Sheriff	Revised Date:	
GPAC:		CALEA:	52.1.3

6.1-3 Authority to Report to Sheriff

The I.A. Commander has the authority to report directly to the Sheriff on all internal affairs issues, either in person or by memo.

Policy Title:	6.1 Internal Affairs		
Policy Number:	6.1-4	Effective Date:	March 10, 2014
Sub Title:	Making Public Aware of Procedures	Revised Date:	
GPAC:		CALEA:	26.2.4

6.1-4 Making Public Aware of Procedures

Procedures covering how the public may register complaints against the RCSO or employees are posted on the Sheriff's Office website <https://www.richmondcountysheriffsoffice.com/complaint-process.cfm>, In the lobby of H Q, Richmond County Detention Center lobby, and the lobby of the substations.

Policy Title:	6.1 Internal Affairs		
Policy Number:	6.1-5	Effective Date:	March 10, 2014
Sub Title:	Annual Statistical Summaries	Revised Date:	
GPAC:	2.7	CALEA:	52.1.5

6.1-5 Annual Statistical Summaries

The I.A. Commander shall compile annual statistical summaries of complaints and internal affairs investigation filed against employees. These statistics will be made available to RCSO employees and the public via the RCSO website.

Policy Title:	6.1 Internal Affairs		
Policy Number:	6.1-6	Effective Date:	March 10, 2014
Sub Title:	Investigation of Complaints	Revised Date:	January 25, 2019
GPAC:	3.7	CALEA:	26.3.2

6.1-6 Investigation of Complaints

Complaints may be received in person, in writing or over the telephone. When a complaint is received, the on duty supervisor will complete a Standard Complaint Form to document the complaint. The supervisor receiving the complaint will, within a reasonable amount of time, contact I.A. to receive a control number. If the initial facts surrounding the complaint are minor in nature, the complaint may be investigated by the employee's immediate supervisor. If the facts surrounding the complaint are not minor, the supervisor will forward the complaint up the chain of command to the Colonel or Chief Deputy for assignment. If the complaint or incident maybe criminal in nature, the Colonel or Chief Deputy will be notified and may assign the incident for criminal investigation. If the complaint or incident is assigned for criminal investigation, the I.A. administrative investigation can be suspended or can be performed concurrently with the criminal investigation. Care will be taken not to jeopardize or interfere with the criminal judicial process. Employees under investigation for alleged criminal law violations will be afforded those rights guaranteed by the Constitution of the United States and the policies and procedures of the RCSO.

Complaints Investigated by Line Supervisors - Incidents or complaints that may be investigated by the supervisors may include, but are not limited to:

- ◆ Alleged rudeness
- ◆ Incomplete or inaccurate reports
- ◆ Speeding
- ◆ Sleeping on duty
- ◆ Minor unprofessional conduct
- ◆ Conduct unbecoming an employee

The I.A. Commander shall conduct an annual review of all complaints. In March of a given year, the IA Commander shall compile all complaint data from the previous year and conduct a review of that data in conjunction with the annual statistical summary covered under 6.1-5. IA Trak software will be used in the compilation of this data. (GACP 3.7)

Complaints Requiring Internal Affairs Investigation - An investigation will be performed by I.A. in regard to:

- ◆ Bias based profiling
- ◆ Officer involved use of force where serious injury or death occur
- ◆ When the investigation requires out of town travel
- ◆ At the direction of the Colonel, Chief Deputy or Sheriff

Policy Title:	6.1 Internal Affairs		
Policy Number:	6.1-7	Effective Date:	March 10, 2014
Sub Title:	Notifications to the Sheriff	Revised Date:	
GPAC:		CALEA:	26.3.2

6.1-7 Notifications to the Sheriff

The supervisor receiving the complaint will document the information on a standard complaint form. The supervisor should, within a reasonable amount of time, contact I.A. for a control number. Once a control number has been issued, the I.A. Commander or designee will notify the Colonel or Chief Deputy of the complaint. The Colonel or Chief Deputy will notify the Sheriff.

Policy Title:	6.1 Internal Affairs		
Policy Number:	6.1-8	Effective Date:	March 10, 2014
Sub Title:	Time Limits for Completing Investigations	Revised Date:	
GPAC:		CALEA:	26.3.3

6.1-8 Time Limits for Completing Investigations

All I.A. investigations will be investigated and completed as quickly as possible, with a 30 day maximum time limit. An extension may be requested when multiple victims, witnesses or other circumstances require an extended time period to fully investigate. The extension may only be approved by the Sheriff or Chief Deputy.

Policy Title:	6.1 Internal Affairs		
Policy Number:	6.1-9	Effective Date:	March 10, 2014
Sub Title:	Keeping Complainants Informed	Revised Date:	
GPAC:		CALEA:	52.2.4

6.1-9 Keeping Complainants Informed

When taking a complaint, supervisors will advise the citizen the complaint will be investigated and they will be notified of the findings upon the conclusion of the investigation. When appropriate, the complainant will be briefed on the status of the complaint investigation. Information released to the complainant, during the investigative process, is at the discretion of the investigating supervisor.

Policy Title:	6.1 Internal Affairs		
Policy Number:	6.1-10	Effective Date:	March 10, 2014
Sub Title:	Notifying Employees of Complaints	Revised Date:	
GPAC:	CALEA	26.3.5	

6.1-10 Notifying Employees of Complaints

When an employee is notified that he has become the subject of an I.A. investigation, that employee will be issued a written notice of the allegation. The employee's rights and responsibilities relative to the investigation will appear on the notification.

Policy Title:	6.1 Internal Affairs		
Policy Number:	6.1-11	Effective Date:	March 10, 2014
Sub Title:	Internal Affairs Investigations	Revised Date:	
GPAC:		CALEA:	52.2.6

6.1-11 Internal Affairs Investigations

Medical or Laboratory Examinations - An employee may be required to submit to a medical or laboratory examination, at the RCSO's expense, when the examination is related to a particular I.A. investigation being conducted by the RCSO.

Photographs of Employees - An employee may be required to be photographed, to participate in a lineup, and/or to submit a financial disclosure statement when the actions are material to a particular I.A. investigation being conducted by the RCSO.

Instruments for Detection of Deception - An employee may be required to submit to a polygraph examination in the course of an I.A. investigation. The use of the polygraph will be restricted to those issues related to a particular internal investigation.

Policy Title:	6.1 Internal Affairs		
Policy Number:	6.1-12	Effective Date:	March 10, 2014
Sub Title:	Relieving an Employee from Duty	Revised Date:	
GPAC:		CALEA:	52.2.7

6.1-12 Relieving an Employee from Duty

If it is necessary, the shift supervisor has the authority to relieve the employee from duty with pay. Relief from duty may range from sending an employee home until the completion of an administrative review or internal investigation, up to relieving the employee of his weapon(s), badge, credentials and vehicle, if the situation warrants this type of action. If the relief from duty pertains to an employee's physical or psychological fitness for duty, the employee may return to normal duty once he has been cleared to do so by appropriate medical authorities and the RCSO. Other circumstances may include, but are not limited to:

- ◆ Intoxication
- ◆ Gross insubordination or misconduct
- ◆ Any violation of criminal law
- ◆ Gross negligence involving potential loss of life
- ◆ Any violation of RCSO policy that would submit the violating employee to immediate dismissal
- ◆ Use of deadly force

The authority to relieve an employee from duty without pay rests solely with the Sheriff, Chief Deputy or Colonel.

Policy Title:	6.1 Internal Affairs		
Policy Number:	6.1-13	Effective Date:	March 10, 2014
Sub Title:	Conclusion of Fact Required	Revised Date:	
GPAC:		CALEA:	52.2.8

6.1-13 Conclusion of Fact Required

Investigations against employees will conclude with one of the following findings:

- ◆ Sustained - The investigation revealed the employee acted inappropriately or in a manner not consistent with policy
- ◆ Not Sustained (Cleared) - The investigation revealed the employee did not act inappropriately or in a manner not consisted with policy
- ◆ Undetermined - The investigation did not reveal sufficient evidence to support a finding of sustained or not sustained
- ◆ Policy Failure - The incident did occur, but there was an omission of policy or the established policy was insufficient or ineffective. In these instances, the policy will be revised

Policy Title:	6.2 Line Inspection		
Policy Number:	6.2-1	Effective Date:	March 10, 2014
Sub Title:	Line Inspections	Revised Date:	
GPAC:		CALEA:	53.1.1

6.2-1 Line Inspection

A formal and informal inspection is the process by which supervisors observe an employee's activity, use and maintenance of issued equipment and RCSO property and review their personal appearance.

Procedures for Conducting Line Inspections - First line supervisors of sworn personnel will conduct informal inspections during roll call for adherence to RCSO standards and readiness for duty. During formal inspections, supervisors will meet with and review with each deputy to address the following:

- ◆ Uniform
- ◆ Appearance
- ◆ Issued equipment

Supervisors will then inspect vehicles:

- ◆ Emergency equipment
- ◆ Required vehicle equipment
- ◆ Cleanliness
- ◆ Damage

Supervisors of civilian personnel conduct informal inspections that address:

- ◆ Readiness for duty
- ◆ Attendance
- ◆ Adherence to the dress code
- ◆ Cleanliness of the workstation
- ◆ Condition of RCSO property
- ◆ Relationships with coworkers
- ◆ Coordination of work habits

Frequency - Informal inspections occur on a daily basis. Formal inspections are conducted at least quarterly.

Responsibilities of Supervisors - Supervisors will document deficiencies noted and ensure that action is taken to correct the deficiency identified during the inspection. "On-the-spot" corrections will be made for personnel and service requests should be completed for equipment or vehicles.

Written Reports - Informal inspections do not require a written report unless deficiencies are noted. The inspection form will be completed for formal inspections. All inspection forms and any informal inspection reports made will be forwarded to OPST.

Follow-up Procedures - For deficiencies in which an "on-the-spot" correction is impractical, the supervisor will follow up with the employee to ensure corrective action was taken. Repeat offenders may be required to have random and/or daily inspections. Progressive discipline will be used for those employees who continue to show patterns of noncompliance.

Policy Title:	6.3 Staff Inspections		
Policy Number:	6.3-1	Effective Date:	March 10, 2014
Sub Title:	Staff Inspection Procedures	Revised Date:	
GPAC:		CALEA:	52.2.8

Staff Inspections

6.3-1 Staff Inspection Procedures (CALEA 53.2-1)

Identity of Personnel - O.P.S.T. shall conduct Staff Inspections for the RCSO. The O.P.S.T. Commander has the authority to enlist the assistance of other personnel.

Staff Inspections Procedures - A master inspection schedule will be prepared and approved by the OPST Commander. The division/unit's commander will be notified, in writing, no less than 30 days prior to the Staff Inspection.

The following areas will be inspected:

- ◆ Facilities
- ◆ Administration
- ◆ Files/records
- ◆ Personnel
- ◆ Issued equipment
- ◆ Compliance with RCSO policy and procedures

Submission of Report - After completion of the Staff Inspection, a written report will be submitted to the Colonel or Chief Deputy through the division commander of the division inspected. This report will include the findings of the inspection, any recommendations and identification of any positive aspects.

Follow-up Written Report - The division commander will take whatever action necessary to correct any deficiencies noted by the Staff Inspection. A follow-up inspection may be conducted within six (6) months to ensure those deficiencies that could not be corrected on the spot have been taken care of.

Frequency - All divisions/units will undergo a Staff Inspection no less than once every three years. Staff inspections may occur more frequently at the discretion of the Colonel, Chief Deputy or Sheriff.

Policy Title:	6.4 Public Information		
Policy Number:	6.4-1	Effective Date:	March 10, 2014
Sub Title:	The Public Information Function	Revised Date:	
GPAC:		CALEA:	54.1.1

6.4-1 The Public Information Function

Because the news media performs an invaluable service in keeping the public informed on matters of public interest and safety, the RCSO makes information on crimes and other incidents available to the news media, when possible. During normal business hours, the Public Information Officer (P.I.O.) will be the primary provider of information to the news media. After hours calls from the media should be forwarded to the P.I.O., who will either handle the call or make appropriate referrals.

Assisting Media Personnel - Information on crimes and other incidents will be made available to the media to assist them in covering stories at the scenes of incidents. All deputies will offer reasonable assistance to media personnel while at a scene and grant such personnel closer access to that scene than is normally granted to the general public. The priority, however, should always be safety and the avoidance of any interference with the processing of a crime scene or incident location.

Media Releases/Conferences - The P.I.O. may, at times, make written RCSO media releases that are faxed or emailed to the local media outlets. Arrangement will be made for assistance at media conferences. These may occur either at the Sheriff's Office in Augusta, the Municipal Building in Augusta or North/South Precinct Sub-stations. The P.I.O. will notify media personnel of the time and place the conference will be held and will ensure that facilities used are sufficient.

Coordination and Authority to Release - Every effort will be made to establish and maintain a cooperative relationship, in which the news media may freely obtain information, unless such information is legally privileged, would violate the constitutional rights of an accused or is otherwise specifically prohibited. From the commencement of an investigation of a criminal matter until the completion of a trial or disposition without a trial, an employee will not release or authorize the release of any extrajudicial statement for dissemination by any means of public communication, if such statement poses a clear and present danger to the fairness of the trial. Further, in no event will employees make extrajudicial statements or express their personal opinions. Only the P.I.O. and/or his designee are authorized to coordinate the release the following information:

Victims - Information concerning the victim's name, age, address, occupation and injuries received may be released when doing so would not jeopardize the victim's life or property. In cases involving a sexual assault, the victim's name and address will not be released. Only the age, sex and geographic area may be released.

Witnesses - The existence of a witness may be confirmed, but under no circumstances will the identification of a witness be released.

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

Information Concerning Confidential Investigations and Operations - Only the Sheriff, Chief Deputy, Colonel or P.I.O. has the authority to release information relative to confidential RCSO investigations and/or operations. The objective is not to keep the media uninformed, but is to not jeopardize the investigation. The P.I.O. will coordinate this release of information while balancing the importance of the investigation with the importance of keeping the media informed.

Release of Information When Other Public Services Agencies Are Involved in a Mutual Effort - When the RCSO and other public service agencies (Fire, E.M.S., Coroner, etc.) are involved in a joint operation, a representative from those agencies should be present for the interview with the media or should aid in the drafting of the press release. Under no circumstances will an individual from another agency be authorized to speak or issue statements on behalf of the RCSO or Sheriff.

All release of information shall conform to the Georgia Open Records Act.

Other Information Which May Be Released

- ◆ The identity of an arrested adult, to include age, home address, occupation, charges, circumstances of the arrest, bond information and arresting deputy's name and assignment
- ◆ The identity of an arrested juvenile, only where such release would be in the best interest of public safety
- ◆ Mug shots, once the unit investigating the event has authorized the release
- ◆ Once notification of next of kin is made, information concerning a death, decedent's name, age, home address, occupation, cause and manner of death. A release may be made when notification has been attempted, even though unsuccessful, and within a reasonable period of time (12 hours may be considered reasonable)
- ◆ Information concerning the facts and circumstances of an accident, use of seat belts, other safety equipment or if alcohol or drugs were a factor
- ◆ Juveniles involved in an accident are not exempt from public disclosure and may be identified

Information Which May Not to Be Released

- ◆ Investigative or sensitive information from the Internal Affairs Division
- ◆ Criminal History Record information
- ◆ The existence or the contents of any confession, admission, statement or alibi by an accused or the failure to make same
- ◆ The results of or failure of a defendant to submit to any test, polygraph/breathalyzer
- ◆ The testimony, credibility or character of any witness or victim
- ◆ Any opinion as to the innocence or guilt of the accused or merits of a case
- ◆ Transcripts, reports or summaries of judicial proceedings which the public and press have been excluded by judicial proclamation
- ◆ The home address, telephone number or photograph of any RCSO employee
- ◆ The exact dollar value stolen from commercial institutions or private residences
- ◆ Disclosed information that would significantly interfere with an investigation or apprehension
- ◆ The identity of an arrestee under 17 years of age
- ◆ Contents of suicide notes

Policy Title:	6.4 Public Information		
Policy Number:	6.4-2	Effective Date:	March 10, 2014
Sub Title:	Involving the Media in Policy	Revised Date:	
GPAC:		CALEA:	54.1.2

6.4-2 Involving the Media in Policy

The P.I.O. shall meet annually with representatives from the various media in an effort to involve them in the development of changes in policies and procedures as they relate to the public information function.

Policy Title:	6.4 Public Information		
Policy Number:	6.4-3	Effective Date:	March 10, 2014
Sub Title:	Controlling Media Access	Revised Date:	
GPAC:	6.18	CALEA:	54.1.3

6.4-3 Controlling Media Access

The access of news media, to include news photographers and videographers, at the scenes of major fires, natural disasters, other catastrophic events and crime scene perimeters may be granted. Their presence will be controlled so that they are not interfering with the law enforcement operations. The deputy in charge of the scene will make allowances for the presence of reporters, camera technicians/crews by cordoning off an area with yellow tape for their set up and facilitation of their job.

Policy Title:	6.5 Victim/Witness Assistance		
Policy Number:	6.5-1	Effective Date:	March 10, 2014
Sub Title:	Rights of Victims	Revised Date:	
GPAC:	7.14, 7.15	CALEA:	55.1.1

6.5-1 Rights of Victims

Rights of Victims - Victims of many types of crimes have rights and responsibilities under O.C.G.A. § 17-17-1, called the Victims' Bill of Rights. These rights may include, but are not limited to:

- ◆ Designation of family member to act in place of physically disabled victim
- ◆ Notification to the victim of the accused's arrest, release from custody and any judicial proceeding at which such release is considered
- ◆ Notification to the victim of the accused's pretrial release and of victims' rights and the availability of victim compensation and services
- ◆ Notification to the victim of the accused's arrest and any proceedings where the accused's release is considered; victims' rights to express opinion as to pending proceedings and to file written complaint to prosecuting attorney in event of release
- ◆ Notification by prosecuting attorney of legal procedures and of victims' rights in relation thereto
- ◆ Separate victims' waiting areas from the accused or any family member during the judicial proceedings
- ◆ Requirement by court that defense counsel not disclose victim information to accused
- ◆ Right of victim to express opinion of disposition of accused's case
- ◆ Notification to victim of accused's motion for new trial or appeal, release on bail or other recognizance, appellate proceedings and outcome of appeal; notifications regarding death penalty cases: victims' rights retained at new trial or on appeal
- ◆ Notification to victim of impending parole or clemency proceedings
- ◆ Victim required to provide current address and phone number to notifying parties
- ◆ Failure to provide notice not rendering responsible person liable or comprising basis for error; chapter not conferring standing; existing rights not affected; waiver of rights by victim
- ◆ Temporary restraining and protective orders

These may be the rights of witnesses:

- ◆ Treated with dignity, compassion and respect
- ◆ Protected from intimidation and harm
- ◆ Informed about the judicial proceedings
- ◆ Compensated, when eligible
- ◆ Informed of agencies that can assist them
- ◆ Assist with their employer concerning court appearances

The victimization must be the result of at least one of the below listed offenses:

- ◆ Homicide
- ◆ Kidnapping, false imprisonment
- ◆ Homicide/serious injury by vehicle
- ◆ Assault and battery
- ◆ Reckless conduct
- ◆ Cruelty to children
- ◆ Feticide, feticide by vehicle
- ◆ Sexual offenses
- ◆ Burglary
- ◆ Arson
- ◆ Theft

- ◆ Sexual exploitation of children
- ◆ Serious injury by vehicle
- ◆ Armed robbery

Policy Title:	6.5 Victim/Witness Assistance		
Policy Number:	6.5-2	Effective Date:	March 10, 2014
Sub Title:	Documented Review	Revised Date:	
GPAC:		CALEA:	55.1.2

6.5-2 Documented Review

The RCSO shall complete a documented review of the victim/witness needs and available services within the RCSO's service area at least every three (3) years.

Policy Title:	6.5 Victim/Witness Assistance		
Policy Number:	6.5-3	Effective Date:	March 10, 2014
Sub Title:	RCSO's Role	Revised Date:	
GPAC:	7.14	CALEA:	55.1.3

6.5-3 RCSO's Role

Deputies provide victims a Victim's Assistance Program card which advises the victim/witness of their rights and provides information of where to seek further assistance. The deputy will remember that information given by the victim/witness to further develop the case at hand must be kept confidential to protect them from further intimidation or harm. The RCSO will make every effort to inform the public and media of the RCSO's victim/witness assistance service. These may be accomplished through the Community Services Division or by use of the Sheriff's Office Website. The RCSO will coordinate their victim/witness and public information activities work with the District Attorney's Office and other agencies (i.e., Safe Homes, Rape Crisis, Department of Corrections Victim's Services) to maximize the services given to victim/witness.

Policy Title:	6.5 Victim/Witness Assistance		
Policy Number:	6.5-4	Effective Date:	March 10, 2014
Sub Title:	Information Availability	Revised Date:	
GPAC:		CALEA:	55.2.1

6.5-4 Information Availability

Deputies will provide the victim/witness with the Communications Center's emergency number, 9-1-1 and/or the non-emergency number (706-821-1080), which is staffed 24 hours a day. Upon request, the Communications Center will dispatch a unit to meet with the victim/witness about victim/witness assistance and referral information regarding other assistance programs in the area.

Policy Title:	6.5 Victim/Witness Assistance		
Policy Number:	6.5-5	Effective Date:	March 10, 2014
Sub Title:	Assistance for Threats or Intimidation	Revised Date:	
GPAC:	7.14	CALEA:	55.2.2

6.5-5 Assistance for Threats or Intimidation

When a deputy encounters a victim/witness who has been threatened or otherwise feels intimidated or fears further victimization, appropriate assistance will be provided to that person. That assistance may range from mediation, encouragement, referral, additional reports, contacting the investigator conducting the follow up, house watch/concentrated patrols or attempts to place the victim in some type of safe home.

Policy Title:	6.5 Victim/Witness Assistance		
Policy Number:	6.5-6	Effective Date:	March 10, 2014
Sub Title:	Assistance during Preliminary Investigations	Revised Date:	
GPAC:	7.14	CALEA:	55.2.3

6.5-6 Assistance during Preliminary Investigations

The following services will be rendered by the deputy during the preliminary investigation:

- ◆ Will provide to the victim a Victim Assistance Program card which outlines certain services; i.e., counseling, medical, compensation programs, emergency financial assistance and victim/witness advocacy
- ◆ Will provide to the victim/witness the information regarding what to do if the suspect, suspect's family or companions threaten or otherwise intimidate the victim/witness
- ◆ Will inform the victim/witness of the case number and the subsequent steps in the judicial process
- ◆ Will provide the victim/witness with the number to the Communications Center and the number to the District Attorney's Victim/Witness Assistance Coordinator in case the victim needs to provide further information relative to the case or status of the case

Policy Title:	6.5 Victim/Witness Assistance		
Policy Number:	6.5-7	Effective Date:	March 10, 2014
Sub Title:	Assistance during Follow-up Investigations	Revised Date:	
GPAC:	6.20	CALEA:	55.2.4

6.5-7 Assistance during Follow-up Investigations

Pursuant to Chapter 17 of O.C.G.A., the District Attorney's Victim Witness Assistance Coordinator or the investigator assigned to the case will provide the victim/witness with the following services:

- ◆ Re-contact the victim/witness periodically to determine whether needs are being met, if in the opinion of the RCSO, the impact of a crime on a victim/witness has been unusually severe and has triggered above average need for victim/witness assistance
- ◆ Explain to the victim/witness the procedures involved in the prosecution of their cases and their role in those procedures. Care should be taken not to disclose information that may endanger the successful prosecution of the case
- ◆ Scheduling photo lineups, interviews and other required appearances at the convenience of the victim/witness and provide transportation, if feasible
- ◆ Return victim/witness property taken as evidence (except for contraband, disputed property, or weapons used in the course of the crime), where permitted by law
- ◆ Contact may be made with the District Attorney's Office Victim Assistance Coordinator to assign a Victim Advocate, if available.

Policy Title:	6.5 Victim/Witness Assistance		
Policy Number:	6.5-8	Effective Date:	March 10, 2014
Sub Title:	Assistance Rendered Upon Arrest/Post Arrest	Revised Date:	
GPAC:		CALEA:	55.2.5

6.5.-8 Assistance Rendered Upon Arrest/Post Arrest

Upon arrest, a Victim Notification Sheet will be filled out by the booking deputy. Detention Center personnel will attempt to make telephone contact with the victim prior to the release of the suspect.

Policy Title:	6.5 Victim/Witness Assistance		
Policy Number:	6.5-9	Effective Date:	March 10, 2014
Sub Title:	Notifying Next of Kin	Revised Date:	
GPAC:		CALEA:	55.2.6

6.5-9 Notifying Next of Kin

Next-of-kin notifications of deceased, seriously injured, or those persons seriously ill is made in a prompt, sensitive and empathetic manner. These notifications will be conducted in person with the assistance of the Chaplain, if possible. A close friend or relative can assist if it would facilitate the notification.

7.1 Traffic Enforcement

- 7.1-1.....Selective Traffic Enforcement Activities
- 7.1-2.....Traffic Law Violations
- 7.1-3.....Traffic law Violators
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- 7.1-5.....Uniform Enforcement Policies
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Law Violators
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7.2 Traffic Accident Investigation

- 7.2-1.....Accident Reporting and Investigating
- 7.2-2.....Response to Accidents
- 7.2-3.....Accident Scene Responsibilities
- 7.2-4.....Investigation Follow-Up Activities
- 7.2-5.....Accident Review Committee

7.3 Traffic Direction and Control

- 7.3-1.....Traffic Engineering
- 7.3-2.....Traffic Direction and Control
- 7.3-3.....Escorts
- 7.3-4.....Crossing Guards

7.4 Ancillary Services

- 7.4-1.....Assistance to Motorists
- 7.4-2.....Correcting Hazardous Highway Conditions
- 7.4-3.....Vehicle Removal
- 7.4-4.....Traffic Safety Educational Materials

Policy Title:	7.1 Traffic Enforcement		
Policy Number:	7.1-1	Effective Date:	March 10, 2014
Sub Title:	Selective Traffic Enforcement Activities	Revised Date:	
GPAC:	6.14	CALEA:	61.1.1

7.1-1 Selective Traffic Enforcement Activities

The ultimate goal of traffic enforcement and management is to reduce traffic accidents through the use of producing voluntary compliance with existing traffic laws. The Traffic Sergeants compile traffic data and forwards this information to the Traffic Division Commander who does the following:

- ◆ Conducts a traffic review to identify the intersections or sections of roadway which have a history of increased collision activities
- ◆ Conducts a review of enforcement activities which determines the quantity of contacts made, contributing factors, and main roadways
- ◆ Conducts a comparison of the collision data and enforcement activities

After the initial reviews are made, the traffic supervisors will implement a plan for the selective enforcement techniques for patrolling the areas and problems described. This deployment of traffic enforcement personnel may be done in many ways; geographic/temporal assignments, flooding the area with several units (saturation patrols) etc. An evaluation will be made to gauge the effectiveness of the selective enforcement by comparing the initial data to the current data to see if the present plan is working.

Policy Title:	7.1 Traffic Enforcement		
Policy Number:	7.1-2	Effective Date:	March 10, 2014
Sub Title:	Traffic Law Violations	Revised Date:	
GPAC:		CALEA:	61.1.2

7.1-2 Traffic Law Violations

Physical Arrest - An appearance ticket should not be issued for those offenses for which the driver's license may be suspended. This includes the following offenses:

1. Homicide by vehicle
2. Homicide or serious injury by interference with official traffic control device or railroad sign or signal
3. Feticide by vehicle
4. Any felony in the commission of which a motor vehicle is used
5. Hit and run or leaving the scene of an accident
6. Racing on highways or streets
7. Using a motor vehicle in fleeing or attempting to elude a police officer
8. Fraudulent or fictitious use of or application for a driver's license
9. Driving under the influence
10. Serious injury by vehicle
11. Aggressive Driving

Once the decision has been made to arrest the violator, the deputy will advise the violator of the charge(s) and place him/her under arrest. The deputy should handcuff and will search the violator and advise the Communications Center that the arrest has been made. The deputy will make appropriate arrangements for the vehicle and transport the violator to the Detention Center for booking.

Uniform Traffic Citations (U.T.C.) - A deputy should weigh the degree and severity of the violation committed and exercise discretion to issue a U.T.C. instead of arresting the violator. If issued, the violator will be given the appropriate information about a court appearance and/or payment options and then released. The deputy will advise the Communications Center of the citation and clear from the call.

Warnings - Written warnings are available for use by deputies. Although not mandatory, it is encouraged that written warnings, rather than verbal warnings, be made to assist in documenting the traffic stop and to serve as a reminder to the violator. If the deputy provides the violator with a written warning, the violator should be reminded of the appropriate law, issued the warning and released. The deputy will advise the Communications Center of the warning and clear from the call.

Policy Title:	7.1 Traffic Enforcement		
Policy Number:	7.1-3	Effective Date:	March 10, 2014
Sub Title:	Traffic Law Violators	Revised Date:	
GPAC:	6.15	CALEA:	61.1.2

7.1-3 Traffic Law Violators (GACP 6.15)

Non-Resident - Violators are handled the same as others except for those living in Non-Compact States. A Non-Compact State is one which is not a member of the Non-Resident Violator Compact, and a resident of a Non-Compact State should not be issued an appearance ticket for any violation. When the deputy makes the decision to issue a citation to a Non-Compact State driver, the violator will be escorted to the Detention Center to post a bond for the offense. As of June 2013, the non-Compact states are:

Alaska	California
Michigan	Montana
Oregon	Wisconsin

Juveniles - Those under the age of 17 years who commit traffic offenses will be issued a U.T.C. at the deputy's discretion. The U.T.C. serves as the summons and the petition for Juvenile Court. If the Juvenile is 17 at the time the ticket was issued, then the ticket will be handled by State Court. The following offenses are handled as delinquent offenses, where the deputy will issue a U.T.C. and complete a juvenile complaint form:

- ◆ Manslaughter resulting from the operation of a motor vehicle
- ◆ Any felony in which a motor vehicle is used
- ◆ Racing on the highways or streets
- ◆ Using a motor vehicle in fleeing or attempting to elude a police officer
- ◆ Fraudulent or fictitious use of a license
- ◆ Hit and run or leaving the scene of an accident
- ◆ D.U.I./alcohol or drugs
- ◆ Possession of controlled dangerous substance or marijuana
- ◆ Any other offense for which driving privileges can be suspended or revoked for an adult
- ◆ Homicide by Motor Vehicle

Legislators - After ascertaining a subject has proper legislative credentials and that an official committee meeting or legislative session is being or is to be held, a deputy will release the subject with a warning for misdemeanor traffic violations. However, the deputy will take appropriate action as mandated by state law for any D.U.I. and/or felony traffic offenses. A supervisor will be notified.

Foreign Diplomats/Consular Officials - After ascertaining that the official has proper credentials, a deputy may issue the person entitled to diplomatic or consular immunity a U.T.C. or warning as appropriate under the circumstances. Under international law, the issuance of a traffic citation does not constitute an arrest or detention. A copy of the U.T.C., along with a copy of the report, will be forwarded through the chain of command to the Diplomatic Motor Vehicle Office, 3507 International Place, Washington, D.C. 20008. In cases involving D.U.I. and B.U.I. the deputy may ask the individual to submit to field tests to help determine intoxication. This should be accomplished while awaiting verification of the foreigner's claimed status. After verification, the Office of Protocol, U.S. State Department, at 202-647-1985, must be notified (between the hours of 0800 and 1700 E.S.T.), who will advise of the procedures to follow. If after hours or on a weekend, the Bureau of Diplomatic Security should be notified at 202-647-7277. For urgent matters after hours, the State Department Operations Center can be reached at 202-647-1512. In any case, the shift supervisor will be notified.

Military Personnel - Military personnel will be treated as all other violators. In most cases of state or national emergencies, as declared by the appropriate governmental authority, a higher degree of discretion is expected of the deputy. Military personnel will in all cases except treason, felony or breach of peace, will be privileged from arrest during their attendance at drills, parades, meetings, encampments, going to or returning from active duty.

Policy Title:	7.1 Traffic Enforcement		
Policy Number:	7.1-4	Effective Date:	March 10, 2014
Sub Title:	Citation Information	Revised Date:	
GPAC:		CALEA:	61.1.4

7.1-4 Citation Information

Court Appearance Schedule - Adult Traffic Court is scheduled by State Court on assigned court days. The State Court Judge reserves the right to modify this schedule as needed. Juvenile Traffic Court is held at the Juvenile Court. The date is pre-designated by the Court Officer to meet the needs of the Judge. Both dates are published at least a month in advance and supplied to the deputies. The court date will be placed on the appearance ticket.

Optional/Mandatory Court Appearance - Juveniles charged with a traffic violation must contact the Juvenile Court for a court date. Adults charged with traffic violations may appear in State Court to dispute the charge, enter a plea or pay a fine prior to the court date, either in person or by mail or online.

Other Information - The issuing deputy must advise the accused of the charge, the location, and the date and time of the available court to hear the case.

Policy Title:	7.1 Traffic Enforcement		
Policy Number:	7.1-5	Effective Date:	March 10, 2014
Sub Title:	Uniform Enforcement Policies	Revised Date:	
GPAC:		CALEA:	61.1.5

7.1-5 Uniform Enforcement Policies

D.U.I. - It is unlawful for any driver to operate a motor vehicle while intoxicated by alcohol or under the influence of drugs. Driving under the influence of alcohol is related by Georgia law as being the following:

- ◆ D.U.I. for commercial drivers while driving a commercial vehicle is .04 gms or above
- ◆ D.U.I. for persons under the age of 21 is .02 gms or above
- ◆ D.U.I. for all others is .08 gms or above
- ◆ When "less safe" can be proven

Those violators determined to be under the influence of either alcohol or drugs and exceed the limits described in O.C.G.A. § 40-6-391 will receive a U.T.C. and will be transported to the Detention Center for processing. The driver of the vehicle must be operating a moving vehicle at the time of the violation or have been at the time of the accident or traffic stop. Generally, the courts have recognized that an arrest made within three (3) hours of a Hit and Run or accident is acceptable. It is illegal to drive after using prescription medication when such medication states that it may cause mental or physical changes, warnings are issued by a doctor or pharmacist, or the medication causes impairment making the driver less safe. Any violator who is unable to be transported to the Detention Center due to an injury requiring hospitalization will not be transported to the Detention Center immediately upon release from the hospital, but will be booked upon their recovery. Detention Center supervisors have the authority to refuse any person for injury/medical reasons if such detention would place an unreasonable liability or safety upon the individual or the RCSO.

Suspended/Revoked - It is unlawful and improper to allow any unlicensed person to drive. After it is discovered that the driver's license is suspended, revoked or canceled, the offender should not be allowed to drive again. Any violator determined to be in violation of O.C.G.A. § 40-5-121 (Driving while Suspended or Revoked) or O.C.G.A. § 40-5-58 (Habitual Violator) will be issued a U.T.C. and transported to the Detention Center for processing.

Speed Violations - All violators of O.C.G.A. § 40-6-181 (Speeding) will be issued a U.T.C. at the deputy's discretion. No citation for speeding in other than a properly marked school or residential zone will be issued for violations of less than 11 miles above the posted speed limits (O.C.G.A. § 40-14-8). Speed violations may be detected by three methods:

- ◆ Visualizing - A deputy's experience gives him the unique ability to detect that a vehicle is exceeding the posted speed limit. This leads to a basic speed violation, "Too Fast for Conditions" O.C.G.A. § 40-6-180 charge when the conditions can be enumerated
- ◆ Pacing - The deputy uses his patrol vehicle (with a certified calibrated speedometer) to follow at an equal distance matching his speed with the violator's speed
- ◆ Speed Detection Device - Radars designed to detect in moving and stationary modes and lasers in a stationary mode

Hazardous Violations - Deputies should exercise their discretion based on experience and training and ensuring adherence to state law and RCSO policy for proper action or enforcement.

Off-Road Vehicle Violations - The deputy should exercise discretion based on experience, training and ensuring adherence to state law and RCSO policy for proper action and enforcement.

Equipment Violations - When a deputy encounters a violation regarding defective equipment, he must weigh the totality of the circumstances and impact of the violation on the safety of the motoring public and use his discretion for issuing a U.T.C. and/or release of the motor vehicle for continuous operation on the roadways of this county.

Public Carrier/Commercial Vehicle - Whenever a deputy encounters a violation of state traffic law by a public commercial vehicle operator, the deputy may issue a U.T.C., warning or contact the Georgia Department of Motor Carrier Compliance Division for assistance.

Non-Hazardous Violations - Whenever a deputy encounters non-hazardous violations of state law, he should exercise discretion and take appropriate action as outlined by state law.

Multiple Violations - In cases of multiple violations of state law by a single violator, the deputy should consider the totality of circumstances and exercise sound discretion to determine the number of U.T.C.s, which should be issued.

Newly-Enacted Laws - Newly-enacted laws and/or regulations will be disseminated during Legislative Updates in-Service or roll-call training. In order to educate the motoring public, written warnings for these violations may be issued for an appropriate period of time to achieve voluntary compliance.

Violations Resulting in Accidents - Deputies should consider the following when deciding whether or not a U.T.C. should be issued:

- ◆ Extent or severity of personal injury
- ◆ Extent of damage to vehicles and/or property

Pedestrian/Bicycle Violations - Pedestrian and/or bicycle violations will be enforced as outlined by state law and/or county ordinance.

Officer Discretion - When dealing with the public, the deputy must use a common sense approach and base his action on training, the circumstances and state law.

Policy Title:	7.1 Traffic Enforcement		
Policy Number:	7.1-6	Effective Date:	March 10, 2014
Sub Title:	Traffic Enforcement Practices	Revised Date:	
GPAC:	6.35	CALEA:	61.1.6

7.1-6 Traffic Enforcement Practices

Visible Traffic Patrol - Will be used for the entire county in order to achieve voluntary compliance of state law. However, when deemed necessary based on the Traffic Enforcement Review, or complaints received from citizens, the Traffic Division may operate in an area for selective enforcement in the identified locations.

Stationary Observation - The Traffic Division may operate in an overt manner using both stationary and moving observation techniques. Stationary radar duties are outlined in O.C.G.A. § 40-14-7, "Visibility to Approaching Motorists", and must be adhered to by the deputy operating the radar.

Covert manners may be used, but the vehicle will not be concealed. Vehicles using stationary radar will be visible for a distance of up to 500 feet. During limited visibility or at night, parking lights will be used.

Unmarked/Unconventional Vehicles - The routine enforcement of state traffic codes will be performed in a marked vehicle as outlined in O.C.G.A. § 40-8-91, "Identification, Color of Paint and Equipment of Law Enforcement Vehicles." Unmarked vehicles may execute traffic stops only when the observed violation creates an imminent and continuing danger to other traffic or pedestrians and necessitates immediate action.

Use of Roadside Safety Checks - Will be conducted periodically in an effort to ensure the motoring public is in compliance with driver's license requirements, insurance requirements, vehicle tag requirements, and to check for impaired drivers.

Policy Title:	7.1 Traffic Enforcement		
Policy Number:	7.1-7	Effective Date:	March 10, 2014
Sub Title:	Stopping/Approaching Traffic Law Violators	Revised Date:	April 28, 2021
GPAC:		CALEA:	61.1.7

7.1-7 Stopping/Approaching Traffic Law Violator

Traffic Law Violators - When a traffic law violation is identified, the following procedures should be used:

- ◆ The violation will be identified
- ◆ Attempts should be made to preplan the stop by taking into consideration lighting, parking room and traffic
- ◆ The Communications Center will be advised of the location of the stop, tag number, description of the vehicle and **probable cause for the stop**.
- ◆ The deputy will activate the blue lights and may need the siren to stop the vehicle. If the location changes, the Communications Center will be advised
- ◆ The deputy should park his vehicle a safe distance away from the violator's vehicle in a manner conducive to officer safety
- ◆ During hours of darkness, the spotlight may be focused through the rear window of the violator's vehicle
- ◆ The deputy should approach the vehicle with safety in mind and visually check the interior and make contact with the driver and/or occupant

Unknown Risk Stops - Deputies are unable to determine in advance the final outcome from an unknown risk stop. The deputy must have reasonable articulable suspicion before the stop is made. The following procedures should be used:

- ◆ The deputy should notify the Communications Center that he/she is following a suspicious vehicle, relay the location, tag number, description of the vehicle, **probable cause for the stop**, number of and race and sex of all occupants, if known and request another unit for assistance, if needed. This should be done before the deputy activates any emergency equipment
- ◆ The stop should be conducted in a well-lighted area and should not be initiated until the assisting unit arrives or is in close proximity. If the suspicious vehicle stops unexpectedly and the driver or occupant (s) exit the vehicle, the deputy should order the person (s) to a safe location where they can be observed until the backup unit arrives. The deputy will activate the blue lights and may need the siren to stop the suspicious vehicle and the assisting unit will use blue lights only
- ◆ The deputy should park his vehicle a safe distance away from the suspicious vehicle in a manner conducive to officer safety. The headlights should be on high-beam and the spotlight directed at the rear window. The assisting unit should be parked at a safe distance behind the primary unit
- ◆ Depending on the situation at hand, the driver and occupant(s) may be instructed to exit the suspicious vehicle or may be allowed to remain inside
- ◆ The deputy, with safety in mind, will make contact with the driver and occupant(s), while the assisting deputy stands at the rear

In the above stops, after making contact with the driver, the deputy will advise the driver of the reason for the stop and obtain the driver's license and insurance card. The driver, vehicle and/or any other occupant(s) may be checked through G.C.I.C./N.C.I.C. If the driver and/or occupant(s) are to be arrested, they will be asked to exit the vehicle and will be handcuffed and searched. If a more thorough search is deemed necessary and cannot be performed at the scene, the arresting deputy will contact a supervisor and advise them of the situation. A search warrant should be obtained and the vehicle may be towed to the Impound Lot or HQ and the search continued. If the driver is given a U.T.C., they will also receive all appropriate information. In situations of a suspicious vehicle, all occupants' information will be recorded in the computer. After the stop has been concluded, the vehicle should be assisted back into traffic.

High Risk Stops - These occur when there is information that a suspect vehicle and/or its occupant(s) have been involved in a felony or may be armed or violent or fit the description given in a B.O.L.O. The following procedures may be used:

- ◆ The deputy will notify the Communications Center that contact has been made with the suspect vehicle, relay the location, tag number, description of the vehicle, **probable cause for the stop**, number of and race and sex of all occupants, if known and request back up. This should happen before the deputy activates any emergency equipment. Location changes should be relayed frequently
- ◆ The stop should not be initiated until the backup unit arrives or is in close proximity
- ◆ The blue lights will be activated and the siren may be needed to stop the suspect vehicle
- ◆ The primary unit should stop a safe distance away from the suspect vehicle and off to the left and the backup unit should stop the same distance and off to the right
- ◆ The primary deputy should stand behind his opened driver's door and the backup deputy should stand behind his opened driver's door or move to the rear of the primary unit after securing his vehicle
- ◆ One deputy should give all commands
- ◆ Occupants of the vehicle will be removed individually and may be ordered to kneel, cross the ankles, lace the fingers and place the hands on top of the head. Each occupant will be handcuffed, escorted to safety, searched and secured by the backup deputy. The vehicle will then be cleared for additional occupants
- ◆ All occupants will be checked through G.C.I.C./N.C.I.C.
- ◆ Appropriate action will be taken regarding the stop and/or occupants

Policy Title:	7.1 Traffic Enforcement		
Policy Number:	7.1-8	Effective Date:	March 10, 2014
Sub Title:	Conduct with Traffic Violators	Revised Date:	
GPAC:		CALEA:	61.1.8

7.1-8 Conduct with Traffic Violators

Vehicles should always be approached with safety in mind and the deputy will remember to be polite and courteous in his dealings. After making contact, the deputy will obtain the offender's driver's license and insurance card. If there is a question as to vehicle ownership, the vehicle registration will be requested. The offender will be told why he was stopped, if given a citation, will be given appropriate information relative to that citation. Deputies may run individuals and tags through G.C.I.C. After the stop has concluded, the violator will be assisted back into traffic.

Policy Title:	7.1 Traffic Enforcement		
Policy Number:	7.1-9	Effective Date:	March 10, 2014
Sub Title:	Use of Speed Measuring Devices	Revised Date:	
GPAC:		CALEA:	61.1.9

7.1-9 Use of Speed Measuring Devices

Equipment Specifications - A speed detection device is a particular device designed to measure the speed or velocity of a motor vehicle based on the Doppler or Lidar principle. All such devices must meet or exceed the minimum performance specifications established by the Department of Public Safety (D.P.S.).

Operational Procedures - There are several areas that must be considered when operating radar, as follows:

- ◆ A test for calibration is made by the operator at the beginning and end of each shift and these records will be maintained by the individual deputies
- ◆ Deputies may run radar either in a stationary or moving mode
- ◆ The deputy must visually observe the traffic, identify and estimate the speed of the violating vehicle
- ◆ The deputy must maintain a visual tracking history of the violating vehicle
- ◆ The deputy must get a valid speed reading that coincides with the visual speed estimation
- ◆ Based upon all of the above information, a traffic stop may be conducted for the violation

The following guidelines are state regulations for the operation of radar:

- ◆ There must be 24" X 30" signs posted at the boundary of every highway at the point it intersects the county boundary or state line indicating the speed detection device used
- ◆ No enforcement action may be taken within 500 feet of the posted signs
- ◆ No stationary radar can be used unless the vehicle in which the device is operated can be seen for a distance of at least 500 feet
- ◆ No speeding cases using traffic radar can be made unless such case is made in excess of 10 mph over the posted limit. This does not apply in a properly marked school zone one hour before, during, and one hour after normal school hours or in a properly marked residential zone
- ◆ No cases can be made within 30 days of a reduction in the speed limit
- ◆ No case can be made within 300 feet inside an incorporated municipality and 600 feet outside an incorporated municipality of a reduction in speed limit
- ◆ No roads can be approved by the state for use of traffic radar if the road has a grade in excess of 7%
- ◆ The RCSO must have a D.P.S. permit and an F.C.C. license

Care and Upkeep - Each unit is certified as a whole, and parts of one unit cannot be used by another radar unit. If the unit will not calibrate, the unit will be taken out of service. There are no user/owner serviceable parts in traffic radar. If something is repaired, the entire unit must be recalibrated.

Maintenance & Calibration Records - Prior to the use of each radar, and annually after being placed in service, the radar will be certified for compliance by a technician possessing a certification as required by the Department of Motor Vehicle Services. Each set of certification records will be kept on file.

Operator Training and Certification - All traffic deputies will complete a basic radar/laser class and maintain certification. Upon completion of the class, each deputy will be assigned to a certified operator to ensure competency in the operations of the radar.

Policy Title:	7.1 Traffic Enforcement		
Policy Number:	7.1-10	Effective Date:	March 10, 2014
Sub Title:	Alcohol Countermeasures Programs	Revised Date:	
GPAC:		CALEA:	61.1.10

7.1-10 Alcohol Countermeasures Programs

The RCSO enforces violations of O.C.G.A. § 40-6-391, "Driving Under the Influence of Alcohol or Drugs." The following countermeasures may be used in addition to overt patrol techniques:

- ◆ Driver's license, insurance and sobriety checkpoints
- ◆ Selective enforcement based on the Traffic Enforcement Review
- ◆ Coordination with Georgia State Patrol
- ◆ Increased patrols on a directed basis for peak holiday traffic enforcement

Policy Title:	7.1 Traffic Enforcement		
Policy Number:	7.1-11	Effective Date:	March 10, 2014
Sub Title:	D.U.I Procedures	Revised Date:	
GPAC:		CALEA:	61.1.11

7.1-11 D.U.I. Procedures

Field Tests - Once the traffic stop is made and it is suspected that the driver is possibly D.U.I., the deputy must start documenting his case. The deputy has several field tests available which he may use:

- ◆ Horizontal Gaze Nystagmus (H.G.N.)
- ◆ Heel to toe
- ◆ One-leg stand
- ◆ Alco-Sensor

Acceptance or Refusal of the Test - Once it is determined the violator is intoxicated, he/she must be advised that he/she is under arrest for D.U.I. After being arrested and as soon as practical, the Implied Consent Warning must be read to the violator. After reading the Implied Consent Warning, the deputy should have the violator initial and sign the section on the D.U.I. arrest report which pertains to acceptance or refusal of the test and whether or not the violator wants the additional test. The violator will be transported to the Detention Center or other RCSO that has an Intoxilyzer 5000/9000 machine for administration of the test. Only certified operators may conduct the test. The deputy will give the violator a copy of the results and maintain a copy for his records and court. If the violator requests a blood test, he will be advised he is responsible for the cost of the test and transported to the hospital. Any and all steps to facilitate the requested test must be taken. The violator is then transported to the Detention Center for booking. If the deputy requests a blood test, the Communications Center will be notified to have an ambulance respond and a chain of custody will be started.

D.P.S. 1205 Form - Will be filled out and notarized. If the driver is hospitalized and the State Crime Lab runs the lab test, a D.P.S. 1205S form will be filed when the results come back.

Policy Title:	7.1 Traffic Enforcement		
Policy Number:	7.1-12	Effective Date:	March 10, 2014
Sub Title:	Referral of Drivers for Re-examination	Revised Date:	
GPAC:		CALEA:	61.1.12

7.1-12 Referral of Drivers for Re-examination

During traffic accident investigation and traffic enforcement activities, a deputy may identify behavior, medical, physical, mental/emotional, and/or vision conditions which may prevent that person from exercising reasonable and prudent control of a motor vehicle. When this happens, the deputy may complete a "REQUEST FOR DRIVER EVALUATION" (D.D.S. 270) obtained through the D.D.S. and mail to the designated address. A copy will be forwarded to OPST.

Policy Title:	7.1 Traffic Enforcement		
Policy Number:	7.1-13	Effective Date:	March 10, 2014
Sub Title:	Parking Enforcement Activities	Revised Date:	
GPAC:		CALEA:	61.1.13

7.1-13 Parking Enforcement Activities

All uniformed deputies are to enforce parking violations. Some examples of parking violations are fire lane, handicap parking, yellow curb, etc. Handicap areas must be properly marked with the blue reflective metal sign with a wheelchair painted on it.

Policy Title:	7.2 Traffic Accident Investigation		
Policy Number:	7.2-1	Effective Date:	March 10, 2014
Sub Title:	Accident Reporting and Investigating	Revised Date:	
GPAC:		CALEA:	61.2.1

7.2-1 Accident Reporting and Investigating

Deputies will investigate and report the following accidents:

Death or Injury - The first deputy on scene will:

- ◆ Make the scene safe and administer first aid, protect the accident scene and divert or direct traffic
- ◆ Not allow items, such as vehicle parts, body limbs or deceased persons, to be disturbed or removed, if at all possible
- ◆ Not allow media or spectators to enter the accident scene until authorized
- ◆ If applicable, notify the Department of Transportation or County Roads & Bridges

The deputy investigating the accident will:

- ◆ Obtain pertinent information to complete the report from victims or witnesses
- ◆ Follow-up on any driver or passenger who was transported because of injuries to obtain their information or statements
- ◆ Take the appropriate enforcement action for traffic law violations, when applicable
- ◆ Transport arrested persons to the Detention Center for processing, when applicable
- ◆ The following paperwork will be completed when applicable, to include a fatality:
 1. Accident Report
 2. Copies of Witness Statements
 3. Arrest Booking Report (if applicable)
 4. Blood Alcohol Tests
 5. Warrants (if applicable)
 6. Reports by Medical Examiner or Coroner
 7. Photographs (to be attached later)
 8. Fatality Report

The Coroner is responsible for contacting the family of the deceased prior to any news releases.

Property Damage - The first deputy on scene will administer first aid, if needed and advise the Communications Center if Rescue, a wrecker service or additional assistance is needed. The investigating deputy will:

- ◆ Obtain the driver's license and proof of insurance from all drivers involved in the accident
- ◆ Obtain names, addresses and statements from any witnesses
- ◆ Investigate the cause of the accident, note damage to property and attempt to contact the owner
- ◆ Clear the roadway
- ◆ Take the appropriate enforcement action for traffic law violations, when applicable
- ◆ Transport arrested persons to the Detention Center for processing, when applicable
- ◆ Complete the accident report

Hit and Run - The first deputy to arrive on the scene will:

- ◆ Administer first aid, if needed
- ◆ Obtain information and broadcast a B.O.L.O. on the suspect's vehicle, when possible
- ◆ Request a supervisor and traffic unit if the hit and run accident involved a fatality

The investigating deputy will:

- ◆ Obtain information from the victim and witness
- ◆ Attempt to obtain any and all evidence that would aid in identifying the suspect's car
- ◆ Give an updated B.O.L.O., when possible
- ◆ Turn collected evidence over to the Evidence Custodian or evidence control function.
- ◆ Take the appropriate enforcement action for traffic law violations
- ◆ Transport arrested persons to the Detention Center for processing, when applicable
- ◆ Complete the accident report and any other applicable paperwork
- ◆ If the reporting patrol deputy has no leads, the report will be entered into R.M.S. If leads are identified, the case will be turned over for further investigation by the Traffic Division.

Alcohol or Drugs - The investigation deputy will:

- ◆ Administer first aid, if needed
- ◆ Start gathering information and document the condition of the subject
- ◆ Conduct Field Sobriety Tests and if an arrest is made, read Implied Consent
- ◆ Transport the violator for the state test, Intoxilyzer or blood
- ◆ Take the appropriate enforcement action for traffic law violations
- ◆ Transport arrested persons to the Detention Center for processing
- ◆ Complete the accident report and all other pertinent paperwork

Hazardous Materials - The first deputy on scene will:

- ◆ Survey the scene and determine the conditions, i.e., liquids, fumes, bio-hazards, etc.
- ◆ Treat all spills as toxic until identified
- ◆ Set up a perimeter
- ◆ Notify E.M.A. and the Fire Department. If chemicals are involved, attempt to identify the placard and contact the Communications Center for assistance from CHEM- CARD
- ◆ Wait for technical assistance from E.M.A. or the Fire Department

The deputy investigating the accident will:

- ◆ Gather the needed information
- ◆ Take the appropriate enforcement action for traffic law violations, when applicable
- ◆ Transport arrested persons to the Detention Center for processing, when applicable
- ◆ Complete the accident report

Private Property - The investigating deputy will:

- ◆ Obtain driver's information and witness statements, when possible
- ◆ Take the appropriate enforcement action for traffic law violations, when applicable
- ◆ Transport arrested persons to the Detention Center for processing, when applicable
- ◆ Complete the accident report

While investigating an accident, deputies may utilize the S.T.A.R. Team. The S.T.A.R. Team may be used to reconstruct accidents, determine vehicle placement at the time of the collision, calculate speed and post placement, time and distance. These measurements are used as evidence and aide the deputy in making a final determination for the cause of the accident.

Policy Title:	7.2 Traffic Accident Investigation		
Policy Number:	7.2-2	Effective Date:	March 10, 2014
Sub Title:	Response to Accidents	Revised Date:	
GPAC:		CALEA:	61.2.2

7.2-2 Response to Accidents

Deputies respond to the following accidents:

- ◆ Death or injury
- ◆ Hit and Run
- ◆ Impairment of an operator due to alcohol or drugs
- ◆ Damage to public vehicles or property
- ◆ Hazardous Materials
- ◆ Disturbances between motorists involved
- ◆ Major traffic congestion as a result of an accident
- ◆ Damaged to vehicles to the extent towing is required

Emergency lights, siren and due regard will be used for the response to accidents with injuries, hazardous spills, or when there is a disturbance between involved motorists. The response to all other accidents will be determined by the magnitude of the accident reported and deputy's discretion. A traffic unit will be dispatched to all accidents.

If Traffic personnel are unavailable, patrol will be utilized. In the event that a patrol deputy responds and determines that a fatality or serious injury that may lead to death exists, the deputy will advise the Communications Center that a traffic unit will need to respond, non-emergency, when available. The accident will be investigated; traffic will be diverted or directed around the scene; and the scene will be cleared and the vehicles will be removed. The deputy will take the appropriate enforcement action for traffic law violations and any persons arrested will be transported to the Detention Center for processing. An accident report and all pertinent paperwork will be completed.

Policy Title:	7.2 Traffic Accident Investigation		
Policy Number:	7.2-3	Effective Date:	March 10, 2014
Sub Title:	Accident Scene Responsibilities	Revised Date:	
GPAC:		CALEA:	61.2.3

7.2-3 Accident Scene Responsibilities

In-Charge of Scene - The deputy charged with completing the accident report and investigation will be in charge of the scene. Any assistance given will be coordinated with the investigating deputy.

Dealing with Injured Persons - The first deputy on the scene will be required to identify if there are any injuries and notify the Communications Center if E.M.S. or Rescue or additional help are needed. The deputy on the scene will aid the injured or see that they are being helped until E.M.S. arrives.

Dealing with Hazardous Materials - For fire and hazardous materials problems, the Fire Department, and in some cases, E.M.A. will be notified. If it is a chemical or hazardous material problem, the deputy will attempt to identify any placard information which might be on any containers or shipping labels and pass this information to the Communications Center to contact CHEM-CARD. The Communications Center will, in turn, notify any responding units. Wind direction will be noted and passed to the Communications Center also. Technical assistance may come from the Fire Chief or E.M.A.

Collecting Information - Once all of the injuries have been handled and all needed assistance is en route, other information will be collected. Witnesses, drivers and passengers will be identified. Vehicle information and other scene information will be gathered for reporting purposes.

Protecting the Scene - Upon initial arrival, the patrol vehicle will be parked so that the deputy and other people at the scene are safe. Hazards will be identified so that each can be communicated to the proper responding RCSI. Not only is protecting those at the scene important, but others outside the direct scene may need to be considered (i.e., chlorine spills may cause downwind hazards). The Fire Department and E.M.A./Rescue or Department of Transportation may be used as a reference resource for assistance.

Property Belonging To Victims - All items found in the vehicle should be inventoried and signed for by the wrecker company's representative. Items that can be used in financial transactions (i.e., cash, credit cards, checkbooks, etc., also wallets and purses) should not be placed on the vehicle inventory. They should be placed on a property receipt and released to the owner, owner's spouse, family member, Coroner or Evidence Custodian for safe keeping.

Policy Title:	7.2 Traffic Accident Investigation		
Policy Number:	7.2-4	Effective Date:	March 10, 2014
Sub Title:	Accident Investigation Follow-up Activities	Revised Date:	
GPAC:		CALEA:	61.2.4

7.2-4 Accident Investigation Follow-up Activities

Follow-up investigations are an important part of any accident investigation. This is so that all information can be gathered to determine all the factors involved in any case. Follow-up activities may include, but are not limited to:

- ◆ Conducting additional interviews
- ◆ Obtaining driver's/insurance information
- ◆ Reconstructing the accident by use of the Total Station
- ◆ Obtaining the Coroner's report
- ◆ Obtaining results from the crime lab
- ◆ Completing a fatality report

The deputy uses the additional information and/or evidence along with the initial information gathered at the scene to assist in taking proper enforcement action and preparing the final/supplemental report.

Policy Title:	7.2 Traffic Accident Investigation		
Policy Number:	7.2-5	Effective Date:	March 10, 2014
Sub Title:	Accident Review Committee	Revised Date:	
GPAC:	CALEA:		

7.2-5 Accident Review Committee

Employees involved in on-duty collisions will be required to answer to the Risk Management Division

Policy Title:	7.3 Traffic Direction and Control		
Policy Number:	7.3-1	Effective Date:	March 10, 2014
Sub Title:	Traffic Engineering	Revised Date:	
GPAC:		CALEA:	61.3.1

7.3-1 Traffic Engineering

Referral of Complaints - The County Traffic Engineering Department or the State Department of Transportation will be contacted when complaints or suggestions dealing with traffic engineering deficiencies are identified.

Transmitting Data - Records personnel will make copies of all accident reports and place them in a designated area for pick up by the State Department of Transportation. The County Traffic Engineering Department has access rights to view all accident reports on line through R.M.S.

Policy Title:	7.3 Traffic Direction and Control		
Policy Number:	7.3-2	Effective Date:	March 10, 2014
Sub Title:	Traffic Direction and Control	Revised Date:	
GPAC:	6.13	CALEA:	61.3.2

7.3-2 Traffic Direction and Control

Traffic Accident Scenes - The protection of life and property is each deputy's responsibility; therefore, the safe and undisrupted flow of traffic is important. By doing this, the deputy limits the chances of others becoming involved in accidents while waiting at accident scenes. If clearing the roadway after an accident cannot be accomplished quickly, traffic will be diverted. The area will be checked to determine if two lanes of movement is possible. If not, only one direction at a time will be moved. Ideally, it will take three deputies to direct traffic around an accident scene, one at each end of the accident and one at the accident scene to protect equipment and personnel at the site.

Hand Signals and Gestures - The RCSO utilizes the military snap arm form of directing traffic. The deputy will stand perpendicular to the traffic, extend his arm straight out to his side, hand flat and at a 90° to the ground, bend the arm at the elbow and swing the palm to the chest. To stop traffic, the deputy should face the traffic to be stopped and raise one or both of his hands high and out in front, with the entire palm facing the moving traffic. The arms and hand will be held still (do not wave).

Critical Incidents - Directing traffic around critical incidents is difficult to pre-plan due to the fact that there may be several roadways that are entirely closed. It is common sense, though, that if it is only a two-lane roadway, the entire road should be closed for equipment and personnel safety. Upon arrival, the deputy should check with the Incident Commander or the deputy in charge to seek direction, if uncertain. If a road must be closed, the Communications Center will be advised, and they will advise other emergency services.

Adverse Weather Conditions - Adverse road and weather conditions require quick action on the part of the deputy. The roadway often needs to be closed and traffic rerouted another direction. When the deputy sees a hazard, he will notify the Communications Center who will then notify Roads and Bridges and/or other emergency services of the problem and/or closed road.

Manual Operation - It may become necessary to manually operate traffic control devices due to:

- ◆ Periods of pedestrian congestion
- ◆ Major traffic congestion due to a collision
- ◆ Special events
- ◆ School safety crossing zones prior to and after school hours in the absence of the assigned school crossing guards

Temporary Devices - The temporary use of traffic control devices may be required due to unusual circumstances (i.e., road closures, detours, accident scenes). The equipment used may include, road flares, signs, traffic cones, traffic wands and barricades.

Reflective Vest - All deputies are required to wear a reflective traffic vest while in the roadway, directing traffic or controlling traffic unless there is an immediate danger to life which does not allow time. In this situation, the vest should be put on as soon as possible.

Policy Title:	7.3 Traffic Direction and Control		
Policy Number:	7.3-3	Effective Date:	March 10, 2014
Sub Title:	Escorts	Revised Date:	
GPAC:		CALEA:	61.3.3

7.3-3 Escorts

Deputies will not escort other emergency vehicles. Assistance may be given by blocking intersections to aid in the movement of such vehicles. RCSO vehicles will not escort civilian vehicles during a medical emergency.

Escort Services

Deputies provide safe, reasonable escorts as required. Requests may be forwarded to the Traffic Division supervisors, who ensure that units respond. Escorts that may be provided are:

- ◆ When outside agencies or authorities request the RCSO to perform or assist in escorting V.I.P.'s to specific locations
- ◆ When outside businesses (i.e., funeral homes, house movers, Augusta Iron and Steel, etc.) request an escort through the county
- ◆ When private or government agencies request the RCSO to escort or assist in the escort of goods (i.e., hazardous materials, equipment, etc.)
- ◆ When private or government agencies request the RCSO to escort emergency equipment to an actual emergency scene
- ◆ Area funeral homes

All of the above escort services may include, but not be limited to, stopping all moving traffic to effect a safe transition into and through intersections in this county.

Policy Title:	7.3 Traffic Direction and Control		
Policy Number:	7.3-4	Effective Date:	March 10, 2014
Sub Title:	Crossing Guards	Revised Date:	
GPAC:		CALEA:	61.3.4

7.3-4 Crossing Guards

Authority and Responsibilities - Is to cross children to and from the school utilizing equipment provided and includes directing traffic for buses and relieving congestion.

Selection Criteria - Any person considered for the position of school crossing guard should have the following qualifications:

- ◆ Age 18 or older
- ◆ High school education or equivalency
- ◆ Free from any disabilities which would keep the crossing guard from safely entering roadways, determining that the way is clear and allowing the children to cross safely
- ◆ Criminal background check through G.C.I.C.
- ◆ Personnel reference check (application)
- ◆ Interview with Traffic Division Supervisor
- ◆ Subject to the RCSO drug test program

Uniforms - Will be well marked with patches and badges which identify the employee as a school crossing guard. No part of the crossing guard's uniform will be worn unless the crossing guard is fully dressed in such uniform for the purpose of going to or from his/her working assignment. Inclement weather gear will be issued to the crossing guards and will be used only while at work. The crossing guard will be equipped with a handheld stop sign.

Training - New crossing guards will be trained by the Traffic Division Supervisor or his designee and the day shift supervisors will assess each crossing guard regularly.

Criteria for Locations - The Traffic Division Supervisor shall evaluate each school to determine whether or not any member of the student body is required to cross a county road or state highway in order to go to and from the school campus. Assignments will be made on a case-by-case basis. The RCSO will be responsible for the influx of both pedestrian and vehicular traffic in all Richmond County school zones.

School Assignments - In the event a crossing guard is absent or has yet to be hired, a deputy will respond to the location during the times required, and will fill the vacancy until the crossing guard returns to work or the position is filled.

Annual Survey - Every year the Patrol Division Commander conducts a documented review after conferring with school authorities and county traffic engineers in regard to the locations of the crossing points and school routes, the need for additional school crossing guards or the relocations of existing crossing guards or crossing points.

Policy Title:	7.4 Ancillary Services		
Policy Number:	7.4-1	Effective Date:	March 10, 2014
Sub Title:	Assistance to Motorists	Revised Date:	
GPAC:		CALEA:	61.4.1

7.4-1 Assistance to Motorists

General Assistance - Every member of the RCSO will provide general assistance to motorists, such as providing information and directions. This assistance will be delivered in a professional manner.

Mechanical Assistance and Towing Services - The motorist experiencing mechanical difficulties may rely upon deputies to assist them in obtaining the needed services. In some instances, this assistance may be very simple, such as helping a citizen change a flat tire. It may also involve getting a wrecker to the stranded motorist. Deputies will not pass by a motorist in need of help. If en route to a call, or on a call, the deputy will notify the Communications Center.

Protection of Stranded Motorists - The responding deputy will stay with the stranded motorist until help arrives or confirm that the motorist is confident in being left unaided during the time it takes for assistance to arrive.

Emergency Assistance - Assistance offered/available may include, but not be limited to:

- ◆ Providing first aid
- ◆ Obtaining medical assistance
- ◆ Obtaining fire service assistance
- ◆ Contacting parties as requested by the stranded motorist
- ◆ Transporting parties to a location where assistance can be obtained, such as a gas station

Vehicle Lock-outs- Deputies will not be dispatched to vehicle lockouts. Callers shall be advised to call a locksmith.

VIN Checks- The RCSO will offer VIN checks at 400 Walton Way from 0830-1630 hours Monday through Friday. Individuals may bring their vehicle to the Sheriff's Office provided the driver has a valid driver's license and vehicle insurance. For special circumstances, callers may be referred to the Traffic Division to determine if a deputy needs to be sent to a residence or business.

Policy Title:	7.4 Ancillary Services		
Policy Number:	7.4-2	Effective Date:	March 10, 2014
Sub Title:	Correcting Hazardous Highway Conditions	Revised Date:	
GPAC:		CALEA:	61.4.2

7.4-2 Correcting Hazardous Highway Conditions

Highway hazards are a contributing factor in many traffic accidents and knowing what resources are available is a great help in determining who needs to be called. The Communications Center maintains emergency phone numbers of those departments who may need to be contacted.

- ◆ The Department of Transportation (D.O.T.) will be notified if a substance is needed for any state route (i.e., sand for snow/ice, trees across the roadway, oil spills, other spills and large areas of debris)
- ◆ The Richmond County Roads and Bridges Department will be notified for all other roads as needed for similar problems
- ◆ If the trouble is with a traffic light or sign, the Richmond County Traffic Engineering Division will be called and will determine if D.O.T. or the Sign Department will be called to make changes or repairs
- ◆ If the hazard poses a potential risk, the deputy should stay to ensure the safety of the motoring public

Policy Title:	7.4 Ancillary Services		
Policy Number:	7.4-3	Effective Date:	March 10, 2014
Sub Title:	Vehicle Removal	Revised Date:	
GPAC:		CALEA:	61.4.3

7.4-3 Vehicle Removal

Handling - When a vehicle has been abandoned, the deputy will run the tag for owner information and make a reasonable effort to contact the owner. If the vehicle is not a traffic hazard, the vehicle may be tagged with the orange vehicle tag. If the vehicle is to be removed and the owner could not be contacted at the time of its removal, the Communications Center must be notified that the vehicle needs to be entered into G.C.I.C.

Removal from Public/Private Property - Any vehicle on public property that poses a traffic hazard will be removed immediately. Vehicles will not be removed from private property unless that vehicle is listed as stolen through G.C.I.C., or involved in criminal activity. Other reasons for removal may include but not be limited to:

- ◆ When the driver has been arrested and requests his vehicle be towed
- ◆ When the driver has been arrested and there is no one present to remove the vehicle from the roadway
- ◆ When the driver has been arrested and has made no specific wrecker request
- ◆ If a request has been made for a specific wrecker service and that wrecker service is unable to respond
- ◆ If the driver of the vehicle has been removed from the scene or is unable to make a request for the removal of the vehicle
- ◆ The vehicle's condition would not permit operation without being in violation of state law

Record of vehicle removal/storage/towing - When a deputy calls for "Next List/Request" Wrecker, the Communications Officer will record the description, location, tag number, time, date, location where vehicle is being towed and case number. The deputy will complete a report and a motor vehicle inventory form, if applicable. The wrecker driver will sign the motor vehicle inventory form denoting he/she has possession of the vehicle and its contents. The claim check will be given to the wrecker driver and a copy forwarded to Records.

Towing - Vehicles may be towed under the following circumstances:

- ◆ A vehicle is left in the roadway and is a traffic hazard to other motorists
- ◆ The vehicle has been abandoned for five (5) days
- ◆ When the driver has been arrested and requests his vehicle be towed
- ◆ When the driver has been arrested and there is no one present to remove the vehicle from the roadway
- ◆ When the driver has been arrested and has made no specific wrecker request
- ◆ If a request has been made for a specific wrecker service and that wrecker service is unable to respond
- ◆ If the driver of the vehicle has been removed from the scene or is unable to make a request for the removal of the vehicle
- ◆ The vehicle's condition would not permit operation without being in violation of state law

Policy Title:	7.4 Ancillary Services		
Policy Number:	7.4-4	Effective Date:	March 10, 2014
Sub Title:	Traffic Safety Educational Materials	Revised Date:	
GPAC:		CALEA:	61.4.4

7.4-4 Traffic Safety Educational Materials

Traffic safety educational materials are available to the public in the front lobby of the Sheriff's Office and Substations. The Traffic Division and the Community Services Division also conduct traffic related presentations.

8.1 Transport Operations

- 8.1-1.....Searching Detainees
- 8.1-2.....Examining Transport Vehicles
- 8.1-3.....Seating Locations during Transport
- 8.1-4.....Interrupting a Detainee Transport
- 8.1-5.....Detainee Communication during Transport
- 8.1-6.....Actions at Destination of Transport
- 8.1-7.....Escape of Detainee during Transport
- 8.1-8.....Notification of Security Risk

8.2 Restraining Devices

- 8.2-1.....Restraining Devices and Methods

8.3 Special Transport Situations

- 8.3-1.....Transporting Sick, Injured or Disabled Detainees
- 8.3-2.....Security & Control of Detainees at Medical Facilities
- 8.3-3.....Transporting Detainees in Special Situations

8.4 Transport Equipment

- 8.4-1.....Safety Barrier Required
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8.5 Transport Documentation

- 8.5-1.....Required Documentation

8.6 Court Security

- 8.6-1.....Court Security Function
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- 8.6-3.....Weapons Storage/Restraints
- 8.6-4.....Court Security Equipment
- 8.6-5.....Court Holding Facility Training
- 8.6-6.....Detainee Searches
- 8.6-7.....Detainee Segregation
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- 8.6-9.....Fire Prevention/Evacuation
- 8.6-10.....Holding Facility Guideline
- 8.6-11.....Escape Procedures
- 8.6-12.....Reports
- 8.6-13.....Surveillance Equipment
- 8.6-14.....Supervision of Detainees

8.7 Civil Process

- 8.7-1.....Legal Process
- 8.7-2.....Records of Execution/Attempted Service
- 8.7-3.....Maintaining Warrants and Wanted Persons File
- 8.7-4.....Service of Civil Process Documents

8.8 Criminal Process

- 8.8-1.....Execution of Criminal Process
- 8.8-2.....Arrest Warrants

Policy Title:	8.1 Transport Operations		
Policy Number:	8.1-1	Effective Date:	March 10, 2014
Sub Title:	Searching Detainees	Revised Date:	
GPAC:	6.7	CALEA:	70.1.1

8.1-1 Searching Detainees

Searching detainees is an important part of the transporting deputy's duties and allows for a safer transport. The correct order of events is: control, handcuff, search and transport. Prior to transporting any detainee, the detainee will be thoroughly searched. Discretion should be used when searching a person of the opposite sex. The searching deputy will use the back of his hand or the knife-edge (little finger side) of his hand to conduct the search.

Policy Title:	8.1 Transport Operations		
Policy Number:	8.1-2	Effective Date:	March 10, 2014
Sub Title:	Examining Transport Vehicles	Revised Date:	
GPAC:	6.8	CALEA:	70.1.2

8.1-2 Examining Transport Vehicles

Transport vehicles and vehicles routinely used in field operations to transport detainees must be examined at the beginning of every shift. To prevent detainees from obtaining weapons and/or contraband from the back seat area of a transport vehicle, deputies will perform a search of that area prior to, and immediately after, any non-law enforcement person has been in contact with the rear seat. The search of the rear passenger compartment should include, but not be limited to, under the front seat; under the back seat cushion or anywhere a weapon or contraband could be placed. If weapons or contraband are discovered after any transport, a report will be done and the contraband will be protected as evidence and proper charges made as required.

Policy Title:	8.1 Transport Operations		
Policy Number:	8.1-3	Effective Date:	March 10, 2014
Sub Title:	Seating Locations during Transport	Revised Date:	
GPAC:	6.10	CALEA:	70.1.3

8.1-3 Seating Locations during Transport

Safety Barrier Transports

Transporting detainees to other facilities or appointments can be a dangerous job. All transporting deputies will use the utmost care and precautions before, during and after transports. While transporting detainees, it will be the transporting deputy's responsibility to ensure the safety of the detainee and the general public by keeping all detainees in "line of sight". When transporting a single detainee, the transporting deputy will secure the detainee in the rear seat on the passenger side and seat-belt them in the sitting position using the factory- installed seatbelts. Additionally, the sliding window in the Plexiglas partition will be closed and secured. If two detainees are to be transported, the second detainee will be secured as described above and placed in the rear seat on the driver's side. If more than two detainees are to be transported, the transportation van or bus will be used. Prior to the transport the transporting deputy will contact the Communications Center with his/her unit number, destination and the number of detainees. The deputy may vary his route to ensure safety and will inform the Communications Center upon arrival at the destination. When transporting detainees of the opposite sex or juveniles, the transporting deputy will give the Communications Center the beginning and ending mileage. Communications personnel will answer with the times.

Non Safety Barrier Transports

Under certain circumstances detainees/arrestees may need to be transported in a vehicle without a safety barrier. These transports will only be done by investigators and will be done in the following manner:

- ◆ There will be two (2) investigators during any such transport. The driver is responsible for the safety of the vehicle and the second investigator is responsible for the safety/security of the detainee/arrestee
- ◆ Only one (1) detainee/arrestee will be transported per vehicle
- ◆ The detainee/arrestee will be thoroughly searched prior to transport
- ◆ The detainee will be restrained by a belly chain and ankle irons and the arrestee will be handcuffed
- ◆ The detainee/arrestee will be seated in the right front passenger seat with the second investigator seated directly behind the detainee/arrestee

Policy Title:	8.1 Transport Operations		
Policy Number:	8.1-4	Effective Date:	March 10, 2014
Sub Title:	Interrupting a Detainee Transport	Revised Date:	
GPAC:	6.9	CALEA:	70.1.4

8.1-4 Interrupting a Detainee Transport

Transporting deputies will only make those stops necessary in the course of transportation, such as fuel, meals and toilet facilities. Stops to render emergency aid will only take place in the event of a possible life or death situation. In instances where aid is rendered, notification will be made to the Communications Center or the local jurisdiction.

Policy Title:	8.1 Transport Operations		
Policy Number:	8.1-5	Effective Date:	March 10, 2014
Sub Title:	Detainee Communication during Transport	Revised Date:	
GPAC:		CALEA:	70.1.5

8.1-5 Detainee Communication during Transport

Detainees being transported will not be allowed to communicate with anyone other than the transporting deputies, officers of the court or medical personnel during medical attention.

Policy Title:	8.1 Transport Operations		
Policy Number:	8.1-6	Effective Date:	March 10, 2014
Sub Title:	Actions at Destination of Transport	Revised Date:	
GPAC:		CALEA:	70.1.6

8.1-6 Actions at Destination of Transport

Upon arrival at the transport destination, the following actions will be taken:

- ◆ The firearm will be stored before entering a secure area of another RCSI, which may be accomplished by securing the weapon in the trunk, vehicle's lock box, or at the receiving facility's lockbox
- ◆ All restraining devices will be removed upon the direction of the receiving facility
- ◆ Documentation will be delivered to the receiving facility (i.e. transport form, warrants, medical information, disciplinary information, etc.)
- ◆ Advise the receiving RCSI personnel of any potential medical or security risks
- ◆ The booking desk deputy will confirm the transfer of custody by acceptance of the committal. All Committals will be done electronically except in unforeseen circumstances.

Policy Title:	8.1 Transport Operations		
Policy Number:	8.1-7	Effective Date:	March 10, 2014
Sub Title:	Escape of Detainee during Transport	Revised Date:	
GPAC:		CALEA:	70.1.7

8.1-7 Escape of Detainee during Transport

If a detainee escapes, the transporting deputy will first notify the SO in whose jurisdiction the escape occurred and then the Communications Center, as soon as possible, to initiate a search for the escapee. The Richmond County Sheriff or his designee will be notified of the escape at the earliest convenience. The Communications Center and/or assisting RCSO will be provided with the following information:

- ◆ Escapee's name and charges
- ◆ Physical description (including tattoos, scars, marks, etc.)
- ◆ Clothing description
- ◆ Restraints
- ◆ Last seen direction of travel
- ◆ Type of weapon involved, if any
- ◆ Other parties involved

The Communications Center will then notify the on duty shift supervisor, who will notify the Duty Officer. A report will be completed and warrants sought. Any other pertinent information will be passed on to the local RCSO and other available law enforcement agencies in the area. If the escapee is an inmate of the Detention Center, the facility administrator or his designee will be notified. A copy of the transport form and the detainee's picture will be presented to the first arriving law enforcement office to initiate a search for the escapee.

Policy Title:	8.1 Transport Operations		
Policy Number:	8.1-8	Effective Date:	March 10, 2014
Sub Title:	Notification of Security Risk	Revised Date:	
GPAC:		CALEA:	70.1.8

8.1-8 Notification of Security Risk

When a transport of a detainee is considered to be an unusual security risk, the court or other agency will be notified.

Policy Title:	8.2 Restraining Devices		
Policy Number:	8.2-1	Effective Date:	March 10, 2014
Sub Title:	Restraining Devices and Methods	Revised Date:	
GPAC:		CALEA:	70.2.1

8.2-1 Restraining Devices and Methods

All detainees will be restrained with either their hands behind their back or with belly chains and leg shackles. If two (2) detainees are being transported to the same destination, handcuffs may be the only restraint used. Depending on the type of vehicle used, if more than two (2) detainees are transported, the detainees may be handcuffed to each other with a maximum of three (3) detainees handcuffed together. Under no circumstances will a detainee be chained to a fixed object in a vehicle or any other unsafe object. Detainees will never be handcuffed to a deputy. All restraining devices will be inspected periodically to ensure the integrity of the restraints. The Remote Electronically Activated Control Technology (R-E-A-C-T) system may be utilized to provide added security and restraint when dealing with a high risk transport or problem detainee.

Handicapped Detainees - Deputies should use their discretion in the application of restraints to a handicapped detainee. Any prosthetic device which may be used as a weapon may be restrained as a normal limb or separated from the detainee. Removal of prosthetic devices will be made by medical personnel or the detainee. Any canes, walkers, or crutches will be removed from the detainee's control and the detainee will be handcuffed. Any detainee requiring the use of a wheelchair will be separated from the wheelchair and may be handcuffed as previously outlined. In these cases, aid will be provided as necessary. Additionally, Detention Center personnel will be notified of the detainee's disability prior to the arrival, as well as any requirements for a wheelchair. If a detainee suffers from a mental handicap or illness, he may be restrained as required. If he becomes physically combative, once he has been controlled and restrained, he will be placed in an upright sitting position, monitored, and may be examined by medical personnel, and then transported.

Policy Title:	8.3 Special Transport Situations		
Policy Number:	8.3-1	Effective Date:	March 10, 2014
Sub Title:	Transporting Sick, Injured or Disabled Detainees	Revised Date:	
GPAC:	6.11	CALEA:	70.3.1

8.3-1 Transporting Sick, Injured or Disabled Detainees

Prior to transports, detainees suffering from any of the following conditions will be evaluated by medical personnel:

- ◆ Visible/serious injuries
- ◆ Alcohol level .40 or higher
- ◆ Unconsciousness or semi-consciousness
- ◆ Inability to walk under own power
- ◆ States they have an injury
- ◆ States they have taken an overdose of medication, legal or illegal

Those detainees transported to the Detention Center, but not accepted in Booking must be transported to the hospital by the transporting deputy for an evaluation. If a detainee becomes sick or injures themselves during a transport, the transporting deputy may transport the detainee to a medical facility or have an ambulance meet the transport vehicle, if that action would be more expedient. Deputies will ensure that any device used by a disabled detainee will be transported along with the detainee.

For transports from the Detention Center, the severity of the injury/illness will determine what type of transportation (RCSO vehicle or ambulance) is needed. Medical personnel and the shift supervisor will make this determination. If a detainee is transported to a medical facility by ambulance, jail or transportation personnel will also ride in the ambulance. When jail personnel are unavailable, a patrol or transportation deputy will follow the ambulance. If that detainee becomes combative during the transport, the E.M.S. personnel will contact the Communications Center and advise them of the problem or pull off to the side of the road. Additional restraints may be used as determined by the deputy and medical personnel based on the severity of the detainee's injury/illness and the risk factor.

Policy Title:	8.3 Special Transport Situations		
Policy Number:	8.3-2	Effective Date:	March 10, 2014
Sub Title:	Security and Control of Detainees at Medical Facilities	Revised Date:	
GPAC:		CALEA:	70.3.2

8.3-2 Security and Control of Detainees at Medical Facilities

The following procedures will be followed when a detainee must be transported to a medical facility:

- ◆ While at the hospital or any other medical facility, all restraints will remain on the detainee. The only exception to this policy is when a valid request is made by hospital staff to have them removed for the purpose of examination, X-rays or other hospital procedures. If possible, all restraints will never be removed at one time
- ◆ If the detainee is to be admitted to the hospital, the transporting deputy will notify the shift supervisor, who may arrange 24-hour security. The detainee will not be allowed any incoming or outgoing telephone calls or personal visitors. All meal trays will be inspected and utensils accounted for by the transporting deputy

Policy Title:	8.3 Special Transport Situations		
Policy Number:	8.3-3	Effective Date:	March 10, 2014
Sub Title:	Transporting Detainees in Special Situations	Revised Date:	
GPAC:		CALEA:	70.3.3

8.3-3 Transporting Detainees in Special Situations - Escorting a Detainee to a funeral, viewing or deathbed visit

The following procedures will be followed when detainees must be transported under special circumstances:

- ◆ When transporting out of town and out of radio contact, it is advisable to include all stop locations and the reason for the stop (fuel, restroom, etc.), as well as the starting and ending mileage on the transport sheet
- ◆ The Detention Center Commander or his designee will approve all special transports. All costs associated with the transport will be the responsibility of the detainee or his/her family. During all special transports, the detainee will remain in full restraints and have no contact with other family members. Once the service or visitation is complete, the detainee will be removed immediately and transported back. The transporting deputy should pay particular attention during special transports to prevent problems or escape

Any detainee considered "high risk" for escape will be denied special transport privileges.

The following procedures will be followed when escorting a Detainee to a funeral, viewing or deathbed visit:

- ◆ Upon request a person in custody, the Richmond County Sheriff's Office may produce a prisoner for a funeral or deathbed visit to a member of the immediate family, or to attend a private viewing of a deceased member of the immediate family. An immediate family member is defined as the father, mother, husband, wife, child, brother, or sister of the prisoner.
- ◆ The Sheriff's Office may expand the definition of immediate family when it involves stepparents, aunts, uncles, or other individuals who performed a parental role or resided with the prisoner in a family type relationship. The prisoner or his or her representative must clearly establish this relationship to the satisfaction of the Richmond County Sheriff's Office.

COMPLIANCE CRITERIA:

Before the Richmond County Sheriff's Office will consider allowing a prisoner to attend a funeral, deathbed visit or private viewing the following criteria must be met to the satisfaction of the Sheriff's Office.

1. The request must be verified by the Sheriff's Office.
2. The severity of the charge/charges that the prisoner is being held on.
3. The prisoner has no record of past escapes, escape attempts or history of violent behavior.
4. Is there any person who would pose a threat to the prisoner or to the transporting officer.
5. The dying or deceased person is within the definition of immediate family.
6. If the Prisoner is in custody of the Georgia Department of Corrections, the Sheriff's Office has to get the approval from an Official representing the Georgia Department of Corrections before the prisoner may attend.
7. The prisoner is willing to comply with all terms and conditions of the visit that may be imposed by the Sheriff's Office to ensure the custody and safety of the prisoner, the safety of the transporting officer and the general public.
8. The family is responsible for all cost of the transport and it shall be paid in full before the prisoner is moved, by following the special duty policy per officer and 40.5 cents per mile.

9. Funeral, Viewing or Deathbed Visits will be determined upon availability of Officers to transport an inmate. A Civil Supervisor will approve the Officers assigned to conduct the Funeral, Viewing or Deathbed transport.

PROCEDURE:

1. The Sheriff's Office will strictly limit attendance at the deathbed visit or private viewing.
2. The Prisoner will be properly restrained consistent with current procedures at all times.
3. The transporting officer may terminate the visit at any time if conditions indicate a security problem that threatens the custody of the prisoner, the safety of the officer or public.
4. The transporting officer/officers have to take vacation leave or comp time for this assignment.
5. This assignment will be carried out with no less than 2-Officers at all times.

*This policy in no way guarantees an inmate the right to attend a funeral, bedside visit or private viewing.

Policy Title:	8.4 Transport Equipment		
Policy Number:	8.4-1	Effective Date:	March 10, 2014
Sub Title:	Safety Barrier Required	Revised Date:	
GPAC:	6.12	CALEA:	70.4.1

8.4-1 Safety Barrier Required

Vehicles used primarily for transporting detainees and routine patrol will have the deputy separated from the detainees by a safety barrier.

Policy Title:	8.4 Transport Equipment		
Policy Number:	8.4-2	Effective Date:	March 10, 2014
Sub Title:	Modification to Rear of Transport Vehicle	Revised Date:	
GPAC:		CALEA:	70.4.2

8.4-2 Modification to Rear of Transport Vehicle

The rear compartments of all vehicles used primarily to transport detainees have been modified to minimize opportunities for exit without the aid of the transporting deputy.

Policy Title:	8.5 Transport Documentation		
Policy Number:	8.5-1	Effective Date:	March 10, 2014
Sub Title:	Required Documentation	Revised Date:	
GPAC:		CALEA:	70.5.1

8.5-1 Required Documentation

Methods to Be Used in Positive Identification - Booking records, identification numbers and picture identification will be used to positively identify detainees to be transported.

Accompanying Documentation - All applicable paperwork will accompany the detainee from one facility to another.

Suicide/Escape Potential - Information relating to the escape and/or suicide potential or other personal traits of a security nature will be recorded in the inmate's file and will be made known to the transporting deputy prior to the transport. This information will be documented on the transport form.

Policy Title:	8.6 Court Security		
Policy Number:	8.6-1	Effective Date:	March 10, 2014
Sub Title:	The Court Security Function	Revised Date:	
GPAC:	7.18	CALEA:	73.1.1

8.6-1 The Court Security Function

The Richmond County Sheriff's Office maintains the security of State, Superior and Juvenile Courts. The Sheriff has designated the Detention and Court Services Bureau to manage this function. And the Richmond County Marshall's Office (RCMO) maintains the security of Civil and Magistrate Courts. The Sheriff of Richmond County has approved security arrangements involving the RCMO.

Court security is provided by ensuring that all who enter the facility process through the metal detector. All personal items (i.e. brief cases, purses diaper bags, etc.), with the exception of Justice Center employees, are run through the Rapiscan machine (X-Ray Inspection System) by RCMO personnel.

The Court Security Captain will ensure that one Bailiff is assigned to the Judge for protection or immediate evacuation, as necessary. Other deputies may be used to provide security by monitoring entrances, exits and crowd control. The RCMO is responsible for recording all court rooms and also monitors the crowd to identify suspicious activity. If suspicious activity is identified, the RCMO will radio a Bailiff in the courtroom or contact the Chief Bailiff to respond.

The Court Security Captain is responsible for the security and man-power requirements of the courthouse. These responsibilities may include:

- ◆ Provide security
- ◆ Arrange for working staff
- ◆ Supervise and monitor all personnel
- ◆ Perform all inspections of courtrooms
- ◆ Familiar with all emergency situation plans and ensure training is provided
- ◆ Inspect courtrooms before use each day

Duties of the Bailiffs

- ◆ Provide security
- ◆ Inspect all areas of courtrooms for security breaches
- ◆ Assist all persons present
- ◆ Assist jurors
- ◆ Ensure courtroom procedures are adhered to

Deputies may be assigned to work the holding areas of the courthouse to provide safety and security when the holding cells are occupied during court sessions. Courthouse security is provided by the Richmond County Marshal's Office to regulate entry to and security in and around the courthouse.

Policy Title:	8.6 Court Security		
Policy Number:	8.6-2	Effective Date:	March 10, 2014
Sub Title:	Court Security Operations	Revised Date:	
GPAC:		CALEA:	73.2.1

8.6-2 Court Security Operations

The Court Security Captain ensures that all court personnel are:

- ◆ Familiar with security procedures, accessibility, and communications within the courthouse
- ◆ Familiar with the duress alarms, fire extinguishers and surveillance equipment

The Court Security Captain will ensure a documented security survey is conducted every three years which covers any changes to the policies and procedures needed to serve the Judges and or court security function.

Policy Title:	8.6 Court Security		
Policy Number:	8.6-3	Effective Date:	March 10, 2014
Sub Title:	Weapons Storage/Restraints	Revised Date:	
GPAC:		CALEA:	73.3.1 & 73.3.2

8.6-3 Weapons Storage/Restraints

The only weapons allowed in the courthouse will be those carried by law enforcement officers, Judges and the District Attorney. People other than those listed above, attempting to enter the courthouse will be made to secure the weapon in their vehicle or it may be secured by courthouse personnel. All inmates/detainees will be in restraining devices when in the courtrooms unless otherwise directed by the presiding Judge.

Policy Title:	8.6 Court Security		
Policy Number:	8.6-4	Effective Date:	March 10, 2014
Sub Title:	Court Security Equipment	Revised Date:	
GPAC:		CALEA:	73.4.1, 73.4.2, 73.4.3

8.6-4 Court Security Equipment

The Court Security Captain and/or Bailiffs will ensure that all equipment used for the court security function such as restraints, x - r a y machine, metal detector and alarms are maintained in a state of readiness and available for immediate use.

External Oral Communications - Courtrooms are equipped with an audio-visual camera and a telephone at the Judge's bench. Also, deputies assigned to the court security function are equipped with two-way radios to permit contact with the Communications Center and other personnel.

Duress Alarms - Duress alarms are stationed in each courtroom and throughout the courthouse.

Policy Title:	8.6 Court Security		
Policy Number:	8.6-5	Effective Date:	March 10, 2014
Sub Title:	Court Holding Facility Training	Revised Date:	
GPAC:		CALEA:	73.5.1

8.6-5 Court Holding Facility Training

Court Security deputies will receive training regarding the holding facility prior to working in any court holding area. This training may be received from the Court Security Captain or during the Basic Jailer's Course, which includes basic fire support and equipment use. Refresher training will be provided to all courthouse personnel and those who work court as Special Duty Assignments triennially.

Policy Title:	8.6 Court Security		
Policy Number:	8.6-6	Effective Date:	March 10, 2014
Sub Title:	Detainee Searches	Revised Date:	
GPAC:		CALEA:	73.5.2 & 73.5.3

8.6-6 Detainee Searches

Persons detained during court proceedings will be searched prior to being placed in a holding area and a written itemized inventory of that detainee's property will be conducted. Any confiscated illegal items will be documented on a report and taken as evidence. All property and evidence taken from a detainee will be securely stored until it is turned over to the transporting deputy.

Policy Title:	8.6 Court Security		
Policy Number:	8.6-7	Effective Date:	March 10, 2014
Sub Title:	Detainee Segregation	Revised Date:	
GPAC:	CALEA: 73.5.4, 73.5.5, 73.5.6, 73.5.18, 73.5.22		

8.6-7 Detainee Segregation

Those detainees who are under the influence of alcohol and/or drugs or those who are violent or self-destructive will be taken to the Detention Center until they are no longer combative, at which time another court session will be scheduled. In the event of a medical emergency with a detainee in a holding area, the holding deputy will notify the RCMO of the situation and request the assistance from other deputies. The RCMO will contact the Communications Center who will contact E.M.S. The holding deputy will evaluate the situation and give emergency care if needed. If the detainee requires transport to the nearest hospital via an ambulance, a deputy will ride in the ambulance.

Signs detailing the procedures to gain access to emergency medical care are posted in the holding facility. When a holding deputy sees an emergency, he will advise the RCMO of the situation and the location via his or her assigned duty radio. The Court Security Captain will determine if a lockdown is required and to what extent it is required. If a lockdown is required, he will then notify the RCMO, who will start lockdown procedures and notify all other personnel.

First aid kits are available in various locations throughout the facility and are subject to documented weekly inspections and replenished as necessary.

Policy Title:	8.6 Court Security		
Policy Number:	8.6-8	Effective Date:	March 10, 2014
Sub Title:	Minimum Conditions	Revised Date:	
GPAC:		CALEA:	73.5.8 & 73.5.11

8.6-8 Minimum Conditions

The holding facility meets the following basic and minimum physical requirements:

- ◆ Adequate lighting
- ◆ Circulation of fresh and purified air
- ◆ Access to toilet and drinking water

Detainees are not housed longer than eight (8) hours.

Court services personnel conduct and document weekly sanitation inspections. The county contracts an extermination company for monthly service. In the event of infestation, the County Maintenance Department will be contacted who will advise the extermination company of the need for immediate service.

Policy Title:	8.6 Court Security		
Policy Number:	8.6-9	Effective Date:	March 10, 2014
Sub Title:	Fire Prevention/Evacuation	Revised Date:	
GPAC:		CALEA:	73.5.9 & 73.5.10

8.6-9 Fire Prevention/Evacuation

The facility has an automatic fire alarm, heat and smoke detention system and Scott air-packs. These will be inspected daily and weekly. There will be a documented testing of the automatic fire detection devices and alarm systems as required by the state/local fire code. The fire equipment will have a documented testing semi-annually.

Fire prevention may include:

- ◆ Back draft fire doors
- ◆ Flame resistant furniture and doors
- ◆ Fire walls
- ◆ Risers
- ◆ Flammable liquids are labeled and secured
- ◆ Smoking is prohibited in the building
- ◆ Fire prevention procedures may include:
 - ◆ Deputies will check all emergency exits to ensure signs are illuminated, doors are closed and nothing is blocking passage
 - ◆ Daily inspection of fire equipment

In the event of an evacuation, all personnel will follow the posted evacuation routes. The Communications Center will be notified of the situation and contact appropriate personnel (i.e. fire department, E.M.S. and patrol). The transportation and holding deputies will evacuate detainees to the transportation vehicles for transport to the Detention Center. Fire suppression will be initiated if safe and feasible. The Chief Bailiff will ensure all personnel are notified by intercom, telephone, radio or in person that an evacuation is needed. Court Bailiffs will evacuate civilians and courthouse staff. Available deputies will provide first aid, further medical treatment and transport to a hospital, if necessary. Evacuation signs are posted throughout the Evans Justice Center and courthouse. Staff personnel receive a copy of the written evacuation plan.

Policy Title:	8.6 Court Security		
Policy Number:	8.6-10	Effective Date:	March 10, 2014
Sub Title:	Holding Facility Guidelines	Revised Date:	
GPAC:		CALEA:	73.5.7, 73.5.12 through 73.5.17

8.6-10 Holding Facility Guidelines

The guidelines listed below will be followed by all personnel:

- ◆ Non-essential persons will only be permitted access to the court holding facility when escorted by law enforcement personnel
- ◆ Access to the courtroom holding cells will be restricted to law enforcement personnel, legal counsel of the detainee, court officers, and the parents/guardians of a juvenile detainee
- ◆ All maintenance workers will have tools inventoried upon entry to and exit from any holding area to ensure tools are not lost or left behind. A deputy will accompany workers in areas where detainees are present
- ◆ The deputy assigned to the court holding cell or the basement control room will sign for the keys at the beginning of his shift. Keys are kept in a locked box maintained by personnel located in reception. Keys will not be relinquished to another deputy until that individual has signed for those keys. Keys will be returned after the holding cells have been cleared of occupants. Keys will be accounted for at shift change
- ◆ All firearms and knives will be secured before entering the court holding facility unless otherwise directed by a supervisor during an emergency
- ◆ Exterior holding facility doors are to be secured at all times except to allow passage. One (1) holding cell door may remain open to allow the transporting deputy to secure the detainees
- ◆ A security check will be conducted which will include searching for contraband and weapons prior to and immediately after each use of the cell. There will also be a documented weekly security inspection of the holding facility
- ◆ Holding deputies will not enter the interior of any occupied cell without another deputy present

Policy Title:	8.6 Court Security		
Policy Number:	8.6-11	Effective Date:	March 10, 2014
Sub Title:	Escape Procedures	Revised Date:	
GPAC:		CALEA:	73.5.20

8.6-11 Escape Procedures

Personnel will take all necessary steps to prevent the escape of an inmate/detainee. The deputy or staff member discovering an escape or escape attempt will notify the Communications Center with the following information:

- ◆ Point and time of escape or escape attempt
- ◆ Escapee's name
- ◆ Mode of transportation (if any)
- ◆ Physical and clothing description
- ◆ Direction of travel
- ◆ Accomplices (if any)

The area of the escape or escape attempt will be treated as a crime scene. The RCMO will call for a lockdown and start the log for an emergency lockdown checklist. Visitors will be moved to a secure area and a count procedure will be started.

Policy Title:	8.6 Court Security		
Policy Number:	8.6-12	Effective Date:	March 10, 2014
Sub Title:	Reports	Revised Date:	
GPAC:		CALEA:	73.5.21

8.6-12 Reports

A report will be generated for any incident that threatens the facility or persons therein. Examples of such incidents are escapes, bomb threats, emergency evacuations or suspicious situations.

Policy Title:	8.6 Court Security		
Policy Number:	8.6-13	Effective Date:	March 10, 2014
Sub Title:	Surveillance Equipment	Revised Date:	
GPAC:		CALEA:	73.5.23

8.6-13 Surveillance Equipment

Surveillance cameras are utilized throughout the courthouse and in the downstairs holding facility. The cameras are monitored by the RCMO who will record specific areas in emergency situations. The camera in the downstairs holding facility only views the main hall and may pan into certain cells to the bench area thereby maintaining each detainee's personal privacy.

Policy Title:	8.6 Court Security		
Policy Number:	8.6-14	Effective Date:	March 10, 2014
Sub Title:	Supervision of Detainees	Revised Date:	
GPAC:		CALEA:	73.5.24

8.6-14 Supervision of Detainees

Procedures for the supervision of detainees of a sex opposite that of the supervising staff member are as follows:

- ◆ Every effort will be made to have same gender supervision of detainees
- ◆ When same gender supervision is not possible, the supervision will be monitored through the use of surveillance cameras by the RCMO or a second staff member being present

Policy Title:	8.7 Civil Process		
Policy Number:	8.7-1	Effective Date:	March 10, 2014
Sub Title:	Legal Process	Revised Date:	
GPAC:	5.3 & 5.8	CALEA:	74.1.1

8.7-1 Legal Process

Required Information for Legal Process - When items of legal process, civil and criminal, are received, the following information is recorded:

- ◆ Date and time received
- ◆ Type of legal process, civil or criminal
- ◆ Nature of the document
- ◆ Source of the document
- ◆ Name of the plaintiff/Complainant/defendant/respondent
- ◆ Deputy assigned for the service
- ◆ Date of the assignment
- ◆ Court docket number
- ◆ Date the service is due

The order for service will be picked up from the court by the civil division sergeant. The sergeant will sign and date the time he received the order as well as assign it to a deputy in his division. A signature receipt will be attached to the service order with the assigned case number and an acknowledgement block that includes date & time. Once the signature receipt is completed it will be turned into the Administrative Assistant who will maintain a log of service.

Policy Title:	8.7 Civil Process		
Policy Number:	8.7-2	Effective Date:	March 10, 2014
Sub Title:	Records of Execution/Attempted Service	Revised Date:	
GPAC:	5.5	CALEA:	74.1.2

8.7-2 Records of Execution/Attempted Service

A record of the execution, or attempted service, of legal process is maintained in the Civil Division office and includes the following information:

- ◆ Date and time service was executed/attempted
- ◆ Name of deputy executing/attempting service
- ◆ Name of person on whom legal process was served/attempted
- ◆ Method of service/reason for non-service
- ◆ Address of process service/attempt

Policy Title:	8.7 Civil Process		
Policy Number:	8.7-3	Effective Date:	March 10, 2014
Sub Title:	Maintaining Warrants and Wanted Persons File	Revised Date:	
GPAC:		CALEA:	74.1.3

8.7-3 Maintaining Warrants and Wanted Persons File

The following procedures for maintaining the warrant and wanted persons file will be followed in compliance with G.C.I.C. /N.C.I.C.:

- ◆ Warrants will be entered into G.C.I.C. /N.C.I.C. for felonies and misdemeanors. The only exception would be if a D.O.B., weight, height or social security number were not found
- ◆ Warrants received from outside agencies will be validated through G.C.I.C. /N.C.I.C. with a full query. Warrants will not be served by this RCSO without a D.O.B. or social security number
- ◆ RCSO warrants will be entered into the computer system and G.C.I.C./N.C.I.C... Warrants from outside agencies will be only entered into the computer system
- ◆ Warrants will be verified through G.C.I.C./N.C.I.C. with a full query
- ◆ When an RCSO warrant has been served or recalled it will be canceled in the computer system and G.C.I.C./N.C.I.C.
- ◆ The Warrants Section is accessible during regular business hours. After hours, the Communications Center personnel will contact a Detention Center supervisor who will retrieve and verify the warrant

Policy Title:	8.7 Civil Process		
Policy Number:	8.7-4	Effective Date:	March 10, 2014
Sub Title:	Service of Civil Process Documents	Revised Date:	
GPAC:	5.8	CALEA:	74.2.1

8.7-4 Service of Civil Process Documents

Civil process documents will be served in compliance with O.C.G.A. § 9-11-4. All civil process documents are logged into RCSO records. After being logged, a Sheriff's Entry sheet will be attached and issued to the Civil Process Deputy for service. Service is usually from 9 a.m. to 5 p.m. with no service on Saturdays or Sundays. Upon service, the Sheriff's Entry sheet will be completed and returned to the originating agency. The following information will be taken from the Sheriff's Entry sheet and included in the civil process records:

- ◆ Date/time received
- ◆ Charge or Title, if applicable
- ◆ Source of document
- ◆ All information given about defendant
- ◆ Complainant's/plaintiff's name, if applicable
- ◆ Date of issuance
- ◆ Court docket number
- ◆ Date service is due

TPOs that cannot be served during normal working hours may be given to the oncoming patrol shift for service. In any case, civil processes will not be held by a deputy for more than one working shift. Proof of Subpoena Service will be shown by return of the Subpoena Return. "Notices to produce" are handled in the same fashion as subpoena service.

Policy Title:	8.8 Criminal Process		
Policy Number:	8.8-1	Effective Date:	March 10, 2014
Sub Title:	Execution of Criminal Process	Revised Date:	
GPAC:	5.4	CALEA:	74.3.1

8.8-1 Execution of Criminal Process

Execution of the criminal process will be conducted in compliance with O.C.G.A. § 17-4-3, 17-4-20, 17-4-24, 17-4-25 and 17-5-27. All warrants received are recorded in the computer system and reviewed to ensure they contain the following information before being issued to the Warrant Deputies for service:

- ◆ Judicial Officer's signature
- ◆ Defendant's identity, description, and address
- ◆ Case number
- ◆ Completed affidavit
- ◆ Date/time received
- ◆ Nature of document
- ◆ Source of document
- ◆ Deputy assigned for service
- ◆ Date assigned for Service
- ◆ Court docket number
- ◆ Date process expires, if any

Deputies attempt to serve all warrants received by this RCSO. When an out of county warrant is served, the governing RCSO will be notified. There is no time requirement placed on the service of warrants. Statutes of limitations for criminal charges are in effect as follows:

- ◆ Misdemeanor - 2 year
- ◆ Felony - 7 years
- ◆ Murder - no time limitation

When a criminal service is of a high risk nature, the Warrant Deputy may coordinate the service of the warrant with an S.O.D. Supervisor who will assign an appropriate number of personnel to assist in the service of the process. The Warrant Deputy will supply the S.O.D. Supervisor with all information available regarding the individual to be arrested. This supervisor is responsible for the planning and execution of the "high-risk" service. If the supervisor feels that the service is of a nature beyond the scope of his personnel, he will coordinate with the SWAT Commander for service of the process.

Policy Title:	8.8 Criminal Process		
Policy Number:	8.8-2	Effective Date:	March 10, 2014
Sub Title:	Arrest Warrants	Revised Date:	
GPAC:	1.8 & 5.6	CALEA:	74.3.2

8.8-2 Arrest Warrants

All arrest warrants and orders for civil arrest will be executed/served by sworn RCSO law enforcement officers only.

Policy Title:	8.8 Criminal Process		
Policy Number:	8.8-3	Effective Date:	March 10, 2014
Sub Title:	Property Acquired through the Civil Process	Revised Date:	
GPAC:	5.7	CALEA:	

8.8-3 Property Acquired through the Civil Process

All property acquired through the civil process shall be accounted for in RCSO records and disposed of pursuant to legal authority as granted by the law. This shall include all property obtained through asset forfeiture proceedings, condemnations or other abandonments.

9.1 Intelligence Unit

9.1-1.....Intelligence Unit

9.2 Information Technology

9.2-1.....Information Technology Systems

9.3 Central Records

9.3-1.....Privacy and Security of Records

9.3-2.....Juvenile Records

9.3-3.....Retention Schedule

9.3-4.....Crime Data

9.3-5.....Status of Reports

9.3-6.....Security of Central Records Computer Systems

9.3-7.....Criminal History Records

9.3-8.....G.C.I.C.

9.4 Field Reporting

9.4-1.....Field Reporting System

9.4-2.....Reporting of Incidents

9.4-3..... Case Numbering System

9.4-4..... Distribution of Reports

9.4-5.....Telephonic Reports

9.4-6..... Master Name Index

9.4-7.....Records Maintained

9.4-8.....Traffic Records System

9.4-9.....Uniform Traffic Citation Records

9.4-10.....Maintaining Records in Divisions

9.4-11.....Maintaining Records of Custodial Arrested Persons

9.5 Collection and Preservation of Evidence

9.5-1..... Availability of Crime Scene or Traffic Accident Processor

9.5-2.....Guidelines and Procedures for Collecting, Processing and Preserving Evidence in the Field

9.5-3.....Photographing and Videotaping Evidence

9.5-4.....Fingerprint Evidence

9.5-5.....Personnel, Equipment and Supplies for Scene Processing

9.5-6.....Seizure of Computer Equipment

9.5-7.....Preparation of Report

9.5-8.....DNA Collection

9.5-9.....Collecting Substances from Known Sources

9.5-10.....Submitting Evidence to Laboratory

9.5-11.....Handling of Suspected Arson Evidence

9.5-12.....Exculpatory Evidence

9.6 Property and Evidence Control

9.6-1.....Receiving Evidence/Property

9.6-2.....Storage of Evidence/Property

9.6-3..... Closed Property Room

9.6-4..... Security/Accountability of Controlled Substances and Weapons

9.6-5..... Evidence/Property Records

9.6-6..... Inspections of Evidence Control Function

9.6-7..... Disposition of All Property

9.6-8..... Acquired Property

Policy Title:	9.1 Intelligence Unit		
Policy Number:	9.1-1	Effective Date:	March 10, 2014
Sub Title:	Intelligence Unit	Revised Date:	
GPAC:	CALEA:		

9.1-1 Intelligence Unit

The Intelligence Unit is responsible for the management of the following:

- ◆ Crime Analysis
- ◆ Intelligence Analysis
- ◆ Homeland Security Intelligence
- ◆ Intelligence Investigations
- ◆ Advanced Technology

This collection, investigation and analyzing of intelligence and criminal data will be conducted in such a way as to not inadvertently disclose classified information.

Crime Analysis - The Crime Analysts have the ability and authority to review all reports to analyze activity and disseminates information about patterns, structures, trends and movements of offenders and their crimes. To an extent, this intelligence will give predictions on the intentions and vulnerabilities of those offenders which may forecast the direction the criminal elements may take.

Homeland Security Intelligence - Intelligence is gathered, checked for validity and expiration and then disseminated through the Georgia Homeland Security website and/or other Law Enforcement Agencies. Points of contact may include:

- ◆ U.S. D.O.J. Office of Justice Programs
- ◆ National Institute of Justice
- ◆ Office of Science and Technology
- ◆ D.O.E.
- ◆ Savannah River National Laboratory Law Enforcement Technical Support Center

F.B.I.'s Weapons of Mass Destruction Counterterrorism Intelligence Division/Joint Terrorism Task Force

Intelligence Investigations - The Intelligence Investigators will conduct investigations for the unit. They will also conduct "queries" on all recipients to determine if recipients are authorized to receive disseminated intelligence information prior to access. These investigators also serve as an RCSO liaison with outside law enforcement agencies.

Advanced Technology - These positions oversee the training and evaluation on new technological advancements and the recovery process of evidentiary information from suspect computers, videos and audio tapes.

Policy Title:	9.2 Information Technology		
Policy Number:	9.2-1	Effective Date:	March 10, 2014
Sub Title:	Information Technology Systems	Revised Date:	
GPAC:	CALEA:		

9.2-1 Information Technology Systems

Information Technology Systems are provided to employees for official business. Personal usage should be kept to a minimum and must not interfere with work. Any misuse may result in restriction of computer privileges, disciplinary action to include termination and/or criminal prosecution.

Computers - Each computer is given a unique name that identifies and authorizes access to the network. All configurations and settings will be done by the Information Technology (I.T.) staff. Virus protection is provided for all authorized servers and computers. Antivirus definitions are automatically updated when the computer is connected to the network.

Software - Every effort is utilized to maintain standardized software and programs; therefore only approved software may be used on RCSO computers. All software will be used in accordance with current copyright laws. Employees are prohibited from violating those laws and are responsible for upholding the terms of the license agreements. All software will be approved, installed or removed by I.T.

Public Safety Systems – M.S.P. is a fully integrated public safety system that includes Patrol, Investigations, Records, Jail and some financial applications. The system is backed up daily onto Linear Tape-Open. These tapes are changed out each morning and are secured on and off site. Access to the servers and the tape drives is limited to I.T.

Email - The email system can only be accessed by authorized users and those accounts are created and removed by I.T. Employees are required to sign an “Email/Internet Usage Agreement” form. Email service is provided by Microsoft Outlook. To limit the liabilities and risks inherent with this function, all email passes through the C.I.S.C.O. A.S.A. 5500 firewall device, a “Web Sense” content filtering device and a Barracuda anti-spam load balancing device to reduce potential viruses, Trojans and other malware attacks.

There is no expectation of privacy and email accounts are monitored and can be fully audited at any time.

Internet - The Internet is provided as a tool for news and information. A “proxy” server is used to control usage which filters out and prevents access to websites deemed to be inappropriate or harmful to the network. Internet activity is not the private property of the employee. The RCSO reserves the right to review, audit, intercept and access all activity created, received or sent. The following Internet activities are prohibited:

- ◆ Inappropriate videos or music
- ◆ Job searches
- ◆ Advertisement of personal businesses
- ◆ Engaging in chat rooms
- ◆ Downloading executable programs onto RCSO computers
- ◆ Online computer games
- ◆ Intentionally visiting websites of diverse or pornographic nature unless the access is for law enforcement purposes
- ◆ Transmission of any material that is in violation of US or Georgia law

Accessing social networking sites (i.e., Twitter, Facebook, and MySpace) is prohibited on RCSO computers unless the access is for law enforcement purposes.

Security - All Information Technology Systems are password protected and secured by software and hardware. Network, programs and email access are controlled and limited which prevents unauthorized access to critical and classified records and documents. This access is granted based on the employee's title and need for such access. Each employee is given a logon username and required to build a password. The logon username will not change, but passwords are required to be at least eight (8) characters containing at least one capital, one lower case, one number, and one symbol. It may not be a dictionary word, proper name, or the logon username and must be different from the previous 10 passwords. Passwords are not displayed on the screen when entered and must be changed every 90 days to prevent unauthorized disclosure. Failure to change the password when prompted prior to the expiration will result in the automatic termination of access. A session lock must be initiated after a maximum of 15 minutes of inactivity or will be self-initiated by a user before leaving a computer unattended as a further security measure to prevent inadvertent viewing. The lock remains in effect until the user enters their password. Computers that are in a patrol vehicle or other locations which are located within a physically secure location may be exempt from this requirement. The security and establishment of the session lock is ultimately the responsibility of the employee.

Policy Title:	9.3 Central Records		
Policy Number:	9.3-1	Effective Date:	March 10, 2014
Sub Title:	Privacy and Security of Records	Revised Date:	
GPAC:		CALEA:	82.1.1

9.3-1 Privacy and Security of Records

Security - Records maintains the integrity and security of all files maintained therein. Security of the files centers on all records maintained being considered irreplaceable and only Records personnel being permitted to retrieve or replace records. All hard copy records will be filed sequentially by month and stored in file cabinets and only the Records Supervisor and Assistant Records Supervisor have keys to the rooms. Access to RCSO records will be limited to records personnel.

Accessibility - Central records information is accessible to operational personnel at all times via the computer system. Warrant information is available at all times.

Release of Records - Requests for records will follow the Georgia Open Records Law guidelines and will be securely stored. All open record requests will be delivered, on the date of receipt, to the M.S.D. Commander, P.I.O. or designees, who will determine which requests need guidance from the County Attorney and which may be released immediately. The M.S.D. Commander, P.I.O. or designees, will ensure that a written response is sent to the requestor within three (3) business days of receipt. Requests which may pertain to litigation may be forwarded to the County Attorney for review. In reference to open record requests for citizen complaints, those records will be available for release 10 days after the complaint has been received by the RCSO. In the event the complaint investigation takes longer than 10 days, the records will be available for release as soon as the investigation is closed. All other requests may be released upon approval by the M.S.D. Commander, P.I.O., or designees. Prior to release of the records, all personal information pertaining to employees will be redacted. A copy of all paperwork pertaining to the request will be retained for seven (7) years.

Policy Title:	9.3 Central Records		
Policy Number:	9.3-2	Effective Date:	March 10, 2014
Sub Title:	Juvenile Records	Revised Date:	
GPAC:		CALEA:	82.1.2

9.3-2 Juvenile Records

Juvenile information is collected and recorded for criminal and/or status offenses and placed in a file. The dissemination of juvenile files is regulated by O.C.G.A. § 15-11-710 and may be released to:

- ◆ A juvenile court having the child before it in any proceeding
- ◆ Counsel for a party to the proceedings, with the consent of the court
- ◆ The officers of public institutions or agencies to whom the child is committed
- ◆ Law enforcement officers of this state, the United States or any other jurisdiction when necessary for the discharge of their official duties
- ◆ Officials of penal institutions and other penal facilities to which the child is committed
- ◆ A parole board in considering the child's parole or discharge or in exercising supervision over the case
- ◆ Any school superintendent, principal, assistant principal, school guidance counselor, school social worker, school psychologist, or school law enforcement officer in the discharge of their official duties

Handwritten paperwork involving juvenile information will have the word "JUVENILE" in large letters across the top. Any case files that are printed out will have the word "JUVENILE" on the outside of the folder.

All incident reports involving juveniles are entered into R.M.S., have restricted access and that juvenile information is not printed on any publicly released record, unless ordered by the court. Juvenile paperwork, fingerprint card, photograph, arrest report and booking sheet are all forwarded to C.I.D. for secure storage. The C.I.D. Administrative Assistant is responsible for the physical security of and controlling the access to juvenile files with access granted for official business only. All juvenile files are maintained separate from adult files.

Juvenile records will be maintained in accordance with the Georgia Retention Schedule. Records of juveniles who are not on probation will be purged when the juvenile reaches the age of 18. A juvenile who is on probation will have their records purged two (2) years after meeting the conditions and terms of that probation.

Upon receipt of a court order for an expungement, all computerized index references of the juvenile are locked. Hard copy records are sealed and stored, and can only be accessed by an order of the court. Sealed records are kept secured in the Records Supervisor's office.

Policy Title:	9.3 Central Records		
Policy Number:	9.3-3	Effective Date:	March 10, 2014
Sub Title:	Retention Schedule	Revised Date:	
GPAC:		CALEA:	82.1.3

9.3-3 Retention Schedule

The RCSO shall comply with the Records Retention Schedule as set forth by the State of Georgia.

Policy Title:	9.3 Central Records		
Policy Number:	9.3-4	Effective Date:	March 10, 2014
Sub Title:	Crime Data	Revised Date:	
GPAC:		CALEA:	82.1.4

9.3-4 Crime Data

All reports will be checked to see that the crime classification conforms to the uniform classification of the offenses. As reports are entered into the computer, Part 1 and II offenses are recorded. At the end of the month, Return A will be filled out based on all of the reports submitted; offense arrests statistics will be compiled to include juvenile dispositions, and supplemental forms will be filled out on all stolen or recovered property. After all data has been entered into the computer system, a U.C.R. Report will be built and forwarded to the G.C.I.C. website.

Part I Offenses

- ◆ Criminal Homicide
- ◆ Forcible Rape
- ◆ Robbery
- ◆ Aggravated Assault
- ◆ Burglary
- ◆ Larceny-Theft (except Motor Vehicle Theft)
- ◆ Motor Vehicle Theft
- ◆ Arson

Part II Offenses

- ◆ Other Assaults
- ◆ Forgery & Counterfeiting
- ◆ Fraud
- ◆ Embezzlement
- ◆ Stolen Property: Buying, Receiving, Possessing
- ◆ Vandalism
- ◆ Weapons: Carrying, Possessing
- ◆ Prostitution and Commercialized Vice
- ◆ Sex Offenses
- ◆ Drug Abuse Violations
- ◆ Gambling
- ◆ Offenses Against the Family and Children
- ◆ Driving Under the Influence (D.U.I.)
- ◆ Liquor laws
- ◆ Drunkenness
- ◆ Disorderly Conduct
- ◆ Vagrancy
- ◆ All Other Offenses
- ◆ Suspicion
- ◆ Curfew
- ◆ Loitering Laws (persons under 18)
- ◆ Runaway (persons under 18)

Policy Title:	9.3 Central Records		
Policy Number:	9.3-5	Effective Date:	March 10, 2014
Sub Title:	Status of Reports	Revised Date:	
GPAC:		CALEA:	82.1.5

9.3-5 Status of Reports

Deputies will identify the calls for service that require a report and a number is generated through the C.A.D. system that corresponds with the initial complaint record. Deputies complete reports in the M.D.T. and submit them through R.M.S. for a supervisor to review and approve. Each shift supervisor will run a "Case Numbers Not in R.M.S" log after each rotation. The purpose is to verify that reports for calls, which required a written report, have been completed and submitted through R.M.S. The log will then be forwarded to OPST.

After reviewing the submitted reports, the C.I.D. Lieutenants will assign those reports pertinent to their section. The investigator should review the case file, make initial contact with the victim and complete a supplemental report within 24 hours. C.I.D. Sergeants review and approve completed case files then forward these files to the captain and/or lieutenant for final review.

Policy Title:	9.3 Central Records		
Policy Number:	9.3-6	Effective Date:	March 10, 2014
Sub Title:	Security of Central Records Computer Systems	Revised Date:	
GPAC:		CALEA:	82.1.6

9.3-6 Security of Central Records Computer Systems

All of the computer systems (files, data and media) are backed up. The Information Technology (I.T.) staff changes out the tapes daily which are stored until rotated back into service. Back-up media is locked inside the I.T. office.

Passwords are controlled through the Active Directory Group, are encrypted and complex and are required to be changed every 90 days. Failure to comply with this protocol results in the Active Directory Group locking the user account, which requires I.T. to reset. The Active Directory Group's automated system continually audits all passwords on the network, to include the M.D.T.s, against those that are stored in the database.

Policy Title:	9.3 Central Records		
Policy Number:	9.3-7	Effective Date:	March 10, 2014
Sub Title:	Criminal History Records	Revised Date:	
GPAC:		CALEA:	82.1.7

9.3-7 Criminal History Records

Only personnel who are G.C.I.C. certified are authorized to access the network, process and handle criminal history records in the performance of their duties. Persons requesting a criminal history must provide photo identification. If a third party is requesting a criminal history, the request form must be signed by the person whose history is being checked and then that form must be notarized. All criminal history requests will be processed within 24 hours and released to the person filing the request or other designee, after positive identification. All criminal history requests must be logged on the Criminal History Request log and all information received will be stored in a secure location.

Policy Title:	9.3 Central Records		
Policy Number:	9.3-8	Effective Date:	March 10, 2014
Sub Title:	G.C.I.C.	Revised Date:	
GPAC:	CALEA:		

9.3-8 G.C.I.C.

In the event of a natural or manmade disaster, the Administrative Services Division Commander is responsible for the security of G.C.I.C. paperwork in Records and Warrants.

Network - Computer terminals throughout the RCSO provide Internet interface with the G.C.I.C. Use of G.C.I.C. is for official RCSO business only and off duty use is strictly prohibited. Unofficial dissemination, including the sale, of G.C.I.C. information is prohibited and a violation of the Privacy Act. Any violation of G.C.I.C. rules, regulations, policies, procedures or the Privacy Act, may result in disciplinary action, up to and including termination, revocation/suspension of RCSO G.C.I.C. privileges and/or criminal prosecution. Only G.C.I.C. certified personnel are authorized access to the password protected network, and all users' activity is subject to review by the Terminal RCSO Coordinator.

Training - G.C.I.C. certification is required for certain positions within the RCSO. Certification must be completed within six (6) months of the date of hire or assignment to a position requiring G.C.I.C. certification. Recertification is every two (2) years and all employees must attend G.C.I.C. Security and Integrity training every three (3) years.

Record Entry - G.C.I.C. entries and their time constraints are listed below:

- ◆ Wanted persons - within 12 hours of notification
- ◆ Missing adults - within 12 hours of notification
- ◆ Missing/runaway juveniles under the age of 21 - within 2 hours of notification
- ◆ Missing juveniles over 17 years of age are to be entered as an "Emancipated Juvenile" with the D.O.E. (date of emancipation) their 18th birthday. Within 60 days of entering a missing juvenile record into G.C.I.C./N.C.I.C., agencies must verify and update the record with additional information, specifically medical and dental records
- ◆ Unidentified deceased person - within 12 hours of notification
- ◆ Protection Orders - within 48 hours of receipt
- ◆ Serial numbers of stolen property - within 12 hours of notification
- ◆ Abandoned vehicles - within 12 hours of notification

All record entries must be reviewed and initialed by another G.C.I.C. Operator. Entries must be removed when arrest warrants have been served or recalled, stolen property has been recovered, and missing persons have been located or observed by law enforcement personnel.

Hit Confirmation - Is to determine if the record entry is current, valid and to alert the originating RCSO to the location of the person or property described in the record entry. There are two (2) levels of priority when requesting a Hit Confirmation:

1. Urgent ten minutes - the person is being detained
2. Routine one hour - the person is being held on other charges, or the record entry is property

There are three (3) responses to a Hit Confirmation request:

1. Confirm

2. Deny
3. Request more time to confirm or deny

Failure to respond to Hit Confirmation requests may result in the revocation/suspension of RCSO privileges.

Monthly Validations - Will be submitted by the date provided by G.C.I.C. /N.C.I.C. using the online validation system. The following will be conducted when checking monthly validations:

- ◆ Compare records to all supporting documentation; warrants, case files, missing persons, criminal history records
- ◆ Check for changes in extradition limits for wanted person records
- ◆ Determine if warrants remain valid by checking with issuing authorities
- ◆ Check with investigators and prosecutors to determine if cases can be prosecuted
- ◆ Determine from the owners of stolen serial numbered property if recoveries have been made or if ownership has changed
- ◆ Verify that persons reported missing have not returned
- ◆ All record entries that are no longer valid must be cancelled
- ◆ Any entries that contain erroneous information or are incomplete must be modified and supplemental record entries must be made
- ◆ When contact cannot be made with the victim to gain information on the validations of missing/stolen guns or missing persons, those entries will remain in the system

Policy Title:	9.4 Field Reporting		
Policy Number:	9.4-1	Effective Date:	March 10, 2014
Sub Title:	Field Reporting System	Revised Date:	
GPAC:		CALEA:	82.2.1

9.4-1 Field Reporting System

Forms to be used in Field Reporting

Incident/Informational Report: Must be completed when a deputy determines a crime has occurred or at a complainant's request. The deputy should complete all relevant sections and at a minimum an incident/informational report is required to include the following:

- ◆ Case number
- ◆ Date of the report and occurrence
- ◆ Location
- ◆ Name of the deputy taking the report
- ◆ Description of incident

The deputy must request the case number from the Communications Center and collect and enter the required data and any additional information into the M.D.T. Upon completion, the deputy will submit the report electronically through R.M.S. to a supervisor for review. If the supervisor does not approve, the report will be rejected and sent back to the deputy for corrections. The process will continue until the supervisor approves and submits the report to R.M.S.

Traffic Accident Report: Must be completed when a deputy responds to an accident with injuries, a fatality or property/vehicle damage. The deputy should complete all relevant sections and at a minimum the Traffic Accident Report is required to include the following:

- ◆ Case number
- ◆ Date of the report and occurrence
- ◆ Location
- ◆ Name of the deputy taking the report
- ◆ Description of how the accident occurred
- ◆ Driver(s) personal, vehicle and insurance information
- ◆ Diagram for public roadways

The deputy must request the case number from the Communications Center and collect and enter the required information and any additional information into the M.D.T. Upon completion, the deputy will submit the report electronically through R.M.S. to a supervisor for review. If the supervisor does not approve, the report will be rejected and sent back to the deputy for corrections. The process will continue until the supervisor approves and submits the report to R.M.S. The state has access to accident reports.

Use of Force Report: Must be completed under the following conditions:

- ◆ Whenever a deputy discharges a firearm for other than firearms training or recreational purposes, to include the destruction of dangerous and/or injured animals
- ◆ Whenever a deputy takes an action that either results in, or is alleged to have resulted in, injury or death to another
- ◆ Whenever a deputy applies force through either the use of lethal or less lethal weapons

- ◆ Whenever a deputy applies weaponless physical force (hard hands)

The deputy that used force should complete all relevant sections and at a minimum a Use of Force Report is required to include the following:

- ◆ Case number
- ◆ Date of the report and occurrence
- ◆ Location
- ◆ Name of the deputy that used the force
- ◆ Name of the deputy completing the report
- ◆ Name and personal information of the subject, if known
- ◆ Identification and description of the force used

The deputy must request the case number from the Communications Center and complete the required reports, and any additional information on the Use of Force Report. Upon completion, the deputy will submit the report to a supervisor for review. If the supervisor does not approve, the report will be rejected and sent back to the deputy for corrections. The process will continue until the supervisor approves and submits this report through the chain of command to the Sheriff for signatures of approval. The original report will be forwarded to OPST for copies and then forwarded to Internal Affairs.

If Internal Affairs is activated, the report generated from those investigations will be used in lieu of the deputy or supervisor completing a use of force report.

Pursuit Report: Must be completed when a deputy is involved in a pursuit. The primary deputy should complete all relevant sections in the report and at a minimum a Pursuit Report is required to include the following:

- ◆ Case number
- ◆ Date and time of the occurrence
- ◆ Location
- ◆ Name of the primary and any other deputies involved
- ◆ Suspect and vehicle information, if known
- ◆ Description of pursuit in detail

The primary deputy must request the case number from the Communications Center and complete the required, and any additional, information on the Pursuit Report. Upon completion, the deputy will submit the report to a supervisor for review. If the supervisor does not approve, the report will be rejected and sent back to the deputy for corrections. The process will continue until the supervisor approves the report, completes a pursuit critique, and forwards both to the shift commander. The shift commander will submit these reports through the chain of command to the Colonel or Chief Deputy for signatures of approval. The original report will be forwarded to OPST and Internal Affairs.

Under extenuating circumstances, another deputy or supervisor may complete any of the above reports.

Policy Title:	9.4 Field Reporting		
Policy Number:	9.4-2	Effective Date:	March 10, 2014
Sub Title:	Reporting of Incidents	Revised Date:	
GPAC:	7.1	CALEA:	82.2.2

9.4-2 Reporting of Incidents

The following incidents will be investigated if the alleged incident occurred in the RCSO's service area and assigned a unique Event Number through the C.A.D. System (if required):

- ◆ Citizen reports of crime or criminal activity
- ◆ Citizen complaints
- ◆ Incidents resulting in personnel being dispatched or assigned to a call where information must be documented for further purposes
- ◆ Criminal and non- criminal cases initiated by deputies
- ◆ Arrest, citations or summonses

The deputy has the discretion to determine the need for a written report or for clearing with no action taken.

Policy Title:	9.4 Field Reporting		
Policy Number:	9.4-3	Effective Date:	March 10, 2014
Sub Title:	Case Numbering System	Revised Date:	
GPAC:		CALEA:	82.2.3

9.4-3 Case Numbering System

Event numbers are automatically generated by the C.A.D. system and case numbers are assigned for calls requiring reports.

Policy Title:	9.4 Field Reporting		
Policy Number:	9.4-4	Effective Date:	March 10, 2014
Sub Title:	Distribution of Reports	Revised Date:	
GPAC:		CALEA:	82.2.4

9.4-4 Distribution of Reports

Reports - Approved reports are accessible through R.M.S. C.I.D. Lieutenants will review the reports appropriate to their unit and assign those cases.

Accident Reports - Records personnel will make copies of all accident reports and place in a designated area for pick up by the State Department of Transportation. The County Traffic Engineering Department has access rights to view all accident reports on line through R.M.S.

Traffic Citations - Traffic citations received by the Records personnel will be entered into the computer by citation number and then forwarded to the courts.

County Ordinance Citations - County Ordinance citations received by the Records personnel will be entered into the computer by citation number and forwarded to the courts.

Field Interviews - Field interview information is entered into the computer and may be retrieved by C.I.D. and the Intelligence Unit.

Warning Citations - Warning citations received by the Records personnel will be entered into the computer and filed in the Records Section.

Policy Title:	9.4 Field Reporting		
Policy Number:	9.4-5	Effective Date:	March 10, 2014
Sub Title:	Telephonic Reports	Revised Date:	
GPAC:		CALEA:	82.2.5

9.4-5 Telephonic Reports

Citizens are allowed to report minor crimes over the phone, which do not require a deputy for investigation or collection of evidence. The types of calls which may be reported may include the following:

- ◆ Stolen bicycles
- ◆ Lost or stolen license plates
- ◆ Delayed reports of theft, unless the incident involves an unusually large property value
- ◆ Lost articles
- ◆ Supplements in which suspect information is not involved
- ◆ When the complainant is out of town and cannot return to file the report in person

Communications Officers screen all calls for service to determine if the call qualifies to be taken over the telephone and then forwards that call to either a deputy or to the Telephonic Reporting Unit. The following criteria may be used to make this determination:

- ◆ The citizen agrees to make the report over the telephone
- ◆ The offense is not in progress
- ◆ Suspect(s) are not known or seen
- ◆ No witnesses are available
- ◆ No evidence is available
- ◆ The reported offense is not a part of, or related to, another offense which requires dispatch of a patrol unit
- ◆ Nature/Severity of call for service

If, upon further questioning from the Telephonic Reporting Unit, it is determined that a deputy needs to respond, the call will be redirected to the Communications Center for the dispatching of a deputy.

Policy Title:	9.4 Field Reporting		
Policy Number:	9.4-6	Effective Date:	March 10, 2014
Sub Title:	Master Name Index	Revised Date:	
GPAC:		CALEA:	82.3.1

9.4-6 Master Name Index

The computer system maintains an alphabetical master name index. This name index may be accessed through a "Global Name Search" in the R.M.S.

Policy Title:	9.4 Field Reporting		
Policy Number:	9.4-7	Effective Date:	March 10, 2014
Sub Title:	Records Maintained	Revised Date:	
GPAC:	7.2	CALEA:	82.3.2

9.4-7 Records Maintained

The following index files are maintained through the computer system:

- ◆ Service calls and crimes by type
- ◆ Service calls and crimes by location
- ◆ Stolen, found, recovered and evidentiary property files

Policy Title:	9.4 Field Reporting		
Policy Number:	9.4-8	Effective Date:	March 10, 2014
Sub Title:	Traffic Records System	Revised Date:	
GPAC:		CALEA:	82.3.3

9.4-8 Traffic Records System

The following information relative to traffic records are maintained through the computer system:

- ◆ Traffic collision data
- ◆ Traffic enforcement data
- ◆ Roadway hazard information

Policy Title:	9.4 Field Reporting		
Policy Number:	9.4-9	Effective Date:	March 10, 2014
Sub Title:	Uniform Traffic Citation Records	Revised Date:	
GPAC:	7.3	CALEA:	82.3.4

9.4-9 Uniform Traffic Citation Records

The Administrative Lieutenant, Patrol, Traffic and S.O.D. Supervisors maintain unissued traffic citation books in areas that are secure. When a deputy needs a traffic citation book, he/she will inform a supervisor, who will access the Ticket Book Log Book and record the following issuance information:

- ◆ Date
- ◆ Citation numbers
- ◆ Deputy's name
- ◆ Issuing supervisor's name

Once issued, the deputy will be held accountable and is responsible for the secure storage and handling of the traffic citation book. If a deputy leaves employment, any citation book issued to that deputy will be returned to Supply. The supply deputy will forward that deputy's name and unused traffic citation numbers to Records for entry into R.M.S.

Traffic citations that have been issued to a violator will be forwarded to Records for entry into R.M.S. Voided and damaged traffic citations will be marked with the deputy's name and forwarded to Records for entry into R.M.S. A memo will be completed by a supervisor on lost traffic citations advising of the traffic citation numbers and forwarded to Record's for entry into R.M.S.

Policy Title:	9.4 Field Reporting		
Policy Number:	9.4-10	Effective Date:	March 10, 2014
Sub Title:	Maintaining Records in Divisions	Revised Date:	
GPAC:		CALEA:	82.3.5

9.4-10 Maintaining Records in Divisions

Patrol Division - maintains the following records:

- Issued equipment
- Personnel working files
- Copies of FTO files
- Personnel personal information

Office of Professional Standards and Training - maintains the following records:

- Training records for personnel
- Weapons and equipment inventories
- Requalification records
- School requests
- Lesson plans and PowerPoint presentations

Records - Maintain the following records:

- ◆ Fingerprint cards
- ◆ Criminal history logs
- ◆ Warning citations
- ◆ Traffic citation copies
- ◆ Arrest Booking
- ◆ Juvenile paperwork

Special Operations Division - Maintain the following records:

- ◆ Daily activity logs
- ◆ Canine activity records
- ◆ Reports relative to Narcotics activity
- ◆ Other Narcotics records

Criminal Investigations Division - Maintain the following records:

- ◆ Active case files
- ◆ Closed case files
- ◆ Juvenile case files

Policy Title:	9.4 Field Reporting		
Policy Number:	9.4-11	Effective Date:	March 10, 2014
Sub Title:	Maintaining Records of Custodial Arrested Persons	Revised Date:	
GPAC:	7.4	CALEA:	82.3.6

9.4-11 Maintaining Records of Custodial Arrested Persons

The computer automatically generates and assigns identification numbers to individuals booked into the Detention Center. A criminal history file; booking report, fingerprint card, photograph and arrest report will be maintained in the computer file of those custodial arrested.

Policy Title:	9.5 Collection and Preservation of Evidence		
Policy Number:	9.5-1	Effective Date:	March 10, 2014
Sub Title:	Availability of Crime Scene or Traffic Accident Processor	Revised Date:	
GPAC:		CALEA:	83.1.1

9.5-1 Availability of Crime Scene or Traffic Accident Processor

Crime scene processors and accident investigators are available 24 hours a day.

Policy Title:	9.5 Collection and Preservation of Evidence		
Policy Number:	9.5-2	Effective Date:	March 10, 2014
Sub Title:	Guidelines and Procedures for Collecting, Processing and Preserving Evidence in the Field	Revised Date:	
GPAC:		CALEA:	83.2.1

9.5-2 Guidelines and Procedures for Collecting, Processing and Preserving Evidence in the Field

The first deputy at the scene of a crime will secure that scene with crime scene tape, establish a crime scene log, and will remain at the scene until relieved by the oncoming shift or released by C.I.D. Any evidence that needs to be collected will be identified and documented to include:

- ◆ The condition of items prior to the collection
- ◆ Recording its location at the scene
- ◆ Date of collection and by whom
- ◆ Secured and packaged in appropriate containers

Contamination, cross contamination and excessive handling of the evidence will be avoided. Evidence at the scene will be maintained in a manner designed to reduce degradation or loss. A chain of custody will be established and when evidence transfers from one deputy to another or to an accredited forensics laboratory, the property receipt for that item will reflect the following:

- ◆ Receiving person's name
- ◆ Date and time of transfer
- ◆ Relinquishing person's name
- ◆ Reason for transfer
- ◆ Date and name of laboratory

If evidence is placed in a temporary holding location the following procedures are to be followed:

- ◆ The specific numbered bin will be documented in the "Received by" column
- ◆ The reason for the change of custody will be "Turned into evidence"
- ◆ When the Evidence Custodian retrieves evidence from a temporary holding location, the specific numbered bin the property was received from will be documented in the "Relinquished by" column and documented "Safe keeping"

Policy Title:	9.5 Collection and Preservation of Evidence		
Policy Number:	9.5-3	Effective Date:	March 10, 2014
Sub Title:	Photographing and Videotaping Evidence	Revised Date:	
GPAC:		CALEA:	83.2.2

9.5-3 Photographing and Videotaping Evidence

The objective of photographic documentation is to illustrate the condition of the crime scene as it existed when found. This is also a method to preserve and record the scene in such a way that objects of evidentiary value may be viewed in their proper perspective so as to correlate their relationship and significance to the crime scene. Imaging is a likeness of an object produced on a photographic material or on an electronic display. When necessary, photographs, conventional, digital or videotaping of a scene will be taken to document the scene as it is. Contamination and changes to the scene should be minimized prior to that documentation. The scene may be photographed using the following procedures:

- ◆ Scene and objects may be photographed using overall medium and close-up coverage
- ◆ Evidence may be collected with and without measurement scale and/or evidence identifiers
- ◆ Victims, suspects, witnesses, crowds and vehicles may be photographed
- ◆ Additional perspectives, aerial photographs, witnesses' views and the area under other objects once objects are moved may be photographed

All photographs will be transferred to the digital case file in R.M.S. In all cases a CD may be made and maintained in the case file for later use or turned into evidence. This will be evaluated on a case by case basis. P.D.A.'s and/or cell phones will be sent to the G.B.I.

Policy Title:	9.5 Collection and Preservation of Evidence		
Policy Number:	9.5-4	Effective Date:	March 10, 2014
Sub Title:	Fingerprint Evidence	Revised Date:	
GPAC:		CALEA:	83.2.3

9.5-4 Fingerprint Evidence

All latent prints which are recovered from a crime scene are to be considered as significant as any item of evidentiary value and therefore must be properly documented. The item will be dusted and the fingerprints lifted and collected. The item should be protected from contamination, cross contamination, labeled and packaged in the appropriate container. A chain of custody will be established, and the item will be turned over to the Evidence Custodian, processed through A.F.I.S. or taken for identification.

Policy Title:	9.5 Collection and Preservation of Evidence		
Policy Number:	9.5-5	Effective Date:	March 10, 2014
Sub Title:	Personnel, Equipment and Supplies for Scene Processing	Revised Date:	
GPAC:		CALEA:	83.2.4

9.5-5 Personnel, Equipment and Supplies for Scene Processing

Personnel are available 24 hours a day to process a scene and have the following equipment/supplies:

- ◆ Gloves
- ◆ Property receipts
- ◆ Crime scene tape
- ◆ Camera/film
- ◆ Paper bags
- ◆ Evidence seals
- ◆ Fingerprint kit
- ◆ Tape measure
- ◆ Pens/paper

Policy Title:	9.5 Collection and Preservation of Evidence		
Policy Number:	9.5-6	Effective Date:	March 10, 2014
Sub Title:	Seizure of Computer Equipment	Revised Date:	
GPAC:		CALEA:	83.2.5

9.5-6 Seizure of Computer Equipment

Computers are fragile electronic instruments that are sensitive to temperature, humidity, physical shock, static electricity, and magnetic sources. Digital evidence is information and data of investigative value that is stored on or transmitted by an electronic device and by its very nature, is latent, fragile, and time sensitive. Digital evidence can be found in many types of electronic devices at crime scenes. With technology advancing at such a rapid rate, the following list cannot be considered all inclusive:

- ◆ Computer systems (C.P.U.s and all additional components and files)
- ◆ Hard drives, memory cards and removable storage devices/media
- ◆ Network components (servers, routers, hubs, etc.)
- ◆ Access control devices (smart cards, dongles, biometric scanners)
- ◆ Answering machines and caller I.D. boxes
- ◆ Digital cameras
- ◆ Telephones (land-line or cellular)
- ◆ Handheld devices (P.D.A.s, electronic organizers, digital books)
- ◆ Scanners, printers, copiers, fax machines
- ◆ G.P.S. devices
- ◆ V.C.R./D.V.R./satellite receiver
- ◆ Wireless access points
- ◆ Miscellaneous electronic items (audio recorders, credit card skimmers, digital watches, pagers, etc.)

Computer evidence, like all other evidence, must be handled carefully and in a manner that preserves its evidentiary value. Special consideration should be given not only to protect the physical integrity of the device, but also to the electronic data within. For these reasons, special precautions should be taken to document, collect, package, transport, examine and secure the evidence. Failure to do so may alter, render it unusable or lead to an inaccurate conclusion. First responders should protect the devices and/or information from damage from electromagnetic fields such as those generated by static electricity, magnets, radio transmitters or from other persons at the crime scene. When searching for information in or on the device, all actions associated with its manipulation should be documented to preserve the authenticity of the information. If a decision is made to collect the device or digital evidence, the following steps should be followed:

1. Record the make, model and serial numbers
2. Notate all actions taken
3. Regardless of the power state of the computer, remove the power source cable from the computer, not from the wall outlet.

Other items relevant to the incident may exist in other forms and these should be secured and preserved for future use, if need be. These items may include, but not be limited to:

- ◆ Written passwords and other handwritten notes
- ◆ Blank pads of paper with indented writing
- ◆ Hardware and software manuals
- ◆ Calendars
- ◆ Literature, text or graphical computer printouts
- ◆ Photographs

Deputies and/or investigators should recognize that other types of evidence such as trace, biological, or latent prints may exist. Use of fingerprint powder or processing chemicals should be postponed until after electronic evidence recovery is complete. A computer forensic technician or an investigator with training in digital evidence recovery should be contacted if any difficulties or questions arise.

A chain of custody will be started and maintained until the evidence is turned over to the evidence control function. Prior to packaging, the deputy/investigator should pay attention for latent or trace evidence and take actions to preserve it and ensure that all collected evidence is properly documented, labeled, and inventoried. Storage/media devices should be packaged in antistatic packaging and separated to prevent damage. Avoid folding, bending, or scratching diskettes, C.D.s/D.V.D.s or tapes.

During transportation, all devices should be kept away from radio transmitters, speaker magnets, heated seats, and should not be stored in a vehicle for prolonged periods of time, as excessive heat, cold, and/or humidity can damage the electronic evidence. Deputies are to ensure that computers and other components that are not packaged in containers are secured in the vehicle to avoid shock and excessive vibrations.

Deputies and/or investigators should be aware that evidence such as dates, times, and system configurations may be lost as a result of prolonged storage. Batteries have a limited life span and data could be lost when they fail. Therefore, the Evidence Custodian and/or Crime Scene Unit should be informed that a device powered by batteries has potential evidence.

Policy Title:	9.5 Collection and Preservation of Evidence		
Policy Number:	9.5-7	Effective Date:	March 10, 2014
Sub Title:	Preparation of Report	Revised Date:	
GPAC:		CALEA:	83.2.6

9.5-7 Preparation of Report

The investigator/deputy that processes a crime scene or investigates an accident scene will be responsible for the completion of any and all reports related to the incident.

Policy Title:	9.5 Collection and Preservation of Evidence		
Policy Number:	9.5-8	Effective Date:	March 10, 2014
Sub Title:	DNA Collection	Revised Date:	
GPAC:		CALEA:	83.2.7

9.5-8 DNA Collection

First Responder Precautions/Responsibilities - The universal precaution is that all biological evidence (liquid or dried) must be considered as a potentially infectious biohazard. For this reason, adequate protective clothing and proper evidence handling techniques are essential. This fulfills a dual purpose of protecting oneself from contact with potentially infectious pathogens and when appropriately changed, preventing cross contamination of biological stains from one item to another. First responders must insure that potential biological evidence, as well as other evidence, is protected to minimize damage and cross contamination. They will secure the scene, request an investigator and start a crime scene log.

Potential Sources - D.N.A. evidence includes but is not limited to blood, saliva, semen, tissue, and fingernail scrapings. The identification, collection and preservation of biological evidence are paramount to maximize the possibility of success using fragile D.N.A. evidence. Investigators should have specialized training in the D.N.A. evidence collection and packaging, and be familiar with accredited forensic laboratory policies. When used appropriately, D N A testing has the potential to supply unbiased information to:

- ◆ Link or eliminate a suspect with biological evidence
- ◆ Substantiate case circumstances
- ◆ Corroborate or refute an alibi
- ◆ Identify a weapon used

Collection, Storage and Transportation of Physical Evidence - It is preferable that the entire object be collected.

If removal or transport of an item is not possible, the stain(s) may be cut out or, when necessary, scraped from the item. Small stains should be collected on water dampened cotton tipped applicator that must be air dried prior to packaging. Due to the sensitive nature of D.N.A. testing, care must be taken not to contaminate the sample by the individual collecting the sample. This includes wearing gloves and refrain from sneezing or coughing on the sample. Known reference samples from both the victim and suspect(s) may be required to initiate D.N.A. testing. These reference samples may be in the form of liquid blood or buccal swabbings. If other persons are suspected to be involved in a crime, their known samples should be submitted when relevant. In sexual assault cases, if recent voluntary sex (within 72 hours) is indicated, a known sample from the consenting partner is also necessary.

- ◆ *Liquid Blood Samples*
Collect approximately 5 ml. known blood in a purple topped tube containing E.D.T.A. Blood should be appropriately labeled and collected on receipt. Blood samples should be forwarded to accredited forensics laboratory at the earliest possible time following collection. When necessary, blood can be held refrigerated prior to transfer but must not be frozen
- ◆ *Buccal*
Buccal swabbings are taken from the mouth and may also be collected for use as a known sample in D.N.A. analysis. Liquid saliva samples are not suitable as a known sample
- ◆ *Tissue and other samples from Autopsy*
When necessary, a medical examiner may be requested to collect known biological samples during an autopsy. The sample collected will be dependent upon the condition of the deceased and requirements of appropriate laboratory Items from separate sources (victim and suspect clothing) or those suspected to have stains from different donors should always be packaged separately. These should not be handled excessively especially in stained areas. Samples preserved in formaldehyde (Formalin) are not suitable for D.N.A. identification.

Physical evidence for serological and D.N.A. analysis should be packaged in paper, paper bags, envelopes, or cardboard boxes as appropriate to the sample type. For example, blood scrapings should be enclosed in folded paper packets, which are capable of containing the evidence without loss. Envelopes, paper bags, and pillboxes do not provide a suitable enclosure because scrapings can leak out at seams or openings. Tape is also an unsuitable method to retain scrapings. Plastic bags and airtight containers are unacceptable because they create an environment that can be damaging to biological evidence. All evidence items must be completely dried without heat or sunlight before packaging for delivery. Items with wet stains should be spread out on clear paper to dry because if they are folded wet, multiple stains can be created from one stain. Air-drying should be accomplished in a manner, which prevents cross-contamination of stains and loss of other evidence types (hair, fibers, or other trace evidence). Proper drying is particularly important to minimize the degradation of D.N.A. Because heat, humidity, and sunlight all have destructive effects, evidence packaging and storage should always be maintained in a cool, dry location following collection. All biological evidence should be stored in such a way as to avoid temperature extremes. When storage is necessary beyond two (2) days, blood should be held refrigerated prior to transfer but must not be frozen. Blood samples should be forwarded to the appropriate accredited forensic laboratory at the earliest possible time following collection. It is preferable that blood be delivered in person during working hours but can be mailed/shipped using priority delivery. Liquid blood samples must not be enclosed in the same package with other physical evidence.

Training - Crime Scene Investigators should have specialized training in the collection of D.N.A. evidence and be familiar with accredited forensic laboratory policies. All C.I.D. certified personnel should be familiar with D.N.A. evidence collection, packaging, and submission procedures.

Submission - All evidence collected and known samples may be submitted to The Georgia Bureau of Investigations, Department of Forensic Sciences Laboratory. Other accredited forensic laboratories may be used when deemed necessary. All items will be submitted in accordance with the accredited forensics laboratory's policies, procedures and requirements.

Policy Title:	9.5 Collection and Preservation of Evidence		
Policy Number:	9.5-9	Effective Date:	March 10, 2014
Sub Title:	Collecting Substances from Known Sources	Revised Date:	
GPAC:		CALEA:	83.3.1

9.5-9 Collecting Substances from Known Sources

Any known source sample that is to be collected as evidence and used for comparison will be documented, handled, collected, labeled and submitted to a laboratory by an investigator or the Crime Scene Investigator. Samples whose source is known are of three basic types:

Standard/Reference - A standard/reference sample is material of a verifiable/documented source which, when compared with evidence of an unknown source, shows an association or linkage between offender, crime scene and/or victim. For example, a carpet cutting taken from a location suspected as the point of transfer for comparison with the fibers recovered from the suspect's shoes, a sample of paint removed from a suspect vehicle to be compared with paint found on a victim's vehicle following an accident, or a sample of the suspect's and/or victim's blood submitted for comparison with a bloodstained shirt recovered as evidence.

Control/Blank - A control/blank sample is material of a known source that presumably was uncontaminated during the commission of the crime. For example, it is a sample to be used in laboratory testing to ensure that the surface on which the sample is deposited does not interfere with testing. When a bloodstain is collected from a carpet, a segment of unstained carpet must be collected for use as a blank or elimination sample.)

Elimination - An elimination sample is one of known source taken from a person who had lawful access to the scene. For example, fingerprints from occupants, tire tread impressions from police vehicles, or footwear impressions from emergency medical personnel to be used for comparison with evidence of the same type.

Policy Title:	9.5 Collection and Preservation of Evidence		
Policy Number:	9.5-10	Effective Date:	March 10, 2014
Sub Title:	Submitting Evidence to Laboratory	Revised Date:	
GPAC:		CALEA:	83.3.2

9.5-10 Submitting Evidence to Laboratory

The following procedures will be applicable for the submission of evidence to an accredited forensic laboratory:

- ◆ The investigator in charge of the scene will determine what evidence is to be collected and submitted for processing
- ◆ Evidence will be packaged appropriately as outlined by the accredited forensic laboratory's manual. It will be maintained in a secure manner until transported by the Investigator, Crime Scene Unit, Evidence Custodian or their designees
- ◆ All evidence will be labeled, packaged, and submitted with the appropriate evidence submission form
- ◆ A property receipt will be started and maintained throughout each transfer to ensure chain of custody
- ◆ Written laboratory results will be mailed out by the accredited forensic laboratory or Investigators may go online, access the computer system and retrieve complete, written and signed reports

Policy Title:	9.5 Collection and Preservation of Evidence		
Policy Number:	9.5-11	Effective Date:	March 10, 2014
Sub Title:	Handling of Suspected Arson Evidence	Revised Date:	
GPAC:	CALEA		

9.5-11 Handling of Suspected Arson Evidence

Items of evidence from suspected arson cases must be packaged in sealed containers, such as sealed plastic bags or new sterile sealable cans. If a vehicle or similar item is seized as evidence for transportation to an accredited forensic sciences laboratory, it should be handled as little as possible. The investigator will note any changes that are required to be made prior to, and during transportation, and will note where the wrecker driver or person transporting the item touches it. This information should be relayed immediately to the laboratory personnel. The investigator should accompany the wrecker driver or transporting person with the item in order to maintain the chain of custody.

Policy Title:	9.5 Collection and Preservation of Evidence		
Policy Number:	9.5-12	Effective Date:	March 10, 2014
Sub Title:	Exculpatory Evidence	Revised Date:	September 7, 2021
GPAC:	6.37	CALEA:	

9.5-12 Exculpatory Evidence

PURPOSE

It is the purpose of this policy to define and establish criteria and guidelines for post-conviction investigations to ensure justice is served, when there is exculpatory evidence identified which suggests a defendant's innocence. It is the duty of the Richmond County Sheriff's Office to continue investigating the incident, identify, and arrest the person(s) responsible for crimes committed based on evidence.

DEFINITIONS

Exculpatory evidence - is that evidence, which is favorable to the defense, in a criminal trial, which clears or tends to clear the defendant of guilt or is material to the level of punishment given.

Brady v. Maryland - Requires law enforcement agencies to document and provide the prosecuting authority any potential exculpatory evidence.

Giglio v. United States - Requires the prosecuting authority to disclose to the defense, any evidence relative to the credibility of a governmental witness.

PROCEDURES

The overall responsibility for identifying, assigning, and investigating post-conviction cases shall be the C.I.D. Commander. The C.I.D. Commander or designee will determine whether it is appropriate to assign a case for post-conviction investigation. Cases categorized as post-conviction will be assigned where there is sufficient evidence to significantly suggest that the convicted party was not responsible for the crime. The Chief and the Sheriff will be immediately notified by the C.I.D. Commander of the exculpatory evidence that lead to the case investigation and follow up investigation. That information will then be forwarded to the District Attorney's Office for review.

The C.I.D. Commander or designee shall assign the case for investigation based on one or a combination of the following solvability factors being present:

- a. DNA evidence excludes the convicted party.
- b. Other significant physical evidence that is developed excludes the convicted party (latent prints, video, fiber/trace evidence, etc.)
- c. Testimonial evidence becomes available that excludes the convicted party (victim's and witness statements, confessions from responsible parties, etc.).
- d. An unusual, distinctive, or significant pattern is identified (serial criminal).

Administrative Designation of Case

Once a determination is made to conduct a post-conviction investigation, the C.I.D. Lieutenant or designee not involved in the original investigation, shall complete a review and assign the post-conviction investigation to an investigator who was not involved in the original investigation.

Case Assignments

When a post-conviction is assigned, the investigator designated to investigate shall be responsible and held accountable for the case and all investigative efforts.

Responsibilities

The duties of the assigned investigator for a post-conviction investigation is to review and investigate all current available evidence and report such evidence that supports the innocence of the individual originally charged and convicted of the crime. The assigned investigator will also work to identify the person responsible for the crime and arrest if probable cause is developed. The assigned investigator will communicate with the reviewing supervisor to obtain details that lead to the case classification and assignment. The assigned investigator shall be responsible for:

- ◆ Reviewing all initial and supplemental reports to ensure all known investigative leads were properly investigated.
- ◆ Reviewing all evidence collected (trace, biological, fingerprint, video, photo, etc.) and determine if evidence has been maintained by the department. The investigator will also ensure all evidence is compared to database evidence, has been submitted to the appropriate laboratory, and all possible investigative leads were followed up based on the laboratory reports received.
- ◆ Reviewing all documented testimonial evidence (victim, witness, and suspect interviews).
- ◆ Contacting victim(s), witness (es), and suspect(s), and conducting follow-up interviews based on the investigative review conducted.
- ◆ Notify victim and victim's family members of post-conviction investigation
- ◆ Conducting canvass of the area in which the crime was committed if it is likely that the incident was witnessed (in residential areas).
- ◆ Completing public service announcement (s) that gives a brief synopsis of the crime being investigated and ask for assistance from the public (news media, Departmental website, or social media, via the PIO).
- ◆ Completing an investigative supplemental report documenting the review and any follow-up completed on the assigned case.
- ◆ Consulting with the District Attorney's Office regarding findings and providing them with a copy of the investigative casefile.

If an employee is found guilty of falsifying reports or other conduct, which could impact the truthfulness of subsequent testimony, the District Attorney's Office will be informed, and that investigator will be disciplined according to the Disciplinary Matrix. All sworn personnel will receive annual training on their obligations and duty to disclose exculpatory evidence.

Case Suspension Criteria

The C.I.D Commander or designee for the case may "suspend" the post-conviction investigation if they feel that the follow-up investigation has exhausted all leads.

Maintenance of Case Files

Case files for post-conviction will be maintained as required by Chapter 5.4-3 Case File Management.

Checklists

Checklists will be provided to aid in documenting and ensuring that critical areas of an investigation are not overlooked.

Policy Title:	9.6 Property and Evidence Control		
Policy Number:	9.6-1	Effective Date:	March 10, 2014
Sub Title:	Receiving Evidence/Property	Revised Date:	
GPAC:	7.9, 7.10	CALEA:	84.1.1

9.6-1 Receiving Evidence/Property

Evidence - To include found/abandoned property, is logged into RCSO records on a property receipt. The property receipt numbers will be included in the incident/supplemental report or case file. That report will also describe the evidence and the circumstances by which it came into the RCSO's control. All evidence will be properly packaged and the property receipt and chain of custody will be started to include; item, date, signature, temporary holding bin number, if applicable, and reason for the change of custody. Signatures on the chain of custody should be kept to a minimum. Evidence will be logged into RCSO records and turned over to the evidence control function before the deputy/investigator ends his/her tour of duty, with exceptions listed below.

Evidence Exceptional Circumstances - Evidence collected at a crime scene that needs drying, cataloging or processing may be turned over to the Crime Scene Unit, where it will be secured or transferred to the appropriate accredited forensic sciences laboratory. A copy of the property receipt will be given to the Evidence Custodian, as soon as possible, so the items can be entered into the computer system with a notation made stating where the items are. The copy of the property receipts for the items being dried or processed will be filed by the Evidence Custodian. The Crime Scene Unit may secure evidence collected from a crime scene in their laboratory while waiting for the completion of the drying process, cataloging, or processing of applicable items, or the transfer to an accredited forensic sciences laboratory. When the Crime Scene Unit completes the appropriate processing, the evidence collected will be turned over to the Evidence Custodian for safe keeping or to the investigator assigned the case to return to the owner. The Crime Scene Unit and/or the Evidence Custodian may destroy items that were processed which have no evidentiary or monetary value, or at the request of the property owner. Notation of the destruction must be made on the property receipt.

Per the District Attorney, all marijuana that is evidence in a criminal case will be tested by a Certified Tester before prosecution starts. The chain of custody will be maintained throughout this process to include item, date, time, signature, locker number and reason for the change of custody.

Recovered Stolen Property - Recovered stolen property will be taken on a property receipt, a chain of custody will be started and the appropriate incident or supplemental report will be generated. The property will be turned over to the Evidence Custodian before the deputy/investigator ends his/her tour of duty. On-call investigators will turn the property over before going out of service. Recovered stolen vehicles that need processing will be inventoried, unless awaiting a search warrant and taken to the impound lot. The motor vehicle inventory form will be forwarded to Records to be entered into R.M.S.

Stolen property that is recovered at the scene may be turned over to the owner. Recovered stolen tags may be kept by the deputy until turned over to the Department of Motor Vehicle Services. The Property receipt will be forwarded to Records to be entered into R.M.S.

Property Exceptional Circumstances - All found/abandoned property will be turned over to the Evidence Custodian as soon as practical. Deputies may release this property to the oncoming shift for transportation, keeping the chain of custody maintained.

Identified found property may be kept by the deputy until the end of the shift's work rotation, in an attempt to contact the owner and return the item. If unsuccessful, the deputy will turn the found property and property receipt over to the evidence control function. The Evidence Custodian will then attempt to identify and notify the owner or custodian of property in the agency's custody.

Packaging - Whenever possible, items should be placed in paper bags or in cardboard boxes and labeled. Plastic bags should be avoided. If plastic containers are used, the container should not be sealed, as this tends to destroy the evidentiary value of the sample. All weapons will be unloaded and packaged in a gun box with the ammunition bagged, labeled and attached to the outside of the same box. Knives will be packaged in knife boxes. Perishable items should be stored in the lockable refrigerator located at the Detention Center and should have the appropriate evidence submission form attached, if tests are needed. Upon receipt of the evidence/property, the Evidence Custodian will sign, date and time, record the temporary holding bin number and repackage if needed. The evidence software generates a label which will be attached and the item will be stored in the appropriate secured area. The Evidence Custodian may be called in to accept evidence/property that will not fit in the numbered temporary holding bins and/or items that are exceptional, sensitive or high in value that need to be secured in the safe or other secure area.

The Evidence Custodian will be contacted when evidence is needed for court or processing purposes. The chain of custody will be maintained until the evidence is returned to the evidence control function. Disposal paperwork and/or final release back to the owner will be affected as expeditiously as possible, consistent with applicable law. Notation of final disposition must be made on all property receipts and all original property receipts must be returned to the evidence control function for filing.

Policy Title:	9.6 Property and Evidence Control		
Policy Number:	9.6-2	Effective Date:	March 10, 2014
Sub Title:	Storage of Evidence/Property	Revised Date:	May 21, 2020
GPAC:	7.10 , 7.11 , 7.12	CALEA:	84.1.2

9.6-2 Storage of Evidence/Property

The Evidence Custodian will receive, store and release evidence/property in a timely, efficient and accountable manner, avoiding any unnecessary delays and will follow established procedures which minimize loss, theft or destruction. All procedures will be followed to maintain the chain of custody and to document the transfer of evidence/property to the point of release from the evidence control function. Every legal effort will be made by the Evidence Custodian to prevent the unnecessary accumulation of found or abandoned property.

All property receipts will be filed by the case number in an evidence or 90 day folder. Evidence will be securely stored in the evidence storage rooms in designated areas; weapons are stored in the weapons room, tapes are in the tape file area, money, jewelry, or other valuable items are placed in the safe and drugs are securely stored in the drug vault. Found/abandoned property is stored on the first floor in the 90 day area. Vehicles, machinery and equipment will be stored in the Impound Lot. E.M.A. may be contacted for the safe storage of dangerous chemicals.

There shall be one individual designated as Primary Evidence Custodian. Due to the large quantities of evidence and found and abandoned property and the need to allow the Primary Evidence Custodian time off for vacation, potential sick leave and training, the Management Services Division Captain may designate a Secondary Evidence Custodian(s) to act in the absence of the Primary Evidence Custodian. The primary evidence custodian shall denoted as such on all organizational charts.

All personnel assigned to the property and evidence function shall receive training commensurate with their duties.

Policy Title:	9.6 Property and Evidence Control		
Policy Number:	9.6-3	Effective Date:	March 10, 2014
Sub Title:	Closed Property Room	Revised Date:	
GPAC:		CALEA:	84.1.3

9.6-3 Closed Property Room

When the evidence control function is closed, evidence/property will be placed in temporary holding bins located at the Sheriff's Office.

Policy Title:	9.6 Property and Evidence Control		
Policy Number:	9.6-4	Effective Date:	March 10, 2014
Sub Title:	Security/Accountability of Controlled Substances and Weapons	Revised Date:	
GPAC:		CALEA:	84.1.1

9.6-4 Security/Accountability of Controlled Substances and Weapons

K-9 drug training aids may be constructed from controlled substances. The Evidence Custodian will be contacted when new training aids are needed. The Evidence Custodian will review cases that have been adjudicated and work with S.O.D. to create the training aids. After the training aids have been constructed, any excess controlled substances will be weighed and returned to the evidence control function.

Training aids are securely stored and access is controlled by S.O.D. Supervisors. When issued and returned, the date, serial number, weight, initials of the S.O.D. Supervisor and K-9 Deputy will be recorded. Training aids may be signed out and kept for up to one (1) month, but no longer without prior approval by the S.O.D. Lieutenant. All training aids will be secured in the drug safe in the trunk of the vehicles. When training aids are returned, the receiving S.O.D. Supervisor will notate any discrepancies: damage, alteration, etc.

The Crime Suppression Sergeant or designee will conduct quarterly inventories of all drug training aids. If a training aid is damaged, lost or the weight variance is greater or less than .5 grams, he/she will investigate and document the incident. The Crime Suppression Sergeant or designee will relinquish training aids that are no longer being utilized to the Evidence Custodian for destruction. All destructions must be witnessed and documented on the property receipt.

The RCSO EOD does construct explosive training aids.

Weapons that are no longer of evidentiary value or after 90 days (when found), may be retained, sold under court order or destroyed if inoperable. Training personnel will inspect those weapons to determine if they can be utilized for training purposes or issuance. The Sheriff must approve all weapons retained for RCSO use. An application will be made to Superior Court for an order to retain those weapons selected for RCSO use. Disposition of the weapons will be recorded in the computer system and the Quartermaster will enter the weapons into inventory. All weapons will be accounted for during the inventories. Before any firearm is released, the individual to who the firearm is being released shall have a criminal background performed so as to ensure we do not release a firearm to a convicted felon or someone else ineligible to possess a firearm.

Policy Title:	9.6 Property and Evidence Control		
Policy Number:	9.6-5	Effective Date:	March 10, 2014
Sub Title:	Evidence/Property Records	Revised Date:	
GPAC:		CALEA:	84.1.5

9.6-5 Evidence/Property Records

Evidence/property will be tagged by the property receipt number and a computer entry will be made to include the type of evidence/property, description, property receipt number, case number and chain of custody. The evidence/property will be placed in the evidence storage room and the area will be recorded in the computer. All property will be tracked and managed through the computer system.

Policy Title:	9.6 Property and Evidence Control		
Policy Number:	9.6-6	Effective Date:	March 10, 2014
Sub Title:	Inspections of Evidence Control Function	Revised Date:	
GPAC:	7.13	CALEA:	84.1.6

9.6-6 Inspections of Evidence Control Function

The ASD Captain, Evidence Custodian or his/her designee will conduct a semi-annual inspection of the evidence control function to determine adherence to procedures used for control of evidence/property.

Whenever the Evidence Custodian or ASD Captain is transferred, the newly-appointed replacement and a designee of the Sheriff will conduct a 100% inventory of all high-risk items and a random sampling of no less than 10% of other evidence/property to ensure that records are correct and annotated in accordance to Appendix I of the CALEA Standards.

An annual audit of evidence/property will be conducted by a supervisor not directly connected with the evidence control function. This audit will include a random sampling of all property including high risk items and shall be at least 250 total pieces in accordance to Appendix K of the CALEA Standards. If any items are found to be missing, the ASD Captain shall be immediately notified and he/she shall be responsible for initiating an immediate written action plan to locate the missing property and correct the deficiency.

A supervisor who is not associated with the evidence control function will be chosen by the Sheriff to conduct an annual unannounced inspection. The unannounced inspection should include a random sampling of inventory to determine that evidence/property is properly stored, proper accountability is being maintained, directives are being followed and evidence/property is being disposed of properly.

Policy Title:	9.6 Property and Evidence Control		
Policy Number:	9.6-7	Effective Date:	March 10, 2014
Sub Title:	Disposition of All Property	Revised Date:	
GPAC:		CALEA:	84.1.7

9.6-7 Disposition of All Property

All property which is no longer needed in a criminal investigation or for evidentiary purposes should be disposed of within six (6) months after the final verdict and/or judgment has been rendered. Personal property used as evidence in a trial will be returned to the rightful owner. Recovered property be returned should to the rightful owner unless needed for an appealed case. Unclaimed personal property and found property are subject to disposal after ninety (90) days. Superior Court oversees all disposal applications, hearings, and releases. Weapons subject to forfeiture by state or federal laws will not be returned.

The destruction of any weapons/property/drugs or paraphernalia should be witnessed by a supervisor, not associated with the evidence control function. This disposition will be recorded in the computer system and on the property receipts. The Evidence Custodian will keep all court orders and other paperwork pertaining to dispositions.

Policy Title:	9.6 Property and Evidence Control		
Policy Number:	9.6-8	Effective Date:	March 10, 2014
Sub Title:	Acquired Property	Revised Date:	
GPAC:		CALEA:	84.1.8

9.6-8 Acquired Property

All property acquired through the civil process or asset forfeiture proceedings will be accounted for in RCSO records. All acquired property will be disposed of in accordance with applicable law.

CHAPTER TEN: COMMUNICATIONS

10.1.....Communications

Policy Title:	10.0 Communications		
Policy Number:	10.1	Effective Date:	March 10, 2014
Sub Title:	Communications	Revised Date:	February 18, 2021
GPAC:	8.1, 8.2, 8.3, 8.4, 8.5	CALEA:	81.2.1, 81.2.2, 81.2.3, 81.2.4, 81.2.5, 81.2.8, 81.2.12, 81.2.14, 81.3.1, 81.3.2

10.1 Communications

Purpose: The purpose of this general order is to establish a procedure for the rapid and accurate transmission of information from the public to officers, and a priority system to ensure an expedient response time to a call for service. The dispatch center will be accessible to the public 24 hours a day, 7 days a week through the Richmond County 911 Center. The agency will have an alternate source of electrical power that is sufficient to ensure continued operation of emergency communication equipment in the event of the failure of the primary power source. A documented inspection and test of the alternate power source is completed at least monthly, or in conformance with manufacturer recommendations, and tested or operated under full load at least once a year.

General

1. All broadcasts of calls and assignments from the communications center shall be a deputy's primary work assignment.
2. Deputies must report any problems with received calls to their supervisor. Patrol supervisors are charged with immediately correcting any obvious problem.
3. A shift will be placed in-service by a supervisor.
4. Units will acknowledge receipt of assignment, notify communications when they arrive at the scene of each call, any change in nature of complaint, completion of each call, and the service status upon completion.
5. Dispatch will record relevant information of each request for service or self-initiated activity to include:
 - ◆ Case number
 - ◆ Date and Time of request
 - ◆ Name and address of complainant
 - ◆ Type of incident reported
 - ◆ Location of incident reported
 - ◆ Identification of officer(s) assigned as primary and backup
 - ◆ Time of dispatch
 - ◆ Time of officer arrival
 - ◆ Time of officer return to service
 - ◆ Disposition

Responsibilities of Officers

1. The radio represents the deputy's only contact with the communications center and other officers while in the field. Therefore, every member while engaged in field activity shall have access to radio communications, mobile, portable, or both.
2. All members shall test the radio equipment at the beginning of each shift before proceeding on their assignments. All defective equipment shall be reported to the supervisor immediately.
3. Deputies will be identified by his or her assigned call sign. Call signs reflect the officer's Car number such as Car 1 being identified as the Sheriff and so forth. Call signs must remain updated along with emergency call back information such as home telephone, cell phone, and pager numbers.
4. Officers must advise dispatch when out of service and when switching to any other radio channel. Officers when responding to assisting other agencies will toggle to the appropriate radio channel. If our communication system is unable to make contact with other agencies, all communications will be coordinated via dispatch.

Supervisor Responsibilities

1. The supervisor is responsible for assuring that all radio equipment is in proper working order. The supervisor shall be responsible for monitoring radio traffic during his/her tour of duty and to correct obvious problems encountered on that shift.
2. The supervisor is also responsible to ensure that the answering of calls for service is accomplished by the priority system outlined in this general order, and further, that all calls for service are responded to in a timely manner.
3. The supervisor is responsible for updating the Duty Roster for all Personnel through the DART Program at <http://augwebv019/publicsafety/dart/web/dart.aspx>.
4. Supervisor's are responsible for keeping updated records (e.g., telephone numbers, address, etc) on all personnel. This information will be forward to the 911 Communications Center for their immediate access.

Augusta 911 Center Responsibilities

- ◆ The Augusta 911 Center is responsible for updating the RCSO Contact files in the CAD System.
- ◆ The Augusta 911 Center is responsible for obtaining an updated visual map of the County Service Area through the City of Augusta - Information Technology - GIS Division.
- ◆ The Augusta 911 Center is also responsible for keeping updated external agencies telephone numbers for procuring emergency services.
- ◆ Tactical Dispatching Plans
- ◆ Site Security
- ◆ The Augusta 911 Center must provide training for first-aid instruction over the phone and must have immediate access to approved emergency medical guidelines/material.
- ◆ The Augusta 911 Center must have established procedures for prompt handling and appropriate routing of misdirected emergency calls.
- ◆ The Augusta 911 Center is responsible for informing the caller of the agency's response "Help is on the way"
- ◆ Dispatchers will not give out information to victim/witnesses. If the victim/witness has additional questions or wants to provide additional information an officer will be dispatched to meet with the caller.
- ◆ Dispatchers must inform the callers if there will be a delayed police response due to large volume of calls.

Priorities of Calls

1. Except as described in this section all calls for service will be handled in the order they are received, as rapidly as possible. Priority will be given to calls for ambulances, in-progress crimes, accidents involving injuries, and other emergencies involving a threat to life.
 - a. Priority 1 - Those calls requiring immediate dispatch (e.g., crimes in progress, accidents with injuries, officer needs assistance, fights).
 - b. Priority 2 - Those calls requiring immediate dispatch, but those not of an emergency nature (e.g., an accident without injuries, suspect has left the scene).
 - c. Priority 3 - Routine calls for police service requiring the presence of a police officer (e.g., thefts, burglaries and other crimes against property).
 - d. Priority 4 - General calls for service and/or information that may or may not require the presence of an officer. (e.g., assist motorist, neighborhood complaints, escorts, or miscellaneous incidents).
2. When multiple calls are received by the communications center and dispatched to the patrol units, the supervisor shall decide which call has priority and respond accordingly. At any time the supervisor needs additional assistance with the handling of emergency calls, he shall notify the on call command officer for assistance. However, the on-scene supervisor will activate call-ups of units needed such as S.W.A.T., Crime Scene, CID, Hostage Negotiators, Bomb Unit, etc. The on call command officer will verify these notifications.

Emergency Response Regulations

1. Dispatch will "tone out" serious calls, i.e. priority one calls.
2. All officers will proceed to calls in a normal driving manner obeying all traffic laws. The only deviations will be dictated by the above referenced priorities and may be directed by dispatch, supervisors or the discretion of the deputy.
3. Should emergency driving be initiated based on dispatch/supervisor or officer discretion, the officer is nonetheless responsible to drive within the guidelines of the Georgia Traffic Code using due regard for the other motorists and pedestrians.

Calls Requiring Two Officers

1. At least two units will be dispatched to the following types of calls when available:
 - All crimes in-progress
 - If the suspect is still at the scene or near the scene
 - If participants are armed or dangerous
 - All calls involving mentally disturbed persons
 - Major accidents or disasters
 - Disturbance cases (e.g., intoxicated persons, domestic violence, and multiple participants).
 - Domestic disturbances
2. This section is not intended to restrict the use of back-up units or additional police units at any incident scene. If there is an element of doubt, the supervisor shall decide on the number of units needed. Further, the supervisor, when confronted with a major or potential major incident, shall notify the on-call command officer immediately.

On Call Supervisor / Command Officer

1. The on-call supervisor or command officer shall, upon notification of an emergency situation by dispatch or the on-duty supervisor, proceed to the scene of the emergency and take charge of the scene.

2. The command officer shall inform the Colonel, Chief Deputy and Sheriff of the situation at his or her earliest convenience.

Emergency Call Management

1. All calls coming into the dispatch center via telephone, and all radio transmissions to and from headquarters by field officers will be recorded and available for archiving and playback. These recordings must be retained in compliance with the Georgia Records Retention Act guidelines as published by the Secretary of State's office and by the Federal Communications Commission (FCC) Rules and Regulations. Command Staff Officers can access this information as necessary. . The Augusta 911 Center will maintain secure handling and storage of recordings.
2. Should an investigation require a call or transmission's recording be played back for analysis, a request in writing to the Chief Deputy will be submitted indicating the approximate dates and times to be reviewed. The Chief Deputy will affect proper liaison with the 911 Center to access this information and may request calls to be played back at any time upon demand.

Translation Services

Dispatchers requiring translation services will contact the local Red Cross Translation Services at 706-724-8481 for assistance in servicing a non-English speaking caller if resources are not available within this RCSO.

Plain Text Communications

1. The RCSO, in compliance with interoperable communications requirements, has adopted a system of words and phrases to replace existing codes and signals. These words and phrases are recommended suggestions for use by field officers for all emergency and non-emergency communications. The only exception will be the use of 10-4, Signal 16 (Mental Patient-Use Extreme Caution) and 10-99 (Wanted) which will be used in the presence of possible mental patients and those wanted on warrants to decrease danger to the officers.
2. **Definitions:**
 - **Interoperable Communications:** the ability to receive and disseminate information to public safety agencies and other responders/authorized persons.
 - **Plain Text:** using everyday speech in place of codes and signals.
3. Officers are hereby ordered to use plain text communications in place of codes and signals using the attached worksheet as a reference guide.
4. **Members shall not use** slang words, but shall use professional and appropriate language.
5. Plain Text is to be used for all forms of RCSO communications to include the Direct Connect.
6. Below is a list of existing codes and signals with the accompanying suggested Plain Text words and phrases. This is only used as a guide and deviations from the exact text is expected. Text communications will be short, concise and to the point. Officers are discouraged from engaging in long drawn out messages that unnecessarily tie up radio traffic.

Signal	Plain Text
1	Hit and Run
2 (i)	Accident / Accident w/injuries
3	Road block
4	Speeding Auto
5 (A)	Possible Impaired Driver
6	Drunk
7 (A)	Fight (A - knife / B- gun)
8 (A)	Robbery /Attempted Robbery
9 (A)	Burglary / Attempted Burglary
10	Shooting
11	Murder
12 (A)	Suicide (Threat)
13	Suspicious Person(s)
14	Suspicious Vehicle(s)
15	Escaped Criminal
16	Demented Person
17	Fire
19	Bank Alarm
20	Jail break
22	Burglar Alarm
28	Contact Investigator on Duty
29	Family Disturbance
30	Riot
31	Rape
32	Officer Needs Help
33	Investigation
37	Bomb Threat
39	Hostage Situation
40	Accident on Private Property
42	All Off-Duty Personnel Report
43	Aircraft Incident
45	Contact Coroner
50	Emergency Message
81	Drugs
Codes	Plain Text
1	Gone on arrival
2	Unfounded
3	No action taken
4	Miscellaneous Incident Report
5	Incident Report
6	Accident Report
7	Traffic Citation
8	Written Warning
9	TOT
10	Arrest/Committed
11	Gate Opened
12	Buck Slip on Warrant
10 Codes	Plain Text
10-0	Use caution
10-1	Unable to copy radio
10-2	Good radio transmission/Receive OK
10-3	All units stop transmitting until advised
10-4	Acknowledged transmission/Understood/Received

10-5	Relay information to (person/unit)
10-6	Busy unless urgent
10-7	Out of service
10-8	In service
10-9	Repeat transmission
10-10	Meal break
10-11	Talking Too Fast
10-12	Stand by
10-13	Bad weather/flooding conditions at (location)
10-14	Escort
10-15	Prisoner Transport
10-16	Pick up Prisoner at:
10-17	Pick up Papers at:
10-18	Quickly
10-19	Return to (location)
10-20	Location
10-21(a)	Call by telephone (report in person)
10-22	Disregard
10-23	Radio Interference
10-27	Check driver's license
10-28	Contact Investigator
10-29	Check person for Warrants
10-29 c	Warrant Confirmed
10-30	Unnecessary use of radio
10-33	Emergency
10-38	Traffic Stop
10-40	Advise if Available
10-43	Information
10-46	Disabled vehicle/assist motorist
10-51	Wrecker needed at (location)
10-52	Ambulance needed
10-65	Prepare to copy information
10-66	Cancel message regarding__
10-74	Negative
10-75	Contact with
10-76	En route to (location)
10-77	ETA to (location)
10-80	Pursuit
10-92	Parking Complaint
10-97	Arrived on scene
10-99	Wanted/Stolen hit