


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 6.02</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: DUTIES AND RESPONSIBILITIES</p>	<p>Amends:</p>		<p>Rescinds:</p>
<p>Index as: Duties and Responsibilities Uniform Patrol Division</p>	<p>State Certification Standards: 2.5, 2.6, 3.6, 5.1</p>		

PURPOSE

The purpose of this General Order is to prescribe the policies and procedures of the Rabun County Sheriff's Office regarding the Supervisors within the Uniform Patrol Division.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office that a sufficient number of trained deputies and supervisors who are familiar with the duties and responsibilities required of them be on duty at all times within the Uniform Patrol Division in order to complete their assignments

DISCUSSION

The Rabun County Sheriff's Office is responsible for the protection of life, individual liberties, property, preservation of the peace, the prevention of crime, the arrest of violators of the law, the enforcement of Federal, State, and local statues within the jurisdiction of the department and the provision of public service to the community as a whole.

As the most visible part of the Rabun County Sheriff's Office, the Uniform Patrol Division should always remember that service to the public is the major function of the division. This type of service can range from giving simple directions and advice to travelers to providing aid to victims of serious crimes.

The function of the Uniform Patrol Division of the Rabun County Sheriff's Office must be broadly interpreted to include many tasks other than the enforcement of criminal statutes.

Deputies of the Sheriff's Office assigned in a supervisory capacity will be required to perform duties other than those required of a line officer. These duties may be administrative in nature and/or a direct law enforcement function that would require a supervisor to respond and assume command of an incident to resolve it in a manner in accordance to established statutes and/or policies.

DEFINITIONS

ACCOUNTABLE — The state of being held accountable by higher authority for specified job-related results.

INCIDENT — An event that requires law enforcement action or the dispatching of deputies in response to citizen requests for law enforcement services. This includes any incident, whether criminal or non-criminal, for which there has been a response to the scene, an investigation, or the preparation of an oral or written report.

PATROL — The deployment of deputies to repress and prevent criminal activities, investigate offenses, apprehend offenders, and furnish day-to-day law enforcement services to the community.

SERIOUS PHYSICAL INJURY — A bodily injury that creates a substantial risk of death; causes serious permanent disfigurement; or results in long-term loss or impairment of the functioning of any bodily member of organ.

I. GENERAL DUTIES AND RESPONSIBILITIES

- A. The Uniform Patrol Division shall provide 24-hour service to the citizens of Rabun County. These duties can include but are not limited to the following:
 1. Prevention of crime through preventive patrol;
 2. Respond to all requests for law enforcement assistance;
 3. Conducting preliminary on the scene investigations;
 4. Reduce traffic congestion and hazards through the enforcement of traffic laws;
 5. Investigate motor vehicle collisions;
 6. Assist citizens in dealing with legal, medical, or social problems through direct crisis intervention and/or referrals to appropriate social services;
 7. Apprehend offenders and assist in the prosecution of violators; and
 8. Assist other divisions within the Rabun County Sheriff's Office or other agencies within or outside of the jurisdiction of the Rabun County Sheriff's Office.
- B. Deputies and employee's who may have questions concerning their duties and performance of such duties shall direct all questions to their immediate supervisor. A copy of their positions job description and duties is available from the Office of Professional Standards.

- C. Deputies will receive assignments daily from the Shift Supervisor. These assignments will include patrol assignments and/or specialized duty assignments. Other duties may be assigned as deemed appropriate by supervisory personnel.

II. SUPERVISOR DUTIES AND RESPONSIBILITIES

- A. Deputies of the Uniform Patrol Division assigned as supervisors shall be responsible and accountable for direct supervision of the line deputies assigned to the unit or watch (shift).
- B. Shift Supervisors in the Uniform Patrol Division shall hold a briefing for the deputies of their watch prior to the beginning of a tour of duty. The supervisor(s) shall inform deputies of any extra patrol requests, unusual incidents, wanted or missing individuals, or special operations that may occur during their tour of duty.
- C. Shift Supervisors will be responsible for assigning districts for individual deputies to patrol. These assignments will be determined by available personnel.
- D. Each supervisor will be required to complete evaluations on the deputies assigned to the watch or unit in accordance to the Rabun County Rules and Regulations.
- E. It shall be the responsibility of the supervisors in the Uniform Patrol Division to monitor employees assigned to their watch or unit. Every effort should be made to ensure that employees are in compliance with all statutes, policies, and rules and regulations.
- F. Supervisors shall take appropriate actions if any employee is not in compliance with applicable statutes, policies, and rules and regulations.
- G. Procedures
 - 1. Incidents or situations of a serious or sensitive nature will require that a supervisor respond to the scene and assume command or assist deputies. These incidents or situations can include but are not limited to the following:
 - a. Homicides;
 - b. Suicides or Death Investigations;
 - c. Major Crimes;
 - d. Unusual crimes or incidents;
 - e. Traffic accidents involving serious physical injuries or death;
 - f. All traffic accidents involving emergency vehicles;
 - g. Any incident where a Rabun County Sheriff's Office employee is injured to the extent that medical treatment is required;
 - h. Incidents or situations that may require the call out of the Special Response Team (SRT);

- i. Hazardous materials incidents that may threaten public safety;
 - j. Incidents that could constitute a major concern to the Rabun County Sheriff's Office;
 - k. Incidents which require coordination with other divisions of the Rabun County Sheriff's Office or coordination with other law enforcement or civilian departments or agencies; and/or
 - l. Any time an officer requires that a supervisor respond to the scene to assist with the resolution of an incident or situation.
2. Sergeants shall coordinate and maintain control of an incident as a field supervisor and will assume command of the incident until relieved by the Patrol Commander or a supervisor of a higher grade.
 3. The Shift Supervisor will maintain overall command and control of the watch or unit.
 4. The Commander of the Uniform Patrol Division shall maintain overall command and control of the Uniform Patrol Division and patrol functions. The Commander of the Uniform Patrol Division will assume command and control of deputies when present at the scene of an incident or situation. At his or her discretion, the Commander of the Uniform Patrol Division may delegate incident command to a supervisor or officer of a lesser grade.

H. Training And Skills

1. Deputies of the Uniform Patrol Division who have reached a supervisory level should have acquired the knowledge and experience to properly perform their duties. To ensure the proper performance of the deputies assigned to the watch or unit, supervisors shall observe the officer's performance and when necessary apply their knowledge and experience to assist their deputies to more efficiently carry out their duty assignments. This assistance may include training and assistance on communication skills, crisis intervention, proper application of statutes, policies and procedures, and officer safety.
2. Deputies who consistently display a lack of understanding of proper procedures or are deficient in a particular area of training shall be corrected and/or counseled by the immediate supervisor. The supervisor may then notify the Division Commander in writing of the problem(s) and recommend additional or remedial training as appropriate.

I. Requesting Specialized Units Or Other Personnel

1. In some cases or incidents, a specialized unit or other personnel may be required to resolve a situation or incident. The Patrol Commander or Shift Supervisor on duty will make the request after the Patrol Commander or Shift Supervisor determines that personnel from specialized units or other divisions may be needed.
2. Before a Patrol Commander or Shift Supervisor requests personnel from specialized units or other divisions to respond to an incident location, he or she should be fully apprised of the circumstances or the incident in order to make the determination. The Chief Deputy shall be advised when requesting assistance from other personnel or when additional Uniform Patrol Division personnel are needed
3. Shift Supervisors shall request that an Investigator respond to the scene of the following incidents:

- a. Homicide (Investigator will make the determination on requesting a homicide team);
 - b. Suicide;
 - c. Any suspicious or violent death (i.e. electrocution, drowning, industrial accident);
 - d. Rape or Sexual Assault;
 - e. Armed Robbery of a business;
 - f. Robberies involving serious injury or home invasion; or
 - g. Aggravated assaults with serious injury or which involve a weapon.
4. The following incidents would require the Patrol Commander or Shift supervisor to contact the On-Call CID personnel with the details of the situation. (At that time, the Investigator will determine if response to the incident is required):
- a. Robbery of an individual;
 - b. Car jacking;
 - c. Any burglary with property loss of \$10,000 or more or where special circumstances exist;
 - d. Any burglary where a suspect is arrested or arrest is likely within a short time frame; or
 - e. When the Patrol Commander or Shift Supervisor determines that a quick follow up investigation would result in an arrest and clearance of the case.
5. An Investigator should be requested to respond to the following incidents;
- a. Any serious felony involving a juvenile as a suspect or victim. (Serious felony would be classified as a Homicide, Armed Robbery, Aggravated Assault or a crime similar in nature or scope).
 - b. Any death of a juvenile from violent or natural causes. (This does not include traffic fatalities.)
 - c. Any obviously unfit or dangerous home that would cause a Patrol Officer to remove the juvenile for safety concerns.
 - d. An Investigator will be called in the following cases and given details of the situation. (The Investigator will then determine if response is needed.):
 - i. Child Molestation;
 - ii. Any runaway juvenile 12 years of age or younger; and
 - iii. Other situations involving juveniles that may require special knowledge or procedures in areas of juvenile law.

- J. In traffic collisions that result in serious injury the Patrol Commander or Shift Supervisor on duty will determine if the collision should be investigated by the Georgia State Patrol. In traffic collisions that result in fatalities the Patrol Commander or Shift Supervisor will request that the Georgia State Patrol be responded to the collisions. In the event that the Georgia State Patrol is not able to respond, the Patrol Division will respond to the scene.
- K. In the event of a drowning incident the Patrol Commander or Shift Supervisor will request that a Search and Recovery Team be notified to respond to the scene.
- L. In high-risk incidents such a hostage situations, barricaded suspects, or other cases that would require a tactical response, the Patrol Commander or Shift Supervisor on duty will request that the Special Response Team (SRT) be activated. The Sheriff, Chief Deputy, or Division Commander will approve a SRT activation.
- M. In the event the Sheriff, Chief Deputy, or Division Commander can not be reached in timely manner, the highest ranking Patrol Supervisor on duty will make the determination of appropriate response to any incident.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County