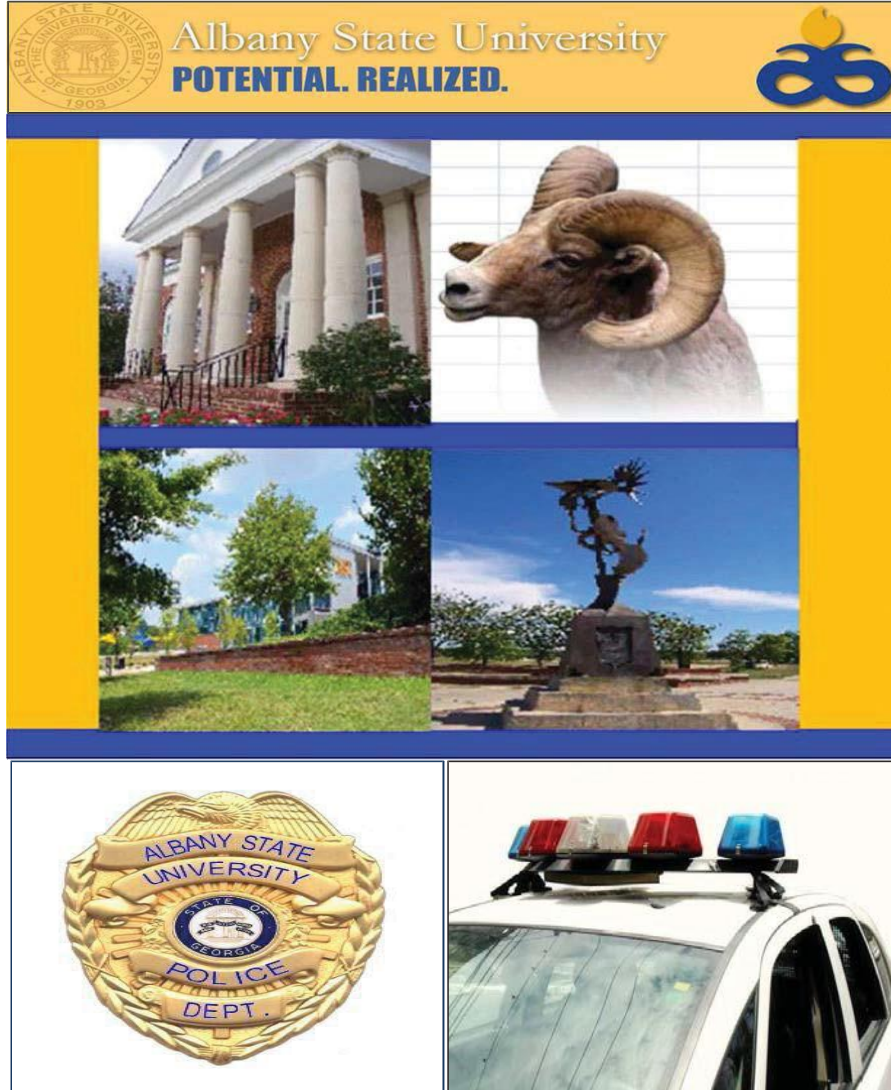




# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police  
John Fields Jr.



Revised March 2017, *John Fields, Jr., Chief of Police*



# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police  
John Fields Jr.

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John Fields Jr.

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John Fields Jr.



# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police  
John Fields Jr.

<b>COP-00</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Mission Statement	<b>Review/Revision Date:</b> March 2017
<b>Location:</b> ASUPD	

It is the policy of the Albany State University Police Department to provide Standard Operating Procedures (SOPs), written directives as to the policy and procedures, to each member of the organization. These SOPs are promulgated under the direction and authority of the Chief of Police and in the hopes that all departmental personnel are given the utmost current, efficient procedures and policies, including amended written directives and procedures, when necessary, to coincide with the University System of Georgia, which will provide a clear understanding of the constraints under which they should operate and the expectations they should fulfill.

In addition, the ASU Police Department is committed to ensuring that the Standard Operating Procedures be reviewed routinely as to their relevance and currency; that they give quick, accurate references of how the Albany State University Police Department should operate.

All personnel within the organization must comply with these Standard Operating Procedures as if they were verbal directives of the Chief of Police, unless overruled by a Senior Officer, based upon the urgency of the task or assignment.

Policy changes must be submitted to the policy review committee for evaluation. This committee consists of the Assistant Chief of Police, Major, Captain, and Lieutenants. This committee will recommend to the Chief of Police any necessary changes in Standard Operating Procedures. All changes that are approved by the Chief of Police will be advertised in the Official Bulletin and requires mandatory compliance.

It is the responsibility of the Commander to ensure that all departmental employees are issued a current electronic copy.



# *Albany State University Police Department*

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John Fields Jr.

### **DEPARTMENTAL MISSION**

**Purpose:** It is the policy of the Albany State University Police Department to provide each employee a copy of its mission statement, goals and objectives of the Department.

**Scope:** This Standard Operating Procedure is the collective of the entire organization. It is the mainstay of the organization.

**Policy:** It is the responsibility of each employee to embrace this SOP as a practical and philosophical concept. The goals of the organization are the reason for the Department's existence.

**Mission Statement:** The Albany State University Police Department will maintain the highest standards of professional ethics and integrity with a spirit of excellence. We are committed to the philosophy of the entire campus community involvement in crime prevention methods. We will build partnerships and coalitions with faculty, staff, and students to identify and recommend solutions to problems with the goal of improving the quality of life on our campus. Our commitment is to provide professional service and employ time tested police methods, promising innovative approaches to better protect our faculty, staff, students and visitors.

#### ***Core Values***

1. In our individual conduct and in our personal relationships we value:
  - Integrity and ethical behavior at all times
  - Respect for the rules of law and the dignity of all human beings
  - Acceptance of full responsibility and accountability for our actions
  - Empathy and compassion for others
  - Direct communication that permits and encourages healthy disagreements
  - Resolving differences in a mutually supportive and positive way
  
2. In our professional responsibility we value:
  - Individual and team effectiveness in solving crime and crime related problems on ASU campus
  - Exceptional response to ASU community needs
  - Equal protection and service to all regardless of economic status
  - Continual commitment to personal and professional growth
  - Responsible and creative management of our resources
  - Excellence and continuous improvement in all we do

**Staff Meetings:** Staff meetings will be conducted once a month or so as approved by



# *Albany State University Police Department*

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Chief of Police  
John Fields Jr.

the Chief of Police. Each meeting will be conducted by a chairperson and in accordance with a pre-announced agenda; however there will be an open agenda component that will allow for the introduction and discussion of other relevant issues. The purpose of the staff meetings is to have a process whereas the Chief of Police can meet with all of his Senior Staff and address issues as it relates to the efficient and effective operation of the Department.

### **Community Outreach**

Albany State University Police Department supports and participates in community outreach activities. It is our goal to provide resources, mentor and provide services to the community to reach others in a positive way. Albany State University Police Department meet with local government counterparts once a month and quarterly to network and provide services as we share information to support different programs and or issues that need to be addressed within the community.

### **Departmental Sections**

**Administration Section** – Reports to the office of the Chief of Police, and consists of Planning and Research, Record Management, UCR Coding (Uniform Crime Reports), Background Investigations, Student Affairs, POST Academy Training, Firearms Training, Police Budget, Use of Force Instructor and ASU Faculty/Staff Training, Payroll and Parking.

**Internal Affairs** – Investigates all complaints of officer and employee misconduct arising from the public or from within the Department. Also responsible for Administrative Section, Police Budget, and Use of Force Instructor. Internal Affairs also conducts background investigations on police and security applicants.

**Field Operation Division** – Responsible for all calls for service from ASU community and visitors. Provide 24 hours a day 7 days a week, and 365 days a year coverage of uniform patrol on-duty personnel. Command two 12-hour shifts of Lieutenants, Sergeants, Corporals, Police Officers, Security Officers, Homeland Security, Emergency Planning, Dispatchers, Public and Media Information.

**Criminal Investigation Section** – (Commander; the Assistant Chief) provide efficient support services to criminal investigators, victims, and witnesses to criminal activity by collecting and disseminating information crucial to criminal investigations. To provide the service of identifying suspects of crime to victims and law enforcement officials. Process all crime scenes, including fingerprints, and work closely with Field Operation Division (FOD) to ensure assistance for apprehension of suspects through daily patrols. Work closely with Georgia Bureau of Investigation (GBI), and local law enforcement agencies to investigate major crime scenes that occur on campus, at the discretion of the Chief of Police.





# Albany State University Police Department

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Chief of Police  
John Fields Jr.

<b>COP-01</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> : Police Officer Standards Certification & Decertification	<b>Review/Revision Date:</b>
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD

Police standards of certification and decertification, in accordance with Georgia Law shall be complied with. The authority for certification and decertification emanates from the State of Georgia and is administered by the following elements; Internal Affairs and Administration Sections. It shall be a responsibility of ASU Police Department Internal Affairs to ensure that newly sworn officers are state certified.

The Internal Affairs Unit will be responsible for advising the State of Georgia Police Officer Standard and Training Counsel of all separations of sworn police personnel. Internal Affairs is also responsible to complete the appropriate paperwork to Georgia POST whenever newly sworn personnel are hired and to verify they have met all of POST requirements to be a Georgia Peace Officer with mandatory annual re-training course requirements. Internal Affairs is also responsible for notifying POST of any promotion or demotion of sworn personnel in rank.

### Certification

Internal Affairs along with the Department Secretary are responsible to ensure that the State of Georgia required forms/registration are completed on all applicants who have been selected to enter the training academy. The form and application for certification will be forwarded to Georgia POST for approval prior to any applicant entering the training academy.

### Decertification

The Internal Affairs along with the Department Secretary shall forward the Departmental Separation Report/ Memorandum listing all sworn personnel separating their employment to Georgia POST, indicating the reason(s) for the separation. These reports require the Chief of Police signature or designee prior to forwarding.

### Re-Instatement

It is the responsibility of Internal Affairs Commander to forward a letter of reinstatement of employment on sworn employees who were terminated and later returned to full duty due to the appeals process. The letter will be signed by the Chief of Police or designee.



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Chief of Police  
John Fields Jr.

<b>COP-02</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Policies, Standards & Procedures	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Written Directive System

### Purpose

To establish a system of written directives to provide a consistent format for written policies, orders, rules and regulations and to provide for the proper preparation and distribution to all police officers, security officers, dispatchers and administrative personnel of new or revised policies and procedures.

### Definition

- A. Standard Operating Procedures  
Written directives issued by the Chief of Police in the form of policies, rules or regulations that are issued to police personnel as the guidelines for operation of the Police Department.
- B. Special Orders  
Written directives that are supplements to Standard Operating Procedures. All Special Orders will be incorporated annually into revised Standard Operating Procedures.
- C. Memorandums  
Written directives of a temporary nature (less than one year), issued by the Chief of Police, the Assistant Chief, or a Commander.

### Policy

- A. All persons employed in the Albany State University Police Department will be emailed an electronic copy of the **STANDARD OPERATING PROCEDURES OF THE ASU POLICE DEPARTMENT** upon employment. An electronic reply upon receipt of the electronic SOP is required.
- B. Any revision, deletion or addition to the manual shall be emailed to all departmental personnel and it is so ordered that each employee stay up to date on the SOP manual. A hard copy of the SOP will be kept at the front counter.
- C. It is the responsibility of the Patrol Commander to see that all employees receive an electronic copy of the SOP manual.
- D. It shall be the duty of each member of the department to report violations of any rule, regulation, or order of the department to the Shift Commander, or when necessary, directly to the Chief with a clear and truthful statement of the facts. Such report shall be made for the protection of others, and for the good of the service, and never with malicious or unfriendly intent.
- E. Copies of all revisions, deletions, or additions to this manual and all special orders will be provided to the ASU Legal Affairs office as well as Internal Affairs.

### Issuing Authority

- A. An electronic Standard Operating Procedures Manual shall be issued only on the approval of the Chief. The Chief may designate this power to a shift commander or other supervisors. Such delegation constitutes the Chief's approval.



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B. Memorandums of a temporary nature may be issued by the Chief of Police or by his/her designee. Any directive that is issued by a department supervisor that is binding upon personnel on another watch or division must be approved by the Chief of Police.

C. Orders involving personnel changes may be issued by the Chief of Police. Personnel changes or appointments will be noted on the departmental memoranda.

### **Procedures for the Revision and Updating of Directives**

A. A request for the revising, deletion, or addition to/of Standard Operating Procedures may be drafted at any level of the Police Department and submitted through the chain of command for approval.

B. Upon a request to revise, delete, add or update any Standard Operating Procedure, the Chief may designate any supervisory officer or the ASU Legal Affairs Office to accomplish the revision. Such modification in policy must be submitted to the Chief of Police for approval before beginning designated policy.

C. Any revision, deletion, or update to any Standard Operating Procedure pertaining to HIGH LIABILITY POLICIES, including VEHICLE PURSUIT, USE OF FORCE, and FAMILY VIOLENCE, at a minimum will be submitted to the ASU Legal Counsel for his/her review, before any policies are implemented.

D. The Chief of Police has the authority to issue, modify, or approve written directives at any time and such approval shall be designated by the Chief's signature on the policy.

E. All proposed policies or revisions shall be reviewed by all appropriate Commanders and other supervisory personnel.

### **Written Directives Format**

A. All Standard Operating Procedures shall be issued a policy number and shall be bound into a manual designated "Albany State University Police Department Policies and Procedures."

B. The manual shall be divided into sections and shall contain a table of contents and a subject index to aid the reader in locating policy.

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

D. The manual shall be structured in outline form and shall include but is not limited to the headings, purpose, scope, definitions, policy, and other such appropriate headings.

E. All policies shall have space at the bottom of each for the Chief's signature.



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F. The office for ASU Legal Affairs maintains the department's master file for all special orders and standard operating procedures. The office of the Chief maintains the department's master file of memorandums.

**Indexing and Purging Written Directives:** All written directives should be correctly dated and properly indexed.

### **Purging**

All directives will be reviewed at least once annually in order to determine whether each directive is current and still in effect. If it is determined that a directive is outdated, no longer in effect or in need of change or revision, the issuing authority will immediately take corrective action.



# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police  
John Fields Jr.

<b>COP-03</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Oath of Office	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Written Directive System

### **Purpose**

To establish a uniform Oath of Office for sworn personnel employed by this agency in accordance with State Code:

### **Execution**

A. All police officers are required to take an oath before entering upon the discharge of their duties, which shall be taken and subscribed before an officer authorized by law to administer oaths.

B. The Oath of Office shall be in printed form and spaces provided for the signatures of the sworn officer and the administering officer. The date of the oath should be affixed.

(SEE ATTACHEMENT FOR OATH OF OFFICE)



# Albany State University Police Department

## Standard Operating Procedures

Chief of Police  
John Fields Jr.

*John Fields, Jr.*  
Chief of Police



*Dr. Arthur N. Dunning*  
President, ASU

### **POLICE DEPARTMENT OATH OF OFFICE**

\_\_\_\_\_, Albany State University Police Department.

"I, \_\_\_\_\_ swear or affirm that I am not incumbent in any office of trust in this State, of the United

States, or of any foreign state, and should I seek such office of trust, my separation from the Albany State University Police Department shall be instant; that I am not the holder of any unaccounted public monies due this or any other State of political subdivision or authority thereto; that I am qualified to hold the office to which I am appointed for so long as I am employed with the Albany State University Police Department; that I will support or defend the Constitution of the United States of America and the Constitution of the State of Georgia and I will faithfully perform and discharge the duties of my position, conscientiously and without malice or partiality, to the best of my ability; I further swear or affirm to obey, to adhere to, to uphold and to enforce the laws of the United States of America and the State of Georgia at all times; and that I will bear true faith and allegiance to the Governor of the State of Georgia, the President of Albany State University, the Chief of Police of the Albany State University Police Department and the officers appointed over me, according to law; so help me God."

\_\_\_\_\_  
Signature of Officer

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 .

\_\_\_\_\_  
State Court Judge, Dougherty County

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Date

My Commission Expires: \_\_\_\_\_

**POTENTIAL. REALIZED.**



# Albany State University Police Department

## Standard Operating Procedures

Chief of Police  
John Fields Jr.

<b>COP-04</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Code of Ethics	<b>Review/Revision Date:</b>
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Professionalism

### Policy:

The proper operation of a democratic organization requires that actions of public employees be impartial, that decision and policies be made in the proper channels of the organizational structure, that public office not be used for personal gain, and that the Albany State University public have confidence in the integrity of its organization.

The purpose of this code is to establish ethical guidelines of conduct for all employees of the Albany State University Police Department. This code sets forth those acts or actions that are in the best interest of Albany State University and its faculty, staff, students, and visitors.

**As employees of the Albany State University Police Department, we shall adopt and be guided by the following Code of Ethics:**

**Responsibility** --A police officer acts as an official representative of the government who is required and trusted to work within the law. The officer's power and duties are conferred by statute. The fundamental duties of police officers and security officers include serving the Albany State University community; safeguarding lives and property; protecting the innocent; keeping the peace; and ensuring the rights of all liberty, equality and justice.

**Performance and Duties of a Security/Police Officer**– A Security/Police officer shall perform all duties impartially without favor, affection or ill will and without regard to status, sex, religion, political belief or aspiration. All faculty, staff and visitors will be treated equally with courtesy, consideration and dignity. Security/Police Officers will never allow personal feelings, animosities or friendship to influence official conduct. Laws will be enforced appropriately and courteously in carrying out their responsibilities. Security/Police officers will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and in such a manner as to inspire confidence and respect for the position of the public trust they hold.

**Discretion** – A Security/Police officer will use responsible discretion vested in the position and exercise it within the law. The principle of reasonableness will guide the officer's determinations and the officer will consider all surrounding circumstances in determining whether any legal action shall be taken. Consistent and wise use of discretion based on professional policy competence, training, and supervision will do much to preserve good relationships and retain the confidence of the public. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of advice rather than arrest, which may be correct in appropriate circumstances, can be a more effective means of achieving a desired end.



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**Use of Force** – A Security/Police officer will never employ unnecessary force or violence, and will use only such force in the discharge of duty, reasonably in all circumstances. Force should be used only with the greatest restraint and only after discussion, negotiation and persuasion have been found to be inappropriate or ineffective. While the use of force is occasionally unavoidable, every Security/Police officer will refrain from applying the unnecessary infliction of pain or suffering and will never engage in cruel, degrading or inhuman treatment of any person.

**Confidentiality** – Whatever a Security/Police officer sees, hears, or learns of which is of confidential nature, will be kept secret unless the performance of duty or legal provision requires otherwise. Members of ASU community have a right to security and privacy, and information obtained about them must not be improperly divulged.

**Integrity** – A Security/Police officer will not engage in acts of corruption or bribery, nor will officers condone such acts by other officers. The ASU community demands that the integrity Security Police officers be above reproach. They must therefore, avoid any conduct that might compromise integrity and thus undercut the public confidence in a law enforcement agency. Security/Police officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises that could be interpreted as seeking to cause the officer to refrain from performing official responsibilities honestly and within the law. Security/ Police officers must not receive private or special advantages for their official status. Respect from the public cannot be bought; it can only be earned and cultivated.

**Cooperation w/ other Officers and Agencies** – Officers will be responsible for their own standard and professional performance and will make every reasonable opportunity to enhance and improve their level of knowledge and competence. Through study and experience, a Security/ Police officer can acquire the high level of knowledge and competence that is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never-ending process of personal and professional development that should be pursued constantly.

**Private Life** – All personnel will behave in a manner that does not discredit the Albany State University Police Department or themselves. An officer's character and conduct while off-duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves. The officer's personal behavior must be beyond reproach.





# *Albany State University Police Department*

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Chief of Police  
John Fields Jr.

<b>COP-05</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Organizational Structure	<b>Review/Revision Date:</b>
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Chain of Command

### **Purpose**

To designate that all organizational components are arranged, defined, directed and coordinated.

### **Policy**

The Albany State University Police Department shall be organized in such a manner as to provide maximum efficiency, effectiveness and to provide clear channels of communication, direction and control between management and employees. This is accomplished by grouping similar activities together by function into distinct components, which report to only one supervisor.

### **Organizational Structure**

The ASU Police Department shall be headed by the Chief of Police. The Chief is the Chief Executive Officer of the following components: Criminal Investigation, Internal Affairs, Patrol, and all other operations within the police services to the ASU community.

The Assistant Chief or designee appointed by the Chief of Police shall head the Criminal Investigation Unit.

The Patrol Units shall be headed by a Commander or Supervisor. A Sergeant/Corporal shall supervise each shift. Supervising officers holding the rank of Sergeant shall be the immediate supervisors for all patrol personnel on their particular shift.

### **Chain of Command**

Each employee will be accountable to only one immediate supervisor at a given time. Additionally, each division, unit, or section will be under the direct command of only one supervisor. To ensure that each person employed in the police department is accountable to only one supervisor at any given time; police personnel will follow the Chain of Command in their respective divisions, in accordance with the organizational chart.

### **Organizational Chart**

An Organizational Chart shall be maintained in each Standard Operating Procedures Manual and shall be updated annually.

The organizational chart shall depict how similar activities are grouped together by function into distinct components, which report to one supervisor.

### **Goals and Objectives, Strategic Planning and Performance Standards**

The ASU Police Department will use a two-year strategic plan as the foundation for its planning.



# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police  
John Fields Jr.

The process assist in updating the annual report, budget and performance evaluations long and short range goals and objectives are derived from the Strategic Plan and other guidance issued by the Chief of Police.

**John Fields, Car 1**  
Director of Public Safety  
Chief of Police

**ASU East Campus**

**ASU West Campus**

**Marcus Guess, Car 3**  
Interim Assistant Chief of Police  
Patrol Commander  
Investigation

**Anita Allen, Car 4**  
Captain  
Training Coordinator  
Internal Affairs  
Sexual Assault Investigator

**Sgt. Lashawnda Ethridge**  
Emergency Management  
Clery Coordinator

**Ms. L. Heflin**  
Accreditation Manager

**Major James Brackin, Car 2**  
Police Major

**Sergeant Beth Van Der Puy**  
Cyber Crimes Investigator

**Patrol Division**

**Daniel Diamond, Car 5**  
Administrative Lieutenant  
Custodian of Records  
Parking Supervisor  
Payroll

**Shabreka Chappell**  
Office Manager  
Special Events  
Web Master

**Jessica Trim**  
Administrative Assistant

**Patrol Division**

**Sgt. Michelle Clemons**  
Dispatch Supervisor

**Rhonda Knighton**  
Parking Service Coordinator

**Brian Covington, Car 6**  
Police Lieutenant

**Shift A: 7am - 4pm**  
**Sergeant Marvin Jennings**  
Officer WaQuanza Mukes

**Shift A: 0600 – 1800 hrs.**  
**Sergeant Bobby Fitts**  
Officer Laquata Spurlin  
Security Dispatch Lyndsey Joiner

**Shift C: 0600 – 1800 hrs.**  
**Sergeant Lakesha Shorter**  
Corporal Jimmy Florence  
Security Dispatch A. Lewis

**Sec. Sgt. George Albert**  
Parking Enforcement Officer

**Shift B: 2pm – 11pm**  
**Lt. Brian Covington**  
Officer Jesse Phillips

**Shift B: 1800 – 0600 hrs.**  
**Sergeant Allen Jackson**  
Corporal Ray King  
Officer G. Frye  
Corporal/Dispatch Katessa Jordan

**Shift D: 1800 – 0600 hrs.**  
**Sergeant Jarrett Frazier**  
Officer Danny Josey  
Security Dispatch Sekelia Davis  
Vacant Police Officer

Information Booth  
Sec/Dis Lefevre Jordan  
Mon. -Fri. 7am -4pm

**Shift C: 10pm - 7am**  
Sergeant Melanie Ellis  
Officer B. Lewis  
Vacant Security/ Dispatcher

**Swing Shift:**  
Police Officer (Tues.-Sat. 11pm – 8am)  
Security Corporal D. Tanner (Tues –Sat. 8am–5pm)  
Vacant Security Dispatch (Mon.-Fri. 10pm-7am)  
Security/Dispatcher Anthony Robinson (Thurs-Mon. 4p –1am)

**Sec/Cpl. Corry Vanover**  
Student Center Security Officer

**Swing Shift:**  
Security Corporal Charles Davis 11am – 8pm

**Reserve Officers:**  
LT. A. Ingram  
Lt. Jared Oliver  
Deputy L. Dennis

Work Study/Interns

Date: August 29, 2017



# Albany State University Police Department

## Standard Operating Procedures

Chief of Police  
John Fields Jr.

<b>COP-06</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Authority/Responsibility	<b>Review/Revision Date:</b>
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Chain of Command

### Purpose

To define the general authority and responsibilities of command and supervisory personnel.

### Scope

This policy shall cover the Chief of Police, Assistant Chief and Supervisor Officers.

### Policy

It is the policy of the ASU Police Department to provide proper authority to supervisory and command personnel commensurate with the duties and responsibilities granted to the respective positions. Additionally, each employee is held accountable for the use of delegated authority, and each supervisor is accountable for the performance of his or her subordinates.

#### A. Chief of Police

1. Authority -The Chief of Police is the Chief Executive Officer of the department and is responsible to the President of the University and the Vice President for Fiscal Affairs for all matters of policy, operations and discipline. He/She exercises all lawful powers of his office and issues such lawful orders as are necessary to assure the effective performance of the department in accordance with the rules and regulations of the University System of Georgia, Albany State University, and the ASU Police Department Standard Operating Procedures.
2. Responsibilities - Through the Chief of Police, the department is responsible for the enforcement of all laws and responsible for planning, directing, coordinating, controlling and staffing all activities of the department.

#### B. Assistant Chief of Police

1. Authority and Responsibilities – The Assistant Chief of Police is the second in command of the police department and is directly charged with the operation of the department in the absence of the Chief of Police. In such absence, he assumes all of the duties and authority of the chief and at all times shall assist the Chief in the performance of his duties. He shall take the same oath and give the same bond as prescribed for the Chief of Police. In case of sickness of the Chief of Police or in his absence from the campus, the Assistant Chief of Police shall act in his or her place and all duties imposed by the Code of the University System of Georgia and the State of Georgia upon the Chief of Police are hereby imposed upon the Assistant Chief of Police when acting for the Chief.

#### C. Major of Police

1. Authority and Responsibilities – An Assistant to the Chief of Police/Major shall report directly to the Chief of Police and is appointed by the Chief of Police. He/She shall be in command of, and responsible for, the efficient operation of an administrative division as determined by the Chief of Police.



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### **D. Police Captain/Lieutenant (Lieutenant)**

1. Authority and Responsibilities: The Commander shall report to the Assistant Chief of Police and is accountable for the performance of employees during his/her immediate control. In addition to the general and individual responsibilities of all members and employees, the shift commander is specifically responsible for the following:

- The commander shall be responsible for his / her use or misuse of delegated authority.
- Good Order – The general good order of his / her command during tour of duty to include proper discipline, conduct welfare, field training and efficiency.
- Personnel Complaints – Inquiry into personnel complaints against members and employees under his command.
- Follow up on existing investigations or complaints. Initiate proactive measures for existing problems or situations concerning safety and the protection of property on campus.

### **E. Supervisory Officers (Sergeant/Corporal)**

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

- Supervision – A supervisory officer may be assigned to field or office duties. During his/her tour of duty one must closely supervise the activities of his/her subordinates, making corrections where necessary and commending where appropriate. Supervisory officers are accountable for the performance of employees under their immediate control. Direction – Supervisory officers must exercise direct supervision in a manner that assures the good order, conduct, discipline and efficiency of subordinates. If a supervisor requires a subordinate other than his/her own to leave a regular assignment, the supervisor so directing will inform the subordinate's own supervisor as soon as possible. Supervisory officers shall be accountable for the use of misuse of delegated authority.
- Enforcement of Rules, Etc. – Supervisory officers must enforce departmental rules and regulations and insure compliance with departmental policies and procedures.
- Inspection – Supervisory officers are responsible for inspection of activities, personnel and equipment under their supervision and initiation of suitable action in the event of a failure, error, violation, misconduct or neglect of duty is a subordinate.
- Assisting Subordinates: A supervisory officer shall have working knowledge of the duties and responsibilities of his subordinates. He/She shall observe contacts made with the public by his subordinates and be available for assistance or instruction as may be required. A field supervisory officer shall respond to calls of serious emergencies, felonies in progress, assaults and others, unless actively engaged in a police incident. He/She should observe the conduct of the assigned personnel and take active charge when necessary.



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<b>COP-07</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Performance Evaluation	<b>Review/Revision Date:</b>
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Professionalism

### Purpose

The purpose of the employee's performance evaluation shall be primarily to inform employees how well they are performing their work and how they can improve their work performance. The performance evaluation provides a medium for personnel counseling, facilitates proper decision regarding probationary employees and provides an objective and fair means for recognition and measurement of individual performance evaluation in accordance with prescribed guidelines. The performance evaluation may also be used in determining a salary increase; as a basis for training, promotion, demotion, dismissal and for other purposes set forth in the regulations. This is in accordance with the Office of Human Resources.

### Scope

The policies and procedures set forth in this standard shall apply to all police department personnel.

### Policy

All employees shall be periodically (not less than once each year) appraised regarding job performance. The general objectives of the performance appraisal process are to:

- A. Maintain and or improve each employee's understanding of the accountabilities and expected results in the job.
- B. Serve as a systematic guide for employees and supervisors to collaborate in determining training goals for future periods and for the employee's personal development.
- C. Assure considered options rather than arbitrary judgments of each employee's job performance.
- D. Assist in planning or making personnel changes and placements that will utilize each employee's capabilities while meeting the short and long-term needs of the University and the employee.
- E. Assist in identifying each employee's special skills and or occupational interests that may be utilized and or developed for the good of the employee, consistent with the needs of the University.
- F. Provide an opportunity for employees to discuss job issues, problems and or interest with their supervisors.
- G. Assemble important data for use as a guide, although not necessarily the sole governing factor for such purposes as training assignments, compensation, adjustments, promotions and counseling.



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H. The performance of all personnel shall be appraised by the Immediate Supervisor annually. Supervisors shall use job-related criteria in assessing subordinates – specifically, the major duties and job requirements stated in each employee's position.

I. The Immediate Supervisors shall discuss all appraisals of subordinates with their reviewing supervisor and obtain agreement prior to review with the employee. At the completion of review with the employee, the employee must sign the appraisal form. But it will be indicated that each employee has knowledge of the content, not necessarily agreeing with the rating.

The completed and signed appraisal form shall be forwarded to the Office of Human Resources to be included in the employee's personnel file. All employees may, with appropriate notice to Human Resources, review their performance appraisals and any other document in their personnel file.

### **General Guidelines**

All employees of the Albany State University Police Department shall be periodically (not less than once each year) apprised regarding their job performance.

Annual Appraisal – The performance of all employees shall be appraised at least annually.

1. Probationary Review – The performance of all employees shall upon entering a new position, be appraised, at three month intervals until the completion of the probationary period of 6 months.

The probationary period for all University employees is six (6) months unless otherwise specified. The probationary period for all new sworn officers is six (6) months from the date an officer completes the State of Georgia mandated training. This is to ensure that all new officers have six months of observable performance time in the field. All new employees who were certified prior to being employed will have a six (6) month probationary period beginning from their hire date. Any recommendation for extension of probation must be done prior to the end of the six month probationary period, and must be signed by the Chief of Police and forwarded to Human Resources.

### **Accountability for Conducting Performance Appraisals**

1. Immediate Supervisors are accountable for appraising subordinates on their job performance.
2. Immediate Supervisors shall appraise their subordinates' job performance based only on job related criteria.

### **Employee Interview**

1. All employees will be given the opportunity to review the completed evaluation form.
2. An interview between the rater and the employee will be conducted after the evaluation is completed. The rater shall explain each specific task, the rating given and the reason for the rating. The rater shall also provide direction for the employee to help him or her understand how to achieve a higher rating in the specific tasks.
3. The employee shall sign the completed evaluation form to indicate that he or she has read it. If the employee refused to sign, it will be noted.



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<b>COP-08</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Obedience to Orders: Lawful Orders	<b>Review/Revision Date:</b>
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Professionalism

### **Purpose**

To establish procedures for the issuance and obedience of instructions, orders or directions given by any departmental supervisor to employees.

### **Scope**

This policy shall apply to all police department personnel who are given authority to issue orders and to those who are obligated to follow orders.

### **Policy**

It is the policy of the Albany State University Police Department that all orders issued from a supervisory officer to a subordinate is followed to the best of the subordinate's ability. Failure of a subordinate to follow instructions given by a supervisory officer may result in dismissal or other disciplinary action.

### **Restrictions Concerning Orders**

A. Orders from a superior to a subordinate shall be in clear, understandable language, civil in tone, and issued in pursuit of departmental business.

B. No command or supervisory officer shall knowingly issue any order, which is in violation of any law or ordinance of departmental policy.

C. Obedience to an unlawful order is never a defense for an unlawful action. Therefore, no member or employee is required to obey an order, which is contrary to federal, state law, or local ordinances or departmental policy. Responsibility for refusal to obey rests with the member. He or she shall be strictly required to justify his or her action.

D. Upon the receipt of an order conflicting with any previous order or instruction, the member affected will advise the person issuing the second order of this fact. Responsibility for countermanding the original instruction then rests with the individual issuing the second order. If so directed, the latter command shall be obeyed first. Orders will be countermanded or conflicting orders will be issued with reasonable necessary for the good of the department.





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<b>COP-09</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Code of Conduct and Disciplinary Code	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Professionalism -

### Purpose

The Code of Professional Conduct shall include the Code of Conduct, the Code on Disciplinary Action, and the Grievance and Appeal System. The Professional Conduct Code shall be a guideline for all members of the Albany State University Police Department in the performance of duties and behavior required for all personnel. The Code of Conduct is not intended to restrict the privileges of anyone, but is designed to insure the rights and safety of all members and to provide working procedures to encourage equitable and business like conduct. The Code on Disciplinary Action shall mirror the Board of Regents policy for progressive discipline. The Grievance and Appeal System provides guidelines for the employee in filing a grievance that is in accordance with University guidelines and the Office of Human Resources.

### Scope

This Code of Professional Conduct shall apply to all ASU Police Department personnel acting in an official or an unofficial capacity and shall be in accordance with the Personnel Policies of the University.

### Law Enforcement Code of Ethics

All sworn members of the ASU Police Department are hereby required to abide by the Law Enforcement Code of Ethics, which is hereby adopted as a general standard of conduct.

**AS A LAW ENFORCEMENT OFFICER**, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, violence or disorder; and to respect the constitutional rights of all people 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 regulations of my department. Whatever I see or hear of a confidential 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 of 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 police service. I will strive to achieve these objectives



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and ideals, dedicating myself before God to my chosen profession.... **LAW ENFORCEMENT.**

### **Rules and Regulations:**

#### **A. Standard of Conduct**

Sworn members of the department shall conduct their private and professional lives in such a manner to avoid adverse reflection upon themselves, the department, and the law enforcement profession.

#### **B. Violation of Rules and Regulations**

Members shall not commit any acts or omit any acts, which constitute a violation of any of the rules, regulations, policies, directives, or orders of the department. Existence of facts establishing a violation of a law, ordinance or rule, is all necessary to support any allegations of such and serves as a basis for a charge under this section. It is not necessary that formal complaints be filed.

#### **C. Cooperation With Other Law Enforcement Agencies**

Members shall cooperate with all law enforcement agencies, other city departments and public safety organizations and shall give such aid and information as organizations are allowed to receive.

#### **D. Conduct Towards the Public**

All persons having business with the department are entitled to courteous and respectful consideration by all personnel who shall follow guidelines and rules for the department.

#### **E. Respect to Supervisors and Fellow Employees**

Members will treat superior officers with courtesy, respect, and dignity due their rank. Superiors will be addressed by their rank.

In their demeanor toward fellow employees, members of this department shall be courteous and considerate. They shall guard against unfriendly feelings and refrain from gossip, untruths, and other communication that would be harmful to a fellow employee's personal and/or professional reputation.

#### **F. Policy Disciplinary Action/Progressive Discipline**

The severity of the violation will determine the level of discipline.



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### **Definitions**

Positive Reinforcement  
Corrective Discipline  
Counseling  
Training  
Oral Reprimand  
Written Deficiency  
Written Reprimand  
Suspension  
Demotion  
Dismissal

All disciplinary actions shall be documented and handled as indicated in the Albany State University Policy and Procedures Manual.

### **G. Authority to Discipline**

1. **Sergeants** may issue oral or written reprimands for violations or rules, regulations or misconduct. For disciplinary actions that call for suspension, demotion or termination, they shall make a recommendation through the proper chain of command.
2. **Captain/Lieutenants** may suspend a subordinate employee for any violation of rules, regulations, or misconduct for no more than one day without prior approval from the Chief of Police, or Major.
3. **Major** may suspend a subordinate employee officer for any violation of rules, regulations, or misconduct for no more than three days without prior approval from the Chief of Police.
4. **Assistant Chief of Police** has the authority to suspend a subordinate up to five days. He/She also has the authority to give more or less disciplinary action depending on the degree of the incident and has the authority to dismiss an employee. The Chief of Police makes the final disposition.

### **H. Procedures for Disciplinary Action: Role of Supervisor**

1. Supervisors shall inform employees promptly and specifically whenever employee performance, attitude, work habits or personal conduct falls below acceptable standards.
2. Supervisors shall provide reasonable counsel and assistance to employees whose work performance or habits have not been acceptable. The source of the problem should be identified, and if training is warranted, a reasonable period of improvement may be allowed before initiation of formal disciplinary action.



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3. Supervisors shall document all cases where an oral reprimand has been given to an employee, noting the date, infraction, and action taken by the supervisor. The immediate supervisor shall maintain a copy of the oral reprimand information and the action taken should be discussed with the supervisor's superior.
4. Prior to all disciplinary action other than Oral and Written Reprimand, the supervisor shall conduct an investigation into the alleged infraction, gathering all pertinent data and information. Before any disciplinary action is taken and to provide "Due Process" to all employees. A "Notice of Contemplated Discipline" will be issued to the employee. This notice shall include the time and date of the incident, specific S.O.P violation reason for the contemplated discipline, action taken as the Supervisor and any other pertinent information or statements. The employee will be afforded five (5) working days to respond to the notice before any disciplinary action is taken. The supervisor shall reconsider the action after a response from the employee is received.
5. For disciplinary infractions greater than the immediate supervisor's authority to discipline, a recommendation shall be made through the chain of command. The supervisor's written recommendation shall include the reason for the recommendation, time and date of each incident, action taken by the supervisor, including copies of any oral or written warning or reprimand. The supervisor shall forward a copy of their recommendation to the Major who in turn, after appropriate consultation shall inform the Chief of Police. The Major or above making the decision shall notify the affected employee in writing in the form of "Notice of Contemplated Discipline".
6. The supervisor recommending dismissal of an employee shall provide the Chief of Police with a complete written document outlining the nature of the grounds for dismissal, the time and date the same occurred, and the action taken, if any, by the immediate supervisor.

If after reviewing the facts and documentation in the case, the Chief of Police shall determine that just grounds exist for dismissing the employee, the Chief of Police shall advise the Director for Human Resources of the case. All letters pertaining to suspension and termination will be issued through the Office of Human Resources.

### **Specific Causes for Disciplinary Action**

Members of the Albany State University Police Department shall abide by the Laws of the United States, the State of Georgia, the Ordinances of all cities and counties of the State and all General Orders and General Rules of the ASU Police Department's Standard Operating Procedures.

### **Insubordination**

1. **Disrespect toward Superiors** Police, security and administrative personnel shall display respect and shall address supervisors and superior officers by rank and title and shall not use abusive language or gestures toward a supervisor or superior officer.
2. **Public Criticism of Orders of Policies** Police, security and administrative personnel



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shall support the policies, orders and procedures of the department and shall not publicly criticize or ridicule the department or its policies, orders and procedures in any manner where such interferes with the maintenance of discipline or otherwise undermines the effectiveness of the police department.

3. **Willful Violation of Departmental Procedure and or Directive** Police, security and administrative personnel shall not willfully or continually ignore or violate official policy, directives, procedures, orders, or supervisory instructions.
4. **Prompt Compliance with Lawful Order of a Supervisor:** Police, security and administrative personnel shall promptly execute the lawful orders of a supervisor of the Police Department, and shall not delay or fail to carry out such orders or instructions.
5. **Compliance with Direct Order of a Supervisor or Internal Affairs Investigator:** Police personnel shall obey the lawful orders of Superior Officers or Internal Affairs Officers to answer questions related to the misconduct or any Internal Affairs investigation.
6. **Refusal to be polygraphed:** Any police personnel that is ordered by the Chief of Police or any Internal Affairs officer to submit to a polygraph examination cannot refuse to take the polygraph exam as long as the examination is ordered under the "Police **Officer Bill of Rights**". **First Offense - Dismissal**
7. **Concerted Curtailment of Work:** Police and security personnel shall not engage in concerted curtailment by instigating, leading or participating in any walkout, strike, and sit-down, slow – down or refusal to return to duty at the scheduled time.
8. **Chain of Command:** Police and security personnel shall adhere to the organizational Chain of Command in the conduct of regular duties except when necessary for maintaining the morale and or integrity of the Police Department or in cases of justifiable personal need.
9. **Relations between Members; Obedience to Orders, etc:** Members of the department must be civil and respectful to their officers and to each other, on all occasions and obey all orders from their superiors' officers of fellow members, when such fellow members are authorized and empowered to direct the other members of the force.

### **Neglect of Duty**

1. **Sleeping on Duty:** Police, security and administrative personnel will not sleep on duty at any time.
2. **Failure to Report** an employee will be charged with failure to report if contact has not been made to the Supervisor or the dispatcher's desk by the end of Muster.
3. **Failure to Work Overtime, Special Hours:** Police, security, and administrative personnel shall promptly report for duty when assigned to work overtime, special hours or special shifts.



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4. **Falsifying Sickness or Injury:** Any police, security or administrative personnel shall not feign illness or injury or falsely report themselves ill or injured for the purpose of making a fraudulent claim for insurance, workers compensation, or disability retirement.

5. **Neglect of Duty:** Any personnel of the ASU Police Department who fails to perform any of his/her assigned duties or fails to perform them in a consistent manner, according to the Standard Operating Procedures of the ASU Police Department, will be considered negligent in his/her duties.

6. **Endangering Others through Neglect of Duty:** Sworn police personnel shall take appropriate action in response to emergency situations where there is a clear danger to others, and in response to serious crimes that come to their attention while on duty.

7. **Failure to Report a Motor Vehicle Accident:** Police and security shall immediately report motor vehicle accidents in which they are involved in with police vehicles to their supervisor.

8. **Intentional Abuse of Police Equipment:** Police and security personnel shall utilize Police Department equipment for its intended purpose in accordance with established procedures, and shall not intentionally abuse, misuse, or damage police equipment. Employee could be required to reimburse the University for the cost of repair or replacement of the equipment damaged.

9. **Careless Handling or Unauthorized Abuse of Equipment Resulting in Loss or Damage:**

All personnel shall utilize Police Department equipment for its intended purpose in accordance with established procedures, and shall not subject such equipment to loss or damage through careless handling. Employees could be required to reimburse the University for the cost of repair or replacement of the equipment damaged.

10. **Abuse of Rest Periods:** All personnel shall take only the specified amount of time for meal or rest periods. Each person receives a 60-minute non-paid mealtime. This may be modified at the discretion of the Chief of Police.

11. **Tardiness:** All personnel shall report for duty properly prepared at the time and place required by the assignment orders or subpoenas. Tardiness is when the individual is not at the beginning of roll call, but has made contact with either the supervisor or the dispatcher on duty prior to muster. The time missed will be docked.

12. **Failure to Report as a Witness When Duly Notified or Subpoenaed:** Police, security and administrative personnel shall promptly report as witnesses when properly notified by subpoena. In cases of conflict or illness, it is the officer's responsibility to notify the proper authority (Judge, District Attorney, and Supervisor).



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13. **Notification of Correct Address and Telephone Number** Police, security and administrative personnel shall keep the department informed of the correct address and are required to maintain telephone service. The correct telephone number shall be reported to the department secretary. Employees are prohibited from using department addresses as their personal address.
  
14. **Notification of Sick Leave** Police, security and administrative personnel shall notify the Chief of Police and dispatcher on duty of absence caused by illness or injury no less than one (1) hour prior to the scheduled time for duty. Personnel will leave a telephone number and address where they can be reached.
  
15. **Answering and Maintaining Radio Contact** Police and security personnel shall promptly answer all radio calls to them and shall monitor other unit's radio traffic and must retain continuous contact with the dispatcher, whether in or out of their unit. Officers must have their portable radios turned on. The volume needs to be tuned up and on the correct channel so they can hear any transmission when they are out of the unit.
  
16. **Submission of Reports** Police and security personnel shall submit a properly written required report, which includes but is not limited to Incident Reports, Traffic Citations, Accident Reports, Property Management Forms and Miscellaneous Incident Reports prior to concluding a tour of duty except as authorized by the supervisor.
  
17. **Search of Arrested Persons** Police Officers shall exercise due care when searching all arrested persons. When a person cannot be thoroughly searched the officer shall notify the receiving officer.
  
18. **Leaving Assigned Work Area during Work Hours** No member of the Police force will be allowed to excuse themselves from their assignment unless dispatched or with the permission of his or her supervisor.
  
19. **Failure to Report Job Related Injury** All personnel shall promptly report any job-related injury to their immediate supervisor.
  
20. **Failure to Report Loss of Equipment** Police and security personnel shall immediately report the loss of badge, ID card or any police or security equipment to his or her immediate supervisor. Employee could be required to reimburse the University for the cost of replacing the equipment.



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### **Improper Conduct**

1. **Use of Violence; Excessive Force Resulting in Injury or Death:** No member of the Police Department shall maltreat or use unnecessary violence to a prisoner or citizen. He/She must never use his weapon or any other item except in the most urgent cases of self-defense. No police officer shall use his office with malice to oppress, persecute, or annoy any person. Police personnel shall use only the degree of force which is necessary to perform official duties and shall not strike or use physical force on any person to the extent that injuries are inflicted except when necessary in self-defense, or in the defense of another, or to overcome actual physical resistance to arrest, or to prevent escape. Deadly force may be used only in accordance with established procedures of the Albany State University Police Department governing the use of deadly force. Any use of force will be reported in accordance with established procedures.
2. **Drawing of Weapon:** No police officer will draw his or her weapon from its holster unless the following circumstances: In anticipation of self-defense or in defense of another; during weapons inspections or encountering suspicious person(s) or vehicle(s), building searches, or inspection before going on duty; and on the firing range during scheduled practice or qualifications, or at any time the officer feels that his life or that of a third party is in jeopardy. Careless, frivolous or any other unnecessary display of the weapon will not be tolerated at any time, whether or not the weapon is loaded.
3. **Public Appearances — Speeches:** Police and security personnel shall secure the consent of the supervisor prior to making any public appearances, speech or publishing of any article or information that is not within their official duties.
4. **Dishonesty, Violation of Laws;** Members of the department will be honest at all times. Members of the department will not violate any criminal law or be involved in any immoral or disorderly conduct.
5. **Gambling:** No police personnel, shall while on duty, gamble or play cards or other illegal games of chance, for money or other things of value.
6. **Use of Prescribed Drugs While on Duty:** All personnel shall ascertain the likely effect of prescribed drugs, from the prescribing physician, before reporting for duty. All personnel shall obtain the approval of their supervisor before reporting for duty while taking any medications likely to impair normal physical and mental faculties.
7. **Use of Alcoholic Beverages:** All members of the police force are strictly prohibited from purchasing/drinking alcoholic beverages while on duty or at any time with their uniform on.
8. **Alcoholic Beverages in Police Headquarters:** No alcoholic beverages except for evidentiary purposes shall upon any pretext, be introduced into police headquarters except for medical purposes and then only when ordered by the Chief of Police or physician in charge.
9. **Unfitness for Duty Due to Alcohol or Other Drugs:** All personnel shall keep themselves fit for duty and shall not become unfit for regularly assigned duty because of excessive use of intoxicating or alcoholic beverages or drugs to the extent normal faculties are impaired as defined by law. Lawfully prescribed medicines taken in conjunction with legitimate sick leave shall be accepted.
10. **Abuse of Official Identification:** Police personnel shall maintain the security of official





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department identification, and shall not lend their identification card or badge to another person, or permit them to be photographed or reproduced, without approval of the Chief of Police.

11. **Interfering with Official Investigations:** No employee of the ASU Police Department shall interfere with cases being handled by other officers of the ASU Police Department, or other governmental agencies, nor undertake any investigations or other official action not part of their regular duties unless ordered to do so by a supervisor, unless the intervening officer believes that failure to act would result in an injustice, or the exigencies of the situation require immediate action.
12. **Conduct of Personnel under Investigation:** Police and security personnel, whom a complaint had been made, shall not attempt directly or indirectly, by threat, appeal, persuasion, or the payment of money or other consideration, to secure the abandonment or withdrawal of the complaint, charges or allegations
13. **Recognition or Exposure of Under Cover Police Officers:** Police personnel shall protect the identity of officers engaged in covert operations, and shall not intentionally expose the identity or occupation of officers engaged in covert operations.
14. **Dissemination of Information:** All personnel shall treat the official business of the ASU Police Department as confidential. Information regarding official business shall be disseminated only to those for whom the Police Department intends it, by authorized persons, and in accordance with established procedures.
15. **Communicating Criminal Information:** All personnel shall maintain the security of confidential information and shall not intentionally communicate or give law enforcement information to another which may aid a person to escape arrest, or delay the apprehension of a criminal suspect or secure the removal of stolen or embezzled goods, or other property. No personnel shall intentionally divulge the identity of criminal informants except as required by law and authorized by competent authority.
16. **Handling Money:** Money and other property coming into the possession of Police Personnel, which does not belong to such police personnel, shall be delivered along with a Property Management Form and any related paperwork to the proper custodian before the end of the shift, or as the Chief of Police designates. All funds found or have cleared court proceedings shall be turned over to ASU Fiscal Affairs with proper documentation.
17. **Processing Property and Evidence:** Property and evidence which has been received in connection with official Police Department duties will be processed in accordance with established procedures. Police personnel shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, or tamper with an investigation or other official action except in accordance with established procedures.
18. **Association with Dissident Groups:** Police personnel shall not knowingly associate with any person or organization which advocates or is instrumental in fostering hatred or persecution of any person or group of persons, nor shall they knowingly associate with any person or group which advocates overthrow of the United States Government.
19. **Association with Criminals:** Police personnel shall avoid regular or continuous associations or dealings with persons who they know or should know are under criminal investigations or indictments, or persons who have criminal or immoral reputation in the community, convicted felons except as necessary in the performance of official duties.
20. **Improper Use of Official Position:** Police personnel shall not use their official position to gain free admission to any public event or place of amusement, except in the course of official duties or as authorized by the Chief of Police. They shall not accept any free gifts



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or services.

21. **Defacing or Marring Facilities or Bulletin Board** Personnel shall not mark, mar, alter or deface any printed or written notices placed upon the Departmental bulletin boards or mark, mar, deface surfaces of police buildings or facilities.
22. **Conduct of Members Generally** Each member of the police force must be quiet, orderly and civil in his/her conduct and deportment. He/She must, at all times, refrain from violent or profane language while on or off duty and must always maintain full command of his/her temper. Whenever a question is put to him/her by any person, they shall not answer it in a short or abrupt manner, but with the greatest possible attention and at the same time he/she is to avoid as much as possible, engaging in unnecessary conversation with anyone. They shall, in a respectful manner, give their names and badge numbers to any person who may inquire of them the same time and shall not use their chemical weapons or pistol except in self-defense or in case of forcible or violent resistance of them in the discharge of their duties.
23. **Confidentiality of Address and Telephone Number** The address and telephone number of all ASU Police Department personnel and university personnel are confidential. Such information may only be released when authorized by a supervisor or by the consent of the personnel concerned.
24. **Radio Procedures** All personnel shall follow proper radio procedures as in accordance with established policy of the ASU Police Department.
25. **Gossip** All personnel shall not engage in or convey gossip, detrimental to other personnel or acting in a manner calculated to create disturbance or dissension within the department.
26. **Incurring Debts** No member of the police force shall obtain credit by virtue of his/her being employed by the University as an officer and he/she shall pay, within a reasonable time, all contract debts.
27. **Correspondence** Department personnel shall not use the departmental letterhead or stationary, without proper authorization from the Chief of Police.
28. **Dismissal of Law or Ordinance Violations** Members of the ASU Police Department shall not dismiss or request a nolle-prosequi of the charges against an arrested person unless there is sufficient good reason and then only with the knowledge and consent of the Chief of Police.
29. **Recommending Attorneys or Bail Bondsmen** All personnel shall not recommend or suggest to any person arrested or to any prisoner, or to any other person concerned with a prisoner in custody, the employment or hire of any specific attorney or bail bondsman.
30. **Bonding Agencies** Police personnel shall not become surety or guarantor, or go on bond of, or furnish bail for any person arrested and charged with a crime except members of their immediate family, and then only upon authorization of the Chief of Police.
31. **Rewards** No member of the police force shall receive any present, fee or reward for police services other than regular pay, except where rewards have been previously offered for the arrest of criminals



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32. **Official Bulletin** There shall be an official bulletin that will be used to convey needed information to all members of the department. Each officer will be held responsible for knowing what is in the official bulletin and making daily checks thereof, except when he/she is off duty.

### **ADDITIONAL RULES AND REGULATIONS**

The policy of the ASU Police Department is to make these Rules and Regulations, which contain information and guidance, available to all employees, including members and civilian employees

of the ASU Police Department. Each police officer's value to the University will be measured by his/her ability to exercise discretion, sound judgment, and by his/her zeal and activity in properly performing his/her duty on all occasions. As a representative of the law, police officers must fully realize that they are not THE AUTHORITY, but, instead are the VOICE OF AUTHORITY. They are given the power and responsibility by the people to protect individual rights, to preserve the public peace, to enforce the law, to protect life and property, to prevent and detect crime, and to arrest violators of the law. Neither abuses this power nor neglects this responsibility; instead, endeavor to perform your sworn duty in a manner that a citizen would expect it to be performed. Superior officers are delegated by the Chief of Police to supervise, direct, and instruct subordinates in the proper performance of their duties. Respect for the rank held by superior officers is shown by giving unqualified obedience, promptly carrying out orders, and honestly, efficiently performing all duties that are assigned.

**ORGANIZATION:** The Police Department shall be under the general administration and direction of the Chief of Police. The Chief of Police is appointed by and directly responsible to the Albany State University President for the efficient conduct and operation of the P o l i c e Department and for conformity to policies, as set forth by the University President, who, by the authority of the Board of Regents, is responsible for the proper administration of the Police Department and the enforcement of all laws, Rules and Regulations of the University.

**Span of Control:** In order to carry out its functions, the Police Department is divided into several organizational elements, delineating the span of control and the ranks of the members and civilian employees of the chain of command within the department, as the table of organization depicts. The Police Department shall be divided into the office of the Chief of Police and the various divisions, as approved, with heads who report directly to the Chief of Police.

To delineate the number of subordinates a supervisor may effectively guide and control, the immediate span of control shall not normally exceed six (06) subordinate personnel, unless organizational needs dictate otherwise.

Each organizational component is under the direct command of only one supervisor. Each member or employee is accountable to only one supervisor at any given time.

**Order of Sworn Rank (Chain of Command):** Each sworn position of the Police Department is a rank. The titles of the respective ranks that establish the sworn chain of command of the ASU Police Department are:



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- A. Chief of Police
- B. Assistant Chief of Police
- C. Major of Police
- D. Captain of Police
- E. Lieutenant of Police
- F. Sergeant of Police
- G. Corporal of Police
- H. Police Officer
- I. Security Corporal
- J. Security Officer

Sworn positions of the same rank are equal, regardless of assignment or functional title.

The Chief of Police, Assistant Chief of Police, Major of Police or Captain are designated as Senior Staff Officers, and whomever else the Chief of Police appoints to his/her staff.

Lieutenants of Police are designated as Mid-Management Commanders.

**EMERGENCIES.** When a departure is necessary, his/her commander shall be notified **at once**, through established channels. All serious cases shall be brought to the attention of the Chief of Police or his/her representative through established channels **without delay**. An oral report shall be followed up with a complete written report to the Chief of Police, submitted through channels, prior to the end of the tour of duty. If any departmental member or civilian employee becomes aware of an emergency condition, his/her commander shall be notified at once, through established channels.

The Police Department shall not be left in the command of a member below the rank of Sergeant or Lieutenant (at any time) without the knowledge and approval of the Chief of Police.

**Assistant Chief of Police:** An Assistant Chief of Police shall be in command of, and responsible for, the efficient operation of an organizational element (of size and structure) as determined by the Chief of Police. The Assistant Chief is appointed by the Chief of Police, with the approval of the University President or Vice President of Student Affairs.

**Major of Police/Executive Assistant to the Chief of Police:** An Executive Assistant to the Chief of Police/Major shall report directly to the Chief of Police and is appointed by the Chief of Police. He/She shall be in command of, and responsible for, the efficient operation of an organizational element (of size and structure) as determined by the Chief of Police.

**Captain/Lieutenant of Police:** is a commanding officer of an organizational element as indicated on the table of organization of the Police Department. He/She is responsible directly to his/her immediate commanding officer, and he/she is appointed by the Chief of Police. These positions and all others are appointed at will positions that work at the will of the Chief of Police.

**Sergeant of Police:** A Sergeant of Police may be assigned as a supervisor in charge of



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subordinates, an investigator, or administrator. He/She is appointed by the Chief of Police.

**Corporal of Police:** A Corporal of Police may be assigned as a supervisor in charge of subordinates, an investigator, or administrator. He/She is appointed by the Chief of Police

**Police Officer:** The rank of Police Officer shall be subordinate to all other ranks within the sworn organizational structure of the Police Department. Police officers are appointed from a certified eligible register, as provided by the Department of Human Resources Management, on a probationary status for a designated period of time, in accordance with the Board of Regents.

**Security Officer:** The rank of Security Officer is non-sworn and unarmed; and is appointed by the Chief of Police and is assigned to work in a specific element in the organization.

**Civilian Employees:** They are appointed in accordance to applicable Board of Regents rules and procedures. Civilians occupy classified, temporary and part-time positions in the department. These employees are under supervision as directed by the Chief of Police.

**Subordinates Informed:** Commanding officers shall keep their subordinates informed of changes within their commands or orders, assignments, and other matters that concern them, except in cases of emergency which necessitate other action, or when the nature of the business does not warrant this procedure.

**Cooperation:** No division or unit shall become so isolated from other divisions or units of the department so as to interfere with the efficient inter-departmental relationship and morale. All members and civilian employees of the department shall work together, always striving to obtain a higher degree of cooperation.

**Advancement in Rank or Classification:** Advancement from one rank or classification to another shall be by promotional examination when possible or other method, or appointed by the Chief of Police. The Chief of Police may transfer a member or civilian employee from one Division to another, but such transfer shall not affect the rank or classification held by the individual so transferred. However, all positions/personnel who was appointed by the Chief of Police in an "at will" position can be moved back to their former classification with or without reason(s) from the Chief of Police. The Chief of Police has the authority to appoint his/her staff.

**Executive Authority:** The executive authority of the Police Department shall be delegated through the designated ranks in the chain of command, from the Chief of Police down. Seniority is determined first by rank, then by seniority of service in that rank.

**Line of Authority, Communication:** The lines of authority and/or communication through



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official channels (chain of command) are clearly set forth in the table of organization chart and shall be observed and enforced during routine operations. In cases where the efficiency, effectiveness, and reputation of the department would be jeopardized as a result of time required to follow the lines of authority through official channels or when an emergency exists, the member or civilian employee may, with discretion, report information to the proper authority, notwithstanding the line of official channels of communication.

Command protocol is established first by order of rank, and secondly by seniority in rank, unless otherwise directed by the department's Chief Executive Officer, and is to be adhered to in the following situations:

- In the absence of the Chief Executive Officer.
- In exceptional situations.
- In situations involving personnel of different functions engaged in a single operation.
- In routine day-to-day operations.

**RESPONSIBILITIES:** The prime functions of the Police Department are the prevention and detection of crime, the apprehension of offenders, the protection of persons and property under the laws of the State and the University Rules and Regulations, and the performance of a multitude of tasks relating to university community welfare and safety. For these purposes, the police are endowed with legal authority. In the exercise of this power, justice and equity should be the actuating motive. To achieve true success, the department must win and retain the confidence and respect of the public which it serves. This can be accomplished only by a constant and earnest endeavor on the part of all sworn members and civilian employees of the department to perform their duties in an efficient, honest, businesslike, and professional manner. Exemplary conduct will cultivate in the public's mind the fullest realization that the Police Department is a most vital requisite to public well-being.

**EFFICIENCY:** The first rule of an officer's conduct. Police officers should remember that in the execution of their duties, they act for the public and not for themselves; their appointment is not for their own advantage. The law that regulates their function hinges upon this principle. They are required to be governed by no feeling, contrary to the zeal to do what the law commands.

Officers should neither allow passion to urge them to brutality nor fear, favoritism, or sympathy to induce them to illegal leniency or neglect of duty. Officers must bear in mind that they represent the dignity and authority of the State and the "law" to which (lawful demands) all must submit, and such submission can be compelled when necessary. They must not use unnecessary force, nor hesitate to use necessary force when circumstances require.

The Rules and Regulations hereinafter set forth are compiled, adopted, and published by the Chief of Police for the information, guidance, government, discipline, and administration of the Albany State University Police Department members and civilian employees. These Rules and Regulations outline the duties and obligations required of them in the proper performance of their duties. Any violation of these Rules and Regulations shall cause disciplinary charges against all persons responsible for the violation, unless otherwise



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directed by the Chief of Police. All sworn members and civilian employees of the Police Department are bound by these Rules and Regulations, regardless of their assignment. It shall be the duty of every member and civilian employee to familiarize themselves with the contents of these Rules and Regulations and to conduct themselves in accordance with their precepts. Faithful performance of duty and exemplary conduct will be guiding factors in determining departmental promotions. Ignorance of or misunderstanding of any of the provisions of the Rules and Regulations will not be accepted as an excuse if neglect charges emanate from failure to observe the Rules and Regulations. The right and power to amend or rescind (in whole or in part) any of these Rules and Regulations, as the circumstances require, is reserved by the Chief of Police.

### **General Rules for Commanding Officers, Sergeants, and Other Supervisors:**

All personnel have authority and responsibility commensurate with their position. All members will be responsible and accountable for the use of delegated authority.

**Assignment:** A commanding officer is a superior officer assigned or designated by the Chief of Police to exercise command and supervise a particular organizational element (division, unit, or detail) of the department. He/She is subject to the orders of the Chief of Police or a superior officer; however, the Chief of Police is always in charge of and responsible for all police activities in all organizational elements. Divisional commanding officers shall administer and supervise the work of members and civilian employees (of the Department) under their command, with the aid of subordinate ranking officers, as the need may be. They shall: keep themselves informed of all activities within their respective span of control, be aware of factors impacting upon their function, and make recommendations to the Chief of Police when necessary to affect the general efficiency of the Department.

**Authority.** A commanding officer has direct supervision and control (subject to orders of the Chief of Police) over all officers and civilian employees assigned to their command. They are responsible for efficiently and effectively coordinating the functions and activities of the various units of their command. They shall promote harmony among the members and civilian employees of this command. They are responsible for the cooperation of their command with all other units of the department. They shall act in cases not regularly assigned to their command if the delay, necessary to inform the proper organizational element, might result in a failure of the department to perform a police duty.

**Responsibilities of a Commanding Officer:** Commanding Officers shall, without specific instructions, **establish the required special details and assignments** necessary to carry out the functions of the Police Department and of their command in particular.

They shall be guided in their assignment of personnel by the number of officers available for assignment and the necessity for assigning personnel where they will be most useful and efficient.

**Services of Official Notices:** The commanding officer shall be responsible for the **prompt service of all official notices**, summonses, or subpoenas sent to him by proper authority.

**Dignified Attitudes:** Commanding officers shall maintain a pleasant, courteous, and **dignified attitude** and shall recognize every caller's presence without necessary delay. They



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shall accord respect, courtesy, sincerity, and patient attention to every citizen calling at the police station.

Under no circumstances shall they belittle a seemingly trivial request, complaint, or piece of information.

**Line Inspections:** The inspection of personnel, facilities, property, equipment and activities is an ongoing responsibility of all levels and components of the Police Department.

Commanding officers shall inspect, or cause to be inspected, all members under their command at the beginning of their tour of duty. Findings shall be documented in the member's performance evaluation report, and deficiencies identified shall be corrected.

Commanding officers shall conduct, or cause to be conducted, a general inspection of all components, functions, personnel, facilities, property and equipment assigned to their command. Such general inspection shall minimally be completed on a semi-annual basis, and will require the submission of a written report, through channels, documenting the results of the general inspection and making such recommendations for the betterment of the service, as deemed proper. In any instance where a deficiency was identified, but corrective action was not immediately taken, a follow-up inspection shall be ensured and a follow-up inspection report documenting corrective action taken shall be forwarded through channels.

**Attendance/ Duty:** Commanding officers shall be responsible for the punctual attendance of all personnel within their command and shall keep or cause to be kept a record of each member's and civilian employee's attendance and specific status.

**Court Attendance:** Supervisors are responsible for insuring punctual attendance in court and for the proper preparation and presentation of cases in court by the members and civilian employees of their command.

**Case Preparation:** Supervisors shall assist subordinates in the preparation of their cases so there may be no mistrial caused by neglect on the part of a member or civilian employee of the Police Department. They shall consult a suitable authority, when in doubt, as to law, procedure, or status of a case.

**Evaluation:** Supervisors shall **prepare** efficiency ratings for each of the officers of their command at such intervals and upon such forms as may be required by the Chief of Police. Supervisors shall observe the probationary patrol officers assigned to their command; and prior to the expiration of their probationary period, they shall evaluate the officer's performance and suitability to receive permanent appointment to the rank of police officer. In the officer's final probationary report, they shall include a statement as to whether or not (in their opinion) each individual officer should receive permanent appointment.

**Disciplinary Action:** Supervisors are responsible for the efficiency, discipline, and morale of all members and civilian employees of their command. They shall investigate, or cause to be investigated, all complaints by citizens and reports by members and civilian employees of the Police Department of misconduct, incompetence, neglect of duty, or any violation of the Departmental Orders, Rules and Regulations, Standard Operating Procedures, or other





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directives on the part of anyone under their command. They shall also report any incompetent member or civilian employee who may be assigned to their command. Their report shall include recommendations on the action to be taken.

**Report of Disciplinary Action:** A supervisor who initiates any disciplinary action against a subordinate has the responsibility of immediately forwarding a complete written record of the case to the Chief of Police for inclusion in the personnel file of the disciplined member or civilian employee and for entry in his/her service record.

### **General Administrative Duties of Commanding Officers:**

**Authority by Chain of Command:** During the temporary absence of a commanding officer below senior staff level, the command will be assumed by the commanding officer next in line, going downward through the chain of command, unless otherwise designated by order of the Chief of Police or a senior staff officer.

**Absence of Commanding Officer:** A unit or details commanding officer shall never be absent for any prolonged period without designating the minimum a Sergeant or Senior Officer to assume command. **Responsibilities:** Commanding officers shall be responsible for insuring the proper performance of all police duties by subordinates under their command. They shall also insure that subordinates fulfill their duties as outlined in the Departmental Rules and Regulations, SOPs Standard Operating Procedures, and any other official directive.

**Informed of Activities of Command:** Commanding officers shall keep themselves informed of all activity within their command and frequently test the knowledge of all subordinates as to the condition of their zones, beats, posts, or functions of assignments. They shall make frequent inspections to the police units and functions under their command, acquainting themselves with conditions and determining the manner in which the members and civilian employees in their command are performing their assigned duties.

**Coordinate Activities:** Commanding officers shall keep themselves advised of the operations of other divisions or units of the department and will coordinate the activities of their command with that of the other divisions, units, and details, where appropriate for the effectiveness of the department.

**Cooperation with Other Agencies:** A commanding officer shall cooperate with other University departments, and outside law enforcement agencies and encourage good public relations.

**Commanding Officers Shall Keep The Chief of Police and Senior Staff Informed Of:** Crime trends and trends of activities pertaining to his command.

- Unusual occurrences.
- Personnel problems.
- Organizational element's statistics.



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- Other matters of sufficient importance which will enable the Chief of Police to be fully informed of the general activities and functions of their command and how they impact on objectives and goals fulfillment (efficiency and effectiveness).

Commanding officers shall know all the personnel under their command and shall keep themselves informed of each subordinate's intelligence, attitudes, force of character, emotional stability, sobriety, peculiarities, formal education, training, unusual qualifications, interpersonal skills, sense of duty, experience, investigative skills, knowledge of police work, steadiness of performance, performance potential, and intentions and efforts to increase their efficiency and usefulness. These individual characteristics are not listed in order of priority, but commanding officers must attempt to know as much as possible about their personnel regarding these characteristics and any other that are job related.

**Commendation and Reprimand:** Commanding officers should commend, in the presence of their fellow officers, those officers who have performed unusually good police work. They shall evaluate the need for a reprimand for any officer who has committed a breach of discipline, violated the Rules and Regulations or failed to fulfill any other official directive. Such reprimand

shall be issued in privacy and never in the presence of his fellow officers unless an emergency dictates otherwise. When such action is taken it will be referred by the approved means, through channels, to the Chief of Police for his/her information and final decision.

**Use and Care of Departmental Property:** Commanding officers shall be responsible for accounting the departmental property issued or assigned to members and civilian employees of their command and for the proper care, use, efficiency, and serviceability thereof. Commanding officers shall be responsible for the good order and sanitary conditions of the area of the police building within their command and for the furnishings and equipment assigned thereto. They shall make frequent inspections of the equipment and building area assigned.

**Instructor:** Commanding officers may elect or be assigned the responsibility of actively participating as an instructor for both recruit and an in-service program, as expertise indicates.

**Records:** Commanding officers shall be responsible for properly preparing, transmitting, filing, using, and preserving official records, reports, forms, and correspondence originating within or forwarded to their command and for compliance with the Departmental Filing System.

**Administrative Participation:** Commanding officers shall, under the direction of the Chief of Police, assist in the administration of the Division's program for:

- Organizing and conducting a progressive program for personnel training.
- Improving working conditions for maximum efficiency and morale.
- Using personnel records and performance and evaluation ratings for individual guidance and improvement.
- Adequately recognizing outstanding personnel performance.
- Improving efficiency and cooperation in areas of command responsibility.



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- Advancing the community and public relations program for promoting public confidence and support.
- Insuring the proper and economical use of division property and equipment.
- Promoting personnel and fleet safety.
- Developing systems, functions, methods, and procedures for efficient and effective goal accomplishment and for organizational development.

**Reporting Incidents:** When a crime of great magnitude or importance or a matter of serious departmental concern is reported, a commanding officer shall immediately inform his/her immediate superior officer, by chain of command, of the facts pertaining thereto.

**Countermanding of Orders:** Whenever a superior officer, in the necessary performance of a duty, gives orders to any subordinate member or civilian employee not attached to his/her unit, the superior officer must exercise extreme care that such orders do not unnecessarily conflict with those of the commanding officer of the unit to which the member or civilian employee is assigned. Whenever orders so given are necessary or require the member or civilian employee receiving them to leave or alter his/her regular post or assignment, the superior officer who gave the orders shall, as soon as practical, inform the appropriate commanding officer of the action taken.

### **Authority to Discipline:**

**Relieving from Duty:** Whenever it is deemed necessary, for violation of the Rules and Regulations and for the preservation of order, efficiency, and discipline, commanding officers may relieve from duty, with pay, any subordinate member of the Department, pursuant to Departmental SOPs and Board of Regents. Any commanding officer so relieving a member or

civilian employee of the Department shall submit a written report to the Chief of Police before the end of his/her tour of duty setting forth the particular charges and all other pertinent details of the incident.

**Personnel Actions:** Commanding officers shall manage the personnel problems that may arise in their command. They will issue reprimands, when necessary, and recommend disciplinary action of hours or days off, where necessary, with the approval of the Chief of Police. They will recommend suspensions, demotions, or dismissals, where necessary, after taking into consideration all pertinent facts and circumstances.

**Decision of the Chief of Police:** In all cases, the final departmental action and decision for further action of suspension, demotion, or dismissal shall rest with the Chief of Police.

### **Authority of Commanding Officers to Prescribe Rules for their Respective Commands:**

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**Directing and Controlling.** The detailed method of directing and controlling specific functions of units and details will be developed by the commanding officer of the unit or detail, subject to the approval of the Chief of Police or his designee, in the form of



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**Establish Rules of Operations.** Commanding officers may establish written rules for the operating procedures of their respective units and details which are not in conflict with the Rules and Regulations or Departmental SOPs and which are approved by the Chief of Police or his designee. When approved, these unit or detail rules of procedure shall be applicable to the members and civilian employees of the particular unit or detail concerned.

**Special Orders.** Commanding officers may issue special orders in deviation from the Rules and Regulations as may be necessary in an **emergency**. Such orders shall remain in effect only temporarily for the length of time covering such emergency needs. Such duration will be reported in an inter-office memorandum, through channels, to the Chief of Police as soon as possible.

**Commanding Officer to Set Example for Subordinates.** To assure success in the performance of the basic duties of members and civilian employees, it is imperative that the commanding officer set examples for subordinates in energy, morality, sobriety, courtesy, courage, skill, discipline, and professionalism.

**The Commanding Officer Must COMMAND.** Commanding Officers must not perform the work of subordinates. They must see that subordinates under their authority are properly instructed and supervised.

**Responsibility to Know Rules and Regulations.** Policies and procedures delineated in this SOPs and Rules and Regulations apply to all personnel, as designated, and are issued for the purpose of effecting departmental standardization. Supervisors are charged with the responsibility of acquiring a thorough knowledge of the subject matter contained herein and with complying and enforcing strict compliance therewith. No set of Rules and Regulations is workable or effective unless there is complete accord on the part of the supervisory officers in complying with and enforcing them. Superior officers should frequently instruct subordinates to exercise due diligence and zeal in the enforcement of the Rules and Regulations issued therewith.

**11.4.6 Superior Officers are accountable for all activities of employees under their immediate control.**

**Responsible for Discipline.** A superior officer is responsible for the order, conduct, and discipline of his subordinates. Discipline is the orderly, professional conduct of business, the desirable behavior from which it results, and the method of controlling such behavior. The ability of the Police Department to obtain desirable results is dependent, to a great degree, on the ability of superior officers to convince their subordinates that they must obey orders, observe rules and regulations, and adhere to departmental policies and procedures.

**Responsible for Enforcement of Rules and Regulations.** Superior officers shall be responsible for the enforcement of the Rules and Regulations, for compliance with department policies and procedures, and for the maintenance of strict discipline. They shall give close attention to this duty to render it unnecessary for a complaint to be lodged



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before action is taken, whenever possible. They will take suitable action on the discovery of any failure, error, violation, misconduct, or neglect of duty by a subordinate; and they shall act as promptly as circumstances will allow.

**Misconduct of Member or Civilian Employee Not of His Command.** A superior officer who observes or is informed of neglect of duty or misconduct by a member or civilian employee not assigned to his/her command shall immediately take whatever action is necessary and bring the incident to the attention of the member's or civilian employee's superior officer who shall immediately investigate the matter to determine the facts and make a written report of his/her finding to his/her commanding officer to be forwarded through channels, to the Unit Commanding Officer.

**Reporting Misconduct.** A superior officer shall make an impartial and objective written report to his/her commanding officer in every case of misconduct, incompetence, neglect of duty, or violation of the Rules and Regulations on the part of a subordinate or when a citizen complaint is lodged against a subordinate; failure to do so shall be deemed neglect of duty. The superior officer shall include in his/her report a recommendation of disciplinary action to be taken.

**DEFINITIONS:** Definitions of words, titles, and terms used in this Order of Rules and Regulations.

**Headquarters.** The police building that houses the staff offices of the various units and functions that are responsible for policing the Albany State University.

**Unit.** An organizational element of size and Commanding Officer rank or title, as determined by the Chief of Police.

**Detail.** Is a sub-detail of a unit of an organizational element of size and Supervisor Officer Rank or title, as determined by the Chief of Police.

**Shift.** The period of day during which the personnel of a particular organizational element are on duty. The precise hours of work for each shift are established by Chief of Police.

**Post.** Is a fixed position or location to which an officer is assigned for duty, general or specific.

**Beat or Zone.** An area of specific boundaries assigned for patrol purposes to members during their tour of duty.

### **Command Terms:**

**Order.** Is an instruction, either written or oral, given by a ranking officer to a subordinate.

**Departmental SOPs.** A permanent written instruction issued by the Chief of Police affecting or of concern to the entire Police Department; the policies and procedures to perform the major functions of the organization.



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**Special Orders.** Written instructions issued by the Chief of Police or Assistant Chief of Police relating to some specific circumstance or situation that ordinarily does not affect the entire department.

**Official Bulletins.** Publications to disseminate information or instructions which do not warrant a formal order.

**Chain of Command.** The unbroken line of authority from the Chief of Police down through a single subordinate at each level of command to the level of execution. All orders of execution and reports on such execution of orders shall move downward and upward through the chain of command with mutual consideration by all officers concerned. This chain of command shall be preserved in order to maintain principles of good administration. The Chief of Police "Open door policy" is NOT inclusive of the chain of command. The Chief of Police determines the chain of command from the top of the organization to the bottom.

**Through Official Channels.** The transfer of information through "levels of rank" in the chain of command, upward and downward, as the case may be.

**Members of the Department.** Officers who take an oath of office to fulfill police duties in the service of the Police Department.

**Civilian Employee.** A civilian employed by the Police Department to fulfill non-police duties that do not require an oath of office.

**Police Officer.** A member of the Police Department who has police powers. The term is applied without regard to sex or assignment and when used shall mean the sworn member of the Police Department.

**Superior Officer.** Members and civilian employees who have authority to administer supervisory responsibilities, either temporary or permanent, over officers of lower rank or grade.

**Security Officer:** A trained uniformed civilian operating in the capacity of providing security for the University and has no arrest powers.

**Work in Harmony.** All members and civilian employees should strive to work in harmony and in spirit of cooperation, rather than by authority.

**Commanding Officer.** A Lieutenant or other officer of higher rank designated by the Chief of Police to supervise and command a particular organizational element (division, unit, or detail) or assignment of the department. He/She is the officer who is actually in charge of the unit. In the absence of the unit commanding officer, the next ranking officer in the chain of command, who is present, will assume command to act in the unit commander's capacity, unless otherwise designated by the Chief of Police or unit commanding officer.



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**Seniority.** A status of numerical rank by virtue of the official rank, first, and length of continuous service time in official rank, second.

**Acting.** Serving temporarily in a position to which the member or civilian employee is assigned by competent authority, usually a position of higher rank. All the authority, responsibilities, and duties of the higher rank are delegated to the acting member or civilian employee.

**Command Protocol:** A Uniform Patrol Officer who initiates or who is assigned a call for service is responsible for the proper handling of the assignment. Should it become necessary that the Investigative Officer is also required to respond, upon his/her arrival, the investigator shall assume command responsibility.

**Accountability for Use of Delegated Authority:** Members and civilian employees assigned by competent authority at every position and level shall be held accountable for the appropriate use of delegated authority, which is necessary to make decisions for the effective execution of assigned responsibilities.

### **GENERAL RULES OF CONDUCT:**

#### **Overview:**

**Purpose.** In order to carry out the duties that are imposed on a group assigned to the enforcement of law and order, it is necessary to promulgate the rules and regulations which will assist in the carrying out of these duties in a uniform and orderly manner, with the least amount of confusion to ensure organizational effectiveness.

**Members and Civilian Employees to Know Rules and Regulations.** It shall be the duty of all members and civilian employees of the Police Department to thoroughly familiarize themselves with such provisions of the Rules and Regulations that deal specifically and generally with the duties of their rank, grade, or position. This should occur within **ten days** from the date of issuance. Within **thirty days** of issuance, every member and every civilian employee shall familiarize himself or herself with all the provisions of the Rules and Regulations. Failure on the part of any member or civilian employee to acquaint himself/herself with the provisions of the Rules and Regulations, as hereby directed, shall be considered negligence of duty and subject to disciplinary action.

#### **Accidents - Personnel and Departmental Vehicles:**

**Accident Reports Required.** Members and civilian employees shall promptly notify their commanding officer of any injury or accident with any departmental vehicle or equipment operated by them or in their possession. The supervisor will investigate, or cause to be investigated, all personnel, vehicle, and equipment accidents and will write, or have written, the necessary injury and accident reports concerning such accident, promptly and in detail, by the end of the member's or civilian employee's tour of duty. It will be the responsibility of



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the commanding officer to notify the office of Facilities Management Transportation Manager of any such accidents or injuries. ASU is self-insured.

**Commanding Officer to Investigate.** The commanding officer on duty or a superior assigned by him shall investigate the cause of the accident. If negligence or violation of a law or of the Rules and Regulations is evident on the part of the member or civilian employee, a report of the same shall be promptly prepared and appropriate action will be initiated.

**Statement of Responsibility.** Members and civilian employees who become involved in an accident while on duty (operating a departmental vehicle or otherwise) shall not make statements as to responsibility and shall not advise other parties involved that the University will pay for the damages resulting from the accident, even though they may be at fault. The distinction that should be noted here is that there is a specific difference between violation of an ordinance and civil liability.

### **Address, Telephone Number:**

**Correct Address, Telephone Number.** Members and civilian employees shall keep the office of the Chief of Police notified of their correct address of residence and telephone number and shall report any change within 24 hours after making such change.

**Telephone numbers shall be kept confidential. If there is no telephone available at their residence, the telephone number of a contact person who can be called in an emergency to notify the member or civilian employee must be on file in the office of the Chief of Police.**

**Police Department Not to be Used as Mailing Address.** No member or civilian employee of the Department shall give, as his personal address, the address of the Police Department, without the Chief of Police. Private correspondence shall be addressed to an address other than the Police Department.

### **Alcohol, Intoxicating Beverages, and Other Substances:**

**Use on Duty.** An on-duty member or civilian employee shall not drink intoxicating liquor or alcoholic beverages of any kind, except in the actual performance of an assigned duty requiring its use. A member or civilian employee who reports for duty or is on duty while under the influence of liquor or drugs, to any degree; or who is unfit for duty because of excessive use; or who has the odor of an alcoholic beverage on his/her breath, when reporting for duty or while on duty, shall be deemed in violation of the Rules and Regulations.

**Liability.** Members who use their weapons, and members and civilian employees who use University vehicles while physically or mentally impaired shall be administratively, criminally, and civilly liable for their actions.

**In Police Buildings.** No intoxicating liquor, illegal narcotic, or controlled substance, without an appropriate prescription, shall be brought or kept in the police building. Except those





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items which must be brought in the performance of one's official duty.

**Frequenting Places Where Intoxicating Liquor Is Furnished.** Members and civilian employees on duty shall not enter or frequent any place where intoxicating liquor is sold or furnished except in the performance of an official police duty or when on an authorized mealtime in a licensed food establishment, where liquor sales are not the primary business interest

### **Arrests:**

**Risk Involved.** Members shall distinguish between foolhardiness and courage in making arrests and investigating suspicious persons. While a certain degree of risk is involved in all police

service, officers should not unnecessarily jeopardize their lives or the lives of others.

**Unnecessary Force.** Members shall not use unnecessary force or violence in making an arrest or in dealing with a prisoner or any person. Members shall not strike or use any form of physical force on a prisoner or other person, except when necessary to prevent an escape, in self-defense,

to overcome actual physical resistance, or to prevent violence to another person. However, officers must be firm, resolute, and energetic to exercise the necessary means to properly perform their duty.

**Degree of Force to be Used in Making an Arrest.** In making an arrest, officers must be careful not to submit a prisoner to more severity or indignity than is necessary to affect the arrest and bring the prisoner safely to the police building for processing. State statutes require officers to perform their duty in all hazards but to be as considerate as circumstances will permit. Officers must remember that they are responsible for their prisoners and are required to do what is necessary to secure a prisoner. Officers must use good discretion; and if they fulfill their duty in a consistent, careful, and prudent manner, they will be justified. While officers are required to be as gentle and considerate in making an arrest as circumstances will permit, they must also remember that they are representatives of the law to whose lawful demands all must submit.

Officers are charged with the duty and armed with the power to compel such submission.

**Report to be Made on Any Force Used.** Whenever it is necessary to use any unusual physical force or other means, the member shall report this, as soon as possible, to a supervisor and submit a written report to the Chief of Police, through channels, relating all circumstances together with the arrest report on the case. Should the member have to use physical force other than the mere handcuffing and guidance of a pursuer, or other means to overcome actual physical resistance, the member will, on approval of a commanding officer, also charge the subject with the appropriate charges.

**Persons to be Searched.** In the arrest, transportation, and detention of prisoners, members shall take precaution to prevent an escape, injury to themselves or others, or damage to



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property.

When making an arrest, they shall search the prisoner carefully and shall immediately take possession of all weapons and evidence. If for any reason, a prisoner cannot be thoroughly searched before being turned over to a receiving officer, the arresting officer shall, without fail, inform the officer (Dougherty County Jail) receiving the prisoner.

**To be Booked Without Delay.** An officer making an arrest shall transport the prisoner, or cause him to be transported, to the appropriate prison processing facility to be booked without delay. He/she shall not, at any time, accompany him to his home or room or elsewhere, except with the consent of a superior officer.

All prisoners will always be taken directly to their point of detention. Drivers may stop to pick up other prisoners; but they will not respond to calls while they have prisoners in their vehicles, unless such response is deemed essential to prevent severe bodily harm, and then only with supervisory approval. Under normal circumstances a prisoner will not be kept in a transporting vehicle for over one (1) hour. All prisoners will be taken to their point of detention as expeditiously as possible.

**Search Scene of Arrest.** After a prisoner has been arrested, the arresting officer shall search the scene of the arrest for weapons or evidence that may have been concealed, dropped, or thrown away by the prisoner. The search will be consistent with current applicable law and departmental directives.

**Search of Transporting Vehicle.** The driver of the vehicle used to transport the prisoner to headquarters shall search the transporting vehicle "immediately after such delivery" for weapons and evidence.

**Inform Arrestees of Cause of Arrest.** At the time of arrest, if practical, and without jeopardizing the arrest, the person arrested has a right to know and shall be informed of the true reason for his/her arrest. The officer's authority shall be announced if he/she is in civilian clothes or if his/her authority is not readily visible to the arrestee. All arrestees shall be read the Miranda Warning prior to investigative questioning.

**Dismiss or Nolle-Pros Charges Without Authority.** Officers shall not dismiss or request a Nolle-Pros of the charges against an arrested person unless there is a sufficiently good reason, and then only with the knowledge and consent of a commanding officer in the unit responsible for the arrest. Consultation with the prosecuting attorney in such cases is often necessary and required in order to request a Nolle-Pros of charges before the court. All requests for dismissal of charges will be approved by the Chief of Police.

**Off-Duty Arrests.** Officers of the department are responsible, at all times, for the enforcement of felony criminal statutes of the State of Georgia and the Rules and Regulations of the University; and they shall be ready to respond promptly to any call that this responsibility entails and to perform faithfully, any task it may demand, whether they are on or off duty. This does not mean that members must take police action in any and all neighborhood quarrels, domestic troubles, other misdemeanor violations, or at any other time when they may be called upon (off duty).

There is a definite dividing line between the situation that they can handle and the situation



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that they must handle. An off-duty member shall make an arrest if (1) a felony crime is committed in his/her presence; (2) there is a real threat of death or substantial injury to a police officer or citizen; or (3) if there is a real threat of significant property damage, consistent with a felony offense.

### **Handling of Female Prisoners.**

**Search Of:** Women and juvenile girls who are under arrest or who are to be held in the custody or under the care of the department should not be searched by male police officers unless female police officers, female security officers, or other suitable women civilian employees are not available at the time and place and an immediate search appears to be necessary under one of the following conditions:

- When there is good reason to believe that the person has, in her possession a weapon, poison, drug, or other like means of causing death or substantial injury to the arresting officer, to herself, or to another.
- When there is good reason to believe that stolen property or evidence is hidden about the prisoner and there is reason to believe that it may be thrown away or destroyed.

**Search Procedure in Emergencies:** Searches in such emergencies should be made with all possible regard for decency with the direction and under the supervision of an officer of rank, should one be present, and/or with a witness other than the searching officer, if obtainable. After such a search has been made, the facts relating to it should be reported in writing by the member to his/her commanding officer.

**Search for Weapons:** It is the duty of the police officer to take possession of items such as hat pins or other articles worn outside the clothing or carried in the hands (handbags, purses, umbrellas, etc.) and capable of being used as weapons and to search bags, bundles, and other removable property.

**Transportation:** Female prisoners should not be transported in the same vehicle with male prisoners, unless arrested at the same time or for offenses constituting the same act or complicity in the same offense.

### **Arrests. Juvenile:**

**Transportation.** A juvenile should not be transported in a vehicle which is occupied at the same time by an adult prisoner or prisoners, except in emergencies or when arrested in the company of an older person for complicity in the same offense or act. In that case, a police officer should accompany them within the vehicle.

**Arrest for Intoxication.** When a minor is arrested for intoxication, the officer should endeavor, by all proper means, to ascertain the place or places at which the minor obtained the liquor and to forward such information to the Special Investigations Officer.

### **Attorneys:**



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**Recommending.** Members and civilian employees of the Department shall not recommend or suggest the employment or hiring of any person as an attorney or counsel, directly or indirectly, to any person arrested, to any prisoner, or to any other person.

### **Badge-Official Identification:**

**Members to Carry at All Times.** Members of the Department, on duty or off duty, shall carry on their person, their designated badge and official identification card, at all times, whenever practical. A member has no right to expect obedience or respect for his/her authority until he has properly identified himself as a Police Officer by showing his badge and official identification card.

**Uniformed Officers.** Uniform members on duty shall wear, centered over the left breast on the outside of the outermost part of their uniforms, and always in plain view, the officially issued badge of their respective ranks.

**Plainclothes Assignments.** Members in plain clothes shall always carry their official badge and I.D. card while on or off duty and shall promptly identify themselves when the occasion arises.

**Unauthorized Use.** A member shall not, at any time, use or attempt to use his official position, badge, or official I.D. card for personal or financial gain. A member shall not permit any other person or member to use his badge or I.D. card.

**To Give Badge Number and Name on Request.** Members and civilian employees shall give their names and ranks or positions in a respectful manner to any person who may request them and shall be prompt in identifying themselves when the occasion arises.

### **Bail Bondsmen:**

**Recommending.** Members and civilian employees of the department shall not recommend or suggest the name of any bail bondsmen, directly or indirectly, to any person.

**Members and Civilian Employees Not To Go on Bond of Prisoner.** Members and civilian employees of the department shall not become surety or guarantor or go on the bond of or furnish bail for any person arrested for a crime except upon authorization of his commanding officer. If such permission is authorized, a memorandum of facts will be forwarded through official channels to the office of the Chief of Police.

### **Bearing:**

**Military Bearing.** Every member of the department shall maintain a military bearing and an alert and attentive attitude and appearance. The member shall avoid a slouchy attitude of mind and body. He/she shall not sleep on duty and shall, at all times, be attentive to his/her duties.



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**On Duty.** Members on duty, in uniform or civilian clothes, shall not lean against any object (fireplug, building, automobile, etc.). They shall not carry or read a newspaper, magazine, book, or any article not necessary in the performance of their assignment, while upon a public street or other place.

**Personal Appearance.** Members and civilian employees of the department, while on active duty, must be, at all times, neat and clean of body and person. Civilian clothes shall be clean and neatly pressed; hair, neatly cut, clean-shaven; and uniform clothing, in conformity with the uniform of the day, Rules and Regulations, and Departmental SOPs. Members and civilian employees shall, as often as necessary, examine and clean their equipment and always keep it in good, serviceable condition.

### **Civil Cases. Processes:**

**Serving Civil Processes.** Members or civilian employees of the department shall not serve civil processes, neither shall they render assistance to either party in civil actions or disputes, unless under subpoena or as provided by written orders.

**Necessary Police Action.** Members shall, however, prevent breaches of the peace and quell disturbances growing out of such matters. They shall advise concerned parties why police action may not be possible; and, if necessary, take persons breaking the peace into custody. Foremost in mind will be good public relations and keeping of the public peace.

**Testifying In.** Members or civilian employees shall not testify in civil cases, without approval of the Chief of Police or as provided in directives, unless legally summoned to do so.

**Claims for Damages.** Members and civilian employees shall not file claim for damages or make any legal compromise with any person in connection with their University employment or official duties without notifying the Chief of Police.

**Arrests or Court Action against Members and Civilian Employees.** A member or civilian employee shall **immediately** report in writing to the Chief of Police all information concerning any arrest or court action instituted against him/her in any criminal case or civil action. Failure of any employee to notify the Chief of Police as noted above shall subject that employee to administrative action up to and including dismissal from the ASU Police Department.



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### **Conduct Department:**

**Responsibility of Members.** Members of the department, at all times within the boundaries of Albany State University, shall observe the laws; preserve the public peace; prevent crimes; detect and arrest violators of the law; protect life and property; enforce all criminal laws of the Federal Government, the State of Georgia, rules and regulations of the University System of Georgia, of which the Police Department takes cognizance; and render services to the University and citizens of the University campus with zeal, courage, discretion, fidelity, and loyalty.

**Effort and Manner of Members and Civilian Employees.** Members and civilian employees shall direct and coordinate their efforts in carrying out the functions of the department in such a manner as will tend to establish and maintain the highest standard of efficiency and effectiveness.

**Courtesy.** Courtesy toward the public and each other is demanded of all members and civilian employees of the department. Members and civilian employees (in their conduct and department) shall always be quiet, civil, orderly, and courteous. Even in the face of great provocation, they shall be diplomatic in the performance of their duties; and they shall serve the University in the discharge of their duties by controlling their tempers and exercising the utmost patience and discretion. When required, they must act with firmness and with sufficient energy to properly perform their duties. They shall, at all times, refrain from using coarse, violent, profane, or insolent language. An attitude of officiousness gains nothing, except the ill will of those with whom the officer comes in contact with.

**Elements of Courtesy.** Courtesy consists of a quiet, unassuming behavior based on a sincere consideration of the feelings of others. Members and civilian employees shall listen to and answer carefully and courteously all inquiries and give information in the spirit of cheerful willingness with a sincere desire to be helpful. A lack of interest in what is being said to you is a breach of courtesy. Courtesy to citizens and between members and civilian employees of the department is indispensable to discipline.

**Public Contacts.** Members and civilian employees are required to be courteous in their contact with the public. Attitudes of effrontery, egotism, and superiority by officers in such contact will not be tolerated.

**Tact and Consideration.** Members and civilian employees should remember that tact and consideration will be of great value in any work that is to be done, and they should cultivate the ability to meet and deal with people easily.

**Unkind Remarks.** Members and civilian employees shall refrain from sharp retorts when carrying on any conversation. They should never make remarks about the infirmities of others or voice prejudices concerning race, ethnicity, religion, sex, or politics.

**Conduct Unbecoming an Officer or Employee.** No member or civilian employee of the department shall conduct him/herself in a disorderly manner at any time, "on" or "off" duty, or so conduct him/herself in a manner unbecoming the conduct of a member or civilian employee of the ASU Police Department.



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**Gossip.** A member or civilian employee shall not divulge or tolerate gossip detrimental to any person or other member or civilian employee of the department but shall report to his/her immediate superior officer (whom it is his duty to inform), any rumors concerning actions, allegations, neglect, or disobedience of orders by his/her fellow officers, which may affect the reputation and integrity of the department.

**Courtesy toward Others.** Members and civilian employees shall treat their superior officers with respect. Their demeanor toward their associates in the department shall be courteous and considerate. They shall guard themselves against envy, jealousy, or other unfriendly feelings and refrain from all communications to their discredit. Courtesy among members and civilian employees of the department is indispensable, if discipline and harmony are expected.

**Dealing with Juveniles.** A member or civilian employee shall, when dealing with juveniles, conduct himself in a manner that is an exemplar of professional conduct and will encourage their respect. Juveniles respect firm, considerate handling.

**Obeying and Executing Orders of Superiors.** Every member and civilian employee of the Police Department is required to strictly obey and to promptly and cheerfully execute the orders of superior officers. They shall properly conduct themselves in the discharge of their duties and in their relations with the public, members and civilian employees of the department, and official agencies in order to bring about the most effective performance of their duties as required by the Police Department.

**Reading on Duty.** Members and civilian employees shall not read a newspaper, magazine, or other printed matter while on duty or members in uniform upon a public street or other public place or in view of the public, except as required in the line of duty.

**Practical Jokes.** Members shall not, while "on duty" or "off duty" in the capacity of a police officer, participate in any practical joke, skit, or activity pertaining directly or indirectly to police duties, police functions, or police activities that would show disrespect for the police uniform or the department in any manner, e.g., fake arrests, etc.

**Telephone Courtesy.** When members and civilian employees of the department are called to or answer the telephone, they shall promptly respond by giving their rank, surname, and the division, section, or position to which they are assigned. If the person calling is a member or civilian employee of the department, he/she shall promptly identify himself in the same manner.

**Courtesy to Flag.** Members in uniform, unless engaged in police duties requiring their direct attention, will face the approaching flag (colors) and render a sharp military salute. Members in civilian clothes will stand at attention, holding right hand over left breast. The salute will be made and held when the colors approach within six paces and until they have passed six paces beyond. Only the colors at the head of a parade will be saluted.

**Courtesy to National Anthem.** When the national anthem is played outdoors, members in uniform will stand, face the colors and/or music, and render a sharp military salute until the anthem is completed. Members in civilian clothes will face the colors and/or music, come to attention, and place hand or hat over left breast. If the anthem is played indoors, members



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will remove the headgear with the right hand and place the hand (holding the headgear) over the left breast.

**Neighborhood and Personal Disputes.** Members shall not engage in or become involved in controversies or attempt to exact police authority or make arrests in controversies arising between their relatives and/or neighbors; nor shall they make any arrest in their own quarrels, including those between themselves, their relatives, and/or neighbors, except under such circumstances which would justify them in using self-defense, to prevent injury to another, or when a serious offense has been committed. Such circumstances shall be called to the attention of a commanding officer who shall resolve the case personally or have disinterested officers investigate and take the required action.

**Entering a House of Ill Repute.** A member or civilian employee shall not knowingly enter any house of ill repute, including a gambling or gaming house, or a known "crack" house, except in the performance of his/her official duty, and if required to enter such a place, he/she shall report the act to his/her commanding officer, as soon as possible.

**Associating with Undesirable Persons.** Unless within the scope of official police duties, members of the department are prohibited from associating in any manner whatsoever with known offenders, known criminals, prostitutes or persons of ill repute.

**Purchasing Lottery Tickets On-Duty.** The purchase of lottery tickets by any member or civilian employee, while on-duty, is prohibited.

### **Cooperation:**

**Intradepartmental.** Cooperation is required of members and civilian employees at all times. Coolness and firmness are required of every member at all times, especially in times of extreme peril. They must act together and protect each other in the restoration of order.

**Interdepartmental.** Members and civilian employees shall cooperate with all agencies engaged in the administration of criminal justice and other public agencies and University departments, and they shall give (to each) all the aid and information that they are entitled to receive. Members and civilian employees answering a call wherein another University department should be notified through official channels, have the appropriate agency notified of the essential details of the complaint.

### **Court Attendance - Preparation:**

**Preparation** Every member and civilian employee of the department shall be diligent in the preparation of cases for trial by proper execution of the affidavit, analysis of the facts, preservation of evidence, subpoena of witnesses, and thorough review of proposed testimony.

**Attendance.** All members and civilian employees concerned in cases before the court are to be punctual in attendance and shall wear their uniform or civilian clothes in compliance with Departmental SOPs.

**Attitude - Respect.** Members and civilian employees shall, at all times, be attentive and respectful toward the court and/or judges or magistrates. When giving testimony, they shall speak calmly and explicitly in a clear, distinct, and audible tone to be easily heard by the court





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and/or jury; and they shall not smoke, or chew gum or tobacco in the presence of the court.

**Testifying.** They shall testify with strict and truthful accuracy, confine themselves to the case before the court, and neither suppress nor overstate the slightest circumstance with a view of favoring or discrediting any person. When cross-examined, they shall answer with the same readiness and civility as when testifying in support of the charge. The ends of justice shall be served by showing a desire to simply tell the whole truth, whether it be for or against the defendant.

**Rules for Testifying.** The following rules should be followed while testifying before the court

- Be punctual in attendance.
- Tell the truth.
- Tell your story in your own way and in plain language.
- Speak clearly so that you can be heard.
- If you make a mistake, correct it. Do not try to stick to some slight error.
- Do not hurry in giving your testimony.
- Obey all judicial rules and procedures of the court.

All officers should know that the prisoner has certain rights guaranteed to him by the United States and Georgia Constitutions. The following are some of those rights:

1. Prisoners shall not be arrested or detained except for the commission of an act or an omission forbidden by law and only upon possible cause.
2. Prisoners shall not be subject to more restraint than is necessary to hold or confine them.
3. Prisoners are entitled to be arraigned immediately, if court is in session, or as soon as possible without unnecessary delay.
4. Prisoners are entitled to have and to communicate with counsel.
5. Prisoners may request a continuance of the trial or examination or waive them.
6. Prisoners may call witnesses in their behalf.
7. Prisoners are entitled to a public and speedy trial.
8. Prisoners are entitled to be confronted by their accusers and all witnesses against them.
9. The complaint must be read to them unless they waive it.
10. Prisoners shall be advised as to their right to remain silent and their other rights.
11. Prisoners shall be advised as to the fact that their statements can be used against them in a court of law.
12. Prisoners may examine the state witnesses either themselves or by counsel.
13. Prisoners shall not be put in jeopardy twice for the same offense.
14. Prisoners are presumed to be innocent until pronounced guilty.
15. Prisoners cannot be compelled to testify against themselves.
16. Failure to testify themselves shall not be held against them.



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**Compromise.** Members of the department shall not take part or be concerned with, directly or indirectly, making or negotiating any compromise or arrangement for any criminal or any person with a view of permitting such criminal or other person to escape the penalty of the law; nor shall they seek to obtain a continuance of any trial out of friendship for the defendant, or otherwise interfere with the courts of justice. This shall not be construed as preventing a member from cooperating with the prosecuting attorney in the altering of any charge or in other action in the furtherance of justice in any case he may be concerned as the arresting or investigating officer.

### **Disciplinary Action and Relieved of Duty:**

**Authority.** Authority in the Police Department shall be exercised with firmness, fairness, and justice.

**Responsibility of Members and Civilian Employees.** Members and civilian employees shall assume responsibility for their own acts. In no instance shall they attempt to shift the burden of their responsibility for executing or neglecting to execute a lawful order, regulation, or police duty.

**Relieved of Duty:** A ranking officer will relieve of duty, with pay, both Sworn and Civilian employees. Employees will be relieved of duty pending disposition of a criminal and/or administrative investigation.

Any employee indicted or arrested will be immediately relieved of duty.

Any employee who for cause or random testing, has a positive test result for illegal drug usage, will be immediately relieved of duty.

Any employee determined by a psychologist to be unfit for duty will be relieved of duty immediately upon receipt of medical notification.

Any employee whose actions that the Chief of Police has determined to have significantly discredited the ASU Police Department. In all cases, the relieved employee will be ordered to report to Internal Affairs by the relieving officer as soon as is feasible to initiate the transfer to that Unit. The relieved member will adhere to the rules (that remain intact) set forth for relieved of duty personnel. The Internal Affairs Unit will remain the relieving/returning entity and all related documents will be forwarded to that Unit. The relieved member must remain at home between the

hours of 0800 to 1700, Monday through Friday. In addition, the relieved member must also report by telephone to the Internal Affairs Unit or the Chief of Police at 1000 and 1400 hours during the aforementioned duty hours. The relieved member will also be subject to random home checks to ensure compliance with rules and regulations as set forth by the department.

**Relieved/Reassigned:** Certain circumstances arise when the needs of the department and the skills of the individual relieved of duty merit consideration for modification of the Relieved of Duty policy. In those instances, the employee relieved of duty shall be transferred to an Administrative Assignment where the special skills possessed by the individual can be used. Unlike personnel administratively reassigned, these individuals will not be allowed to carry a gun, police badge, or retain arrest powers. They will not be issued any equipment that would



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imply or give the impression that their law enforcement powers have been reinstated. The Chief of Police is solely empowered to modify the Relieved of Duty status of members.

### **Administrative Reassignment**

Any member involved in a questionable incident which negatively impacts on their employment as a member of the ASU Police Department will be administratively reassigned within their Unit until a conclusion is rendered in the case under investigation.

The decision to administratively reassign shall be made in the affected member's chain of command and the Unit Commander will be responsible for completing and forwarding related document to the Internal Affairs Section. Any changes on duty status of the affected member shall be communicated to the Internal Affairs Unit via memorandum.

Any member administratively reassigned may be permitted to retain their firearm, badge and identification, arrest powers, and use of police radio, as determined by the Chief of Police.

Members, however, are prohibited from wearing their uniform, from working off-duty jobs, and from driving marked University vehicles. Members will be permitted to work regular overtime approved by the Unit Commander, whereas the overtime is a non-operational/administrative function.

**Filing of Charges.** Formal disciplinary charges may be preferred, with the approval of the Chief of Police, against any member or civilian employee of the Department for the violation of Rules and Regulations, Departmental SOPs, or for any conduct or negligence to prejudice, good order, efficiency, or discipline. Officers of the rank of sergeant or above are authorized to prefer formal disciplinary charges, as provided.

**Duty While Under Suspension.** A suspended member or civilian employee shall not be restored to duty until after the investigation and hearing of the charges for which he was suspended, except by direction of the Chief of Police or his designee.

**Wearing Uniform While Under Suspension.** During the period of suspension, a member shall not wear any part of the official uniform; act or represent himself as a police officer or a civilian employee, in any manner; or a member perform any off-duty police work.

**Misdirected Action of Members and Civilian Employees When Charged.** Any member or civilian employee, against whom a complaint or charge has been made, who shall attempt (directly or indirectly) by threat, appeal, persuasion, payment of moneys, or other consideration, to secure the abandonment of the complaint or charges or who, at a time before final disposition of the same, shall cause any person to intercede personally (by letter or by other means) in his behalf with the Chief of Police, shall be made the subject of additional charges.

**Disciplinary Action - General Offenses:** A member or civilian employee of the department found guilty of violating a rule, regulation, provision of a general or special order, or any of the offenses below, or upon conviction in a court having criminal jurisdiction, shall be subject to reprimand, suspension, dismissal, or suffer other disciplinary action as the Chief of Police may



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impose.

**Cowardice.** Whoever shrinks from their responsibilities or sworn duty in the face of danger or threat will be deemed guilty of cowardice.

**Disobedience** of Standard Operating Procedures, Rules and Regulations, or any other official directive.

**Being under the influence** of intoxicating beverages, drugs, or controlled substances not prescribed by a doctor, while on duty.

**Drinking intoxicating liquor while on-duty**, except when assigned, or the habitual use of intoxicating beverages, drugs or narcotics, or controlled substances.

**Maltreatment of a prisoner** or any other person.

**Conduct unbecoming a police officer** that shall include any act or conduct not specifically mentioned in these Rules and Regulations that tends to bring the Department into disrepute or reflects discredit upon the individual member as a Police Officer.

**Insubordination** or disrespect toward a superior officer.

**Neglect** or inattention to duty.

**General incompetence.**

**Sleeping** while on duty.

**Laziness** or idleness.

**Being absent** from duty without permission.

**Leaving post** without permission.

**Using course, profane, insolent, or discourteous language** to superiors, fellow members or civilian employees of the department, or to any citizen.

**Not properly patrolling** or guarding a post. Officers absent from their designated zones or areas of responsibility or assignment, without proper supervisory authority, will be in violation of this rule.

**Making a false statement**, report, communication, or entry into any official police record or other official or required report or record.

**Neglecting to appear clean and tidy in person and dress** or failure to wear the proper uniform on duty in the prescribed manner.

**Accepting bribes**, money or other valuables, while acting in the capacity of a police officer, either on or off duty.



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**Accepting any fees**, rewards, or gifts of any kind from any person for services rendered or pretended to be rendered as a member or civilian employee of the Police Department, without the consent of the Chief of Police.

**Gossiping** about a member or civilian employee of the department, concerning his personal character and conduct, which is detrimental to the member or civilian, is prohibited.

**Publicly criticizing orders given by the Chief of Police**, a superior officer, or a university official.

**Communicating or giving police information to any person concerning the business of the Department**, which is detrimental to the department, without prior approval or authorization by a commanding officer.

**Communicating or giving police information which may aid a person to escape arrest**, delays the apprehension of the criminal, or secures the removal of stolen or embezzled goods or other property or money.

**Refusing to give name**, badge number, or to display identification card in a courteous manner when requested.

**Neglecting** to properly record on the prisoner property receipt of any person arrested the exact amount of all personal and real property taken from a prisoner at the time of arrest and/or booking.

**Neglecting** to turn over to the proper authority without unnecessary delay, all property, including money, that is found or seized as evidence or taken from a person arrested.

**Unjustified or careless use** of a firearm.

**Neglecting to report any member** or civilian employee of the department known to be guilty of a violation of any rule, regulation, order, or any other directive issued for the guidance of the department, where such violation would bring discredit to the member, the civilian employee and/or the department.

**Immorality**. Committing immoral acts, such as, lying, cheating, stealing, etc., is prohibited.

**Neglect or refusal to comply** with oral or written orders.

**Failure to take appropriate action** to correct and respond to any contagious disease that may impact upon the public or fellow employees.

**Association with undesirable**, immoral, or questionable characters, except in the line of duty.

**Aiding persons to escape arrest** or to escape after arrest.



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**Participating in the distribution**, collection, or solicitation of any kind of items, pamphlets, moneys, literature, etc., while in uniform (on duty or off-duty) unless authorized by the Chief of Police.

**Any other act or omission contrary to good order** and discipline which constitutes a violation of any of the Rules and Regulations, procedures, and other directives of the department.

**Oath of Office.** Members of the department, upon appointment and before being assigned to any duties in the department, shall take and subscribe to an oath or affirmation of office administered by the Chief of Police or another authorized person.

**Duty Responsibilities.** Notwithstanding the assignment of specific duties and responsibilities to members and civilian employees of the department, members and civilian employees shall perform all other duties which may be required of them by competent authority. In carrying out the functions of the department, members and civilian employees shall direct and coordinate their efforts in a manner that will establish and maintain the highest standard of efficiency.

**Reporting for Duty.** Members and civilian employees shall report for duty or line-up roll call, briefing, and inspection at the time and place specified by their commanding officer; and they will be physically fit, neatly and properly groomed, and correctly attired (in the uniform of the day), and equipped so that they may assume their duties immediately following the briefing and inspection.

**Failure to Report - Improper Conduct.** A member or civilian employee shall be made the subject of disciplinary action when they are unable to report for duty due to illegal or improper conduct, or excessive use of alcohol or substance.

**Absence without Leave.** Absence from duty by any member or civilian employee of the department without leave or authorized permission shall be grounds for forfeiture of pay for the time absent and charges of other action may be brought against the member or civilian employee, as directed by the Chief of Police.

**Tardiness.** Failure of a member or civilian employee to report for duty at the designated time and place will be cause for disciplinary action, consistent with existing labor contracts. Additionally, it is the responsibility of the individual to notify his/her office at least 15 minutes prior to his/her assigned reporting time stating the reason for the delay and the approximate time of arrival.

**Available For Duty Service.** A member shall keep himself/herself available for duty, during those times and at those places, where his presence will have the greatest impact on current traffic and crime conditions. A thorough knowledge of the duties of his/her assignment is a prime pre-requisite for all members. Members assigned to a specific detail or post will remain on duty until relieved by proper order or authority.

**Hours of Duty.** Members of the department shall have, as scheduled, regular hours assigned to them for active duty each day; and, when not employed, they shall be considered "OFF



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DUTY." They shall, however, always be subject to being called to duty, as needed; they shall be subject to orders from competent authority and emergency calls from citizens. The fact that they may be technically OFF DUTY shall not relieve them from the responsibility of taking the required police action on any serious police matter coming to their attention at any time.

**Off Duty - Subject to Service Call.** Although certain hours are designated in the assignment "ON DUTY" for police officers in the performance of their police duties, a member may be called to duty at any time and shall carry his badge and official I.D. card at all times, when practical. It is not mandatory that a member carry a weapon while off duty; however, being unarmed will not relieve him/her from the responsibility of taking the necessary police action. Members are subject to being called to duty by order of their superior officers, at any time. Members failing to respond, when called or notified for extra or special duty, shall be subject to disciplinary action, as directed by the Chief of Police.

**Days Off.** Members of the department are entitled to approved days off, as scheduled by their respective commanding officer and approved by the Chief of Police.

**Respond to Calls.** Members of the department shall, at all times, respond promptly and safely to radio calls directed to them or to calls from citizens for aid. They shall make themselves available for further service, as soon as practical, upon completion of a call or assignment. The radio receiver's volume shall be adjusted to the point of best audibility at all times, when the unit is in service. Failure to receive a radio call while in service, because the volume control is adjusted too low, or there is excessive or unnecessary noise because the volume control is adjusted too high, shall be considered neglect of duty.

**Lunch Period.** All members of the department who are on duty for a nine-hour or twelve-hour shift or assignment may be permitted to suspend work, subject to immediate recall at any time, for the purpose of having one meal during his/her tour of duty. The mealtime shall not exceed thirty or sixty minutes.

**Shop or Trade on Duty.** Members shall not shop or trade while on duty, nor shall they devote any of their on-duty time to any activity other than that which relates to police work. They shall not perform any police duty for the purpose of private gain, without specific authority of the Chief of Police.

**Duties at Scenes of Hazards.** Except as provided in written orders, members observing hazards to public safety, e.g., unprotected excavations, downed high tension wires, or other dangerous conditions, should immediately report the hazard and stand by to preserve safety until the hazard is eliminated or until properly relieved.

**Members to Know First Aid.** It shall be the duty of every police officer of the department to thoroughly acquaint himself/herself with the subject of first aid so that he/she may be prepared to apply first aid promptly and properly in any case coming to his/her attention. Any member failing to render first aid whenever necessary or who may be found incompetent to do so may be charged with neglect of duty and subject to disciplinary action.

**Interfering With Private Business.** Members shall be particularly careful not to interfere officiously or unnecessarily in the private business of any person; they shall not threaten a law abiding citizen engaged in the lawful pursuit of a legitimate business.



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**Recognize Criminal Investigator.** Members shall not, either on or off duty, recognize or speak to plainclothes investigators outside the police building area, unless spoken to first. This includes other law enforcement agencies plain cloth officers.

**Work Sheets.** Each member, unless otherwise ordered by his commanding officer, shall make a daily work sheet, accurately and completely listing his activities during his tour of duty.

Members shall sign this work sheet with their payroll name, rank, unit of assignment, and their badge number. Worksheets will be turned in at the end of a tour of duty, unless directed otherwise by a superior officer.

### **11.6.19 Employment Outside of the Department:**

**11.6.19.1 Outside Employment Defined.** Outside employment or business activity is deemed to include participation in or affiliation with any commercial business activity, except solely by

investments, for the purpose of financial gain for which remuneration is received from any source other than from the University for the performance of police duty or other work.

**Conduct During Off-Duty Police Work.** Any outside policing activity will be considered to be regular police work insofar as conduct, performance of duty, and compliance with Rules and Regulations are concerned; and all members and civilian employees performing such duty will be under the direction of any superior officer, then on duty, who shall supervise the officer's activity in a manner consistent with good police work.

### **Evidence:**

**Proper Handling.** Members and civilian employees of the department shall not (under any circumstances) manufacture, destroy, remove from the scene, or convert to personal use any evidence or other material found in connection with an investigation of a crime. All evidence or other material shall be properly collected, identified, preserved, and turned into the Department's Property person and properly recorded therewith for safekeeping.

### **Firearms and Weapons:**

**Authorized Use.** A member shall not draw or display his/her firearm except for legal use or official inspection. A member should never draw or display his/her firearm unless in accordance with Departmental Standard Operating Procedures, and any other official directive in force. A member may discharge his/her firearm (in connection with the performance of his/her official police duty) for the following reasons or circumstances:

- To defend oneself or another person when the member has a reasonable belief that they or another person are in imminent danger of death or serious physical injury.
- Checking suspicious vehicle or person when the officer reasonably believes his life or that of another person may be in danger.
- At the firearms range for target practice or when authorized for training purposes.





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- To kill a dangerous animal, when other disposition is impractical, but only when authorized by a superior officer, when time permits.
- Even when deadly force is justified, members are prohibited from discharging their firearms under the following circumstances:
- When there is unreasonable risk to the safety of persons other than the subject.
- When the officer does not have clear target acquisition of the subject.
- At a moving vehicle unless the officer has exhausted all means possible to remove themselves from the pathway of the vehicle and the officer has determined that shooting the driver of the vehicle is the only action the officer can take to prevent the imminent danger of death or serious physical injury to the officer or another person.

**Report of Use.** Members who discharge their firearm, accidentally or intentionally (except at a firearms range or when properly engaged in firearms practice), shall make a verbal report to his superior officer, as soon as circumstances will permit. The officer shall then file a written report with his commanding officer, as soon as practical thereafter, describing the circumstances in detail under which the firearm was discharged.

**Loading Unloading.** Members shall not clean, load, or unload their firearms at any place in the police building except:

- When unloading and loading is ordered by a superior officer for inspection purposes.
- In the pistol range and then only when shooting under supervision of a superior officer or training officer.

**Care of Issued Firearms.** All members must keep the firearm issued to them clean, oiled, free from rust or corrosion, and in perfect firing condition, at all times. Any officer who is careless or negligent in the care or use of the firearm will be subject to disciplinary action. Firearms issued to

employees become their responsibility. They should not be loaned to any person without supervisory authority, and any loss or damage to such firearm is the responsibility of the person to whom issued.

**LESS LETHAL WEAPONS.** All authorized less lethal weapons will be used with the discretion and common sense consistent with approved techniques necessary and sufficient to overcome resistance or attack. Unnecessary, excessive, or brutal use of available less-lethal weapons is forbidden. Less lethal weapons available to the members of the department upon certification are the O.C. Spray and the A.S.P. (Expandable Baton) SOPs governing the appropriate use of

the aforementioned less-lethal weapons will be strictly adhered to.

**Shotgun in Cruiser.** Whenever the shotgun is carried in a police vehicle and its immediate use is not anticipated, it shall be placed in the gun holder (if one is installed) or secured safely in the vehicle's trunk. A shotgun shall never be left unsecured or accessible, when unattended. Safety precautions are of utmost importance. While being transported, a shotgun shall have an empty chamber, bolt forward and safety off.

**Flag:**



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**Method of Saluting.** Members shall render the hand salute by raising the right hand smartly until the tip of the forefinger touches the peak of the cap or forehead, above and slightly to the right of the right eye. The thumb and fingers will be fully extended and joined, palm down; the upper arm, horizontal; and the forearm, inclined at a 45 degree angle with the hand and wrist straight. The head and eyes shall be turned toward the flag. When the salute has been acknowledged, remove the hand to normal position in one smart motion. The salute will be rendered from the position of "attention" at all times.

### **Handcuffs:**

**Felons.** All felony arrestees will be handcuffed, behind the back, unless the requirement is waived by prior approval of a first line supervisor for extraordinary circumstances and subject to command review after the fact.

**Misdemeanants.** All misdemeanor arrestees will be handcuffed, behind the back, unless the requirement is waived by prior approval of a first line supervisor for extraordinary circumstances and subject to command review after the fact.

**Witnesses and Persons Not Under Arrest.** The above instructions do not apply to witnesses or suspects (persons not under arrest) who have merely been invited to the Police Department.

### **Identification Cards:**

**Official I.D. Card Issued.** Members (on duty and off duty) shall at all times carry or have (on or about their person) their officially issued Police Department identification card. Civilian employees (on duty and off duty) shall at all times carry or have (on or about their person) their officially issued Police Department identification card, within the Police Department. The loss of an I.D. card shall be reported immediately. Members and civilian employees suspended or relieved of duty shall surrender official I.D. cards to a departmental representative and members shall be prohibited from identifying themselves as police officers.

**Information-Confidential.** Members and civilian employees of the department shall treat the official business of the department as confidential. They shall not impart confidential information to anyone except those for whom it is intended or as directed by the commanding officer or under due process of law. Members and civilian employees shall not make known to any person any special or general order which they may receive, unless required by the nature of the order.

Members and civilian employees shall not divulge or exhibit the contents of any official file or criminal record filed in the Police Department to any person other than a duly authorized police officer or agency, except on approval of the Chief of Police, a police commanding officer, or under due process of law.

**Release to News Media.** General information concerning police activities is released through the University Public Information Officer. However, individual members and civilian employees of the department are permitted to discuss, with the media, cases or information of which they possess firsthand knowledge, provided the ends of justice are not thereby defeated, impaired, or impeded. Personnel are responsible for statements made to the media; and they are to make certain that their statements conform to departmental policy, that they are accurate, and that they are not self-serving. Media contact must be cleared



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with the Media Relations Unit prior to the interview, time permitting. In either event, members and civilian employees providing information to the media are to record the event in a memorandum to the University Public Information Officer with a copy to their commanding officer, as soon as possible. Statements covering plans, policies, or affairs of the administration of the Police Department will be imparted by the Chief of Police or a superior officer who is duly authorized by the Chief of Police. Problems encountered by departmental members and civilian employees with the media should be reported immediately to the University Public Information Officer.

**From Informants.** Members and civilian employees shall not divulge to anyone, except to other members or civilian employees of the department as required by official police work, the name of any person giving confidential information. Information presented to the department in connection with any crime must be carefully guarded, and the source shall not be divulged or given publicity.

**To Citizens.** A member or civilian employee shall give all proper information to persons requesting the same in a careful, courteous, and accurate manner, while avoiding all unnecessary conversation and controversy. A member or civilian employee shall give his/her name and badge number in a respectful manner to any person who may request the same.

**Reporting.** Members and civilian employees of the department are encouraged to offer suggestions and information, through normal channels, for improvement of the police service. Every member and civilian employee of the department shall report (to his/her superior officer) all information that comes to his/her attention concerning organized crime, racketeering, vice conditions, violations of the law, or information reflecting unfavorably on the department or members or civilian employees thereof. Any member or civilian employee withholding information or "tips" for any reason shall be subject to disciplinary action.

### **Investigations:**

**Members and Civilian employees Not to Interfere.** Members and civilian employees shall not interfere with cases assigned to officers for investigation without the consent of the assigned officer or on orders from a commanding officer; they shall not interfere with the operation of any other division, section, unit, detail, relief, or with that of the court, or any lawful private enterprise.

**Duress or Mistreating.** Members shall not use duress or coercion; nor shall they mistreat an accused person in any way when endeavoring to obtain investigative information, a confession, or admission.

**Field Interrogations.** No set rule can be established indicating when a field interrogation should be conducted. Good judgment and circumstances surrounding each individual case will determine the decision to interrogate a person. Circumstances to be considered should include time, place, appearance, and actions of a person. Crime conditions of the specific area or neighborhood must also be considered. Persons interrogated should normally be entitled to an explanation or the reason for the interrogation. The use of the field interrogation

technique must be exercised with discretion, good prudent judgment, and caution. Members



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should be cautious and considerate in their inquiries, to avoid unnecessary embarrassment or damage to the reputation of any person who may be the subject of their interrogation.

### **Laws - Ordinances:**

**Members to Have Knowledge.** Members shall acquire a thorough knowledge of the University Rules and Regulations, State and Federal Statutes; of which the Police Department take cognizance, as well as the elements that constitute criminal acts in violation of the various sections thereof; and they shall acquaint themselves with the fundamental rules of evidence.

**To Enforce.** The failure on the part of any member to take action regarding violations of any statutes, laws, ordinances, and regulations, coming to their attention or about which they have knowledge, may be made the subject of disciplinary action against that member. All members of the department are equally responsible for the enforcement of all laws and ordinances.

Assignment to a particular Unit of the Department does not relieve members from taking prompt police action for violations coming to their attention.

**Members and Civilian Employees to Conform.** Members and civilian employees shall be required to conform to and abide by the Rules and Regulations, Departmental SOPs and other directives of the Police Department, and the laws of the State of Georgia and the United States of America.

**Hot Pursuit.** Members shall not go outside the University except in fresh (hot) pursuit of known or suspected criminals or traffic violator or when authorized by the Chief of Police or a commanding officer in response to a request received from an outside authority because of a grave emergency or urgent need for police assistance.

**Jurisdictional Authority:** Prudent discretion is very important when taking law enforcement action of any kind, especially when off-duty and outside the University's jurisdiction. When outside the University's jurisdiction, your arrest powers are limited by the terms and conditions to the Mutual Aid Agreement governing concurrent jurisdiction with Dougherty County, Georgia.

Beyond the jurisdictional boundaries of Dougherty County, Georgia, your arrest powers are generally limited to that of a civilian.

### **Leave of Absence:**

**Absence without Leave.** Any member or civilian employee of the department absent from duty without authorized leave will forfeit pay for the time absent and be subject to disciplinary action.

### **Loitering - Loafing:**

**Places in General.** Members, while on duty shall not loiter in cafes, drive-ins, service stations, or other public places, except for the purpose of transacting official police business or to take regular meals as provided for in these Rules and Regulations. Members and civilian



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employees of the department shall not congregate or loiter in any place in such a manner as to bring discredit to the department, on or off duty.

No more than two (2) Police units (i.e. two, two-person units, one-person unit and one supervisor, etc.) at a time shall assemble at cafes, restaurants; service stations, or other public places except when conducting university business. Disciplinary action will be taken.

**On Duty.** Members and civilian employees shall not sleep, idle, or loaf while on duty. This is a serious dereliction of duty, and any member or civilian employee guilty of such misconduct shall be subject to disciplinary action.

### **Officers - Commanding Officers, Superior Officers:**

**Manner of Addressing.** Members and civilian employees, when in the presence of others, shall address commanding officers and superior officers by their title or rank. Superior officers, in addressing members, shall refer to them by their title or their rank or the term "officer" for those without official rank.

**Criticism of Orders.** Members and civilian employees shall not publicly criticize a superior officer or any other member or civilian employee of the Police Department to the detriment of that member or civilian employee. No member or civilian employee shall publicly criticize any order issued by a superior officer or fail, refuse, or neglect to obey any legal order of a superior officer or member or civilian employee acting in a supervisory capacity.

**Respect Toward Superior Officers.** Members and civilian employees shall treat their superior officer with respect, and their demeanor toward superior officers and associates in the department shall be courteous and considerate. They will guard themselves against envy, jealousy, and other unfriendly feelings and will refrain from all communications to their discredit, except to inform their superior officers of neglect or disobedience of orders that may come to their attention.

### **Orders:**

**Lawful Order.** The term **lawful order** shall be construed as any order, in keeping with the performance of any duty, that is issued (either verbally or in writing) over the signature of the Chief of Police, a division commanding officer, a superior officer, or prescribed by law for the preservation of good order, efficiency, and proper discipline of the department.

**Obedience To.** Members and civilian employees of the department shall obey and promptly execute any lawful order emanating from any superior officer, including any order relayed from a superior by an employee of the same or lesser rank. If any order conflicts with a previous order or with any Departmental SOPs, the member or civilian employee who receives the order shall respectfully call attention to the conflict. If the officer giving the last order does not alter or reconcile the conflict, the last order shall stand; and the responsibility shall be his/hers. The officer obeying the order shall not be held responsible for disobedience of the previous order.

**Reporting of Unlawful Order.** If an order contrary to the provisions of the Departmental SOPs



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is given to any member or civilian employee, the member or civilian employee shall promptly report the conflict to the Chief of Police, through channels, with a detailed explanation.

**Carrying Out Orders.** Members and civilian employees shall be held responsible for the proper performance of the duties assigned to them and for strict adherence to the Rules and Regulations adopted from time to time by the Chief of Police. Ignorance of the Rules and Regulations shall not be accepted as an excuse or justification for anything that they may do contrary to the Rules and Regulations, for anything they may omit to do, or for following the advice or suggestion of any person, whether or not that person is connected with the department, except when a ranking officer takes the responsibility of issuing direct and positive orders. In no instance shall a member or civilian employee attempt to shift the burden of responsibility for executing or neglecting to execute a lawful order or police duty. Disagreeable duties must be performed, and unpopular orders must be obeyed with cheerful willingness. Grouchiness, sarcasm, wisecracks, or flares of temper shall be avoided. Members and civilian employees shall, at all times, perform their duties as outlined or ordered by a superior officer.

**Derogatory Remarks.** No member or civilian employee of the department shall, directly or indirectly, speak critically or derogatorily to anyone regarding any official action, order, or instruction issued by any ranking or superior officer. Also, the action or order of any city official, judge, magistrate, or other official agency shall not be publicly criticized. However, in any case where there is sound reason to believe that the order or instruction is inconsistent or unjust, the employee shall follow procedure as set forth above.

**Through Chain of Command.** Any member or civilian employee aggrieved by the treatment or orders of a ranking, superior officer or any member or civilian employee wishing to call attention to any matter of police business, neglect of duty, or wishing to make suggestions for the improvement of the service shall prepare a written report and direct it through the official chain of command to his commanding officer or the Chief of Police. Failure of a superior officer to forward a communication through the chain of command shall be treated as a serious dereliction of duty unless the issue is resolved to the initiating employee's satisfaction and appropriate documentation supports same.

**Emergency Routing of Orders.** Although the Police Department is a semi-military organization and regular channels must be followed in addressing official communications for the purpose of good discipline and progressive methods, every member or civilian employee shall be privileged to have an interview with the Chief of Police by request, through chain of command. In case of an emergency or pressing personal matter, the official channels may be bypassed.

**Responsibility For.** Members and civilian employees shall carefully read and study the Departmental Orders, bulletins, regulations, and memoranda issued from time to time, by the Chief of Police and commanding officers and shall be prepared to answer pertinent questions asked by a superior officer at any time. Any orders read or posted on the bulletin board of the department over the signature of the Chief of Police or a senior staff officer shall have the same effect and be construed as part of the Department's Rules and Regulations.

### **Organizations:**

**Subversive.** A member or civilian employee of the Police Department shall not join, or be a member of, any organization or society that has as a purpose the overthrow of or interference with the established government, by force or illegal means.



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**Not to Interfere With Department Control.** A member or civilian employee of the department shall not join, or be a member of, any organization or society that has the objective of (directly or indirectly) interfering with the administration, discipline, and control of members and civilian employees of the Police Department.

**Members and Civilian Employees Urged to Join.** Members and civilian employees may and are encouraged to (at their own discretion) join or become members of recognized civic, fraternal, and social police organizations or societies and to work through such organizations for the betterment of the organizations and for better public and civic relations between the organizations and the Police Department. It is through participation in such organizations that a greater understanding of the functions and problems of mutual interest can be achieved.

### **Petitions:**

**Members Signing.** Members shall not sign or circulate any petition **as a member** of the ASU Police Department, except when authorized by the Chief of Police.

### **Politics:**

**Activities of Members and Civilian Employees:** Members and civilian employees shall avoid all religious and political discussions or arguments which are to the detriment of good discipline (in the police building or elsewhere) while on duty. Members and civilian employees shall not interfere with or make use of the influence of their office for political reasons, nor shall they take part in any political activity, management, affair, or circulate political or election petitions while on duty, without the approval of the Chief of Police, and/or the University President.

### **Prisoners:**

**Aid to Prisoners.** Members shall not participate in any promises, arrangements, or unlawful compromises, directly or indirectly, between prisoners and persons who have suffered due to criminal actions of prisoners with a view of permitting persons (prisoners) under arrest or serving time to escape penalties provided by law; nor shall members give information which may enable any person to avoid arrest or punishment or to hide or dispose of goods, fruits of a crime, or things otherwise unlawfully obtained. They shall report to their superior officer, any knowledge of such arrangements in which any other member of the Department is involved.

**Unnecessary Force:** A member shall use that force necessary to subdue a person resisting arrest, to control an unmanageable prisoner, or to provide self-defense. He/she shall not mistreat or use unnecessary force toward any prisoner or citizen.

**Hospitalized Prisoners:** If a prisoner is hospitalized and any member finds it necessary to question the prisoner (witness or suspect), he/she shall first secure permission from the doctor or nurse on duty before entering the patient's room.

**Unconscious or Injured:** No member shall book or confine, in the jail, a prisoner when that



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prisoner is in an unconscious state or in a state of shock to such a degree that he is incapable of comprehending reasonable instructions or when apparently ill or unable to communicate for himself or herself.

### **Probationary Members and Civilian Employees:**

**Appointment Period:** All probationary police officers and civilian employees appointed to the Police Department shall be on probation in accordance with the Board of Regents. Continuance in

the service will be dependent upon the conduct of the appointee, his/her fitness for performance, and the evaluation reports of his superior officers. Punctual attendance, prompt obedience to orders, and conformity to rules, regulations, policies, and all directives of the department shall be rigidly enforced; and overall conformity will be a determining factor in the continued employment of a probationary police officer.

### **Property and Equipment:**

**Vehicle Damage:** Members and civilian employees shall be held responsible for damages resulting from accidents when the evidence shows carelessness, negligence, or a violation of a traffic laws. Members and civilian employees shall be held strictly accountable for damage caused by abuse or careless handling of police vehicles. Evidence of abuse or careless handling shall be submitted promptly to the division commanding officer, through channels. Each member and civilian employee shall examine his/her vehicle at the start of his/her tour of duty for dents, broken glass, or other readily visible damage and shall submit a report of such damage to his/her commanding officer at that time. Failure of an officer to report existing damage shall be considered prima facie evidence that the damage occurred while the vehicle was in his possession, and he/she shall be held responsible for the damage.

**Handling:** Roughness or carelessness in the handling and use of departmental property shall not be tolerated; and any member or civilian employee found guilty of such action, either through carelessness or negligence, shall be subject to disciplinary action including, but not limited to, an assessment for the loss, etc.

**Loss:** It shall be prima facie evidence of neglect for a member, through carelessness, to lose his badge, and for a member or civilian employee to lose his/her I.D. card, other property or equipment, or to fail to immediately report the loss to his commanding officer. Negligent loss may result in an assessment for replacement to the negligent employee.

**Inventory Control:** Furniture, files, and other property and equipment of the Police Department in the various offices and in other places in the police building shall remain where officially assigned and shall not be moved from the assigned areas without the consent of a senior staff officer and without forwarding proper notice to the Inventory Control of Facilities Management.





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### **Publicity - (Self Glory):**

**Notoriety through News Media:** Members and civilian employees shall not, directly or indirectly, seek publicity through the press, radio, television, or other news media or furnish information to them for the purpose of seeking personal notoriety.

### **Records:**

**Divulging Information:** Members and civilian employees shall not divulge or exhibit any portion of the contents of any confidential record or criminal investigation to anyone other than a duly authorized law enforcement officer, agency, or process of law, except as may be directed by the Chief of Police or a Unit Commanding Officer.

**False Statement or Report to a Superior Officer:** Members and civilian employees of the department shall not make a false statement or falsify any written or verbal report made to a superior officer, nor shall they intentionally withhold material matter from the report or statement.

**Filing False Report:** No member or civilian employee shall make a false official report or knowingly enter or cause any inaccurate, false, or improper police information or other material to be entered in any departmental books, records, or reports. A member or a civilian employee must speak the truth at all times and under all circumstances. Any member or civilian employee who departs from the truth in giving testimony, in an official written report, in connection with an official order received by him/her, or in his/her official duties shall be considered in violation of this rule.

**Members to Sign Reports:** It is imperative that members signing any communication in connection with their police duties do so by legibly signing their last name and badge number.

### **Rewards. Fees. Gifts:**

**Accepting Fees or Gifts:** Members and civilian employees shall not (directly or indirectly) accept a gratuity, fee, loan, or gift of property or services, from any person(s). This also applies to any friends or associates of such person(s).

**Accepting Gifts, Gratuities or Solicitations:** An employee must not place himself/herself in position of compromise by soliciting or accepting gratuities, even where such activity might otherwise be considered an acceptable form of business negotiation, outside the department.

**Members and Civilian Employees Shall Not "Sell":** Members and civilian employees shall not circulate subscription paper, sell tickets, or collect money. They shall not participate in the sale of advertisements or in the solicitation of funds or anything of value from the general public by any means and for any purpose within the department when "on" or "off" duty, without prior and express consent and approval of the Chief of Police.

**Bribe or Extort:** Members and civilian employees shall not accept a bribe or engage in any



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act of extortion or unlawful means of obtaining money, a reward, or anything of value through their position as members and civilian employees of the department. All attempts or contact related to the foregoing shall be reported immediately.

**Law Enforcement Requires Strict Neutrality:** Effective and efficient law enforcement requires strict neutrality on the part of all members of the department in dealing with the public. The Police Department must provide police services to all persons and groups within the community, without favor. It is certainly not conducive to a suitable climate of law enforcement to have police officers as public fund raisers, who solicit contributions from storekeepers, businessmen, commercial enterprises, or other members of the public for journals or organizations affiliated with the Police Department. Experience has demonstrated that such practices inevitably lead to a suspicion, whether justified or not, of corruption, intimidation, or expectation of favors.

### **Sickness and/or Injury:**

**Reporting Procedure:** As soon as members or civilian employees know that they will not be able to report for duty because of illness or injury incurred while off duty, they shall call their office at least one (1) hour prior to their scheduled duty time. In the event their office is closed, they shall notify the Dispatcher who in turn shall notify the member's or civilian employee's commanding officer or supervisor, as soon as possible. Deviation from this procedure requires senior staff officer approval.

**Illness to Be Verified By a Superior Officer:** A commanding or superior officer, upon receiving a report of illness or absence of a member or a civilian employee assigned to his/her organizational element, may contact the ill or absent member or civilian employee or have someone of a rank higher than that of the ill or absent member or civilian employee contact the member or civilian employee and ascertain, as far as possible, the member's or civilian employee's condition and to render whatever services are available and required by the situation. The superior officer shall submit documentation with the results of his/her visit and/or communication with the member's or civilian employee's commanding officer.

**Member or Civilian Employee Feigning Illness or Injury:** Any member or civilian employee feigning illness or injury or otherwise deceiving a representative of the Police Department or a University official as to his/her real condition or any member or civilian employee ill, injured, or disabled through improper, illegal or immoral conduct, or excessive use of alcohol, or other substance, will be subject to disciplinary action.

**Illness Occurring On-Duty:** A member or civilian employee who becomes ill while on duty and needs to leave his/her assigned duty shall report this fact to his/her superior officer (on-duty) before leaving his/her assigned duty.

**Contact with Contagious Disease:** When a member or civilian employee in the line of duty comes in contact with a person having a contagious disease or who has been exposed to contagion, the member or civilian employee shall notify his/her commanding officer at once in a written report. The commanding officer will take whatever steps are necessary to safeguard the member, the public, and other employees from the contagious disease.



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### **Speeches or Department Representation:**

**Approval Required:** A member or civilian employee of the department shall not attend conventions or meetings or make speeches as a representative of the department without official sanction. Members and civilian employees, officially or unofficially, shall not address any public gathering, appear on radio or television, prepare any article for publication, or act as a correspondent to a newspaper or periodical; nor shall they discuss, release, or divulge (to the public or for publication) any information concerning the activities, plans, methods, policies, affairs of the administration, personnel matters, investigative information, or other matters of the Police Department; and they shall not lecture or instruct on police-related subjects without prior approval, direction, and authorization from the Chief of Police.

**Answering Procedure:** When members and civilian employees answer the telephone, they shall promptly respond by stating, "Albany State University Police Department, this line is recorded, how may I help you?" their rank, surname, in a pleasant tone of voice. If the person calling is a member of the department, that person shall promptly identify himself or herself by rank and surname.

### **Truthfulness:**

**Members and Civilian Employees to be Truthful:** Any member or civilian employee who departs from the truth, either in giving testimony or in connection with any official order received by him or in his official duties, shall be considered in violation of this rule and subject to charges being filed. Members and civilian employees are required to speak the truth at all times and under all circumstances, whether under oath or otherwise, except in cases where they are not allowed by Rules and Regulations to divulge the facts within their knowledge. In those cases, they will say nothing.

### **Vehicles:**

**Authorized Use:** Members and civilian employees shall not use a departmental vehicle (automobile, golf carts or bicycle, etc.) without the knowledge, authorization, and permission of his commanding officer or supervisor, except in emergencies when it is impractical to communicate with his/her commanding officer. Then, he/she shall communicate with his commanding officer as soon as possible in reference to the unauthorized use of the vehicle.

**Unauthorized Persons:** Members and civilian employees shall not transport civilians or other unauthorized persons in police vehicles assigned to them for their official use, except in an emergency or as directed by their superior officer.

**Transportation of Distressed Persons:** When distressed persons are observed in remote part of campus unlit, or otherwise hazardous areas, (late at night or when any person is observed in obvious distress for any reason) members operating police vehicles shall offer assistance as dictated by circumstances, including transportation to homes or residence hall reasonably near or to other places of safe refuge provided no other means are readily available. In every case in which a distressed person is taken into the police car, the operator shall promptly notify the radio dispatcher of the person's identity and provide brief facts about



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the case, time, location, and speedometer reading; and the member shall act only on the Dispatcher's instruction. It is desirable that the passenger overhear this conversation. In all such cases, an appropriate entry will be made on the member's worksheet.

**Operation of:** Members and civilian employees, when driving vehicles of any description (private or of the Police Department), shall not violate the traffic laws; nor shall they permit persons with whom they are riding to violate traffic laws, except and only in cases of absolute emergency, and then only in conformity with the law and procedures regulating the same. They shall set an example for other persons in the operation of their motor vehicle, private or police. Members and civilian employees of the department, when operating any vehicles, are required to utilize seat belts pursuant to Georgia State Statute.

**Operator Accountable:** Members and civilian employees shall operate police vehicles in a safe manner at all times and will be held accountable for their own carelessness or negligence. If, in the event of an accident, carelessness or negligence on the part of the operating member or civilian employee is determined to be a contributing factor, it shall be made the subject of appropriate disciplinary action.

**Vehicle To Be Inspected Before Use:** Members and civilian employees assigned to operate police vehicles shall, before use, examine the vehicle assigned to them and report any unrecorded damage or operational defects at once to his superior officer and make the necessary reports. Failure to report damage or defects will create the assumption that the inspection was made and that the assigned operator is responsible for the damages or defects present.

**Driving Practice:** Police cruisers are objects of attention and minor driving violations by police operators are more pronounced than identical violations by private operators. Supervisors must remain alert for taking appropriate action when there is evidence of careless operation, misuse of official vehicles, and any other act contrary to good driving habits.

**Cleanliness:** Members and civilian employees assigned to operate police vehicles shall be responsible for the cleanliness and orderliness of such vehicles during their tour of duty.

**Accidents or Damage to Be Reported:** Members and civilian employees shall promptly report to their commanding officer, any accident or damage to any police vehicle operated or assigned to them. Commanding officers shall require that the accident be thoroughly and impartially investigated by officers assigned by them (other than the members or civilian employees involved) and shall require that this be accomplished promptly on the standard accident report

form. They shall also require a detailed, written report of the accident from the member(s) or civilian employee(s) involved.

**Use of Emergency Equipment:** Members shall not sound the siren or actuate the red and blue beacon lights or other emergency devices, unless responding to an emergency assignment, when required in the actual and proper performance of a police duty, or when so directed by the radio dispatcher or a superior officer.

**Answering Emergency Calls:** Members driving a police vehicle, when responding to an emergency call, shall exercise good judgment and care with due regard to the safety of life



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and property. They shall slow down at all street intersections to such a degree that when crossing, they will have safe and full control of their vehicle, especially when crossing street intersections with stop signs and traffic control devices.

**Escorts of Civilian Vehicles in Medical Emergencies:** Police Officers are prohibited from providing escorts for civilian vehicles in medical emergencies. A civilian in need of emergency medical attention shall be transported by EMS only, or officer may escort EMS to emergency facilities to clear the intersection for enhanced service for the victim.

**Warrants:** Arrest Warrants are executed by sworn law enforcement officers only.

**Members applying for:** Officers shall not apply for or serve a search or arrest warrant except with the knowledge and consent of their superior officer. Officers shall not apply for a criminal warrant when the offense is alleged to have been committed against themselves, except with the knowledge and approval of their commanding officer. They shall not file a complaint for damages or engage in any civil action pertaining to their role as a Police Department member, without the knowledge of the Chief of Police. Any member or civilian employee who becomes involved in a civil suit as a defendant or as a witness shall notify the Chief of Police, without delay, through official channels.

**Search Warrants:** Members shall not obtain a search warrant unless they have first advised their commanding officer of the facts and then only on his/her advice and approval.

### **Other Duties Assigned**

All personnel shall, in addition to the duties herein prescribed, perform such other duties as may be required of them by their Shift Supervisor and the Chief of Police and shall be subject to continuous duty emergencies.

#### **1. Members Must Maintain a Copy of Standard Operating Procedures**

All officers and civilian employees of the ASU Police Department must maintain a Standard Operating Procedures manual (SOP) and have knowledge of the S.O.P.'s contents. It is the responsibility of each employee to maintain this manual in good condition and to add updates when provided by the department. Personnel may be required to produce their manual from time to time by the supervisor. If the manual is damaged or lost, personnel will be held accountable and will have to reimburse the department for a replacement.

2. **Outside Employment** All members of the police department, whether sworn police officers or civilian personnel, are on notice that the business of the ASU Police Department is their primary business and takes priority over any out-side employment. All employees should at all times, be prepared to act on immediate notice that their services are required. All police officers of the department shall be considered continuously on duty. Written permission from the Chief of Police shall be required for any outside employment or regular attendance at any school. Refusal to terminate such employment at the direction of the Chief shall be grounds for dismissal.

#### **3. Personal Dress and Grooming while in Court and Disciplinary Hearings**



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A. The proper dress for officers attending Municipal Court and University Hearings will be:

Uniform or Civilian Clothes consisting of:

Men: Ties with appropriate shirt and dress slacks

Women: Dress, pantsuit, or dress slacks with blouse; and

Weapons may be worn with the uniform, or if wearing civilian clothes the weapon must be concealed.

B. The proper dress for State, Superior and Federal Court will be:

Uniform or civilian clothes consisting of:

Men: Civilian clothes with coat and tie

Women: Dress, pantsuit, or dress slacks with blouse; and

Officers will not be armed in State, Superior, or Federal Court

For all other hearings, combination of the above can be used, but appropriate attire shall always be worn. No soft clothing is allowed in any court proceedings.

4. **Wearing of Uniform** All officers will not wear any portion of the police uniform, unless the entire uniform is worn with firearm. This also pertains to proper dress, haircuts, mustaches, and facial hair.

5. **Wearing Uniform while Suspended** Any member suspended from the Police Department shall cease to wear any part of the department uniform during the period of such suspension. Officers when suspended will turn in their service weapon, badges, police radio, and identification card to their supervisor.

6. **Failure to Carry Assigned Equipment on Duty** Personnel shall wear the prescribed uniform and equipment at all times when on duty, unless otherwise ordered or approved by a supervisor. Uniforms shall be kept clean and pressed at all times; footwear shall be kept in a neat and tidy condition. No fraternal or other insignia shall be worn on the uniform except of those indicating police honors that are approved by the Chief of Police. Shirts shall be kept buttoned; all pocket flaps shall be kept fastened, pens shall be kept in the pocket provided for that purpose; notebooks, letters and other papers shall be kept concealed. Any worn damaged item of the uniform shall be replaced immediately.

7. **Loaning of Equipment** No member of the department shall loan his badge or any part of the regulation uniform and equipment to persons outside the department.

8. **University Property** No article or property belonging to Albany State University and in the care of the Police Department shall be loaned, sold, given away or disposed of except be authority of the Chief of Police.



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9. **Care and Maintenance of Service Weapons and other Equipment** Police officers that are required to carry a firearm or other equipment shall maintain such firearm and equipment in a clean and serviceable condition.
  
10. **Unauthorized Persons in Patrol Vehicle** No employee of the department shall allow any person in the police vehicle unless the person is under arrest, a prisoner, a stranded motorist, missing person, or other person being transported in the line of duty. Officers, who are off duty, utilizing a take home vehicle, may allow authorized passengers in the vehicle.
  
11. **Telephone - Misuse** No employee shall use the department telephones indiscriminately or make any long distance calls except as required in the performance of their duties.
  
12. **Abuse of Sick Leave** Any employee that is injured or becomes sick and unable to perform his/her duties must be reported at once to the shift supervisor who will immediately log this on the daily works sheet. Prior to returning to work, and employee may be required to submit to the department a certificate of the attending Physician stating the length of time such member was unable to perform his/her duties and is physically able to return to work. Employees shall not feign illness or injury, to falsely report them as ill or injured for the purpose of staying out of work through use of sick leave.



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<b>COP-10</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Media Relations and Public Information	<b>Review/Revision Date:</b>
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Professionalism

### **Purpose**

To establish guidelines which will assist ASU Police Department personnel in making news releases and in providing cooperation and assistance with news media in reference to cases and or incidents over which the ASU Police Department has primary responsibility and jurisdiction.

### **Policy**

It is the policy of the ASU Police Department to cooperate fully and impartially with properly identified representatives of the news media in their efforts to gather and disseminate factual information that is consistent with established procedures and where such activities do not subvert the ends of justice or infringe upon individual rights of privacy, or upon individual rights to a fair and impartial trial.

### **Definitions**

#### A. News Media:

Includes identified representatives of local, national, and international, news organizations.

#### B. News Incidents:

Includes the civil law enforcement activities of the ASU Police Department in response to newsworthy public events. News incidents do not include discussion of the internal policies of the University or the ASU Police Department or personal or private opinions concerning policy or procedures of the University or the ASU Police Department. Only the Chief of Police may make official comments on internal investigations and other sensitive matters.

#### C. Public Records/Public Information:

Except as specifically restricted herein, and or by State or Federal law, traffic accident, non-traffic accident, miscellaneous incident, arrest or other criminal incident information of a routine nature are considered in the public domain and such information will be made available upon request to news media representatives.

#### D. Public Information Officer (PIO):





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Any individual(s) designated by the Chief of Police to release information to the News Media.

### **General Specifications Concerning News Media - Print and Electronic**

- A. No media access shall be granted to the secured area of the ASU Police Department without obtaining authorization from the Chief of Police or his designee.
  
- B. All media news releases and press conferences will be coordinated with the Chief of Police in conjunction with the office of Public Information.
  
- C. No filming shall take place inside the police department without the express consent of the Chief of Police.

### **Investigation Information Release**

#### **What may be released?**

Investigative information that may be released unless otherwise restricted herein includes:

1. The type or nature of an incident such as fire, accident, homicide, suicide, rape, robbery, assault, burglary, or theft.
2. The location, date and time, injuries sustained damages and description of how the incident occurred.
3. The identity and general address of a victim, when permitted.
4. Casualty figures, to include known dead, or injured, may be released.
5. The name, age and address of any adult charged with a crime.
6. The fact that a juvenile has been taken into custody, including sex, age, general area of residence, and substance of the charge.
7. Request for aid locating evidence, complaint, or a suspect. A person's race may be released as descriptive information in such a release.
8. Number of officers or people involved in an event or investigation and the length of the investigation.

#### **What should not be released?**

Information, which shall not be released in connection with investigation of crimes, includes:

1. The identity of any victim of a sex crime, abduction, spousal or child abuse or related information which, if divulged, would tend to lead to the victim's identification.
2. The identity of any juvenile under the age of 17 who is a suspect or defendant in any case over which the Juvenile Court of Dougherty County has jurisdiction.
3. The identity of any critically injured or deceased person prior to the notification of next of kin.



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4. The specific cause of death until determined by the State Medical Examiner or the County Coroner.
5. Investigative information and information of an evidentiary nature.
6. Contents of suicide notes.
7. Personal opinion not founded in fact.
8. Unofficial statements concerning personnel or internal affairs matters.
9. Home address and telephone numbers of members of the University.
10. Valuables or cash overlooked by crime perpetrators. The amount and type of property taken including value when known.

### **Arrest Information**

A. Certain facts may generally be released at the time if, immediately following an arrest and formal charging. These facts include:

1. The accused name, age, description, residence, employment, marital status (except juveniles).
2. The substance of the charge as contained in a complaint, warrant incident.
3. The identity of the investigating and arresting officer s, or agency, and the length of the investigation.
4. The circumstances immediately.  
Time and place of arrest Method of apprehension Resistance, injury resulting from  
Possession and use of weapons by the suspect; and Description of items or contraband seized
5. Amount of bond, scheduled court date, place of detention.

### **B. What should not be released?**

Arrest information which shall not be released (except by the Chief of Police or his designee to aid an investigation or warn the public) generally falls into two categories.

1. After an incident, but before arrest, or during investigations, information should not be released regarding:
  - a. The identity or location of any suspect
  - b. Results of investigative procedures such as lineup polygraph fingerprinting, and lab or ballistics test. The fact that tests are performed may be acknowledged without further comment.



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- c. Information, which, if prematurely disclosed, would significantly interfere with an investigation or apprehension.
  - d. Identity of a prospective non-victim witness.
  - e. Identity of a victim/witness if such disclosure would prejudice an investigation to any significant degree, or if it would place the victim in clear and personal danger.
2. After an arrest and formal charging, but prior to adjudication, certain information is restricted to ensure Constitutional guarantees of a fair and impartial trial. Information should not be released as it pertains to prior criminal record, character, or reputation of a defendant.

### **Notification Requirements**

Certain particularly newsworthy incidents require immediate notification of the Chief of Police by the officer in charge of an incident scene; a media notification will be made at the discretion of the Chief of Police or his designee. These types of incidents may include:

1. Disasters resulting in loss of life or extensive property damage
2. Fires resulting in the multiple loss of life
3. Aircraft, train accidents where fatalities occur
4. Death of person in custody
5. School bus accidents involving any injuries
6. Manhunts when extensive search is involved
7. Strikes, riots, major disturbances.
8. Shootings, involving law enforcement officers.
9. Bomb threats, where a device is found.
10. Hostage, barricade situations where life is threatened or endangered over an extended period of time when the Hostage Negotiation Team (GBI/APD) is called; and
11. Accidents involving hazardous materials.



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<b>COP-10A</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Ethical Use of Technology	<b>Review/Revision Date:</b> March 2017
Approved by: Chief John Fields	<b>Location:</b> ASUPD-Professionalism

Technology continues to expand and improve rapidly. Improved technology applications can enhance officer safety, improve investigative techniques, improve citizen communications, allow citizens to better understand crime and policing issues, and improve overall police efficiency. This technology must also be used by all police personnel on and off duty in a manner that preserves and promotes the image of the Albany State University, the University System of Georgia, the individual officer, the community, and the profession of law enforcement. It is the purpose of this policy to ensure that technology of all kinds is utilized appropriately.

### Policy:

Social media provides a new and potentially valuable means of assisting the department and its personnel in meeting community outreach, problem-solving, investigative, crime prevention, and related objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. The department also recognizes the role that these tools play in the personal lives of some department personnel. The personal use of social media can have bearing on departmental personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by department personnel.

### Definitions:

#### A. Social Networking Sites:

A web-based service which allows individuals to:

1. Construct a public or semi-public profile within a bounded system
2. Articulate a list of other users with whom they share a connection
3. View and navigate their list of connections and those made by others within the system



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4. A site that provides a virtual community for people interested in a particular subject, cause, affiliation, or just to socialize
5. Create their own online “profile” with demographic information, pictures, likes, dislikes, affiliations, or any other information they choose to post
6. Communicate with others by voice, chat, instant message, videoconference (webcam) and blogs
7. The service typically provides a way for members to contact friends, associates, family, or other members.

The nature and nomenclature of these sites may vary from site to site. These social networking sites include but are not limited to: Facebook, MySpace, Twitter, Classmates, all blogs, and others.

### B. Digital Technology:

All photographs, audio and video recordings made by cellular phones, digital cameras, digital voice recorders, and any other type of recording device. The Albany State University Police Department utilizes a variety of applications to capture and store photographs, video and audio recordings. At times officers may utilize their personal applications to capture the same media. Officers/employees are notified by this policy that personal applications used to capture official business or law enforcement related material will become property of the Albany State University Police, unless the officer/employee receives approval from the Chief of Police to maintain possession of the media.

### **Procedure:**

1. Department-Sanctioned Presence
  - a. Where possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of the agency’s presence on the website.
  - b. When possible, the page(s) should link to the department’s official website.
  - c. Social media pages shall be designed for the target audience(s), such as students, or potential police recruits.
2. Procedures
  - a. All department social media sites or pages shall be approved by the Chief of Police and/or his or her designee.
  - b. Where possible, social media pages shall clearly indicate they are maintained by the department and shall have department contact information prominently displayed.
  - c. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
  - d. Content is subject to public records laws. Relevant records retention schedules apply to social media content.
  - e. Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.
  - f. Where possible, social media pages should state that the opinions



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expressed by visitors to the page(s) do not reflect the opinions of the department.

- g. Pages shall clearly indicate that posted comments will be monitored and that the department reserves the right to remove obscenities, off-topic comments, and personal attacks.
- h. Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

### 3. Department-Sanctioned Use

- a. Department personnel representing the department via social media outlets shall do the following:
  - (1) Identify themselves as a member of the department.
  - (2) Not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to department training, activities, or work-related assignments without express written permission.
  - (3) Not conduct political activities or private business.
- b. The use of department computers by department personnel to access social media is prohibited without authorization.
- c. Department personnel use of personally owned devices to manage the department's social media activities or in the course of official duties is prohibited without express written permission.
- d. Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

### 4. Potential Uses

- a. Social media is a valuable investigative tool when seeking evidence or information about.
- b. missing persons;
- c. wanted persons;
- d. gang participation;
- e. crimes perpetrated online (i.e., cyberbullying, cyberstalking); and
- f. photos or videos of a crime posted by a participant or observer.

### 5. Social media can be used for community outreach and engagement by

- a. providing crime prevention tips;



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- b. offering online-reporting opportunities;
  - c. sharing crime maps and data; and
  - d. soliciting tips about unsolved crimes (i.e., Crime stoppers, text-a-tip).
6. Social media can be used to make time-sensitive notifications related to
- a. road closures,
  - b. special events,
  - c. weather emergencies, and
  - d. missing or endangered persons.
7. Persons seeking employment and volunteer positions use the Internet to search for opportunities, and social media can be a valuable recruitment mechanism.
8. This department has an obligation to include Internet-based content when conducting background investigations of job candidates.
9. Searches should be conducted by a non-decision maker. Information pertaining to protected classes shall be filtered out prior to sharing any information found online with decision makers.
10. Persons authorized to search Internet-based content should be deemed as holding a sensitive position.
11. Search methods shall not involve techniques that are a violation of existing law.
12. Vetting techniques shall be applied uniformly to all candidates.
13. Every effort must be made to validate Internet-based information considered during the hiring process.

### **Personal Use:**

Employees of the Albany State University Police Department are held to the highest ethical standard which is an inherent part of the law enforcement profession. An officer's conduct, both on and off duty, is the means by which the officer and the police department's reputation are measured and is constantly under scrutiny. Officers must maintain high standards of professional and personal conduct at all times. Officers/employees utilizing, posting (including



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pictures/audio/video), commenting, creating a social networking site, blogs, and other comment oriented website, must conduct themselves at all times in a manner so as to not bring embarrassment, disgrace, or doubt as to their credibility as an impartial officer or employee of the Albany State University Police Department, or as not to bring embarrassment, disgrace or doubt to the department.

### **Working Environment:**

Employees of the Albany State University Police Department while on or off duty shall never utilize digital technology, blogs, or social networking to harass, belittle, or criticize an employee or other person in any manner. The posting of any pictures, video, audio, comments, discussion, or other digital technology media to a social networking site or forwarding or sending an email(s) that criticizes, ridicules, or otherwise may potentially embarrass or disgrace another employee or person is prohibited. This shall also include the altering or editing of digital technology that harasses, belittles, or criticizes an employee in any manner, or as to bring reproach, embarrassment, criticism, or disgrace to the Albany State University Police Department.





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<b>COP-11</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Internal Affairs-Garrity Rights	<b>Review/Revision Date:</b>
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Professionalism

### **Policy:**

It is the policy of the Albany State University Police Department to investigate all complaints of personnel misconduct arising from the public or from within the department.

The authority to conduct internal investigation emanates from the Chief of Police. Each personnel of the department shall perform the duties and assume the obligations of their position in reporting and investigation of complaints or allegations of misconduct against members of the department. All personnel shall cooperate fully with personnel of the Internal Affairs unit or any other member of the department conducting such investigations.

In order to insure the integrity of the Police Department, it is necessary to promptly and thoroughly investigate suspicions or allegations, from whatever source, of misconduct by departmental personnel. At the same time, in the interest of fairness and effectiveness of police operations, the reputation of innocent personnel must be protected from erroneous (mistaken or falsified) reports and accusations. The Internal Affairs unit has established a system of internal review to accomplish this goal.

The Internal Affairs Unit/Commander is authorized by the Chief of Police to initiate all necessary investigations and to provide information and investigative assistance to all sections and units of the department. In addition, the Unit/Commander is authorized to conduct independent investigations of persons employed by Albany State University as requested by the University President or designee. The Internal Affairs Unit/Commander reports directly to the Chief of Police.

**Procedures** – Internal Affairs will accept and process all complaints from any citizen. All complaints will be investigated by Internal Affairs until completion. All minor infractions of the Standard Operating Procedures will be resolved immediate Supervisor/Commander personnel. The investigation must be completed and forwarded to Internal Affairs within 30 calendar days. The employee’s immediate commanding officer will be responsible for insuring a complete and expeditious investigation. Any allegation involving the possible commission of a criminal offense, misconduct, neglect of duty, or other violation of the ASU Police Department Standard Operating Procedures must be reported to the Internal Affairs Unit/Commander.

This report will be made by any Supervisor or Commanding Officer who first receives information of an alleged violation, even when it is believed to be unfounded. Complaints shall be received from any sources, whether made in person, by mail, or even over the telephone, provided the compliant contains sufficient factual information to warrant an investigation. Individuals are

encouraged to submit their complaints in person in order to obtain as complete a report as possible after the incident. In cases in which the complainant cannot file a the report in person, the Internal Affairs Commander may visit the individual at his or her home, place of business or hospital in order to complete the report.

While encouraging the filing of legitimate complaints against department personnel as means



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by which they can be held accountable to the public, the department simultaneously seeks to hold members of the public responsible for filing of false malicious allegations against police personnel. In cases of this nature, the complainants will be informed in such a manner that appropriate legal proceedings will be instituted to remedy such action.

In cases where the preliminary investigation indicates the possibility of a criminal act on the part of the personnel, the case will be referred to the District Attorney's Office. This shall be accomplished prior to questioning the accused personnel.

In administrative matters, the accused personnel shall be advised that he/she is required to answer questions, but that his/her answers and fruit of those answers cannot be used against him/her in a criminal proceeding, this is called a "Garrity Right". If at any time during the questioning session, the personnel become a suspect in a criminal act, the administrative questioning shall end, and the personnel shall be informed and read the Miranda warnings. If criminal violations are determined, the District Attorney's Office shall be contacted for prosecutorial decisions. Otherwise, the accused personnel shall be expected to answer questions or submit materials and statements to the investigator when so directed.

All questions directed at the accused personnel shall be asked by and through one investigator at any one time and they shall not subject the personnel to offensive language, threaten punitive action, or make promise of reward as an inducement to answer questions. The questioning session shall be conducted for a reasonable duration, taking into consideration the complexity and gravity of the matter being investigated. The accused personnel shall be allowed time for meal breaks and to attend physical necessities.

During investigations by Internal Affairs of serious or possible criminal misconduct, it may become necessary for the Internal Affairs Commander or his designee, through the authority vested by the Chief of Police, to require departmental personnel to be photographed, participate in a live line up, submit for standard laboratory tests such as blood-alcohol, DNA analysis, hair fiber examinations or provide financial disclosure.

Additionally, prior to the questioning of the accused employee, they are entitled to be accompanied by one other person of his/her choosing to attend the questioning session, to ensure protection of the personnel's civil rights and adherence to Albany State University and the University System of Georgia.

The Chief of Police will be notified immediately by the Internal Affairs Commander when a complaint of a serious nature has been received against the department or one of its employees. Complaints of serious nature include, but not limited to the use of physical force resulting in serious injuries or arrest of ASU faculty, staff or departmental personnel.

The Internal Affairs Commander will notify the Chief of Police of less serious complaints during regular weekly briefings.

The Internal Affairs Commander must maintain complete records of investigations and the actions taken in accordance with departmental policy and the Division of Georgia Archives Guidelines. Records must be stored in a secured file cabinet.



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### **Albany State University Police Department Police Officers' Garrity Rights**

1. I am being questioned as part of an investigation by this agency into potential violations of department rules and regulations, or for my fitness for duty. This investigation concerns
  
2. I understand that I have the right to remain silent. I understand that if I exercise my Miranda Rights, then no questions will be asked of me. This matter may then be handled as a criminal investigation.
  
3. Upon waiving my Miranda Rights, I will be granted use immunity. No answer given by me, nor evidence derived from the answer, may be used against me in any criminal proceeding, except for perjury or false swearing.
  
4. I understand that I must now answer questions specifically, directly and narrowly related to the performance of my official duties or my fitness for office.
  
5. If I refuse to answer, I may be subject to discipline for that refusal which can result in my dismissal from this agency.
  
6. Anything I say may be used against me in any subsequent department charges.
  
7. I have the right to consult with representative of my choice, and have him or her present during the interview.

Signature: \_\_\_\_\_ Date: \_

\_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Witnessed by: \_\_\_\_\_



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### **After Hours**

When the Internal Affairs Commander is off or the office is closed, all complaints will be referred to an on-duty Commander or Senior Supervisor. The complainant, all witnesses, and the accused employee will be interviewed, as well as review relevant reports, worksheets and communications forms. A report/memorandum will be prepared and forwarded to Internal Affairs outlining the allegation.

When a complaint is of serious nature, the off-duty Internal Affairs Commander will be immediately contacted.

**Report of Investigation Format** – The final report of investigation shall contain the following elements:

- **Allegations**; a brief synopsis of the relevant factors and the specific acts initially reported by the complainant.
- **Persons Interviewed**; a list of persons in the order interviewed, with addresses and telephone numbers.
- **Persons Not Interviewed**; a list of persons not interviewed and a brief synopsis explaining attempts to contact the same.
- **Summary of the Investigation**; Summarization will include a chronological story of the incident and relevant facts which bear the allegations and/or discovered violations, to include summarized statements and interviews in the third person order taken.
- **Findings**; Findings for each allegation or discovered violation will be classified in one of the following categories:
  - **Cleared**; the investigation clearly and factually shows that the complained of act(s) did not occur; or the investigation clearly and factually shows the act(s) did not constitute any violation of policy, orders, laws, and the personnel are exonerated; or the investigation clearly and factually shows that the personnel used necessary force in accordance with policy, orders and law their action(s) are justified.
  - **Inconclusive**; the investigation cannot clearly and factually show that the complaints of act(s) occurred, the investigation cannot clearly and factually show that the complained of act(s) did not occur.
  - **Substantiated**; the investigation clearly and factually shows that the complained of act(s) constitute violation of policy, order, and/or law.
  - **Unsupported**; a complaint has been filed, but an investigation cannot proceed due to insufficient information, and/or the complainant cannot be contacted. The case may be reopened at a future date, when new or additional information is received.
  - **Withdrawn**; the complainant freely and voluntarily withdraws the complaint and signed an original withdrawal memorandum to that effect. If available, a civilian person, independent of the Police Department should witness the complainant's signature. If a civilian witness is not available then a Supervisor or above may witness the complainant's signature.



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- **Policy Failure** At the conclusion of an Internal Affairs Investigation, the Investigator or Supervisor shall, after the findings and charges (if any) have been recorded, determine whether any policy failure contributed or caused the incident. If a policy failure is found, the final report must include a description of failure, and a recommendation for change to remedy that defect.
- **Penalties** A scale of progressive penalties, listed below, permitted by the law and the University System of Georgia is used by the department to discipline personnel found to be in violation of the Standard Operating Procedures. However, a Supervisor or Ranking Officer, depending on the totality of the circumstances, seriousness of the incident, or sustained complaint may recommend any of the listed penalties as disciplinary action:

1. Positive Re-enforcement
2. Corrective Discipline
3. Counseling
4. Training
5. Oral Reprimand
6. Written Reprimand
7. Suspension
8. Demotion
9. Dismissal

### **Relieve of Duty**

During the course of an investigation of alleged misconduct, and/or whenever it is deemed necessary for the preservation of good order, efficiency or discipline, a Commanding Officer may relieve of duty, pending formal charges, or from any subordinate personnel of the department.



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<b>COP-12</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Inspections	<b>Review/Revision Date:</b>
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Professionalism

### **Purpose**

To define the guidelines to be forwarded by officers conducting line and staff inspections of agency personnel and equipment.

### **Scope**

All organizational components within the police department shall be subject to line and staff inspections.

### **Line Inspections**

A. The Shift Commander or Sergeant shall conduct inspection of patrol personnel daily, at roll call. The Lieutenant of the Investigative Division shall conduct inspection of investigative personnel.

B. Supervisors conducting line inspections shall inspect personnel for:

1. Neatness
2. Readiness for Duty
3. Compliance with uniform or dress code

The inspecting supervisor may require any officer that fails inspection to go home and report back properly prepared, or he may impose disciplinary action. The supervisor shall note the circumstances whenever an officer is sent home due to a failure to pass roll call inspection.

C. Supervisors shall make daily inspection of the areas of the department that they are responsible for, to make sure they are clean and orderly.

D. Supervisors shall also make a daily inspection of patrol cars and equipment. Any deficiencies in the patrol car or its equipment shall be corrected by the officer assigned to the vehicle.

E. Whenever a supervisor notes deficiencies either in personnel, equipment, vehicles or physical appearance, they shall follow up to make sure that corrective action has been taken.

### **Spontaneous Line Inspections: (Authority)**

A. The Chief of Police will have the authority to conduct a spontaneous inspection of each



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organizational division within the department of public safety at least once every 3 months. The Chief may appoint an officer to assist him/her with the inspection process. The appointed officer will be referred to as the Inspection Officer and will have authority in all matters relating to an inspection. When authorized by the Chief, the Inspection Officer may conduct an inspection without the Chief being present.

B. Inspection Officer will be responsible for keeping records of inspection and for submitting a written report of all staff inspections to the Chief of Police and to the supervisor in charge of the division inspected.

### **Inspections Procedures**

A. A line inspection will include and inspection of the following areas:

1. Personnel: patrol/investigative/support services/administrative

- cleanliness
- condition of uniform
- condition and placement of issued equipment
- general appearance

Off-duty personnel may be called in during inspection and the response time noted.

2. Building

- cleanliness
- order
- equipment

3. Vehicles

- cleanliness
- required equipment
- required paperwork
- dangerous or unnecessary items • operation of emergency equipment

### **Inspection Report**

All staff inspections require a written report submitted to the Chief of Police. The report will be on a departmental memo and will list points of inspection and the grade received.



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<b>COP-13</b>	<b>Effective Date:</b> January 2012
<b>Title: Correspondence</b>	<b>Review/Revision Date:</b>
<b>Approved by: Chief John Fields</b>	<b>Location:</b> ASUPD- Professionalism

### **Policy:**

It is the policy of the Albany State University Police Department to provide an effective correspondence system that facilitates a controlled and efficient communication flow, which contributes to the department's goals and objectives. All correspondence originated by the department shall be prepared in accordance with the instructions contained in this Standard Operating Procedure. All correspondence will be written in black block letters. No other color will be utilized. Copies do not duplicate blue ink.

This SOP provides a ready reference for all personnel responsible for the preparation of correspondence for the signature of the Chief of Police. Having compliance with and knowledge of the procedures presented will eliminate unnecessary corrections and delay. All personnel responsible for preparation of correspondence shall become familiar with these procedures.

**Ticklers** – Official correspondence (all correspondence requiring a response) will be dealt with upon receipt. A tickler (a form which calls attention to items that must be done by a certain day) will be assigned by the Chief of Police for control purposes. The tickler will specify the action to be taken and any instructions not already indicated on the form. Ticklers shall remain with the original document and be returned to the sender after directives have been completed. The tickler will show a suspense date, usually five working days from the date of receipt in the Chief's Office. If the suspense date cannot be met, an informal inter-office memorandum shall be sent, explaining the reason for delay. An extension of the suspense date may be obtained by calling the Chief's Office.

**Correspondence for Chief's Signature** – Letters and memorandums can be used to communicate with individuals or organizations outside of the Albany State University Police Department, and also for commendations. The letter should be written to accomplish a specific purpose. The letter should be easily readable and to the point. Proper grammar, spelling, and sentence structure are vitally important. Senior Staff members at their discretion may sign outgoing correspondence for the Chief of Police. No other individuals are authorized to sign outgoing correspondence. The signature shall be as follows:

Sincerely, (Four Lines)  
Rank & Name of Signer  
For: Name of Chief of  
Police Chief of Police

The rank of the signer is mandatory, and a copy of the letter must be sent to the Chief of Police. It is recommended that if a staff member is not sure of the letter structure, to contact the Chief or his Secretary for assistance, who must ensure compliance.





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<b>OPR-01</b>	<b>Effective Date:</b> January 2012
<b>Title: Special Events Detail</b>	<b>Review/Revision Date:</b>
<b>Approved by: Chief John Fields</b>	<b>Location:</b> ASUPD- Logistics

**Policy:** It is the policy of the Albany State University Police Department to allow employees to engage in outside employment activity providing the activity has prior departmental approval, does not impair their efficiency, duties and responsibilities, and conforms to this Departmental Order and all laws.

The Special Events Detail is primarily responsible for the planning, implementation and analysis of police services required to maintain public safety for the citizen who patronize special events on ASU campus.

Such events occur throughout the campus, thus requiring a special detail of the ASU Police Department to coordinate staffing, payroll, pre-event coordination with event sponsors, post-event analysis and documentation.

The Special Event Detail is also responsible for the management of outside employment. All personnel working outside employments must complete the authorization form and a copy provided to the Special Events Detail. See Departmental Orders for additional information on outside employment requirements.

All events, dances, games, i.e. basketball, football, baseball, track & field etc., on Albany State University require police security from **Albany State University Police Department**. The Chief of Police is solely responsible for all security needs on campus. Albany State University Chief of Police will determine the use of any outside law enforcement agency and the number of officers needed and the cost per officer.

All events require proper notifications in advance no later than five work days Monday-Friday, prior to the event.

**OFFICERS' RESPONSIBILITIES:** Officers desiring to work off-duty police jobs must personally sign their name on the posted job form, or submit an inter-office memorandum requesting to work. Officers will not be permitted to sign for other officers.

Officers must notify the sergeant of Special Events Detail or the department immediately of any lateness or inability to work an assigned job. The officer(s) accepting the job will be responsible for providing a suitable replacement. If there is no replacement, the seniority draft list will be utilized. Each officer, once drafted, their name will be placed at the top of the draft list. If the next officer is working during the time of a drafted event, his/her name will be bypassed and placed next on the list.

**PAYMENT AND PAY METHODS:** The permitted must pay upon billing, in cashier's check, money order or business check payable directly to the officer working the event. **NO PERSONAL CHECKS ACCEPTED.** The rate per officer is time and a half with a minimum of three hours. Most events require a minimum of two officers. The type and estimated number of attendees will



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determine the number of officers required to work the event. The charge amount will be determined by the Special Event Detail supervisor. All events must start and end on time as contracted. This includes ASU sponsored events such as football, basketball, track and field, dances and other fund raisers. Job base (security) personnel may work these events at the fixed rate of \$20.00 per hour, minimum 3 hours.

**CANCELLATIONS:** Cancellations by the permitted must be made at least 24 hours before the scheduled event. Cancellations must be made by the person who requested and contracted for the event.

The Chief of Police or his designee may cancel any extra duty permit in the case of departmental need or any emergency regarding Albany State University.

**NOTICE TO PERMITTEES:** The officers are at all times subject to the policies of the ASU Police Department and the rules and regulations governing employees. A permitted has no authority over police personnel and is restricted to providing only general assignment of duties to be performed by the officers. Those rules **NEVER** supersede ASU Police Department policy or procedures, and officers are so advised. Extra duty officer(s) remain under the exclusive control of the department and accountable for strict adherence to departmental rules and regulations.

The officer(s) shall refuse to perform any duties deemed to be in conflict with the guidelines established by the ASU Police Department. As determined by the Department, officer(s) may be recalled from extra duty to on duty status. This permit is for Law Enforcement work only.

The ASU Police Department is **NOT** obligated to provide extra duty services. A permit will not be issued to any person, firm, or organization with potential compromising nature. No alcoholic beverage of any kind is permitted on Albany State University Campus.

(PLEASE SEE ATTACHED FOR SPECIAL EVENT REQUEST FORM)



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### EVENT NOTICE AND REQUEST FOR POLICE SECURITY

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ 200 , Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated # of Attendance: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Person making application for service: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### TERMS OF AGREEMENT FOR POLICE SECURITY

1 Albany State University Police Department will be used for all events occurring on campus, i.e., parties, talent shows, step shows, dances, sporting events, or any event where fee is required for admittance, etc. ASU Chief of Police will determine if the event requires outside assistance from other law enforcement agency. Additionally, the Chief of Police will determine the law enforcement agency that will be utilized. 2 All requests must be received by ASU Police Department Special Events Detail within five working days prior to the event. Failure to comply may result in the event being canceled or restricted off campus. It is suggested to book early to ensure proper staffing. 3 The person/organization making the application agrees to the terms and conditions of payment as outlined below:

**Officers working events will be paid twenty (\$20) dollars an hour. minimum three (3) hours per officer. No personal checks will be accepted, and business checks or cash will be paid directly to the officers or supervisor/coordinator. Payment should be made payable to each officer and list on the memo portion of the check and the purpose for payment.**

4. The Supervisor of Special Event Detail has the authority to determine the number of officers needed to safely police each event based on the expected attendance. The Chief of Police or designee will make the final decision reference security staffing.

\_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ APPLICANT SIGNATURE DIRECTOR OF STUDENT ACTIVITIES

\_\_\_\_\_ Date: \_\_\_\_\_  
ADVISOR/EVENT COORDINATOR

**DO NOT WRITE BELOW THIS LINE \* ASU POLICE SPECIAL EVENT PERSONNEL**

NUMBER OF OFFICERS NEEDED \_\_\_\_\_ COST FOR SERVICE \$ \_\_\_\_\_

CHIEF OF POLICE: \_\_\_\_\_ OR DESIGNEE \_\_\_\_\_

Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_



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<b>OPR-02</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Training	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Training Division

### Purpose

To specify guidelines for the operations and administration of the Training Division and training activities of the Albany State University Police Department.

### Policy

It is the policy of the ASU Police Department to provide courses and instruction to all sworn and civilian employees of the department.

### Duties

The Training Section of the Department is under the control of the Chief of Police. The Training Section is headed by the Training Coordinator whose responsibility is the development, implementation and supervision of all training received by this department.

### In-Service

The Training Section will provide all sworn personnel with minimum of (80) hours of in-service training. Any employee seeking additional training may review training catalogs or bulletins provided by the training section. At least annually, in-service training classes will be designed or coordinated by the training staff and include but are not limited to the following:

- 1 Law Enforcement Ethics and Professionalism
- 2 Departmental policy and procedure
- 3 New statutory law and legal updates
- 4 First aid/CPR
- 5 Defensive Driving
- 6 Use of Force/Firearms 2 hrs
7. De-Escalation training 1 hr
8. Community Policing 2 hrs

### FIREARMS TRAINING

**The Department's firearms training program will include comprehensive instruction of:**

- Departmental policy and legal requirements on use of deadly force.
  - Firearms safety and proficiency
2. The firearms proficiency training will, reflect those circumstances and conditions that law enforcement officers are most likely to confront in real life deadly force situations.
  3. All aspects of the firearms training program will include the Department issued weapon.



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### Firearms Qualification

1. All officers shall qualify with their issued, approved weapon. Qualifications shall include training regarding the legal, safety and proficiency aspects of firearms used by a Certified Weapons Instructor.
2. Firearms qualification shall be required on an annual basis and in the event of any accidental discharge; the officer involved must undergo immediate remedial training prior to returning to full duty.
3. All officers, when participating in firearms qualification, must meet minimum standards established by Training Section personnel for the particular course of fire and firearm. All Firearms training including qualifications scores (Pass/Fail) will be documented in writing and maintained in the Training Division.
4. Should a member fail to meet qualification standards, the authority to carry the weapon shall be **IMMEDIATELY REVOKED**. Written notification of such revocation shall be forwarded to the Chief of Police. Officers, whose authority to carry their weapon has been revoked, shall be reassigned to a non-law enforcement position until they have received remedial training and met qualification standards. Officers who fail to achieve qualification after attending remedial firearms training will be reassigned to a non-sworn position within the Department if such a position is available or recommended for termination for failing to maintain standards.

### Department Weapons Training

The standard authorized weapon for the Albany State University Police Department is the .40 caliber GLOCK, and the Smith & Wesson M & P .40 caliber, semi-automatic pistol. The weapons must be carried at full capacity at all times.

1 Ammunition for the department issued firearm, carried under the authority of this department, will be approved and purchased by the department. The department will provide ammunition for duty purpose only. 2 Department members must qualify at a minimum of twice a year on a Peace Officers Standards and training approved course of fire; once with POST a certified firearms instructor and once with an ASU staff. An officer must qualify with a minimum score of 80%, in two out of three attempts. Any member, who fails to qualify on the first, second and third attempt will be given a fourth attempt at the discretion of the firearms instructor. 3 The Department firearms instructor will confiscate an officer's weapon, regardless of the rank of the officer, for failing to qualify or if the department member consistently shows an inability to safely operate the weapon. The officer will be transferred to an assignment not requiring the use of the weapon until he/she can attend remedial training.

Once remedial training is given, the Officer will be given an opportunity to qualify. Once the satisfactory qualification scores are achieved the officer will be returned to his/her prior assignment. \_ Failing the re-qualification may subject the officer to reconsideration of his/her

continued employment and could be grounds for dismissal.

### Departmental Weapons Policy

The policies listed below will be strictly adhered to:

- All on-duty officers shall be armed with the Departmental issued firearm or authorized



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personal firearm.

- All approved firearms and magazines must be loaded only with ammunition issued by the Department and approved by the Chief of Police.
- All firearms must be inspected and fired by the department armorer or one designated by the Chief of Police prior to issue or authorization to carry.
- Any weapons found to be unsafe will be immediately removed from service and turned over to the equipment supervisor for repair.
- All plain-clothes officers are required to carry their issued weapon in a secure, approved holster. The holster will be so designed as to be capable of securing a firearm so it will not fall out even when upside down.
- The officers must meet "qualification" requirements with each approved weapon and holster system.
- The carrying of any unauthorized firearm and or ammunition on duty is prohibited and will result in disciplinary action by the Department.

### A. Back-up guns

A secondary (back-up) on duty handgun is authorized only by the Chief of Police. This weapon will be carried in an ankle holster while on duty. Any sworn member of this department may carry a back -up gun but only upon meeting specific Department requirements:

- 1 The firearm must be able to carry at least five rounds.
- 2 The firearm must have a barrel length of two to four inches.
- 3 The firearm must be of .380 caliber or larger.
- 4 The firearm must be inspected by the Department armory or one designated by the Chief of Police and pronounced safe.
- 5 The firearm make, model, serial number, and description must be on file with the Department.
- 6 A "ballistic" sample, of both bullet and shell casing must be obtained and on file with the department.
- 7 The officer must pass a qualification course of fire with the weapon.
- 8 The firearm will be loaded with only departmentally approved ammunition, a list of the departmental approved ammunition will be kept on file with the Departmental training officer.
- 9 The back-up weapon will be carried in a concealed manner during the tour of duty in a departmentally approved holster.

### **Department Basic Auxiliary Weapon**

The basic auxiliary weapon for the department is the Remington Model 870, 12-gauge pump action shotgun with a minimum capacity of four (4) rounds and a minimum barrel length of eighteen (18)



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inches; additionally the .223 rifle.

Sworn personnel that wish to carry a personally owned shotgun for on-duty use must meet the requirements as listed in departmental standard operating procedures.

Personnel wishing to checkout an ASU Police Departmental issued shotgun must have qualified with the shotgun. After visually inspecting the shotgun, the individual receiving the gun will complete the shotgun log. He/she will record on the log: the date the weapon was issued, his/her badge number, and the type of ammunition.

### **Shotgun Qualification**

Officers will be offered two attempts to qualify with the shotgun utilizing #00 buck and rifled slug ammunition during the yearly qualification courses. Personnel who qualify with the #00 buck will be given two attempts to qualify with the rifled slug. If they qualify with the rifled slug, they will be authorized to carry a shotgun and both #00 buck and rifled slug ammunition.

### **.223 Rifle Qualification**

Officers will be offered two attempts to qualify with the .223 Rifle during the yearly qualification courses. Personnel who qualify with the .223 Rifle will be given two attempts to qualify.

### **Maintenance of Weapon**

All weapons will be maintained in such a manner that they are clean and in good operating condition. All cleaning and loading will be done at the range or other approved area, i.e., at home, or licensed ranges. Weapons cleaning are not permitted in public places or any office area within the police department.

### **Carrying Firearms Off Duty**

Georgia Statutes provides that full-time police officers shall have the right to carry concealed firearms on their persons during off-duty hours at the direction of the Chief of Police, and may perform those law enforcement functions that they normally perform during duty hours with their jurisdiction. Off-duty personnel while outside Albany State University campus, are permitted to carry their weapons concealed and are permitted to use and discharge them only in accordance with departmental policies.

Departmental policies will govern the use and discharge of firearms both on and off-duty. If an officer chooses to carry a personally owned revolver, semi-automatic handgun, or Derringer while off-duty he/she must be in compliance with departmental policies.

Officers are reminded that when outside Albany State University campus, any enforcement action taken is with the same authority as a private citizen, except when in fresh pursuit or when required to assist an officer of another jurisdiction. Even though the officer acts as a private citizen outside the ASU campus, he/she is permitted to utilize his/her departmentally approved weapon in the circumstances outlined above, which will be considered to be within the scope of his/her employment.



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All personnel authorized to carry a weapon off-duty, while in civilian attire, will at no time allow the weapon to be visible, except when necessary to take police action.

### **Oleoresin Capsicum (OC) Pepper Aerosol Spray**

The Department issued OC aerosol restraint spray to provide officers with additional use of force options for gaining compliance or resistant or aggressive individuals in arrest and other enforcement situations. It is the policy of this agency that officers use OC when warranted, but only in accordance with the guidelines and procedures set forth here and in this agency's use of force policy.

#### 1. Authorization

- Only officers who have completed the prescribed course of instruction on the use of OC and experienced a mandatory exposure to the OC spray are authorized to carry the device.
- Uniformed officers shall carry only departmentally authorized OC canisters in the prescribed manner on the duty belt. Non-uniformed members may carry OC spray in alternative devices as authorized by the agency.
- Unexplained depletion of OC canisters shall require an investigation and written report by the officer's supervisor to the Chief of Police.

### **Residential Storage of Weapons**

Firearms and other devices that possess the potential to cause bodily harm should always be stored in areas inaccessible to unauthorized persons, children, and other high-risk persons. This includes weapons and devices issued by this department.

The intent of this section is to prevent accidental discharges and/or misuse of weapons and devices by persons untrained or unfamiliar with their intended use. Secure storage of unused weapons and devices is also suggested to prevent theft in the event of a residential burglary or similar occurrence.

The department offers the following suggestions for such storage:

- \_ In a locked box, bolted to a high shelf or an out of the way shelf
- \_ In a closet with a lockable door
- \_ In a lockable gun cabinet
- \_ In a lockable file cabinet
- \_ Firearms secured with one end of the handcuff locked behind the trigger and the other end of the handcuff locked to a secure object.
- \_ No departmental issued firearms will be stored in any vehicle at any time.

It is the responsibility of the individual officer to secure his issued weapons in such a manner to protect the weapon from unauthorized use and accessibility to children and other high risk persons.

### **Penalties**

A member of this department that violates any provision of this standard operating procedure may be subject to discipline, up to and including dismissal from employment.





# *Albany State University Police Department*

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Chief of Police  
John Fields Jr.

### **Field Training Program**

#### **A. Recruit Training**

The following materials will be issued electronically to all Recruit Officers:

- Albany State University Police Department Policy Manual

Department Recruits will be sworn in and issued police identification upon their first day of completion of the requirements of the Basic Mandate Training as certified by P.O.S.T. When a recruit has been employed as a police officer with the department this recruit will attend the first available law enforcement academy for training. Upon the successful completion of the Basic Mandate Training the recruit will be assigned to the Field Training Officer Program (FTO) for a period of three months. The recruit will be evaluated by their Field Training Officer, Senior Officer, or Sergeant who will record the recruit's activities on a weekly basis.

No recruit police officer will be allowed to work any extra job in uniform or where the officer is expected to use the police authority until such time as the officer has completed the FTO Evaluation Program. The Training Coordinator will provide information, rules and regulations pertaining to the Regional Law Enforcement Academy.

Certified Officers will go through an orientation session with the training officer concerning the firearm. New officers already certified will immediately become proficient with the new duty weapon. The FTO will closely monitor the activities of the officer and complete weekly progress reports. The length of time under the supervision will be at the discretion of the FTO and the approval of the Chief of Police.

### **Field Training Officer Selection Process**

To ensure that all basic recruits are capable of performing the various skills acquired during academy training under actual working conditions, Field Training Officers will be developed to supervise all probationary police and security officers.

Field Training Officers will be required to have the following minimum qualifications to be considered:

- 1 At least one (1) year of police officer experience
- 2 Good standing with the Department (any ongoing Internal Affairs Investigations involving applicants will be examined on an individual case basis)
- 3 Must have a letter from his or her Shift Supervisor and
- 4 Must have a satisfactory score on Evaluation Report

All Field Training Officers will be required to complete the P.O.S.T 40 hour Field Training Officer Course taught by a P.O.S.T. or Regional Academy approved instructor. All Field Training Officers will be under constant supervision from their immediate supervisors and required to also answer to the Training Coordinator or his/her designee.

### **Remedial Training**

All supervisory personnel should recognize and utilize the effectiveness of the remedial training in the disciplinary process. The need for remedial training is best reflected in the performance evaluation system. All remedial training should be completed within the six (6) month period of the performance evaluation. The criteria which should be utilized to determine the need for remedial training should be as follows:

- 1 The officer (security/police) displays a lack of knowledge in a specific area of required security or police activity.
  - 2 The officer (security/police) displays a lack of skill in a specific area of required security or police activity.
  - 3 The officer (security/police) displays a lack of ability in a specific area of required security or police activity.
  - 4 The officer (security/police) displays a high level of interest in a particular area of required activity but lacks the basic knowledge necessary for improvements in that area.



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Each and every officer and employee in the department is required to utilize skills such as report writing, interpersonal communication, resolving conflicts and decision making. Whenever the employee displays that he/she is lacking any of the above skills then it is imperative that corrective action be taken. Such corrective action should involve remedial training.

### **CRISIS INTERVENTION TRAINING**

The purpose of the Crisis Intervention is to provide an effective response to situations involving subjects that are suspected and/or verifiably mentally ill, suicidal or experiencing severe crisis. The purpose is to avoid unnecessary violence, potential civil litigation and to provide an opportunity for proper medical attention.

**Crisis Intervention Officers** will be trained to respond to assist with calls for service as well as during interview and interrogation involving a crisis where mental illness is believed to be a factor or where a subject in crisis represents a danger to him/her self or others. ASU police staff will complete a 40- hour C.I.T. certification course

### **POLICE TRAINING**

1. recognize legal requirements regarding emergency detention and commitment of mentally ill persons;
2. identify proper procedures to be employed in investigating a reportedly mentally ill person;
3. identify commonly available community resources available to emotionally disturbed persons;
4. identify proper procedures to take custody of and transport mentally ill persons;
5. identify factors that contribute to a negative response from people (e.g., disrespectful attitude and use of profanity, derogatory language, or ethnically offensive terms);
6. identify major indicators of a person's mental or emotional state;
7. identify factors that affect a person's perception (e.g., past experiences, maturity, mental condition, physical condition, environment, and emotional involvement);
8. identify good and bad intervention and mediation practices;
9. identify techniques for defusing stress symptoms (e.g., acknowledging a person's ordeal);
10. demonstrate problem-solving skills;
11. recognize the principles of interpersonal mediation and counseling techniques;
12. demonstrate the ability to use interpersonal mediation and counseling techniques to encourage someone to cooperate and disclose information;
13. recognize situations that call for short-term crisis intervention mediation and counseling;
14. explain the cause of a crisis;
15. explain the history of mental illness and its use as a defense in court;
16. explain the history of the integration of mentally ill people into society;
17. recognize the symptoms of mental illness and how to effectively communicate and help people exhibiting such symptoms;
18. identify federal and state laws relative to persons with special needs (e.g., the Americans with Disabilities Act and 1973 Rehabilitation Act, guide dog laws and equal access laws, and laws dealing with interpreters); and
19. identify commonly available community social service agencies.

**Crisis Intervention Teams** are a partnership program between the local police and the community provider network that provides training to law enforcement personnel and provides for a joint response to crisis in the community involving persons with behavioral health disorders. The goal of CIT is to reduce the need for arrest in favor of referrals to appropriate treatment resources.



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<b>OPR-02.a</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Training Documentation & Records	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Training Division

### **Policy**

It is the policy of the Albany State University Police Department to ensure that each training session is documented to provide maximum liability protection. Training files should be maintain on all staff and reflect a record of all training received; whether agency provided, or from an outside source. The maintenance of all training files and documentation of all training sessions is responsibility of the Training Division.

### **Documentation**

The Training Division will maintain individual training files for each employee, reflecting all training received. If the employee obtains training from any source other than the Training Division, the employee must provide written verification of such training to the Training Division in a timely manner for inclusion his/her training file. Copies of any certificates awarded will be forwarded to there their training file as appropriate. Employees may request their training file at any time during normal business hour of operations.

### **Review**

**A quarterly review of officer's record swill be done quarterly at a minimum but not limited to more frequent reviews for accuracy.**

After a successful completion of any POST approved course of instruction, copies of all course completion reports, forms, daily attendance sheets, pre-tests, post-test, practical exercises and student scores will remain on file in the Training Division.

ASU training files will only be released outside of the department on order of the Chief of Police or lawful subpoena.



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<b>OPR-02.b</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> POST Training Rule 464-5	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Training Division

### **Revision of POST Rule 464-5 (Annual Training Requirement)**

Below is a revision to POST rules which was approved by POST Council on December 14, 2016, and implemented January 1, 2017. It was posted statewide for officers and agencies to review in September and October of 2016. In essence the rule now establishes a minimum 5 of the required 20 hours of annual training. The topics are:

Firearms requalification - 1 hour  
Use of Deadly Force - 1 hour  
De-escalation training - 1 hour  
Community Policing - 2 hours

Please note that these are the minimum requirements. Additionally, officers are now required to qualify with all agency issued/carried firearms (e.g. handgun, shotgun, patrol rifle, etc...) Please read the actual rule for further details.

The courses are already available on-line at the Georgia Public Safety Training Center (GPSTC.) POST is working closely with GPSTC to have a downloadable Program of Instruction for each of these classes so that instructors may teach these at the agency level. It is anticipated that these will be available in early February. This shall not prevent an agency from creating their own lesson plan for de-escalation similar to what instructors currently do for "use of deadly force." As far as community policing, three courses have already been developed and more are in the developmental stages.

The three "Community Policing" classes are:

DYP00G Fostering Positive Community Relations (2 hr.)  
DYM00G Police Legitimacy, Procedural Justice, and Community Relations (2 hr.)  
DYE00G Cultural Awareness (2 hr.)



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## **Annual Firearms Training**

a. Each person employed or appointed as a peace officer shall, as part of the annual training required by O.C.G.A. 35-8-21, satisfactorily complete during each calendar year the annual firearms training mandated by this rule. The failure by any peace officer to attend and successfully complete the training required by this rule shall result in the loss of that officer's power of arrest, as set forth in O.C.G.A. 35-8-21(d).

b. Annual firearms training shall, at a minimum, consist of three hours of training provided by a POST-certified instructor, which training shall include, but not be limited to:

1. training on the Constitutional and legal limitations on the use of deadly force;
2. training on the agency's policies regarding the use of deadly force;
3. de-escalation options for gaining compliance; and
4. a demonstration of proficiency in the safe and effective use of any agency issued firearm carried and/or used by the particular officer, to include a course of fire that meets or exceeds the minimum standard set forth in the basic training course for which the officer was initially trained and is currently employed. In any instance where an officer has more than one peace officer certification, the higher standard shall apply. Any officer failing to achieve the required score in the above training may undergo additional courses of fire under the direction of a POST-certified firearms instructor in order to achieve a passing score.



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### P.O.S.T. Update - January 2017

Executive Director Ken Vance

#### **POST Recertification Course is now online**

Officers may now complete this course online by going to web link [www.gapost.org/recert\\_trng.html](http://www.gapost.org/recert_trng.html) for both the instructions on how to sign in to the course and the log in location. Officers are asked to be sure to read the instructions for how to log in to the course prior to doing so. Once completing the course, the completion will be updated to the officer's POST Data Gateway system training history on a weekly basis. POST is currently working to have this training updated daily in the near future, and POST will notify officers when this change occurs. The log in for the course can be found at web link <http://ga.v-academyonline.com/login>.

#### **POST Update on revision of POST rule 464-5 (Annual Training Requirement):**

As of January 1, 2017, all peace officers have to complete a specified **minimum** of **5 hours** for **designated topics** within the 20 hour annual training requirement.

The **designated topics** to be completed each year within the 20 hours are:

- |                          |          |                              |
|--------------------------|----------|------------------------------|
| Firearms Requalification | - 1 Hour |                              |
| Use of Deadly Force      | - 1 Hour |                              |
| De-escalation training   | - 1 Hour | Community Policing - 2 Hours |
| <b>Hours</b>             |          | <b>Total = 5</b>             |

**IMPORTANT NOTE: Officers are required to annually qualify with all agency issued/carried firearms (e.g. handgun, shotgun, patrol rifle, etc.). Course of fire must meet or exceed the course of fire completed in the basic course for the type of firearm.**

GPSTC Online courses have been created to meet this requirement for officers' training. The Georgia Public Safety Training Center (GPSTC) has published information on these courses, and it can be found at web link <https://www.gpstc.org/gpstc-answers-governors-call/>. Officers can access these courses from the GPSTC web link by clicking on the course, and it will take the officer to the course to register for the online course. Officers completing **these designated GPSTC**



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**online courses** for these **designated topics** (*Cultural Awareness, Fostering Community Relations, Police Legitimacy and Procedural Justice for Community Relations, and Use of Force and De-escalation Options for Gaining Compliance*) **will meet 4 hours of the designated annual training requirements for calendar year 2017** - except for the required 1 hour for Firearms Requalification.

GPSTC will be publishing the Points of Instruction (POIs) for these topics for POST certified instructors to teach at the agency level on February 1, 2017. POST certified instructors will be able to teach these courses at the agency level, but the instructors must meet the requirements of teaching the required objectives and points of instruction and required actual minimum time requirements for each topic.



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## Standard Operating Procedures

Chief of Police  
John Fields Jr.

<b>OPR-03</b>	<b>Effective Date:</b> January 2012
<b>Title: Court Procedures</b>	<b>Review/Revision Date:</b>
<b>Approved by: Chief John Fields</b>	<b>Location:</b> ASUPD- Training Division

**POLICY:** The Court Liaison Detail has been established to ensure attendance by police department personnel at all judicial proceedings arising from the law enforcement efforts of the department, and to coordinate the solution of problems and conflicts concerning court-related conduct and procedures.

It is intended that personnel of the ASU Police Department appearing in any court of law or judicial proceeding demonstrate the highest of professional standards. They will be fully prepared to testify effectively, and shall ensure that evidence is readily available to the court. Personnel should be cognizant that they are representing the ASU Police Department, which mandates the projection of a most positive and professional image. Prompt attendance and appropriate physical appearance are essential to this image.

**ORGANIZATION:** Employee adherence to Departmental SOPs falls within the responsibilities of the Court Liaison Sergeant.

**RESPONSIBILITIES:** It is the responsibility of the Court Liaison Lieutenant to accept service of subpoenas or notices to appear at any judicial or quasi-judicial proceeding, arising from the law enforcement efforts of the department. Court Liaison shall develop and maintain procedures for ensuring that subpoenas and notices to appear are distributed to and received by the member served. The failure of any member to appear after being served through Court Liaison may result in that member being held in contempt of court, in addition to departmental sanctions as set forth herein.

### **PROCEDURES:**

**Conduct:** Members shall not talk or read within the courtroom while court is in session unless directed to do so by court personnel. There shall be no smoking in the courthouse at any time. Members shall obey all rules and directives of the court.

**Appropriate Attire for Judicial Proceedings:** Members appearing in any judicial procedure (criminal or civil) shall present themselves in accordance with the highest standards of professional appearance. Civilian attire shall be (for males) a suit or jacket and slacks, with a shirt and tie. The jacket is optional unless the subpoena is for a jury trial. For females a dress or skirt and blouse, or a professional pantsuit. Sandals, jeans, sneakers, miniskirts, etc. are not appropriate. Members may exercise the option of wearing a uniform. If an employee is appearing either as a defense witness, or as a non-subpoenaed observer at a trial, they are not allowed to wear their uniform. Under no circumstances are shorts or tank tops permitted. All personnel, regardless of assignment, appearing in a courtroom to testify or observe a hearing in an official capacity must comply with the requirements of this order regarding appropriate civilian attire.

**Attendance:** All members of the department shall be present at all judicial proceedings for which they have been subpoenaed or otherwise notified by a competent authority to appear. These include: criminal, civil, traffic, juvenile, and federal courts; depositions by Public Defense Attorney, District Attorney, or private attorney; pre-trial conference, and any other legal proceedings resulting from an employee's official duties. While attending judicial proceedings,





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department members are under the direct supervision of the supervisor of Court Liaison.

**Notice to Appear in Court:** Whenever any member of the ASU Police Department is notified by telephone, police radio, or written notice to appear as a witness in a judicial proceeding, the directive must have emanated from the Court Liaison Supervisor, the Internal Affairs Unit, or be served directly from a court of competent jurisdiction. Whenever an employee receives a subpoena or any notice, verbal or written, to appear from any source he/she shall notify Court Liaison Supervisor immediately, and forward to them a copy of any written notice to appear.

**Standby Subpoenas:** It is the officer's responsibility when a standby subpoena is received; to call the number on the subpoena and let them know if they will be available for that date(s) during the officers work hours or when in court. Any changes must be communicated to the Court Liaison Supervisor. When the officer is needed for trial, the attorneys or prosecutor will notify the Court Liaison Supervisor or Dispatcher, who will contact the officer.

If a member is released and placed on standby or recall by a judge, Assistant DA, or defense attorney to be recalled later to testify, that member will be responsible for returning to court immediately when contacted and needed by them or the Court Liaison Supervisor. Failure by that member to return to court will be grounds for disciplinary action. If the officer is released and placed on standby or recall, and leaves a beeper, cell phone, or home number, it will be their responsibility to respond if called.

Departmental members who are in court (trial, PFC, depositions, or any other court-related activity), whether on or off duty, shall not leave the location of that court for any reason without permission from a Court Liaison supervisor.

**Falsifying Overtime Forms:** Any employee falsifying an overtime form or any supervisor, sergeant or commanding officer intentionally approving a falsified overtime form shall be subject to disciplinary action up to and including dismissal.

**Attendance During Vacation, Suspension, Illness, etc.:** Members scheduled for court or court-related business during vacations shall be responsible for notifying the Court Liaison Supervisor of their inability to attend, prior to the beginning of their vacation.

**Court Absence Due to Illness:** When a member is unable to attend court, pre-trial conferences, deposition hearings, Grand Jury Hearing or any other court-related obligation because of illness, the members must notify the Dispatcher, the on duty supervisor, or Court Liaison Supervisor at least fifteen (15) minutes prior to the time set for the appearance. Members who call in "sick" under these conditions cannot report for regular duty within 24 hours of the scheduled appearance, and they must be carried "sick" on the attendance sheet if he/she is scheduled to work within the 24-hour period. Exceptions must be approved by the Staff Duty Officer. Members, who miss court, must contact the court, which they missed and have it rescheduled.

Members, upon returning to work, will be responsible for notifying their immediate commanding officer of their absence, and for the preparation of a Sick Leave Certificate with the notation "sick for court" at the top right-hand corner of the form.

Any member who is unable to appear because of illness is prohibited from working any off-duty job for a period of 24 hours. Exceptions must be approved by the commander of the Off-Duty Employment Detail, or the member's commanding officer.



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**Conflicting Court Appearances:** An appearance in one court shall not be an excuse for absence in another. When members are subpoenaed to appear in more than one court on the identical date and time, the member will notify the Court Liaison Supervisor. The officer will report to the highest jurisdiction, and he/she will notify the lesser court of his/her location.

In all cases of conflicting court appearances, the officer will notify and adhere to the instructions given by the Court Liaison Supervisor.

**Notice of Failure to Attend Court:** The officer will then have five (5) working days to complete an adequate response explaining the reason(s) for missing court. If the reason is acceptable, the notice along with the response will be placed in the officer's court personnel file with no action taken. If the response is unacceptable the Court Liaison supervisor will attach the officer's response to the notice along with all documentation and a copy of the court violation and subsequent documentation will be placed in the employee's court personnel file and a copy will be then sent to the employee's Unit Commander along with the appropriate disciplinary action taken.

These will be applied when a member is without an acceptable reason and when they occur within the preceding 12-month period.

### **Penalties for any Court Related Incident**

1st Occurrence Formal Counseling

2nd Occurrence Reprimand

3rd Occurrence Reprimand with 10-hour suspension 4th Occurrence Reprimand with 20-hour suspension 5th Occurrence Reprimand with 40 hour suspension/5 days

6th Occurrence Dismissal

Members are required to notify the Court Liaison supervisor of every incident of lateness, inability to attend, excuses, or resets. It is the responsibility of the member to record the date, time, name of the supervisor receiving the information.



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## Standard Operating Procedures

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John Fields Jr.

<b>OPR-04</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Annual Random Substance Abuse Examination Program	<b>Review/Revision Date:</b>
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

**POLICY:** It is the policy of the ASU Police Department to maintain a drug free work environment through the use of a reasonable employee substance abuse testing program. Therefore, in order to ensure the integrity of the department, and to preserve the public trust and confidence in a fit and drug free law enforcement profession, this department shall implement a mandatory substance abuse testing program to detect prohibited drug use by sworn employees. Substance abuse testing shall be conducted pursuant to the existing labor agreement and this departmental order.

**ORGANIZATION:** The Annual Random Substance Abuse Examination program is a function of the University Personnel Resources Management. The program shall be administered through the Personnel Management Department.

**RESPONSIBILITIES:** The ASU Director of the Personnel Resources Management shall be responsible for the identification and notification of all such members to be administered the Annual Random Substance Abuse Examinations, the maintenance of records, and payment approvals.

**PROCEDURES/PROHIBITIONS:** The following rules and prohibited activities shall apply to all sworn and non-sworn employees, while on and off duty.

- No employee shall illegally possess any controlled substance.
- No employee shall ingest any controlled or other dangerous substance, unless as prescribed specifically to them by a licensed medical practitioner.
- Employees shall notify their immediate supervisor when required to use prescription medicine which they have been informed has the potential to impair job performance. The employee shall advise the supervisor of the known side effects of such medication, and the prescribed period of use.
- Supervisors shall document this information through the use of an internal memorandum and maintain this memorandum in a secured file. The employee may be temporarily reassigned to other duties, where appropriate.
- No employee shall ingest any prescribed or over-the-counter medication in amounts beyond the recommended dosage.
- Any employee who unintentionally ingests, or is made to ingest a controlled substance shall immediately report the incident via a memorandum to their supervisor/commander, so that appropriate medical steps may be taken to ensure the employee's health and safety.

Any employee having a reasonable basis to believe that another employee is illegally using, or is in possession of any controlled substance, shall immediately report the facts and circumstances to their supervisor.

Discipline of employees for violation of this policy shall be in accordance with the due process rights provided in the department's discipline and grievance procedures, the existing Board of



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Regents Rules and Regulations.

**Drug Screening Procedure:** The ASU Personnel Resources Management Department shall coordinate the Department's annual random drug screening program and shall be in compliance with procedures outlined in the Board of Regents Policy.

The random selection program shall be restricted to a designated site and designated computer terminals in the Personnel Resources Management Department.

Sworn personnel who are selected for testing and are not on-duty at the time of notification, shall have their names re-entered into the computer for future selection.

The ASU Personnel Resources Management shall provide the names of sworn members and civilian personnel selected to the appropriate commanders or Chief of Police. The commander, Chief of Police or his/her designee shall order the selected employee to report to the testing facility for the screening. This may be accomplished in person, in writing, by telephone, and/or police radio.

Sworn personnel and civilian personnel selected for screening **MUST REPORT IMMEDIATELY** to the testing facility upon notification.

It is the responsibility of a selected employee's commanding officer or supervisor to ensure that a selected employee reports to the testing facility no later than one hour from notification.

**Procedure for the Annual Substance Abuse Examination:** All affected civilian and sworn employees must adhere to the drug screening protocol that has been established in conjunction with the Police Department, Department of Personnel Resources and the Board of Regents. If any conflict arises at the collection site, the employee will remain at the site and have a commanding officer or supervisor respond. The commanding officer or supervisor will contact the ASU Personnel Resources Management Director for advice on resolving the conflict.

All civilian and sworn personnel will act in a professional manner and follow all directives given by the laboratory personnel. Failure to respond to these directives can result in possible disciplinary action up to and including termination.

Personnel who, after coming to work and being notified of a scheduled Substance Abuse Examination, become too ill to continue to work, and who then request to be carried "sick" for the remainder of their tour of duty, shall be transported to an appropriate medical facility by a Commanding Officer or supervisor, where treatment for the illness will be made available. The Commanding Officer or supervisor shall also notify the drug screening testing facility and ensure that a collector from the drug screening facility responds and administers the Annual Random



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Mandatory Substance Abuse Examination.

The testing facility will provide chain of evidence and will secure positive specimens for a minimum of one (1) year, or longer upon request. Negative specimens will be stored for a minimum of five (5) days. The procedure for the second sample testing will be made in accordance with the Board of Regents policy.

**Procedure for Positive Results on Substance Abuse Screening Test:** The testing facility will notify the ASU Personnel Resources Management Director, who will contact the Chief of Police. The Chief of Police will notify Internal Affairs Supervisor of all positive findings. A positive finding will be reported by the testing facility only after it is confirmed by the GC-MS test. The Chief of Police or Internal Affairs Section Supervisor will notify the employee. The Internal Affairs investigator will prepare a memorandum to initiate an investigation after a positive GC-MS confirmation test.

If the employee is to be relieved of duty because of a positive finding on the substance abuse test, the employee's Commanding Officer will:

- Initiate a disciplinary action package for said employee. This action will be initiated in accordance with Departmental SOPs.
- Relieve the employee of duty and have him/her report to the Internal Affairs Supervisor.



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John Fields Jr.

<b>OPR-05</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Psychological Evaluation	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

**Purpose:** To establish a uniform Psychological Evaluation for sworn personnel employed by this agency in accordance Georgia Law.

**Scope:** To provide administered battery psychological tests for police applicants. The tests will consist of testing the applicant's ability, achievement, motivational analysis/work styles inventory: and the Minnesota Multiphase Personality Inventory II results. The four examinations will yield measures of following variables: Intellectual Ability and Academic, Interpersonal Relationship Ability, Tolerance for stress, Tendency toward Deception and Manipulation, Tendency toward pathological Clinical Syndromes, Career Orientation and Motivational Style, Mood/Demeanor, problems with Self-Concept, Capacity for Behavior Control and Tendency toward Impulsivity. A final score will be provided to the University for each applicant tested as follows:

- 70 – 80 Marginal Candidate
- 80 – 90 Acceptable Candidates
- 90-110 Good Candidates

Each candidate must successfully complete the Psychological Exam in order to attend the Police Academy.

Any candidate that does not successfully complete that exam cannot move forward in the process to become a certified peace officer.



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Chief of Police  
John Fields Jr.

<b>OPR-05.a</b>	<b>Effective Date:</b> July 2017
<b>Title:</b> Physical Examination Psychological Examination	<b>Review/Revision Date:</b>
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations /New Hirer

The purpose of this policy is to establish general guidelines for all new hires pre-employment. A physical exam and a psychological screening will be conducted by a qualified medical professional.

### POLICY

To become a Police Officer for Albany State University Police Department, you will need to complete the entire hiring process to include a physical exam and a psychological screening.

### **PHYSICAL EXAM**

New hire applicants will be required to complete a medical exam. The exam consists of a general physician who is qualified to perform the exam. A written statement from the applicants physician will be submitted to Human Resources and the ASU Police Department indicating they have meet the guidelines to perform the duties of a police officer.

### **Psychological Examination**

### **What Psychological Screening Looks For**

Pre-employment psychological screening evaluates a number of personality traits to help formulate an opinion about whether or not a candidate would be a good hiring choice. The evaluation of potential law enforcement officers traits include:

- Impulse control
- General intelligence
- Judgement
- Ability to perform boring or tedious tasks
- Reasonable courage
- Honesty/Integrity/ Dependability
- Personal bias or lack of bias
- Ability to tolerate stress
- What motivated the candidate to choose law enforcement
- Ability to deal with supervision
- Appropriate attitudes towards sexuality
- Prior drug use



# Albany State University Police Department

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Chief of Police  
John Fields Jr.

<b>OPR-06</b>	<b>Effective Date:</b> July 2017
<b>Title:</b> HIV/AIDS, Hepatitis B, Blood Pathogen Disease/Exposure; Opioid Overdose	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### Purpose

To establish procedures to be followed when an employee comes in contact with a person's blood or bodily fluids. All blood and body fluids should be considered potentially infectious.

### Definitions

- A. AIDS: Acquired Immune Deficiency Syndrome. AIDS is a serious condition caused by a virus called HIV and is characterized by a specific defect in the natural immunity system against disease.
- B. HEPATITIS B: A viral illness which attacks the liver, once known as the "serum hepatitis".
- C. AIDS and Hepatitis B are spread through intimate sexual contact, blood and blood products and sharing of contaminated needles.
- D. There is NO EVIDENCE that AIDS is spread through any of the following:
  - 1. Sneezing, coughing or spitting.
  - 2. Handshakes or other non-sexual physical contact.
  - 3. Toilet seats, bathtubs or showers.
  - 4. Various utensils, dishes, or linens used by a person with AIDS. Being around someone with AIDS or on a daily basis or over a long period of time.
  - 5. Articles handled or worn by persons with AIDS.
  - 6. Riding in the same transportation.
  - 7. Eating in the same public place or with an AIDS patient.
  - 8. Working in the same office, shop, etc.
  - 9. Low risk body fluids: Exposure to feces, sputum, nasal secretions, sweat, tears, urine and vomits, unless they contain visible blood.

### Procedures

- A. When an officer encounters body fluid under uncontrolled emergency circumstances in which differentiation between fluid types is difficult, if not impossible, they should treat all





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body fluids as potentially hazardous.

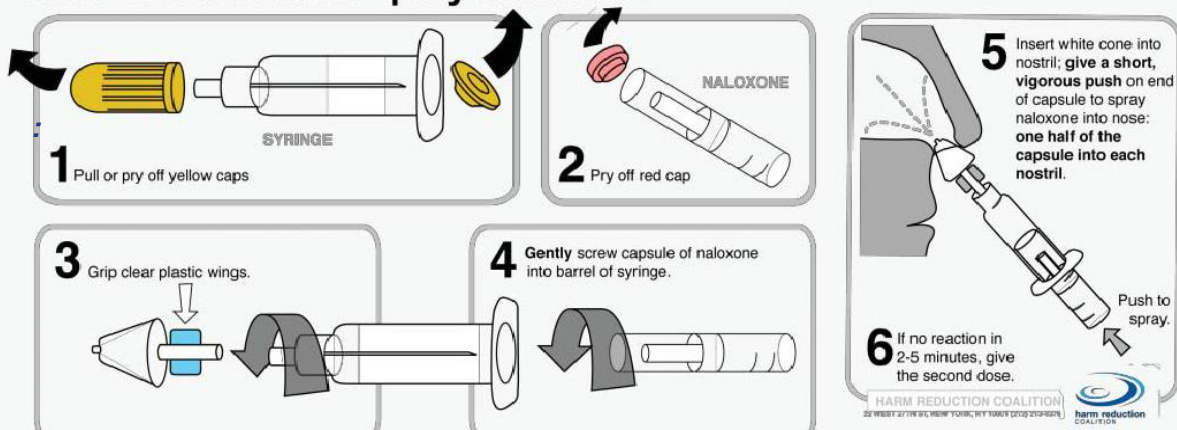
B. Officers are issued rubber gloves to be used when there is a chance of exposure to blood or bodily fluids.

C. The following procedures are recommended for police, security personnel and other concerned employees exposed to or having contact with blood or body fluids in the performance of their duties:

1. Wash hands thoroughly after contact with the subject or patient. (Careful hand washing is probably your most important and effective method of preventing the spread of various communicable diseases). If hand-washing facilities are not readily available use rubbing alcohol.
  2. If you assist a person in a manner, which may cause blood or other body fluids to be on your hands, it would be desirable to wear gloves. This does not supersede the value of good hand washing.
- D. Clean up blood spills and other bodily fluids with regular household bleach (Clorox) diluted one (1) part bleach to nine (9) parts water. (Wear gloves during this procedure).
- E. In the event of an opioid overdose follow the directions below to administer Naloxone:

## Administer Naloxone Overdose Response *Nasal Naloxone*

### How to Give Nasal Spray Naloxone



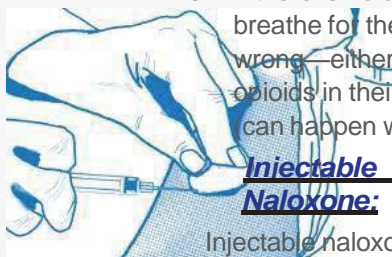


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1. Do rescue breathing for a few quick breaths if the person is not breathing.
2. Affix the nasal atomizer (applicator) to the needleless syringe and then assemble the glass cartridge of naloxone (see diagram).
3. Tilt the head back and spray half of the naloxone up one side of the nose (1cc) and half up the other side of the nose (1cc).
4. If there is no breathing or breathing continues to be shallow, continue to perform rescue breathing for them while waiting for the naloxone to take effect.
5. If there is no change in 3-5 minutes, administer another dose of naloxone and continue to breathe for them. If the second dose of naloxone does not revive them, something else is wrong—either it has been too long and the heart has already stopped, there are no opioids in their system, or the opioids are unusually strong and require more naloxone (can happen with Fentanyl, for example).



Injectable naloxone comes packaged in several different forms- a multi dose 10 mL vial and single dose 1mL flip-top vials with a pop off top. With all formulations of naloxone, it is important to check the expiration date and make sure to keep it from light if it is not stored in a box. If someone has an injectable formulation of naloxone, all of the steps in recognizing and responding to an overdose are the same except how to give the naloxone. To use injectable naloxone:

1. Do rescue breathing for a few quick breaths if the person is not breathing.
2. Use a long needle: 1 – 1 ½ inch (called an IM or intramuscular needle)- needle exchange programs and pharmacies have these needles.
3. Pop off the orange top vial
4. Draw up 1cc of naloxone into the syringe 1cc=1mL=100u.
5. Inject into a muscle – thighs, upper, outer quadrant of the butt, or shoulder are best.
6. Inject straight in to make sure to hit the muscle.
7. If there isn't a big needle, a smaller needle is OK and inject under the skin, but if possible it is better to inject into a muscle.
8. After injection, continue rescue breathing 2-3 minutes.
9. If there is no change in 2-3 minutes, administer another dose of naloxone and continue to breathe for them. If the second dose of naloxone does not revive them, something else may be wrong— either it has been too long and the heart has already stopped, there are no



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opioids in their system, or the opioids are unusually strong and require more naloxone (can happen with Fentanyl, for example).

**Once naloxone has been delivered and if the person is not breathing, continued rescue breathing is important until help arrives.**

**Naloxone only lasts between 30 - 90 minutes**, while the effects of the opioids may last much longer. It is possible that after the naloxone wears off the overdose could recur. It is very important that someone stay with the person and wait out the risk period just in case another dose of naloxone is necessary. Also, naloxone can cause uncomfortable withdrawal feelings since it blocks the action of opioids in the brain. Sometimes people want to use again immediately to stop the withdrawal feelings. This could result in another overdose. Try to support the person during this time period and encourage him or her not to use for a couple of hours.

**IMPORTANT!**

If a victim is not responsive to stimulation, not breathing, and has no pulse after receiving naloxone and rescue breathing, then the victim needs cardiopulmonary resuscitation (CPR) via a trained bystander and the emergency medical system. **Call 911!**



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<b>OPR-07</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Communications: Radio Procedures - Police Reports	<b>Review/Revision Date:</b>
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### Procedures

When a unit is dispatched to a call that requires a police report be made, the assigned unit will check in service in the following manner:

Example: Unit #111 was dispatched to a call in reference to a stolen projector from ACAD. Unit #111 made a burglary report. When Unit #111 check back in to service, he/she must advise the following:

Unit: 111  
Dispatcher: 111  
Unit: 111 show me back in service with one burglary report  
Dispatcher: 2234

Example: Unit 212 was dispatcher to a call at the rear of Hall 1 in reference to a traffic accident. A student backed her vehicle out of a parking space and struck an on-coming vehicle. Unit

#212 made a police accident report. Unit #212 will check back in service in the following manner:

Unit: 212  
Dispatcher: 212  
Unit: 212 show me back in service with one accident report.  
Dispatcher: 2234

Example; Unit; 112 was dispatched to a call in reference to a stolen laptop computer from Hall 4, room 341. Upon arrival, the student advised that she found her computer, she left it in class. Unit 112 will check back in to service by advising, "Unit 112 show me back in service no report, the victim found computer."

The officer must advise the dispatcher of the final disposition/action taken when checking back in to service. Dispatchers are required to ask/inquire when an officer fails to advise.



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<b>OPR-08</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Communications: Radio Procedures/Hand Held Radios	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### Purpose

It is the policy of the Albany State University Police Department to provide the highest level of professional and courteous radio communications, complying with all F.C.C. Rules and Regulations. Therefore, these established guidelines for the Communications Officers/Dispatchers are to ensure that the Police Department will convey information consistently, accurately, and responsibly in emergency and non-emergency transmissions.

### Scope

This policy applies to all sworn and non-sworn personnel authorized to use the radio to transmit messages.

### Identification of Officers

All officers are issued a portable radio, one spare battery and a charger. Officers are responsible for keeping the radio charged and functioning at all times. All officers assigned to the field or other duties shall identify themselves by their call sign number that was assigned to them by their supervisor.

Officers are prohibited from repairing, tampering with or having outside repairs made on radio equipment. ASU Quartermaster will facilitate all repairs to radio equipment necessary to meet the department needs.

All officers will be assigned a permanent off-duty number, for working any off-duty jobs/events.

Members are responsible for the care and protection of all radio equipment. The radio shall be given the same degree of care as their issued weapon. Radios shall not be stored in vehicles while off-duty, nor shall the radio be left in the interior of unattended vehicles.

All officers shall maintain custody and control of their radios equipment at all times. Radio shall not be loaned to non-departmental personnel. All lost or stolen radios shall be reported immediately to the dispatcher and Chief of Police. A lost and/or damage report will be made prior to the end of the officer's shift and given to the Chief of Police or designee. If the lost occurred off-duty the report will be phoned in immediately to the dispatcher. Missing radios will be inhibited immediately.

In incidents where the radio is lost due to the officer's negligence the officer shall be responsible for reimbursing the cost of the radio in accordance with the current



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reimbursement schedule from the manufacture of the radio.

### **Plain Talk:**

A. Plain Talk as adopted by the Albany State University Police Department shall be the official signals for radio transmissions between the Communications Center and officers. This is a requirement by NIMS (National Incident Management System).

### **Transmission:**

The communications center serves as the primary purpose of transmitting and dispatching information to patrol units and other law enforcement or related agencies. The dispatcher on duty shall be responsible for relaying to all patrol units and surrounding agencies information concerning lookouts on missing persons, stolen vehicles, suspects involved in serious incidents and serious weather conditions.

Officers will utilize radio time wisely. Messages will be short and concise, and every effort will be made not to interrupt other transmissions.

### **Regulations:**

It is prohibited for unauthorized persons to have access to, or possession of, police equipment, including portable radios. It is further prohibited for any person to gain access to radio, or any sub-fleet, by legal, deceptive means or without proper authorization from the Chief of Police. The police radio shall be used only for essential police business.

### **General Radio Procedures:**

A. Plan your messages before transmitting; know what you are going to say before you say it.

B. Before transmitting, listen to make sure you are not interrupting another unit's transmission.

C. Press the transmit button and wait a second before speaking. This will prevent loss of the first word of your transmission. Complete your transmission then release the transmit button.

D. Give the dispatcher/person to whom you direct your message time to acknowledge.

E. A good practice with long messages is to broadcast a portion of it, release the transmit button, wait a moment then continue. The break allows another station to interrupt with a higher priority transmission.

F. Do not repeat unnecessarily, or as "10-4" after every transmission. If the receiver did not receive that person will ask for a repeat (10-9).

G. Listen for and pay attention to transmissions from other units. When an officer exits the



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vehicle for any reason, the portable radio that is required to be carried by all patrol officers while on duty, will be turned on to maintain contact with the dispatcher and to monitor other calls.

H. Officers shall give the location that they are responding from when acknowledging receipt of a dispatched call.

I. Officers will announce their arrival on a dispatched call for service and/or arrival on call that they are not assigned to, but are going by.

J. Officers will notify the dispatcher of ALL changes of location while on any signal.

### **Communications Rules and Regulations:**

A. All equipment in the Communications Center is to be protected, therefore only persons who are properly trained will be permitted to operate the equipment.

B. The dispatcher will not leave the Communications Center unless permission had been given by a supervisor, senior dispatcher or has been properly relieved. The radio and telephones will be monitored 24 hours a day, 7 days a week, 365 days per year.

C. In case of power failure, this department will operate on its emergency power source. Communications may be of less quality and range than normal, but should be adequate for short periods of time. Mobile units should reduce their radio traffic and computer checks to a minimum during any power failures.

### **Microphone Procedures:**

A. Place your mouth about one to three inches from the microphone. Make sure the microphone is at a slight angle rather than speaking directly into it.

B. Speak slowly and distinctly in an evenly modulated tone of voice. Avoid any vocal display of emotion – such as nervousness, excitement, loss of temper, impatience. Do not over modulate.

C. Keep the volume of your voice the same as your natural voice. The radio will provide the additional volume.

### **Unlawful Operating of Radio Service:**

When a radio station is licensed to operate in the Public Safety Radio Service, the following actions are unlawful:

1. Failure to identify the station in the manner prescribed by the FCC.



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2. Transmission of any false call or message.
3. Operation on a frequency not approved by the FCC for that station.
4. Transmission of any unauthorized message on a frequency designated as a distress frequency.
5. Interferes with any distress call or distress communications.
6. Failure to attenuate spurious emissions.
7. Operation with power in excess of that authorized by the FCC.
8. Render a communications service not authorized by the FCC.
9. Operation with a type of emission not authorized by the FCC.
10. Operation using transmitting equipment not authorized by the FCC.
11. Failure to respond to official communications from the FCC.

### **Operation of the Radio System Console:**

**Channel #1 Albany State University Police Department Main**

**Channel #2 Tac1 Car to Car**

**Channel #3 ASU Staff Private Car to**

**Car Orange Top Button: Officer**

### **Emergency The Alert Tone:**

The alert tone signal should be broadcasted prior to transmission of an emergency message by the dispatcher. All units should restrain from using radios until the emergency transmission is given and the frequency cleared by the dispatcher.

### **PHONETIC ALPHABET**

The phonetic alphabet should be used to assist in the clarity of hard to understand phrases or letters, (i.e., tags, initials, names, etc.)

### **Dispatching Calls for Service:**

A. Police units will be dispatched in the following manner:

Example:	Dispatch:	Car 4
	Unit:	Car 4

Dispatcher: Car 4 Andrews Hall front entrance; between two black male suspects one wearing an ASU baseball cap with white shirt and the second suspect is wearing black shirt with jean shorts.





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Unit: En route from ACAD  
Parking lot. Dispatcher:  
Acknowledge, 0845

Unit: Car 4, Arrived at scene  
Dispatcher: Car 4, arrived at  
scene, 0850

Unit: Car  
4  
Dispatcher:  
Car 4

Unit: Car 4, in service  
Dispatcher: In Service,  
0900, ASU

B. The dispatcher will be responsible for obtaining as much information as possible to determine the status of the situation and will send additional units if necessary, by dispatching in the same manner. The arriving officer(s) may request additional units if the situation requires.

C. When the initial unit arrives and it is determined that an additional unit is not needed, the initial officer will notify the dispatcher as follows:

Unit: Car  
4  
Dispatch: Car  
4  
Unit: Disregard  
Emergency

Dispatcher: All units, Disregard Emergency per Car 4, 0959.

D. Failure to respond to a call – A call will be given to a unit one time. In the event the dispatcher gets no response from the unit called, the dispatcher will then repeat the call a second time. If no response is received from the unit on the second time the dispatcher will give the call to the next available unit. The dispatcher will in turn notify a shift supervisor who will attempt to locate the officer by requesting a radio roll call of units. The dispatcher may dispatch a unit to the unit who is not answering the radio last call or location. The dispatcher



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may as a last result give the unit an alert tone in an attempt to gain the officer's attention if needed. It will be the on-duty shift supervisor to ensure the officer is located and advise the dispatcher.

E. Arrival on Scene – All units will notify the dispatcher when they arrive on the scene and when they are checking back in service.

F. Vehicle Stops – When a unit stops a vehicle and gives the location of the stop and tag number, the dispatcher will immediately check the vehicle registration and give that information to the patrol unit. All units must give the information to the dispatcher as soon as possible, preferably prior to activating emergency stop equipment or while in the process of stopping the vehicle to enable the dispatcher to run a GCIC check on the vehicle. This should be done before the officer gets out of the patrol unit, for the officer's safety.

G. Unit TAC; Car-to-Car is being monitored and must be used for official police business only.

H. In Progress Calls – As soon as the dispatcher receives information, there is a crime in progress; a unit will be dispatched to the location in the following manner.

Dispatcher: Car 4

Unit: Car 4

Dispatcher: Take a Robbery in progress at the bookstore, by a White male armed with a shotgun, wearing all black.

Unit: From HPER Gym

Dispatcher: Car 3

Unit: Car 3 Dispatcher: Go-by with Car 4, reference Robbery at the bookstore by a White male armed with a shotgun dressed in all black.

Unit: From South Entrance

Dispatcher: The dispatcher may have all units hold transmission until units arrive and advise the situation is under control, etc.

The dispatcher will keep the victim on the telephone if possible to gather further information and transmit the information to the unit(s) in route. This gives a better response time for the unit and still obtains all information as quickly as possible. While an "in progress" call is being handled. All other units should hold transmission on the radio unless they are of an emergency nature.



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### **Emergency Calls:**

A. When reporting an emergency, raise the dispatcher by announcing unit number followed by the word, "Emergency" The dispatcher will clear the air for emergency. If you are unable to transmit, depress the emergency button on the radio. All other unit shall remain off the air until the unit has cleared the emergency and the dispatcher announces clear by advising ASU.

B. The dispatcher receiving a call for police assistance shall determine the severity and the nature of the request for police service. It is the dispatcher's responsibility to obtain as much information as possible from the caller, so that a determination can be made as to the number of units required and which units will be dispatched.

C. A backup officer will be sent along with the initial responding officer on any call that the dispatcher or supervisor thinks is necessary, based on the information regarding the nature of the call.

D. When a unit receives a cancellation on an emergency (blue lights and siren), the officer shall immediately turn off their emergency equipment and resume normal duties. The unit shall not proceed to the location of the cancelled call.

E. Additional back-up units shall resume their normal duties immediately after it has been ascertained that their assistance or presence is no longer needed.

F. Other emergency services, i.e. Fire Department, Emergency Medical Services (EMS), Rescue Squad, Hazardous Material Response Team, and the Bomb Disposal Unit can be contacted by calling the City/County Public Safety Commission at (229) 431-2132 or (229) 431-2100.

### **COMMUNICATIONS OFFICER/DISPATCHERS**

**RESPONSIBILITIES:** The primary purpose of the police communications function is to provide support services to field units. The Communications Officers/Dispatchers does not establish police response policy but merely implements it.

### **PROCEDURES:**

**Dispatch Authority:** The Communications Officers/Dispatchers will process calls for service in accordance with guidelines established by the Chief of Police. Every resource will be used to ensure that priority calls are dispatched promptly. The handling of an incident becomes the responsibility of the Field Operations Division when the first field unit arrives on the scene.

**Priority Calls.** In the event of a priority call when there are no units available to respond, a unit will be recalled from a lower priority call and supervisory personnel will be utilized when necessary.



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**Field Supervisor Notifications:** If an unacceptable call for service situation exists, a field supervisor will be contacted to prioritize his/her unit's responses.

**Priority of Dispatch:** Calls for service are prioritized for dispatch in order to best serve the needs of the ASU Community. Calls involving danger to persons receive the highest priority.

For emergency and in-progress calls or officer safety concerns units will be dispatched as needed disregarding zone integrity.

### **Priority Calls for Service:**

A. Priority I – Calls for which a police officer has the discretion to use emergency equipment and should proceed to the location of the call as quickly as he can safely do so. Under GA.

Code 40-6-6 (a) (b) (c) (d).

All officer(s) request for emergency assistance (Mandatory blue lights and siren)

Burglary in Progress Armed  
Robbery

Major Disturbance/Riot Murder  
with subject on scene

Aggravated assault with a weapon in progress Accidents  
(Injuries, or Fatalities)

Hit and Run (Injuries or Fatalities)

Officer Assistance/Any Call Regarding Officer Safety

Chase in Progress, or if asked for assistance by another Police Department Prison/Jail  
Break in progress

Natural Disaster (just occurred) Shots  
fired

1. 40-6-6 Authorized emergency vehicles.

a. The driver of an authorized emergency vehicle, when responding to an emergency call, or when in the pursuit of an actual or suspected violator of the law, or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this Code section.

b. The driver of an authorized emergency vehicle may:

- ◆ Park or stand, irrespective of the provisions of this chapter;
- ◆ Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation;
- ◆ Exceed the maximum speed limits so long as he does not endanger life or property;



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❖ Disregard regulations governing direction of movement or turning in specified directions.

c. The exceptions granted by this Code section to an authorized emergency vehicle shall apply only when such vehicle is making use of an audible signal and use of a flashing or revolving red light visible under normal atmospheric conditions from a distance of 500 feet to the front of such vehicle, except a vehicle belonging to a federal, state, or local law enforcement agency and operated as such shall be making use of a flashing or revolving blue light with the same visibility to the front of the vehicle.

d. The foregoing provision shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons.

B. Priority II – Those requiring that a car be dispatched immediately to the locations. All traffic laws will be obeyed.

Fight Prowler

Person with gun

Suspicious Person Suicide

Attempt Accident (PD)

DUI

Hit and Run (PD)

Fire

Stolen Vehicle

Bomb Threat

Alarm

Demented Person

Rape

Theft (Shoplifting, Drive-off)

Domestic

Speeding Auto

Drunk

Direct Traffic

Escort

Assist Motorist

### **Shift Supervisors:**

A. The dispatcher will notify the patrol supervisor whenever any of the following calls for service are received:

Burglary in progress

Armed Robbery

Murder

Officer Needs Assistance/Officer Injured

Accident (Fatality)



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Accident/ Police Vehicle  
Chase in Progress  
Hit and Run (Fatality)  
Prison/Jail break  
Fire

B. If the shift supervisor finds it necessary to change the priority of any call, that supervisor shall accept full responsibility for altering the priority of the call.

C. Supervisor may have calls re-assigned to another unit, other than the dispatched unit. This will be done only when they are aware of information affecting the efficient response of units to the scene of the call which the dispatcher was unaware. Officers may request reassignment of calls by advising their supervisor of the reason why. Such a situation would be when two units have been assigned calls and know that they are each closer to the others called. At no time will an officer take it upon himself/herself to reassign calls. The officer(s) must advise the supervisor, who will evaluate the feasibility of reassignment and approve reassignment.

### **Recording Radio and Telephone Calls: —**

A. All telephone and radio transmissions coming into Albany State University Police Department is recorded on Phoenix Pro ATIS (voice processor) 24 Hours a day, seven days a week.

B. The Dictaphone machine is secured in the Telephone Equipment Room. Designated Staff members will monitor the machine and change tapes as required.

C. Each recording can hold up to 2 to 3 years of information. Each recording will be maintained by the designated Staff member. Each downloaded recording will be noted and placed in a digital file or downloaded to a CD/USB and sealed with tape, labeled with item name; date removed from Phoenix Pro ATIS, date for future use and placed in a secure area that is accessible only to the Staff member or his/her designee. Any recording that could be used in court will be maintained until the case has been closed by the District Attorney's Office.

D. All monitoring or re-playing of recordings will be the responsibility of the Staff member or designee. All requests concerning monitoring or re-playing of recordings will be forwarded to the Chief of Police or designee for approval.

### **Routing of Misdirected Emergency Calls:**

A. Whenever an emergency call is received by ASU Police Department, and the nature of jurisdiction of the call can be better handled by another agency, the dispatcher or officer on duty will route the call to the proper agency via the phone transfer system.

B. If the dispatcher or officer is unable to transfer the call, they should take the appropriate information and notify the agency by other means.



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### **911 Telephone System:**

All 911 calls received by Albany 911 Emergency Center for ASU Police Department will be transferred to emergency telephone line (229-430-4711). The emergency telephone line has 4 incoming lines.

### **Case Numbers:**

Each incident requiring a report will be assigned a case number from the CAD System.

### **Officer Exiting Vehicle:**

Whenever an officer exits his patrol vehicle he shall notify the communications center of his location. This measure is for officers' safety and the dispatcher must be advised of the officer's location and the nature of business at all times. The officer must at all times turn his portable radio on and continue to monitor police department radio traffic.



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<b>OPR-09</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Uniform Clothing Appearance	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### Purpose

To identify equipment and the proper wearing of the department issued uniform.

### Scope

Applies to all personnel of the Albany State University Police Department

### Policy

The uniform worn by officers of the Albany State University Police Department shall be worn in such a manner that will project a positive image toward the community it serves. Any officer or employee wearing a uniform in such a manner other than those expressed in this directive, will be subject to disciplinary action.

### Issued Equipment and Clothing

Uniforms for sworn police officers, security officers and civilian employees will be issued by the Police Department equipment supervisor.

**Ballistic Vest** are available to officers. \*\*It is highly advised to wear your issued vest on duty\*\*

### Uniform Standards - Uniformed Officers/ Employees

- A. All officers and uniformed personnel are required to report to duty wearing clean and pressed uniforms.
- B. The complete uniform shall be worn at all times when on duty. **Black or dark blue socks are to be worn with the uniform.** Except for the collar button, all buttons on the shirt shall be kept buttoned. The collar button shall be buttoned when a tie is worn. Any worn damaged item of the uniform shall be reported and replaced immediately.
- C. A tie will be worn with all long sleeve dress uniform shirts.
- D. If a visible tee shirt is worn under the uniform shirt, it must not be visible unless dark navy or black.





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E. While attending a funeral in uniform, you will wear a long sleeve shirt with tie and your gun belt shall not be worn.

F. Regulation Uniform Hat:

- Must have badge attached in front upper center of hat as traditionally worn
- The wearing of the uniform hat will be worn during ceremonies and special details.

G. No fraternal or other insignia shall be worn on the uniform unless approved by the Chief of Police.

H. Officers' dress shoes and Hi-Tec boots will be kept polished at all times. No other shoes or boots are to be worn with the uniform unless for medical reasons with a statement from a doctor and approved in writing from the Chief of Police.

- White socks may be worn underneath black or navy blue socks when an officer is wearing approved shoes or hi-Tech tennis shoes.

I. When in uniform, personnel are not permitted to wear or carry any equipment that is not issued by the department or approved by the Chief of Police.

J. The department issued bulletproof vest is an optional piece of equipment, but it is also recommended that it be worn by all officers that are assigned to outside duties.

K. Jewelry – Necklaces may be worn as long as they are not exposed. The use of earrings is prohibited as a safety factor with the following exceptions

- Earrings of the post/stud type
- No larger than 3/8" in diameter
- No portion of the earring may "dangle"
- Must be silver, gold or a gemstone compatible with uniform
- Makeup – Facial makeup is to be used with discretion. Bright colors and extreme eye makeup will not be allowed. Extreme length and colored false eyelashes will be prohibited.
- Fingernails – Fingernails are to be maintained at a moderate length no more than 1/4" past the tip of the finger. The use of fingernail polish is prohibited, with the exception of clear polish.



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<b>OPR-10</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Grooming Standards: Hair, Fingernails, Make-Up	<b>Review/Revision Date:</b>
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Professionalism

### **Purpose**

To establish standards of appearance in keeping with the present time and styles socially acceptable as a general rule while maintaining the proper image of an officer

### **Scope**

Applies to all Police Department Personnel. Contents of this policy shall not apply to an officer on special assignment or working in an undercover capacity.

### **Policy**

All grooming is subject to strict inspection by the Shift Commanders of this Department and individuals must make necessary corrections if reasonable standards are not met.

### **Standards Governing Grooming**

The Albany State University Police Department has an excellent image and is commended daily for personal appearances. Hair grooming is an important factor in our appearance. Hair appearing generally “shabby” and or frizzy and generally unmanageable will not be tolerated. Officers shall not wear hair colored other than natural human hair color.

### **Male: Uniformed Personnel**

A. Front – The hair cannot be combed in such a manner that any hair hangs down over the forehead and is exposed under the dress hat. No bangs will be tolerated.

B. Rear – The hair at the back of the head and upper neck surface may be full, provided that the hairline indicated a taper or “feathered edge” appearance at the bottom. No hair will be allowed to extend over the collar or be cut straight in with scissors showing no taper. A square-type hairline is acceptable, but a “bobbed off” appearance at the point in the back is a violation. Looking from the rear portion of the head, the normal hairline is one-half inch below the bottom of the ears. Hair cannot be worn so full in the back as to curl upward (e.g. Shag).

C. Top-Regular Style – The hair may be worn “full” on top of the head provided the hat will sit firmly and squarely on the head with a reasonable military appearance. Reasonable military appearance means that the hat cannot be solely supported by the hair and must rest at some points supported by the head surface.

D. Sides – Sideburns – The hair may be worn “full” on the sides provided it is “combed”



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sweeping” toward the rear of the head and does not cover any part of the ear while on duty. Hair may touch the top of the ear, but even partially covering any part of the ear is a violation. The middle of the ear will be considered the lowest point of the hair under the standards herein set. Sideburns may extend to the middle of the ear. Absolutely no “points” or “pork chops” style sideburns will be allowed. The sideburns must be squared off at the bottom and trimmed as neatly as possible in a straight line downward. The sideburns must not be worn so full that they

turn up or can be combed over the front part of the ear. “Frizzy” sideburns are a violation.

E. Afro – Style Haircuts – A short to medium “afro” is acceptable provided the hair does not cover any portion of the ears or extend in the back or on the sides lower than the normal hairline, which is one-half inch below the bottom of the ears. Hair covering any portion of the ear is a violation. An Afro on which normal headwear will not sit squarely and firmly, on some part of the head surface is not acceptable. The Afro cannot be the sole supporting base for the hat. Afros will be neatly trimmed to project a full round appearance. The Afro must allow a reasonable appearance with headwear.

F. Mustache- A neatly trimmed mustache is acceptable provided the following standards are strictly adhered to:

The mustache cannot turn upward or downward at the ends. The mustache cannot be worn twisted or waxed at the ends. The mustache must be completely off of the top of the upper lip. The mouth must be totally exposed. The mustache cannot be worn so thick that it extends outward over one-fourth inch at any point. The width of the mustache may not exceed

three-fourths inch maximum at any point. The mustache cannot extend beyond the corner of the mouth in length. The mustache cannot be dyed any color different than the natural hair.

G. Beards – As a matter of safety and necessity for uses of various equipment, beards are not be worn at all. The matter of positive identification of officers and their safety and proper use of the equipment outweighs any reason for latitude in this area.

H. “Chinwiskers” (hair grown under the bottom lip) come under the area of beards and will not be allowed.

I. Jewelry – Necklaces may be worn as long as they are not exposed.

1. All officers are allowed to wear one ring on each hand.
2. Earrings will not be worn while on duty or in uniform.
3. For safety reasons officers shall not wear more than one bracelet per hand.

### **Females: Uniformed Personnel**

A. Front – The hair cannot be combed in such a manner that any hair hangs down to the eyebrows and is exposed under the dress hat.

B. Rear – The hair at the back of the head should be worn in such a manner that it will



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not touch the officer's shoulder. When hair is longer than shoulder length, it shall be worn pinned up. The hat will be worn squarely upon the head.

C. Fingernails – Fingernails are to be maintained at a moderate length no more than ¼” pass the tip of the finger. The use of fingernail polish is prohibited, with the exception of clear polish.

D. Jewelry – Necklaces may be worn as long as they are not exposed. The use of earrings is prohibited as a safety factor with the following exceptions:

- Earrings of the post/stud type
  - No larger than 3/8” in diameter
  - No portion of the earring may dangle
  - Must be silver, gold or a gemstone compatible with uniform
  - All officers are allowed to wear one ring on each hand
  - For safety reasons officers shall not wear more than one bracelet.
- 
- Makeup – facial makeup is to be used with discretion. Bright colors and extreme eye makeup will not be allowed. Extreme length and colored false eyelashes will be prohibited.

### **Grooming for Plain Clothes Officers/Employees**

Plain clothes officers and employees will be groomed in a business type manner in accordance with their duty assignment.



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<b>OPR-11</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Use of Force: Deadly or Non-Deadly Force	<b>Review/Revision Date:</b>
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### Purpose

This policy is to establish general guidelines for the use of deadly/non-deadly force and to establish reporting and investigative procedures of deadly/non-deadly force incidents. These procedures will be utilized when officers have to resort to physical force and/or use of a lethal or nonlethal weapon in the performance of their duties.

### POLICY

It shall be the policy of Albany State University Police Department that all members shall exhaust other reasonable means of apprehension before resorting to the use of deadly force to defend themselves or other persons from bodily harm to affect an arrest, to take protective custody, to prevent escape, or to overcome resistance. Officers will use only the force necessary to accomplish lawful objectives. Physical force/non-lethal weapons shall not be used as a means of deadly force but only as a deterrent and/or alternative to a deadly force weapon. The type and degree of force used will be reasonable and based upon the facts of each individual situation. In all situations involving the use of deadly/non-lethal force, foremost consideration shall be given to the safety of innocent citizens as well as officers.

Officers are required to read and sign the Use of Force Acknowledgement Statement. The signed form will then be placed in the officer's personnel file.

### DISCUSSION

Officers are often confronted with situations where force is necessary to execute their legal authority. Attempts will be made to achieve control through advice, verbal warnings and persuasion. In situations where resistance to an arrest, threat to life or serious bodily injury is encountered and where reasonable alternatives have been exhausted or would clearly be ineffective, the appropriate level of force may be used.

### DEFINITIONS

**AUTHORIZED WEAPON-** Those weapon(s) with which the officer has qualified and received training on proper and safe usage. In addition, the weapon(s) must be department issued and comply with department specifications.

**DEADLY FORCE-** That degree of force likely to cause death or great bodily harm.  
(*Black's Law Dictionary* and GA Code 16-3-21)

**NON-DEADLY FORCE-** Necessary force not likely to cause death or great bodily harm.



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**REASONABLE BELIEF**-What a reasonable person in the same or similar circumstances would believe based upon known facts surrounding the event as they existed at the time of the event. This is more than mere suspicion. (*Black's Law Dictionary* and GA Code 16-1-3(16))

**SERIOUS BODILY INJURY**-Serious physical injury which 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 or organ. (*Black's Law Dictionary*)

**FORCIBLE FELONY**- Any felony involving the use or threat of physical force or violence against any person. (GA Code 16-1-3 (6))

**LETHAL WEAPONS** - Any weapon that would customarily cause death or serious injury. (*Black's Law Dictionary*)

**NON-LETHAL WEAPON** - Weapons that are not fundamentally designed to kill or cause serious bodily injury.

**PHYSICAL FORCE** - Force that exceeds the mere touching or grabbing of an individual. "Force applied to the body; actual violence". (*Black's Law Dictionary*)

**NON-INJURIOUS** -The individual being taken into custody neither complain so fan injury, nor is the injury apparent.

**INJURY** - The individual being taken into custody complains of an injury and/or there is an apparent injury. "...Physical pain, illness or any impairment of physical condition..." (*Black's Law Dictionary*)

**HOSPITALIZATION** - The admittance to a hospital for treatment due to injuries incurred by the officer's action.

### **GENERAL**

This department recognizes and respects the value and integrity of human life. Investing law enforcement officers with lawful authority to use force to protect the public welfare requires a careful balancing of interests. Many decisions and actions of law enforcement officers have serious consequences, but none are as irrevocable as the decision to use force, particularly deadly force. Law enforcement officers are armed and trained to achieve control of various situations. Officers should only use the amount of force necessary to overcome resistance. See OCGA 17-4-20 (b) Use of Deadly Force. Control is achieved through the officer's presence, verbal commands, control and restraint, use of temporary incapacitation, and/or in situations where any person is endangered by the use or threat of deadly force. The officer shall respond with the necessary force, and all actions by an officer are governed by the situation.



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An officer is supported by the department in drawing his/her firearm when circumstances dictate, so long as it is in an official capacity. Nonetheless, these guidelines are intended for internal use only, and any violation of these rules shall result in administrative and/or disciplinary action. These guidelines are not intended to create a higher standard of safety or care with respect to third party claims. A violation of the law shall be the basis for civil or criminal penalties.

### **JUSTIFICATION FOR THE USE OF NON-DEADLY FORCE**

Officers are authorized to use non-deadly force in the performance of their duty and should only use that amount of force necessary to accomplish his/her lawful objectives.

### **JUSTIFICATION FOR THE USE OF DEADLY FORCE**

Officers shall not draw a duty firearm except for a legal use or official inspection. This order applies to all contacts between officers and suspected criminals whether before, during or after the commission of a crime. The use of **deadly force** by an officer during the performance of duty is restricted to the following:

*"to apprehend a suspected felon only when the officer reasonably believes that the suspect possesses a deadly weapon or any object, device, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury; when the officer reasonably believes that the suspect poses an immediate threat of physical violence to the officer or others; or when there is probable cause to believe that the suspect has committed a crime involving infliction or threatened infliction of serious physical harm" (OCGA. 17-4-20)*

A member is justified to use deadly force under the following criteria:





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1. When all other means of defense have failed or would be inappropriate under the circumstances, and if they reasonably believe such force is necessary to defend themselves or another person from death or great bodily harm.
2. When necessary to prevent or stop the commission of forcible felonies.
3. To arrest a suspect and/or prisoner at the scene of a crime who is attempting to escape, but only if there is serious threat of immediate danger to the officer or third persons, such as the use of firearms or taking of hostages. Escapees from arrest or confinement are guilty only of a misdemeanor until convicted, irrespective of the nature of the original offense. Deadly force is prohibited in such instances.
4. An officer may use a firearm to destroy fatally wounded or vicious and uncontrollable animals. Special care should be taken to ensure no person or property is injured or damaged when an officer fires his/her weapon.

### **UNAUTHORIZED USE**

- A. Warning shots are prohibited. An officer shall not fire into the air or ground in an attempt to halt a fleeing criminal.
- B. Officers are not authorized to use deadly force to prevent the escape of unarmed and/or non-violent felons, even though the escape might result in the crime going unpunished.
- C. Discharging a firearm at a moving vehicle is prohibited, unless the occupants of the vehicle are using deadly force against the officer or another person, and there is no alternative means of protecting life.
- D. Under no circumstances will an officer use deadly force upon the mere suspicion that a crime, no matter how serious, was committed, or that the person being pursued committed the crime.

### **CONTINUUM OF RESISTANCE AND FORCE**

The following continuum of resistance and force is provided, in order to demonstrate examples and lend guidance in the use of both deadly and non-deadly force. Officers should bear in mind that conflicts with another person are volatile by their nature and at any time, levels of resistance and/or force may change both upward and/or downward. These changes should be matched by reactions from the officer involved. All officers will receive annual training in the use of force.



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**These levels of resistance and control are models only. Each use of force incident must be justified on its own merit.**

### **A. Resistance Levels**

1. **Psychological:** The suspect displays non-verbal cues that indicate an intention to flee or fight.
2. **Verbal Non-Compliance:** The suspect indicates verbally an unwillingness to comply with the officer's lawful authority. This may include verbal threats.
3. **Passive Resistance:** Physical activity by the suspect that prevents the officer from carrying out his/her lawful duties, but does not pose immediate threat to the officer or others. An example would be that of a protestor who sits down.
4. **Defensive Resistance:** The suspect attempts to physically prevent the officer from carrying out his/her lawful duty, but does not attempt to harm the officers or others. An example may be a suspect who resists arrest in a non-violent manner, such as pulling away or attempting to run from the officer.
5. **Active Resistance:** The suspect attempts to perform a physical act of assault on the officer's person. Active resistance may or may not occur in an arrest situation.
6. **Aggravated Assistance:** The suspect attempts to use deadly force against the officer's person.

### **B. Control Levels**

Officer response to an individual's resistance can also be expressed as levels of control appropriate to the level of resistance encountered. Officers should only use the level of force necessary to overcome resistance. The following are examples of levels of control:

1. **One: Officer's presence and announcement of appropriate authority.** Officers should always carry themselves in a manner displaying confidence and professionalism. A proper manner in itself may sometimes resolve a situation without the need for



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escalation.

- 2. Two: Verbal command and directions by the officer.** Officer should make every effort to minimize the risk for misunderstanding during encounters with citizens. Verbal control may be in the form of advice, persuasion, admonitions, or orders.

When properly used, the volume and tone of the officer's voice can be an effective tool for assuming control of a situation without the need to progress to a higher level of force. Profanity and/or disrespectful or argumentative conduct by the officer are not acceptable.

- 3. Three: Soft/Empty hand control (minimum probability of injury).**

The majority of arrests made by officers of the department are handled peacefully and without incident. Occasionally, however, an individual may be encountered who will refuse to be placed into custody, and/or is uncooperative and other alternatives have proven ineffective. Incidents of this nature may require officers to use some combination of strength, leverage, joint locks, pressure points, and come-along holds with sufficient force to make the lawful arrest without unnecessarily aggravating the situation. Control should be gained with the minimum risk of injury to the officer, the arrestee and/or any innocent bystanders.

- 4. Four: Chemical Agents (Oleoresin Capsicum, etc.).** Oleoresin Capsicum (OC Spray or Pepper Spray) delivered in a nonflammable liquid medium is the chemical agent used by qualified and authorized officers of this department. OC Spray is designed to temporarily incapacitate a person with a minimum probability of producing injury to the person. The use of OC Spray shall be restricted to situations where lower levels of force would be ineffective or inappropriate.

- 5. Five: Hard/Empty hand striking techniques.** This level of force involves the use of an officer's personal weapons (hands, fists, elbows, knees, feet, etc.) in controlling an adversary. Officers may use these striking techniques to defend themselves or others against unlawful assaults where the use of other levels of force are not justified or are impractical. These techniques have a higher probability of injury to the person being placed into custody.



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6. **Six: Intermediate Weapons.** This level of force involves the use of department- authorized intermediate weapons for controlling an adversary. All officers carrying intermediate weapons must have received training in the use of the equipment pursuant to departmental training standards and must be qualified and/or have proper certification for the equipment carried. The Chief of Police shall be the sole authority for equipment covered in this order and shall authorize all equipment carried by any member of the department.

**NOTE:** Any flashlight that may be issued by the department are issued for the purpose of illumination and not as an intermediate weapon. Training is not provided by the department in the use of flashlights as an intermediate weapon, and therefore prohibits its use for that purpose.

This policy will not preclude officers when defending themselves from using any available resource or any form of physical assault likely to cause great bodily harm or death.

7. **Seven: Deadly/Lethal Force.** Deadly force is defined by Georgia State law as, "that force which creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or great bodily harm."

According to Georgia State law, **OCGA 16-3-21**, lethal force may be used if: "There is sufficient reason to believe that the person against whom the force is used is about to kill or grievously injure the officer or another person, or there is sufficient reason to believe that the force must be used to prevent the commission of a forcible felony."

**OCGA 17-4-20** addresses the use of deadly force for arrest in that. "...peace officers...may use deadly force to apprehend a suspected felon only when (1) the officer reasonably believes that the suspect possesses a deadly weapon or any object, device, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury; (2) when the officer reasonably believes that the suspect poses an immediate threat of physical violence to officer or others; (3) or (see note below) when there is probable cause to believe that the suspect has committed a crime involving the infliction or threatened infliction of serious physical harm. Nothing in this Code section shall be construed so as to restrict such...peace officers from the use of such reasonable deadly force as may be necessary to apprehend and arrest a suspected felon or misdemeanor." To "reasonably believe" is most



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commonly decided on the basis of the "reasonable man doctrine", a basic standard of our legal system. In common terms, if any person of common judgment and ordinary prudence, experiencing the same facts and circumstances experienced by the officer, would come to the same general conclusion the officer reached, then it is reasonable belief.

**OCGA 17-04-20(c)** addresses the use of deadly force to prevent escape by stating, "...nothing in this Code section shall be construed so as to restrict the use of deadly force by employees of state and county correctional institutions, jails and other places of confinement or by peace officers of any agency in the State of Georgia when reasonably necessary to prevent escapes or apprehend escapees from such institutions."

**OCGA 17-04-20(d)** addresses the use of deadly force to apprehend a suspected felon by stating, "No law enforcement agency...shall adopt or promulgate any rule, regulation or policy which prohibits a peace officer from using that degree of force to apprehend a suspected felon which is allowed by the statutory and case law of this state."

No distinction shall be made relative to the age of the intended subject of the deadly force. Regardless of the nature of the crime or the legal justification on for the use of deadly force or potential deadly force, officers are reminded their primary responsibility is to protect the public. Members are instructed to be particularly cautious when using deadly or potentially deadly force under conditions that would possibly subject innocent bystanders to substantial danger.

When the use of firearms is justified, the policy of the Albany State University Police Department is that sworn personnel should fire for the "center of mass" whenever possible and appropriate. This policy is for the purpose of maximizing the probability the fired projectile will incapacitate the subject and cause him/her to immediately cease his/her activities. In the extreme stress and urgency of a shooting situation, any attempt to "wound" a subject might produce unfavorable circumstances for the officer and/or innocent bystanders.

### **EMERGENCY MEDICAL TREATMENT**

#### A. Injury or Complaint Following the Use of Force

When force is used as a control measure, whether deadly or non-deadly, and an injury or complaint of injury occurs, the officer at the scene will immediately call for



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Emergency Medical Services.

Should the injury appear to be life-threatening in nature, and while awaiting the arrival of emergency medical services personnel, the officer(s) present shall initiate lifesaving techniques for which they have received training. Officers shall arrange for the transport of any person to the nearest medical when:

1. The person has suffered serious injuries, or when symptoms of serious injury become apparent.
2. There exists a reasonable risk of internal injuries that may not be manifesting visibly after evaluation by qualified emergency services personnel at the scene.

Once at the medical facility, the person will be examined, treated, admitted to the facility, or released to the custody of the officer with a written medical release from the attending physician. This is required before admission to the Sumter County Jail.

If the person refuses treatment at the medical facility, the officer shall request the refusal be noted in the physician's records and a written medical release obtained for the department's records. The officer's Incident Report shall reflect the medical attention received, or the refusal thereof, along with the name of the attending physician.

### **B. Oleoresin Capsicum (OC Spray)**

In the event OC Spray is used, officers must be aware of the effect of, and treatment for individuals that have been sprayed and/or exposed.

1. Decontamination Procedures: After control has been established and/or resistance ceased, the officer will make reasonable efforts to ease the effects on the suspect of OC spray associated with its application.
2. After the suspect has been brought under control, restraints applied, and the suspect no longer presents a threat to the officer or others, the officer will then render appropriate first aid to the suspect, which consists of:
  - a. Using language as a calming fashion.
  - b. Explaining** the anticipated effects in an effort to keep the suspect calm.
  - c. Exposing the suspect to fresh air.
  - d. Flushing the face and eyes of the suspect with fresh clean water if available.



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- e. Arranging for professional medical attention (EMS) if a specific need or potential concern arises. **NOTE:** The EMS personnel should determine if the suspect requires transport to the hospital or other medical facility for further medical evaluation.
  - f. Transporting the suspect immediately to the county jail, if reasonable. If it is not reasonable to transport the person to a holding facility, the person should be moved to an area with fresh air.
  - g. Opening doors and windows as soon as practical after usage inside a building or vehicle to decontaminate the area(s).
  - h. Notifying jail personnel that the subject was exposed to OC Spray.
3. Assistance will be offered to any individuals accidentally exposed to OC Spray who feel the effects of the agent. All such exposures shall be documented in the officer's Incident Report and will be brought to the attention of the officer's immediate supervisor who will notify the Chief of Police as soon as possible.

### **REPORTS OF USE OF FORCE**

Any incident involving the use of force beyond Level 11 will be assigned a case report number. Police personnel will document the facts on an incident report.

Any other Police Department personnel who were involved will write a supplemental report to the original case report number. The complete Use of Force/Firearms Report will be forwarded to the supervisor for investigation. The supervisory investigation should be completed within 72 hours of the incident. The Chief of Police will notify the Vice President of Business and Finance of the outcome.

Any reports that involve use of force will be reviewed as necessary, and a report will be completed by the Supervisor. The report encompassing all Use of Force occurrences will be completed and forwarded to the Chief. The purpose of each review is to reveal possible patterns or trends that could indicate training needs and/or policy modification.

Reporting the Use of Non-Deadly/Physical Force/Non-Lethal Weapons



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1. Non-injurious - Police officers who use physical force or a non-lethal weapon shall note the circumstances in the offense report.
2. Injury Involved - Non-Hospitalization
  - a. The officer's supervisor shall be notified as soon as possible.
  - b. Police officers who use physical force or a non-lethal weapon shall note the circumstances in detail in the incident report.
  - c. A copy of the officer's report shall be given to the Chief of Police within 72 hours.
3. Injury Involved - Hospitalization Required
  - a. The Chief of Police shall be notified as soon as possible.
  - b. The Chief of Police shall notify the Vice President of Business and Finance as soon as possible.
  - c. Police officers who use physical force or a non-lethal weapon shall note the circumstances in detail in the incident report.
4. Non-lethal Weapons Discharge

Every officer discharging a firearm, resulting in non-lethal injuries and for other than training or recreational purposes, shall notify the supervisor and submit a written report to the Chief of Police within twenty-four (24) hours.





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### **OFF-DUTY DISCHARGE OF FIREARM EXCLUDING RECREATIONAL USE**

1. When an officer uses a firearm off-duty and within the jurisdiction of the Albany State University Police Department, the supervisor will conduct the investigation with a **full** report to the Chief of Police, regardless of whether or not anyone was injured.
2. When an officer uses a firearm off-duty and out of the jurisdiction of the Albany State University Police Department, the initial investigation will be conducted by the law enforcement agency in whose jurisdiction the use of firearms occurred. The officer will, at first opportunity, notify the supervisor who will obtain as much information as possible and then notify the Chief of Police who, at his/her discretion, may enlist the assistance of other law enforcement agencies to conduct an investigation, regardless whether or not anyone was injured.
3. Any accidental discharge of a firearm that injures or causes the death of any person, the officer to whom the weapon is issued, shall immediately notify the supervisor, who will obtain the necessary information and then notify the Chief of Police.

This procedure will be followed whether or not the accidental discharge of the firearm was caused by the officer or by unauthorized use; i.e., children, relatives, friends, etc.

### **REPORT AND INVESTIGATION OF USE OF DEADLY FORCE**

#### **Responsibilities and Duties**

1. Officers on the scene shall:
  - a. Call an ambulance via the E911 Communications Center.
  - b. Secure the scene.
  - c. Identify, detain and separate all witnesses.
  - d. Call the supervisor who will notify the Chief of Police.
2. The Chief of Police shall:
  - a. Maintain security of the scene.
  - b. Separate and transport involved officer(s) to the Campus Police Department ensuring that they are kept separated.



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3. The Chief of Police shall notify the Georgia Bureau of Investigations to request an investigation.
4. After reviewing the results of the investigation, the Chief of Police and his/her designees will meet and determine if the officer's actions and the use of force was justified. The Chief will notify the officer of the final decision.

This procedure is independent of any criminal prosecution, which may be initiated by the District Attorney's Office if a violation of the law is involved.

### **TREATMENT OF THE OFFICER**

All officers involved in the use of deadly force or force that results in a serious injury will be assigned to paid administrative leave, pending administrative review, and may be required to speak with qualified psychological services personnel at the earliest possible time. During this period, the officer will refrain from acting in their capacity as a law enforcement officer. The decision to return to normal duty will depend upon the results of the investigation and/or the report of the psychologist.

### **SPECIAL CONSIDERATIONS**

- A. Justification for the use of deadly force must be limited to what the officer reasonably believed to be the facts known or perceived by the officer at the time he/she decided to use such force.
- B. Officers are admonished that this Policies and Procedures Manual sets forth the law of the State of Georgia and the most recent decisions of the United States Supreme Court with regard to the use of deadly force and comprises the legal justification for the use of such force.

### **MEDIA RELATIONS**

Until such time as the Director of University Relations, in conjunction with the Chief of Police, can prepare and release an official news release concerning the incident, no information shall be released to the news media.



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### **Albany State University**

#### **Use of Force Policy Acknowledgement Statement**

##### **OCGA 17-4-20**

(a) An arrest for a crime may be made by a law enforcement officer either under a warrant or without a warrant if the offense is committed in such officer's presence or within such officer's immediate knowledge; if the offender is endeavoring to escape; if the officer has probable cause to believe that an act of family violence, as defined in Code Section 19-13-1, has been committed; if the officer has probable cause to believe that an offense involving physical abuse has been committed against a vulnerable adult, who shall be for the purposes of this subsection a person 18 years old or older who is unable to protect himself or herself from physical or mental abuse because of a physical or mental impairment; or for other cause if there is likely to be failure of justice for want of a judicial officer to issue a warrant.

(b) Sheriff's and peace officers who are appointed or employed in conformity with Chapter 8 of Title 35 may use deadly force to apprehend a suspected felon only when the officer reasonably believes that the suspect possesses a deadly weapon or any object, device, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury; when the officer reasonably believes that the suspect poses an immediate threat of physical violence to the officer or others, or when there is probable cause to believe that the suspect has committed a crime involving the infliction or threatened infliction of serious physical harm. Nothing in this Code section shall be construed so as to restrict such sheriff's or peace officers from the use of such reasonable non-deadly force as may be necessary to apprehend and arrest a suspected felon or misdemeanor.

(c) Nothing in this Code section shall be construed so as to restrict the use of deadly force by employees of state and county correctional institutions, jails, and other places of lawful confinement or by peace officers of any agency in the State of Georgia when reasonably necessary to prevent escapes or apprehend escapees from such institutions.

(d) No law enforcement agency of this state or of any political subdivision of this state shall adopt or promulgate any rule, regulation, or policy which prohibits a peace officer from using that degree of force to apprehend a suspected felon which is allowed by the statutory and case law of this state.

(e) Each peace officer shall be provided with a copy of this Code section. Training regarding elder abuse, abuse of vulnerable adults, and the requirements of this Code section should be offered as part of at least one in-service training program each year conducted by or on behalf of each law enforcement department and agency in this state.



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OCGA 16-3-21:

(a) A person is justified in threatening or using force against another when and to the extent that he or she reasonably believes that such threat or force is necessary to defend himself or herself or a third person against such other's imminent use of unlawful force; however, except as provided in Code Section 16-3-23, a person is justified in using force which is intended or likely to cause death or great bodily harm only if he or she reasonably believes that such force is necessary to prevent death or great bodily injury to himself or herself or a third person or to prevent the commission of a forcible felony.

(b) A person is not justified in using force under the circumstances specified in subsection (a) of this Code section if he: (1) Initially provokes the use of force against himself with the intent to use such force as an excuse to inflict bodily harm upon the assailant; (2) Is attempting to commit, committing, or fleeing after the commission or attempted commission of a felony; or (3) Was the aggressor or was engaged in a combat by agreement unless he withdraws from the encounter and effectively communicates to such other person his intent to do so and the other, notwithstanding, continues or threatens to continue the use of unlawful force.

(c) Any rule, regulation, or policy of any agency of the state or any ordinance, resolution, rule, regulation, or policy of any county, municipality, or other political subdivision of the state which is in conflict with this Code section shall be null, void, and of no force and effect.

(d) In a prosecution for murder or manslaughter, if a defendant raises as a defense a justification provided by subsection (a) of this Code section, the defendant, in order to establish the defendant's reasonable belief that the use of force or deadly force was immediately necessary, may be permitted to offer: (1) Relevant evidence that the defendant had been the victim of acts of family violence or child abuse committed by the deceased, as such acts are described in Code Sections 19-13-1 and 19-15-1, respectively; and (2) Relevant expert testimony regarding the condition of the mind of the defendant at the time of the offense, including those relevant facts and circumstances relating to the family violence or child abuse that are the bases of the expert's opinion.

*I acknowledge that I have received a copy of and read OCGA 17-4-20 and OCGA 16-3-21. I have also read, understood, and will comply with the Use of Force policy as provided to me by the Albany State University Police Department on the below written and acknowledged date. I understand that I must use the minimum amount of force reasonably believed to be necessary. I also understand that I must report all uses of force as described in policy.*

\_\_\_\_\_  
Name {please print}

/

\_\_\_\_\_  
Signature

Date

\_\_\_\_\_  
Witness {please print}

/

\_\_\_\_\_  
Signature

Date



# *Albany State University Police Department*

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Chief of Police  
John Fields Jr.

<b>OPR-12</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Misdemeanor Arrest Procedures	<b>Review/Revision Date:</b> June 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### **Policy Statement 14**

Pursuant to Georgia Criminal Law and Procedure Article 2 Arrest by Law Enforcement Officers Generally 17-4-20, (a) an arrest for a crime may be made by a law enforcement officer either under a warrant or **without a warrant if the offense is committed in such officer's presence** or within such officer's immediate knowledge; if the offender is endeavoring to escape; if the officer has probable cause to believe that an act of family violence, as defined in Code Section 19-13-1, has been committed; if the officer has probable cause to believe that an offense involving physical abuse has been committed against a vulnerable adult...

Therefore, for ASU Police sworn personnel with arrest powers, if you are confronted with a situation where a misdemeanor has been committed out of your presence, first you will gather the appropriate information to establish probable cause to obtain an arrest warrant for the suspect arrest. Secondly, in those cases where the opportunity to obtain a warrant may cause the suspect to escape or a failure of justice is likely to occur as a matter of law if the officer delays the arrest until a warrant is obtained, you may arrest on the scene without a warrant if you have probable cause. This decision gives you the arresting officer wide latitude on the scene to make an arrest without a warrant for a misdemeanor. However, this decision must not be abuse as a matter of convenience.

**Note: Every traffic stop and arrest made, officers should run a criminal check on the suspect/driver. Know whom you are dealing with.**



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Chief of Police  
John Fields Jr.

<b>OPR-13</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> 38 Under/Over Arrest Booking Procedures	<b>Review/Revision Date:</b> June 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

**SUBJECT: PolicyStatement:**

Prior to transporting any prisoner to Dougherty County Jail, a complete criminal history check will be conducted on all subjects. Additionally, on traffic stops, investigative stops, or (FI Cards) field interrogation cards is made on a suspect/subject by ASU Police officers, a complete criminal history check will be made on the subject(s), in addition to checks on vehicle tags and registrations. It is important we know the complete criminal history of ALL subjects involved in a crime or potential crime that we come in contact with. This is basis policing protocol and officer safety.

The justification for this criminal history check is that you are conducting official police business, and this is basic procedures in police work. This procedure is not justified if you are writing a parking citation, gathering information or taking a report from a victim, giving directions, etc.

Dispatchers are not the manager of this directive, but the responsibility starts first with the officer, then the officers' supervisor to insure compliance, and the dispatcher may remind the officer of this important procedure.

As a safety precaution; after the officer request a criminal history check and the dispatcher receive information from GCIC/NCIC that the subject has an active arrest warrant, the dispatcher will relay the following:

- Example: 221, you have a 38 under, (for wanted persons with a misdemeanor arrest warrant).
- Example: 221, you have a 38 over, (for wanted persons with a felony arrest warrant).

If the subject has a misdemeanor and a felony, advise of the felony, the most serious crime. Officers must be aware of the volume of their radio and location of the subject when running or receiving a criminal history check. If the subject is not handcuffed or secured in the officer's patrol vehicle in handcuff, the subject may resist arrest by fighting or fleeing if he/she hears their criminal history on the police radio that they are a wanted person and will be going to jail. Whenever possible always have back-up if you anticipate making an arrest.



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<b>OPR-14</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Arrest/ Booking Procedures	<b>Review/Revision Date:</b> June 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### **Purpose**

To define and establish proper guidelines governing the arrest and booking of persons by officers of the Albany State University Police Department.

### **Scope**

These guidelines shall apply to all sworn members of the Department when in the process of making an arrest.

### **Authority**

A. Police Officers for the Albany State University Police Department have authority to arrest for violations of City, State or Federal Code violations, occurring within their jurisdictions.

B. All police officers shall be responsible for the use and misuse of delegated authority and such authority will be given once all police officers complete the Basic Mandate Course as prescribed by the Peace Officers Standards and Training Council.

### **Definition of Arrest**

An arrest is accomplished whenever the liberty of a person to come and go is restrained no matter how slight such restraint may be. An actual touching of a person with a hand is not essential to constitute a valid arrest. If the person voluntarily submits to being considered under arrest or yields on condition of being allowed his freedom of locomotion under the discretion of the officer, the arrest is complete.

### **Arrest without a Warrant**

A. OCGA 17-4-20 sets out situations in which an officer may arrest without a warrant.

1. When an offense is committed in the officer's presence or within his immediate knowledge.
2. When an offender is endeavoring to escape.



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3. If the officer has probable cause to believe that an act of family violence has occurred; or
4. For other cause if there is likely to be a failure of justice for want of an officer is to issue a warrant.

**NOTE:** Although not listed among the statutory exceptions, there is a fifth situation.

5. To prevent the commission of a felony (when the act constituting the felony is imminent).
  - A. An officer's power to arrest without a warrant does not extend to offenses, which are long past (must obtain a warrant).
  - B. A fugitive, who has no right to be at large, cannot complain if recaptured without a warrant.
  - C. An officer has no official power to arrest without a warrant beyond the boundaries of his jurisdiction except in hot pursuit, which is continuous and uninterrupted, although an officer may temporarily lose sight of the suspect.

### **Arrest with a Warrant**

An arrest with a warrant is made when a criminal arrest warrant has been issued by an appropriate judicial officer of the court and the officer fulfills his responsibility by arresting the individual named in the warrant.

Whenever an individual is arrested by a law enforcement officer, OCGA 17-4-62 requires that if the arrest is made without a warrant as defined, the officer shall bring the arrested person before a judicial officer within a reasonable time, but under no circumstances, later than 48 hours. If the arrest is made with a warrant, the person must be brought before a judicial officer also within a reasonable time and no later than 48 hours. A reasonable time would include as soon as possible.

NOTE: It is necessary to obtain an arrest warrant on a warrantless arrest after the person is arrested.

### **Officer Discretion**

Officer discretion is important to effective law enforcement. Officers shall use their discretion in accordance with the prescribed departmental policies. Officers should exercise alternatives to physical arrest whenever possible either by verbal/written warning or citation. The decision to affect a physical arrest should depend on, but not be limited to, the officers' observations at the scene, and the following circumstances:





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- 1 Seriousness of the offense
- 2 Departmental Policy
- 3 Officer's evaluation of the offender's intent and,
- 4 Complaints of victim's willingness to press charges

If circumstances warrant, the officer, has the right to make an arrest without the willingness of the complainant or victim to press charges.

### **Booking Procedures**

When a person is arrested and brought to the Dougherty County Jail for booking, the following procedures will be followed:

- The arresting officer shall be responsible for maintaining control of the arrested person during the booking process.
- Admission to the Jail

#### 1. Officer Identification

Officers entering the Dougherty County Jail who are not personally known, or in uniform, will be required to produce the following:

Officer's badge and photo identification that provides the Officer's name, agency and signature of the agency head.

Officers and inmates entering the facility will not be allowed to leave the security perimeter until they have been identified.

#### 2. Preliminary Search

Before an offender is received into the jail facility he/she will be searched prior to entering the admission area.

A thorough search will be made in the admission area by the intake officers.

#### 3. Commitment Documents

- A commitment card will be completed by the arresting officer when admitting offenders into the facility.

#### 4. Offenders who have injuries

- Offenders who have obvious injuries will be checked by the intake supervisor and/or the jail medical staff to determine if custody will be accepted.
- If offender was treated at the hospital for the injury, the offender's copy of the emergency room form will be attached to the commitment card.



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- If custody is refused by the jail staff because of injuries to the offender, the arresting officer shall notify his supervisor at once.
- The supervisor shall then rule if the offender shall be transported to the emergency room or if he or she will be released until a warrant is taken.

### 5. Warrant Check

The intake clerk typist will check all offenders entering the Dougherty County jail for outstanding warrants, both local and GCIC/NCIC.

- It will be the responsibility of the intake clerk to notify the ASU Police Department when a person is arrested on a warrant and that warrant has been entered into GCIC/NCIC.
- A hold may be placed on a booked offender by contacting the jail intake supervisor. A detective or a uniform supervisor may only place a hold with the rank of sergeant or above.
- Any hold placed on an offender will only be released when the officer placing the hold submits a completed hold release form.

### 6. Booking Process

The commitment card should be completed once in the jail with the offender. The officer will make sure that the card is completely filled out.

### 7. Special Admissions - Juveniles

An offender charged with a criminal offense who is under the age of seventeen (17) and charged with murder, voluntary manslaughter, rape, aggravated sodomy, aggravated child molestation, aggravated sexual battery, or armed robbery with a firearm will be:

- Transported to the Dougherty County Jail.
- The arresting officer will notify the jail by radio that they are en route with a juvenile, the sex of the offender, and what the juvenile will be charged with.
- The ASU PD will provide transportation to the local R.Y.D.C. when cases are made against a child under the age of seventeen, with the assistance of a juvenile intake officer. The transporting officer will be given a copy of the juvenile's arrest booking report, which must accompany the juvenile to the holding facility.
- Juveniles charged with offenses other than those listed above will not be held, fingerprinted, photographed or processed, unless ordered by a Superior Court Judge. A written copy of the Court Order must be presented at the same time of admission to the jail facility. In the event an offender is booked and placed in jail and



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he/she is later determined to be under the age of seventeen years of age, proof of the offender's age must be brought to the jail facility as soon as possible by a family member of the offender.

8. Mass Arrest

The jail facility will be notified of a mass arrest in a reasonable amount of time, if possible so that staffing arrangements can be made to handle the processing of the offenders.

9. Protective Custody

If the inmate is unconscious or incoherent to the point they are unable to walk, the inmate must be checked by the jail medical personnel prior to acceptance.

If the inmate is still intoxicated after eight hours, upon the discretion of the intake supervisor, the inmate may be held for an additional eight hours.

Any inmate being held on protective custody can be released provided an individual over the age of eighteen and who is not drinking accepts responsibility of the protective custody inmate.

10. Stalking

The arresting officer will complete the stalking forms and attach them to the commitment card. These forms will be provided by the Dougherty County Sheriff's Department and the jail facility.

11. D.U.I.

1 Breath alcohol test will be administered to all persons as required by Georgia Law.

2 Only operators certified by the State of Georgia will administer the breath alcohol test:

3 If a certified operator is not on duty from the Dougherty County Sheriff's Department an operator from the Albany Police Department will be called to the jail to assist with the administering of the test:

4 The "Implied Consent Warning" will be read to the offender, by the arresting officer and witnessed by the intoxilyzer operator.

5 To prevent contamination of the breath sample the offender must have been observed by the arresting officer for a minimum of twenty minutes prior to the test being administered to insure that nothing was taken by mouth.

6 If the offender refuses to take the State administered test, the arresting officer will complete the proper forms required by the State of Georgia in a refusal before leaving the jail facility. These forms will be attached to the commitment card.



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7 All proceedings in the intoximeter room will be videotaped and stored for at least two years.

12. Chemical Testing for Intoxicants

Breath test for purposes other than D.U.I The procedures will be the same as for D.U.I

13. Urine Test

The Dougherty County jail facility has no responsibility in the collection, storage, or testing of urine for the purpose of drug testing.

In the event an arresting officer request a urine specimen of his / her arrestee, it is the arresting officer's sole responsibility for the collection, storage, and delivery of the specimen to the emit personnel, or the property management section of the ASU Police.

13. Blood Test

The Dougherty County jail facility will not take samples of blood for the purposes of testing for intoxicants.

If an arrestee requires a blood test, the arresting officer, must transport the arrestee to the proper facility, which can administer the blood test.

15. Prisoner Interviews

Law enforcement personnel wishing to conduct an interview with an inmate will enter the jail through the main entrance to the facility (Lobby Control)

Before entering the jail facility the officer will secure his or her weapon.

The officer will sign in at the at the Lobby Control and advise who is to be interviewed. The officer will be directed to the interview-station room in the inmates POD.

Upon the conclusion of the interview the officer will be directed back to the Main Lobby.



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Chief of Police  
John Fields Jr.

<b>OPR-14.a</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Jurisdiction, Arrest Authority	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### Purpose

To define and establish proper geographical guidelines governing the boundaries of Albany State University Police Department jurisdiction and arrest authority for ASU police officers.

### **OCGA 20-3-72**

*The campus policemen and other security personnel of the university system who are regular employees of the system shall have the power to make arrests for offenses committed upon any property under the jurisdiction of the board of regents and for offenses committed upon any public or private property within 500 yards of any property under the jurisdiction of the board.*

### Authority and Jurisdiction:

The powers of authority for The ASU Police Department are assigned from the Georgia Code annotated, section: **Georgia O.C.G.A. 20-3-72** The authority of ASU Police and other security personnel to make arrests on and within 500 yards of any property owned or controlled by the Board of Regents within the State of Georgia. (Acts 1968.p.370; 1974, p.611). The Albany State Police is empowered to make ethical and sound police decisions on both ASU East and West Campuses. The police department can and does use other public safety agencies under current MOU'S to ensure best safety practices are conducted.

Albany State University Police Department Boundaries for WEST & EAST campus:

**West campus:** On Gillionville

going East - 2214 Gillionville Road {College Park Apts.}

going West- 2709 Gillionville Road {Dorks Bookstore}

On Westover

going South-327 South Westover Blvd. {Dollar General}

going North- 108 N. Westover Blvd. {Ivey's} **\*Restricted only if necessary\*\*\*\*\***

**East campus:** On Radium Springs going South- Richard Street

North- Broad Ave.

On Oglethorpe Blvd going East- Sands Drive

West- Washington Street

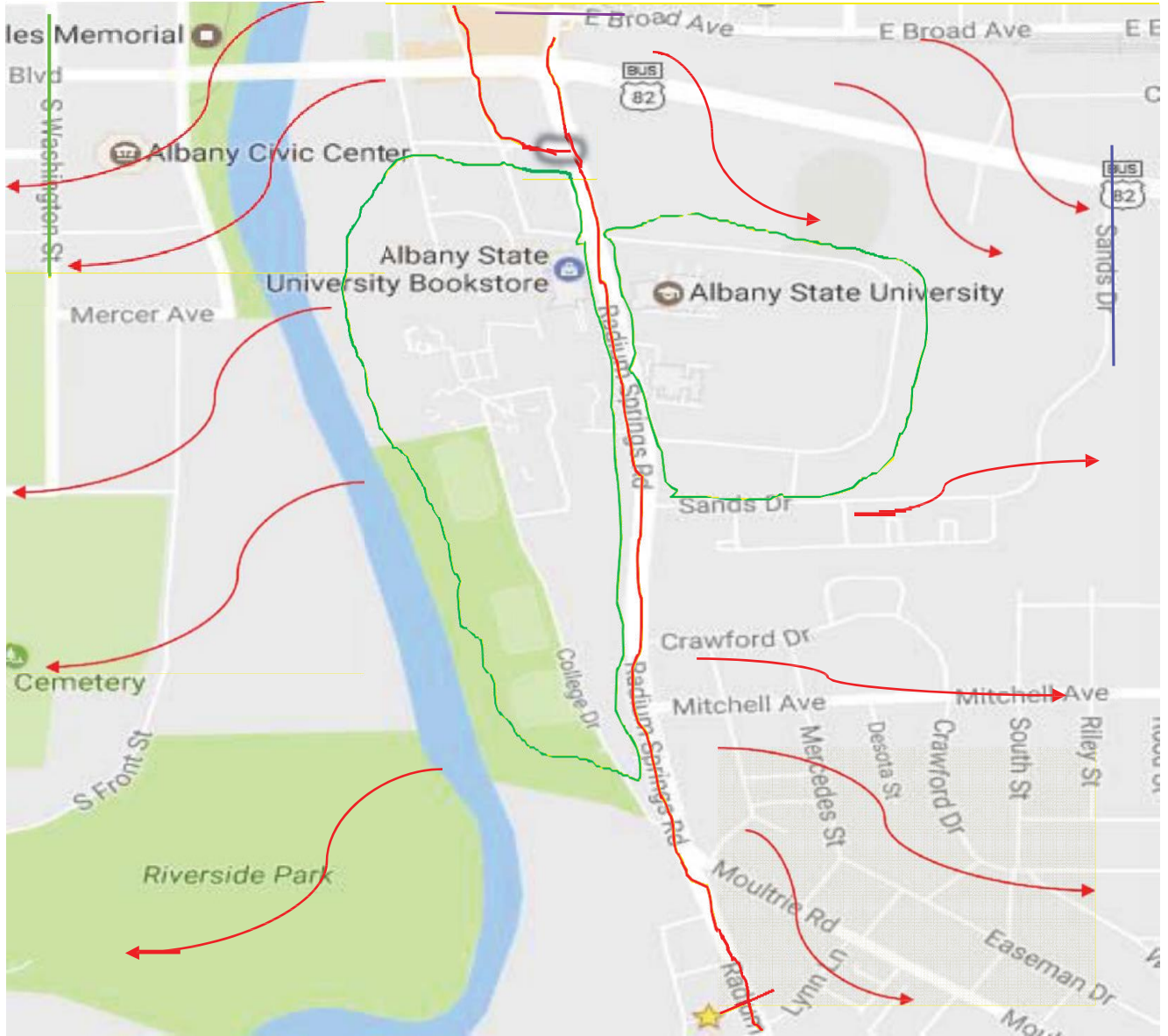


# Albany State University Police Department

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### Albany State University East Campus Clery Geographical Map



Red- Public

Green- On Campus

#### Boundaries

North- Broad Avenue \_\_\_\_\_

South- Richard Avenue \_\_\_\_\_

East- Sands Drive \_\_\_\_\_

West- South Washington Street \_\_\_\_\_

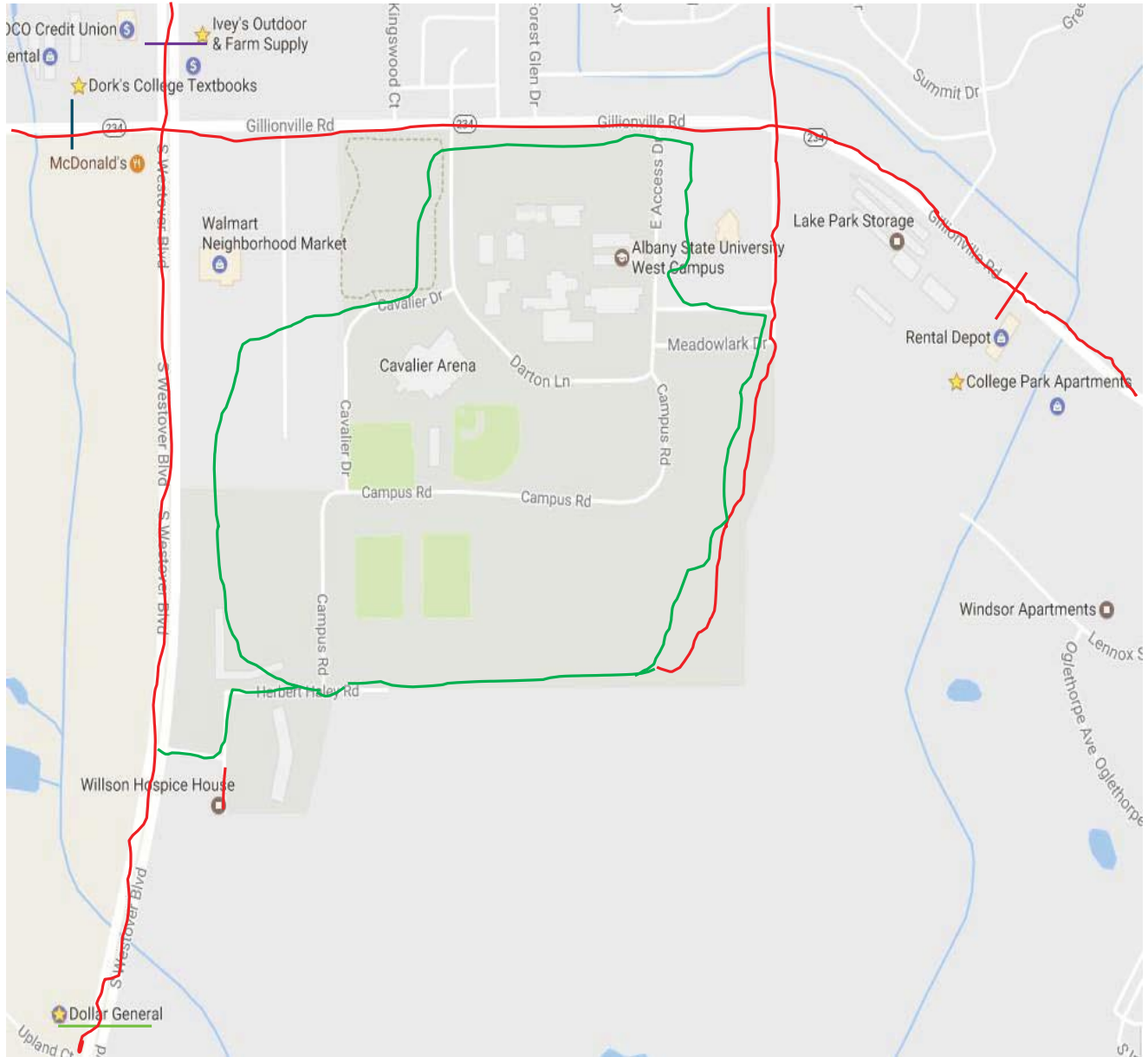


# Albany State University Police Department

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### Albany State University West Campus Clery Geographical Map



**Red- Public**

**Green- On Campus**

#### **Boundaries**

**North- Ivey's Outdoor & Farm Supply**

**South- Dollar General**

**East- College Park Apartments**

**West- Dork's College Textbooks**



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<b>OPR-15</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Transportation of Prisoners	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### **Purpose**

The purpose of establishing these guidelines is to ensure the safe and efficient transfer of prisoners to the Dougherty County Jail or any other detention facility by officers of the Albany State University Police Department.

### **Scope**

This policy shall apply to all law enforcement officers involved in the transport or transfer of prisoners to any detention facility.

### **Search of Prisoner and Transport Vehicles**

A. At the beginning of each tour of duty, every officer who may become responsible for the transport of any prisoner must inspect all approved equipment and vehicle for safety and function.

B. All vehicles will be thoroughly searched prior to being operated and after each transport situation. After conducting this search, the vehicle operator will also conduct a visual safety and equipment inspection.

### **Standard Prisoner Transportation**

A. Before transporting a prisoner, from one facility to another, (i.e. jail to hospital) the transport officer should make positive identification by checking with the person(s) having custody of the prisoner. If the officer is unsure of the identity, he should check photographs or check with the arresting officer. An officer may not transport until he is sure that proper identity has been made and that all necessary documents accompany the prisoner. The condition of the prisoner will also be checked and if medical attention should be required, it should be attended to prior to being transported.

B. A vehicle normally used for transporting prisoners will have a safety screen between the prisoner and the driver. Vehicles used for transporting should also have the door and window handles removed from the back seat. A prisoner may be transported in a vehicle without a screen if the vehicle is not normally used for transporting when at the officer's discretion, the risk of violence, injury or escape is unlikely. The prisoner should be placed in such a manner behind the barrier so that the prisoner's actions can be observed by the officers. Safety restraining devices should be used when circumstances permit.





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C. All prisoners arrested for a felony or any prisoner displaying any resistance or violence will be handcuffed before placing him in the back seat of a patrol car. The handcuffs will not be removed from a prisoner until he is released to the custody of the jail unless for health or safety reasons. Prisoners not arrested for a felony and not displaying any act of violence or resistance are not required to be handcuffed at the discretion of the transporting officer.

D. Officers transporting prisoners are required not to lose sight of the prisoner. Exceptions may be allowing the prisoner the private use of toilet facilities or where the prisoner is undergoing medical treatment.

E. Once transportation has begun, it shall be the duty of the transporting officer to make sure no one is allowed to talk to the prisoner.

F. The number of prisoners transported in one patrol car should be determined by the transporting officer's discretion based on health safety and comfort of the prisoners and the transporting officer.

G. All officers transporting prisoners must proceed directly to the proper destination and shall not, at any time, be diverted from transporting. An exception will be in response to an emergency call from another agency or a citizen. In such circumstances, the officer may stop and render assistance if and only if the risk to a third party is grave and the risk to the prisoner is minimal.

H. Any prisoner transported to a hospital for treatment or examination must be accompanied by a police officer.

I. If the prisoner is to be turned over to an agency outside the Albany State University's jurisdiction, the transport officer is required to submit a receipt for the prisoner to a supervisor no later than the end of that tour of duty. A report stating the reason for turning the prisoner over will be completed including the agency name and the name of the person who received the prisoner.

### **Special Transport Situations**

#### Prisoners of the Opposite Sex

1. In all instances where prisoners are transported by officers of the opposite sex, the female prisoner will be searched by a female officer if circumstances permit. If it is not practical or possible for a female officer to search a female prisoner, the male officer will search only the outer garments of the female prisoner. The officer will check any items in the prisoner's pocket; remove any items carried by the prisoner, such as a purse. These items will be searched and will be transported in a secure area away from the prisoner. If the prisoner is charged with a violent crime or is behaving violently or is believed to be armed, the prisoner will be searched thoroughly in compliance with policy and with a witness present.
2. Prior to leaving the location at which the prisoner was taken into custody the transporting officer will give his / her beginning mileages which will BE TRANSMITTED BY RADIO to the dispatcher. The dispatcher will also transmit the beginning time on the radio and document it on the radio log. The same process will be repeated once the officer has



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arrived at the intended destination.

3. The same procedure will apply for female officers handling male prisoners.

### A. Juvenile Prisoners

Juvenile prisoners will be handled in the same manner as adult female prisoners with the following exceptions:

1. Handcuffing a juvenile will be the option of the transporting officer if the juvenile is charged with a non-violent crime and is under the age of sixteen.
2. An adult and a juvenile should not be transported in the same vehicle, at the same time.
3. Searches of juvenile prisoner should be made in the presence of a witness if circumstances permit and by officers of the same sex as the prisoner if possible.
4. Searches of juvenile prisoners should be made as limited as possible, but sufficient as to provide the location of any weapons or contraband.
5. Prior to questioning a juvenile prisoner, a juvenile investigator, an officer of the Juvenile Court, a parent or guardian should be present for the reading of the Miranda Rights and questioning if the juvenile is charged with a felony or will be asked about the facts of the crime under investigation.

### B. Handicapped and Physically Impaired Prisoners

Physically impaired prisoners are those prisoners that have an obvious physical disability or impairment. When handling handicapped or physically impaired individuals, who are in custody, extra care must be exercised by the transporting officer.

1. It is the duty of the transporting officer to treat these individuals with appropriate restraint of action while providing for security and safe transport.
2. The transporting officer will determine if a physically impaired prisoner who uses supporting devices (crutches, canes, walkers, etc.) is of such disposition so as to use the device as a weapon. Normally, the physically impaired prisoner will not be restrained and will be allowed to use supporting devices to move to and from the transporting vehicle. During transport, supporting devices will be removed from the area of the prisoner and secured.
3. If a physically impaired prisoner is violent, supporting devices will be removed from that individual. If the prisoner is not ambulatory without the devices, that individual will be assisted to and from the transport vehicle by the transporting officer, who will take care to ensure that the prisoner will not have the opportunity to gain access to the officer's weapon and will not escape.

### C. Mentally Impaired Individuals

Prior to taking custody of a mentally impaired individual, the transporting officer must make



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certain that they are fully informed in detail as to the following:

1. The type of mental disorder and exact type of abnormal behavior displayed by the individual.
2. Detailed knowledge of any words, statements or actions that might trigger any abnormal behavior.
3. The disposition of violence that may suddenly be displayed toward the officer or toward the individual.
4. Any real or imagined injuries

### D. Restraining Mentally Impaired Individuals

When deciding what type of restraint is appropriate, the officer should consider what type of transport vehicle would be most appropriate. In most cases that transport vehicle will be a marked patrol car, a police prisoner transport van or an ambulance.

### **Prisoner Restraint**

A. When a prisoner is required to be handcuffed as described throughout this policy, the prisoner will be handcuffed with his hands in the back.

B. Any prisoner who is violent or fighting an arresting or transporting officer shall be handcuffed with his arms behind his back.

C. No prisoner is to be handcuffed to any part of the transporting vehicle or to any person or officer during transport.

D. "Hog-Tied" is when a subject has been handcuffed with hands behind his back, leg restraints used and attached from legs to wrist. **Members of the Albany State University Police Department will NOT use this method.**

### **Arrival at Destination**

A. When a transporting officer arrives at the detention facility with a prisoner, he shall secure his firearm in the trunk of the vehicle or in a designated lock box before the prisoner is removed from the vehicle.

B. Restraining devices will not be removed, except when the intake officer authorizes that the restraints are removed or the intake officer removes them.

C. The officer shall complete the proper paperwork (reports, forms, etc.)

### **Escape of Prisoner**

If at any time during transportation of a prisoner, within our jurisdiction, the prisoner escapes from custody, the transporting officer shall notify immediately the dispatch center that will in turn notify the local law enforcement agencies for assistance.



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Chief of Police  
John Fields Jr.

<b>OPR-16</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Use of Police Vehicles/ Police Operations	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### **Purpose**

To establish guidelines for the use, maintenance and care of police department vehicles by uniformed and investigative officers of the ASU Police Department.

### **Scope**

This policy will apply to all officers operating Albany State University Police Department vehicles during patrol or emergency operation.

### **Patrol Vehicle Markings and Equipment**

A. Patrol vehicles assigned to this agency shall be marked and equipped in a manner that will present clear identity to the general public. Patrol vehicles will be marked in accordance with Georgia State law.

B. Patrol vehicles will be equipped with the following special equipment and supplies:

- One first aid kit
- One fire extinguisher
- One roll of Emergency caution tape
- Additional flex cuffs
- Disposal Gloves
- Cables/jump box
- Fingerprint kit

### **Routine Vehicle Operation**

Under normal, non-emergency conditions, and while responding to routine calls for service, operators of police department vehicles will strictly adhere to all traffic laws, and will drive defensively in a safe courteous manner. Officers will exercise prudent judgment and care with due regard to the safety of life and property.

A. Only Albany State University Police Department Security/Police shall be permitted to operate police department vehicles.

B. All Security/Police personnel shall maintain a valid Georgia Driver's License.

C. Personnel operating a police vehicle shall be responsible for the proper use and care of vehicles and all accessories, equipment and tools assigned to the vehicle. All vehicles must be inspected for damages prior to being driven.



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D. All passengers shall wear seat belts whenever the police vehicle is in motion.

### **Emergency Vehicle Operations**

Albany State University vehicles may engage in emergency operations when responding to an existing emergency or in pursuit of an actual or suspected violator of the law. The provisions of this section will not relieve the operator of a police department vehicle from the duty to drive with due regard for the safety of all persons, nor will these provisions protect the operator of a police department vehicle from the consequences of careless disregard for the safety of others.

A. A police department vehicle engaged in emergency operations shall utilize emergency lights, hazardous warning lights and siren to warn vehicular and pedestrian traffic along the emergency route.

B. When engaged in emergency operations, the operator of a police vehicle shall exercise extreme care.

### **C. ONLY SWORN OFFICERS ARE PERMITTED TO ENGAGE IN AN EMERGENCY TRANSPORT OR PURSUIT IN A POLICE VEHICLE.**

D. A police department vehicle may exceed the speed limit so as long as life and property are not endangered. Speed shall be limited to road conditions, exercise of good judgment and the pursuit policy.

Proceed past a stop signal, but only after slowing or stopping as may be necessary for safe operation. Police vehicles will not enter a controlled intersection without first stopping. The emergency lights and siren will be on and the vehicle will not proceed further until the right of way has been established and there is no extreme risk of accident.

### **Use of Emergency Equipment**

The proper use of emergency equipment on the patrol vehicle is essential to the safety of the officer and other motorists.

A. The emergency blue lights and flashers shall be utilized in the following incidents:

- Stopping the traffic violator
- Assisting motorist in roadway
- Response to a priority call
- Roadway is blocked by debris
- Any situation where it is necessary to provide visibility for the officer
- The siren will be used along with blue lights only in the following incidents:
  - To assist in stopping the traffic violator
- Pursuing vehicles
- Response to a priority call
- At all intersections where it is necessary for police vehicle to enter during emergency operation



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- The public address system will be utilized in the following incidents:
- Felony vehicle stops
- Control of large crowds
- Barricaded person/hostage situation

### Traffic Directing and Control

Officers will use hand signals and gestures for manual traffic directing and control. Officers will wear reflective clothing while directing traffic at all times during adverse road weather conditions. Officers will make sure issued equipment such as (flashlight in dim lights situations, hat and whistle) are being used during the time of directing traffic. Emergency light will be activated and clearly visible. Officers should be alert to ensure safety to pedestrian traffic and vehicle traffic. Dispatch must be notified while conducting traffic control.



### Use of Police Vehicle While on Break

All uniform personnel will use the department assigned vehicle when traveling within prescribed areas for authorized breaks. Police/Security Officers are responsible for maintaining radio contact during the absence from the area of campus and to respond to an emergency if one should arise.



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<b>OPR-17</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Pursuit Policy	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### Purpose

The purpose of this policy is to establish guidelines for hot pursuit requiring emergency operation of departmental vehicles. The Department recognizes that police pursuits are inherently dangerous and pose a risk to the safety of citizens, as well as members of the Department. The safety of citizens and officers is the paramount concern in a pursuit. Pursuits, therefore, are prohibited unless there is probable cause to believe that the person(s) being pursued has committed / is committing a forcible felony such as:

1. **Murder**
2. **Voluntary Manslaughter**
3. **Aggravated Assault**
4. **Aggravated Battery**
5. **Kidnapping**
6. **Rape**
7. **Armed Robbery**

Any other felony involving the use or threatened use of deadly force, or the infliction of serious bodily injury, or where there is a significant possibility that if the subject escapes, he/she will pose a substantial threat to the safety of any citizen or member of the Department.

Any crime that creates imminent threat of death or serious bodily injury to others if the suspect is not apprehended immediately.

**A pursuit will not be justified based solely on the desire to arrest a misdemeanor or non-forcible felony offender who presents an immediate danger to the community of the officer.**

### Definitions

For the purposes of this directive, a pursuit is defined as an active attempt by an officer to apprehend a suspect/violator in a vehicle when the suspect is attempting to elude apprehension and is willfully disobeying the officer's order or signal to stop.

ASU Police Officers must get prior approval from the Chief of Police before engaging in a hot pursuit. **No Exceptions.** Officers that are instructed to operate under pursuit conditions shall be constantly aware that no assignment is too important and no task is to be expedited with such emphasis that any of the basic principles of safety are jeopardized. Therefore, officers shall only engage in pursuits when the totality of the circumstances outweighs the risk to the officer and the public, and only after prior authorization is given. Finally, officers shall be held accountable for the consequences of reckless disregard for the safety of others and violations of this procedure. In requesting authorization for any pursuit, the officer shall carefully consider the facts, the driving environment, seriousness of the offense, the need for apprehension, all possible consequences, and the safety of all persons. The supervisor can call off the pursuit at any time.

### Scope

This policy applies to all sworn, certified members of the Albany State University Police Department when acting under the authority of the Albany State University Police Department and operating any vehicle under such authority.



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### **References**

#### **OFFICIAL CODE OF GEORGIA ANNOTATED, 40-6-6 EMERGENCY VEHICLES.**

The driver of an authorized emergency vehicle or law enforcement vehicle, when responding to an emergency call, or when the pursuit of an actual or suspected violator of the law, or when responding to, but not upon returning from, a fire alarm, may exercise the privileges set forth in this Code Section. The driver of an authorized vehicle may:

- Park or stand, irrespective of the provisions of this chapter:
- Proceed past a red or stop signal or stop sign, but only after slowing down as may be deemed necessary for safe operation.
- Exceed the maximum speed limits so long as he/she does not endanger life or property.
- Disregard regulations governing direction or movement or turning in specified directions.

The exceptions granted by the Code Section to an authorized emergency vehicle shall apply only when such vehicle is making use of an audible signal and use of a flashing or revolving light under normal atmospheric conditions from a distance of 500 feet to the front of such vehicle, except that a vehicle belonging to a federal, state, or local law enforcement agency and operated as such by making use of an audible signal and a flashing or revolving blue light with the same visibility to the front of the vehicle.

The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with **due regard** for the safety of all persons.

#### **OFFICIAL CODE OF GEORGIA ANNOTATED, 40-6-395: Fleeing or attempting to elude police officer; impersonating law enforcement officer.**

It shall be unlawful for a driver of a vehicle to willfully fail or refuse to bring his or her vehicle to a stop or otherwise to flee or attempt to elude a pursuing police vehicle or police officer when given a visual or an audible signal to bring the vehicle to a stop. The signal given by the officer may be by hand, voice, emergency light, or siren. The officer giving such a signal shall be in uniform prominently displaying his or her badge of office, and his or her vehicle shall be appropriately marked showing it to be an official police vehicle.

#### **ACT 395: HOUSE BILL. 409 EFFECTIVE MAY 1995**

This act provides that when a law enforcement officer, in a law enforcement vehicle, pursues a fleeing suspect in another vehicle and the fleeing suspect damages any property or injures or kills any person during such pursuit, the law enforcement officer's pursuit shall not be the proximate cause or a contributing proximate cause of the damage, injury or death unless the law enforcement officer acted with reckless disregard for proper law enforcement procedures in making the decision to initiate or continue the pursuit. The Act further provides that the existence of such reckless disregard shall not in and of itself establish causation.

### **Responsibility**

The initiation and continuation of a pursuit should be viewed in the same light as a potential





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use of deadly force. **Each pursuing officer and his immediate supervisor must balance the risk to the public caused by discontinuing the pursuit.** If there is risk to the public from discontinuation, the pursuit should be terminated by either the officer or by order of the officer's immediate supervisor.

Normally, traffic-related offenses do not meet the criteria listed above. An imminent threat of death or serious bodily injury must be clearly present and the pursuit shall not create a greater risk of injury to a third party than that created by not pursuing. The courts have held officers civilly liable not only for their own actions, but for the actions of the perpetrator during a pursuit. The officer's operation of the police vehicle and the decision making of all involved associated with continuing or ending the pursuit must be reasonable under the circumstances. All decision-making must take into account the risk presented to the public.

The initial decision to pursue rests with the individual officer in conjunction with procedures established herein. An officer who has initiated pursuit should terminate the pursuit at any point when the officer believes the risk associated with continuing the pursuit is greater than the risk associated with terminating it.

The officer's immediate supervisor is responsible for monitoring and directing personnel during all pursuits. If the supervisor actually becomes involved in the pursuit the Assistant or Chief will become responsible for monitoring the pursuit. The monitoring and directing supervisor is responsible for canceling any pursuit when, in his/her opinion, the risk associated with continuing the pursuit is greater than the risk associated with ending it.

The officer should not unreasonably endanger the public or themselves as a result of his or her driving techniques. **During all pursuits, emergency lights and siren will be activated at all times.**

**Prior to initiating, as well as during a pursuit, the officer(s) involved and the monitoring supervisor(s) will continuously evaluate the following factors to determine if termination of pursuit is warranted:**

- Location (schools, businesses, residential area)
- Road and Traffic Conditions
- Weather conditions and visibility
- Time of day and of week
- Amount of vehicular and pedestrian traffic
- Population density
- Physical and mental condition of any officer involved.

Even when the above conditions are considered ideal, both the officer and pursuing officer's immediate supervisor must constantly evaluate the pursuit and, if necessary terminate it. The pursuing officer must, at all times, utilize the best possible judgment in evaluating whether the pursuit should continue.

Officers should be aware that sometimes the decision to abandon a pursuit is the most intelligent and professional course of action. A pursuit should be terminated when:



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- The risk created by the pursuit to the officer and or public is greater than the risk associated with discontinuing the pursuit.
- The distance from the pursued vehicle to the officer's vehicle is too great to justify continuing the pursuit.
- The pursuing officer is not familiar with the territory.
- The identity of the violator is known and there is no apparent further danger to the public if the pursuit is terminated.
- The pursuing officer knows, or is reasonably certain, that the fleeing vehicle is operated by a juvenile and the offense constitutes a misdemeanor or a non-forcible felony that does not jeopardize the safety of the public.
- Any time the initiation unit or subsequent units have a civilian complaint, witness, prisoner, suspect, or civilian observer on board.

### **Pursuit Procedures**

1. When safe to do so, the pursuing officer shall communicate with the dispatcher relaying information, such as the identity of the unit, location, direction of travel, exact reason for pursuit and any other details, which will enable other officers in the area, as well as the dispatcher, to assist. While transmitting information, the transmitting officer's voice shall be kept at a normal pitch and as coherent as possible to avoid confusion. In cases where there are two officers in the same vehicle, the passenger should handle all radio transmissions.
2. Emergency lights and sirens will be activated at all times during a pursuit.
3. Units responding to assist should concentrate on overcoming the streets parallel to the one the pursuit is on, thus creating a "Boxing in" effect.
4. No more than two police vehicles, the primary and the backup, shall maintain the direct pursuit unless the monitoring supervisor authorizes otherwise.
5. During pursuit a safe distance shall be maintained between the pursued vehicle and any police vehicles involved in the pursuit. This will lessen the possibility of a collision in the event of a sudden stop or turn by the offender or in the intervention of civilian drivers unaware of the pursuit.
6. **During the pursuit the violator may take grave risk regardless of the consequences. The pursuing officer shall not duplicate these risks.** In all cases, the officer must operate the police vehicle in a manner that shows consideration for the officer's safety, the safety of the violator whom the officer seeks to apprehend, and the safety of others who may be on or near the roadway. Because of the many handicaps encountered, the pursuing officer must recognize and accept the fact that he may not be able to successfully apprehend every violator or suspect who flees.
7. Intersections pose an increased risk to the safety of the officer and citizens. Officers involved in a pursuit should exercise extreme care when approaching and entering an intersection and will not enter an intersection without exercising due regard for the safety of others. If confronted with a traffic control device requiring a stop or yield, a pursuing officer will proceed only after determining that it is safe to do so. If two or more emergency vehicles approach an intersection at the same time, any traffic control device and or the Uniform Rules of the Road will determine which vehicle has the right of way.



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### **Methods for Stopping Fleeing Vehicles**

Other than described previously, other methods may be utilized, with supervisor approval, to terminate a pursuit. In all situations listed below it is the responsibility of the pursuing officer to notify Communications of his intent, in a timely manner, in order to provide sufficient time to notify other units of the proposed action and location. It is the direct responsibility of the immediate supervisor to provide overt, verbal directions approving or disapproving any contemplated or proposed action.

#### 1. Stationary Roadblocks

Because of the dangers inherent in the use of stationary roadblocks in pursuit situations, roadblocks for the purpose of apprehending suspect/violators should be utilized only after all other reasonable and available means have failed and there is a reasonable basis to believe that the person eluding apprehension presents a significant threat to police officers and citizens if not apprehended without delay.

#### 2. Rolling Roadblocks

#### 3. Ramming

Deliberate physical contact initiated, between vehicles, by an officer is a use of force and shall be avoided unless exigent circumstances exist that make such contact the only reasonable option to protect citizens or any officer from loss of life or serious injury. The Major, Assistant Chief, or Chief of Police must approve this action.

#### 4. Only designated patrol vehicles are authorized to assist or participate in a pursuit. Vehicles such as paddy wagons or other vehicles without emergency equipment shall not assist with a pursuit.

#### 5. Any pursuit initiated by this agency which exits the boundaries of Albany may be continued with authorization by the Major, Assistant Chief, or Chief of Police. Careful consideration must be given to the factors surrounding the pursuit, the pursuit must be terminated when the risk of continuing the pursuit is greater than the risk of not terminating the pursuit.

### **INTER-JURISDICTIONAL PURSUITS**

1. The pursuing officer shall notify communications when it is likely that a pursuit will continue into a neighboring jurisdiction.

2. When a pursuit enters this jurisdiction, the action of officers shall be governed by the policy of the officer's own agency, specific inter-local agreements and state law, as applicable.

Pursuits from another jurisdiction into this jurisdiction:

Determine the number of police vehicles from the other jurisdiction that are involved in the pursuit, find out the circumstances of the pursuit to include the offense, vehicle description, and if assistance is requested.

1. Assistance from this jurisdiction will be allowed only if the offense is in keeping with our justification for a pursuit; i.e., violent felony or reckless driving, and the number is limited to only one vehicle from the outside jurisdiction. If the pursuit does not conform to this policy, officers shall not engage in the pursuit, but may attempt to control intersections to promote the safety of innocent persons in the vicinity.

2. The initiating agency will remain in control of any pursuit that crosses into this jurisdiction and will remain responsible for the pursuit.

3. Generally, ASU Police Officers will not continue with a pursuit once it has passed through this jurisdiction.



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### **After-Action Reporting**

1. Whenever an officer engages in a pursuit, the officer shall complete an Incident Report detailing the circumstances of the pursuit.

Reports shall be critiqued by the shift supervisor and the Chief of Police to determine if policy has been followed and to detect and correct any training deficiencies.

2. The department shall do a complete evaluation on the adherence of the pursuit's conduct. Police pursuit activity will be analyzed to identify any additions, deletions or modifications warranted in pursuit procedures on an annual basis. The review is to determine if:

- a. The pursuit was necessary and within departmental procedures.
- b. There are training needs to be considered.
- c. Any procedure changes requiring consideration.



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<b>OPR-18</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> GCIC/ NCIC Terminal Operations	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### **Purpose**

The purpose of this policy, and these procedures, is to establish guidelines, which will ensure the security, proper storage, and removal of GCIC and NCIC information. Furthermore this policy will enforce the accuracy and completeness of all records entered into GCIC and the proper dissemination of this information and handling hit/wanted confirmation messages.

### **Scope**

This policy applies to all employees of the Albany State University Police Department both sworn and un-sworn.

### **Definitions**

A. GCIC = Georgia Crime Information Center; a division of the Georgia Bureau of Investigation, which manages the statewide data communications network known as the Criminal Justice Information System

B. CJIS = Criminal Justice Information System; links the ASU Department of Public Safety to other criminal justice agencies, both local, state, and federal, through a network of data information systems.

C. NCIC = National Crime Information Center; a division of the Federal Bureau of Investigation, United States Department of Justice, which manages a nationwide data communications network for criminal justice information.

D. TAC = Terminal Agency Coordinator

E. Authorized Terminal Operator = Operators who have been certified using GCIC standards, or who are in the process of GCIC Training.

### **Responsibilities**

The primary TAC will be responsible for the training of all departmental personnel who will have access to GCIC/NCIC. This training will include terminal operation, operator certification, security, integrity of criminal history records, and other training deemed necessary by the Director of Public Safety.



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- The Primary TAC is responsible for monitoring the training of personnel who have access to GCIC/NCIC, and for terminating access for those who do not complete the GCIC required training.
- The Primary TAC will forward all completed training materials to the Training Coordinator for the department to be kept on file.
- The Primary TAC will be responsible for updating policy and procedure for conformity to changes in Federal law, State law, or GCIC regulation.

### **Security**

A. All criminal justice information received via GCIC/NCIC, or developed by this department will be stored out of public view, and in a secure area.

B. All Criminal Justice information will be destroyed by shredding when it is no longer needed.

### **GCIC/NCIC RECORD HIT CONFIRMATION REQUEST**

The terminal operator on duty that receives the hit confirmation request **MUST** respond within **10 minutes** in one of the following ways:

1. **Confirm the Hit:** The original warrant or missing person report must be verified as a valid to confirm the hit.
2. **Deny the Hit:** Advise the requesting agency that the information in the HIT message is no longer valid. If the hit is no longer valid, the record must be canceled immediately.
3. **Request for more time:** If more time is needed, respond to the requesting agency specifying the amount of time needed to confirm or deny the hit.



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<b>OPR-19</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Security Officer Services	<b>Review/Revision Date:</b> June 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### **Policy:**

It is the policy of Albany State University Police Department to alleviate the necessity for assignment of sworn officers on calls for service in routine, non-hazardous situations by dispatching Security Officers on such calls.

### **Responsibilities:**

To assist and support police officers in the performance of their duties and assist in maximizing services to the ASU community in non-hazardous situations. Security Officers are non-sworn, unarmed civilian employees with no arrest powers or enforcement powers, except for the issuance of parking citations and assistance to officers. Security Officers are certified and authorized in the use of OC Spray and the Expandable Baton based on the departmental use of force guidelines. They are authorized to provide security for all events on campus including directing traffic. Security Officers are authorized to enforce all rules and regulations of Albany State University.

Security Officers are authorized to make citizen's arrest on campus as outline in the Georgia Criminal Code Statues, and exercise the same necessary force for compliance as outlined in ASU Police Department use of force guidelines.

### **Types of calls Security Officers can handle:**

Security Officer may be utilized for the following types of service after it has been determined that it is a non-hazardous situation:

- All field report calls with exception of Robbery, Homicide, Sexual Battery, Arson, and Assault and Battery.
- Assist a police officer in any non-hazardous situation which does not involve a physical apprehension where the guard has not been trained to handle.
- The enforcement of parking violations and routine parking problems including towing improperly parked vehicles as outlined in ASU Police Parking Guide.
- Write incident reports, where the suspect is GOA gone on arrival.



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- Write private property vehicle accident reports occurring on campus.
- Detain suspects until officer arrive.
- Miscellaneous details i.e., locate and notify calls, traffic direction, and transportation of witnesses.

### **Types of calls Security Officers cannot handle:**

The following are the main types of calls or situations that prohibit the use of Security Officers:

- Any call for service wherein the Communication Dispatcher cannot determine whether the offender is on the scene or likely to return.
- When it has been determined that any person may be intoxicated or mentally unbalanced.
- Automobile crashes involving a DUI.
- Any situation which may pose a threat of hazard to the health or safety of the Security Officer.
- Cannot write Georgia Uniform Citations.
- Any police field report wherein the total value of the loss exceeds \$5,000.
- Cannot carry any kind of firearms, but will receive basis training in firearms safety and procedures.





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<b>OPR-20</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Police Funeral	<b>Review/Revision Date:</b> June 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### Policy:

It is the policy of Albany State University Police Department to assure that proper funeral honors are given to members of the ASU Police Department, both active and retired. It is further our intent to assure a consistent application of honors based on set criteria.

It will be the responsibility of the Chief of Police or designee to coordinate necessary internal and external resources, and to assure that funeral honors are rendered in accordance with this order and the direction of the Chief of Police.

In the event the deceased is an active duty officer, the Chief of Police will coordinate the department responsibilities. Such things as assisting the family before and during the services. This will include providing direction and information to the family.

If the deceased is a retired member, the Assistant Chief or Major will coordinate the necessary resources and assure that funeral honors are rendered.

### Police Honors:

Police honors are reserved for active and retired sworn officers and not for other family members. In cases involving other family members, the department may provide two uniformed officers or Honor Guard members, if the family so request.

### Full Police Honors:

Officers (regardless of rank) who are killed in the line of duty or die while on-duty will receive full police honors. The Chief of Police however, may authorize full honors for any member at his discretion. Full honors will include:

Full Honor Guard	ASU Dispatcher University-wide
1042 Flag Presentation	Color Guard
Taps/21 Gun Salute	Casket Team

Honors will be given to officers who die while off-duty will consist of:

Casket Team	Flag Team
Color Team	Taps/21 Gun Salute



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### **Covering of Police Badge:**

The covering of the police badge is a mark of respect for officers who have died in the line of duty. Therefore, the covering of the badge is appropriate only in those cases wherein an officer has been killed in the line of duty or has died while on duty. The purpose of this policy is to give special recognition to those few who have made the supreme sacrifice. It is not intended to diminish the loss of any other member of the police department or the police community. The police badge will be covered in the following situations for the following time periods:

- For any ASU Police officer killed in the line of duty or who died while on duty, to be worn from the time of death of the conclusion of police honors.
- For other law enforcement officers serving Dougherty, Lee, Worth and surrounding Counties who are killed in the line of duty – to be worn from the time of death to the conclusion of police honors.
- For any memorial service honoring law enforcement officers killed in the line of duty – to be worn during the duration of the service.
- Annually on Police Memorial Day- May 15<sup>th</sup> or designated date. The badge will be covered the entire day.

### **Dress:**

At all police funerals, as a sign of respect, on-duty officer should wear the class "A" uniform, which includes long sleeve shirt, tie, and command-style hat. ASU Police should if not already train officers in the proper protocol for police honor, which include establishing an honor detail consisting of current officers.

### **Dress:**

At all police funerals, as a sign of respect, on-duty officer should wear the class "A" uniform, which includes long sleeve shirt, tie, and command-style hat. ASU Police should if not already train officers in the proper protocol for police honor, which include establishing an honor detail consisting of current officers.



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<b>OPR-20.a</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Death Notification & Death of a Student	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### **Policy:**

One of the most traumatic assignments that a Department member can be asked to perform is that of making a death notification. Department members will be tactful and sensitive in their approach to this assignment, recognizing the emotional shock to the person receiving the notification.

Realizing that delivering a death notice is very stressful for the person being notified, and also the person delivering the message, the Department will make every effort to use the services of on-call Police Chaplains. If a Chaplain is not available, Department members will be tactful and sensitive to the nature of the situation.

### **Procedures:**

The following guidelines are given for situations in which a Chaplain is not available and the Department member has to deliver the death notice.

The Communications Center will notify a supervisor or the Chief of Police whenever a death notification needs to occur.

Notification will be made in person, if at all possible.

- Be sympathetic and empathic, realizing the traumatic impact that the notice will have.
- Whenever possible, set up a support system utilizing a Chaplain, a neighbor, a relative, or a friend.
- When making a death notice, use a statement similar to this:  
"I am (name and rank). I have some bad news for you. Can we sit down? There has been a bad accident, etc., and (name) has been killed (or has died)."
- After making the notification, remain at the scene to answer any questions, to the best of your ability.

If no support system was obtained before delivering the notice, ask if there is anyone that you can call.

Often, a person being notified of a death will get angry with the person delivering the notice. This is a grief reaction and should not be taken personally. Explain that you understand their anger and sympathize with them. Again, use tact and be sensitive to the nature of the notice.

Only as a last resort will a death notification be made by telephone. As previously stated, use tact and be sensitive to the nature of the notice. Stay on the telephone long enough for the information to take hold. If requested to make an additional call, such as for support, do so.

When a member must notify someone out of our jurisdiction about a death message, consider having a peace officer, where the recipient resides, make personal contact to deliver the message.



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### **Death of a Student:**

The death of a student can be deeply emotional and stressful for students, faculty, staff, and the family of the students. It is the responsibility of the college to respond appropriately and with the utmost sensitivity in the event of the death of a currently enrolled student. To that end, the following protocol has been developed to ensure a caring, professional, coordinated, and consistent response by the College administration.

### **Coordination of Response**

The protocol delineates the roles and responsibilities of various campus areas/units/departments following the death of an Albany State University student. Information about a student's death may come to the attention of any member of the community, and may come from various sources. The person receiving the information should immediately notify the Vice President for Student Affairs (VPSA), who will act as the coordinator.

### **Immediate Communication**

The VPSA will immediately notify the President, Chief Advancement Office and the Office of Legal Affairs of the student's death. In instances in which a report has not been verified, the VPSA will indicate to these individuals that efforts are being taken to verify the death and act immediately with the Registrar. In no case will the campus community or media be informed of the student's death until the death has been verified and primary family members have been notified.

### **Verification of Death**

Before initiating any further actions or communications, the VPSA must confirm the validity of the report of the student's death. The VPSA will work with the Registrar to verify the death (e.g., county coroner, police agency, funeral home, newspaper obituary, US Consulate or ambassadorial office). When documentation is deemed necessary, sensitivity to the grieving family is paramount.

### **Communication with the Family**

Upon confirmation of the death of a student, the VPSA will contact the family and extend condolences on behalf of the University and document all of the family's wishes. The President may wish to contact the family instead or in addition to the VPSA. Communication with the family should be limited to the VPSA.

### **Notification to the University Community**

In collaboration with the Advancement Office (and possibly the Chief Legal Officer), the VPSA will review the circumstances of the student's death and determine whether an announcement should be made to all members of the University community. If so, the message needs to be delivered in a timely, but appropriate manner. Notification should include the student's full name, brief details (if appropriate) of the circumstances of the death; information about the services; requested method of condolences, and any consultation and counseling support that is necessary. Notices about remembrance events will be coordinated with Campus Life and can be shared at a later time.



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### **Administration Actions**

#### **Campus Police**

1. If the death is on campus, the Chief of Police will be in charge of the scene, will conduct an initial investigation and will be responsible for notifying the College Administration and the GBI. No one will be allowed inside the crime scene unless directly related to the investigation. If the death is on campus, the Chief of Police will make the decision to request additional police assistance.
2. *The Chief of Police will contact the Vice President for Student Affairs Dean of Students, at the first opportunity, on the details of the situation.*
3. If necessary, the Chief of Police or Vice President for Student Affairs will notify the family of the deceased of circumstances surrounding the death as soon as possible. This notification will be made under the direction of the President. This notification will be made in person, rather than on the telephone, if possible.
4. If the death is off campus, the Chief of Police will communicate with the investigating agency, gather as many facts about the death/investigation as possible, and pass this information along to the University Administration as soon as possible. The Chief will offer any assistance to the investigating agency that might be needed.
5. Any information released to the media concerning the investigation will be coordinated through the Albany State University Media Relations office.

#### **President**

1. President or his/her designee will notify the family.
2. Sends letter of condolence, and initial notification if a memorial scholarship is established in student's name to parent(s) or guardian(s).
3. Determines appropriate manner of announcement in collaboration with Chief Advancement Office and Vice President for Student Affairs.

#### **Vice President for Student Affairs ( VPSA)**

1 The Office of the Vice President for Student Affairs (VPSA) takes the lead in coordinating notices, communicating with family, and implementing death notification protocol.

2. The office then works with the Registrar to verify:
  - o Enrollment status of the deceased student
  - o Cause of death and details such as time, place, etc.



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- Involvement in and affiliation with campus organizations and departments
- Details about funeral, visitation, and memorial arrangements (if pertinent)

3. If necessary, the VPSA or Chief of Police will notify:

The family of the deceased of circumstances surrounding the death as soon as possible. This notification will be made under the direction of the President.

Roommates [and close ASU friends] of the student's death.

- *The VPSA or designee notifies the Registrar, Advancement Office! Marketing and Communication, counseling or crisis interventions staff (and other offices, as appropriate) regarding the student death.*
- The VPSA works with Campus Life to coordinate a remembrance event (upon the request of students, faculty, and/or staff members, with the approval of the family).
- *A Student Affairs staff member or institutional designee attends the visitation, funeral or memorial service if it is within a reasonable distance. Whenever possible, this will be the same staff member who initially contacted the family.*
- Works with the Vice President for Fiscal Affairs (VPFA), and Director of Financial Aid to develop a brief addendum regarding any financial obligations, returning textbooks, library books, final pay checks, etc.

### **Institutional Advancement Office (Marketing and Communications)**

1. News media contact will be handled through Marketing and Communications at the direction of the President or Chief Advancement Officer.
2. If the student death is likely to generate media inquiries, the Advancement Office, in concurrence with President or appropriate Vice President, will designate appropriate spokesperson(s) as media contact(s).
3. Marketing and Communications along with the Registrar coordinates campus-wide emails of accurate information regarding student deaths.
4. As time allows, the Advancement Office will brief designated spokesperson on topics and themes to cover and/or avoid.
5. Advancement Office will coordinate with the family donations and memorial gifts (ex: scholarship, tree, bench, etc.).



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### **The Registrar's Office**

- I. The Registrar initiates procedures that close the student's Academic records and places a FERPA block on the student's record. As noted by AACRAO (American Association of Collegiate Registrars and Admissions Officers) and FERPA, the privacy interests of the individual are no longer in effect with the student's death. FERPA rights and the rights to privacy regarding the student's academic record end at death. As a matter of institutional policy, the following procedures are handled:

Obtain an obituary to verify the date of death.

Go to SPAPERS in banner and mark Deceased and enter in the date of death.

Send a list of student's schedule and names of faculty to VPSA. Withdraw the student from all classes that they are currently enrolled in. If the student is currently enrolled, email current instructors to let them know that their student has passed.

Email the President, Vice Presidents, appropriate Academic departmental dean (according to the student's major), and Campus Police.

- a. Include a little information about the student such as major and current address.
- b. Provide President with emergency contact name & relationship (parent, spouse, etc.)

Email the Financial Aid office to determine if the student received Financial Aid that semester.

Email housing if student lived in the dorms.

Email the Cashier's office if student paid for classes out of pocket.

Place a printed copy of the obituary in the student's folder. Mark "Deceased" on the folder and staple all sides of the folder. File the folder in the appropriate place.

2. If necessary the Registrar works with Advancement Office/Marketing and Communications and the VPSA to coordinate campus-wide email to faculty, students and staff to ensure that information regarding student's death is accurate. Information about visitation and funeral arrangements disseminated when available.

Posthumous Degrees and Certificates.



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### **Financial Aid Office/Student Financial Services**

1. If the student's withdrawal date (date of death) is prior to the term census date, a full refund is processed as an exception with approval.
2. If the withdrawal date (date of death) is after the term census date, a refund is calculated on a pro-rata schedule as determined by the Title IV Education Code.
3. Financial Aid student refunds are coordinated with the Financial Aid office in adherence with Federal and State Financial Aid refund return of aid policies.
4. Disbursements of the refund are coordinated with the Vice President of Fiscal Affairs (VPFA) and/or VPSA.
5. No refunds are processed after the 60% term date.
6. Housing and meal plan fees are charged until the date of the student's death. All prepaid amounts are refunded unless doing so would require the University to make a refund to a government program. Any processing fees associated with the refund are waived. Financial Aid staff will make these determinations (ensuring that the VPFA and VPSA have been informed).

### **Vice President of Fiscal Affairs (VPFA)**

1. The VPFA will work with other areas to remove any other charges from the student's account (i.e., parking tickets and fines).
2. The VPFA will coordinate with Financial Aid, Housing, and Meal Plan (if applicable) and other areas to check the accuracy of the student's bill and make adjustments for credits and charges.
3. The VPFA will draft an explanation of the charges and credits and send to the family of the deceased.
4. All nonresident fees, matriculation fees, and other mandatory fees will be refunded in the event of the death of a student at any time during the academic session (7.3.5.2 Death of a Student).
5. Make sure that deceased students are removed from billing for collection purposes.
6. Any refund check will be sent from Student Affairs on behalf of the VPFA (if applicable) along with an explanation of the check.

### **Housing and Residential Life**

1. If a deceased person is discovered in the Residence Halls, vacate the room immediately, leaving it untouched, and call 911 to contact Campus Police. Police will call for an ambulance to be dispatched. Staff members should cordon off the room so no one enters until Campus Police arrive.
2. College personnel will take measures to assist in ensuring that other residents, students, and passersby are not viewing the body, disturbing the site in any way, or leaving the premises.
3. The Residential Life staff notifies the Vice President for Student Affairs immediately.
4. Residential Life staff should assist Campus Police in identifying individuals who might have knowledge of the circumstances surrounding the death. In addition, Student Affairs and Housing and Residential Life staff should attempt to identify those individuals who will be





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most affected by the death (family members, significant others, roommates, work supervisors, ASU friends, etc.).

5. If the person is a resident, then a representative from the Division of Student Affairs will make contact with the President, Registrar, and Counseling Center so that appropriate parties are notified (including family). The counseling staff will work in concert with VPSA and Residential Life staff to offer support to the victim's roommate, community members, and other campus friends.

### ***Residential Life staff documents the incident on an Incident Report Form.***

- Residential Life staff may not release information about a death of a student.
  - Media (radio, television, newspaper) representatives should be referred to the University's Advancement Office.
- If a resident student death occurs off campus, staff should notify the Director/Assistant
  - Director immediately, who will in turn notify VPSA and Campus Police (either or both of whom will verify pertinent details surrounding the death).
- **Coordinates notification to roommates with University Police and VPSA.**
- The Director/Assistant Director consults with ASU's Counseling Center to determine whether counseling assistance and/or programming is necessary for the residents and staff members in the environment where the student resided.
- The VPSA will coordinate the packing of the deceased resident's possessions with the family and the Director of Housing and Residential Life.
- *Housing will remove the deceased student from the housing roster and cancel the housing contract.*
- Housing will take the room and/or suite off line as appropriate.
- Housing may provide full or pro-rated refund for contracted services as appropriate in coordination with the VPSA and VPFA.
- In collaboration with the office of VPSA and the department of Campus Life, remembrance events may be coordinated with the family's approval.

### **Manager of the Bookstore/Director of Library**

1. Upon being notified of a student's death, the manager of the Bookstore will coordinate any check-in (from rental) or buyback of books (in salable condition) that the family may request.
2. Upon being notified of a student's death, the Librarian will check for library materials checked out by the deceased student and library fines that may have occurred. A list of library materials will be forwarded to the VPSA/Dean of Students who will inform the family. The library fines will be waived and the student library account will be closed.



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### **International Coordinator**

1. FI students are specified in BANNER screen GOAINTL; these are non-resident alien students requiring a visa to enter and study in the United States.
2. Upon the death of an FI international student, the International Coordinator will assist the VPSA/Dean of Students in providing international emergency contact information and contacting the family. Where appropriate, arrange for a person who speaks the language of the deceased to be available to assist with communication.
3. The International Coordinator will terminate the student's SEVIS record to notify Student and Exchange Visitor Program (SEVP) of the student's death.
4. Contact the appropriate embassy involved (if necessary).
5. The International Coordinator will contact the insurance company or the student's family about repatriation of remains and coordinate return to the student's home country.
6. The International Coordinator will connect other international students with counseling services available on campus.
7. If the student lived off campus, the International Coordinator will communicate information with the apartment complex or any other housing facilities.
8. The International Coordinator will communicate with the family for return of any personal effects or property to the home country.

### **Director of Athletics**

1. Upon being informed of a student athlete's death, the Director of Athletics will inform appropriate coaching staff of the death of any student athlete.
2. The Director of Athletics will coordinate the return to the family of any property that the deceased student may have left behind in their athletic locker, in the locker room, or in the possession of an athletic department official.

### **Counseling Center**

1. The Counseling Center Coordinator will assist the VPSA/Dean of Students, as needed, to coordinate the campus response to the student death.
2. The Counseling Center Coordinator will contact Counseling Response Network.
3. If the death occurred on campus, the Counseling Center Coordinator will respond to the scene, if appropriate, and will coordinate psychological counseling and emotional support for those affected by the death.
4. The Counseling Center Coordinator will seek out students and staff who might have been affected by the student's death, such as significant others, friends, roommates, teammates, others living in the deceased student's building, and will offer appropriate services.
5. The Counseling Center Coordinator, in consultation with Campus Life and VPSA, will coordinate assistance to those wishing to hold a remembrance event on campus for the deceased student.



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### **Technology Services**

- I. Will make sure that the deceased students:
  1. ID card is deactivated
  11. The student's email account is closed and set with an auto-reply message to ensure that no new email is accepted

### **Student Health Center**

- I. Place a red alert on the student's medical record. Cancel any outstanding bills the student may owe.
2. Place VPSA/Dean's memo in student's chart

### **Legal Affairs**

- I. Respond to contacts concerning legal questions by the family and/or any other legal entities.
2. Review legal documents.
3. Advise and respond to legal issues.

### **Human Resources**

- J. Determines if deceased is a student employee {institutional or federal) and takes appropriate action; this could include but is not limited to issuing final paycheck and closing any employee records if applicable.

### **Chief Information Officer (CIO)**

1. The CIO will close access to the student's Albany State University information systems.



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<b>OPR-20-b(1-7)</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Missing Persons Protocol	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### Purpose:

This policy contains the official notification procedures of Albany State University and Darton State College concerning missing students who reside on and off campus, in accordance with the requirements of the Higher Education Opportunity Act HEOA of 2008. The purpose of this policy is to promote the safety and welfare of the campus community through compliance with the HEOA requirements, and should be adhered to by all members of the campus community, faculty, staff and students.

### Procedures:

The report of a missing person is a serious matter. If you have reason to believe that person is missing from Albany State University campus, immediately notify ASU Police. Regardless of whether a person is under aged or emancipated, the same procedures are followed.

All calls regarding missing persons on campus will be dispatched and assigned to an officer for initial investigation.

An individual will be considered missing if a roommate, classmate, faculty/staff member, family member, or other campus person has not seen the person in a reasonable amount of time (24 hours is the norm). A reasonable amount of time may vary with time of day and information available regarding the missing person's family daily schedule, habits, punctuality, and reliability.

In conjunction with the police investigation, the Chief of Police or his designee will contact the person for notification, and hopes to find out additional information about the student that may help in the investigation. Local law enforcement and other resources such as the media will be notified if needed in the efforts to find the missing students. Social Media will be a tool used in the search efforts also.

In accordance with general institutional emergency notification procedures, when an institution student is thought to be missing from campus, staff in the school administration should be immediately notified.

Specifically, staff in the Student Affairs and Success and the Police Department, as they will coordinate efforts to locate the student.

The appropriate Student Affairs representative, or other individual learning that a student is missing, will file a formal missing student report with the ASU Police Department.

It will be made clear to all students annually, that each residential student at both campuses has the option to designate an individual to be contacted by University administration no later than 24 hours after the time that the institution determines the student is missing. Albany State University provides each student with the means and opportunity to register their confidential Missing Student contact information by logging into the Banner We system and filling out the Address and Contact Information form.

All students who register for on-campus housing at ASU will be advised of this policy at the time of registration and/or upon housing check-in. During the registration process, specific emergency contact information will be captured. At that time, students will have the opportunity to provide separate missing person contact information as well, if they choose to do so. The information



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will be maintained by the Vice President of Student Affairs office and it is only accessible to University employees who are authorized campus officials. This information will not be disclosed to others with the exception of law enforcement personnel in the furtherance of a missing student investigation.

In accordance with Albany State University procedures, it should be noted that both campuses will inform each residential student that the institutions will notify the appropriate local law enforcement agency or campus law enforcement, when a student has gone missing, unless the local law enforcement agency was the entity that made the determination that the student was missing, and;

If the campus law enforcement personnel have been notified that a student has gone missing, and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours, Albany State University staff will initiate emergency contact procedures as outlined in both campuses' policy and protocol.

### **Ways to try to find the person:**

- Call missing persons' phone and send a text message.
- Interview roommates and known friends
- Look at social networking sites such as Facebook for any activity
- Attempt to locate student's vehicle on campus

Individuals will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

### **How to Report a Missing Person**

ASU Police Department (229) 430-4711 or off campus Albany 911 Center (911)

If a student is found to be missing through investigation by ASU PD or local law enforcement, the Vice President for Student Affairs will contact the student's parents or emergency contact person.



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### **Suicide Protocol and Procedures**

#### **Purpose:**

All college and university campuses need to be aware of the need to be prepared to deal with students who are under extreme emotional distress. Some students who are under stress may have suicidal thoughts, ideation or attempt suicide. Therefore, it is very important that all universities and colleges develop protocols so that the campus can handle crises in a methodical and consistent manner rather than react to such situations by making "ad hoc decisions (Jed Foundation, 2014).

**Note:** All procedures MUST be followed by the faculty and staff of Albany State University

#### **IMMINENT Danger and has Attempted Suicide ON campus:**

1. **Immediately Call 911** and ASU Police Department (**ASU PD**) (**229**) **430- 4711**
2. **Take any threat of self-harm seriously**
3. Please **remain calm and call/send for help.**
4. The appropriate staff resource or university crisis/emergency team should be mobilized. This brings additional people to the scene to help.
5. Please **DO NOT** transport student in a personal vehicle for safety and legal liability. If the student changes his/her, mind about cooperating, you can be in a dangerous situation, for both yourself and the student.
6. Please remain with the student until proper authorities arrive to secure the location. **Do not leave the person alone.**
7. ASU PD will take charge, assess and secure the location, isolate the student away from large crowds and spectators.
8. We want to keep other students away from the student in crisis, to keep the situation from getting confused, to ensure safety and to prevent contagion/anxiety problems from developing in the general student body.
9. ASU PD will contact the Counseling Director, and/or Housing Director and/or other resource persons at Albany State University.
10. ASU PD or the Counseling Director will determine who will accompany the student to the medical facility and contact Student Affairs.
11. If a student needs to be transported to a psychiatric facility for further evaluation, that process will be more productive if the ASU PD or Counseling Director and/or staff contact the facility, either by phone or in person, to give them the information about what has been going on. This accurate information will help the personnel there do a better evaluation.
12. ASU PD or the Vice President for Student Affairs will contact family members or the guardian of the student if necessary.
13. The Counseling Department will provide counseling to those who may have been affected by the events.
14. File a report of incident. It is very important to have proper documentation of the incident.
15. Stress debriefing is helpful to allow people to start to work through the emotional aspects of the experience. Some students and staff may want additional mental health type services.
16. Anticipate a brief window of intense and varied reactions among the students. Some students will want to talk about the episode for a brief period, and then want to re-focus back on other events in their daily life. A few students may have a prolonged preoccupation with the events. Some students will not see themselves as being affected by the event. Accept what they say, but tell them that this might change over time.



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### **IMMINENT Danger and has Attempted Suicide ON Campus INSIDE CLASSROOM:**

1. **Immediately Call 911** and ASU Police Department **(229) 430- 4711.**
2. **Take any threat of self-harm seriously**
3. Please **remain calm and call/send for help.**
4. The appropriate staff resource or university crisis/emergency team should be mobilized. This brings additional people to the scene to help.
5. Please **DO NOT** transport student in personal vehicle for safety and legal liability.
6. The instructor will remain with the student and secure the location until proper authorities arrive.
7. ASU PD will take charge, assess, secure the location, isolate the student away from large crowds and spectators, and arrange for emergency transportation if necessary.
8. ASU PD will contact the Counseling Director, Housing Director and/or other resource person at Albany State University.
9. ASU PD or the Counseling Director will determine who will accompany the student to the medical facility and contact Student Affairs.
10. ASU PD or Counseling Department will contact the family members or guardian of the student if necessary.
11. The Counseling Department will provide counseling to those who may have been impacted by the events.
12. File a report of incident. It is very important to have proper documentation of the incident.
13. Stress debriefing is helpful to allow people to start to work through the emotional aspects of the experience. Some students and staff may want additional mental health type services.
14. Anticipate a brief window of intense and varied reactions among the students. Some students will want to talk about the episode for a brief period, and then want to re-focus back on other events in their daily life. A few students may have a prolonged preoccupation with the events. Some students will not see themselves as being affected by the event. Accept what they say, but tell them that this might change over time.

### **IMMINENT Danger and has Attempted Suicide OFF campus**

1. **Immediately Call 911.**
2. **Take any threat of self-harm seriously**
3. Please **remain calm and call/send for help.**
4. Please **DO NOT** transport student personal vehicle for safety and legal liability.
5. Please remain with the student at the scene until proper authorities arrive to secure the location.
6. The person dealing with the student needs to determine the "likelihood to flee." Some suicidal people may be cooperative with the intervention process; others may be unstable and uncooperative. The level and nature of response needs to reflect these differences.
7. Albany Police Department will assess and secure the location and isolate the student from large crowds and spectators and arrange for emergency transportation is necessary.
8. ASU PD will contact the ASU Counseling Director.
9. ASU PD or the Counseling Director will determine who will accompany the student to



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- the medical facility and contact Student Affairs.
10. ASU PD or Counseling Department will contact the family members or guardian of the student if necessary.
  11. The Counseling Department will provide counseling to those who may have been impacted by the events.
  12. File a report of incident. It is very important to have proper documentation of the incident.

### **THREAT of Suicide ON campus**

3. **Immediately Call 911 and ASU Police Department (229) 430- 4711.**
4. **Take any threat of self-harm seriously**
3. Please **remain calm and call/send for help**, if you are unable to handle the situation.
4. Encourage the student to call the ASU Counseling Department at **(229) 903-3610** or call the National Suicide Prevention Hotline **1-800-273-TALK (8255)**.
5. Reassure the student that they are not alone and you are there to keep them safe.
6. The person dealing with the student needs to determine the "likelihood to flee," access to weapons, and/or violence potential. Knowledge about previous behavior patterns is important and helpful. Some suicidal people may be cooperative with the intervention process; others may be unstable and uncooperative. The level and nature of response needs to reflect these differences.
7. Please **Do NOT** leave the student alone or take the threat lightly or as a joke.
8. Please **Do NOT** suggest that the student go somewhere else alone.
9. **Do NOT** pass on personal judgment or personal opinions.
10. **Do NOT** try to provide counseling. Recognize the limitations of your authority.
11. File a report of incident.

### **THREAT of Suicide OFF campus**

1. **Immediately Call 911** and report threat.
2. Please **remain calm and call/send for help**, if you are unable to handle the situation.
3. Encourage the student to call the ASU Counseling Department at **(229) 903-3610** or call the National Suicide Prevention Hotline **1-800-273-TALK (8255)**.
4. Reassure the student that they are not alone and you are there to keep them safe.
5. Please do not leave the student alone or take the threat lightly or as a joke.
6. The person dealing with the student needs to determine the "likelihood to flee." Some suicidal people may be cooperative with the intervention process; others may be unstable and uncooperative. The level and nature of response needs to reflect these differences.
7. Please **DO NOT** suggest that the student go somewhere else alone.
8. **DO NOT** pass on personal judgment or personal opinions.
9. **DO NOT** try to provide counseling. Recognize the limitations of your authority
10. File a report of incident. It is very important to have proper documentation of the incident.

### **THOUGHTS of Suicide ON campus**

1. Remain calm, call ASU PD at (229) 430-4711, and speak with the Counseling Department (229) 903-3610 or call the National Suicide Prevention Hotline-1-800-273-TALK **(8255)**.
2. Reassure the student that they are not alone and you are there to keep them safe.
3. **Do NOT** try to provide counseling. Recognize the limitations of your authority.





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4. The person dealing with the student needs to determine the "likelihood to flee." Some suicidal people may be cooperative with the intervention process; others may be unstable and uncooperative. The level and nature of response needs to reflect these differences.
5. File a report of incident. It is very important to have proper documentation of the incident.

### **THOUGHTS of Suicide OFF campus**

5. Remain calm and **911** or call the National Suicide Prevention Hotline **1-800-273-TALK (8255)**
6. Reassure the student that they are not alone and you are there to keep them safe.
7. **Do NOT** try to provide counseling. Recognize the limitations of your authority.

### **Suicidal Behavior ON campus (Non-Emergency)**

1. Remain calm, call the ASU PD at (229) 430-4711, and encourage the student to speak with the Counseling Department (229) 903-3610 or call the National Suicide Prevention Hotline-1- 800-273-TALK **(8255)**.
2. Reassure the student that they are not alone and you are there to keep them safe.
3. **DO NOT** try to provide counseling. Recognize the limitations of your authority.
4. File a report of incident. It is very important to have proper documentation of the incident.

### **Suicidal Behavior OFF Campus (Non-Emergency)**

1. Remain calm and call **911** or call the National Suicide Prevention Hotline **1-800-273-TALK (8255)**.
2. Reassure the student that they are not alone and you are there to keep them safe.
3. **DO NOT** try to provide counseling. Recognize the limitations of your authority.

### **Student has COMMITTED Suicide ON Campus**

1. **Immediately call 911** and ASU Police Department **(229) 430- 4711**.
2. Please remain calm and send for help.
3. Please **DO NOT** transport student in personal vehicle for safety and legal liability.
4. Please remain with the student until proper authorities arrive to secure the location.
5. ASU PD will take charge assess and secure the location, isolate the student away from large crowds and spectators, and arrange for emergency transportation.
6. ASU PD will contact the RAMROC Team, Counseling Director and Housing Director of Albany State University.
7. Isolate direct witnesses to a designated area away from the scene and from the other students. Have a staff person stay with them for support.
8. Keep staff and students away from the area around the student who has died. This area is considered a crime scene and should be left undisturbed for the subsequent police investigation.
9. ASU PD or the Counseling Director will determine who will accompany the student to the medical facility



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10. The Counseling Director will contact Student Affairs and the Suicide Prevention Specialist.
11. ASU PD or the Counseling Department will contact family members or the guardian of the student if necessary.
12. The Counseling Department will provide counseling to those who may have been affected by the events.
13. File a report of incident. It is very important to have proper documentation of the incident.
14. Stress debriefing is helpful to allow people to start to work through the emotional aspects of the experience. Some students and staff may want additional mental health type services.
15. No statements should be made to the media.
16. The appropriate crisis team will prepare a memo to send to the ASU community to inform them about the incident.
17. Identify and put together a team to provide on-campus mental health support services if those services are requested.

### **Student has COMMITTED suicide OFF campus**

8. **Immediately call 911.**
9. Please remain calm and wait for help to arrive.
10. Please **DO NOT** transport student in personal vehicle for safety and legal liability.
11. Please remain with the student until proper authorities arrive to secure the location.
12. Albany Police will take charge, assess and secure the location, isolate the student away from large crowds and spectators, and they will arrange for emergency transportation.
13. Isolate direct witnesses to a designated area away from the scene and from the other students.
14. Keep staff and students away from the area around the student who has died. This area is considered a crime scene and should be left undisturbed for the subsequent police investigation.
15. Call the ASU PD and inform them about the incident.
16. Stress debriefing is helpful to allow people to start to work through the emotional aspects of the experience. Some students and staff may want additional mental health type services.
17. The appropriate crisis team will prepare a memo to send to the ASU community to inform them about the incident.
18. The RAM: ROC team will provide on-campus mental health support services if those services are requested.
19. No statements should be made to the media.

For additional information, see full manual:

[https://www.asurams.edu/wp-content/uploads/2016/10/ASU\\_SuicideProtocol.pdf](https://www.asurams.edu/wp-content/uploads/2016/10/ASU_SuicideProtocol.pdf)



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<b>OPR-21</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Tornadoes, Hurricanes, and Severe Weather Response Plan	<b>Review/Revision Date:</b> June 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### RESPONSE PLAN

The policy of the ASU Police Department is to protect life, property, and maintain order within the ASU Community during a weather related emergency. Appropriate levels of police services will be maintained before, during and after a hurricane or severe weather incident. The Chief of Police will work directly with University President in development and implementation of a University Emergency Disaster Plan. This Plan shall be reviewed yearly by the Chief of Police and the University Emergency Management Team. The team will be established with and by the University President.

These services will include, but are not limited to the following:

- Protecting life and property.
- Rerouting vehicular and pedestrian traffic from areas of severe damage or flooding.
- Responding to requests for emergency assistance, when practical.
- Providing access routes to affected areas.
- Assisting in the orderly evacuation of students and occupant in building located in flood zones or low lying areas on campus.

**RESPONSIBILITIES:** When a tornado, hurricane, tropical storm or weather related incident threatens the Albany State University community, police department personnel are responsible for performing the duties outlined in the University Emergency Disaster Plan.

**All personnel shall be prepared to report for duty in the event that major tornado, hurricane or tropical storm conditions develops that threatens the ASU Community.**

**To this extent, it is the responsibility of all department personnel to make every effort to remain abreast of developing severe weather information.**

Commanders are responsible for ensuring that all personnel under their command are aware of their Alpha/Bravo assignments at all times. All units, except those with specialized assignments will be committed to operational assignments.

All police department personnel, both sworn and civilian, shall make advanced preparations to



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ensure the safety and security of their family & personal property. Members should be prepared to work extended hours prior to and immediately after a storm. Family contingency plans should be developed in anticipation of a member's extended absence from home during these incidents.

The Chief of Police and senior staff will make the final determination as to when a mobilization will begin.

Off duty personnel shall begin preparations for mobilization as early as possible to insure that their

homes and families are secure. This step is critical for the smooth transition and timely release of on duty personnel so that they may in turn be able to go home and secure their families.

Sworn personnel who are not on duty during the storm shall do one of the following as soon as the storm passes:

- If phone service is available call the Communications Officer/Dispatcher and inquire of the status of the department staffing needs and to receive up to date instructions for reporting to work.
- Monitor television and/or radio stations, for reporting instructions.
- Sworn personnel are to bring the following items with them:
- Extra set of uniforms/coveralls
- Rain gear
- Shoes/sneakers or rubber knee boots
- Toiletries, including towels
- Any special dietary needs and medications
- Flashlight
- Personal protection gear

Optional: Though food and water will be provided, personnel may bring food as long as it does not require refrigeration and can fit within a police vehicle with consideration that the vehicle may be used by three other individuals.

The Chief of Police and the ASU Emergency Disaster Management Team are responsible for reviewing and/or updating this order and the operational plan each year or when necessary.

The Chief of Police or his designee will be the EOC and incident commander. All other procedures will be directed by the Incident Commander from the establish EOC, Emergency Operation Center.

Refer to the ASU Emergency Disaster Plan on the ASU Police Web-site.



*Albany State University Police Department*

*Standard Operating Procedures*

Chief of Police  
John Fields Jr.

BOARD OF REGENTS OF THE  
UNIVERSITY SYSTEM OF GEORGIA

# EMERGENCY NOTIFICATION PLAN

*Revised January 2017*



# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police  
John Fields Jr.

**University System of Georgia  
Emergency Notification Plan**

**Rev. January 2017**

### **Part I. Purpose, Scope & Authority**

#### **A. Purpose**

To establish procedures for University System of Georgia (USG) Unit(s), University System Office Departments/Divisions to notify University System Office core personnel of incidents or emergency situations.

#### **B. Scope**

This Emergency Notification Plan applies to all USG Unit(s) and USO Departments/Divisions.

#### **C. Authority**

This plan is developed under the authority of the Chancellor for the Board of Regents of the University System of Georgia.

#### **D. Responsibility**

1. The USO Safety and Security office will be responsible for conducting an annual review of the Emergency Notification Plan, completing revisions as required.
2. USG Units are responsible for maintaining accurate, up-to-date contact information for core personnel and providing the information to the USG Chief of Police.
3. USG Chief of Police/Alternate, Vice Chancellor for Communications and Governmental Affairs/designee and Executive Vice Chancellor for Administration will coordinate notifications to the Board of Regents, and/or other agencies as required.

#### **E. Distribution**

This plan will be disseminated to:

1. Core USO personnel identified in Part II.
2. Core USG Unit personnel identified in Part II.
3. Copy of this plan will be included in each institution Emergency Action/Operations Plan as an appendix or annex.

#### **F. Requests for USG Resources**

1. Each institution will complete and submit a critical resource inventory when requested by the USG Chief of Police for inclusion in the USG Coordination Plan. NOTE: dependent upon specific situations or needs, the USG Chief of Police may request inventory updates or resource information apart from GEMA requests.
2. Requests received from, or in response to Georgia Emergency Management Agency requests:



# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police  
John Fields Jr.

### **University System of Georgia Emergency Notification Plan**

**Rev. January 2017**

In the event USG resources, personnel and/or equipment are requested by the Georgia Emergency Management Agency, the USG Chief of Police will be notified and will coordinate the response to the request.

3. Requests received by USG Unit(s) by local agencies, or in response to localized emergency:

The USG Unit will coordinate requests received by USG Unit (s) in response to local mutual aid response agreements. USG units will direct requests for resources beyond their capability to the USG Chief of Police.

### **G. Notification Procedure**

Institutions and USO personnel will notify the USG Chief of Police as defined in Parts II & III, and/or when a request is received for resources in response to an emergency as noted in F above as follows:

1. Bruce Holmes, USG Chief of Police  
Cell 678-561-4745  
Cell 404-831-2959  
Office 404-962-3157  
Email [bruce.holmes@usg.edu](mailto:bruce.holmes@usg.edu)

In the event the Chief cannot be contacted:

2. Lacey Kondracki, Inspector  
Cell 404-416-0049  
Office 404-962-3189  
Email [Lacey.kondracki@usg.edu](mailto:Lacey.kondracki@usg.edu)
3. Sandra Neuse, Associate Vice Chancellor for Development & Administration  
Office 404-962-3162  
Cell 404-831-2961  
Email [Sandra.Neuse@usg.edu](mailto:Sandra.Neuse@usg.edu)

### **F. USO Notifications**

Dependent upon situation reported, the USG Chief of Police/alternate may notify:

1. Chancellor
2. Executive Vice Chancellor of Administration
3. Vice Chancellor for Communications and Governmental Affairs
4. Others as required by situation/incident



# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police  
John Fields Jr.

**University System of Georgia**

**Rev. January 2017 Emergency Notification Plan**

### **Part II. Definitions**

#### **A. Situation Definitions**

For the purposes of this Emergency Notification Plan, situations are defined as follows:

1. **Disaster** – Any event or occurrence that seriously impairs or halts the core operations of the USG Unit or USO Department/Division. Event could have occurred contiguous to the USG Unit or USO Department/Division requiring the Unit or Department/Division to respond. In some cases, mass casualties and severe property damage may be sustained.
2. **Emergency** – Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well-being, and which disrupts the overall operation of the Unit or Department/Division.
3. **Emergency Conditions** – Conditions that are developing, or have the potential to develop, that could threaten the safety/security of the Unit or Department/Division personnel and facilities.
4. **Incident** – Any situation or event that may result in the temporary disruption of operations; impair the use of facilities; or place the institution or System at greater risk. The primary threat to the institution may have ended or been greatly reduced.

#### **B. USG Unit Core Personnel**

1. President
2. Chief Business Officer
3. Chief Information Officer
4. Chief Academic Officer
5. Emergency Coordinator
6. Physical Plant Director
7. Chief of Police
8. Media Relations

#### **C. USO Core Personnel**





# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police  
John Fields Jr.

1. Chancellor
2. Executive Vice Chancellor of Administration
3. Vice Chancellor for Communications and Governmental Affairs
4. Vice Chancellor of Legal Affairs
5. Vice Chancellors – as required
6. USG Chief of Police



# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police  
John Fields Jr.

**University System of Georgia  
Emergency Notification Plan**

**Rev. January 2017**

### **Part III. General Responses/Notifications**

#### **USG Unit(s)**

The following diagram provides general guidance for USG Unit(s) and USO in notifying the Director of Safety & Security, USO.

	Event			
	<b>Incident</b>	<b>Emergency Conditions</b>	<b>Emergency</b>	<b>Disaster</b>
<b>Definition</b>	Any situation or event that may result in the temporary disruption of operations; impair the use of facilities; or place the institution or System at greater risk. The primary threat to the institution may have ended or been greatly reduced.	Conditions that are developing, or have the potential to develop, that could threaten the safety/security of the Unit or Department/Division personnel and facilities.	Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well being, and which disrupts the overall operation of the Unit or Department/Division.	Any event or occurrence that seriously impairs or halts the core operations of the USG Unit or USO Department/Division. Event could have occurred contiguous to the USG Unit or USO Department/Division requiring the Unit or Department/Division to respond. In some cases, mass casualties and severe property damage may be sustained.
<b>Operations</b>	No disruption to minor disruption	Minor temporary disruption	Medium to severe interruption	Full interruption of operations
<b>Duration</b>	Generally event has concluded prior to being reported	Predictable amount of time, generally not exceeding 48 hours	Extended period of time in the response and recovery from the event.	Extended period of time to allow for recovery
<b>Response</b>	Limited to standard USG Unit, USO response(s)	USG Unit/USO, or local services responses	Low to high response required from USG Unit, USO and/or off-campus personnel.	Significant response from local, state and/or federal agencies, as well as other USG Unit(s) or USO personnel.
<b>Notification</b>	USG Chief of Police is notified as soon as practicable to allow for timely System office notifications and mitigation of risk.	USG Chief of Police is notified as soon as possible.	USG Chief of Police is notified as soon as possible.	USG Chief of Police is notified as soon as possible.



# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police  
John Fields Jr.

<b>Examples</b>	Serious crimes, such as felonies, involving students, on or off campus; facility evacuations due to fires or threats of violence.	Threats of violence or harm to others have been received; Confirmed case of Pandemic type flu	Long-term power outages, other than routine maintenance/repairs; structure failures.	Severe flooding, and/or facility damage, injuries, from severe weather event.
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# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police  
John Fields Jr.

<b>OPR-21b</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Mutual Aid Agreements	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### Policy

Board of Regents Policy Manual, Section 204 C. "Reciprocal emergency law enforcement agreements between institutions of the University System of Georgia and county and municipal authorities, as authorized by the Georgia Mutual Aid Act,

O.C.G.A. 36-69-4, Mutual Aid Act, "Whenever the employees of any political subdivision or institution within the University System of Georgia are rendering aid outside their political subdivision or campus, respectively, and pursuant to the authority contained in this chapter, such employees shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the political subdivision or on the campus of the institution in which they are normally employed."

## Mutual Aid Agreements

- (a) Albany Police Department
- (b) Dougherty County Police Department
- (c) Dougherty County Sheriff's Office



# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police  
John Fields Jr.

*Memorandum of Understanding between the  
Board of Regents of the University System of Georgia and Dougherty County, Georgia,  
pursuant to the Georgia Mutual Aid Act.  
Albany Police Department*

Effective upon the approval of the Board of Regents of the University System of Georgia, a mutual aid agreement shall exist between City of Albany Georgia and the Albany State University, an institution within the University System of Georgia. This agreement incorporates by reference all standards contained in OCGA 36-69-1, et including subsequent amendments thereto.

### I. Purpose

The purpose of this agreement is to provide for the rendering of extraterritorial assistance between the Albany State University (University) and City of Albany (City) as defined in Georgia Code 36-69-2 (meaning of "local emergency") and under the conditions established in Georgia Code 36-69-3 (Extraterritorial cooperation and assistance to local law enforcement agencies, institutions within the University system, or fire departments requesting assistance).

*Local Emergency* is defined by 36-69-2 as the existence of conditions of extreme peril to the safety and property within the territorial limits of a political subdivision of the state or on a campus of an institution within the University System of Georgia caused by natural disasters, riots, civil disturbances, or other situations presenting major law enforcement and other public safety problems, which conditions are or are likely beyond the control of the services, personnel, equipment, and facilities of that political subdivision of the state and which require the combined forces of other political subdivisions of the state to combat.

Conditions which qualify for extraterritorial assistance as established by OCGA 36-69-3 include upon the request of the City or University in a local emergency, assistance in the prevention or detection of violations of the law, in the apprehension or arrest of any person who violates a criminal law of this State, or in any criminal case.

### II. Initiation of Mutual Aid Request

In the event the City is in need of emergency assistance from the University as defined in Section I of this agreement, the Sheriff or designee will make the request to the University's Chief of Police. The Chief of Police will then forward the request to the University President for approval. The Chief of Police will forward the President's decision to the Chief of Police for the City of Albany.

In the event the University requires assistance, the Chief of Police at the direction of the University President will make the request to the City Police Chief. The City Police Chief, or his designee, will be the contact point for all requests. (OCGA 36-69-3 (a) 2(A))



# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police  
John Fields Jr.

### III. Authority of Personnel Rendering Aid

Whenever the employees of the City of Albany or the University are rendering aid on or outside the campus and pursuant to the authority contained in OCGA 36-69-4, such employees shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the City, or as a University System Officer. (OCGA 36-69-4)

### IV. Responsibility for Expenses and Compensation of Employees

When responding to an emergency or other condition as outlined in this agreement, the responding agency which furnishes any equipment shall bear the loss or damage to such equipment and shall pay the expense incurred in the operation and maintenance thereof.

When responding to an emergency or other conditions as outlined in this agreement, the responding agency will compensate and shall defray the actual travel and maintenance expenses of such employees during the time they are rendering aid. Such compensation shall include any amounts paid or due for compensation due to personal injury or death while such employees are engaged in rendering such aid.

### V. Applicability of Privileges, Immunities, Exemptions and Benefits

All of the privileges and immunities from liability; exemption from laws, ordinances, and rules; and all pension, insurance, relief, disability, workers' compensation, salary, death, and other benefits which apply to the activity of such officers or employees of the City or University when performing their respective functions within the City limits or Campus, shall apply to such officers or employees to the same degree, manner and extent while engaged in the performance of any of their functions and duties extraterritorially under the provisions of this chapter relating to mutual aid. This provision of this Code section shall apply with equal effect to paid, volunteer, and auxiliary employees. (OCGA 36-69- . 6)

### VI. Command Structure

When assistance is requested by the University under the terms of this mutual aid agreement, all personnel provided by the City will be under the command of the Chief of Police or designee of the Albany State University. Personnel assigned by the University in response to a request for assistance, will be under the command of the City Police Chief or his designee, of the City Police Department. All orders, request, and directions issued by the officer in charge, will be relayed through the ranking officer of the agency providing the extraterritorial assistance. (OCGA 36-69-3 (e).

### VII. Limitations

A) Nothing in this agreement shall be construed as creating a duty to respond when requested by either party signing this agreement. (OCGA 3G-69-8(a).

B) Nothing in this agreement shall be construed as creating a duty on the part of the responding agency to stay at the scene of an emergency for any set length of time. Responding personnel and equipment



# Albany State University Police Department

## Standard Operating Procedures

Chief of Police  
John Fields Jr.

may be removed at any time from the scene at the discretion of the ranking officer from the responding agency. (OCGA 36-69-S(b)).

*Norothy Hubbard*  
Mayor, City of Albany

*John A. Proctor*  
Chief of Police, City of Albany

*W. A. [unclear]*  
Chief of Police – Albany State University

Witness

*[Signature]*  
Witness

Date

Date

\_\_\_\_\_  
Board of Regents of the University System of Georgia

\_\_\_\_\_  
Date



# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police  
John Fields Jr.

### ***Memorandum of Understanding between the Board of Regents of the University System of Georgia and Dougherty County, Georgia, pursuant to the Georgia Mutual Aid Act, Dougherty County Police Department***

Effective upon the approval of the Board of Regents of the University System of Georgia, a mutual aid agreement shall exist between Dougherty County Georgia and the Albany State University, an institution within the University System of Georgia. This agreement incorporates by reference all standards contained in OCGA 36-69-1, et including subsequent amendments thereto.

#### **I. Purpose**

The purpose of this agreement is to provide for the rendering of extraterritorial assistance between the Albany State University (University) and Dougherty County (County) as defined in Georgia Code 36-69-2 (meaning of "local emergency") and under the conditions established in Georgia Code 36-69-3 (Extraterritorial cooperation and assistance to local law enforcement agencies, institutions within the University system, or fire departments requesting assistance).

*Local Emergency* is defined by 36-69-2 as the existence of conditions of extreme peril to the safety and property within the territorial limits of a political subdivision of the state or on a campus of an institution within the University System of Georgia caused by natural disasters, riots, civil disturbances, or other situations presenting major law enforcement and other public safety problems, which conditions are or are likely beyond the control of the services, personnel, equipment, and facilities of that political subdivision of the state and which require the combined forces of other political subdivisions of the state to combat.

Conditions which qualify for extraterritorial assistance as established by OCGA 36-69-3 include upon the request of the County or University in a local emergency, assistance in the prevention or detection of violations of the law, in the apprehension or arrest of any person who violates a criminal law of this State, or in any criminal case.

#### **II. Initiation of Mutual Aid Request**

In the event Dougherty County is in need of emergency assistance from the University as defined in Section I of this agreement, the Sheriff or designee will make the request to the University's Chief of Police. The Chief of Police will then forward the request to the University President for approval. The Chief of Police will forward the President's decision to the County Police Chief.

In the event the University requires assistance, the Chief of Police at the direction of the University President will make the request to the County Police Chief. The County Police Chief, or his designee, will be the contact point for all requests. (OCGA 36-69-3 (a) 2(A))





# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police  
John Fields Jr.

### III. Authority of Personnel Rendering Aid

Whenever the employees of Dougherty County or the University are rendering aid on or outside the campus and pursuant to the authority contained in OCGA 36-69-4, such employees shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the County, or as a University System Officer. (OCGA 36-69-4)

### IV. Responsibility for Expenses and Compensation of Employees

When responding to an emergency or other condition as outlined in this agreement, the responding agency which furnishes any equipment shall bear the loss or damage to such equipment and shall pay the expense incurred in the operation and maintenance thereof.

When responding to an emergency or other condition as outlined in this agreement, the responding agency will compensate and shall defray the actual travel and maintenance expenses of such employees during the time they are rendering aid. Such compensation shall include any amounts paid or due for compensation due to personal injury or death while such employees are engaged in rendering such aid.

### V. Applicability of Privileges, Immunities, Exemptions and Benefits

All of the privileges and immunities from liability; exemption from laws, ordinances, and rules; and all pension, insurance, relief, disability, workers' compensation, salary, death, and other benefits which apply to the activity of such officers or employees of the County or University when performing their respective functions within the County or Campus, shall apply to such officers or employees to the same degree, manner and extent while engaged in the performance of any of their functions and duties extraterritorially under the provisions of this chapter relating to mutual aid. This provision of this Code section shall apply with equal effect to paid, volunteer, and auxiliary employees. (OCGA 36-69-6)

### VI. Command Structure

When assistance is requested by the University under the terms of this mutual aid agreement, all personnel provided by the County will be under the command of the Chief of Police or designee of the Albany State University. Personnel assigned by the University in response to a request for assistance, will be under the command of the Police Chief, or his designee, of the Dougherty County Police Department. All orders, requests, and directions issued by the officer in charge, will be relayed through the ranking officer of the agency providing the extraterritorial assistance. (OCGA 36-69-3 (e)).



# Albany State University Police Department


## Standard Operating Procedures

Chief of Police  
John Fields Jr.

### VII. Limitations

A) Nothing in this agreement shall be construed as creating a duty to respond when requested by either party signing this agreement. (OCGA 36-69-8(a)).

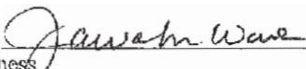
R) Nothing in this agreement shall be construed as creating a duty on the part of the responding agency to stay at the scene of an emergency for any set length of time. Responding personnel and equipment may be removed at any time from the scene at the discretion of the responding agency. (OCGA 36-69-8(b)).

  
Chair, Dougherty County Commission

  
President, Albany State University

  
Chief of Police, Dougherty County

  
Chief of Police - Albany State University

  
Witness

Date \_\_\_\_\_

\_\_\_\_\_  
Board of Regents of the University System of Georgia Date



# Albany State University Police Department

## Standard Operating Procedures

Chief of Police  
John Fields Jr.

*Memorandum of Understanding between the Board of Regents of the University System of Georgia and Dougherty County, Georgia, pursuant to the Georgia Mutual Aid Act. Dougherty County Sheriff's Office*

Effective upon the approval of the Board of Regents of the University System of Georgia, a mutual aid agreement shall exist between the Dougherty County Sheriff's Office and the Albany State University, an institution within the University System of Georgia. This agreement incorporates by reference all standards contained in OCGA 36-69-1, including subsequent amendments thereto.

### I. Purpose

The purpose of this agreement is to provide for the rendering of extraterritorial assistance between the Albany State University (University) and the Dougherty County Sheriff's Office (DCSO) as defined in Georgia Code 36-69-2 (meaning of "local emergency") and under the conditions established in Georgia Code 36-69-3 (Extraterritorial cooperation and assistance to local law enforcement agencies, institutions within the University system, or fire departments requesting assistance).

*Local Emergency* is defined by 36-69-2 as the existence of conditions of extreme peril to the safety and property within the territorial limits of a political subdivision of the state or on a campus of an institution within the University System of Georgia caused by natural disasters, riots, civil disturbances, or other situations presenting major law enforcement and other public safety problems, which conditions are or are likely beyond the control of the services, personnel, equipment, and facilities of that political subdivision of the state and which require the combined forces of other political subdivisions of the state to combat.

Conditions which qualify for extraterritorial assistance as established by OCGA 36-69-3 include upon the request of the DCSO or University in a local emergency, assistance in the prevention or detection of violations of the law, in the apprehension or arrest of any person who violates criminal law of this State, or in any criminal case.

#### 1. Initiation of Mutual Aid Request

In the event the DCSO is in need of emergency assistance from the University as defined in Section I of this agreement, the Sheriff or designee will make the request to the University's Chief of Police. The Chief of Police will then forward the request to the University President for approval. The Chief of Police will forward the President's decision to the Sheriff for the DCSO.

In the event the University requires assistance, the Chief of Police at the direction of the University President will make the request to the DCSO. The Sheriff, or his designee, will be the contact point for all requests. (OCA 36-69-3(a)2(A))

## Albany State University Emergency Disaster

### m. Authority of Personnel Rendering Aid

Whenever the employees of DCSO or the University are rendering aid on or off the campus and pursuant to the authority conferred in OCGA 36-69-4, such employees shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the DCSO, or as a University System Officer. (OCA 36-69-4)

### IV. Re: compensation for expenses and Compensation

When responding to an emergency or other condition as outlined in this agreement, the responding agency which furnishes any equipment shall bear the loss or damage to such equipment and shall pay the expense incurred in the operation and maintenance thereof.

When responding to an emergency or other condition as outlined in this agreement, the responding agency will compensate and shall determine the net amount until the expense is fully covered; such compensation during the time they are rendering aid. Such compensation shall include any amounts paid or due for compensation due to personal injury or illness while such employees are engaged in performing such duties.

### V. Applicability of Privileges, Immunities, Exemptions and Hold Harmless

All of the privileges, immunities from liability; exemption from laws, ordinances, rules, and all pension, insurance, relief; disability, workers' compensation, salary, death, and other benefits which apply to the activity of the employees of the DCSO or University when performing their respective functions within the DCSO limits or Campus shall apply to such officers or employees to the same degree and extent while engaged in the performance of any of their functions and duties extraterritorially under the provisions of this chapter relating to mutual aid. This provision of this Code section shall apply with equal effect to paid, volunteer, and auxiliary employees. (OCA 36-69-6)



# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police  
John Fields Jr.

### VI. Command Structure

When assistance is requested by the University under the terms of this mutual aid agreement, all personnel provided by the DCSO will be under the command of the Chief of Police or his designee of the Albany State University. Personnel assigned by the University in response to a request for assistance, will be under the command of Sheriff or his designee, of the DCSO. All orders, requests, and directions issued by the officer in charge, will be relayed through the ranking officer of the agency providing the extrajurisdictional assistance. (OCA 36-69-3(e)).

### VII. Limitations

A) Nothing in this agreement shall be construed as creating a duty to respond when requested by the other party signing this agreement. (OCA 36-69-3(a)).

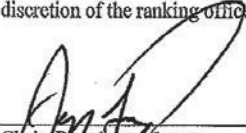


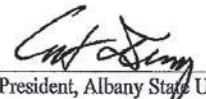
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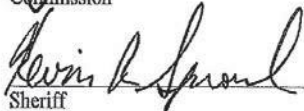
## Standard Operating Procedures

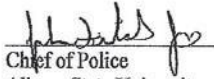
Chief of Police  
John Fields Jr.

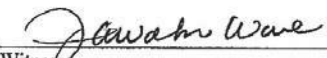
B) Nothing in this agreement shall be construed as creating a duty on the part of the responding agency to stay at the scene of an emergency for any set length of time. Responding personnel and equipment may be removed at any time from the scene at the discretion of the ranking officer from the responding agency. (OCGA 36-69-8(b)).

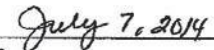
  
\_\_\_\_\_  
Chair, Dougherty County  
Commission

  
\_\_\_\_\_  
President, Albany State University

  
\_\_\_\_\_  
Sheriff  
Dougherty County Sheriff's Office

  
\_\_\_\_\_  
Chief of Police  
Albany State University

  
\_\_\_\_\_  
Witness

  
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Date

\_\_\_\_\_  
Board of Regents of the University System of Georgia

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Date



# Albany State University Police Department

## Standard Operating Procedures

Chief of Police  
John Fields Jr.

OPR-22	<b>Effective Date:</b> January 2012
<b>Title:</b> Traffic Stops	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

As law enforcement officials, we are obligated to provide safe highways and streets for our motoring public, but this does not require bias-based law enforcement. Law enforcement officers shall not consider a person's race, ethnicity, national origin, religion, gender, disability or sexual orientation in deciding which drivers are subjected to a traffic stop, search, or other post-stop action. An exception is where officers are on the lookout for, or are seeking to stop, detain, or apprehend one or more specific persons who are identified or described in part by these characteristics. The law enforcement agency's chief of police is responsible for putting in place procedures for monitoring and assessing the conduct of his/her officers on traffic stops, and he/she should also be prepared to respond to questions from the public and the media regarding these matters. Some suggested methods include, but are not limited to, data collection on race, ethnicity, and gender, citizen satisfaction surveys, sampling techniques, the use of in-car video systems, an effective citizen complaint system, and supervisory oversight.

### Conducting Professional Traffic Stops

Many law enforcement officers and community members have identified police-citizen encounters (for example, traffic stops) as a source of potential conflict and tension between law enforcement officers and members of the public, especially where residents in the community believe that law enforcement action is being taken based, in part, on racial stereotypes or bias. To the officer, traffic enforcement contacts are day to day task, but for the motorist, such contacts are fraught with emotion. ASU officers should be aware of this and should strive to make each instance educational, leaving the motorist with an understanding that the officer has performed a necessary task in a fair and professional manner.

### Preventing Bias-Based Traffic Stops

The purpose of this policy is to establish and set forth procedures that outline the ASU Police Department's position that discrimination of any kind is condemned.

**POLICY:** ASU police department condemns the targeting of people based on race, color, age, ethnicity, gender, sexual orientation, or religion. ASU shall not condone or promote racial or ethnic profiling. Any officer that engages in such act may face claims in federal court for a civil rights violations.

**Definitions:** ASU defines "bias-based profiling" as any law enforcement-initiated action that relies upon the race, color, ethnicity, age, gender, sexual orientation, and/or religion of an individual, rather than the behavior of that individual. Bias-based profiling does not include circumstances where the officer has information that includes a racial or ethnic descriptor concerning a suspect for a specific crime, where that information is reliable and is likely to lead to the discovery of that individual.

**ILLEGALITY OF BIAS-BASED PROFILING:** The following Federal Statutes prohibit discrimination based on race or ethnicity:

- A. Title 42 U. S. C. 1983
- B. Title 42 U. S. C. 14141
- C. Title 42 U. S. C. 2000d
- D. Title 42 U. S. C. 3789d (c)
- E. Title 18 U. S. C. 242

Sworn personnel shall ensure all investigatory detentions, traffic stops, arrests, searches, and seizures are based upon the standard of reasonable articulable suspicion or probable cause, as required by the Fourth Amendment to the U.S. Constitution and State law. Race, color, ethnicity, age, gender, sexual orientation, and/or religion is not, in and of itself, sufficient to constitute a reasonable and articulable suspicion that an offense has been or is being committed, and does not justify the detention of an individual or group or the investigatory stop of a motor vehicle.

### Conducting Fair Traffic Enforcement



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The guarantee of equal protection to everyone is a fundamental principle of our society. To protect this essential right, ASU Police Department has implemented this policy to ensure that officers perform their duties in a non-discriminatory manner. Criminal activity transcends race or ethnicity. ASU officers shall not rely on generalized stereotypes, attitudes or beliefs about the officers perform their duties in a non-discriminatory manner. Criminal activity transcends race or ethnicity. ASU officers shall not rely on generalized stereotypes, attitudes or beliefs about the officers perform their duties in a non-discriminatory manner. Criminal activity transcends race ethnicity.

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*There is no allowable trade-off between effective law enforcement and the protection of the civil rights of all Americans; we can and must have both.* ASU has a clear and widely disseminated policy to each personnel in the department prohibiting differential treatment on the basis of race, ethnicity, national origin, religion, gender, disability, or sexual orientation in the performance of law enforcement duties. ASU officers shall receive clear and thorough training throughout their career to address these issues.

### **Promoting Accountability and Effective Management**

A small number of law enforcement officers are responsible for a disproportionate amount of problematic police behavior. The ASU Police Department has developed personnel management databases for officers supervisors (called "early warning" systems) to identify problem behavior and allow early intervention to correct that behavior. The early warning system is non-punitive, because the intervention prompts a peer review, counseling or additional training, and not formal discipline. The long-term objective of this type of system is to create a culture of accountability in our agency, for reductions in complaints against officers and a reduction in complaint-based litigation.

### **Maintaining the Legitimate Rights of Law Enforcement Officers**

Law enforcement officers have statutory rights. No officer should be subject to an unfair investigation of alleged misconduct. Any officer accused of misconduct has a right to be informed of the allegations; to have interrogations conducted at a reasonable time, place, and manner; and to have legal representation at a formal disciplinary hearing. Such protections, which are noted in the law enforcement officers' bill of rights in many states, are no impediment to the effective investigation of alleged officer misconduct.

One aspect of the obligation to serve our ASU communities is to ensure that our procedures and actions are reasonable and effective. To fulfill this responsibility, we shall provide a readily accessible process in which community and our officers have confidence that complaints against our agency's actions and procedures will be given prompt and fair attention. Such investigation will not only provide for corrective action when appropriate, but also will protect against unwarranted criticism when actions and procedures are proper. A fair and thorough investigation also serves to protect the community, the agency, and its personnel from complaints that are based on misunderstandings or inaccurate information.

### **The Investigative Stop**

- It may not likely be that a traffic violation has been witnessed by the officer but the officer has reasonable suspicion that criminal activity is or has taken place.
- An example of this would be a lookout on that vehicle (BOLO) or a car in an area at a time that is not usual for law abiding citizens to be.
- The officer(s) must be able to ARTICULATE their suspicion.



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- The officer stop must be brief unless PROBABLE CAUSE is developed.
- Although all traffic stops are potentially dangerous, during investigative stops our safety concerns should be heightened.
- Backup should be called if available.

### **Preparing for the Traffic Stop**

Call in the vehicle information to the dispatcher prior to activating overhead lights. Be clear, direct, and brief. Give tag information including state, accurate description of vehicle including

make, model, color, and any other distinct characteristics. Give your stop location and a close secondary location. Give any relevant information on the driver and occupants. Example; race, sex, and/or clothing and give the purpose of the stop.

### **Determine the best location for the stop**

- Geographical location.
- Population density.
- Escape routes.
- Hazard to existing traffic conditions.
- Available light.
- Ensure emergency lights and cameras are on if vehicle is equipped.

### **During the Stop**

- Be courteous, but to the point.
- Explain who you are and why they are being stopped.
- Be cautious of potential problems and threats and how you are going to react; *What if?* (flashlight at night)
- Do not be a traffic Nazi.
- Explain any enforcement action you are taking. 100
- Assist the violator back into traffic.

### **High Risk Traffic Stops**

- COMMUNICATE with fellow officers.
- Position vehicles for tactical advantage.
- More officers on the scene are an advantage if a plan is in effect and is strictly followed.
- Normally the officer who initiates the stop is in charge.
- Proceed slow and methodically. Time is on our side.

1 Immobilize the vehicle occupants. 2  
Immobilization of the vehicle.  
3 Removal of the suspects. 4 Securing  
the suspects.  
5 Securing the vehicle.





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1. All traffic accidents will be documented on the proper traffic form following the appropriate guidelines.
2. Administering emergency medical care and fire suppression pending arrival of EMS and or Fire Department.
3. Summoning additional help as required (officers, rescue, wreckers, etc.) and protecting the scene.
4. Obtaining driver's license and proof of insurance from all involved in the accident.
5. Written Voluntary Statement from all parties/ locating witnesses, recording information.
6. Persevere short-lived evidence (broken parts, skid, marks, etc.)
7. Expediting removal of vehicles, person, and debris from scene.
8. Investigate and determine the cause of the accident.

### **ACCIDENT REPORT AND GENERAL INVESTIGATION REQUIREMENTS**

#### **Private Property**

Motor vehicle accidents occurring on private roadways, in parking lots that do not involve personal injury, death, or damage exceeding \$1,000 will be documented on an Accident Report. The investigating officer will ensure that both drivers exchange information.

#### **Private Property (Report Requested after Leaving Incident Location)**

The Accident Report will be given to only the individual involved in the accident and/or to lawyers and insurance companies of the parties involved, after written request is received. To ensure the report and other paperwork are completed correctly, parties involved should allow two (2) business days before requesting a copy of their Accident Report. Anyone requesting a copy of an Accident Report will only receive the officer's portion of the report in redacted form. Any and all personal information of the parties involved will not be released. Any other portion of the report (Written Voluntary Statements, E911 vehicle registration/insurance checks, etc.) will not be released unless authorization is given by the Chief.

### **FATILITIES**

#### **Roadway**

If the accident is a fatality on the roadway, contact Georgia State Patrol via E911 and request that they work the accident.

If needed, request assistance from another officer until GSP arrives on scene.

#### **Private Property**

If the accident is a fatality on private property, the following reports will be submitted:

1. Vehicle Accident Report;  
outlining in detail the complete investigation;
2. Vehicle Impound Report;
3. Copies of Witnesses' Statements;
4. Arrest Booking Report (if applicable);
5. Blood Alcohol Test on Victim;
6. Blood Alcohol Test on Suspect (if applicable);
7. Warrants (if applicable);
8. Reports by Medical Examiner or Coroner;
9. Reports from GSP upon completion (if GSP was called); and
10. Photographs (to be attached later).

### **WRECKER SERVICES**

Accident victims may use the wrecker service of their choice, so long as the service is provided by a licensed wrecker service within a 10 mile radius and if the victim/driver is:



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A. Under arrest.

B. The vehicle involved is not causing an immediate traffic hazard and will be moved within a reasonable time.

If the person in charge of the vehicle prefers, he/she may call someone to move the vehicle provided that the person can arrive within a 15 minute period. In the event such owner or operator is incapacitated, is not available to designate a wrecker, or has no preference, the 'on call wrecker' list provided by E911 will be used. Vehicles towed from the scene of an accident are to be stored on the premises of the wrecker firm, unless otherwise designated by the operator or officer.

The investigating officer is responsible for filling out an impound report and vehicle inventory form.

The investigating officer will stand by and not leave the scene until after the wrecker service has cleared with the vehicle in tow.

If death has resulted, or if a person is injured to the extent that he/she may die, the involved vehicle should be stored in such a manner that it would not be disturbed until it is processed by the Police Department and /or Georgia State Patrol. The wrecker firm will be instructed not to permit anyone other than law enforcement officials to photograph, touch or remove any contents or parts, or touch or remove the vehicle while under their care, if a hold has been placed on the vehicle.



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<b>OPR-23</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Bicycle Detail	<b>Review/Revision Date:</b> June 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### **Bicycle Detail**

It is the Policy of the Albany State University Police Department Bicycle Detail to provide specialized support to the patrol function. The Bicycle Detail accomplishes this by providing mobile, highly visible and effective patrol. Bicycle officers are deployed in areas of the ASU community containing the greatest concentration of pedestrians, offices and vehicular traffic, with the goal of enhancing public safety, facilitating police community interaction, and improving the quality of life in those areas.

The allocation and distribution of bicycle officers throughout the campus service areas of the ASU community shall be the responsibility of the Bicycle Patrol Detail Supervisor. Manpower allocations will be based upon the individual needs of the service areas. Additionally, critical factors such as chronic and persistent crime problems, quality of life issues and calls for services will be utilized to determine staffing needs for each zone, along with input from the Patrol Commanders.

**Organization:** The Bicycle Patrol Detail is a function of the Field Operations.

**Responsibilities:** Bicycle officers will be responsible for the following:

- Prompt response to all dispatched calls for service in their assigned zone area(s). Establish personalized contact by interacting with faculty, staff, students and visitors.
- Handle patrol activities, such as calls for service, enforcement of traffic and parking laws and regulations in their assigned zone area(s).
- Patrol and concentrate in areas on campus, alleyways, parking lots, and all other areas that are not accessible by patrol cars.
- Assist other units.
- Take proper action when violations of Georgia laws, and rules and regulations of the university are observed.
- Provide a high degree of visibility to insure a safe and secure atmosphere for the ASU community
- Represent the Detail and the Police Department as the need arises in special events such as parade, games, etc....

**Procedures:** Extensive standard operation procedures detailing the responsibilities for the personnel assigned to the Bicycle Detail have been prepared and will be utilized to guide the day-to-day operations of the Detail.



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Safety inspection of all issued bicycle equipment must be conducted prior to riding. The Detail will maintain an accurate monthly bicycle worksheet containing all information. Members must keep their bicycle issued equipment including bicycle uniform available at a short notice.

Members must keep all issued bicycle equipment clean and within the Bicycle Detail SOP's to maintain a highly professional image.

Members must have available inside the bicycle issued rack bag, all necessary reports, summonses and citations to efficiently perform their daily duties. Bicycle Officers assigned to a zone position must ride their assigned police bicycle during their tour of duty unless authorized otherwise by the Bicycle Patrol Supervisor or designee.

All police bicycles will be stored at the ASU Police Headquarters building. The Bicycle Patrol Supervisor must authorize any other locations.

Only bicycle officers are permitted to possess or utilize Bicycle Detail equipment. Additionally, the Bicycle Detail equipment is restricted use to bicycle officers.

All personnel who have not completed the ASU P.D. in-house bicycle training are prohibited from riding the bikes.

It is each member's responsibility to maintain his or her bicycle secured at all times, while not in use, with a bicycle lock, including while the bicycle is in storage at the police headquarters building.

The repairs, modification or maintenance of any bicycle issued equipment will only be conducted by the private bicycle dealers authorized by the supervisor/commander of the Bicycle Detail.

All damages to any bicycle regardless of the amount must be immediately reported to the on-duty corporal or supervisor.

Any injury sustained during the operation of the bicycle must be report immediately to the on duty supervisor.

Certified Bicycle Officers must satisfactorily complete the 10 hours Re-certification course on a yearly basis to maintain their certification.

**Problem Solving Teams:** The Problem Solving Teams (PST) is a function of the Patrol Districts and under the Field Operations Division and are assigned to designate neighborhoods within Albany State University campus.

**1.9.1 Responsibilities:** The Problem Solving Teams are uniformed personnel primarily responsible for addressing quality of life issues in designated neighborhoods, which require the specialized skills of the teams. These issues include the identification of abandoned buildings, overgrown lots, and unsafe structures. Additional responsibilities include but are not limited to:



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- Identifying stakeholders in their areas, establishing partnerships, and using the SARA model to resolve chronic problems.
- Review crime analysis information to establish trends and patterns of criminal activity.
- Work with Neighborhood Resource Officers and Code Enforcement Officers to improve quality of life issues and combat minor crimes.
- Actively work with community-based organizations and other government agencies to coordinate problem-solving plans of action.
- Assessing community wellness to include: crime, fear of crime, trash, abandoned vehicles, public nuisances, business regulations, etc.
- Work with Patrol Officers, Investigators, and Crime Suppression Teams in joint operations.
- Participate in surveillances and undercover assignments. Team members are to adhere to D.O. 8, Chapter 10.4.17 concerning proper attire while in plain clothes.
- Represent the Department as the need arises in special events.

**1.9.2 Procedures:** Extensive standard operating procedures, detailing the responsibilities of the personnel assigned to the Problem Solving Teams, have been prepared and will be utilized to guide the day-to-day operations of the Detail.



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<b>OPR-24</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Use of Radar/Traffic Radar Log	<b>Review/Revision Date:</b> June 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### **Purpose**

To establish a policy and proper procedure for the utilization of Speed Detection Devices (Radar) in traffic law enforcement.

### **Policy**

The policy shall apply to all sworn peace officers of The Albany State University Police Department, authorized to use a radar unit or enforce speed laws.

### **Scope**

This policy/directive governs the use of speed-measuring devices in traffic enforcement to include equipment specifications, operational procedures, proper care and upkeep, programmed maintenance and calibration records and operator training and certification.

A. The Albany State University Police Department will only utilize speed-measuring devices that meet or exceed the performance specifications established by the Georgia Department of Public Safety (O.C.G.A. 40-14-1).

B. The shift supervisor and the Radar Traffic Enforcement Officer will establish procedures to:

1 Ensure programmed maintenance, proper care, testing and calibration of department owned speed measuring devices; 2 Ensure that adequate maintenance, calibration and operational record systems (suitable for introduction into evidence in court) are developed and maintained; 3 Ensure the operators receive proper certification, periodic in-service training and recertification.

C. Radar Procedures- The precise method for using and the enforcement of these laws applying to speed will vary in accordance with the type of radar equipment used.

Generally, the following procedures are applicable:

1. The radar unit must be properly installed and connected to the appropriate power supply as trained.
2. The effective range of the particular radar unit must be thoroughly understood by the operator so visual observation can support the speed-readings.



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3. The radar unit will be properly calibrated to insure in checking speed. Prior to use, the calibration will be confirmed using the properly trained methods. Most manufactures recommend specific methods of checking calibration and these will be followed without exception.
4. An accuracy check will be made upon request of any citizen about to receive a traffic citation for speeding by radar. This accuracy check will be offered to the violator prior to the insurance of the citation pursuant to O.C.G.A. 40-14-5.
5. An accuracy check will be made at the beginning of using the radar unit, or at the officer's end of duty.
6. All accuracy checks will be recorded on the Officer's Radar Operators Log. The date and times used as well, as the serial number of the unit and the tuning forks or any errors recorded because the test should be documented on the Radar Log.
7. Any radar unit not meeting the manufacturer's minimum accuracy requirements shall be removed from service and shall not be used until it has been serviced, calibrated, and re-certified by a qualified technician as required in O.C.G.A. 40-14-4.

### **Operational Use**

1 Radar will be operated for the purpose of traffic enforcement in any part of the 500 yards radius that governs the outside perimeter of the Albany State University Campus.

2 No radar unit will be turned on or operated by anyone who does not hold a valid State of Georgia Radar Operator Certification or Radar Instructor Certification.

3 No one will operate radar in any manner as a means to establish probable cause for stop of motor vehicle without the sole intention of enforcing the Traffic Laws of the State of Georgia.



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<b>OPR-25</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Body Worn Cameras	<b>Review/Revision Date:</b> October 1, 2016
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### **I. PURPOSE**

This policy is intended to provide officers with instructions on when and how to use body worn cameras (BWCs) so that officers may reliably record their contacts with the public.

### **II. POLICY**

It is the policy of this department that officers shall activate the BWC when such use is appropriate to the proper performance of his or her official duties, where the recordings are consistent with this policy. This policy does not govern the use of surreptitious recording devices used in undercover operations. Any personal cameras such as cell phones or other BWC falls under this policy if used on duty in the capacity as an Albany State University Police Officer. Recordings made by the use of a BWC may be subject to the Open Records Act.

### **III. PROCEDURES**

#### **A. Administration**

This department has adopted the use of the BWCs to accomplish several objectives. The primary objectives are as follows:

1. BWCs allow for video documentation of police-public contacts, arrests, and critical incidents. BWCs may serve to enhance the accuracy of officer reports and testimony in court.
2. Audio and video recordings also may enhance this department's ability to review probable cause for arrest, officer and suspect interaction, evidence for i n v e s t i g a t i v e and prosecutorial purposes, and to provide additional information for officer evaluation and training.





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3. The use of a BWC may also be useful in documenting crime and accident scenes or other events which include the confiscation and documentation of evidence or contraband.
4. In certain circumstances, such as a use of force case, special permission may be granted by the Chief of Police, or his designee, for the officer involved in the use of force to view the recording, so the officer's report will be factually accurate.

### **B. When and How to Use the BWC**

1. Officers shall activate the BWC to record all contacts with citizens in the performance of official duties. This requirement includes all officers on a call for service or involved a citizen contact.
2. BWCs shall remain activated until the event is completed in order to ensure the integrity of the recording, unless the contact moves into an area restricted by this policy {see items D.1-4}.
3. If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated.
4. Civilians shall not be allowed to review the recordings at the scene.
5. Videos that may lead to an investigation on the user shall be turned over to the immediate supervisor immediately.

### **C. Procedures for BWC Use**

1. BWC equipment is issued primarily to uniformed personnel as authorized by this department. Officers who are assigned BWC equipment must use the equipment unless otherwise directed by supervisory personnel.
2. Police personnel shall use only BWCs issued by this department. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the department.
3. Police personnel who are assigned BWCs must complete a department-approved and/or provided training program to ensure proper use and operation.



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4. BWC equipment is the responsibility of the individual officer and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible.
5. Officers shall inspect and test the BWC equipment prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.
6. **Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings or portions thereof without prior written authorization and approval by the Chief of Police or his or her designee.**
7. Officers are encouraged to inform their supervisor of any recordings which may be of value for training purposes.
8. If an officer is suspected of wrongdoing or involved in an officer-involved shooting or other serious use-of-force, the department reserves the right to limit or restrict an officer from viewing the video file.
9. Requests for deletion of portions of the recordings (e.g., in the event of a personal recording) must be submitted in writing and approved by the Chief of Police or his or her designee in accordance with state record retention laws. All requests and final decisions shall be kept on file.
10. Officers shall note in incident, accident, arrest, and related reports when recordings were made during the incident in question.

### **D. Restrictions on Using the BWC**

BWCs shall be used only in conjunction with official law enforcement duties. The BWCs shall not generally be used to record:

1. Communications with other police personnel;
2. Encounters with undercover officers or confidential informants;
3. When on break or otherwise engaged in personal activities; or
4. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.



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5. **Storage**All files shall be securely downloaded periodically and/or no later than the end of each shift. Each file shall contain information related to the date, BWC identifier, and assigned officer.
6. All images and sounds recorded by the BWC are the exclusive property of this department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.
7. All access to BWC files must be specifically for official law enforcement functions.
8. Files shall be securely stored in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution.

### **E. Supervisory Responsibilities**

1. Supervisory personnel shall ensure that officers equipped with BWC devices utilize them in accordance with policy and procedures defined herein.

At least on a monthly basis, supervisors will randomly review BWC recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.

### **F. Retention Schedule for Recordings**

The following is the retention schedule for recordings:

1. Use of Force incidents remain in storage for 5 years.
2. Arrests incidents remain in storage for 3 years.
3. DUI and traffic citations remain in storage for 1 year.



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OPR-26	<b>Effective Date:</b> January 2012
<b>Title:</b> Search & Seizure	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

### **PURPOSE:**

To prescribe the policies and procedures of the Albany State Police Department regarding Search and Seizure.

### **POLICY:**

Officers of the ASU Police Department shall adhere to all current legal requirements when conducting searches without a search warrant. Searches and seizures must be conducted in a manner that provides for the highest degree of safety for the officer(s) and the individual(s) concerned and in a way that minimizes the level of intrusion experienced by those whose person(s) or property is being searched. Whenever possible, the search of an individual's property will be conducted with a search warrant. Officers must recognize that the burden for thoroughly justifying searches without a warrant falls on them and that any misuse of authority may result in criminal or civil liability and/or the contamination of a criminal investigation.

### **PROCEDURE:**

#### A. FIELD INTERVIEWS OR INVESTIGATIVE STOPS (STOP AND FRISK)

1. In 1968 the Supreme Court of the United States declared in the case of Terry v. Ohio that a police officer may stop a person for questioning if the officer reasonably suspects that the person has committed, is committing, or is about to commit a crime. It is not necessary that the officer have probable cause to arrest the individual at the time that the stop is made. All that is required is that the officer have a reasonable suspicion that the individual is involved in criminal activity. However, to be reasonable, this suspicion must be based on articulable facts that would lead a reasonable person to suspect the individual being stopped of being involved in criminal activity. "Feelings" or "gut instincts" are not sufficient, the stop must be based on observable facts that can be described to others in order to be lawful. Also refer to General Order entitled, "Field Interviews and Investigatory Stops".

The Supreme Court further declared in Terry v. Ohio that an officer who has stopped a suspect may "... search for weapons for the protection of the police officer, where he has reason to believe that he is dealing with an armed and dangerous individual."

The definition of a field interview is a non-consensual detention based upon reasonable suspicion. However, to avoid what could be considered by the courts as an unlawful arrest officers of the ASU Police Department shall:

- (a) Avoid intimidating behavior by displaying a professional demeanor and avoiding intimidating or threatening behavior or conversation.
- (b) Minimize physical contact.



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- (c) Avoid detaining the suspect any longer than absolutely necessary.
- (d) Avoid any unnecessary movement of the suspect from the point of initial contact.
- (e) If the suspect provides appropriate responses to questions, does not resist or refuse to respond, provides innocent explanations for observed facts that are reasonable under the circumstances, and there are no other unexplained facts which would cause a reasonable person to suspect the person of involvement in criminal activity, the contact shall be terminated and the suspect permitted to leave.

### 2. PAT-DOWN SEARCHES DURING FIELD INTERVIEWS

**If the initial stop is not valid the pat-down search is also invalid. The right to stop the suspect for questioning does not automatically give the officer the right to conduct the pat-down search. Known factors by the officer at the time of the stop must be present in order to justify the pat-down search.**

(a) Examples of these are:

- (1) The type of crime the officer believes to be committed.
  - (2) The circumstances of the stop (number of suspects, number of officers present, the time of day, location of the stop, and the commission of any criminal activities in the presence of the officer).
  - (3) The behavior of the suspect.
  - (4) Any visual indication that the suspect may be carrying a weapon (such as a bulge in the clothing).
  - (5) Any prior knowledge that the officer may have that this particular individual carries weapons or is prone to violence.
- (b) The officer's belief that the suspect may be armed and dangerous must be both reasonable and actual.
- (c) Pat-down searches should, whenever practicable, be conducted by officers of the same gender as the suspect.

### 3. LIMITATION OF PAT-DOWN SEARCHES

Pat down searches are limited to a "frisk" or checking the outer clothing of a suspect for weapons. It is not a full-scale search that is conducted after a valid arrest. Officers may not reach into the suspect's clothing or pocket unless and until a weapon has been detected by the initial pat-down search. Containers such as sacks, briefcases, handbags, or other containers that a suspect maybe carrying should not be searched without the consent of the suspect. These items should be placed out of the reach of the suspect during the field interview. This will ensure the officer's safety while avoiding the risk of an unlawful search.

### B. CONSENT SEARCHES

- 1. Searches of private property without the prior approval of a judge are considered unreasonable under the Fourth Amendment. Some exceptions to this rule are: (O.C.G.A 17-5-



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1)

(a) Protecting the officer from attack;

(b) Preventing the person from escaping;

(c) Discovering or seizing the fruits of the crime for which the person has been arrested;

(d) Discovering or seizing any instruments, articles, or things, which are being used or may have been used, in the commission of the crime for which the person has been arrested.

2. Individuals can waive their rights against searches as long as their consent is given voluntarily, without threat or coercion and as long as they have the authority to give the consent.

(a) The burden of proof in court that the consent was given voluntarily rests with the officer obtaining the consent and will be based upon the totality of circumstances surrounding the encounter. The facts and circumstances concerning the consent must be fully documented in the officer's incident report and a signed waiver must be obtained from the individual authorizing the search.

3. The consenting individual may give restrictions as to the areas to be searched. If no restrictions are given, it can be assumed that all areas can be searched, to include locked containers, as long as the consenting individual has common authority over the locked container.

4. Miranda warnings are not necessary to give before requesting consent nor is it necessary to advise the individual that they have the right to refuse consent.

5. A search will not be performed based upon the consent of a juvenile unless it is necessary to proceed with the search prior to the arrival of an adult. When a juvenile is confronted, the following consent factors should be considered to determine the validity of the search:

(a) Whether the juvenile lives on the premises;

(b) Whether the juvenile has the right of access and the right to invite other into the premises;

(c) Whether the juvenile is of an age which she/he could be expected to exercise minimal discretion;

(d) Whether the officer reasonably believes the minor has sufficient control over the premises to give a valid consent to search.

6. When two or more individuals jointly occupy the premises or area to be searched, any one of the individuals has the right to permit the search, without first obtaining the permission of the other individual(s) but the individual permitting the search may only consent to a search of the area he/she has direct control over or an area in the premises that is considered a common area for all individuals occupying it.

(a) If both individuals are present that jointly occupy the premises or area to be searched, then both individuals must give consent. If one of the individuals denies consent, the premise or area may not be searched under consent.

7. Consent can be withdrawn at any time following the initiation of the search. When this occurs, the search must stop immediately.



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### C. VEHICLE SEARCHES

1. If an officer reasonably believes that his safety is threatened by the presence of weapons in a legally detained vehicle the officer may search the vehicle under the Terry v. Ohio rule. To search a vehicle for weapons there must be specific, articulable facts that reasonably justify the officer's conclusion that his safety is threatened.

The scope of the search in a vehicle is limited to the passenger compartment of the vehicle, since this is the only area of the vehicle in which a weapon would be immediately accessible to the occupants. In addition, it is limited to those areas of the passenger compartment in which a weapon could be hidden.

#### 2. Full Investigatory Vehicle Searches

Under the proper circumstances, an officer may conduct a complete search of the entire vehicle, including not only the passenger compartment but also a locked glove compartment, the trunk, the areas under the hood, and any other portion of the vehicle. Such a search must be based upon a warrant, or in the absence of a warrant, upon consent or probable cause.

#### 3. Warrant

As with any other type of search, a warrant may be obtained for the search of a motor vehicle. Although there are exceptions to the warrant requirement, as will be noted, whenever time and circumstances permit a warrant shall be obtained.

#### 4. Consent

A motor vehicle may be searched with the consent of the owner or operator of the vehicle. It has been held that in the case of an abandoned leased vehicle, the lessor's consent is sufficient. Consent is not valid if obtained by coercion or duress, so care shall be taken that the consent is indeed voluntary, and is not obtained as a result of threats or intimidation. All voluntary consents to search a vehicle shall be documented on a Consent to Search form.

#### 5. Probable Cause

Motor vehicles may be searched without a warrant when there is probable cause to believe that the vehicle contains fruits, instrumentalities, or evidence of a crime or contraband.

This rule known as the "Carroll Doctrine" is based at least in part upon the mobility of the vehicle and the difficulty in obtaining a warrant before the vehicle is moved and the evidence is lost. The diminished expectation of privacy when a vehicle is used on public highways is also a factor. For this and other reasons, where probable cause to search is present the warrant requirement is waived. The "Carroll Doctrine" applies only when true probable cause is present - when the facts are such that if presented to a judicial official they would justify the issuance of a warrant for the search of the vehicle. The "Carroll Doctrine" has been applied to several court cases and some of these decisions have stated that "exigent circumstances" must exist before the "Carroll Doctrine" can be used.

Officers of the ASU Police Department who have probable cause to believe that fruits, instrumentalities, or evidence of a crime, or contraband shall seek a warrant to search any vehicle unless true exigent circumstances exist and only then after approval of the on duty Watch Commander and, if possible, a representative of the District Attorney's Office.

### D. INVENTORY OF VEHICLE CONTENTS



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Officers of the ASU Police Department shall inventory all vehicles that are impounded and in police custody. The purpose of this is:

1. To protect the contents from loss;
2. To protect the Department against civil claims for loss;
3. To protect officers and the general public by determining whether there are any hazardous substances in the vehicle. Refer to General Order entitled, "Vehicle Inventory Policy".

In a probable cause (Carroll) search, containers wherever found provided they could contain the item being searched for. If the object being searched for could not fit in a particular container that container may not be opened

### E. CRIME SCENE SEARCH

1. The search of a crime scene requires probable cause and a search warrant unless there is one of the following factors that would permit a legally recognized exception to this requirement:

(a) Exigent circumstances – whereby law enforcement officers enter a crime scene area under an emergency situation, especially in those circumstances involving injury or death and it may be become necessary to provide immediate aid to a victim or it becomes necessary to prevent the loss or destruction of evidence;

(1) Once the exigent circumstance no longer exists and the initial entry period has terminated, a search warrant must be obtained unless consent has been obtained or the premises is in an apparent abandoned building or location.

(b) Consent – whereby entry to a crime scene is freely granted by one or more individual who have authority over the property and are in some way affiliated with the crime scene;

(c) Where evidence or contraband is seized that is in plain view of officers during their initial entry of the crime scene;

(d) Where officers enter a crime scene area that is located in an apparent abandoned building or location.

2. Officers shall maintain control over the crime scene area, once the emergency is over, until a search warrant is obtained.

3. No unauthorized persons will be allowed to enter or be permitted to remove any item without the approval of the lead investigator/officer.

### F. SEARCH INCIDENT TO AN ARREST





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1. When officers make an arrest, they shall search the person and the area within the person's immediate control or within his/her lunging area, for the purpose of self-protection and the protection of others from attack, preventing the escape of the arrestee, discovering/seizing the fruits of the crime for which the person is arrested, or discovering/seizing any instruments, articles, or items which were used in the commission of the crime for which the arrestee is charged. (O.C.G.A 17-5-1)

2. If the individual is arrested within a building or dwelling, the area where the arrest occurs may be automatically swept to check for persons. This protective sweep is to protect officers from persons that may be hiding. This is not to be considered a full search but only a visual inspection of immediately adjoining areas, such as closets and other rooms, where individuals may be hiding.

3. If the arrest occurs outside a building, then no search may be conducted in the building unless a search warrant or consent is obtained or exigent circumstances exist.

4. When an arrest has been made of an occupant(s) of an automobile, officers may search the areas of the vehicle that are immediately accessible to the arrestee may be searched for weapons and contraband. The arrest of the occupant grants this authority; no specific information or belief regarding the presence of weapons or evidence is required. The contents of any containers, whether open or closed, found within the passenger compartment may also be searched because the arrest justifies the examination of such containers. The fact that the officer has seized the container from the arrestee, thus gaining exclusive control over it, does not alter this rule. Containers found in or near a vehicle that do not meet the requirements of a probable cause search or a search incident to arrest shall be secured but not searched until a warrant is obtained to search them.

Although the search incident to arrest may be conducted for both weapons and evidence, it is limited in its scope. Only areas within the "reach and control" of the person arrested may be searched. For this reason, the search of a motor vehicle incident to the arrest of an occupant is limited to the passenger compartment. The trunk, with the exception of hatchback vehicles, and engine compartment are not generally considered to be within "reach and control" and therefore may not normally be searched incident to an arrest of a vehicle occupant.

The search of the vehicle incident to the arrest of its occupants may be deferred until a later time, for example, until the vehicle has been removed to the police station. The arrest of one occupant of a vehicle does not automatically justify the search of the persons or the other occupants of the vehicle. Such persons may be ordered out of the vehicle and may be subject to a weapons "frisk" if the proper justification exists, but a full search of their persons may not be conducted unless they have also been arrested.

5. All other searches incident to an arrest must be conducted immediately. Searches that are not contemporaneous are illegal unless performed with a search warrant.

### G. EXIGENT CIRCUMSTANCES

1. Warrantless search can be conducted if the exigencies of the situation make the needs of law enforcement so compelling to be objectively reasonable under the Fourth Amendment. Such circumstances allowing a search without a warrant are:



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a. The existence of a grave emergency where the lives or physical safety of others are in immediate danger. The search must end as soon as the emergency is over. Only items of contraband and evidence in plain view may be seized.

b. Hot pursuit situations when four elements are present:

(1) The arrest process has already begun;

(2) The offender knows she/he is being placed under arrest;

(3) The offender takes action to avoid the arrest by going into a private place;

(4) There is no break in contact between the offender and the pursuing officer.

2. In circumstances involving the possible destruction/removal of evidence, the following should be considered:

a. The amount of time necessary to obtain a warrant;

b. Reasonable belief that evidence/contraband is about to be destroyed or removed;

c. The possibility of danger to law enforcement personnel guarding the site while a search warrant is obtained;

d. Information that the possessors of the contraband are aware that agency personnel are in pursuit;

### H. RESIDENCE HALLS AND/OR BUILDING SEARCHES

#### 1. Plain View Doctrine

The majority of American courts have permitted law enforcement officers to seize evidence observed by them in "plain view" if the following conditions are met:

(a) The officers must be in a place where they have a right to be; for example in a public place or on other premises following a lawful entry based upon a search warrant, consent, exigent circumstances or the like.

(b) The evidentiary nature of the item discovered must be "immediately apparent" to the officers without having to touch or alter the item in any way.

As a result of this decision, officers may lawfully seize evidence discovered in plain view even though:

(1) They expected to find it during the search, but

(2) Failed to include it in the warrant application.

Note: however, that the plain view doctrine still applies only if the officers are "where they have a right to be", conducting a lawful search in a lawful manner in the portions of the premises where their presence is authorized by a warrant or by other circumstances. If the officers exceed the permissible scope of the search by entering or prying into spaces or area not included in their authority to search, they are not "where they have a right to be," and any



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resulting discovery and/or seizure will be improper.

### I. PROTECTIVE SWEEPS OF BUILDINGS

1. When law enforcement officers find it necessary to enter a house or other premises to arrest an individual, several types of Fourth Amendment problems are presented. First, the officers have to gain entrance to the premises. Next, they may have to search the premises to find the individual to be arrested. Then, following the arrest, the arresting officers may conduct a search of the arrestee's person and of some portion of the premises upon which the arrest occurred. In addition,

the officers may (and in many cases should) conduct a "protective sweep" of the premises to make sure that no other persons are hiding upon the premises who might represent a threat to the safety of the officers.

The Supreme Court of the United States set guidelines for officers to follow in searching premises in connection with an arrest. According to the Court, officers possessing an arrest warrant but not a search warrant may proceed as follows:

(a) When executing the arrest warrant, officers may search the premises until the arrestee is located.

(b) Even after the arrestee is located, officers may make a "protective sweep" of the premises. This sweep is for the limited purpose of discovering persons on the premises who might present a danger to the officers. It shall be narrowly confined to a cursory visual inspection of those places in which a person might be hiding.

(c) In conducting this "protective sweep" incident to the arrest, the officers may "look in closets and other spaces immediately adjoining the place of arrest from which an attack could be immediately launched".

(d) In addition, officers may conduct the "protective sweep" through portions of the premises other than the "closets and other spaces immediately adjoining the place of arrest" if there are articulable facts which, taken together with the rational inferences from those facts, would warrant a reasonably prudent officer in believing that the area to be swept harbors an individual posing a danger to those on the arrest scene.

2. Also refer to General Order entitled, "Legal Process".

### J. ENTRY INTO A RESIDENCE FOR EXIGENT CIRCUMSTANCES

1. Officers of the ASU Police Department may be called upon to enter into a private residence for exigent medical emergencies. This is to insure the well-being of residents that may be unconscious in the residence or elderly residents who may be injured.

Officers of the ASU Police Department shall make every attempt to contact someone inside the residence or someone who can enter the residence without using force. Examples of this are:

(a) Checking with all surrounding neighbors and known relatives to see if a key can be obtained to make entry into the residence.

(b) Contact the local telephone company for a listing of the phone number of the residence to make phone contact.



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(c) Use the public address system on the patrol vehicle to ask the residents to meet with police officers at the door.

(d) Knocking on all exterior doors and windows of the residence to see if contact can be made with anyone inside the residence.

2. All attempts to make contact with the residents shall be documented. If all attempts to make contact with a resident fail and the officers have a strong reasonable belief that a person may be gravely ill or unconscious in a locked residence, the highest ranking supervisor on duty will be on scene to assess the situation and may order that a residence be forcibly entered.

3. Entry shall be made into the residence through the safest possible means. Officer(s) shall announce themselves in a loud voice prior to entering any residence. If the officers believe that the subjects in the residence are non-English speaking this announcement will be made in both English and whatever language it is believed the residents understand, when possible. As with any forced entry safety is paramount.



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<b>OPR--27</b>	<b>Effective Date:</b> July 2017
<b>Title:</b> BIAS-BASED PROFILING POLICY	<b>Review/Revision Date:</b>
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

The purpose of this policy is to establish and set forth procedures that outline the Albany State University Police Department’s position that discrimination of any kind is condemned.

### POLICY

It shall be the policy of the Georgia Southwestern State University Police Department to condemn the targeting of people based on their race, color, ethnicity, age, gender, sexual orientation, and/or religion, commonly referred to as bias-based profiling.

This law enforcement agency shall not condone or promote the use of any racial or ethnic profiling system in its enforcement programs. Criminal elements exist in every segment of our society. Any officer whose enforcement stops or contacts are based on race or ethnicity is engaged in a practice that undermines legitimate law enforcement and may face claims in federal courts for civil rights violations.

### DEFINITIONS

This agency defines “bias-based profiling” as any law enforcement-initiated action that relies upon the race, color, ethnicity, age, gender, sexual orientation, and/or religion of an individual, rather than the behavior of that individual. Bias-based profiling does not include circumstances where the officer has information that includes a racial or ethnic descriptor concerning a suspect for a specific crime, where that information is reliable and is likely to lead to the discovery of that individual.

### ILLEGALITY OF BIAS-BASED PROFILING

Bias-based profiling is conduct that shall subject an officer(s) to administrative disciplinary action, civil liability, and perhaps even criminal liability.

The following Federal Statutes prohibit discrimination based on race or ethnicity:

- A. Title 42 U. S. C. 1983
- B. Title 42 U. S. C. 14141
- C. Title 42 U. S. C. 2000d



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- D. Title 42 U. S. C. 3789d (c)
- E. Title 18 U. S. C. 242

One of the most basic principles of community-oriented policing is that the community takes responsibility for working with law enforcement to reduce crime. Reports of bias-based policing not only erode public support, but also create reaction by both the legislative and judicial branches of government. If the community perceives that law enforcement is unfairly targeting certain people, then there will be little communication or cooperation between the two groups. This breakdown results in an “us against them” atmosphere which hampers crime reduction and prevention efforts.

### **PROCEDURES**

- A. Sworn personnel shall ensure all investigatory detentions, traffic stops, arrests, searches, and seizures are based upon the standard of reasonable articulable suspicion or probable cause, as required by the Fourth Amendment to the U.S. Constitution and State law. Race, color, ethnicity, age, gender, sexual orientation, and/or religion is not, in and of itself, sufficient to constitute a reasonable and articulable suspicion that an offense has been or is being committed, and does not justify the detention of an individual or group or the investigatory stop of a motor vehicle.
- B. The agency may conduct periodic performance reviews of officer conduct to ensure compliance with this policy.



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<b>ADM-01</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Administrative	<b>Review/Revision Date:</b> June 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD-ADMIN

### **Purpose**

To establish an Administrative Reporting System for the ASU Police Department.

### **Scope**

This policy applies to all Divisions of the Albany State University Police Department.

### **Policy**

Each Division will establish an Administrative Reporting System where statistical and data summaries of pertinent and relative information will be reported and forwarded through the chain of command to the Chief of Police.

### **Reporting Methods**

1. **Reporting** -- Each division will conduct administrative reporting by using the following methods:

**Daily Report** –A daily report is the summary of significant occurrences during the previous 24 hour time period. This report serves to keep personnel informed of any major events concerning their respective division or unit. Daily reports shall be prepared by the Uniformed Shift Commander and be forwarded through the chain-of-command via memorandum to the Assistant Chief and Chief of Police.



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<b>ADM-02</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Vacation & Annual Leave	<b>Review/Revision Date:</b> June 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- ADMIN

### **Purpose**

To establish procedures for the use of annual leave. This policy is in accordance with the Office of Human Resources.

### **Scope**

This policy applies to all ASU Police Department Employees working full time.

### **Policy**

Albany State University Sick Leave and Vacation Policies

### **Annual Leave (Vacations)**

Other than temporary employees, employees working full-time, shall be entitled to vacation at the rate of one and one-fourth (1 ¼) working days per month for each of the first five years of employment, one and one-half (1 ½) working days per month for each of the five years of employment, and one and three fourths (1 ¾) working days per month for each year after the completion of ten years of continual service. Employees, other than temporary employees, working one-half time or more but less than full-time shall earn and accrue vacation time in an equivalent ratio to their percentage of time employed.

Earned vacation may be accrued up to a maximum of forty-five (45) working days, and employees shall be compensated for all accrued vacation time up to, but not exceeding, forty-five (45) days upon termination of service from the University for any reason. The compensation shall be based on University leave records. A terminated employee shall not accrue vacation leave after the last working day of employment.

An employee will not be paid for more than 45 days accrued leave upon termination of employment. Each December 31, an employee's leave record shall be adjusted to show no more than 45 days accrued. (As leave days are earned subsequent to December 31, they shall be added to the days remaining after adjustment. This means that the leave record may show more than 45 days of accumulated leave at times other than January 1. As leave days are used, they shall be subtracted from this accumulation.) Earned vacation shall be taken at times mutually acceptable to the employee and the Immediate Supervisor.

Temporary employees, including student assistants, and regular employees working less than one-half time, do not earn or accrue vacation time.





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### **Other Types of Leave: Sick leave with Pay**

All regular full-time employees of the University as defined in Section 801 shall accumulate sick leave at the rate of one working day per calendar month of service. Regular part-time employees working one-half time or more will accumulate sick leave in an equivalent ratio to their percentage of time employed. Sick leave for employees shall be cumulative.

At the discretion of the University and upon approval of the Supervisor, an employee can be granted sick leave for any of the following reasons:

- Illness or injury of the employee or immediate family Immediate family is defined to include father (father-in-law); mother (mother-in-law), brother, sister, husband, wife and children (step, adopted or foster)
- Medical and dental treatment or consultation;

Quarantine due to a contagious illness in the employee's household; or Illness, injury, or death in the employee's immediate family requiring the employee's presence.

If an employee claims sick leave for a continual period in excess of one week, a physician's Statement is required to permit further claim of sick leave rights by the employee.

A terminated employee shall not accumulate sick leave or be entitled to receive sick pay after the last working day of his or her employment.

Upon an employee's transfer to another institution of the University System, accumulated sick leave will be transferred if there is no actual break in service.

### **Sick Leave without Pay**

Any employee unable to return to work after exhausting all accumulated sick leave and accrued vacation leave may be granted sick leave without pay for a period not to exceed one year.

Furthermore, such approved sick leave shall allow the employee the right to elect to continue his or her group insurance benefits, and the University will continue its share of the cost for such period. All other benefits which otherwise would accrue to the employee are prohibited.

### **Education Leave without Pay**

The University President may approve educational leave without pay to full-time employees for periods not to exceed one year at a time for the purpose of encouraging professional development. Such approved leave shall allow the employee the right to continue group insurance benefits with University participation.

### **Military Leave with Pay/Ordered Military Duty**

For the purpose of this policy, ordered military duty shall mean any military duty performed in Service of the State or the United States, including but not limited to service schools conducted by the Armed Forces of the United States. Such duty, performed for a period or periods not exceeding a total of thirty (30) days in any one calendar year, shall be deemed "ordered military duty" regardless of whether the orders are issued with the consent of the employee.

### **Leave of Absence**

An employee who receives orders for active military duty shall be entitled to absent himself or herself from his or her duties and shall be deemed to have a leave of absence with pay for the period of such ordered military duty, and while going to and returning from such.



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<b>ADM-03</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Absenteeism and Lateness	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- ADMIN

### **General**

The ASU Police Departments must be fully staffed. Absenteeism and lateness detract from this service and cause an undue burden for those employees who must fill in for absent employees. Each employee is expected to report to work promptly at the beginning of the day and after lunch. If an employee finds it necessary to be absent from work, such absence should be immediately reported to their supervisor. A record of tardiness and inexcusable absence may interfere with promotion and may result in loss of pay or disciplinary action. **See Sick Leave**

### **Policy--Procedure ADM-02 and Vacation Policy--Procedure ADM-02.**

In regard to attendance and lateness, employees are expected to:

- 1 Maintain good personal health standards which will allow them to perform their work in a competent manner on a regular basis.
- 2 Avoid letting minor ailments keep them from performing their jobs. At the same time, good judgment should be used with respect to contagious ailments which might have an adverse effect on other employees.
- 3 Attend to personal affairs during nonworking hours.

### **Minor Rule Violations**

The following are considered as minor rule violations:

- 1 Excessive tardiness or absenteeism.
- 2 Failure to notify the supervisor within the first two hours after start of shift on the first day of absence.

### **Procedure**



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The department supervisors are responsible for maintaining the lowest practical level of absence. The most effective way for the supervisor to do this is to talk with the employee returning from an absence. This will place emphasis on attendance and set the climate in the unit. At the same time the supervisor can ascertain if there is a reason behind the absenteeism. Although it is the employee's responsibility to correct problems and prevent absenteeism, the supervisor can counsel the employee on the importance of maintaining good attendance. In order to accomplish this, the supervisor should:

Receive the call concerning absence personally (if possible).

1 Speak directly to the employee rather than a relative or friend.

2 If the employee appears to be suffering only minor ailments, encourage the employee to come to work.

3 Inquire whether the employee has taken steps to improve the condition causing the absence.

4 Determine when the employee expects to return to work.

By following the pattern outlined above, the supervisor should be able to detect poor attendance habits and take corrective action. There is no substitute for working closely with an employee and determining the validity of each absence as it occurs. The supervisor might also bear in mind the following:

1. Frequency of absence. Frequent short-term absences often indicate the formation of poor attendance habits.
2. Patterns of absence. A pattern of Monday or Friday absences, or absences on the day before or after a holiday or long weekend, will indicate an unsatisfactory attendance pattern.
3. Causes of absence. Absences of a questionable nature or those absences which could have been avoided by proper advance planning should be monitored closely.
4. Lateness record. Lateness should be considered with absenteeism in determining unsatisfactory attendance patterns.
5. Length of service. An employee with long service and an attendance record which in previous years has been good would be given a little more latitude in any particular year when there is a noticeable change in attendance.

### **Supervisory Counseling-- Chronic Absenteeism or Lateness**

Early steps toward correcting chronic absenteeism should take the form of private, individual counseling between supervisor and employee. This counseling session should cover the following:

1 A review with the employee of his personal attendance record.

2 A statement of why the record is unsatisfactory and that it must be corrected.



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3 A discussion of the reasons for absence and for not calling in, if applicable. Here the supervisor should listen closely to the employee's stated reasons and try to assess their validity.

4 An inquiry to the employee as to whether he/she thinks his/her personal attendance record is satisfactory. Let him/her be his/her own judge.

5 An inquiry to see if the Office of Human Resources may assist the employee with problems causing absence. This may include solving transportation difficulties, a medical assessment by a doctor, or referral to the Faculty/Staff Assistance Program.

6 While the supervisor should not become deeply involved in personal problems of employees, he/she may be able to suggest ways to solve absence-causing problems. Emphasizing to the employee that he/she is expected to:

- be at work, on time, all the time.
- notify the supervisor of absences.
- let the supervisor know in advance of impending absences, whenever possible.
- come in late rather than not report at all.
- call in every other day, if absent for an extended period (if requested).
- bring in a doctor's release to work, if absent over 5 days or sooner if requested by the supervisor, especially in cases of chronic absenteeism.

8. Finally, the supervisor should emphasize (if the absences are considered excessive) that the employee is jeopardizing his/her own future with Albany State University Police Department, his/her merit increases, vacation earnings, and his/her potential for promotion.

The threat of discipline should be avoided at this point, as it may undermine the positive impact of the face-to-face meeting. At this stage the supervisor should try to be helpful. If discipline actually becomes necessary, the employee can be told that he/she is in danger of losing their job (see Disciplinary Action / progressive Discipline Procedures.)

9 All employees are required to notify the Chief of Police, their Supervisor, and Dispatch, anytime they call out sick.



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<b>ADM-04</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Promotion Policy	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Administration

### **Purpose**

The purpose of this policy is to establish the promotion system for the Albany State University Police Department. The ASU Police Department has the following sworn ranks: Patrol Officer, Police Corporal, Police Sergeant, Police Lieutenant, Police Captain, Major of Police, and Assistant Chief and Chief of Police. The chief of Police has the authority with approval from the VP of Fiscal Affairs and the Human Resources Director to promote internally based on job performance and skills.

### **Selection of Personnel for Promotion**

#### **A. Department Policy/Role in the Promotion Process:**

The Police Department in conjunction with the Office of Human Resources shall utilize external and/or internal sources in the development of measurement instruments that are used in the determination of knowledge, skills and abilities of employees for promotional positions.

In the absence of a formal examination, the Chief of Police retains the responsibility of selecting personnel for promotion to any rank, based on their performance, tenure on the job, education, and work experience. The rank ratings of Assistant Chief, Major, Captain, Corporal, Lieutenant and Sergeant are therefore identified as "at will positions", and promotions to these positions will be at the discretion of the Chief of Police, subject to approval by the President of the University and VP of Fiscal Affairs. These "at will position" personnel can be demoted to whatever rank the Chief of Police deems necessary to meet the goals and objectives of the ASU Police Department. The process adheres to security staff as well.

Promotions are a critical personnel function within the Police Department. The promotional process will be conducted in an effort to promote qualified individuals. Efforts will be made to ensure that equity within the system is maintained and everyone regardless of race or gender will receive fair treatment during the process.

### **Promotional Process Administration**

#### **A. Promotional Selection Process**

1. The Chief of Police is hereby vested with the authority and responsibility for the proper administration of the promotion process as well as its operation and direction.
2. The promotional process shall remain a coordinated, joint effort between the Police



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Department and Human Resources Office, which will provide administrative and organizational support.

### **Promotional Selection Process**

#### **A. Definitions**

1. Law Enforcement Experience: Any experience obtained while serving in a sworn certified capacity with the power of arrest and the responsibility.

This experience can be obtained on the federal, state and local levels.

Any agency where specified duties would be sanctioned by the Georgia Peace Officers

2. Advance Police Related Education and/or Training

**Training:** Training is defined as the acquisition of operational knowledge, physical and communication skills and habits beyond the Georgia Mandate Training Course, which relate to the performance of structured tasks and pertain to the law enforcement/criminal justice occupation or profession. All of the aforementioned must pertain to the law enforcement/criminal justice occupation or profession. Also, all training other than that specifically authorized per the Department.

Curriculum must be supported by course work or by acquisition of either a Master's Degree (6 years), Bachelor's degree (4 years), or Associate Degree (2 years) in the Criminal Justice Police Science field of endeavor.

Also, proof of same must be supported by official transcript for recognition as being pertinent to the law enforcement profession.



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### Determining Promotional Eligibility

1. Corporal: Three consecutive years of active, satisfactory service in the department or one year satisfactory service in the department and a college degree. Advanced police related training or education will be considered in the decision process. No more than two suspensions in three previous years.
2. Sergeant: Three years of service as an officer with the department or two years of service as an officer and a college degree. Advanced police related education or training will be factored in the decision process.
3. Lieutenants and above promotions can be promoted internally by the chief or advertised internally or advertised outside through HR.

No more than two suspensions within the past three years.

### **Written Announcement of Promotional Process**

#### **A. Promotional Selection Examination Process Components**

The promotional selection/examination process for the rank of Police Sergeant shall consist of the following components:

1. The promotion lists for the Police Department will be in effect for one year. The Human Resources director will announce testing dates in advance to ensure that test and results will be available prior to the lapse of the year.
2. With the support of the Chief of Police, the Human Resources director shall post promotional announcements prominently and in a timely fashion on all police department bulletin boards as well as other University announcement boards.

A concise description of the promotional opportunity and position including the salary and the duties, responsibilities, skills and knowledge, as well as the abilities required shall be posted.

Additionally the Director/Chief shall cause such announcements to be augmented by periodic verbal reminders at staff meetings, conferences and muster sessions.

1. The Human Resource Director will promulgate all application deadlines with in the official announcement, and everyone wishing to compete for promotion must complete an application as provided.
2. All applicants will remain responsible for providing acceptable documentation, verifying



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minimum prerequisite, etc., to legally demonstrate satisfaction of the eligibility requirement, if such credentials are not already part of the employees permanent personnel file.

### **Screening Process**

Promotions to police corporal shall consist of applying the listed criteria to affected employees. The Chief is authorized to determine if employees have successfully satisfied application criteria stated herein. The Chief of Police shall promote to police corporal all those employees that are determined eligible for this non-competitive rank. There are no written tests administered during the promotion process.

The Chief also has a three year departmental incentive, any security officer that has three years with the agency will receive the rank of Corporal. The security officer must be in good standing at the time.

1. Oral Interviews Composition of the board shall be as follows:

- The Chief of Police
- Assistant Chief
- Captain
- Lieutenant
- Or other designee (outside)

2. The oral interview board members shall ask each applicant the same questions. The candidates will be ranked based on their weighted average rating by the oral interview board members.

### **Promotional Probationary Period**

A. All personnel promoted with the ASU Police Department shall serve the first six (6) months on probation.

B. Unsatisfactory performance shall be identified and corrected early through counseling, training or other suitable personnel actions to safeguard against the promotion of employees beyond their capabilities.

C. Satisfactory and better performance shall be noted and praised. Such performances shall serve as models for others to emulate and learn from as the agency develops a culture of quality performance and high expectation.





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<b>ADM-05</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Extra Duty/ Outside Employment	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- ADMIN

### **Purpose**

To set forth guidelines to govern outside employment by members of the department in accordance with State Law and Police Department Standard Operating Procedures.

### **Policy**

It shall be the policy of the ASU Police Department to provide guidelines for all departmental employees to inform them of the types of extra-duty they may incur, outside employment that are appropriate and to establish procedures to maintain accountability for the welfare of the department and the university. These requirements are essential for the efficient operation of the department and for the protection of the university.

### **Definition**

A. Extra Duty Employment is defined as wherein the officer receives compensation through the university. Examples of extra-duty employment:

1. Held over from a previous work shift
2. Called in outside for work
3. Special Events

B. Outside Employment is defined as wherein the officer receives compensation for outside employment through other indemnities. The following are examples but may not be limited to:

1. Restaurants
2. Shopping Malls
3. Private Firms
4. College, Schools
5. Corporations

### **Legal Requirements**

The Criminal Code of Georgia requires that a law enforcement officer obtain approval in writing from the Chief of Police for secondary employment. This law is as follows:

A. 16-10-3 (C) (1) : (C) "Nothing contained within this Code Section shall be deemed or constructed so as to prohibit a law enforcement officer of the state and any political subdivision thereof:

From being employed by private persons, firms, or corporations during his outside hours when



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such employment is approved in writing by the chief or head, or his duly designated agent, of the law enforcement agency by which such law enforcement officer is employee or ...”

B. To comply with the above state law, each officer of this department is required to obtain subsequent approval from the Chief of Police for every outside employment he/she engages in.

### **Extra Duty/Outside Employment Procedures**

A. Each employee wishing to engage in outside employment must comply with the following procedures. Each employee must receive agency permission to engage in outside employment.

B. Officer / Employee must complete “Request for Permission Off-Duty Employment Form” (Copy Attached).

1. The Director of Public Safety in conjunction with the offices of Human Resources and Legal Affairs will review the request. The Chief of Police will indicate on the form whether the off duty assignment was approved or disapproved.

2. If an employee is granted permission for part-time employment they are restricted to working a maximum of 20 hours per week at the part time site.

3. Certified officers approved for part-time employment are **PROHIBITED** from using their arrest powers outside the campus jurisdiction.

C. Failure to comply with this directive will result in disciplinary action for violation of the State Law and Department Policy.

### **Eligibility**

A. In being eligible for approval of outside extra-duty employment, which entails the actual or potential use of law enforcement powers or training, sworn employees will:

1. Successfully complete the Peace Officers Standards and Training Council (POST) Basic Mandate Training Course.

2. Have satisfactorily completed their probationary period with the ASU Police Department, and

3. Have maintained a satisfactory work attendance record as determined by an analysis of the employee’s sick leave record.

B. At no time will an officer in Mandate School be authorized to participate in outside employment without the express written permission of the Chief of Police.

C. In those cases where an employee’s record indicates sick leave abuse, applications for outside employment will be reviewed by the employee’s supervisor and a determination made whether to disapprove new applications or terminate existing outside employment.

D. Employees on administration leave, sick leave, injuries leave, light duty or who are otherwise unable to perform normal duties of their position, will not participate in outside employment.



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E. Employees on suspension will not participate in any outside employment that requires actual or potential use of law enforcement powers or training.

### **Uniform and Equipment Required**

No part of the departmental uniform will be worn during outside employment unless approved in writing by the Chief of Police.

### **Responsibilities at an Outside Employment Scene**

**In situations where an officer is working outside employment position makes an arrest, an on duty officer (APD if outside universities boundaries) will be called to the scene. The shift supervisor for the home agency will also be notified. The on-duty officer will transport the prisoner for the outside officer and complete a supplemental report. The outside officer will prepare the booking card for the transporting officer and do all the original paperwork.**

### **Outside Employment - Prohibited Activities**

Officers may NOT engage in, nor will permission be granted for any activity or employment listed below:

- A. Employment for a person involved in any type of "game of chance" such as carnivals, bingo parlors, lottery, etc., except when such employment is solely traffic or crowd control outside the business establishment.
- B. Employment for a person, firm, or corporation wherein the nature of the activity creates a high probability of a conflict of interest, arising out of that employment. Such employment includes, but is not limited to bonding companies, or collection agencies; bouncers; bartender or other employee in any business licensed to sell alcoholic beverages.
- C. Employment at any bar, lounge, package store or other establishment selling alcoholic beverages either for take-out or "on premises" consumption, will be largely restricted to policing of parking lots for the purpose of serving as a deterrent to thefts, property damage, arguments, fights, open container violations, disorderly conduct or other violations.

### **Prohibited Outside Employment Work**

Employees will not engage in outside employment for any employer or establishment where such employment involves the following:

- A. The use of Departmental Records
- B. Collections of debts or repossessions of property
- C. Working for a private investigator or lawyer, unless authorized by the Chief of Police.
- D. Secondary employment that may impair the officer's health or ability to discharge departmental obligations.
- E. No establishments where alcohol beverage are sold or consumed.



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### Albany State University Police Department Outside Employment

The Albany State University Police Department employees may not engage in additional employment outside the official hours of duty without approval of the Department Head. Outside employment, which may cause a conflict of interest, shall not be permitted. Also, outside employment, which interferes with the efficiency of performance, shall not be permitted. Human Resources in conjunction with the Legal Affairs Office for the University further prohibits an employee of the Police Department to participate in any revenue generating venture which may cause a potential conflict of interest. Accordingly, please indicate below whether or not you have another job in addition to your employment with the University.

(Check one) 1. \_\_\_\_\_ **I DO NOT** have additional employment.

\_\_\_\_\_ **I DO** have additional employment.

(Check one) 2. \_\_\_\_\_ A member of my household **IS** engaged in a revenue generating venture which could create a conflict of interest in my employment or interfere with the efficiency of my performance. \_\_\_\_\_ A member of my household **IS NOT** engaged in a revenue generating venture which could create a conflict of interest in my employment or interfere with the efficiency of my performance.

If you have indicated that you have additional employment or if any member of your household is engaged in any venture that could create a conflict of the interest in your employment with the University, you must fill out the Outside Employment Request / Approval Form on the reverse side and have it approved by your Department Head.

**\*\*\*\*EMPLOYEE DECLARATION STATEMENT\*\*\*\***

The aforementioned statement indicated by me, regarding outside employment and participation in other ventures by members of my household that could create conflict of interest in my employment with the University is a true statement to the best of my knowledge. If circumstances change the previously checked status, I understand that I must immediately notify my Department Head.

Employee Signature

Date



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\*\*\*\*\* I, \_\_\_\_\_ hereby request approval that: Employee Name

In addition to my current employment with the Police Department at Albany State University I hold outside employment with \_\_\_\_\_.

Outside employer / revenue generating venture \_\_\_\_\_.

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Supervisor \_\_\_\_\_

Number of hours worked weekly \_\_\_\_\_

Type or work or activity \_\_\_\_\_

A member of my household

\_\_\_\_\_ Name  
and relationship to employee

Participate in the following revenue generation venture (give brief description):

\*\*\*\*\*

\*\*\* I understand that my outside employment and or the participation by mean or any member of my household in any revenue generating activity, which causes a conflict of interest or may interfere with the efficiency of my performance, shall not be permitted.

Signed \_\_\_\_\_ Date \_

**\*\*\*OUTSIDE EMPLOYMENT AUTHORIZATION\*\*\***

Approved \_\_\_\_\_ Department H e a d \_\_\_\_\_ Disapproved \_\_\_\_\_

Date \_\_\_\_\_



# *Albany State University Police Department*

## *Standard Operating Procedures*

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<b>ADM-06</b>	<b>Effective Date:</b>
<b>Title:</b> Employment of Part-time Peace Officers	<b>Review/Revision Date:</b> September 2017
<b>Location:</b> ASUPD	

### **Purpose:**

To establish a Standard Operating Procedure for the employment and utilization of part-time peace officers.

### **Policy:**

Part time campus peace officers provides support services on an as needed basis for the campus police department to include, but not limited to, patrol shift coverage, coverage for special events, leave of full time officers, holiday coverage and other college closures as well as other assignments as required. All part-time campus peace officers serve under the direction of Chief John Fields, and are governed by the policies and procedures of the Albany State University Police Department. All part-time officers must sign or acknowledge printed or electronic copy of the Albany State university Police Policy (SOP)

### **Scope:**

This policy shall cover all part-time peace officers employed by the Albany State University Police Department.

### **Nature of Position:**

#### **Must be Georgia P.O.S.T. Certified**

This position requires a working knowledge of Georgia law, a strong interpersonal communications aptitude, customer service orientation, and a collaborative interfacing with all University personnel. The officer must possess: the ability to work independently in prioritizing work and emergency calls, keep accurate records, the ability to problem solve constructively; understand and follow directions as well as give directions; strong attention to detail, the ability to work with a diverse population; and the initiative for self-directed accomplishment is essential.




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Must possess knowledge of campus policies and campus jurisdictional areas. Knowledge of city, county and state laws and court proceedings. Knowledge of effective methods of investigation, and police/security work. Ability to react properly and to enforce laws and policies tactfully and with respect for the rights of others. Ability to operate law-enforcement equipment. Ability to meet institutional and local area requirements related to arrest authority and weapons use.

### **Typical Duties and Responsibilities:**

- 
- A. Routine vehicle and foot patrol.
  - B. Respond to calls for service.
  - C. Protect life and property on college controlled property.
  - D. Enforce state laws and college regulations.
  - E. Conduct equipment, facility, fire safety and safety phone checks as assigned.
  - F. Provide support services for coverage of special events
  - G. Provide support services in setting up of parking areas for events as needed.
  - H. Provide support services in monitoring parking and providing traffic flow/direction services.
  - I. Unlock and secure buildings and work areas as needed.
  - J. Conduct investigations as directed and prepare reports.
  - K. Maintain an effective mode of communication at all times with administrative staff, local law enforcement and emergency services.
  - L. Perform other duties as assigned.
  - M. Be able to work at either campus of Albany State University when needed.

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**John Fields, Jr.**  
**Chief of Police**  
**Effective Date:**



# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police

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## *Albany State University Police Department*

### *Standard Operating Procedures*

Chief of Police  
John Fields Jr.

<b>ADM-07</b>	<b>Area:</b> New Hirer
<b>Title:</b> Physical Examination Psychological Examination	<b>EFFECTIVE DATE:</b> JULY 2017 <b>REVISION DATE:</b>

The purpose of this policy is to establish general guidelines for all new hires pre-employment. A physical exam and a psychological screening will be conducted by a qualified medical professional.

#### **POLICY**

To become a Police Officer for Albany State University Police Department, you will need to complete the entire hiring process to include a physical exam and a psychological screening.

#### **PHYSICAL EXAM**

New hire applicants will be required to complete a medical exam. The exam consists of a general physician who is qualified to perform the exam. A written statement from the applicants' physician will be submitted to Human Resources and the ASU Police Department indicating they have met the guidelines to perform the duties of a police officer.

## Psychological Examination

### **What Psychological Screening Looks For**

Pre-employment psychological screening evaluates a number of personality traits to help formulate an opinion about whether or not a candidate would be a good hiring choice. The evaluation of potential law enforcement officers traits include:

- Impulse control
- General intelligence
- Judgement
- Ability to perform boring or tedious tasks
- Reasonable courage
- Honesty/Integrity/ Dependability
- Personal bias or lack of bias
- Ability to tolerate stress
- What motivated the candidate to choose law enforcement
- Ability to deal with supervision
- Appropriate attitudes towards sexuality
- Prior drug use



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<b>ADM-08</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Clery Act	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- ADMIN

### **Purpose**

In accordance with the Clery Act of 1990, Albany State University makes available, upon request, its annual security report which provides campus security information concerning crime statistics, crime reporting procedures, building security, campus police, crime prevention information, policies regarding the illegal use of alcohol or drugs, alcohol and drug abuse education programs and sexual assault programs. There shall be a Clery Act Compliance Committee appointed by the Vice President for Student Affairs to be responsible for ASU'S compliance with the Clery Act of 1990 and the United States Department of Education regulations 34 CFR Part 668.

### **Policy**

Student Affairs shall be responsible for working with the police department in identifying all actions that have been referred for campus disciplinary action in the areas of liquor law violations, drug law violations and illegal weapons possession.

Admissions shall be responsible for insuring that prospective students have access to the annual compliance statement and crime statistics.

Human Resources shall be responsible for insuring that prospective employees have access to the annual compliance statement and crime statistics.

Legal Advisors shall be responsible for preparation of the annual compliance statement of policies and procedures, publishing it with the police department crime statistics and arranging for its direct delivery to all current students, faculty and staff.

Legal Advisors shall act as a resource to all campus personnel regarding on-going compliance with the Clery Act.



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## Standard Operating Procedures

Chief of Police  
John Fields Jr.

<b>ADM-09</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Overtime	<b>Review/Revision Date:</b> June 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- ADMIN

### **OVERTIME:**

All personnel must have prior approval of a supervisor to work overtime, and must complete an overtime slip and forward through channels to a commanding officer, who must approve the overtime. The overtime slip is then forwarded the payroll time clerk, or designee for processing. An overtime slip will be completed for all incidents; i.e., working late after normal tour of duty with prior approval of a supervisor; working any event that will be paid through ASU Human Resources Payroll, football games, basketball games, or any other off-duty jobs/event occurring on campus.

All overtime earned must have the approved overtime slip forward to the time clerk for processing. No overtime payment will be process without this form.

**FALSIFYING OVERTIME REPORT:** Any employee falsifying an overtime slip or supervisor intentionally approving a falsified overtime slip will be subject to disciplinary action up to and including dismissal.

### OVERTIME SLIP

ID No. \_\_\_\_\_ DATE EARNED: \_\_\_\_\_ TODAY'S DUTY HOURS: \_\_\_\_\_

EMPLOYEE LAST NAME, & INITIAL: \_\_\_\_\_

TOTAL HOURS PAY: \_\_\_\_\_ TYPE OF EVENT FOR O.T. \_\_\_\_\_

TOTAL HOURS COMP: \_\_\_\_\_

TOTAL HOURS OVERTIME: \_\_\_\_\_

REMARKS: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_



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EMPLOYEE SIGNATURE AND DATE

SIGNATURE AND DATE OF SUPERVISOR I CERTIFY THE OVERTIME REQUESTED  
APPROVING O.T. / ID#. I CERTIFY THAT I WAS EARNED AS REQUESTED.  
AUTHORIZED O.T. CLAIMED. SIGNATURE AND DATE OF COMMANDING OFFICER



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Chief of Police  
John Fields Jr.

<b>ADM-10</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Police Records	<b>Review/Revision Date:</b>
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- ADMIN

### Purpose

To establish guidelines to be followed by personnel assigned to maintain records for the ASU Police Department.

### Policy

The ASU Police Department Records section receives processes, maintains and provides retrieval service in accordance with the ASU Police Department and the rules of the Georgia Crime Information Center Council.

A. The rule that requires CHRI (Criminal History Record Information) be stored in locking cabinets and areas when not in use and the area in which the information is processed and computerized will be restricted to authorized personnel in the performance of their official duties.

B. Each section shall be responsible for obtaining and maintaining and up-to-date GCIC operating manual and GCIC operations bulletins and entering certain CHRI data as instructed. All documents containing criminal justice information shall be destroyed by shredding when no longer needed.

C. Criminal history logs shall be maintained by all sections to record criminal history record dissemination received from GCIC. Log entry records must be retained for four years.

### Records Accessibility and Reproduction

A. Public access to police records will be maintained twenty-four hours per day, seven days per week. Records may be released in accordance with ASU and GCIC Security and Privacy Procedures in conjunction with the Open Records Act Code.

#### B. Reproduction Cost

1. Picked up in person \$1.00 per page
2. By Mail \$1.00 per page plus postage

Officers will be expected to account for all traffic citations issued to them. Any voided, damaged, or otherwise unused traffic citations will be marked with the officer's name and badge number and all copies forwarded to the Department Secretary.

C. Accident Reports Original copy to records section.  
Reports will be filed by date.



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John Fields Jr.

<b>ADM-11</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Property Management of Evidentiary, Recovered and Found Property	<b>Review/Revision Date:</b>
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- ADMIN

### **Purpose**

The establishment of uniform procedures to insure the continuity and consistency of operation for receiving, storing, retrieval, dissemination, disposal, record keeping and auditing of evidentiary, recovered and found property.

### **Definitions**

A. EVIDENTIARY PROPERTY Any record, document, exhibit or tangible object coming into the custody of the ASU Police Department which is necessary to prove or disprove an issue in a criminal trial or student hearing.

B. RECOVERED PROPERTY Any property, other than evidence, recovered or coming into the custody of the ASU Police Department which was reported as lost or stolen.

C. FOUND PROPERTY Any property, other than evidence, coming into the custody of the ASU Police Department, which has not been reported, as lost or stolen.

### **Scope**

These policies and procedures will apply to all property coming into the custody of the ASU Police Department and to all property submitted to the department by other agencies.

### **Policy**

It is the policy of the Albany State University Police Department that:

A. The Property Management Section will be under the supervision of the Chief of Police.

B. The property custodian will be responsible for the day-to-day operation of the property facility, and for the control, security, and integrity of all property received. The Assistant Chief of Police and the Administrative Lieutenant shall only have access to the evidence property room.

C. All property coming into the custody of the department to be processed for evidentiary value or to be retained as evidence pending judicial process, is to be submitted to the property facility as



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soon as practically possible, either directly, or by way of provided property temporary lockers.

D. All recovered/found property coming into the custody of the department, for which the owner is unknown or which cannot be returned to the owner by the end of the shift on which it is obtained, is to be submitted to the property facility, either directly, or by way of provided property temporary lockers.

E. All found contraband is to be submitted to the property facility during the shift on which it is obtained, either directly or by way of provided property lockers.

F. Each person concerned in any manner with the handling of property, from the moment of its acquisition by any member of the department until its disposition, will be accountable for its care, preservation and safekeeping while the property is under their control.

G. All property received in the property facility is to be accounted for in agency records, which are to be maintained in current status.

H. Each change in the custody of property prior to being submitted to or inventoried by the property facility is to be reflected in the "chain of custody" portion of the computer generated property report.

I. Recovered or found property / contraband will be treated in the same manner as evidentiary property due to the possibility of it developing into evidence.

### **Procedures**

#### **A. SUBMISSION OF EVIDENCE TO THE PROPERTY FACILITY; SUBMITTING OFFICIAL'S RESPONSIBILITY.**

When submitting property to the property facility, a proper ASU submission form is to be completed with all spaces on the form being completed. If the information for a space is unknown or does not apply, unknown or N/A is to be entered in that space. The following subparagraphs provide specific instructions for making appropriate entries in each space on the form.

1. Case Number
2. Incident Date / Time
3. Case Officer / badge number (last four of SSN)
4. Charges
5. Incident Location
6. Victim(s)
7. Defendant(s)
8. Location Property Obtained
9. Person obtained from
10. Officer obtaining property / badge number
11. Date / Time





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12. Owner of property / address
13. Item Number
14. Quantity (Qty)
15. Description of Property
  
16. Chain of Custody

The form is to be duplicated either by copier or by hand when submitting evidence. One copy of the evidence form is to remain attached on the outside of the property / evidence submitted and the other copy is to be included with the report. Officers are to mark the evidence or property submitted with a permanent marker in an identifiable location on the item. The officer's initials will be sufficient. Items appropriate for packaging are to be packaged in a property envelope, bag or other suitable container to prevent leaking, evaporation and intrusion of foreign substances, and such package is to be sealed. The case number, date collected, officer's initials and item number(s) to correlate with the item number(s) listed on the property submission form will be placed on the outside of the package.

In the event the evidence custodian is not on duty evidence should be stored in the temporary lockers located in the evidence room. The evidence should be properly labeled and placed inside an evidence drawer. The evidence drawer shall be secured with the provided lock.

In the event of evidence being obtained which it too large to fit in the temporary locker, contact should be made with the evidence custodian or the Director of Public Safety. In cases where cash being submitted into evidence exceeds \$1000.00 the Chief of Police is to be notified.

### **Presentation**

A. Whenever evidentiary property is needed for court proceedings other than Municipal Court, the evidence custodian is to be subpoenaed, and will bring the property to court.

B. Evidentiary property needed in Municipal Court cases, other than possession of marijuana less than ounce will be signed out and taken to court by the officer that originally submitted it. The property facility is to be notified at least one normal workday prior to the court date that the property will be needed.

### **Disposition of Evidentiary Property in Court**

Items of evidentiary property will be released or disposed of when:

1. The case is adjudicated and the appeal period has expired with no appeal being filed, or all appeals have been exhausted.
2. There has been no suspect developed in the case for a period of two years.
3. The case officer and the prosecuting attorney of the presiding court authorizes the release of evidentiary property in an active case to the owner or their designated agent. It will be the responsibility of the case officer to photograph the property prior to it being released, if required.
4. Any weapon used by a defendant adjudicated guilty of any crime or attempted crime against a person, or the crime of carrying a concealed weapon is deemed forfeited by state code (O.C.G.A. 17-5-51) and is to be disposed of pursuant to state code (O.C.G.A. 17-5-52)



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5. Legal weapons used in the commission of crimes, which are the property of persons other than the defendant are to be returned to the owner pursuant to state code (O.C.G.A. 17-5-50)
6. Firearms will not be released to an owner or owner agent until it is determined through a criminal history check that said person is not a convicted felon.
7. All contraband (Controlled substances as defined by state code) shall be destroyed upon disposition from the prosecuting agency.
8. Items for which the owner cannot be determined or located, that can be utilized by the department, will be declared University state property, and will be retained for departmental use pursuant to state statute (O.C.G.A. 17-5-54). A signed letter from a Superior Court Judge must be completed to finalize the disposer process.
9. Persons making claim for property must reasonably prove ownership of that property and produce a valid form of personal identification.
10. Disposal of recovered property and contraband is to be conducted twice a year. (Every 6 months)

### **Inspections and Inventories:**

1. Quarterly supervisor's inspections once each quarter the Chief of Police or his designee will conduct an inspection of the property facility to determine that operating procedures are being adhered to, and that acquired property and records are being properly maintained. A log will be maintained reflecting the date and names of the persons conducting an inspection and the results of the inspection.

**Release of any Firearms: This policy provides guidelines for ASU Police Department regarding the return of firearms to persons charged with illegal possession of firearms within our jurisdiction. If the firearm was used during the commission of a crime, the firearm is forfeited pursuant to Georgia law, Ga. Code 17-5-51.**

No firearm seized within our jurisdiction will be released to any person without the written authority of the Chief of Police for the ASU Police Department, pursuant to the following requirements:

- The person must submit their request in writing to ASU Police Department, Chief of Police.
- The person must bring a certified copy of the order from the Judge who presided over their case, which confirms that the case has been disposed without a felony conviction and a written approval to have the firearm returned to the rightful owner.
- The person must submit an official sale receipt and/or the gun registration form in their name as evidence that he/she is the rightful owner of the firearm.
- The person must bring an official GCIC/NCIC criminal history from a Georgia law enforcement agency, or ASU Police can run the GCIC/NCIC criminal history check for a \$10.00 fee that must be paid in advance. This criminal check must be current, no older than five (5) days. The person may provide the official NICS transfer and purchase of firearms conducted by licensed entity. Georgia Code 16-11-172; NICS is the National Instant Criminal Background Check System.
- The criminal history check is to insure that the firearm is not being released to a convicted felon.

The word felony as used herein adopts the term as defined under, GA Code 16-11-131:



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“Felony” means any offense punishable by imprisonment for a term of one year or more and includes conviction by a court-martial under the Uniform Code of Military Justice for an offense, which would constitute a felony under the laws of the United States. It is also includes any person who is on probation as a felony first offender, and/or any person who is on probation for possessing a firearm because of conviction of a forcible felony.



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<b>ADM-12</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Performance Evaluation	<b>Review/Revision Date:</b>
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- ADMIN

### Purpose

The purpose of the employee's performance evaluation shall be primarily to inform employees how well they are performing their work and how they can improve their work performance. The performance evaluation provides a medium for personnel counseling, facilitates proper decision regarding probationary employees and provides an objective and fair means for recognition and measurement of individual performance evaluation in accordance with prescribed guidelines. The performance evaluation may also be used in determining a salary increase; as a basis for training, promotion, demotion, dismissal and for other purposes set forth in the regulations. This is in accordance with the Office of Human Resources.

### Scope

The policies and procedures set forth in this standard shall apply to all police department personnel.

### Policy

All employees shall be periodically (not less than once each year) appraised regarding job performance. The general objectives of the performance appraisal process are to:

- A. Maintain and or improve each employee's understanding of the accountabilities and expected results in the job.
- B. Serve as a systematic guide for employees and supervisors to collaborate in determining training goals for future periods and for the employee's personal development.
- C. Assure considered options rather than arbitrary judgments of each employee's job performance.
- D. Assist in planning or making personnel changes and placements that will utilize each employee's capabilities while meeting the short and long-term needs of the University and the employee.
- E. Assist in identifying each employee's special skills and or occupational interests that may be utilized and or developed for the good of the employee, consistent with the needs of the University.
- F. Provide an opportunity for employees to discuss job issues, problems and or interest with



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their supervisors.

G. Assemble important data for use as a guide, although not necessarily the sole governing factor for such purposes as training assignments, compensation, adjustments, promotions and counseling.

H. The performance of all personnel shall be appraised by the Immediate Supervisor at least annually. Supervisors shall use job-related criteria in assessing subordinates – specifically, the major duties and job requirements stated in each employee's position.

- I. The Immediate Supervisors shall discuss all appraisals of subordinates with their reviewing supervisor and obtain agreement prior to review with the employee. At the completion of review with the employee, the employee may or may not sign the appraisal form. But it will be indicated employee has knowledge of the content.

The completed and signed appraisal form shall be forwarded to the Office of Human Resources to be included in the employee's personnel file. All employees may, with appropriate notice to Human Resources, review their performance appraisals and any other document in their personnel file.

### **General Guidelines**

All employees of the Albany State University Police Department shall be periodically (not less than once each year) appraised regarding their job performance.

1. Annual Appraisal – The performance of all employees shall be appraised at least annually.
2. Probationary Review – The performance of all employees shall upon entering a new position, be appraised, at three month intervals until the completion of the probationary period of 6 months.

The probationary period for all University employees is six (6) months unless otherwise specified. The probationary period for all new sworn officers is six (6) months from the date an officer completes the State of Georgia mandated training. This is to ensure that all new officers have six months of observable performance time in the field. All new employees who were certified prior to being employed will have a six (6) month probationary period beginning from their hire date.

### **Accountability for Conducting Performance Appraisals**

- Immediate Supervisors are accountable for appraising subordinates on their job performance.
- Immediate Supervisors shall appraise their subordinates' job performance based only on job related criteria.

### **Employee Interview**

- All employees will be given the opportunity to review the completed evaluation form.



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- An interview between the rater and the employee will be conducted after the evaluation is completed. The rater shall explain each specific task, the rating given and the reason for the rating. The rater shall also provide direction for the employee to help him or her understand how to achieve a higher rating in the specific tasks.
- The employee shall sign the completed evaluation form to indicate that he or she has read it. If the employee refused to sign, it will be noted.



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<b>ADM-13</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Annual Random Substance Abuse Examination Program	<b>Review/Revision Date:</b> June 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- ADMIN

**Policy:** It is the policy of the ASU Police Department to maintain a drug free work environment through the use of a reasonable employee substance abuse testing program. Therefore, in order to ensure the integrity of the department, and to preserve the public trust and confidence in a fit and drug free law enforcement profession, this department shall implement a mandatory substance abuse testing program to detect prohibited drug use by sworn employees. Substance abuse testing shall be conducted pursuant to the existing labor agreement and this departmental order.

**Organization:** The Annual Random Substance Abuse Examination program is a function of the University Personnel Resources Management. The program shall be administered through the Personnel Management Department.

**Responsibilities:** The ASU Director of the Personnel Resources Management shall be responsible for the identification and notification of all such members to be administered the Annual Random Substance Abuse Examinations, the maintenance of records, and payment approvals.

**Procedure/Prohibitions:** The following rules and prohibited activities shall apply to all sworn and non-sworn employees, while on and off duty.

- No employee shall illegally possess any controlled substance.
- No employee shall ingest any controlled or other dangerous substance, unless as prescribed specifically to them by a licensed medical practitioner.
- Employees shall notify their immediate supervisor when required to use prescription medicine which they have been informed has the potential to impair job performance. The employee shall advise the supervisor of the known side effects of such medication, and the prescribed period of use.
- Supervisors shall document this information through the use of an internal memorandum and maintain this memorandum in a secured file. The employee may be temporarily reassigned to other duties, where appropriate.
- No employee shall ingest any prescribed or over-the-counter medication in amounts beyond the recommended dosage.
- Any employee who unintentionally ingests, or is made to ingest a controlled substance shall immediately report the incident via a memorandum to their supervisor/commander,



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so that appropriate medical steps may be taken to ensure the employee's health and safety.

Any employee having a reasonable basis to believe that another employee is illegally using, or is in possession of any controlled substance, shall immediately report the facts and circumstances to their supervisor.

discipline of employees for violation of this policy shall be in accordance with the due process rights provided in the department's discipline and grievance procedures, the existing Board of Regents Rules and Regulations.

**Drug Screening Procedure:** The ASU Personnel Resources Management Department shall coordinate the Department's annual random drug screening program and shall be in compliance with procedures outlined in the Board of Regents Policy.

The random selection program shall be restricted to a designated site and designated computer terminals in the Personnel Resources Management Department.

Sworn personnel who are selected for testing and are not on-duty at the time of notification, shall have their names re-entered into the computer for future selection.

The ASU Personnel Resources Management shall provide the names of sworn members and civilian personnel selected to the appropriate commanders or Chief of Police. The commander, Chief of Police or his/her designee shall order the selected employee to report to the testing facility for the screening. This may be accomplished in person, in writing, by telephone, and/or police radio.

Sworn personnel and civilian personnel selected for screening **MUST REPORT IMMEDIATELY to** the testing facility upon notification.

It is the responsibility of a selected employee's commanding officer or supervisor to ensure that a selected employee reports to the testing facility no later than one hour from notification.

**Procedure for the Annual Substance Abuse Examination:** All affected civilian and sworn employees must adhere to the drug screening protocol that has been established in conjunction with the Police Department, Department of Personnel Resources and the Board of Regents. If any conflict arises at the collection site, the employee will remain at the site and have a commanding officer or supervisor respond. The commanding officer or supervisor will contact the ASU Personnel Resources Management Director for advice on resolving the conflict.

All civilian and sworn personnel will act in a professional manner and follow all directives given by the laboratory personnel. Failure to respond to these directives can result in possible disciplinary action up to and including termination.

Personnel who, after coming to work and being notified of a scheduled Substance Abuse Examination, become too ill to continue to work, and who then request to be carried "sick" for the remainder of their tour of duty, shall be transported to an appropriate medical facility by a Commanding Officer or supervisor, where treatment for the illness will be made available. The





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Commanding Officer or supervisor shall also notify the drug screening testing facility and ensure that a collector from the drug screening facility responds and administers the Annual Random Mandatory Substance Abuse Examination.

The testing facility will provide chain of evidence and will secure positive specimens for a minimum of one (1) year, or longer upon request. Negative specimens will be stored for a minimum of five (5) days. The procedure for the second sample testing will be made in accordance with the Board of Regents policy.

**Procedure for Positive Results on Substance Abuse Screening Test:** The testing facility will notify the ASU Personnel Resources Management Director, who will contact the Chief of Police. The Chief of Police will notify Internal Affairs Supervisor of all positive findings. A positive finding will be reported by the testing facility only after it is confirmed by the GC-MS test. The Chief of Police or Internal Affairs Section Supervisor will notify the employee.

The Internal Affairs investigator will prepare a memorandum to initiate an investigation after a positive GC-MS confirmation test.

If the employee is to be relieved of duty because of a positive finding on the substance abuse test, the employee's Commanding Officer will:

- Initiate a disciplinary action package for said employee. This action will be initiated in accordance with Departmental SOPs.
- Relieve the employee of duty and have him/her report to the Internal Affairs Supervisor.



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<b>ADM-14</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Early Warning Tracking System	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- ADMIN

### **POLICY**

In recognizing and respecting the value and dignity of every person, law enforcement officers with the lawful authority to use force to protect the public welfare, must exercise reasonable constraints and good judgment. Policing is an occupation that is rife with opportunities for misconduct.

The department recognizes that the nature of one's assignment must be taken into consideration upon review of incidents. The Early Warning System is designed to identify and monitor such behavior and brings about corrective action through structured supervisory review, with the officer involved, of his/her course of conduct. The long-term objective of this system is to create a culture of accountability throughout the Department.

The Early Warning System is mandated by the Chief of Police and is monitored by the Internal Affairs Section.

### **PROCEDURES**

A memorandum to the Chief of Police with copies to each Senior Staff member will be prepared. The report will be generated when the involved employee is flagged by the Internal Affairs. The memorandum will include the following:

- Early Warning System - Complaint Cases.
- A listing of all officers with two (2) or more complaints, with a finding of substantiated or inconclusive, within 12 months.
- A statistical overview of the Early Warning System that brings concern to the affected employee(s).
- Reprimands: A list of all employees with two (2) or more reprimands within 12 months.
- Discharge of Firearms: A list of all officers with two or more discharge of firearms within the last (24) twenty-four months.
- Overall: A list of all officers with three (3) of any combination substantiated or inconclusive within a twelve (12) month period.



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### **RESPONSIBILITIES**

#### **It is the responsibility of the employee commander to adhere to the following procedures:**

- Review each incident noted on the report. Internal Affairs will make the support information available when needed.
- The employee Commander will conduct a review of the incidences listed on the Early Warning System report. The review will take into account any indicators; behavioral or procedural that may have directly or indirectly affected the increase of incidences alerting the Early Warning System. Emphasis will be placed on preventive action in an effort to maximize operational efficiency and employee proficiency.
- The Commander and Internal Affairs Commander will conduct a mandatory conference with the involved officer and the results of said conference will be included in the review. The employee Commander will prepare a memorandum to the Commander of Internal Affairs with a written review of the individual(s) identified, stating specific finding(s), recommendations and action taken for each employee appearing in any Early Warning System report.
- The written review will be documented in the following format:
  1. Brief explanation of specific issues discussed in the meeting and findings.
  2. Date of incident or reprimand.
  3. Time of incident, if applicable.
  4. Race and sex of officer.
  5. Race and sex of offender involved.
  6. Synopsis of incident or reprimand.
  7. Recommendation(s). The recommendation shall be directed towards modifying the behavior of the employee becoming involved in incidents documented in the Early Warning System report. Recommendations may include, but need not be limited to the following:
    - Retraining
    - Reassignment
    - Transfer
    - Referral to the Employee Assistance Program
    - Fitness for duty evaluation
    - Counseling
    - Deficiency or written reprimand

This memorandum will take into consideration each officer's/employees current assignment (i.e., administrative assignment versus an operational assignment).

The memorandum to the Commander of Internal Affairs will be forwarded through the normal channel of the supervisor originating the memorandum. Each staff person in the chain of command who reviews the package will indicate agreement or disagreement with the recommendation. Whenever disagreement is indicated, each staff person will indicate the recommendation deemed more appropriate. The employee's Commanding Officer will conduct



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a mandatory conference with the involved Officer/employee with Internal Affairs Commander and the results of said conference will be documented on the report.

After the interview, the employee commanding officer along with Internal Affairs may only document that fact in the required memorandum with no further action needed.

The entire original package will all affected personnel will be forwarded to the Chief of Police for final review and disposition.

The Internal Affairs Section/Commander will maintain complete copies of the Early Warning System files/reports.



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<b>ADM-15</b>	<b>Effective Date:</b> January 2012
<b>Title: Security Checks and Watch Orders</b>	<b>Review/Revision Date:</b> March 2017
<b>Approved by: Chief John Fields</b>	<b>Location:</b> ASUPD- Field Operations

### **Purpose**

To ensure that all areas of the campus have thorough security checks

### **Scope**

This policy applies to all Divisions of the Albany State University Police Department

### **Policy**

Supervisors are required to designate patrol areas for each officer during briefing. Officers should be assigned to specific areas of campus and should concentrate primarily on those areas unless otherwise dispatched.

Due to the recent peak in burglaries and thefts on campus, all areas and buildings should be checked thoroughly. When conducting security checks of buildings, a perimeter check of the outside should be conducted and a thorough walk through of the inside of the building, as well. In certain areas however, watch orders have been issued for the next thirty (30) days. Watch orders must be done on a frequent basis and should be notated on the activity sheets. These specific areas are: the Early Learning Center (perimeter check) and all buildings where computer labs are located (inside and outside).



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<b>ADM-16</b>	<b>Effective Date:</b> January 2012
<b>Title: Bank Runs</b>	<b>Review/Revision Date:</b> March 2017
<b>Approved by: Chief John Fields</b>	<b>Location:</b> ASUPD- Field Operations

### **Purpose**

To ensure the safety of the Business Office personnel while transporting monies.

### **Scope**

This policy applies to all Police Officers of the Albany State University Police Department.

### **Policy**

Conducting bank runs for the Business Office is not a staff assignment only. When possible, senior staff members are to be utilized. In their absence or unavailability, any sworn officer can perform this task at the time the Business Office requests transportation.



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Chief of Police  
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<b>ADM-17</b>	<b>Effective Date:</b> January 2012
<b>Title: Police Escorts</b>	<b>Review/Revision Date:</b> March 2017
<b>Approved by: Chief John Fields</b>	<b>Location:</b> ASUPD- Field Operations

### **Purpose**

To curtail Officers from escorting staff/students unnecessarily.

### **Scope**

This policy applies to all Police Officers of the Albany State University Police Department.

### **Policy**

In reference to recent requests for police escorts on campus at night, Communications Officers will dispatch officers only to the area of concern. Officers will not escort the student to or from the destination, but will be on foot and/or visible in the area. Officers **should not** transport students in patrol units unless the situation is an emergency. The whole idea is for the requestor to feel safe or secure, and having an officer's presence in the area of concern will bring that feeling of security.

The transporting officer will properly document transports by providing beginning and ending locations, beginning and ending mileage, and any changes in travel routes.



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<b>ADM-18</b>	<b>Effective Date:</b> January 2012
<b>Title: Gas Card Log/Gas Receipts</b>	<b>Review/Revision Date:</b> March 2017
<b>Approved by: Chief John Fields</b>	<b>Location:</b> ASUPD- Field Operations

### **Purpose**

To develop an accurate and concise record of fuel usage by the Albany State Police Department.

### **Scope**

This policy applies to all Divisions of the Albany State University Police Department

### **Policy**

All officers must thoroughly and accurately record use of vehicles and gas cards. The following guidelines must be adhered to when utilizing a gas card and an ASU PD vehicle.

- Fill out *every portion* of the Gas Card Sign Out sheets in the Gas Card Log.
- Get a receipt at the gas station.
- Sign your receipt with your name, badge#, vehicle#, and total amount spent.
- When returning gas cards, please enter amount spent next to the log-out entry.





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<b>ADM-19</b>	<b>Effective Date:</b> January 2012
<b>Title: Administrative Assignment</b>	<b>Review/Revision Date:</b> March 2017
<b>Approved by: Chief John Fields</b>	<b>Location:</b> ASUPD- Field Operations

### **Purpose**

For the purpose of ensuring that paper work is done carefully and in a timely fashion.

### **Scope**

This policy applies to supervisors from the rank of Sergeant and above.

### **Policy**

Supervisors from the rank of Sergeants and above must devote the ***first and last*** of their shift to administrative duties. These duties include checking reports submitted by subordinates, checking emails and responding with receipt notices and submitting any paperwork that is due on a daily, weekly or monthly basis. Because supervisors are required to check their emails and reports on a daily basis, this process will eliminate a prolonged turnaround time for reports to be approved.

Only in cases when there is not another officer to answer a call for service is the supervisor to go out without completing these duties.



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<b>ADM-20</b>	<b>Effective Date:</b> January 2012
<b>Title: Protocol of Fire Alarm Dispatch</b>	<b>Review/Revision Date:</b> March 2017
<b>Approved by: Chief John Fields</b>	<b>Location:</b> ASUPD- Field Operations

### **Purpose**

So dispatchers will know the proper call sequence in case a fire alarm is activated.

### **Scope**

This policy applies to dispatchers at the Albany State University Police Department

### **Policy**

Dispatchers are to have a unit check the location before notifying the Albany Fire Department ***first*** anytime a call is received in reference to an activated fire alarm. The officers are to be dispatched after the fire department is called. Once on the scene, the officer is to notify dispatch if the alarm is a false alarm and the fire department can be cancelled at that point.

All alarms are to be treated as actual alarms until otherwise indicated.



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Chief of Police  
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<b>ADM-21</b>	<b>Effective Date:</b> January 2012
<b>Title: ASU PD Headquarters Computer at Front Counter</b>	<b>Review/Revision Date:</b> March 2017
<b>Approved by: Chief John Fields</b>	<b>Location:</b> ASUPD- Field Operations

### **Purpose**

To prevent the misuse of the computer at the front counter of the ASU Police Department

### **Scope**

This policy applies to all Divisions at the Albany State University Police Department

### **Policy**

This computer is off-limits and will not be utilized by any personnel other than those working the front counter sale of BOSSCARS Parking Permits or Report Exec, Mondays through Fridays 0800 to 1800 hours.

### **Corrective Measures**

The computer had to be replaced because of employee's inappropriate use and downloading of files, which negatively impacted the computer's operation. This is a business computer and anyone found in violation of this directive, on the first offense will be **suspended 30 work-days without pay**. Repeat/second offense will result in recommendation of termination of employment. Personnel should govern themselves accordingly.

It has been noted that someone is connecting another keyboard to this system after hours. Anyone found altering any connection to this computer will receive the above corrective measures.

The original document is filed in the secretary's office with original staff signatures.

BOARD OF REGENTS OF THE  
UNIVERSITY SYSTEM OF GEORGIA

**EMERGENCY  
NOTIFICATION PLAN**

*Revised January 2017*

## **Part I. Purpose, Scope & Authority**

### **A. Purpose**

To establish procedures for University System of Georgia (USG) Unit(s), University System Office Departments/Divisions to notify University System Office core personnel of incidents or emergency situations.

### **B. Scope**

This Emergency Notification Plan applies to all USG Unit(s) and USO Departments/Divisions.

### **C. Authority**

This plan is developed under the authority of the Chancellor for the Board of Regents of the University System of Georgia.

### **D. Responsibility**

1. The USO Safety and Security office will be responsible for conducting an annual review of the Emergency Notification Plan, completing revisions as required.
2. USG Units are responsible for maintaining accurate, up-to-date contact information for core personnel and providing the information to the USG Chief of Police.
3. USG Chief of Police/Alternate, Vice Chancellor for Communications and Governmental Affairs/designee and Executive Vice Chancellor for Administration will coordinate notifications to the Board of Regents, and/or other agencies as required.

### **E. Distribution**

This plan will be disseminated to:

1. Core USO personnel identified in Part II.
2. Core USG Unit personnel identified in Part II.
3. Copy of this plan will be included in each institution Emergency Action/Operations Plan as an appendix or annex.

### **F. Requests for USG Resources**

1. Each institution will complete and submit a critical resource inventory when requested by the USG Chief of Police for inclusion in the USG Coordination Plan. NOTE: dependent upon specific situations or needs, the USG Chief of Police may request inventory updates or resource information apart from GEMA requests.
2. Requests received from, or in response to Georgia Emergency Management Agency requests:

In the event USG resources, personnel and/or equipment are requested by the Georgia Emergency Management Agency, the USG Chief of Police will be notified and will coordinate the response to the request.

3. Requests received by USG Unit(s) by local agencies, or in response to localized emergency:

The USG Unit will coordinate requests received by USG Unit (s) in response to local mutual aid response agreements. USG units will direct requests for resources beyond their capability to the USG Chief of Police.

### **G. Notification Procedure**

Institutions and USO personnel will notify the USG Chief of Police as defined in Parts II & III, and/or when a request is received for resources in response to an emergency as noted in F above as follows:

1. Bruce Holmes, USG Chief of Police  
Cell 678-561-4745  
Cell 404-831-2959  
Office 404-962-3157  
Email [bruce.holmes@usg.edu](mailto:bruce.holmes@usg.edu)

In the event the Chief cannot be contacted:

2. Lacey Kondracki, Inspector  
Cell 404-416-0049  
Office 404-962-3189  
Email [Lacey.kondracki@usg.edu](mailto:Lacey.kondracki@usg.edu)
3. Sandra Neuse, Associate Vice Chancellor for Development & Administration  
Office 404-962-3162  
Cell 404-831-2961  
Email [Sandra.Neuse@usg.edu](mailto:Sandra.Neuse@usg.edu)

### **F. USO Notifications**

Dependent upon situation reported, the USG Chief of Police/alternate may notify:

1. Chancellor
2. Executive Vice Chancellor of Administration
3. Vice Chancellor for Communications and Governmental Affairs
4. Others as required by situation/incident

## **Part II. Definitions**

### **A. Situation Definitions**

For the purposes of this Emergency Notification Plan, situations are defined as follows:

1. **Disaster** – Any event or occurrence that seriously impairs or halts the core operations of the USG Unit or USO Department/Division. Event could have occurred contiguous to the USG Unit or USO Department/Division requiring the Unit or Department/Division to respond. In some cases, mass casualties and severe property damage may be sustained.
2. **Emergency** – Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well-being, and which disrupts the overall operation of the Unit or Department/Division.
3. **Emergency Conditions** – Conditions that are developing, or have the potential to develop, that could threaten the safety/security of the Unit or Department/Division personnel and facilities.
4. **Incident** – Any situation or event that may result in the temporary disruption of operations; impair the use of facilities; or place the institution or System at greater risk. The primary threat to the institution may have ended or been greatly reduced.

### **B. USG Unit Core Personnel**

1. President
2. Chief Business Officer
3. Chief Information Officer
4. Chief Academic Officer
5. Emergency Coordinator
6. Physical Plant Director
7. Chief of Police
8. Media Relations

### **C. USO Core Personnel**

1. Chancellor
2. Executive Vice Chancellor of Administration
3. Vice Chancellor for Communications and Governmental Affairs
4. Vice Chancellor of Legal Affairs
5. Vice Chancellors – as required
6. USG Chief of Police

**Part III. General Responses/Notifications**  
**USG Unit(s)**

The following diagram provides general guidance for USG Unit(s) and USO in notifying the Director of Safety & Security, USO.

Event				
	<b>Incident</b>	<b>Emergency Conditions</b>	<b>Emergency</b>	<b>Disaster</b>
<b>Definition</b>	Any situation or event that may result in the temporary disruption of operations; impair the use of facilities; or place the institution or System at greater risk. The primary threat to the institution may have ended or been greatly reduced.	Conditions that are developing, or have the potential to develop, that could threaten the safety/security of the Unit or Department/Division personnel and facilities.	Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well being, and which disrupts the overall operation of the Unit or Department/Division.	Any event or occurrence that seriously impairs or halts the core operations of the USG Unit or USO Department/Division. Event could have occurred contiguous to the USG Unit or USO Department/Division requiring the Unit or Department/Division to respond. In some cases, mass casualties and severe property damage may be sustained.
<b>Operations</b>	No disruption to minor disruption	Minor temporary disruption	Medium to severe interruption	Full interruption of operations
<b>Duration</b>	Generally event has concluded prior to being reported	Predictable amount of time, generally not exceeding 48 hours	Extended period of time in the response and recovery from the event.	Extended period of time to allow for recovery
<b>Response</b>	Limited to standard USG Unit, USO response(s)	USG Unit/USO, or local services responses	Low to high response required from USG Unit, USO and/or off-campus personnel.	Significant response from local, state and/or federal agencies, as well as other USG Unit(s) or USO personnel.
<b>Notification</b>	USG Chief of Police is notified as soon as practicable to allow for timely System office notifications and mitigation of risk.	USG Chief of Police is notified as soon as possible.	USG Chief of Police is notified as soon as possible.	USG Chief of Police is notified as soon as possible.
<b>Examples</b>	Serious crimes, such as felonies, involving students, on or off campus; facility evacuations due to fires or threats of violence.	Threats of violence or harm to others have been received; Confirmed case of Pandemic type flu	Long-term power outages, other than routine maintenance/repairs; structure failures.	Severe flooding, and/or facility damage, injuries, from severe weather event.





# *Albany State University Police Department*

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John Fields Jr.

<b>INVESTIGATIONS</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Assistance from outside agencies	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- INVESTIGATIONS

### **Purpose**

To ensure that ASU police department has the resources that is needed to keep faculty, staff and student safe when crimes beyond the resources that is available within the department.

In the event that a crime is committed that may involve physical evidence that is required to be submitted to the laboratory with hour delay or experts that specialized in that area, the Chief of Police must be notified. Once it is determined that additional assistance is needed, the Chief will contact the Georgia Bureau Investigation (GBI).

Albany State University Police Department has established a working relationship with the local law enforcement agencies in the City of Albany, Ga., Dougherty County and surrounding counties to assist with handling certain specialized crimes such as; Child Abuse, Elderly Abuse, Internet Abuse, Cybercrimes and assistance with BOLO's, Lookouts, and Welfare checks, for (off campus students), interview rooms, fingerprint identification and as a backup service to the officer where incidents may occur beyond our ability to provide resources and to assure safety for the campus.

### **Working relationship agencies:**

Albany Police Department 229-431-2100 Dougherty County

Sheriff's Office 229-431-3259

Dougherty County Police Department 229-430-6600 Dougherty County

School Police 229-431-1812

Lee County Sheriff's Office 229-759-6012 Terrell County

Sheriff's Office 229-995-4488



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<b>INV-00</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Interviews & Interrogations	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

To ensure all members of the Albany State University Police Department follow state, federal and current case law, by which all statements and confessions by victims, witnesses, and suspects must be voluntarily obtained and not coerced.

### **POLICY**

Field interviews and interviews of victims, witnesses, and suspects, when administered effectively, are crucial tools in solving many types of crimes. Interrogations offer the possibility of determining whether those suspects committed a particular crime. To many authorities, interrogation is the most important part of an investigation/arrest. This policy provides that all members of the Albany State University Police Department must obtain all statements and confessions voluntarily from victims, witnesses, and suspects, which, in turn, will allow such statements and confessions to be used as investigative tools and as testimony at trial, as necessary.

### **DEFINITIONS**

**Interview** - An interview is the free and willing exchange of information between the interviewer (officer) and the interviewee. This type of verbal exchange may occur at accident scenes, interviewing witnesses, or responding to general calls for information.

**Interrogation** - An interrogation is an exchange in which the subject is unwilling to exchange information with the interviewer or is being questioned about his involvement in a crime or criminal activity.

**Confession** - A voluntary statement made by a person charged with the commission of a crime or misdemeanor, or communicated to another person, wherein he acknowledges himself to be guilty of the offense charged, and discloses the circumstances of the act or the share and participation which he had in it. (Black's Law Dictionary)

**Admission** - Confessions, concessions or voluntary acknowledgements made by a party of the existence of certain facts. More accurately regarded, they are statements by a



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party, or someone identified with him in legal interest, of the existence of a fact, which is relevant to the cause of his adversary. (Black's Law Dictionary)

### **INTERVIEWS**

#### **A. Field Interviews**

Field interviews are a productive tool and source of information for the police. When used properly, they can discourage criminal activity, identify suspects, and add intelligence information to the files of known criminals.

Field interviews shall be conducted and documented on a Miscellaneous Incident Report. The suspicious behavior would be recorded on the report, along with all possible personal information.

#### **B. Victim/Witness Interview**

Detailed notes and/or a written voluntary statements should be made for future reference giving time, date, location, officers present, etc. The trauma/stress to which the victim or witness has been subjected should be considered, and the interview conducted in such a manner as to reduce stress and minimize further problems.

#### **C. Suspect Interview**

The Fifth Amendment to the United States Constitution states that persons shall not be compelled in any criminal case to be a witness against himself or herself. With this in mind, any in-custody individual suspected of committing a crime and interviewed/interrogated concerning their involvement in that crime shall be advised of their constitutional rights pursuant to ***Miranda v. Arizona***, 86 S. Ct. 1062; 1966. *Miranda* states that before an in-custody interrogation/interview of a suspect in a criminal case, the suspect must be warned of his right to consult with counsel and to have counsel present during questioning and must be advised that if he cannot afford a lawyer, one will be appointed to represent him. If the accused indicates he wants an attorney, the interrogation/interview must cease until the attorney is present. The burden is on the government (officer) to show that the accused knowingly and intelligently waived his right to counsel. The failure of an accused to ask for counsel does not constitute a waiver.

In-custody interrogation/interview refers to those contacts involving individuals who are either under arrest and their movement to come and go as they feel is restricted or where they are not physically detained, a law enforcement officer creates a coercive atmosphere.



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Once a suspect or accused has been advised of his "Miranda Warnings" and has invoked his right to have counsel present during custodial interrogation/interview, the suspect or accused shall not be subject to further interrogation/interview until counsel has been made available, or he, himself, has initiated further communications, exchanges, or conversations (*Edwards v. Arizona*, 101 S. Ct. 1880; 1981). Once again, the burden is on the officer to prove a voluntary waiver by the suspect or accused.

Whenever an individual is arrested by a law enforcement officer, OCGA 17-4-62 requires that if the arrest is made without a warrant as defined, the officer shall bring the arrested person before a judicial officer within a reasonable time, but under no circumstances, later than 48 hours after arrest.

If the arrest is made with a warrant, the person must be brought before a judicial officer within a reasonable time and no later than 72 hours after arrest. A reasonable time would include as soon as possible.

In summary, if an individual is taken into custody and questioned about a criminal matter, he must be advised of his constitutional rights pursuant to Miranda. If an individual is questioned with a view toward obtaining statements concerning that individual's criminal involvement, even though not in custody, counsel must be permitted where indicated.

When interviewing suspects, officers shall consider these important points:

1. Interviews to obtain investigative leads can be very useful, but all constitutional precautions must be taken and recorded if it is to be used in court later.
2. In order to use a statement in court, a suspect under arrest should be advised of the Miranda warning, and the investigator must be able to demonstrate that the suspect understood those rights and made a knowing and intelligent waiver of those rights.
3. When interviewing suspects, two officers should be present to witness the reading of the Miranda Warning and signature of the waiver. The suspects should be separated and interviewed individually. In most circumstances, no more than two officers should conduct the interview.
4. Detailed notes and/or a written statement should be made for future reference and court use giving time, date, locations, officers present, waiver of rights (if applicable), time interview ended and other information needed.
5. Statements obtained during an interview must not be based on coercion, promises, and/or delays in arraignments or deprivations of counsel.



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6. Officers should remember that by using innovative, yet proper methods, vital information can be obtained from victims, witnesses and suspects. A flexible and effective interview technique can obtain valuable evidence that might otherwise be lost.

Juvenile victims, witnesses and suspects must be given the same constitutional protection as adults.

In most circumstances, the confessions/statements of suspects/witnesses shall be recorded on a digital recorder. Electronic copies of the recordings will be kept maintained in the case file. A verbatim transcript may be requested by the prosecution.

### **INTERVIEWS & CONFESSIONS**

Interviews and confessions must be collected in conformance with state, federal and current case law to ensure admissibility in court and to ensure the accuracy of information received.

- A. Voluntariness: No attempt will be made to obtain a statement by force, threats, or promises. Whether an accused person or a suspect will cooperate is left entirely up to that individual. If he indicates at any time prior to or during questioning that he wishes to remain silent, or that he wants an attorney present, all interrogation must cease. Any confession induced by the officer "by the slightest hope of benefit or remotest fear of injury" will not be admissible in court OCGA 24-3-50.
- B. Determination of Voluntariness: While conducting an interview, keep in mind that the court uses two general standards in determining voluntariness. The interview is not "inherently coercive" and that the statement was the result of "free and unconstrained choice". Failure to meet either of these standards renders the statement inadmissible.
  1. Inherent coercion includes, but is not limited to:
    - a. Physical abuse or the threat of such abuse.
    - b. Extended period of interrogation without a break.
    - c. Extended period of interrogation without a restroom break, food, or water.
    - d. Unwillingness to permit the accused access to an attorney, family or friends, especially when an individual has made some effort to make contact.



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- e. Severe physical conditions under which the accused is interrogated.
- 2 A statement may be ruled inadmissible under the "Free and Unconstrained Choice Doctrine" when the interrogation practices overpower the accused

ability to act in a self-determined matter. Circumstances and actions which may violate this doctrine include, but are not limited to:

- a. Failure to notify the accused of the charge(s).
- b. Age, intelligence, experience of the accused.
- c. Physical condition of the accused.
- d. Overt force, physical abuse, use of weapons, number of officers present.
- e. Threats and psychological pressure.
- f. Deprivations of food, sleep, medication.
- g. Isolation or secluded interrogations.
- h. Duration of questioning.
- i. Use of trickery, ruse, or deception.
- j. Failure to advise the accused of their rights.
- k. Promises of leniency or other inducements.

It must be noted that the presence of any one or more these factors will not necessarily make a statement involuntary. Rather, the court will examine the "totality of circumstances" at the time the statement was made.

### **WARNING AND WAIVER OF RIGHTS**

Warning of Rights (Miranda): The decision of the Supreme Court concerning the Miranda rights requires that, after a person is taken into custody for an offense and prior to any questioning by law enforcement officers, if there is any intent whatsoever to use that person's statement in court, Miranda Rights and Waiver apply. Additionally, when a person is being interviewed in connection with a criminal investigation, even though that person might not be in custody (under arrest), and criminal involvement becomes apparent, stop the interview and comply with Miranda and Waiver.

The language for the proper warning of rights and waiver contained



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on the department's *Waiver of Rights* form is as follows:

### **Warning**

You have the right to remain silent.

Anything you say can and will be used against you in court.

You have the right to talk to a lawyer for advice before we ask you any questions and to have him with you during questioning.

If you cannot afford a lawyer, one will be appointed for you before questioning if you wish.

If you decide to answer questions now without a lawyer present, you will have the right to stop answering at any time. You also have the right to stop answering at any time until you talk to a lawyer.

### **Waiver**

I have read or have had read to me, this statement of my rights and I understand what my rights are. I am willing to make a statement and answer questions. I do not want a lawyer at this time. I understand and know what I am doing. No promises or threats have been made to me and no pressure or threat of any kind has been made against me.

Every precaution shall be taken to ensure the accused understands the warning and freely decides to answer questions. The state must prove these two elements exist before an admission statement is admissible in court. A suspect or an accused person who remains silent after receiving warnings has not agreed to be questioned. When possible, a signed waiver witnessed by two (2) officers, will be obtained.

### **REQUESTS FOR A LAWYER BY AN ACCUSED**

If, at any point, the accused requests to speak with an attorney, all questioning must cease. Questioning by police officers related to the offense(s) may not be resumed unless the accused initiates the questioning by requesting to speak with the officer. The officer must fully document any offer by the accused to speak with officers after invoking the right to counsel. Only routine, administrative questions not related to the offense(s) may be asked after the accused has invoked his/her right to counsel. However, if the accused states clearly and unequivocally that he/she does not want a lawyer, questioning may continue. Documentation of this is essential.

The following are examples of equivocal requests for a lawyer:



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Accused: "I guess I'm going to see a lawyer  
sometime." Accused: "When do you think I'll get to  
see a lawyer?" Accused: "My wife informed me to  
go and get a lawyer."

Officer Response: "Do you want a lawyer now?"

Only if the accused answers clearly indicating that he/she does not want a lawyer will questioning continue concerning the crime.

### **TAPED INTERVIEW/CONFESSIONS**

Whenever possible, any statement made by the accused should be recorded on either audio or video tape. The recording should include the accused waiver of rights at both the beginning and end of the tape. A transcript of all recorded statements will be made and included in the case file. If it is not possible to record the accused statement, the officer must fully document the content of the statement.

Whenever possible, the accused should be asked to sign any written statement in which a confession or admission of guilt is contained.

### **INTERPRETERS**

When there is doubt of a person's ability to use and understand the English language, and the interviewing officer is not qualified in the principle of language of the person being interviewed, any confession made without an interpreter may be excluded in court (applies to the hearing impaired, also). A signed written confession should be sought in all interrogation situations especially when there is a language barrier and/or hearing impairment.

Officers may need to request an interpreter come to his/her location in order to properly interview and/or interrogate individuals. The telephone number, interpreter identification number, time and approximate duration of the interview/interrogation will be noted in the report.

### **SIMILAR CRIMES**

When interrogating subjects, consideration should be given to including questions as any knowledge they may have of unresolved





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cases of a similar type.

### **"DEATH BED" CONFESSIONS**

Officers receiving a "death bed" confession should follow all previous guidelines involving confession and should attempt to tape record the confession with a witness, if possible.



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<b>INV-01</b>	<b>Effective Date:</b> January 2012
<b>Title: Harassment (Including Sexual Harassment)</b>	<b>Review/Revision Date:</b> March 2017
<b>Approved by: Chief John Fields</b>	<b>Location:</b> ASUPD- Field Operations

**POLICY:** The policy of the ASU Police Department is to provide a professional work environment that is free of all forms of employee discrimination and conduct which can be considered harassing, coercive, or disruptive, including incidents of sexual harassment. The purpose of this order is to establish a proper procedure for reporting such instances. Any form of harassment is unacceptable and will be treated as employee misconduct.

**ORGANIZATION:** The Internal Affairs Unit/Detail will be responsible for the coordination of all investigations regarding harassment.

**RESPONSIBILITIES:** Command and supervisory personnel shall be responsible for ensuring that the policies of this order are followed. They will be responsible for taking appropriate actions to stop incidents of harassment and discipline employees who violate this order and for reporting all incidents of harassment to their Commanders.

**PROCEDURES:** All employees of the department are required to follow the rules and procedures outlined in this order. Violations of this policy will be cause for disciplinary action.

No employee will engage in any type of conduct that can be considered harassment based on race, ethnic background, religion or sex, sexual preference, disability, marital status, or age.

The below listed behaviors are unacceptable in the workplace and employees will not engage in them:

- Jokes or innuendoes of a racial, sexual, or religious nature.
- Sexual gestures of any type at any time.
- Any unwelcome activity of a sexual nature. Conduct is unwelcome when the employee did not solicit or invite it, and the employee regarded the conduct as undesirable and/or offensive.
- Any inappropriate or unwelcome touching, pinching, patting, caressing or fondling.
- The possession and/or review of any pornographic or adult materials.

### Reporting Procedures

Any supervisor or commander that witnesses an incident of harassment, whether the employee complains or not, will take immediate actions to remedy the incident and will report the incident to their Commander.

An employee who believes that they have been harassed by a coworker must report the incident to their Commander in writing. If the reported incident is of a minor nature (i.e. jokes,



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inappropriate conversation, etc.) the commander will conduct an inquiry and take any corrective action, discipline or counseling that is appropriate. A report documenting the complaint and the actions taken by the Commander will be sent to the Internal Affairs for review, documentation and filing. A copy will be forwarded to the Chief of Police.

Complaints against a Staff level officer will be taken directly to Chief of Police and Internal Affairs.

Complaints that involve repeated behavior or incidents of hostile work environment, sexual favoritism, "Quid pro Quo," etc., will be reported through channels to the Director of ASU Human Resources Management Once the Police Department becomes aware that an employee has filed a complaint with the aforementioned office or the Equal Employment Opportunity Commission (E.E.O.C.), all internal investigations will cease.

This procedure is in no way intended to prevent an aggrieved employee from pursuing his/her claim to the Board of Regents or the federal district office of the Equal Employment Opportunity Commission.



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<b>INV-02</b>	<b>Effective Date:</b> January 2012
<b>Title: Sexual Battery</b>	<b>Review/Revision Date:</b> March 2017
<b>Approved by: Chief John Fields</b>	<b>Location:</b> ASUPD- Field Operations

**POLICY:** The Sexual Battery Detail will investigate all allegations of sexual battery, lewd and lascivious battery or conduct against students. The Sexual Battery Detail will also manage all department efforts in compliance with statute regarding sexual predators and sexual offenders.

**RESPONSIBILITIES:** The Sexual Battery Detail reviews all sexual batteries, and lewd and lascivious cases. All sexual battery cases, all lewd and lascivious cases involving students are assigned for investigation. The detail will manage any department efforts in compliance with statute regarding sexual predator/offender notifications and tracking.

**PROCEDURES:** Mandatory Notification of Sexual Battery investigators. Sexual Battery investigators will be notified of all sexual battery cases, lewd and lascivious cases involving students. A Detail investigator must be notified of any department contact or arrest of a designated sexual predator or sexual offender.

### **Sexual Battery Cases:**

The greatest degree of professionalism should be displayed in the handling of the victims of sexual assaults with every possible effort being expended to provide assistance and comfort without embarrassment to the victim. Persons alleging sexual assault will be treated as victims, regardless of lifestyle or victimization.

The uniform officer shall determine immediately if the victim is hurt and needs medical attention, and if necessary, arrange transportation to the hospital.

Determine tactfully but briefly if a sexual battery or an attempt took place. Do not question the victim about the exact details of the assault itself. An investigator can do this more expertly at an appropriate time and place. However, first responding officers must be aware of maintaining any potential physical evidence, which may be present on or about the victim.

Notify a Sexual Battery Detail investigator immediately.

If the victim can be questioned, determine all that can be learned about the offender and how to apprehend same.



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Responding officers should preserve the scene of any physical evidence, and attempt to locate witnesses.

**Prohibited:** The victim's name, address or any other identifying characteristics may **not** be published, printed, or broadcast, over any instrument of mass communications, including the police radio. Such information is privileged pursuant to the Georgia Public Records Act.

**2.4.1.8** The Sexual Battery/Child Abuse Unit investigator will make arrangements for the victim to be taken to the Rape Treatment Center. The Sexual Battery Detail investigator will also assist the uniform officer with completing the report. This will eliminate repetitious questioning.

Crime Scene technicians from Albany Police Department will be called to any crime scene, and/or to the medical receiving facility as appropriate.

### **On-Scene Arrest Policy - Sexual Battery, and Lewd and Lascivious Crimes**

It is the policy of the ASU Police Department to make on-scene arrests for felony offenses when probable cause exists and the suspected offender's whereabouts are known; however due to the sensitive nature of sexual battery, and lewd and lascivious cases, uniform units will not make any arrest for these crimes without first consulting with a Sexual Battery Detail investigator or Staff Duty Officer. All such arrested persons will be interviewed by an investigator, unless prevented by the arrestee's physical condition.



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<b>INV-03</b>	<b>Effective Date:</b> January 2012
<b>Title:</b> Sexual Assault Investigation Course of Action –Protocol	<b>Review/Revision Date:</b> March 2017
<b>Approved by:</b> Chief John Fields	<b>Location:</b> ASUPD- Field Operations

**This protocol is in effect as of November 1, 2016. This protocol will be updated as needed based on changes in statues, best practice and approval by the Chief of Police.**

The primary objective of the investigation is to determine the facts from all available evidence, prevent further trauma to the victim, safeguard the community, and protect the rights of all parties, including the following:

- A. Victim{s}
- B. Suspect{s}
- C. Witnesses

**Protocol:** The Sexual Assault Investigator will investigate all allegations of the reported sexual assault. The Sexual Assault Investigator will also manage all department efforts in compliance with statute regarding sexual predators and sexual offenders.

**RESPONSIBILITIES FOR FIRST RESPONDERS:** Once the caller or victim has reported the assault:

- A. RESPOND
- B. Secure the scene of the reported incident,
- C. Take the initial report to determine if a crime has been committed. Determine tactfully but briefly if a sexual assault or an attempt took place. Do not question the victim about the exact details of the assault itself. An investigator can do this more expertly at an appropriate time and place. However, first responding officers must be aware of maintaining any potential physical evidence, which may be present on or about the victim,
- D. First responder shall determine immediately if the victim is hurt and needs medical attention, and if necessary, arrange transportation to the hospital, and
- E. Notify the Primary Sexual Assault Commander and your supervisor.

**NOTE:** Primary Sexual Assault Commander will assign the case only to certified Sexual Assault Investigators if necessary.

- F. Determine all information that can be obtained about the offender and his or her whereabouts.
- G. Have responding officers attempt to locate witnesses and suspect{s} if detailed information is provided.



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H. Collect evidence to include photographing the scene.

### **Role of Sexual Assault Investigator assigned to the case:**

1. Interview the victim(s) with audio and video recording.

Note: If audio and video recording is unavailable, please contact APD to use their interview room. 229-431-2100

2. Reconstruct what happened and establish that a crime occurred;
3. Identify, document and collect evidence of what occurred;
4. Link the victim and the suspect to the scene of the crime;
5. Identify and locate any witnesses; and identify and apprehend the person(s) who committed the crime;
6. Make contact with Title IX coordinator

### **PROCEDURES FOR VICTIM:**

- A. Keep victim calm with professionalism at all times;
- B. Inform {gently} the victim about the process to be examined by the Sexual Assault Nurse Examiner {SANE} at the Lily Pad;
- C. If victim chooses to be examined, contact the Lily Pad or Sexual Assault Center and arrange transportation.

### **Lily Pad or Sexual Assault Center Provides:**

Legal Evidence:

- A. The Lily Pad SANE will obtain the evidence through an interview/assessment and a forensic exam.
- B. The Lily Pad SANE will follow the guidelines of the rape evidence collection kit.
- C. The Lily Pad SANE will follow the chain of custody.
- D. The Lily Pad SANE will work in conjunction with the legal

authorities. Emotional support to the victim:

- A. The Lily Pad will maintain the victim's confidentiality.
- B. The Lily Pad SANE will ensure the Rape Crisis Volunteer/Advocate is present, if desired by the victim.



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- C. The Lily Pad SANE nurse or Sexual Assault Center will encourage the appropriate family/significant other's participation in the victim's plan of care, if victim desires.

### **OUR ROLE:**

#### **Police**

The Law Enforcement officer is responsible for ensuring that the Lily Pad SANE, the Rape Crisis Volunteer, and the detective on call are notified if Law Enforcement is involved in case.

The police official is responsible for the gathering all **non-medical evidence**. After exams, Law Enforcement are responsible for collecting RAPE KIT and other medical evidence, from SANE, for processing/storing.

In accordance with O.C.G.A. 17-5-72, a victim shall have the right to have a forensic medical exam regardless of whether the victim participates in criminal justice system or cooperates with law enforcement in pursuing prosecution of the underlying crime. ***A victim shall not be required to pay directly or indirectly, for the cost of a forensic medical examination.*** The cost of the forensic medical exam shall be billed, processed and paid through Crime Victims Services, effective July 1, 2011. (Assaults occurring prior to this date are billed to Law Enforcement —

#### **Medical**

The Lily Pad SANE is responsible for collecting all medical/ physical evidence, obtaining any pertinent history, taking photographs, maintaining the chain of custody.





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# REPORTING VICTIM OF SEXUAL ASSAULT

### **STATEMENTS:**

This protocol is in effect as of November 1, 2016. This protocol will be updated as needed based on changes in statutes and best practice.

This protocol is implementing several Georgia State Statutes. The Official Code of Georgia (O.C.G.A.

§17-5-72) states that: A victim shall have the right to have a free forensic medical examination regardless of whether the victim participates in the criminal justice system or cooperates with law enforcement in pursuing prosecution of the underlying crime. A victim (patient) "shall not be required to pay, directly or indirectly, for the cost of a forensic medical examination. The cost of a forensic medical examination shall be paid for by the Criminal Justice Coordinating Council, Crime Victims Compensation program". (O.C.G.A. §17-5-72)  
<https://cjcc.georgia.gov/victims-compensation>

The sexual assault forensic examiner is required by law to initiate a report to law enforcement and/or Department of Family and Children Services (DFCS) when the alleged sexual assault victim is 17 years of age or less.

1. The Sexual assault victim, family or friend contacts the sexual assault center, hospital, or law enforcement to report a sexual assault.
2. The Victim is provided a sexual assault victim advocate from the local sexual assault center for support.
3. The Victim wants to report sexual assault to law enforcement and desires to have a sexual assault forensic medical examination completed.
4. The Sexual assault center or Lily Pad contacts the sexual assault forensic examiner or other appropriate medical staff (physician, physician assistant, nurse practitioner) to conduct the sexual assault forensic medical exam.
5. The national guideline from the International Association of Forensic Nurses (IAFN) recommends collection of forensic evidence within 120 hours/5 days. This timeframe may be longer depending on the circumstances of the crime.



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6. The sexual assault forensic examiner will conduct an exam to include the completion of a Sexual Assault Forensic Medical Evidence Collection Kit {Rape Kit}, photographic documentation of any physical findings, and completion of a forensic medical record

7. The Sexual Assault Forensic Examiner shall maintain chain of custody of all forensic evidence until all evidence is turned over to the receiving law enforcement agency (unless other arrangements are made based on a community's protocol or procedure).

8. A victim choosing to report to law enforcement has the right to have evidence collected by law enforcement in a timely manner.

9. Once the victim requests that law enforcement officials be notified, the forensic medical examiner or her/his designee shall notify the appropriate law enforcement agency that evidence has been collected.

10. Law enforcement must take possession of the evidence no later than **96 hours** after being notified.

11. Within **30 days** of taking possession of the evidence, the law enforcement agency must submit it to the Georgia Bureau of Investigation.

12. Law enforcement is responsible for the retrieval and storage of forensic evidence, for not less than 12 months from the date of the forensic medical examination {unless other arrangements are made based on a community's protocol or procedure}.

{O.C.G.A. §17-S-71}

**Preservation of evidence** {a) Except as otherwise provided in subsection {b) of this Code section or Code Section 17-S-55 or 17-S-56, on or after May 12, 2008, the investigating law enforcement agency shall maintain any physical evidence collected as a result of an alleged sexual assault that contains biological material, including, but not limited to, stains, fluids, or hair samples that relate to the identity of the perpetrator of an alleged sexual assault, for **ten years** after the report of the alleged sexual assault.

{b) If the victim does not cooperate with law enforcement in the investigation or prosecution of an alleged sexual assault, the investigating law enforcement agency shall maintain any physical evidence collected as a result of such alleged sexual assault that contains biological material, including, but not limited to, stains, fluids, or hair samples that relate to the identity of the perpetrator of the alleged sexual assault, for not less than **12 months** from the date any such physical evidence is collected.



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13. The sexual assault forensic examiner provides the following information to the reporting victim  
{patient} that includes:

i. "The person performing a forensic medical examination, or his or her designee, shall provide the victim with a written summary of all rights that are guaranteed to him or her under the Crime Victims' Bill of Rights", as provided by the Criminal Justice Coordinating Council.

O.C.G.A §3S-1-2, O.C.G.A §17-17-1 – 17- 17-16

1. Case Record Number,
2. Date and Time of the Forensic Medical Examination,
3. Contact information for the Law Enforcement Agency that will be receiving the forensic evidence, collected for storage purposes (unless other arrangements were made), and
4. name and location of the center/facility where the medical forensic examination was conducted.

**Note** (O.C.G.A. §35-1-2), Georgia's new statute link  
<http://www.legis.ga.gov/legislation/en-US/Display/20152016/SB/304>

The victim can refuse or decline to participate further at any point prior to or during the exam.



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# **NON-REPORTING VICTIM OF SEXUAL ASSAULT**

### **STATEMENTS:**

This protocol is in effect as of September 14, 2016. This protocol will be updated as needed based on changes in statutes and best practice and approval of the Chief of Police.

This protocol is implementing several Georgia State Statutes. The Official Code of Georgia (O.C.G.A.

§17-5-72) states that: A victim shall have the right to have a free forensic medical examination regardless of whether the victim participates in the criminal justice system or cooperates with law enforcement in pursuing prosecution of the underlying crime.

This law provides a medical forensic examination to a victim(s) (patient) of sexual assault **without** reporting to law enforcement.

### **PROCEDURE:**

1. Sexual assault victim (patient), family or friend contacts the Lily Pad, hospital, or law enforcement to report a sexual assault.
2. Victim (patient) is provided a sexual assault victim advocate from the local Lily Pad for support.
3. Victim (patient) does not want to report sexual assault to law enforcement but desires to have a sexual assault forensic medical examination completed.
4. Sexual assault center or hospital contacts the sexual assault forensic examiner or other appropriate medical staff (physician, physician assistant, nurse practitioner) to conduct the sexual assault forensic medical exam.
5. The national guideline from the International Association of Forensic Nurses (IAFN) recommends collection of forensic evidence within 120 hours/5 days. This timeframe may be longer depending on the circumstances of the crime.
6. The sexual assault forensic examiner will conduct an exam to include the completion of a Sexual Assault Forensic Medical Evidence Collection Kit (Rape Kit), photographic documentation of any physical findings, and completion of a forensic medical record. The victim (patient) can refuse or decline to participate further at any point prior to or during the exam. .



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A victim (patient) “shall not be required to pay, directly or indirectly, for the cost of a forensic medical examination. The cost of a forensic medical examination shall be paid for by the Criminal Justice Coordinating Council, Crime Victims Compensation program.” (O.C.G.A. §17-5-72) <https://cjcc.georgia.gov/victims-compensation>

The Sexual Assault Forensic Examiner shall maintain chain of custody of all forensic evidence until all evidence is turned over to the receiving law enforcement agency (unless other arrangements are made based on a community’s protocols or procedures).

Law enforcement is responsible for the retrieval and storage of forensic evidence, for not less than 12 months from the date of the forensic medical examination (unless other arrangements are made based on a community’s protocols or procedures).

(O.C.G.A. §17-5-71)

Preservation of evidence (a) Except as otherwise provided in subsection (b) of this Code section or Code Section 17-5-55 or 17-5-56, on or after May 12, 2008,

(b) If the victim does not cooperate with law enforcement in the investigation or prosecution of an alleged sexual assault, the investigating law enforcement agency shall maintain any physical evidence collected as a result of such alleged sexual assault that contains biological material, including, but not limited to, stains, fluids, or hair samples that relate to the identity of the perpetrator of the alleged sexual assault, for not less than 12 months from the date any such physical evidence is collected.

A Non-Reporting Consent Form must be signed by the victim (patient) stating that the forensic medical records, clothing, and forensic evidence will be turned over to the appropriate law enforcement and held for 12 months.

The sexual assault forensic examiner provides the following information to the non-reporting victim (patient) that includes:

i. “The person performing a forensic medical examination, or her or his designee, shall provide the victim with a written summary of all rights that are guaranteed to him or her under the Crime Victims’ Bill of Rights”, as provided by the Criminal Justice Coordinating Council. O.C.G.A §35-1-2, O.C.G.A §17-17-1 – 17-17-16

### **NON-REPORTING VICTIM OF SEXUAL ASSAULT**

1. Case Record Number,
2. date and Time of the Forensic Medical Examination
3. Contact information for the Law Enforcement Agency that will be the receiving the forensic evidence collected for storage purposes (unless other arrangements were made), and the name and location of the center/facility where the medical forensic examination was conducted.

The victim (patient) is made aware at the time of the exam that the evidence will remain in storage until either the victim (patient) wants to proceed with the case, or 12 months has expired and the evidence may be destroyed.

**The evidence/kit shall not be sent to the state crime lab without the victim’s consent and**



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**their prior approval.** (See exhibit A for Victim's Consent Form)

If a victim (patient) decides that she/he would like to report the crime to law enforcement and have their kit sent to the state crime lab, the victim (patient) must notify the sexual assault center or law enforcement agency that is storing the kit that she/he would like to report the crime to law enforcement and have their evidence including the sexual assault forensic evidence collection kit sent to the state crime lab.

It is recommended that the victim (patient) be contacted every 2 to 3 months regarding the timeframe remaining to file a report.

\* Note (O.C.G.A. §35-1-2), Georgia's new statute link is:

<http://www.legis.ga.gov/legislation/en-US/Display/20152016/SB/304>



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<b>INV-04</b>	<b>Effective Date:</b> January 2012
<b>Title: EYEWITNESS IDENTIFICATION POLICY &amp; PROCEDURES</b>	<b>Review/Revision Date:</b> March 2017
<b>Approved by: Chief John Fields</b>	<b>Location:</b> ASUPD- Field Operations

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for eyewitness identification procedures using photographic lineups, live lineups and showups and prescribes the procedures to be followed when identification of an arrestee is to be sought by use of a live lineup, photo lineup, or showup.

### **II. POLICY**

The ASU Police Department's eyewitness identification procedures reflect best practices in evidence gathering. Law enforcement officials shall adhere to these guidelines to improve the accuracy of eyewitness identifications, and to increase the ability of police and prosecutors to convict the guilty and protect the innocent.

### **III. DEFINITIONS**

*Live lineup*- Live presentation of individuals, before an eyewitness, for the purpose of identifying or eliminating suspects.

*Photo lineup*- Showing photographs to an eyewitness for the purpose of identifying or eliminating suspects.

*Showup*- The presentation of a live person in the field shortly after a crime is committed, to confirm or eliminate him or her as a suspect. Sometimes referred to as a field identification.

*Blind Presentation* – Both the law enforcement official administering the identification procedure and the witness do not know the suspect's identity.

*Blinded Presentation*- The administrator may know who the suspect is, but does not know which lineup member is being viewed by the eyewitness.

*Filler*- A person or photograph of a person, that is included in a line-up or photo array, but who is not a suspect.

*Sequential Lineup* – Persons or photographs are presented one at a time, and the law enforcement official retrieves one before presenting another.



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*Simultaneous Lineup*- Persons or photographs are presented at the same time.

*Confidence Statement*- A statement in the witness's own words taken immediately after an identification is made stating his or her level of certainty in the identification.

### IV. PROCEDURES

The steps below outline the procedures that shall be followed when administering eyewitness identifications. ASU police department shall avoid any suggestive language or behavior regarding the identity of the suspect throughout the entire process.

Sequential lineups and blind administration shall be used whenever possible. However, if blind administration of a live or photographic lineup is not possible, investigators may administer a blinded photographic lineup, as described below. A sequential presentation should never be conducted without a blind or blinded administrator.

#### 1. Obtaining a Description of the Perpetrator.

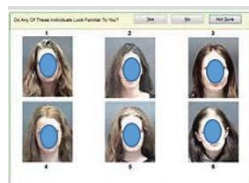
Prior to any lineup, ASU P.O. officer shall record a thorough description of the perpetrator from each eyewitness, taken separately for each eyewitness, in her or her own words.

#### 2. Witness Instructions

Prior to the start of the identification procedure, the officer shall read the witness instructions. Specific instructions for photographic lineups, live lineups, showups and blinded photo lineups are included on the forms in Section V. The witness shall sign the form to indicate that he or she understands the instructions.

#### 3. Photographic Lineup

*Organizing a Photographic Lineup*



- Include only one suspect in each identification procedure, with a minimum of five fillers.
- Fillers shall match the witness's description of the perpetrator in significant features, including any unique or unusual features.
- All photographs shall be contemporary and similar in size. There should be consistency in personal features across all pictures.
- The photographs shall be numbered and placed in individual folders.
- When conducting a single lineup for multiple witnesses, renumber photographs for each witness.
- If the witness has previously viewed a photo lineup in connection with the offense, use different fillers.





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### *Conducting a Photographic Lineup*

- Whenever possible, use the blind administration technique, in which the officer conducting the lineup does not know the suspect's identity. (See "Blinded Administration of Lineup (Folder System)" for use by a law enforcement agency with limited manpower or for use when all members of service in a police agency know the suspect's identity.)



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- Prior to the presentation, read instructions to the witness on the form in Section V, ensuring and documenting that they understand the instructions. Present each photograph to the witness sequentially, with one photograph replacing another, so that no two are presented at the same time.
- After each photograph is presented, ask if the witness recognizes the person. Even if the witness identifies a previous photograph as the suspect, present each photograph in the series.
- At the request of the witness, the law enforcement official may present the photographs one more time. Witnesses shall be allowed to take as much time as needed before moving on.
- If an identification is made, record a statement of confidence on the form in Section V, which shall be signed by the witness.

### **Blinded Administration of Lineup (Folder System): A Photo Lineup Alternative**

The "Folder System" was devised to address concerns surrounding limited resources while allowing for blind administration. Should the investigating officer of a particular case be the only law enforcement personnel available to conduct a photo lineup, the following instructions are recommended:

- Use one suspect photograph that resembles the description of the perpetrator provided by the witness, five filler photographs that match the description, and ten folders (four of the folders will not contain any photos and will serve as 'dummy folders').
- Affix one filler photo to Folder #1 and number the folder.
- The individual administering the lineup shall place the suspect photograph and the other four filler photographs into Folders #2-6 and shuffle the photographs so that he is unaware of which folder the suspect is in, and then number the remaining folders, including Folders #7- 10, which will remain empty (this is done so that the witness does not know when he/she has seen the last photo).
- Prior to the presentation, read instructions to the witness from the form in Section V, ensuring and documenting that they understand the instructions.
- Without looking at the photo in the folder, the administrator is to hand each folder to the witness individually. Each time the witness has viewed a folder, the witness should indicate whether or not this is the person the witness saw and the degree of confidence in this identification, and return the photo to the administrator. The order of the photos should be preserved, in a facedown position, in order to document.
- The administrator should then document and record the results of the procedure, including the order of the folders used.
- If an identification is made, record a statement of confidence on the form in Section V, which shall be signed by the witness.



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### **4. Live Lineups**

#### *Organizing a Live Lineup*

- Determine when a live lineup is appropriate by considering the availability of witnesses and lookalikes.
- Include only one suspect in each identification procedure, with a minimum of four fillers.
- Select fillers who generally fit the witness's description of the suspect. No participant should stand out in the lineup.
- When conducting more than one lineup due to multiple witnesses, consider placing the suspect in different display positions.
- When showing a new suspect, avoid reusing fillers in lineups shown to the same witness.

#### *Conducting a Live Lineup*

- Whenever possible, use the blind administration technique.
- Prior to the presentation, read instructions to the witness from the form in Section V, ensuring and documenting that they understand the instructions.
- Begin with all lineup participants out of view of the witness.
- Present each individual to the witness separately, in a previously determined order, removing those previously shown.
- Present each participant to the witness, even if the witness identifies a previous participant as the suspect. Witnesses may view the lineup a second time if they request to do so.
- Any identifying actions, such as speech, gestures, or other movements, shall be performed by all eyewitness participants.
- If an identification is made, record a statement of confidence on the form in Section V, which shall be signed by the witness.

### **5. Showups**

Consider if a photo lineup can be conducted instead of a showup for: increased control, minimizing observable nervousness, and improved logistics. However, when circumstances require the prompt display of a suspect to the witness, the following guidelines shall be followed.

- Showups shall be conducted only when the suspect is detained within a reasonably short timeframe following the offense.
- The witness shall be transported to the suspect's location, whenever possible.
- Presentations shall be recorded when possible.
- Prior to the presentation, read instructions to the witness from the form in Section V, ensuring and documenting that they understand the instructions.
- Officers shall avoid suggestive words or conduct, such as presenting the suspect in handcuffs, from the backseat of a patrol car, or being physically restrained by police.



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- Separate witnesses to avoid communication among them, and obtain a thorough description of the suspect from each witness separately prior to the showup. A suspect shall only be viewed by one witness at a time, out of the presence and earshot of other witnesses.
- If an identification is made, record a statement of confidence on the form in Section V, which shall be signed by the witness.

### **6. Witness Confidence Statement**

Regardless of the type of identification procedure employed, if an identification is made, the officer shall ask the witness immediately for a statement of confidence in his or her selection in his or her own words. The statement shall be documented by the officer and signed by the eyewitness.

### **7. Documenting the Identification Procedure.**

The identification procedure shall be carefully documented. The preferred method of documenting the identification procedure is a video record with audio. Documentation, which shall be treated as evidence, shall include the following:

- Name of the administrator and eyewitness.
- Date and time of the identification procedure.
- Whether the administrator was blind, blinded, or non-blind. Law enforcement officials shall provide a written justification for using a live or photographic presentation other than a double-blind sequential presentation.
- Names and sources of fillers used in photo and live lineups.
- In a photo or live lineup, any eyewitness identification of a filler.
- All identification and non-identification results obtained during the procedure, including witness confidence statements, signed by the witness.
- If a photo lineup is developed electronically, the lineup shall be printed for documentation.

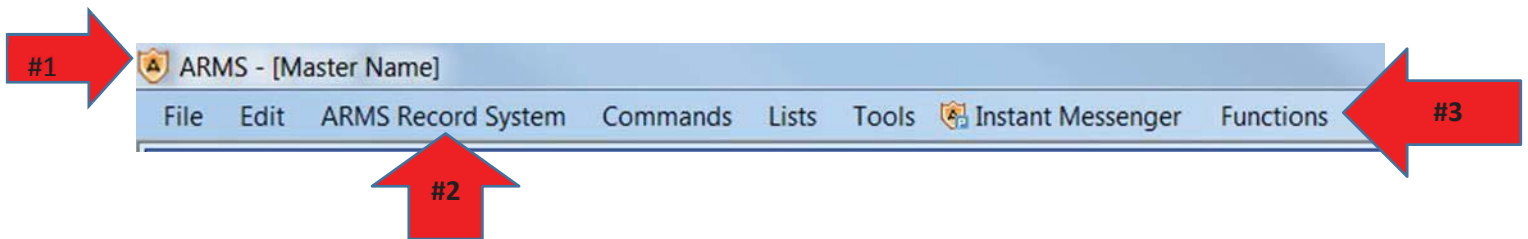
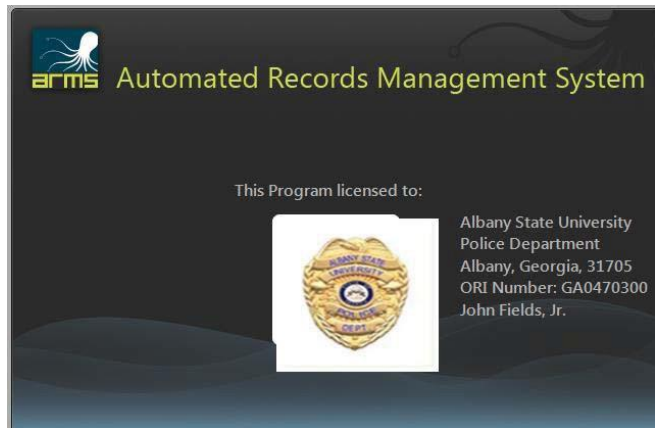


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Log into ARMS



Create Line up: Choose multiple or one per page. SEE Below





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Describe the suspect: SEE Below

A screenshot of a "Describe Suspect Search" dialog box. A blue arrow points to the "Begin" button. The form contains the following fields:

Ht	5	2	Will find +/-	2	inches
Wt	130		Will find +/-	15	lbs
Sex	FEMALE				
Age	22		Will find +/-	3	yrs
Race	Black				
Hair	Black				
Eye	Brown				
<input checked="" type="checkbox"/> Create a Photo Line Up ?					



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### V. FORMS

#### Eyewitness Identification Form: **Photo Lineup**

Case Number: \_  
Law Enforcement Official Name: \_  
Date and Time of Presentation: \_  
Witness Name:  
Attorney Name & P-Number, if present: \_

#### **INSTRUCTIONS** *(read by law enforcement official to witness)*

In a moment I'm going to show you some photographs. A photograph of the person who is involved in the crime may or may not be among them. You will be shown all of the photographs and you may take your time looking at them.

You should not feel compelled to make an identification. The police department will continue to investigate the incident whether or not you select someone.

If you pick a photograph, I'm going to ask you to explain why you picked that photograph and to describe how confident you are in your selection.

Do you understand these instructions? \_

#### **WITNESS STATEMENT** *(written by law enforcement official)*

Witness picked photograph number:

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I, \_\_\_\_\_, affirm that I read or was read the instructions above, that

I understand the instructions, and that the statement written by the law enforcement official accurately reflects what I said.

Finally, I understand that I should not talk to other people about the photos or tell them which photo I picked, if any.

Signature of Witness \_\_\_\_\_



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### Eyewitness Identification Form: **Live Lineup**

Case Number: \_  
Law Enforcement Official Name: \_  
Date and Time of Presentation: \_  
Witness Name: \_  
Attorney Name & P-Number: \_

#### **INSTRUCTIONS** *(read by law enforcement official to witness)*

In a moment I'm going to present a series of individuals to you. A person who is involved in the crime may or may not be among them. You will be shown all of the individuals and you may take your time looking at them.

You should not feel compelled to make an identification. The police department will continue the investigation whether or not you select someone.

If you make an identification, I'm going to ask you to explain why you picked that individual and to describe how confident you are in your selection.

Please do not ask questions about the person you have selected because we cannot share that information with you at this time. Since this is an ongoing investigation, you should not discuss the identification procedures or the results with other people.

Do you understand these instructions?

#### **WITNESS STATEMENT** *(written by law enforcement official)*

Witness picked individual number:

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I, \_\_\_\_\_, affirm that I read or was read the instructions above, that





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I understand the instructions, and that the statement written by the law enforcement official accurately reflects what I said.

Finally, I understand that I should not talk to other people about the photos or tell them which photo I picked, if any.

Signature of Witness\_



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### Eyewitness Identification Form: **Showup**

Case Number: \_  
Law Enforcement Official Name: \_  
Date and Time of Presentation: \_  
Witness Name: \_  
Attorney Name & P-Number: \_

#### **INSTRUCTIONS** *(read by law enforcement official to witness)*

You will be asked to view some individuals. A person who is involved in the crime may or may not be among them.

You should not feel compelled to make an identification. The police department will continue the investigation whether or not you select someone.

If you make an identification, I'm going to ask you to explain why you picked that individual and to describe how confident you are in your selection.

Please do not ask questions about the person you have selected because we cannot share that information with you at this time. Since this is an ongoing investigation, you should not discuss the identification procedures or the results with other people.

Do you understand these instructions? \_

#### **WITNESS STATEMENT** *(written by law enforcement official)*

Witness picked individual: Yes/No

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I, \_\_\_\_\_, affirm that I read or was read the instructions above, that I understand



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I understand the instructions, and that the statement written by the law enforcement official accurately reflects what I said.

Finally, I understand that I should not talk to other people about the photos or tell them which photo I picked, if any.

Signature of Witness \_\_\_\_\_



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### Eyewitness Identification Form: **Folder Method**

Case Number:  
Law Enforcement Official Name: \_  
Date and Time of Presentation: \_  
Witness Name: \_  
Attorney Name & P-Number, if present: \_

#### **INSTRUCTIONS** *(read by law enforcement official to witness)*

In a moment I'm going to present you with folders that contain a series of photographs. A photograph of the person who is involved in the crime may or may not be among them. You will be shown all of the photographs and you may take your time looking at them. Some of the folders may be empty.

You should not feel compelled to make an identification. The police department will continue to investigate the incident whether or not you select someone.

If you pick a photograph, I'm going to ask you to explain why you picked that photograph and to describe how confident you are in your selection.

Do you understand these instructions? \_

#### **WITNESS STATEMENT** *(written by law enforcement official)*

Witness picked photograph number:

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I, \_\_\_\_\_, affirm that I read or was read the instructions above, that

I understand the instructions, and that the statement written by the law enforcement official accurately reflects what I said.

Finally, I understand that I should not talk to other people about the photos or tell them which photo I picked, if any.

Signature of Witness\_



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<b>INV - 05</b>	<b>Effective Date:</b> June 2017
<b>Title:</b> Domestic/Family Violence	<b>Review/Revision Date:</b>
<b>Location:</b> ASUPD	

### **PURPOSE**

- A. The principle purpose of this protocol is to establish guidelines and procedures to be followed by police officers and other personnel involved in the police response to domestic calls.
- B. Other purposes and goals of this protocol are:
  - 1. To reduce the incidence and severity of domestic violence by establishing arrest and prosecution, rather than mediation, as the preferred means of police response to domestic violence.
  - 2. To afford maximum protection and support to victims of domestic violence through a coordinated program of law enforcement, victim assistance, and referrals/available resources.
  - 3. To ensure that law enforcement services are as available in domestic violence cases as they are in other criminal cases.
  - 4. To reaffirm the police officer's authority and responsibility to make arrest decisions in accordance with established probable cause standards.
  - 5. To promote officer safety by ensuring that officers are as fully prepared as possible to respond to domestic calls.
  - 6. To help reduce police resources consumed in responding to domestic violence by reducing the number of police interventions required by any particular household.

### **II. POLICY**

Domestic violence is a crime that differs from other crime because of the intimate relationship between the victim and the accused. Notwithstanding that difference, police should respond to domestic violence as they would respond to any crime. Officers should arrest and pursue criminal remedies appropriate to the crime that the officers have probable cause to believe the accused has committed. In recognition of the difference between domestic violence and other crimes, however, police also should provide victims with special assistance, including efforts to ensure that victims are informed of services available to victims of domestic violence. Officers shall not base their decision of whether to arrest and charge the person on specific consent of the victim or on a request by the victim solely, or on consideration of the relationship of the parties. No officer investigating an incident of family violence shall threaten, suggest, or otherwise indicate the arrest of all parties for the purpose of discouraging requests for law enforcement intervention.

### III. SCOPE

- A. This protocol applies to any call to police reporting a disturbance between persons in a “covered relationship” to each other.
- B. “Covered relationships” include - Past or present spouses, parents and children, stepparents and stepchildren, foster parents and foster children, parents of same child/children, or any persons who now live or ever lived in the same household.

### IV. DISPATCH

- A. Dispatchers should dispatch domestic calls in the same manner as any other call for police assistance, in accordance with the priority prescribed by generally applicable department procedures. Whenever possible, the dispatcher should assign a back-up unit.
- B. The dispatcher receiving a domestic call should attempt to elicit from the caller as much information as time and the exigencies of the reported incident allow. The following information should be relayed to the responding officer:
  - 1. The nature of the incident
  - 2. The address of the incident, including the apartment number or the name of the business, as appropriate
  - 3. Whether weapons are involved
  - 4. Whether children are at the scene
  - 5. Whether the suspect is present and, if not, the suspect’s description, direction of flight, and mode of travel
  - 6. Whether an ambulance is needed, and
  - 7. A telephone number where the caller can be called back.
- C. If the caller is the victim, the dispatcher should attempt to keep the caller on the telephone as long as possible and should tell the caller that help is on the way and when the caller can expect the police to arrive.
- D. If the caller is a witness to a domestic incident in progress, the dispatcher should relay ongoing information provided by the caller to the responding officer.
- E. The dispatcher should check department records that indicate whether the parties involved in the incident have been previously involved in a domestic dispute or that indicate whether a special condition of bond is in effect and relay any relevant information to the responding officer.

### V. INITIAL POLICE RESPONSE

- A. Approaching the scene:
  - 1. The responding officer should approach the scene of a domestic dispute as one of high risk. If possible, two officers respond to a domestic call.
  - 2. The officer should obtain all available information from the dispatcher before arriving at the scene and notify the dispatcher upon arrival.
  - 3. The officer should not park directly in front of the residence/scene of the disturbance. The officer should be alert for assailants leaving the scene and employment of weapons from doors, windows, or nearby vehicles.
- B. Initial contact with occupants:

1. The responding officer should identify self as a police officer, explain presence, and request entry into the home. The officer should ask to see the person who is the subject of the call. If the person who called the police is someone other than the subject of the call, the officer should not reveal the caller's name.
  2. The officer may enter and conduct a search of premises if consent has been given to do so.
  3. If entry is refused, the officer should be persistent about seeing and speaking alone with the subject of the call. If access to the subject is refused, the officer should request the dispatcher to contact the caller, if he/she was the subject of the call. If access is still refused, the officer must decide whether to leave, remain and observe, or force entry. If the officer leaves the scene, he should drive by and observe frequently. If the officer remains to observe, he should move to public property (the street) and observe the premises. In some circumstances, forced entry will be necessary and appropriate.
- C. Once inside, the responding officer should establish control by:
1. Identifying potential weapons in his surroundings.
  2. Separating the victim and the assailant.
  3. Assessing injuries, administering first aid and/or activating emergency medical services.
  4. Restraining the assailant if necessary, and removing the assailant to the patrol car if immediate arrest is warranted.
  5. Identifying all occupants/witnesses on the premises.
  6. Separating occupants/witnesses from the victim and accused and keeping them out of hearing range (to avoid compromising the witness status);
  7. Inquiring about the nature of the dispute.
- D. On-scene investigation:
1. The responding officer should interview the victim and the assailant as fully as the circumstances allow. The officer should be alert to possible incriminating statements.
  2. The officer should ensure the victim's safety and privacy by interviewing the victim in an area apart from the assailant, witnesses, and bystanders. In questioning the victim, the officer should use supportive interview techniques. The officer should ask the victim about previous domestic incidents, type, frequency, and severity. The officer should not tell the victim what action he intends to take until all available information has been collected.
  3. If the accused is "in custody" prior to the interview, the accused must be given Miranda warnings before any questioning takes place. If the accused has fled the scene, the officer should solicit information as to the possible whereabouts of the accused (place of employment, relatives, friends, type of vehicle, etc.).
  4. If the dispatcher has not advised the officer of a special condition bond or other order, the officer should ask the victim whether there is such an order and, if so the victim can produce a copy if a copy has been filed with the Dougherty County Sheriff's office to determine the existence and effective period of such order. The officer should note carefully the restrictions imposed by the order so the officer may determine whether there is probable cause to believe that the order has been violated.



5. The officer should interview witnesses full and as soon as circumstances allow. If witnesses provide information about prior incidents, the officer should document such incidents to establish a pattern.
6. Children should be interviewed at the Sunshine Center/Open Arms. The Sunshine Center, a Child Advocacy Program, has trained forensic interviewers available for an open disclosure interview with the child. The interview will be recorded on tape and should be preserved in a manner that will make it most likely admissible in court. The original video tape shall be secured and handled as evidence.
7. The officer should collect and preserve all physical evidence reasonably necessary to support prosecution, including evidence substantiating the victim's injuries, evidentiary articles that substantiate the attack (weapons, torn clothing, etc.), and evidence recording the crime scene. The officer should ensure that photographs are taken of visible injuries on the victim and of the crime scene.
8. The officer should encourage the victim to seek an emergency room examination. The officer should inquire about injuries sustained by the victim that are concealed by clothing or make-up that are otherwise not readily apparent. Because bruises may not appear for several days after an assault, the officer should advise the victim to contact the police for photographs if injuries appear later. The officer should revisit the victim if there is reason to suspect that such evidence of injury may appear later.
9. All physical evidence should be collected, noted in reports and vouched as in other criminal investigations. The condition of the scene and victim will be documented in the reports (torn clothing, broken items, etc.).

## **VI. THE ARREST DECISION**

- A. The responding officer should arrest the assailant whenever an arrest is authorized. If the officer decides not to arrest, he must include in his report of the incident a detailed explanation of the reasons why an arrest was not made.
- B. According to the Official Code of Georgia Annotated, Title 17-4-20, an arrest may be made under the following circumstances:
  1. If the offense is committed within his presence or immediate knowledge.
  2. If the offender is endeavoring to escape.
  3. If the officer has probable cause to believe that an act of family violence, as defined in code section 19-13-1 has been committed. Family violence defined: as used in this article the term "Family Violence" means the occurrence of one or more of the following acts between past or present spouses, parents, and children, stepparents and stepchildren, foster parents and foster children, parents of same children, or persons now living or persons formerly living in the same household.
    - a. Any felony; or
    - b. Commissions of offenses of battery, assault, criminal damage to property, unlawful restraint, or criminal trespass. The term "Family Violence" shall not be deemed to include reasonable discipline administered by a parent to a child in the form of corporal punishment, restraint or detention.
    - c. For other cause there is likely to be a failure of justice for want of a judicial

officer to issue a warrant.

d. In all of these cases it is necessary to first either have a warrant or have probable cause.

C. The officer should not consider the following in making the arrest decision:

1. The marital status of the parties.
2. The ownership or tenancy right of either party.
3. Verbal assurances that the violence will stop.
4. A claim by the accused that victim provoked/perpetuated the violence.
5. Denial by either party that the abuse occurred when there is evidence of domestic violence.
6. Speculation that the victim will not follow through or cooperate with criminal prosecution.
7. The disposition of any previous police calls involving the same victim or accused.
8. Speculation that the arrest may not lead to prosecution.
9. The existence, or not, of a Special Conditions of Bond or other order (except in so far as the violation of such order might justify an arrest).
10. The victim's emotional state.
11. Concern about reprisals/retaliation against the victim.
12. Adverse financial consequences that might result from the arrest.
13. That the incident occurred in a private place.
14. The racial, social, economic, cultural, political, professional position, or the sexual orientation of either the victim, or the accused.

D. It is the officer's responsibility to decide whether an arrest should be made. The officer, therefore, should not consider the victim's opposition to arrest and should emphasize to the victim, and to the accused as well, that the criminal action initiated is the action of the State of Georgia, not the action of the victim.

E. If the officer arrests for the commission of a crime, the officer should confiscate all weapons used or threatened to be used in the commission of the crime, and such weapons should be held as evidence for prosecution.

## VII. EFFECTUATING THE ARREST

A. The responding officer should take the accused into custody as soon as the officer determines that a warrantless arrest is appropriate. If the suspect has fled the scene, the officer should initiate procedures to pursue and apprehend the accused as promptly as possible. In domestic violence cases, the risk is high that the accused will return to the victim's residence/incident location. If a warrant is necessary the officer should obtain/execute the warrant as soon as practical.

B. When the accused is a juvenile (under the age of 17), the provisions of this protocol shall be fully applicable, except that the arrest should be effectuated and the juvenile processed pursuant to the Juvenile code.

C. Domestic disturbances involving prominent citizens, public officials, or police officer may present particular difficulties for the responding officer. In such circumstances, the responding officer should request a supervisor, preferably, of a higher rank than the accused, come to the scene. The responding officer should take whatever action necessary to protect the victim and detain the assailant, while awaiting the arrival of the supervisor. When there is probable cause to believe that the accused has committed a crime, the procedure followed should be the same as it would be in any other domestic incident.

**VIII. PROCEDURE WHEN ARREST IS NOT AUTHORIZED OR, IF AUTHORIZED, NOT MADE**

- A. If arrest is not authorized because of the absence of probable cause to believe a crime has been committed, or if arrest is authorized by not made (for reasons to be detailed in an incident report), the officer should:
1. Explain to the victim the reason that an arrest is not being made.
  2. Advise the victim of procedures for filing a private criminal complaint;
  3. Encourage the victim to contact the Domestic Violence Crisis Response Team for information regarding counseling and other available services.
- B. The officer should not become involved in the disposition of personal property, ownership of which is in dispute. In the absence of a warrant or probable cause to believe a crime has occurred, the officer should remain neutral and be concerned primarily with maintaining the peace and safety of those present.

**IX. OTHER ON THE SCENE ASSISTANCE TO VICTIMS AND DEPENDENTS**

The primary responsibility for providing assistance to a victim or witness will be the first responder to the scene. At the point of initial contact with the victim or witness of a crime, and after emergency assistance has been rendered, the initial responding officer shall render the following services in addition to other normal investigative routines:

1. Give information to the victim/witness about applicable rights and services (e.g. counseling, medical attention, compensation programs, emergency financial assistance, victim advocacy, etc.) and the phone number of the County Victim Assistance Program.
2. Advise the victim/witness about what to do if the suspect or the suspect's companions or family threatens or otherwise intimidates him or her.
3. Inform the victim/witness of the case number (if known by the officer) and subsequent steps in the processing of the case.
4. Provide the telephone number and name of the investigator (if known by the officer) and telephone numbers that the victim/witness can call to report additional information about the case or to receive information about the status of the case (status of the case refers to open, suspended, inactive, or closed).

**X. PROCESSING THE ACCUSED**

- A. A person arrested without a warrant should be charged with any crime properly charged as a result of the incident (i.e. simple assault, simple battery, aggravated assault, etc.). If a person violates a Special Condition of Bond or other order, then he should be charged with any other crime as in accordance with said bond (i.e. criminal trespass, criminal damage to property, etc.). No arrest if there are no other crimes committed. A report of Domestic Violence unfounded should be made to be forwarded to the DA's office for possible Bond Revocation Hearing.
- B. Contact should be made with the victim within 72 hours following the incident to determine whether prior violence or intimidation has occurred. If such acts have occurred, a designated officer should investigate the incident, proceeding in accordance with provisions of this protocol.

- C. If an arrest is made, an arrest warrant obtained, or no arrest, the officer shall re-contact victim/witness within ten (10) days of the initiation of an investigation and periodically thereafter by the investigating officer whenever, in the opinion of the investigating officer, a supervisor, or the Chief of Police, the impact of the crime has been unusually severe upon a victim/witness. The purpose of this contact is to determine if needs are met and/or additional assistance is needed.
1. An investigating officer shall explain to the victim/witness the procedures involved in the prosecution of their cases and their role in those procedures. Caution should be used to explain in such a manner as not to endanger the successful prosecution of the case.
  2. Scheduling line-ups, interviews and other required appearances should be that the convenience of the victim/witness whenever feasible. Factors, which should be considered in this scheduling, include the physical, financial and emotional well-being of the victim/witness. If necessary, the Albany State University Police Department will provide transportation to and from the police station for the victim/witness.
  3. Whenever possible, victim/witness property taken as evidence by the department will be promptly returned (with the exception of contraband, disputed property, and weapons used in the course of crime). Officer should consult with the prosecutor and Georgia Revised Code whenever questions of law or rules of evidence are in doubt.
  4. Whenever there is a traumatic incident such as a rape, child abuse, sexual assault, or other incident which requires more than the average amount of victim/witness assistance, the victim/witness should be advised of the services of a victim advocate such as the VICTIM ASSISTANCE at 438-3985 to assist them during the follow-up investigation.
- D. If the victim does not speak English, the officer should arrange for translation of the foregoing notices and advice.
- E. In circumstances in which it is necessary for the victim to temporarily leave the residence, the officer should offer the victim assistance in locating lodging with family, friends, in public accommodations, or at a domestic violence shelter.
- F. The officer, upon request of the victim, should help arrange transportation to emergency housing or a medical facility.
- G. When a victim of domestic violence is elderly (60 or over) and the accused is the sole caretaker, and an arrest is indicated, or when the victim of domestic violence is the sole caretaker of a physically dependent elder and the victim can no longer provide care (i.e., when victim is hospitalized), the responding officer should determine whether the elder is physically endangered, either as a result of the abuse, a pre-existing medical condition, or the removal of a caretaker. If the elder is physically endangered and mentally alert, the officer should ask the elder for the name of a relative or friend who can be contacted immediately to assist.
- H. Child victims and dependents:
1. When the victim if abuse is a minor child, the investigating officer should arrest the assailant upon probable cause to believe that a crime has been committed. A report will be made to the Department of Family and Children Services. If the child is physically injured, arrangements should be made for transportation to a medical facility and the officer should provide victim notification, as described in this protocol,

to an adult caretaker of the child who is not the perpetrator of the abuse.

2. If the accused is arrested and is the sole caretaker of a child and or if the victim is the sole caretaker of a child and can no longer provide care (for example the victim is hospitalized), the officer should determine where there is a responsible relative who can care for the child and, if so, that relative should be contacted and the officer should wait for the relative's arrival. If no responsible relative can be located, the officer should take procedures necessary for placement of the child in a foster home.

**XII. WRITTEN REPORT AND DATA COLLECTION** - A written report clearly identified as "Domestic Violence" must be completed by the responding officer(s) to any call covered by this protocol. The report should include the following information:

1. Names, addresses, and telephone numbers of the victim, the accused, any witnesses, and the caller.
2. A second permanent address and telephone number for the victim (such as a close family member or friend).
3. A statement of the relationship between the victim and the accused.
4. A narrative of the incident (including the date, time, and whether the accused appeared intoxicated or under the influence of a controlled substance).
5. What, if any, weapons were used or threatened to be used.
6. A description of any injuries observed by the officer.
7. A description of any injuries described by the victim but not observed by the officer and an indication that the injury was not observed.
8. Documentation of any evidence that would tend to establish that a crime has been committed.
9. An indication of what arrest decision has been made; a warrantless arrest; an arrest with a warrant; no arrest.

\_\_\_\_\_  
John Fields, Jr.  
Chief of Police

Effective Date: \_\_\_\_\_



# *Albany State University Police Department*

## *Standard Operating Procedures*

Chief of Police  
John Fields Jr.

<b>INV - 06</b>	<b>Effective Date:</b> June 2017
<b>Title:</b> Domestic Violence, Sworn Officer	<b>Review/Revision Date:</b>
<b>Location:</b> ASUPD	

### **I. PURPOSE**

This policy acknowledges that some police officers commit domestic violence against their intimate partners. The purpose of this policy is to establish procedures for handling matters of domestic violence and abuse involving police officers. This policy will provide the Albany State University Police Department guidance in addressing incidents where at least one party to a possible domestic violence incident is a sworn officer, of any rank in the department.

### **II. SCOPE**

This policy shall apply to all sworn members of the Albany State University Police Department.

### **III. POLICY**

The policy takes a continuum approach, seeking first to educate at all phases of an officer's career, then prevent, or interdict, domestic violence situations early on in order to reduce victimization of the partner and increase the chances of officer career stability.

Where incidents of domestic violence are alleged to have occurred, the department will act quickly to protect the victim, arrest the perpetrator, and conduct parallel administrative and criminal investigations.

This policy delineates a position by the department of **ZERO TOLERANCE** of domestic violence. An officer found guilty of domestic violence, either through criminal court or an administrative hearing, shall have police powers revoked.

Once implemented, the policy will apply to past convictions, existing, and future police officer domestic violence crimes.

### **IV. DEFINITIONS – Domestic/Family Violence, OCGA 19-13-1**

“Family Violence” means the occurrence of one or more of the following acts between

past or present spouses, parents and children, stepparents and stepchildren, foster parents and foster children, parents of the same children, or persons now living or persons formerly living in the same household:

- a. Any felony; or
- b. Commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

The term "Family Violence" shall not be deemed to include reasonable discipline administered by a parent to a child in the form of corporal punishment, restraint or detention.

## **I. PROCEDURES**

This policy applies to past convictions for domestic violence, as well as existing and future offenses. In the process of adopting this policy of zero tolerance, the Albany State University Police Department must review the records of all officers to ensure they are free of domestic violence convictions. Federal law prohibits police officers who have been convicted of misdemeanor domestic violence crimes from possessing a firearm.

### **A. Preventing, Education, and Training**

The department will adhere to a zero tolerance policy towards police officer domestic violence and violations of the policy will not be tolerated. The department will provide training to officers on domestic violence and the zero tolerance policy throughout all phases of the police officer's career.

#### **1. Prevention Through Collaboration**

- a. The department shall collaborate with local domestic violence victim advocacy organizations, coordinating councils, and state domestic violence coalitions in the development of domestic violence training curricula and shall use local advocates in the training of officers.
- b. The department shall collaborate with local and national law enforcement agencies that have already implemented domestic violence training. The information gathered can serve as a guideline for the development of domestic violence training curricula, and experienced officers from these jurisdictions can assist in training within the department.
- c. The department shall provide copies of all departmental protocols and policies on domestic violence to local domestic violence victim advocacy organizations.

- d. The department shall provide training where requested to local domestic violence victim advocacy organizations on the department's domestic violence policies and protocols.

1. Education

- a. Upon implementation of the policy, all Recruits, Officers, Field Training Officers, Supervisors, and Administrative Command shall receive instruction on the following:

General Domestic Violence Training (include cultural, racial, gender, and same sex issues)

Domestic Violence Dynamics, Tactics and Behavior Patterns

Cultural Dynamics and Barriers to Assistance/Intervention Stalking Tactics and Behavior

Recognition of Warning Signs of Domestic Violence by Police Officers

Domestic Violence Response Protocol Command Notification and Reporting Procedures

General Domestic Violence Investigation/Evidence Collection

Officer Safety

Victim Rights and Safety Confidentiality Issues, Ethical Considerations, Criminal and Civil Liability, Lethality Assessment, and Safety Planning Working with Advocates Collaboration and Assistance

Weapons Removal and Seizure

Legal Issues

Cross Jurisdictional Policies and Protocol

Intra/Interstate Enforcement of Protective Orders

Federal Stalking, Domestic Violence, Immigration and Gun Control Laws.

- b. Additional Administrative Command/Supervisor Training related to domestic violence should address the following:

Departmental Legal Consideration and Liability

Media and Public Relations



## Criminal versus Administrative Investigations

### Conducting Lethality/Dangerousness Assessments

#### 1. Training

- a. In Service Training – The department shall select a series of effective and concise materials on domestic violence for routing dissemination to all personnel. Periodic in-service training on domestic violence and stalking shall be held to review policies and discuss their implementation.
- b. Roll Call Training – Officers shall receive regular instruction about domestic violence and stalking during roll call.

#### B. Early Warning and Intervention

##### 1. Pre-Hire Screening and Investigation

- a. The Albany State University Police Department shall conduct thorough background investigations of all potential new employees to determine if elder abuse, child abuse, and/or domestic violence issues exist.
- b. All candidates shall be asked about past arrests or convictions for elder abuse, child abuse, and/or domestic violence related incidents and past civil protection orders.
- c. Those candidates with a history of perpetrating elder abuse, child abuse or domestic violence shall be screened out at this point in the hiring process.

##### 1. Post Conditional Offer of Employment

- a. The Albany State University Police Department shall require a psychological examination of all viable candidates to be performed by an experienced psychologist and/or psychiatrist.
- b. The psychological screening will focus on indicators of violent or abusive tendencies or behaviors in their background.

1. Post Hire Intervention – When new officers are hired, the Albany State University Police Department will offer training that includes families or the recruits to discuss this policy and other issues. Families shall be instructed on whom to call in the department if problems occur.

## 2. Department Responsibilities

- a. The department shall either in response to observed warning signs or at the request of an officer provide non-punitive avenues of assistance to officers, their partners, and other family members before an act of domestic violence occurs.
- b. The department shall identify a procedure for making confidential referrals to confidential counseling services either internally or in collaboration with existing community services.

**Officers who disclose to any member of the department that they have personally engaged in domestic violence are NOT ENTITLED to confidentiality. The report of such criminal conduct must be treated as an admission of a crime and shall be investigated both criminally and administratively.**

## 1. Supervisor Responsibilities

- a. Demonstration of inappropriate behaviors while doing police business shall be documented. These behaviors include the following, but not limited to: inappropriate surveillances, high incidents of altercations, injuries, or verbal disputes.
  1. Supervisors shall maintain close supervision of officers whose behavior is inconsistent with acceptable standards for on duty problem resolution.
  2. Supervisors shall monitor frequent tardiness/absences.
  3. Supervisors shall proactively inquire about all on or off duty officer injuries.
  4. Supervisors shall immediately make their ranking supervisor aware of any and all such behaviors.
- a. Supervisors shall be cognizant of and document all behavior, on or off duty, where officers may be exhibiting signs of possible domestic violence related problems; including increased use of force during arrests, alcohol and/or drug abuse, increase in controlling behaviors, stalking activity, citizen and fellow officer complaints of unwarranted aggression and verbal abuse, and inappropriate aggression toward animals.

1. Supervisors shall immediately make their ranking supervisor aware of any and all such behavior.
  2. The Chief shall be informed of such circumstances in a timely manner through the department's chain of command.
  3. Supervisors shall prepare and submit written request for evaluating an officer's mental and physical well-being by suitable professionals when behavior or circumstances deem appropriate.
4. Police Officer Responsibilities
- a. Officers are encouraged/entitled to seek confidential assistance from the department to prevent a problem from escalating to the level of criminal conduct against an intimate partner.
  - b. Officers with definitive knowledge of abuse and/or violence involving fellow officers must report such information in a timely manner to a supervisor. Failure to do so will subject the officer to investigation, disciplinary action, and/or criminal charges.
  - c. All officers shall be aware of possible witness or victim intimidation/coercion. Whenever an officer suspects this is occurring, he/she shall prepare a written report and immediately deliver it to the investigator in charge of the case through the proper chain of command.
  - d. Officers who engage in threatening, harassing, stalking, or other such behavior designed to interfere with cases against fellow officers or intimidate witnesses will be subject to investigation, disciplinary action, and/or criminal charges.
  - e. Officers who fail to cooperate with the investigation of a police officer domestic violence case will be subject to investigation, administrative action, and/or criminal charges.
  - f. An officer who falsely reports that a victim of police officer domestic violence has committed a crime (such as child abuse or neglect) will be subject to investigation, administrative action, and/or criminal charges.

- g. An officer who is the subject of a criminal investigation, protective or restraining order related to domestic violence, regardless of jurisdiction, is required to report him/herself to his/her supervisor and provide notice of the court dates, times, appearances, and proceedings in a timely manner.
- h. An accused officer who is the subject of any civil protective order proceeding, whether or not the order is issued and regardless of jurisdiction, shall notify his/her supervisor in a timely manner and provide a copy of the order, if issued to his/her supervisor. Failure to do so will subject the officer to administrative action.

## B. Incident Response Protocols

### 1. Department Wide Response

- a. The department shall accept, document, and preserve all calls or reports, including those made anonymously, involving possible police officer domestic violence as “on the record” information.
- b. All reports of possible criminal activity implicating police officers in domestic violence shall be documented in accordance with the policies governing the handling of all reports of domestic violence by citizens.
- c. A copy of the report detailing the possible criminal activity implicating an officer in domestic violence shall be directed to that officer’s division commander, the Chief of Police or his designee.
- d. All such reports shall be made available by the department to the involved victim without cost.

### 2. Patrol Response

- a. Upon arrival on the scene of a domestic violence call/incident involving a police officer, the primary unit shall immediately notify communications and request the Watch Commander be sent to the scene, regardless of the involved officer’s jurisdiction.
- b. If the alleged offender has left the scene and probable cause exists, the Watch Commander shall designate a supervisor (Sergeant or above) to work the case.
  - 1. The case supervisor will search the area as appropriate
  - 2. Obtain information from the victim, family, and witnesses as to where the offender might have gone.
  - 3. Seek an arrest warrant

4. Misdemeanors will be worked by the Uniform Division Commander and felonies will be worked by the Investigations Division. No investigator will work a domestic violence case without being a rank higher than the officer involved.

3. On Scene Supervisor Response

- a. A supervisor shall report to the scene of all police officer domestic violence situations, regardless of the officer's jurisdiction.
- b. The on-scene supervisor shall assume command, ensure the crime scene is secure and that all evidence is collected, included color photographs. Video documentation of the victim and scene shall be recorded where such resources are available.
- c. If probable cause exists, the on-scene supervisor shall ensure an arrest is made.
- d. If the offender has left the scene, the supervisor shall ensure a search is conducted and an arrest warrant is obtained.
- e. Arrest of both parties involved in a domestic violence incident should be avoided if possible. The supervisor shall ensure that a thorough investigation is conducted and an arrest of the primary aggressor is made in accordance with state law.
- f. Whenever an officer is arrested, the supervisor shall relieve the accused officer of his/her service weapon regardless of whether the officer is a member of the responded department. Where allowed under federal, state, or local ordinances, all other firearms owned or at the disposal of the accused officer shall be removed to ensure the victim's safety.
- g. Regardless of an arrest, the on-scene supervisor shall submit a written report.
- h. The on-scene supervisor shall ensure the victim of the following:
  1. The availability of an on-scene advocate.
  2. Confidential transportation to a safe house, shelter, or any other location that ensures victim safety.
  3. Procedures for obtaining restraining and/or protective orders and victim's rights.
  4. The standard of probable cause for arrest, including the signature to appear on the complaint.

5. Judicial process, victim's rights, and compensation following an arrest.
6. Written information on community resources and local domestic violence advocacy organizations.

1. Additional Critical Considerations

- a. 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 department. The responding supervisor shall notify the chief of police, or designee, in the accused officer's jurisdiction verbally as soon as possible and in writing within 24 hours.
- b. In the event the reported incident involves the chief of police, or University Department Head, the supervisor shall immediately notify the President of the University.
- c. In responding to domestic violence situations where the victim is a police officer, standard domestic violence response and investigation procedures should be followed.
- d. 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 aggressor are determined, an arrest should be made and all service weapons of the accused officer confiscated.

1. Department Follow Up

- a. The supervisor shall in a timely manner debrief all officers who respond to a police officer domestic violence call. During the debriefing, the supervisor shall
  1. Review department confidentiality guidelines
  2. Reaffirm that personnel share information only on a need to know basis.
  3. Establish a clear delineation of assignments in order to assist victim(s) in a coordinated and consistent manner.
- a. Arrest warrants charging police officers with domestic assaults and civil 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.

- b. On-scene and follow up investigators shall proactively seek out information on existing restraining and/or protective orders and if found, shall enforce them.
- c. Following the reported incident, the department shall designate a member of the command staff specifically trained in conducting lethality assessment and safety planning to act as a principal contact for the victim. The assigned officer will keep the victim apprised of the case throughout the adjudication process and provide the victim with a copy of the incident report.
- d. The command staff shall conduct an assessment to determine the potential for further violence on the part of the accused officer. Based on the outcome, the department will need to make decisions concerning referrals, duty assignments, and administrative actions.

#### B. Victim Safety and Protection

1. Working with community resources and advocacy agencies, the department shall make available all necessary and appropriate services to each victim.
2. All officers shall keep all information concerning victims confidential, including their whereabouts, safety plan, and any communications.
3. The command staff officer shall inquire whether the victim wants any weapons removed from his/her home for safekeeping by the department.
4. The command staff officer designated as the victim's principal contact shall conduct a lethality assessment with the victim. The information shall be incorporated into the safety plan developed with the victim.
5. All officers shall be aware of the increased danger to victims when the victim leaves an abusive partner, and the designated command officer shall caution the victim to be alert to stalking activities on the part of the abuser and assist in safety planning.
6. The command staff designated as principal contact for the victim shall inform the victim of confidentiality policies and their limitations, and ensure that confidentiality is maintained throughout the case.
7. All officers shall be aware of possible witness or victim intimidation/coercion. Whenever an officer suspects this occurring, he/she shall prepare a written report and immediately deliver it to the investigator in charge of the case through the proper chain of command.
  - a. In order to ensure coercion is not attempted, the investigator in charge shall seek out secondary sources of information.
  - b. Given the likelihood that a victim will recant, supplemental evidence should be sought out and preserved.

B. Post Incident Administrative and Criminal Decisions- The Albany State University Police Department shall conduct separate parallel administrative and criminal investigations of alleged incidents of police officer domestic violence. If the facts of the case indicate that domestic violence has occurred or any departmental policies have been violated, administrative action shall be taken separate and distinct from any criminal proceedings as soon as practicable. Independent of the outcome of the criminal case, the department shall adhere to all positions/policies relating to the incident.

1. Administrative Investigations and Decisions – The responsibility to complete the administrative investigations of a police officer domestic violence incident shall rest with the Internal Affairs Division or the Chief of Police may appoint an investigator, or ask for the assistance of the GBI.

a. The investigating official shall conduct an administrative investigation utilizing standard elements of criminal investigations. Witnesses shall be contacted, re-interviewed, and statements recorded; crime scene evidence, photographs, and medical records accessed, 911 tapes requested, and all information fully documented.

b. Where sufficient information exists, the department shall take immediate administrative action to intervene, which can include removal of badge, removal of ID card, removal of weapon, reassignment, administrative leave with or without pay, or termination.

c. Where an arrest was not made, but sufficient concern exists, the department shall initiate an independent administrative investigation and decide the officer's status based on the outcome of the investigation.

d. In determining the proper course of administrative action, the department shall consider factors such as level of danger an officer poses to the victim (based on risk assessment measures), an officer's history of compliance with departmental rules, history of aggressive behavior, and existence of an alcohol or substance abuse problem.

e. Pending the administrative/criminal investigations for alleged acts of domestic violence and/or violation of departmental policies, the department shall assign the accused officer to duties that do not require response to domestic violence cases.



- f. If administrative policies and/or administrative orders of protection are violated or sufficient concern exists regarding a violation, the department shall initiate an independent administrative investigation, seize firearms as allowed under departmental policy as soon as practicable, and take disciplinary action up to and including dismissal.
- 
- 1. Criminal Investigations and Decisions – The responsibility to complete a criminal investigation of an incident of police officer domestic violence shall rest with the Command Staff or upon the discretion of the chief.
    - a. The investigating official shall conduct criminal investigations of police officer domestic violence incidents as any other criminal violation. Witnesses shall be contacted, statements recorded, evidence collected, photographs taken of the scene and injuries, medical records accessed, 911 tapes requested, and all information fully documented.
    - b. Even though an initial report may already exist concerning a police officer, reports of any subsequent or additional criminal or non-criminal incidents, which may include fellow officers engaging in surveillance or intimidation of the victim, shall be documented in separate incident reports, assigned a case number, cross-referenced with the original case number and investigated thoroughly.
    - c. The department shall completely investigate the charges and where warranted seek prosecution even in cases where the victim recants.
    - d. The department shall establish a liaison to work with the prosecuting attorney for each case. This officer shall present all the information to the prosecuting attorney for action and ask that decisions about the adjudication of the case be made in a timely manner.
    - e. As with any other case for criminal prosecution, the investigating officer shall request filing of court papers/complaints.
  - a. Any officer convicted through criminal proceedings of a domestic violence crime shall be terminated from the department.
- 
- 1. Termination Procedures
    - a. Upon the decision to terminate an officer, the chief shall do the following in accordance with departmental policy, and in

conjunction with the policies and procedures of the Board of Regents of the University System of Georgia.

1. Notify the officer, in writing, of the effective date of termination.
2. Inform the officer of available support services, to include counseling.
3. Ensure the victim is notified in a timely manner and is offered available assistance, to include safety planning.
4. Notify Georgia P.O.S.T. within 30 days and inform them of the reason for termination.

b. Federal law prohibits anyone convicted of a misdemeanor domestic violence crime from possessing firearms. The department will ensure compliance with federal law.

\_\_\_\_\_  
John Fields, Jr.  
Chief of Police

Effective Date: \_\_\_\_\_



# *Albany State University Police Department*

Chief of Police  
John Fields Jr.

## *Standard Operating Procedures*

<b>INV-07</b>	<b>Effective Date:</b> July 2017
<b>Title:</b> Case Management	<b>Review/Revision Date:</b>
<b>Location:</b> ASUPD	

### **POLICY**

Case files will be created and maintained for criminal reports to ensure that proper tracking of information related to interviews, evidence, property, follow-up investigation results, and other information pertinent to prosecution. In addition, all criminal reports will be periodically reviewed to update case status, identify further investigative leads, and determine if there is any further action to be taken. Based on the information contained in the case file a determination will be made as to the status and if further action is warranted.

### **CASE FILES**

A case file will be created for any of the following:

1. Murder
2. Rape/Sexual Assault
3. Armed Robbery
4. Child Molestation
5. Aggravated Battery
6. Aggravated Assault
7. Kidnapping
8. Burglary
9. Felony Theft including Motor vehicle theft

Supervisors will examine the solvability factors of other incidents to determine if a case file should be created.



# *Albany State University Police Department*

Chief of Police  
John Fields Jr.

## *Standard Operating Procedures*

Case files will be maintained in a way that keeps all the pertinent paperwork together for easy retrieval. The paperwork packet should include the following information:

1. Incident Report to include the case number, primary criminal offense, victim/complainant's name and other applicable information, details about what happened and the course of action taken, etc.
2. Any victim/witness statements
3. Photos (if deemed necessary)
4. Any information in reference to background and/or driver's license check.
5. Crime lab reports
6. Other test or lab reports (e.g. intoximeter, blood samples, etc.).
7. Suspect's statement/Waiver of Miranda Rights
8. All other paperwork that is deemed necessary by the officer.

The supervisor should review each case with the assigned officer as many times as necessary so long as the case is in an open case status. Each time the supervisor reviews the case, he/she will inform the Chief of Police of the status of the case. The supervisor should also conduct a review when the case has been recommended for closure, and forward to the Chief of Police with his/her recommendations as to the case status.

Each active case file will be constructed of documents as they are collected or prepared during the investigation in chronological sequence with the most recent addition placed on bottom. All documents collected or prepared during the investigation will be placed/attached in the file. Documents that are smaller than standard letter size should be affixed or stapled to a letter-size plain bond sheet of paper and attached with the other documents. An envelope may be attached to the case file to contain notes made during the investigation. Photographs, not considered evidence, will be attached to the file. Any photographs that are considered as evidence will be properly logged and given to the Evidence/Property Room Custodian.

Case management begins when the responding officer arrives on scene and begins taking notes. The responding officer is responsible to ensure that all applicable paperwork is kept together for easy retrieval when needed. The supervisor should review these case files periodically to ensure that the case file packet is maintained correctly.



# *Albany State University Police Department*

Chief of Police  
John Fields Jr.

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### **CASE REVIEW/STATUS**

Cases should be reviewed as often as necessary by the officer assigned to follow-up on the preliminary investigation. This review will identify if the status of the case is to be changed based on the following categories. Cases will receive a clearance status upon conclusion of the investigation by an officer and will be classified as follows:

#### A. Cleared Case Status

1. Cleared by Arrest - An offense is cleared by arrest when one or more persons are arrested and held for prosecution and no further evidence, statements, etc. are required.
2. Cleared / Unfounded - An offense is considered unfounded when the investigation yields no evidence to verify that the incident occurred .
3. Exceptionally Cleared - An offense is considered cleared by exception when it falls into one or more of the following categories:
  - a. The handling of a juvenile offender, either by verbal or written notices to parents in instances involving minor offenses.
  - b. Suicide of the offender (the person responsible is deceased).
  - c. Double murder (two persons killed each other).
  - d. Deathbed confession (the person responsible dies after making the confession).
  - e. Offender killed by police or citizen.
  - f. Confession by offender already in custody or serving sentence.
  - g. An offender prosecuted in another city for a different offense by State or local authorities, or prosecuted in another city or State by Federal Government for another offense. (You attempt to return him/her for prosecution, but the other jurisdiction will not release to you).

Officers clearing a case based on the any of the above will complete a supplemental report and forward it to the supervisor for approval and then it will be added to the case file. The supervisor will review the information to determine if the case was cleared. If accepted, the supervisor will approve the Supplemental Report and send notice to the Chief of Police. The Chief will approve or deny the clearing and when the final status is cleared, the case will be filed.



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8. Multiple occurrences with the same victim or multiple occurrences in the same geographic area.
9. Any combination of factors to include documented experience or research conducted by the department or any other law enforcement agency that would lend them to solving the case.
10. Public or political sensitivity.

Once the assignment has been made, the officer has full responsibility of the case. This does not preclude the Police Chief from assigning more than one officer to an investigation or re-assigning the case at any time. However, one officer should be designated as case coordinator for each case.

### **CASE FILE SECURITY, FILING AND DISSEMINATION**

All original case files will be filed and secured in the Office of the Chief. Any removal of the original case file should be logged out through the Chief or his/her designee. Case files will not be transported home, disseminated to other agencies, etc., without prior approval from the Director.

### **PURGING OF CASE FILES**

Once a case has been inactivated and/or cleared, the original case file will be filed with the original incident report. Case files that are inactive may be retained in the case file in the cabinet in the supervisor's office.



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### B. Case Status When Not Cleared

1. Active - This status is used at the conclusion of an investigative summary when an investigation is still active and possesses a degree of solvability.
2. Inactive - This status is used at the conclusion of an investigative summary to indicate all investigative efforts have been exhausted, an unavailability of investigation resources, no solvability factors, no investigative leads and/or an insufficient degree of seriousness. The case will be inactive pending the development of further information. A case report will not maintain an "Active" status beyond forty-five (45) days unless a continuing flow of information and leads are available to support the "Active" status.

If new information is discovered on an inactive case, it will be reassigned to an officer. Only the supervisor and Chief of Police can clear a case or move it to "Inactive" status.

### **CASE ASSIGNMENT**

Generally, an officer will be responsible for investigating his or her own cases. However, supervisory personnel will assign cases based on the following:

- A. Category of crime.
- B. Expertise of officer. (Officers possessing specialized skills, knowledge, and abilities in that area of investigation.)
- C. Case load of an officer.

NOTE: The supervisor determines if solvability factors are present when assigning cases. Factors to be considered include, but are not limited to:

1. Known suspect.
2. Criminal history of suspect including repeat offenses.
3. Identifiable suspect vehicle and/or license plate number.
4. Identifiable suspect description.
5. Traceable property taken or recovered.
6. Other investigative leads known.
7. Personal injury or threat of injury occurred.

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