

DCSS POLICE DEPARTMENT

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Policy & Procedures Manual

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1.0 INTRODUCTION:

All personnel, whether full time, part time, or reserve is responsible for knowing, understanding, and conforming to these contents. Any questions about this Manual shall be brought to the attention of the employee's immediate Supervisor who will be responsible for either answering the question or allowing the Officer to ask further up the chain of command until the employee receives a satisfactory answer.

New Officers will be given an orientation of this manual during their Field Training Program and before they are allowed to participate in any law enforcement activities. The official departmental manual will be kept in a common area, which will be shown to each new officer. Each officer will be able to reference this manual and a copy of the official manual will also be available for each officer to review on the in-house computer. The manual will contain the following information:

- The role, purpose, and responsibility of the Dougherty County School System Police Department;
- The Department's policies, procedures, rules and regulations, mission statement, and goals;
- The rights and responsibilities of employees.

In addition to the above, the working conditions and regulations of the Department will be explained and the employee shall have access to a written copy.

2.0 DEFINITIONS:

- 2.1 Goals - Generalized statements of direction for the Department. Some examples of Departmental goals may include increased productivity through automation, reduction in overall crime, saving lives and property, increasing and enhancing employee knowledge through training and education, and a means of evaluating overall productivity and its responsiveness to the needs of the community.
- 2.2 Objectives - Objectives are more specific than goals, in that objectives lead to measurable results that are to be achieved within a specific time. The accomplishment of objectives leads toward the achievement of goals. Some examples of objectives may include shorter dispatch and response times, reduction of specific trends, crimes, or hazards in specified areas, or the in-service training of employees in specific fields.

3.0 DEPARTMENT GOALS AND OBJECTIVES

- 3.1 Planning within the Dougherty County School System Police Department is perhaps the most basic of all management functions since it involves selecting from alternative courses of action. Comprehensive planning requires the identification of departmental goals and objectives and the pursuit of those goals and objectives by the most effective means. External factors that influence planning strategies may include increases in calls for service, economics, increases and decreases in student population density, changes in crime trends, and recidivism. Internal factors may include existing resources (manpower and equipment), approved budget items, and hiring and promotion policies.

4.0 REQUIREMENTS FOR GOALS AND OBJECTIVES

4.1 Establishing Goals And Objectives

- 4.1.1 The annual goals and objectives form a framework for developing programs in various functional areas, for enforcement efforts, strategic approaches and departmental planning. Each organizational component will be required to submit to the Police Chief within the month of January of each new year its goals and objectives for that year.

4.2 Line Input Into Goals And Objectives

- 4.2.1 It is important for all employees to have an opportunity to offer input in formulating departmental goals and objectives. In determining goals and objectives each division will solicit the input from all personnel under their command for ideas and suggestions pertaining to departmental goals and objectives. The involving employees of the department will review all ideas and suggestions.

4.3 Review

- 4.3.1 The Division Supervisor will review all comments and suggestions for their merit and will compile the division's report and forward to the Police Chief. Upon review by the Police Chief, these goals and objectives will be returned to the appropriate Division for implementation and distribution to all personnel under their command.

4.4 Progress Reports Of Goals And Objective Attainment

- 4.4.1 Each supervisor will maintain documentation to help determine the progress made toward attaining the yearly goals and objectives established for their areas of responsibility. It shall be the responsibility of each Division Supervisor when formulating the goals and objectives for the next year to review the goals and

objectives for the past year. Within the month of January of each year, each Division Supervisor will submit to the Police Chief, a written evaluation of the progress made toward the attainment of the previous year's stated goals and objectives and to include all successes or failures in their annual report.

5.0 GENERAL RESPONSIBILITIES AND DUTIES OF OFFICERS

5.1 General Responsibilities

Within their jurisdiction, sworn members of the Department shall always take appropriate action to:

- 5.1.1 Protect life and property
- 5.1.2 Preserve the peace
- 5.1.3 Prevent crime
- 5.1.4 Detect and arrest violators of the law
- 5.1.5 Enforce all Federal, State, and Local Laws and Ordinances coming under the Department's jurisdiction.

5.2 Duty Responsibilities

5.2.1 Sworn Officers of the Department are always subject to duty, although they may be periodically relieved of its routine performance. They shall always be ready to assume duty and respond to the lawful orders of Superior Officers and other proper authorities, as well as calls for police assistance from citizens. Proper police action must be taken whenever required. Members assigned to special duties are not relieved from taking proper action outside the scope of their specialized assignment when necessary.

5.3 Off-Duty Officers in Uniform in Public

5.3.1 An Officer 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 that is appropriate and necessary.

5.4 Off-Duty Emergency Action

5.4.1 An Officer, though off-duty, must take appropriate and necessary police action in any situation when a crime is being committed or human life is endangered as long as the action does not endanger the Officer or bystanders. Common sense must be used to determine the action to be taken with the seriousness of the crime. Officers in plain clothes must have properly identified themselves as a Police Officer. The Officer will, as soon as possible, turn the situation over to on-duty personnel.

5.5 Discharge of Duties

5.5.1 All Officers and employees of the Department shall discharge their duties with calmness and firmness in a professional manner. They shall act together, assist and protect each other in the maintenance of peace and order, and in the performance of their duties.

5.5.2 Officers and employees of the Department who may have questions concerning the performance of their duties shall direct such questions to their immediate Supervisor.

5.6 Command Responsibility

- 5.6.1 A Commanding Officer has responsibility and accountability for every aspect of his command. Also, within policy guidelines and legal constraints, he has the authority to coordinate and direct assigned personnel and other allocated resources in achieving his organizational objectives. In so doing, he must perform the full range of administrative functions, relying upon policy, direction, training, and personal initiative to guide him and his command in achieving the highest level of performance possible.
- 5.6.2 Upon a change of command, the Commanding Officer being replaced has a duty to lend his full assistance in making the command transition as smoothly and orderly as possible. Orientation of a new Commanding Officer should include information concerning unique problems of the command and assistance in continuing community and professional contacts relative to the command.

5.7 Responsibility of Superior Officers

- 5.7.1 A Superior Officer will adhere to all Rules, Regulations, General and Special Orders. He/She will present a good example as a Police Officer to subordinates. He/She will provide leadership and supervision and maintain discipline necessary to obtain efficient, effective operation of his/her unit.

5.8 Authority of Supervision

- 5.8.1 The authority conferred by supervision or delegated to Department personnel, authorizes and requires them to exercise that authority within their respective divisions or units. Ranking personnel should avoid giving direct commands to personnel not under their command, except when required. In that event, the employee's commander will be advised as soon as possible after the incident.
- 5.8.2 It is the basic responsibility of a supervisor to assure that each employee under his / her command is properly equipped and trained to perform the duties and responsibilities of his / her individual assignment.
- 5.8.3 Each supervisor, regardless of level, must effectively direct, coordinate and control the performance of those employees under his / her immediate supervision to achieve the basic objectives and goals of the Dougherty County School Police Department and maintain its high level of standards.
- 5.8.4 Members of the Department who are designated as supervisors by virtue of their rank or classification will, in conformance with Departmental policy, directives, regulations and orders, be responsible and held accountable for the work and conduct of their subordinate personnel.

5.9 Authority and Responsibility

- 5.9.1 To achieve effective direction, coordination and control, responsibility and accompanying authority are delegated through the chain-of-command. All department personnel shall be given the authority to effectively complete all police functions. Personnel may not be given responsibility for a function without the commensurate authority to carry it out.

5.9.2 All levels of department supervision are required to delegate the necessary authority to lower ranking personnel to allow all members of the department to fulfill their responsibilities. All department members will be accountable for the use of the delegated authority given to their position.

6.0 RESERVE OFFICERS

6.1 Purpose of Reserve Officer Program

6.1.1 The primary purpose of the Dougherty County School System Police Department Reserve Officers shall be to provide a source of qualified, POST certified Law Enforcement personnel to assist in the normal functions of the Dougherty County School System Police Department. Dougherty County School System Police Department Reserve Force members serve on any special detail designated by the Chief of Police.

6.2 Reserve Officer Organization

6.2.1 The Dougherty County School System Police Department Reserve Force serves under the direction of the designated supervisor.

6.3 Duty Responsibilities

6.3.1 Reserve Force members shall work assignments based upon individual requests/qualifications and Department needs. Reserve Force members shall serve in any special operation undertaken by the Dougherty County School System Police Department as may be needed and requested by the Chief of Police.

6.3.2 The Reserve Force of the Dougherty County School System Police Department shall be governed by the rules, regulations and standard operating procedures of the Dougherty County School System Police Department and all chapters, sections, and sub-sections of this manual. All Reserve Force members are, therefore, subject to the same requirements for compliance as are full time paid employees of the Dougherty County School System Police Department. All Reserve Force members are subject to disciplinary action up to and including termination for violation of the said rules/procedures.

6.4 Reserve Officer Use of Firearms

6.4.1 All Reserve Force members shall comply with the firearms policies/procedures as outlined by the Dougherty County School System Police Department and their parent organizations standard operating procedures.

6.5 Use and Care of Property

6.5.1 The Dougherty County School System Police Department will issue all uniform items, leather and gear, and to the Reserve Force. Reserve officers' uniform and equipment will be the same uniform and equipment as full-time officers when performing like functions. It is, therefore, the duty of each Reserve Force member to maintain the issued equipment. Neglect, abuse or misuse of Dougherty County School System Police Department property is strictly prohibited.

6.6 Satisfying Commitments

6.6.1 Reserve Force members having scheduled to work in a particular detail or special event are responsible for being on time and satisfying said commitment. Exceptions will be granted under extreme conditions with proper documentation.

6.7 Qualifications for Reserve Status

6.7.1 Participation in the Reserve Force of Dougherty County School System Police Department shall be open to all who are United States citizens and residents of the State of Georgia regardless of race, creed, sex, age, religion, or national origin, except as noted below with respect to minimum age, individual suitability, potential conflict of interest, and providing the applicant is a Georgia POST Certified Peace Officer. The Dougherty County School System Human Resources Department will process all applications. The Chief of Police will make the ultimate decision on each applicant.

6.7.2 Minimum age for the Reserve Force as a Certified Sworn Peace Officer shall be established in conjunction with the Dougherty County School System Police Department and in conformance with the minimum age restriction stated in the current county liability policy. Currently the minimum age is twenty-one (21).

6.7.3 Individual suitability shall be determined by the Dougherty County School System Police Department. No application shall be complete without all of the following:

6.7.3.1 Criminal record and driving record background check. Documentation from Georgia POST or Regional Police Academy showing compliance with the minimum (20 hour) annual training requirements.

6.7.3.2 Psychological examination .Polygraph examination

6.7.3.3 Drug screen

6.7.3.4 Personal interview

6.7.4 The standard for determining individual suitability shall be as stringent as those used for employment as a full time paid officer. Potential conflict of interest situations may be identified at any stage of the processing.

6.8 Categories Ineligible for Reserve Status

6.8.1 Unless waived by the Chief of Police, the following categories of applicants shall not be eligible to join the Reserve Force:

6.8.1.1 Employees of any Federal, State, or Local Government agency which prohibits acceptance of appointment as an officer

6.8.1.2 Officials serving in any elected office

6.8.1.3 Candidates for elected office

6.8.1.4 Owners or employees of any Private Detective Agency, Private Security Agency, or Bonding Company

6.8.1.5 Persons employed as a Detention Officer, or in a Private Guard/Security position

6.8.1.6 Others in circumstances presenting the potential for conflict of interest comparable to the above categories.

6.9 In-Service Training

6.9.1 Reserve officers are required to receive 20 hours of in-service training per calendar year, as required by O.C.G.A. 35-8-21. It is the responsibility of each reserve officer for obtaining this training. Any reserve officer not obtaining the minimum number of training hours per year will ensure that they do not work as a police officer for the Dougherty County School System and they will immediately inform the Chief of Police of their lack of training.

6.10 Liability Protection

6.10.1 Reserve officers will be provided the same liability protection as provided to full-time officers.

7.0 ETHICS

7.1 Lawful Order Defined

7.1.1 Any order of an Officer requiring the performance of certain duties provided it is not proscribed by law, Departmental rules, and regulations.

7.2 Code of Ethics

7.2.1 The Law Enforcement Code of Ethics is adopted as a general standard of conduct for Officers of the Department. It states:

7.2.2 "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 my Department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

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

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

7.3 Commendations

7.3.1 The Department expects a very high level of professional conduct *from* all employees; however, members of the Department frequently perform their duties in manner exceeding the highest standards of the Department. The official commendation of such performance and the arrangement of appropriate publicity

is to be provided by the Department to give *full* public recognition to those who have brought honor to themselves and the Department.

7.4 Standards of Conduct

7.4.1 Violation of Law -The violation or attempted violation by an employee of any Federal, State, County, or Municipal Law is prohibited.

7.4.2 Violation of Policy -The violation or attempted violation by an employee of any policy is prohibited.

7.4.3 Reporting Incidents -Each employee has the responsibility to report on the appropriate form and in writing any occurrences that is covered in this policy manual as a reportable incident.

7.4.4 Reporting of Violation -Any employee that has knowledge of a violation of the law or policy is required to immediately report the violation to the superior officer of the employee that committed the violation.

7.4.5 Insubordination -The failure or refusal by an Officer or other employee to obey a lawful order directed by a Superior Officer.

7.4.6 Obeying Lawful Orders of Superior - An Officer will not willfully or intentionally disobey the lawful order of a Superior Officer. An Officer is not required to obey an order that is contrary to State or Federal law or City ordinances.

7.4.6.1 An Officer, who is given an order that conflicts with Department rule, regulation, order, or procedure, or with a previous order given by a Superior Officer of greater rank, will respectfully call the conflict to the attention of the Superior Officer giving the current order. If the Superior Officer, after having been advised of this conflict, does not withdraw the order to avoid conflict, such order will be obeyed and the Superior Officer giving the order will be held responsible for any conflict arising there from.

7.4.7 Possession or Use of Alcohol -Employees shall not possess or use alcoholic beverages while on duty other than in an authorized capacity.

7.4.8 Alcoholic Beverage/Narcotics/Drugs/Use or Consumption or Intoxication - An Officer 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. It shall be the obligation of any Officer taking medicine prescribed by a physician, to inquire as to side effects as relates to the performance of his duties as an Officer. Where there is an articulable suspicion of usage of drugs or alcohol, an employee may be required to submit to one or more tests by a physician, laboratory, or intoximeter; selected by the employer, to determine if an employee has been using drugs.

7.4.9 Alcoholic Beverage/Narcotics/Drugs/Use or Consumption off Duty -An Officer, 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 the Department, or to an extent that will result in obnoxious or offensive behavior by the Officer which would tend to reflect upon the Officer or this Department, or render the Officer unfit to report for regular duty. No Officer 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 Department unless the same is prescribed in writing by a physician. Where there is an articulable suspicion of usage of drugs, an employee may be required to submit to one or more tests by a physician or laboratory selected by the employer, to determine if an employee has been using drugs.

- 7.4.10 Possession or Use of Controlled Substances -The possession or use of Controlled substances by an employee while on or off duty is prohibited. The only exception to this rule is when the Officer is taking the controlled substances under the guidance of a licensed physician or dentist and with the knowledge of his Superior Officer. While on-duty, an employee is not to use or be under the influence of any medication that impairs or compromises his ability. If an Officer is using a medication that impairs or compromises his ability to perform his regularly assigned duties he/she will be granted sick leave and allowed to return home. The supervisor will prepare Miscellaneous Report as well as notifying the Supervisor and Chief of Police of the action on the following work day. If reasonable suspicion exists for believing an employee is under the influence, or in illegal or improper possession, of alcohol or a controlled substance in violation of this rule, he will be ordered to submit to breath, blood, and/or urine testing. Failure of an employee to submit to a blood and/or urine testing will result in an adverse action being taken for insubordination.
- 7.4.11 Unsatisfactory Performance - An Officer will remain competent to perform his/her duties and assume the responsibilities of his/her position. Officers shall perform their duties in the manner that will tend to establish the highest standards of efficiency in carrying out the functions and objectives of the Police Department. Unsatisfactory performance may be demonstrated by a lack of knowledge of the laws required to be enforced; an unwillingness or inability to perform assigned tasks, the failure to conform to work standard, the failure to take appropriate action in any matter deserving police action, absence without leave or unexcused absence from duty.
- 7.4.12 Familiarization With State Law, School Board Policies, Department Rules, etc. - An Officer will read and study all laws, ordinances, regulations, and general orders of the Department as it relates to job performance. Ignorance of any of the above will not be a defense for misconduct.
- 7.4.13 Payment of Debts -Employees are expected to meet their civil monetary liabilities. In addition, employees are not to establish any financial, relationships that present a conflict of interest or compromise the image of the Department.
- 7.4.14 Prohibited Association, Frequenting - Except as required for performance of their duties, employees of the Department are prohibited from frequenting places that may compromise the Department's image. In addition, Officers shall not associate with persons who have been convicted of a forcible, drug related, or repeated felony within the last five years or who are under criminal investigation or indictment, or who have an open and notorious reputation in the community for felonious activity.
- 7.4.15 Subversive Organizations -No Officers or employee shall knowingly become a member of or be connected to 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 Chief of Police.

- 7.4.16 Allegiance to Organizations -Members of the Department shall refrain from joining or affiliating with any organization, association, or group, whose constitution or bylaws in any matter exacts allegiance which would prevent a full performance of duty.
- 7.4.17 Person(s) Of Questionable Character - An Officer will not fraternize with or associate him/herself in a personal, social, or financial relationship with any person(s) of questionable character. An Officer will not idle or loiter in or around a place of ill repute or a place of questionable reputation.
- 7.4.18 Public Criticism -Complaints regarding Department operations should be resolved through internal grievance procedures. Under no circumstances shall an employee of the Department publicly criticize the Department's policies, operations, or staff in a defamatory, obscene, unlawful, or untruthful manner. Criticism that tends to impair the operation of the Department by reducing organizational efficiency and discipline is also prohibited.
- 7.4.19 Confidential Information - Employees are not to discuss confidential operations of the Department with persons outside the organization without the permission of the Superior. For purposes of this Section, all Department documents and orders are to be considered confidential unless otherwise directed by a Superior. This Section does not apply to orders that are of such a nature that they must be communicated to others.
- 7.4.20 Unauthorized Persons in Vehicles - Persons who are not government personnel, prisoners, or on official (authorized) business are not permitted to ride in Department vehicles unless prior approval is obtained from the Chief of Police.
- 7.4.21 Altering Records - Stealing, altering, forging or tampering with any police record, report or citation is prohibited. The removal of any record, card, report, letter, document, or other official file from the Department, except by process of law or as directed by the Chief of Police or a Superior, is prohibited. Additionally, the obtaining or duplicating or attempted obtaining or duplication of any information from Department files, sources or reports other than that which one is properly entitled in accordance with one's duties or assignments is prohibited.
- 7.4.22 Sick Leave Reporting - Whenever an Officer becomes ill and cannot report for work he is to notify his Supervisor of that day at least two hours in advance. If unable to make contact with the Supervisor the Officer will make contact with the Chief. The officer can notify the administrative staff if supervisor and Chief of Police can not be contacted. The use of sick leave without just cause, or the furnishing of any false information regarding an Officer's physical condition may result in an adverse action.
- 7.4.23 Absence from Work - Absence from work without permission is prohibited. Employees claiming physical or mental incapacity relating to their employment may be requested to submit to an examination by a Physician. Failure to honor such a request may result in disciplinary action.
- 7.4.24 Residence Telephone and Address -The Department is to maintain a listing of each employee's address and telephone number. It is the responsibility of each Officer to maintain a phone at his residence and to notify the Department of any changes in address or phone number.

- 7.4.25 Gifts and Gratuities - Employees shall not solicit or accept any gifts, gratuities, unwarranted privileges, or exemption for him/her or others. Also, an Officer 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 Officer's right to barter for the purchase of an item, provided his/her position, as a Police Officer is not a factor in the bargain. In addition, employees are to immediately report to the Chief of Police any solicitation or acceptance of gifts, gratuities, or bribes by employees of the Department that could be construed as to influence an Officer's performance.
- 7.4.26 On and Off Duty Conduct - Engaging in conduct on or off duty, which adversely affects the morale or efficiency of the Department, or has a tendency to destroy the confidence and respect of the public for the Department is prohibited.
- 7.4.27 Manner of Conduct - An Officer in the performance of his/her duty, or while off duty and in uniform, or while in any manner identifiable as a Police Officer, will maintain control of his/her temper. An Officer will not use harsh, violent, profane, or insolent language to any citizen or other Officers, whether superior or subordinate. 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. An Officer off duty will not conduct him/herself in a manner as to reflect discredit upon the Police Department.
- 7.4.28 Call To Duty - An Officer will be subject to call to active duty twenty-four (24) hours a day. He/she must be prepared to assume active duty if ordered to do so by a Superior Officer.
- 7.4.29 Off-Duty Officers In Uniform In Public - An Officer 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 that is appropriate and necessary.
- 7.4.30 Off-Duty Emergency Action - An Officer, though off duty, must take appropriate and necessary police action in any situation when a crime is being committed or human life is endangered. The Officer will, as soon as possible, turn the situation over to on-duty personnel. Traffic stops will never be made using a personal vehicle.
- 7.4.31 Situations Involving Family Or Friends - An Officer 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 Police Department of that jurisdiction can be notified and a more objective Police unit is on the scene of the emergency.
- 7.4.32 Identification - An Officer will carry proper identification, badge, I.D. card, on his/her person at all times, except when excused from this regulation by a Superior Officer.
- 7.4.33 Self-Identification - An Officer on duty will give his/her 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.

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- 7.4.34 Response for Service - An Officer will respond without delay to any person requesting police service insofar as it is consistent with the rules and regulations of the Department.
- 7.4.35 Diligence To Duty - An Officer will diligently perform all duties and assignments of the Department and will not engage in personal business while on duty.
- 7.4.36 Solicitations - An Officer, while on duty or in uniform, will not solicit or collect or receive money or other items of value for any charitable, testimonial, or gift purpose unless he/she has obtained prior approval from his/her Superior Officer.
- 7.4.37 Holding of Investments In Conflict - An Officer will not invest or hold investments, directly or indirectly, in any financial business, commercial or other private transaction, which creates a conflict with his/her official police duties.
- 7.4.38 Solicitation of Favorable Acts - Employees are not to solicit anyone to intercede with City or Department officials regarding Department promotions, assignments or disciplinary proceedings.
- 7.4.39 Recommendation of Commercial Products - An Officer in his/her official capacity as an Officer, will not endorse any commercial product or service. The Chief of Police must approve any exceptions to this in writing.
- 7.4.40 Business Transaction With Defendants/Prisoners - An Officer will not buy, sell, receive, or transfer anything of value from or to any defendant or prisoner.
- 7.4.41 Abandonment of Duty Assignment - Employees are not to leave their duty assignment unless properly relieved or dismissed by Superior Officer.
- 7.4.42 Internal Investigations - Employees are to cooperate with all internal investigations by answering questions, responding to lawful orders, presenting materials and making statements.
- 7.4.43 Officer To Be Truthful - An Officer must tell the truth whether under oath or otherwise. He/She will not willfully or recklessly depart from the truth whether it be in any official investigation, inquiry report, or statement, in any statement he/she may make, cause to be made, or distributed concerning the City/County government or Police Department, or in any statement concerning any Officer whether superior or subordinate.
- 7.4.44 Participation in Civil Matters - Employees are not to give any deposition, affidavit or appear as a witness in a civil matter stemming from their official duties without a proper judicial summons and the knowledge of the Chief of Police.
- 7.4.45 Use of Private Vehicles - Employees are not to use private vehicles or equipment for official purposes unless directed and authorized to do so by a Superior Officer.
- 7.4.46 Court Appearance - An Officer who has a case in court will be prompt in attendance to the court and will dress and conduct himself in the manner prescribed by the Police Department. Failure to appear, absent an emergency situation en route, immediately after which the Court should be so notified as to the delay in the Officer's arrival, shall be cause for severe disciplinary action to said Officer. Supervisors will ensure that officers are allowed to attend court and

will inform the Chief of Police or supervisor of any problems that are caused by Officers attending court.

7.4.47 Mentally Ill Persons - An Officer will exercise extraordinary care when handling a person who he knows or has reason to believe is mentally ill. Only that force which is necessary to protect the Officer, any other 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.

7.4.48 Ill or Injured Person - An Officer must care for any ill or injured person who comes to his/her attention. Medical aid must be provided and a detailed report of the incident will be made.

7.4.49 Lost or Abandoned Children/Mentally Impaired Persons - An Officer will care for all lost or abandoned children/mentally impaired persons coming to his/her attention and will, as soon as possible, turn over such person to their parents, guardians, or authority.

7.4.50 Cowardice - An Officer who shrinks from danger in the discharge of his/her duties will be guilty of cowardice.

7.4.51 Protection Of Property On Assignment - An Officer will acquaint him/herself thoroughly with his/her assignment. The Officer will be responsible for maintaining a constant patrol of his/her assignment and to insure that all such property is secure.

7.4.52 Investigation Of Illegal Activity On Assignment - An Officer will make every effort to investigate, arrest, and prosecute any person(s) committing a crime on his/her beat. If an Officer has exhausted every effort and has not been able to secure evidence for an arrest, the Officer will make a detailed written report to his/her Superior Officer requesting help from an investigative unit. Long term criminal operations, which operate on an Officer's assignment without an arrest or written request for an investigation, may lead to an investigation of the Officer for neglect of duty.

7.4.53 Assault Investigations - An Officer will make an investigation 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 the Detective.

7.4.54 Suspicious Death or Homicide - An Officer who is called upon to investigate a death will first ascertain that death has occurred. He will then notify his/her Superior as well as the Detective. The Officer will have the responsibilities of crime scene protection and physical evidence until Investigating Detectives arrive and takes charge of the investigation.

7.4.55 Crime Reports - An Officer will make a report on all crimes that come to his/her attention in which a previous report has not been made.

7.4.56 Sleeping On Duty - An Officer will not sleep on duty.

8.0 PATROL UNIFORM AND DRESS CODES

8.1 Rules And Regulations

- 8.1.1 Members will wear the designated uniform when reporting for duty, while on duty, and during any authorized special assignment. When the uniform is worn, care shall be taken that it fits well, is neat, clean, properly pressed, and that all leather and metal items are polished and in presentable order.
- 8.1.2 Civilian employees will wear and maintain an employee uniform as required by the Chief of Police.
- 8.1.3 While wearing the uniform, members shall maintain a military bearing which will be neat in appearance and well groomed. Male members will be clean-shaven. (A mustache will be allowed under Section "R" of this chapter.)
- 8.1.4 Under no conditions will a part of the official uniform be intermixed with the wearing of civilian clothes.
- 8.1.5 Male members of the Department not wearing the official uniform on duty must wear a business suit or sports coat and slacks, both requiring shirt and tie.
- 8.1.6 Female employees wearing civilian clothing will not wear skirts with the hemline distance above the kneecap, in keeping with good taste and current fashions. Pantsuits are permitted.
- 8.1.7 All members and personnel of this Department are forbidden to wear other than the regulation uniform or insignia of their respective rank or grade, or to wear medals, badges, decorations, or ribbons in any way other than that prescribed herein.
- 8.1.8 Personnel will at all times wear the uniform and insignia of their respective rank, prescribed by the Chief of Police, except as otherwise designated herein.
- 8.1.9 Department personnel will not wear their uniform outside of their regularly scheduled work hours except while traveling to or from work, to or from any function requiring the wearing of a uniform while on school business, while working an approved off-duty job, or when approved by the Chief of Police.
- 8.1.10 When necessary, the Chief of Police may prescribe other types of clothing to attain Departmental goals.

8.2 Uniform Shirt

- 8.2.1 The uniform shirt will be long or short sleeve according to the season. Shirts will be clean and pressed and will not be frayed or torn. The date for changing seasonal shirts will be at the discretion of the Chief of Police.
- 8.2.2 No alterations will be allowed on the length of the sleeves on short sleeve shirts. Long sleeves will be such that when the arms are extended perpendicular to the ground, the edge of the cuff extends only to the area immediately below the wrist bone and above the junction of the wrist with the hand.
- 8.2.3 All buttons, except the collar button on short sleeve shirts, will be buttoned.
- 8.2.4 Personal items will not be carried in the pockets of the shirt. Only gold, silver, or black pens are permitted.

8.2.5 Undershirts, when worn with short sleeve shirts will be dark blue.

8.2.6 Non-uniform articles will not show above the uniform collar or protrude from the pockets.

8.3 Shirt Accessories

The only authorized shirt accessories are:

8.3.1 Badge -To be worn in the slot provided on the outermost garment and clearly visible at all times.

8.3.2 Name Plate -Official shiny metallic finish clutch type, engraved with employee's name, inset with black color and not be larger than 1/2 inch by 2 1/4 inch. The name plate shall be Gold for Patrol Officers and Gold for Sergeants and above. The name plate will be clean and polished and worn centered parallel with the seam at the top of the flap of the right breast pocket. The name will always be discernible.

8.3.3 Collar Insignias -The appropriate collar insignia is to be worn either parallel with the bottom seam of the collar or at a 45-degree angle.

8.3.4 Awards and Ribbons

8.3.4.1 Field Training Officer - Field Training Officer ribbon will be worn on the left pocket flap 1/4 inch below the top seam.

8.3.4.2 Firearms Qualification - A ribbon that signifies the level of proficiency for firearms qualification will be worn on the right pocket flap 1/4 inch below the top seam.

8.3.4.3 Instructional Ribbon -Any ribbon that signifies instructional proficiency will be worn on the right pocket flap 1/4 inch below the top seam.

8.3.4.4 Special Recognition Ribbons -If the officer is a recipient of the Drug Seizure Award, Medal of Valor, or Medal of Merit ribbon, these awards will be worn 1/4 inch above the name plate.

8.3.4.5 When wearing two ribbons that are designated to be worn in the same location, the officer will center the ribbons on the same line with the more prestigious ribbon worn on the left.

8.3.5 Official Department Patch - Will be displayed on both shoulders of all uniform shirts and jackets and centered one-half (1/2) inch below the shoulder seam.

8.3.6 Sergeant Chevrons - Will be displayed on both shoulders of the appropriate ranking Officers. On short sleeve shirts, the bottom points of the chevron will be one-eighth (1/8) of an inch above the seam stitching on the arm, the top point will be centered below the patch. On a long sleeve, the peak point of the chevron will be centered five and one-half (5-1/2) inches below the shoulder seam. Chevrons will be a dark blue background with gold stripes outlined in gold.

8.3.7 Whistle and Snake Type Whistle Chain – In appropriate metallic finish, the chain will be worn on the right shoulder button under the epaulet falling down into the inside of the right pocket.

8.3.8 Tie - Issued, pre-tie (pull-away) navy blue in color and will be worn with the long sleeve shirt. A tie will be worn with the cold weather jacket with short or long sleeve shirt.

8.3.9 Tie Bars or Tacks - Of appropriate finish will be worn in the center of the tie and worn one inch below the third shirt button.

8.4 Trousers

8.4.1 Trousers will be navy blue in color. Issued trousers or slacks will be clean, pressed and tailored.

8.4.2 Trousers will be tailored so that the front crease breaks one quarter (1/4) of an inch before touching the shoe. All buttons must be replaced when necessary.

8.4.3 Bulky objects will not be carried in the pockets. No personal objects will protrude from the pockets.

8.5 Trouser Belt

8.5.1 The under-belt, when worn will be black in color, basket weave.

8.6 Headgear

8.6.1 The designated uniform hat will be worn when dictated by the Chief of Police.

8.6.2 Hats will be worn squarely on the head with the lower edge of the sweatband located one (1) inch above the eyebrows.

8.6.3 Hat braids and hat badges of appropriate color will be worn on the hat.

8.6.4 The uniform hat brim is not to be altered.

8.6.5 Ball caps will not be worn unless on special assignments.

8.7 Uniform Footwear

8.7.1 Footwear will be plain toe, Hi-Gloss type, and black in color.

8.7.2 Footwear with buckles will not be worn with the uniform.

8.7.3 Shoes shall be clean and highly polished and will be kept in good repair.

8.7.4 The heels of the shoes will not be over one inch in height. Shoes without heels will not be worn with the uniform.

8.7.5 Black or navy blue socks will be worn. If white socks must be worn for medical reasons, they will be worn under black or navy blue socks.

8.8 Leather Gear

All uniform personnel will wear a two and one half inch (2-1/2) width black basket weave type gun belt. New belts purchased will be without a buckle. The gun belt will have upon it the following items:

- 8.8.1 Holster -One security style holster issued by the Department is to be worn on the right or left trouser seam. The butt of the weapon will be to the rear.
- 8.8.2 Ammunition and Case -To be worn on the forward portion of the belt, on the opposite side of the holster toward the front when space is available. Each Officer will carry a minimum of one magazine. No more than two magazines will be worn. Magazines will be manufactured by Glock.
- 8.8.3 Handcuff case with handcuffs inserted properly for immediate use. To be worn to the rear of the side seam of the trousers.
- 8.8.4 Up to four black keeper straps may be used to attach the belt to the garrison belt.
- 8.8.5 Walkie-talkie holders must be fastened to the gun belt. ASP and flashlight holders may be fastened to the gun belt.
- 8.8.6 Keys and key holder, when worn, will be worn so the keys may be tucked into the back pocket.

No other accessories will be permitted on the gun belt unless the Chief of Police gives approval.

If you wish to wear any of the issued items in a location other than the designated location, you must receive prior approval from the Chief of Police.

8.9 Inclement Weather Gear

- 8.9.1 Rain gear is optional according to weather conditions. Rain gear consists of a yellow colored raincoat. During foul weather, the proper rain cover will be worn over the uniform hat to prevent water damage.
- 8.9.2 The winter jacket will be police blue with the following worn appropriate to rank:
 - 8.9.2.1 Sergeant chevrons to be worn on both sleeves one half (1/2) inch below the Department emblems.
 - 8.9.2.2 The metal rank insignia of Lieutenant and above will be worn parallel to the shoulder seam and 5/8 inch from the shoulder seam to the nearest bar or insignia.
 - 8.9.2.3 The winter jacket will not be worn without a tie. .Gloves, if worn, must be black leather. Gloves will have material that will completely cover all portions of each finger. Gloves filled with lead are unauthorized.

8.10 Special Uniforms

- 8.10.1 Uniform specifications for special tactical sections will be announced by special order.

8.11 Excluded Items:

The following items are excluded from use by affected personnel:

- 8.11.1 No earrings or any type of ornament will be affixed to the ear of male officers while in uniform.

8.11.2 Personal ornaments or excessive jewelry shall not be worn while in uniform, unless authorized by the Chief of Police. Wedding rings may be worn.

8.11.3 No Officer shall wear any type emblem upon his uniform denoting membership in a specialized or particular squad of the Department unless currently assigned to the squad. Any emblem or patch denoting a special squad to be worn on the uniform must receive prior approval from the Chief of Police.

8.11.4 No political material or any type of flag other than the American Flag may be worn on the uniform.

8.11.5 Handbags will not be carried while in uniform.

8.12 Other Hardware

8.12.1 Handcuffs with one key are required.

8.12.2 The ASP and holder may be worn only by sworn personnel who have completed the necessary training.

8.13 Body Armor

8.13.1 Police officers, due to the nature and danger of their occupation, need all the protection that is available to them. Soft body armor can offer substantial protection of vital areas of the human body from assaults by firearms. The Dougherty County School System Police Department, recognizing this need for added protection for its officers, will ensure that members of the department will have soft body armor available to them while assigned to field duty.

8.13.2 Only Department issued body armor will be worn unless approval has been obtained from the Chief of Police and only then if it is of the same standards purchased by the department. The armor will only be worn under the outer shirt and not exposed to the public unless time does not permit.

8.13.3 Each employee is encouraged to wear his or her body armor at all times when in the field. The soft body armor is considered Department property and will be turned in upon separation from the city. A copy of the documentation of issuance will be placed in the officer's file.

8.13.4 Any officer having body armor older than five years or any body armor that shows signs of excessive wear should notify his or her supervisor so the armor can be evaluated for replacement.

8.14 Departmental Property and Equipment

8.14.1 All equipment must be clean, in good working order and conform to Departmental specifications. Employees are responsible for the proper care of Departmental property and equipment assigned to them. Should an employee damage or lose Departmental property, disciplinary action may be taken.

- Damaged - Inoperative Property or Equipment - Employees shall immediately report to their Supervisor any loss of, or damage to, Departmental property. The Supervisor will be notified of any defects or hazardous conditions existing in any Departmental equipment or property.

DCSS POLICE POLICY AND PROCEDURES MANUAL (POL - M001)

- Care of Departmental Buildings - Employees shall not mar, alter, or deface any surface in any Departmental building. No material shall be affixed in any way to any Departmental equipment without specific consent from the Chief of Police.
- Notices - Employees shall not mark, alter, or deface any posted notice of the Department. Notices or announcements shall not be posted on bulletin boards without permission of a Superior Officer. No derogatory notices will be posted at any time.
- Manuals - All employees who are issued manuals are responsible for their maintenance and will make appropriate changes as directed.

8.15 Surrender of Department Property

8.15.1 Employees are required to surrender all Departmental property to the Chief of Police upon their separation from the Department. Employees who fail to return non- expendable items will be required to reimburse the Department for their fair market value. An employee's final check may be held until all equipment and reimbursements have been completed.

9.0 ASSOCIATED DOCUMENTS:

Form No.

Form Title:

9.1 POL-P003

Detainee Handling & Arrest Procedure

10.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Incident Report	Hard copy in the DCSS Police Department	Indefinitely	Maintained in a secure location	N/A

11.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
07-May-07	A	Initial Release

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