

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDERS MANUAL**  
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Year 2023

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# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-01

### “Written Directives System”

CHIEF OF POLICE:  CALEA STANDARD: 12.2

EFFECTIVE DATE: 03/01/23 INDEX AS: Written Directives

LAST REVISED DATE:

Purpose: To establish a system of written directives to provide a consistent format for written policies, orders, rules, regulations, job descriptions, and to provide for the proper preparation and distribution to all police personnel of new or revised policies and procedures.

Policy:

This General Orders Manual contains guidelines for your actions and your job duties. These guidelines come in the form of generalized statements of policy and in very specific borders of acceptable performance. A thorough knowledge of current procedure as stated herein is the best guideline a police officer should use in making an initial decision concerning a specific action.

The Manual is intended to provide courses of action under normal circumstances, and guidelines under abnormal circumstances. It is designed to change with the times. As the need arises to change a Departmental policy or procedure, these Orders can be changed without disturbing an effective policy or procedure.

All situations, of course, cannot be covered in this Manual. If a situation occurs where no course of action can be indicated by the manual, personnel should consult with their supervisor and apply their best judgment, consistent with their training and experience.

#### I. DEFINITIONS

- A. **General Order:** A term used to describe permanent directives concerned with policy, procedures, rules, and regulations affecting one or more organizational components.
- B. **Policy:** A written directive that is a broad statement of agency principles. Policy statements may be characterized by such words as "may" or "should" and usually do not establish fixed rules or set procedures for the conduct of a particular activity, but rather provide a framework for development of procedures and rules and regulations.

- C. Procedure:** A guideline for carrying out an agency activity. A procedure may be made mandatory in tone through the use of "shall" rather than "should", or "must" rather than "may." Procedures sometimes allow latitude and discretion in carrying out an activity.
- D. Written Directive:** Includes policies, procedures, rules and regulations, General Orders, Special Orders, memoranda, minutes, instructional material, City policy, City codes, State and Federal laws, forms, or any other written document used to guide or affect the performance or conduct of agency employees.
- E. Memorandum or Email:** An informal, written document that may or may not convey an order; it is generally used to clarify, inform, or inquire.
- F. Instructional Material:** Training guides, Lesson plans, bulletins, checklists, etc.
- G. Manual or Volume:** A collection of policies, procedures, rules and regulations, and/or other written directives.

## II. EXTERNAL WRITTEN DIRECTIVES

- A.** Guyton Police Department employees will be responsible for certain external written directives. External directives may include, but are not limited to, federal and state law, city ordinances, and administrative directives from federal and state agencies; i.e. POST Council, GCIC/NCIC, and GEMA/FEMA.
- B.** Every effort may be made to avoid conflict between department directives and external directives. When such conflict does exist, it may be resolved by application of the following principles:
  - 1.** Law takes precedence over administrative regulations. (EXAMPLE: Federal and state law would take precedence over Georgia POST Council regulations.)
  - 2.** Law of a higher jurisdiction takes precedence over law of a lower jurisdiction. (EXAMPLE: U.S. Supreme Court constitutional interpretations take precedence over State law. State law takes precedence over City ordinances.)
  - 3.** City of Guyton issued directives take precedence over department directives. (EXAMPLE: City of Guyton personnel policies take precedence over Police Department personnel policies.)
- C.** It should be clearly noted that the application of these principles is necessary only in the case of conflict between directives. Department directives issued to supplement external directives will control in the absence of such conflict.

### **III. ISSUING AUTHORITY**

- A.** Departmental Manuals shall be issued only upon approval of the Chief of Police.
- B.** General and Special Orders shall only be issued by the Chief of Police.
- C.** Memoranda may be issued by the Chief of Police, any supervisor, or any other person, as the Chief of Police deems appropriate. Memoranda that affect policy or provide long term guidance will be approved, prior to issuance, by the Chief of Police or their designee, or in an emergency, by any supervisor. The approving officer will initial the document in the upper right hand corner. The original memo will be forwarded to the Chief's Office, to be included in a Master Memoranda File. This procedure will not apply to memoranda sent up the chain of command, or to memoranda containing general information.
- D.** Any directive issued by a departmental supervisor or other individual that is binding upon personnel other than their own subordinates must be approved by the Chief of Police.
- E.** Orders involving personnel changes may be issued by the Chief of Police or their designee. All personnel changes must be approved by the Chief of Police. Personnel changes or appointments will be so noted on departmental memoranda.

### **IV. REVISING AND UPDATING DIRECTIVES**

- A.** A suggestion for the revision, deletion, or addition of General Orders may be drafted at any level of the police department and submitted through the chain of command.
- B.** Upon a request to revise, delete, add to, or update any General Order, the Chief of Police may designate any supervisory officer to do so. Such modification must be submitted, in writing, to the Chief of Police for approval.
- C.** The Chief of Police or their designee will ensure that the proposed Order change complies with accreditation standards before being adopted.
- D.** The Chief of Police or their designee should compile and maintain a Table of Contents and Index of the Manuals, to aid the reader in locating needed topics.
- E.** The Chief of Police has the authority to issue, modify or approve written directives at any time and designate such approval by initialing or signing the directive.
- F.** All proposed General Orders may be reviewed by supervisory personnel before they are implemented. The review process will allow time for any discussion and/or comment.

- G.** All departmental directives should be current. Throughout the year, the Chief of Police or his/her designee may assign department directives for review. However, additional policy changes may also occur throughout the year as deemed necessary by the Chief of Police. Any changes made during review will be made in the master copy kept by the Chief of Police or his/her designee.

## **V. ESTABLISHMENT OF THE MANUAL**

- A.** The Guyton Police Department General Orders Manual is hereby established. All personnel of the Department are responsible for knowing, understanding, and conforming to the provisions of all Orders contained herein. Any questions about this Manual's contents should be brought to the attention of the employee's immediate supervisor.
- B.** This Manual provides only internal guidance for agency employees. It is not intended to, does not, and may not be relied on to create any rights, substantive or procedural, enforceable at law by any party in any matter civil or criminal. No limitations are hereby placed on otherwise lawful actions that the Department may undertake.
- C.** The Manual is a composite of current policies, orders, procedures, and rules pertaining to the Department as established under previously existing Orders, manuals, and approved practices. The Manual may also contain current job descriptions for all positions of the police department.
- D.** The Manual provides a "roadmap" to follow in performing the varied and complex duties of law enforcement. It contains statements designed to guide the day-to-day operations of the Department. These statements provide a framework and define the boundaries within which personnel will perform their assigned duties.
- E.** All existing manuals, Orders, or other regulations, which are in conflict with the contents of this manual, are hereby revoked, except that those Orders and regulations, which have not been included or affected, may remain in effect.
- F.** If any section, sub-section, item, clause, or phrase contained herein is found to be illegal or otherwise incorrect or inapplicable, such findings may not affect the validity of the remaining portions of the manual.

## **VI. CONTENTS OF THE MANUAL**

- A.** The Manual has been written to emphasize safety issues, areas of high liability, prosecutorial conviction requirements, and the overall efficiency and effectiveness of general departmental operations.

- B.** As of the effective date of this Order, the General Orders Manual will consist of the following sections:
1. 100 - ADMINISTRATION
  2. 200 - OPERATIONS
  3. 300 - CRIMINAL INVESTIGATIONS
  4. 400 - PATROL
  5. 500 - TRAINING
- C.** The ADMINISTRATION Section contains Orders related to the non-enforcement functions within the Department and how they relate to the overall organization.
- D.** The OPERATIONS Section contains Orders detailing procedures relating to the varied divisions and sections of the department.
- E.** The CRIMINAL INVESTIGATIONS, PATROL, AND TRAINING Sections contain Orders directed most specifically at those functions. However, each member of the department is responsible for being familiar with the Orders in each section, to promote understanding and cooperation between all agency personnel.
- F.** The contents of this manual are designed to facilitate the smooth and standard operation of the Department. Each employee is expected to read, study, understand, and adhere to the contents of each Section in this manual. If a misunderstanding develops, it is each individual employee's responsibility to seek clarification.

## **VII. STRUCTURE OF THE MANUAL**

- A.** Each Order is designated with a "General Order" number. The first Order is designated "General Order 100-01" and is entitled "Written Directives System." Each Administrative related Order will start with the section designation "100." The "100" designates the policy as administrative while the following two digit number designates the order in which the policy is indexed. Operations Orders begin with "200", etc.

## **VIII. RESPONSIBILITY AND DISTRIBUTION**

- A.** Copies of the General Orders Manual should be made available to all personnel of the Department, regardless of classification. The Chief of Police or their designee will maintain a Master copy of the manual to include all changes, additions, and deletions to the Manual. All GPD personnel should be provided an updated policy manual soon after the manual is updated. Issuance and review by each employee will be recorded by the Chief of Police or his/her designee.



- B.** All GPD personnel will be responsible for reading, comprehending and adhering to any policy changes.
- C.** Supervisors will review new directives with their employees during roll call training. It is the Supervisor's responsibility to instruct their subordinates in any changes mandated by the issuance of a directive.
- D.** In addition to General and Special Orders, memoranda and other directives may be used for dissemination of information by the Chief's office and the City of Guyton.

## **IX. GENDER USAGE**

In this manual, the masculine gender is often used. This is for the sole purpose of uniformity and ease in reading. It is in no way intended to discriminate or suggest any preference regarding sex, race, creed, or national origin.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-02

### “GCIC/NCIC Rules and Regulations”

CHIEF OF POLICE: 

CALEA STANDARD: 82.1

EFFECTIVE DATE: 03/01/23

INDEX AS: GCIC/NCIC Rules, Rapid  
Identification Devices (RIDD)

LAST REVISED DATE:

Purpose: To establish procedural guidelines relating to compliance with GCIC/NCIC rules and regulations concerning the dissemination of criminal history and general procedures regarding GCIC/NCIC terminal and entries into the GCIC/NCIC database. This policy applies to all departmental sworn and unsworn employees.

#### I. DEFINITIONS

- A. **Criminal History Record Information:** Information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrest, detention, indictments, accusations, information or other formal criminal charges, and any dispositions arising therefrom, including sentences, correctional supervision, and release. The terms “criminal record”, “record”, “criminal history”, “criminal history record information” will be used interchangeably throughout this policy.
- B. **G.C.I.C. :** The Georgia Crime Information Center – a division of the Georgia Bureau of Investigations (GBI) which maintains a computerized index of criminal justice information and serves as the NCIC control terminal for Georgia.
- C. **Designated Representative:** The person specifically named to receive criminal history record information from the Guyton Police Department on behalf of any private person, business and/or commercial establishment or authorized public agency eligible to request such information.
- D. **Authorized Public Agency:** A federal, state, county, or municipal agency or political subdivision of this state, which has a requirement for criminal history record information to be used only for official purposes in the prevention or detection of crime or the apprehension of criminal offenders.
- E. **N.C.I.C.:** The National Crime Information Center – a division of the Federal Bureau of Investigation (FBI) which maintains a computerized index of criminal justice information (i.e. - criminal record history information, fugitives, stolen properties,

- missing persons). It is available to Federal, state, and local law enforcement and other criminal justice agencies and is operational 24 hours a day, 365 days a year.
- F. **TAC:** Terminal Agency Coordinator – the Chief of Police or their designee, who will serve as a liaison between the department and the GCIC/NCIC for Criminal Justice Information System (CJIS) network related matters.
- G. **LASO:** The LASO (Local Agency Security Officer) is the Chief of Police or their designee who will assume ultimate responsibility for managing the security of CJIS systems within the agency.
- H. **CHRI:** Criminal History Record Information – information collected by criminal justice agencies concerning individuals, arising from the initiation of a criminal proceeding, consisting of identifiable descriptions, dates and notations of arrests, indictments, information or other formal criminal charges and dispositions arising there from.

## II. PROCEDURES

### A. Dissemination of Criminal History to an Individual

1. Prior to an individual reviewing his own criminal record, the applicant must:
  - a) Complete an “Authorization for Release of Criminal History Records to Individual” form. This form may be filed in Records Division upon completion.
  - b) Show proof of identification, such as a driver’s license, and
  - c) Upon completion of steps (a) and (b), a copy of the individual’s record may be released to the individual upon payment of a fee of \$5.00.

## III. DISSEMINATION LOG

- A. Any release of criminal history information must be logged in the “Electronic Dissemination Log” and this log must be made available for inspection upon demand by security personnel of G.C.I.C.
1. A criminal history log will be maintained to record all criminal history record disseminations, regardless of who inquires.
  2. The log will make it possible to identify and correct any dissemination of inaccurate information.
  3. Upon the discovery of inaccurate information of a material nature, it is the duty of the criminal justice agency making the discovery to notify all criminal justice agencies or persons known to have received such information.

4. The following minimum information may be maintained in the log:
  - a. Date of dissemination
  - b. Individual criminal history record including:
    - 1) Name;
    - 2) All applicable local, state and federal identifying numbers;
    - 3) Name of the disseminating officer or employee;
    - 4) Name of the receiving agency and individual;
    - 5) Name of the individual recipient and agency; and
    - 6) Purpose Code

#### **IV. DISSEMINATION OF CRIMINAL HISTORY INFORMATION TO A PRIVATE EMPLOYER OR TO AN AUTHORIZED PUBLIC AGENCY**

- A. Criminal history data may be released to an authorized designated representative for employment purposes.
- B. Method of Dissemination:
  1. The criminal history record may be copied or forwarded to any private employer for employment reasons, upon presentation of a signed release of information form.
  2. All entries of the local record may be disseminated to private employers or an authorized public agency. In addition to the local record, information obtained through the GCIC/NCIC terminal hook-up may be disseminated to those private employers and agencies authorized to receive such information utilizing the following purpose codes:
    - a. Purpose Code E - used when obtaining information for employment purposes through the GCIC/NCIC hook-up and when the Purpose Codes listed below do not apply;
    - b. Purpose Code W - used when the prospective employee is applying for a position involving child care;
    - c. Purpose Code N - used when the prospective employee is applying for a position at a nursing home;
    - d. Purpose Code M - used when the prospective employee is applying for a position involving treatment and/or care for the mentally ill.

Note: Private and public employers SHALL NOT receive any criminal history information of an arrest accompanied by a completion of the conditions assigned under a First Offender Act.

C. Special Conditions:

1. All inquiries should be submitted on a "Name-Based Criminal History Record Information Consent/Inquiry Form". The submitted form must contain, at a minimum, the following:
  - a. Name;
  - b. Sex;
  - c. Race;
  - d. Date of Birth;
  - e. Social Security Number;
  - f. The name of the requesting employer (company, agency, etc.);
  - g. Signature of Consenting Person;
  - h. Purpose of the check;
  - i. Person(s) authorized to receive record.

If all of the above information is not included on the submitted form, the criminal history information WILL NOT be disseminated.

2. All requirements other than those stated in this directive will be limited to compliance with the law, rules and regulations as they apply, or may apply, now or in the future.

D. Record Dissemination Log

1. All disseminations to a private employer must be logged in a Dissemination Log and made available for inspection by the security personnel of the GCIC upon demand and in compliance with Georgia law. Any criminal history information disseminated to a private employer or authorized public agency must be properly recorded in the log. NOTE: There may be a charge for each record disseminated to NON-CRIMINAL JUSTICE AGENCIES for employment purposes. Record information should be limited to adjudications of guilt including nolo contendere records.

**V. DISSEMINATION OF CRIMINAL HISTORY INFORMATION TO LAW ENFORCEMENT AGENCIES AND/OR AGENTS THEREOF**

- A. Criminal history information should be released to other law enforcement agencies or their agents upon request by the law enforcement agency. The requesting agency or its agent must indicate the purpose for the request (i.e., criminal investigation, employment).

- B. There is no limitation on the type of criminal history information that may be released. All convictions, arrests, and other data pertaining to criminal history information concerning an individual may be released.
- C. The dissemination of criminal history information may be released to other law enforcement agencies or their agents by mail, teletype, or telephone.
- D. If the request for criminal history information is for employment purposes by a criminal justice agency, then a signed release must be presented prior to release of the information.

NOTE: If criminal history information is released by telephone, the individual releasing the information must take every precaution to ensure that the person receiving the criminal history information is in fact a law enforcement officer. This may be done by asking for the agent's agency phone number, checking to make sure that the phone number provided is in fact that law enforcement agency's phone number, and then returning the agent's call.

Any law enforcement officer requesting criminal history information in person must produce his/her law enforcement identification prior to reviewing or receiving the criminal history information.

- E. There are no geographical boundaries to prohibit the dissemination of criminal history information to other law enforcement agencies or their agents.
- F. First Offender Act:
  - 1. Criminal Records, or segments within records, that contain notations of successful completion of sentence under the First Offender Act subsequent to the effective date of this directive will only be disseminated to the following for the purpose of investigation, not employment:
    - a. Attorney General;
    - b. District Attorney;
    - c. Solicitor of State Court;
    - d. Office of State Probation System;
    - e. Office of County Probation System;
    - f. State or County Probation System of another State of the United States;
    - g. Office of the State Pardon and Parole System;
    - h. Office of a Pardons and Parole System of another State of the United States;
    - i. A prosecuting attorney of another State or of the United States upon confirmation by such prosecuting attorney that there are pending in a court of competent jurisdiction, criminal charges against any persons; and

- j. A Chief Executive Officer of any Georgia Law Enforcement agency upon his certification that any first offender record of a named individual is needed in a pending criminal investigation.

G. Any criminal history record information containing segments denoting successful completion of a first offender sentence may be disseminated to authorized criminal justice requestor for the purpose of criminal investigation and court.

#### H. Record Dissemination Log Book

All criminal history information disseminated to a law enforcement agency or agent must be properly logged in the "Record Dissemination Log Book" and made available for inspection by the security officer of the GCIC upon demand and in compliance with the current Georgia law.

### **VI. DISSEMINATION OF CRIMINAL HISTORY INFORMATION TO ATTORNEYS**

- A. Under Georgia law, evidence of previous convictions may be admissible in criminal trials for the purpose of challenging the credibility of witnesses, so disseminations under court order of criminal history record information to criminal defendants' attorneys are permissible under the provisions of current Rules of the GCIC Council. All local records except First Offender information may be disseminated to the Attorney of Record.
- B. Requests for CHRI by defense attorneys for use in pending criminal cases should be referred to GCIC. Requests for CHRI from defense attorneys in civil cases may be processed by local criminal justice agencies when requesters provide the signed consent of the person(s) whose records are sought.

### **VII. DISSEMINATION OF CRIMINAL HISTORY RECORD INFORMATION TO THE UNITED STATES CENTRAL INTELLIGENCE AGENCY (CIA), OFFICE OF PERSONNEL MANAGEMENT (OPM), OR DEPARTMENT OF DEFENSE (DOD).**

- A. Department of Defense components that are eligible to receive criminal history under this subsection are:
  - 1. Defense Investigative Service;
  - 2. Naval Investigative Service;
  - 3. Air Force Office of Special Investigations;
  - 4. Army Intelligence and Security Command; and
  - 5. National Security Agency.
- B. Certain criminal history information may be disseminated to the Central Intelligence Agency, The Office of Personnel Management, or the Department of Defense, for the purpose of determining eligibility for:

1. Access to classified information and/or
2. Assignment to or retention in sensitive national security duties.

C. Dissemination conditions:

1. Requesters must show proper governmental credentials prior to receiving the criminal history information.
2. Requesters may receive identifiable descriptions, notations of arrest, indictments, dispositions, correction/sentencing, supervision, release, adjudications of guilty, and nolo contendere. Juvenile adjudications or any other completed first offender sentences should NOT BE DISSEMINATED.
3. Upon compliance with the above guidelines, the proper criminal history information may be disseminated on military forms.
4. The criminal history information disseminated to the CIA, OPM, and DOD will be logged in electronic dissemination log and made available for inspection by the security personnel of the GCIC upon demand and in compliance with Georgia law.

## **VIII. DISSEMINATION OF CRIMINAL HISTORY INFORMATION TO UNITED STATES MILITARY OFFICIALS/AGENCIES**

A. Certain criminal history information may be disseminated to each of the following military authorities for the purpose stated:

1. Military Recruiters - First offender sentence information and juvenile adjudications should not be viewed by and/or disseminated to military members. A signed release may be presented by military recruiters prior to receiving criminal history information.
2. Military Law Enforcement - Military Law Enforcement must present proper credentials prior to requesting criminal history information. Criminal history information should be disseminated only if a letter is provided to this department, from the person in charge of the requesting military law enforcement unit. The letter must explain how the information is needed in connection with a current criminal investigation. All criminal history information may be disseminated with the exception of completed first offender sentences. Completed first offender sentences should be disseminated only if a letter is provided to this department, from the person in charge of the requesting military law enforcement unit, stating that the information is needed in connection with a current criminal investigation.



3. U.S. Military Special Court-Martial and General Court-Martial may receive all criminal history information including first offender sentences. This information should be presented only by written certification of a military judge or prosecutor that the criminal history information is needed for the efficient administration of military justice in a current case.

## **IX. NCIC/GCIC COMPUTER TERMINALS**

### **A. Logging information is required for:**

1. Criminal History;
2. Rap Sheets;
3. Out of State Criminal History;
4. All GCIC requests for Criminal History Information;
5. All NCIC requests for Criminal History Information;
6. Administrative messages requesting criminal history check; and
7. Criminal history record information released to others in accordance with the rules of the GCIC.

NOTE: Personnel releasing criminal history record information to an authorized law enforcement officer, outside this department, during the course of an investigation, must log the release of that information on the case jacket (file).

### **B. Logging information is not required for:**

1. Wanted checks of persons detained by this department;
2. Information sought to aid in an investigation in which the investigator resorts to a random search method for alias names and other information. However, if criminal history record information is obtained or requested during this random search, then that specific information must be logged;
3. Automobile tag, boat registration, stolen items information;
4. Driver's information;
5. Non-criminal history administrative messages; and
6. Other non-criminal history information.

## **X. DISSEMINATING CRIMINAL HISTORY INFORMATION FOR GRANTING CITIZENSHIP FOR INTERNATIONAL TRAVEL**

### **A. International travel or granting citizenship**

1. An individual requesting his/her criminal history for the purpose of international travel or granting citizenship should make the request in writing, which will include full name, sex, race, date of birth, and social security number. This request will be placed in the criminal history file maintained within the records division.

2. A check of the GCIC criminal history file for the most current information should be made prior to releasing any criminal history for this purpose.
3. Dissemination of criminal history information must be logged in a dissemination log book and made available for inspection by the security personnel of the GCIC upon demand and in compliance with Georgia law.
4. A fee will be charged for this type of records check.

## **XI. TERMINAL AGENCY COORDINATOR**

The Chief of Police may choose to appoint a Terminal Agency Coordinator (TAC) as the point of contact regarding record validations, hit confirmation, training and other GCIC and NCIC related matters. The TAC shall abide by state law and the rules and regulations of the GCIC.

### **A. The TAC is responsible for the following:**

1. The administration of training for all sworn and non-sworn departmental personnel related to privacy and security, the dissemination of CHRI, use of the GCIC/NCIC Terminal, proper use of GCIC and NCIC procedure books, and other related material.
2. The administration of terminal operator/practitioner training and certification and re-certification testing programs required and developed by GCIC.
3. Monthly completeness of GCIC/NCIC records validations to ensure that records are valid, complete, accurate and active. Validation reports are to be completed accurately and in a timely manner.
4. Assist personnel with responding to hit confirmations and administrative and NLET messages when necessary.
5. Assist personnel with removal of invalid records from the terminal and proper procedures for clearing/canceling said records.
6. Ensure that CHRI logs are properly maintained by departmental personnel.
7. Ensure that all department personnel review and sign awareness statements and that these forms be maintained in the employee's working personnel file.

8. Ensure that volunteers, community service workers, and other non-employee individuals who frequent areas where CHRI is processed and/or maintained are given instructions regarding confidentiality of department records. Such individuals are to review and sign an awareness statement.
9. Receive training, testing and certification as mandated by GCIC.
10. Removes GCIC access to any unauthorized GPD personnel to include personnel who leave employment with the department.

## **XII. GCIC/NCIC ENTRIES OF STOLEN PROPERTY AND MISSING PERSONS**

The Guyton Police Department will request that the Effingham County 911 Dispatch make record entries as required by Georgia law into the State and National computer database of stolen property or missing or wanted persons. A Law Enforcement Data System (LEDS) worksheet must be prepared by the Effingham County Dispatch for all entries into the GCIC/NCIC. All available information that can be entered will be entered in an effort to assist in the recovery or location of the missing property or persons. Missing persons under the age of 21 must be entered within two (2) hours of being reported missing. Stolen automobiles will be entered as soon as possible. If members of the Records section are not available to make these entries, then the information is to be made known to the E-911 Center personnel for immediate entry. A copy of the officer's incident report may be delivered to the E-911 Center. Entries of missing articles, guns, boats, securities, may be entered by Records personnel. If the Records personnel are not available and these entries are needed immediately, then the entries are to be made by the E-911 personnel from a copy of the incident report.

When Records personnel make entries into the GCIC/NCIC database the entry worksheet is to be prepared by one member of the Records staff and inspected for accuracy by another member prior to the entry being made. The worksheet will be inspected for accuracy using information supplied in the incident report prepared by the investigating officer. A copy of the incident report is to be attached to the worksheet for later reference.

## **XIII. VALIDATING ENTRIES MADE INTO GCIC/NCIC**

A monthly validation of entries into the GCIC/NCIC system shall be performed by the department TAC or his designee as prescribed by policy of GCIC. The validation will ensure that the entry is still valid and that all available information has been entered. The case report shall be reviewed to determine if the entry is still valid. The case report shall be reviewed to determine if additional information has been obtained since the entry was made. If the case report contains information not entered, then the entry is to be updated with the most current available information. The entry must be validated by the following means:

1. Review of the Case Report;
2. Verification with the Assigned Investigator;
3. Contact with the Property Owner; and/or
4. Contact with Relatives of the Missing Person.

If, during the validation process, any report that the property has been recovered or the missing person located, then the entry into GCIC/NCIC shall be cleared. The clearance will be made a part of the case file and a supplemental report filed noting the clearance.

#### **XIV. HIT CONFIRMATION OF ENTRIES MADE INTO GCIC/NCIC**

- A. A "HIT" confirmation is a request by a law enforcement agency as to the current status of the stolen property or missing person. The entering agency will have 10 minutes to respond to the "HIT" confirmation request by:

1. Confirming the "HIT";
2. Denying the "HIT"; or
3. Requesting more time and stating the amount of time needed to confirm or deny the "HIT".

The status of the entry in question may be verified by checking the case file and the LEDS worksheet pertaining to the item or person in question. If it is determined that it is not possible to validate the inquiry within the 10 minute time period, then a response indicating when the status of the entry can be made should be sent to the inquiring agency. If the "HIT" confirmation is sent when the Records personnel are on duty, they will send the response. If the "HIT" confirmation request is sent to the E-911 Center, the Desk Clerk will obtain the necessary information and notify E-911 personnel of the appropriate response to the inquiry. If the "HIT" is denied, then the entry will be removed and the supervisor of the Records Division should be notified. If the "HIT" is confirmed, then the on duty supervisor must be notified. When a "Locate" message is sent by the inquiring agency then the record must be cleared. If a "Locate" message is not sent by the inquiring agency within a reasonable time period, GCIC and the inquiring agency should be notified that a "Locate" message must be sent.

#### **XV. PHYSICAL/ELECTRONIC SECURITY**

Criminal history record information and all LEDS files will be maintained in a locking cabinet and in a restricted area.

Only authorized personnel specifically authorized by the TAC or the Chief of Police shall operate the GCIC/NCIC terminal.

The location of the terminal shall be off limits to all personnel except those specifically authorized by the TAC or the Chief of Police, and GCIC/NCIC personnel upon the presentation of official credentials.

Criminal justice information received over the terminal will be kept out of public view, should be secured when not needed, and must be shredded or destroyed by department personnel as the need arises.

## **XVI. SECURITY INCIDENT REPORTING/HANDLING**

- A. Any incident(s) that compromises or potentially compromises the security and integrity of the Criminal Justice Information (CJI) or Criminal Justice Information Systems (CJIS) are to be considered security incidents.
- B. Any security incident(s) that may arise shall be reported immediately to the Local Agency Security Officer (LASO).
- C. All employees, contractors and third party users must be made aware of the procedures for reporting security incidents and are required to report any security issues and/or weaknesses as quickly as possible to the LASO.
- D. Once notified, the LASO will notify the Chief of Police and Georgia Crime Information Center (GCIC). If deemed necessary by GCIC, the LASO will relay the preliminary details of the incident, investigate the reported incident, and submit an incident response form to GCIC once all the incident related information has been gathered.
- E. In the event an information security incident is a criminal violation, a criminal investigation will be initiated by the law enforcement agency designated to investigate the incident.

## **XVII. NATURAL AND/OR MAN-MADE DISASTERS**

- A. In the event of a natural or man-made disaster, the Support Services the Chief of Police or their designee shall have the responsibility of ensuring that records maintained by the department are secured and not in danger of being damaged or destroyed.
- B. In the event that department records are not secured or have been damaged and/or destroyed, the supervisor on duty shall make immediate notification to the Chief of Police or their designee and advise him of the situation. If necessary, a police officer(s) may be stationed in the area to secure said records until the Chief of Police or their designee responds. Affected areas include the Records Section, the Front Desk area, the Investigative Bureau, and the Chief's office.
- C. The Chief of Police or their designee will be responsible for taking the necessary steps to ensure that all records are secured on site or that said records are removed to another location where they can be secured until such time that they can be returned and secured within the department.

**XIX. APPLICABILITY OF STATE AND FEDERAL LAWS AND REGULATIONS**

All state and Federal statutes not referenced within this order must be adhered to by the members and employees of this department and shall supersede this directive if in the present or future some conflict should exist between the law, GCIC rules and regulations and this directive. All applicable Federal and State laws and regulations are implied as being included in this directive.

**XX. PUNITIVE ACTION**

Any member or employee of this department determined to be violating the provisions of this directive may be subject to disciplinary action, including suspension or termination of employment.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-03

### “Organization and Direction”

CHIEF OF POLICE:  CALEA STANDARD: 11.1, 11.2, 11.3, 11.4.5, 12.1

EFFECTIVE DATE: 03/01/23 INDEX AS: Organization and Direction

LAST REVISED DATE:

Purpose: The purpose of this directive is to define the organization and direction of the Guyton Police Department.

#### I. GENERAL

**A. General Responsibilities:** Within their jurisdiction, sworn members of the Guyton Police Department shall, when on duty, take appropriate action to:

1. Protect life and property;
2. Preserve the peace;
3. Prevent crime;
4. Detect and arrest violators of the law;
5. Enforce federal, state, and local laws and ordinances within the Department's jurisdiction.

#### B. Duty Responsibilities:

1. Sworn officers of the Department are always subject to duty, although they may periodically be relieved of its routine performance. They should, at all times, respond to calls for police assistance from citizens who require immediate attention to protect life, property and to preserve the general peace. Proper police action must be taken whenever required.
2. Off-duty officers are expected to take appropriate action if they witness or are aware of a serious incident. Appropriate action may range from notifying on-duty units and being a witness to intervening if there is not undue risk to the officer or the public. Officers are encouraged to carry a departmentally approved firearm when off-duty where reasonable. Unarmed off-duty Officers must consider the risks involved to them and the public when attempting to take police action. Off-duty officers should realize that they may not be recognized as law officers by on-duty officers, and as they may be taken as suspects, will comply with all commands of the on-duty officer.

3. Members assigned to special duties are not relieved from taking proper action outside the scope of their specialized assignment when necessary.

- C. Discharge of Duties:** All officers of the Department shall discharge their duties with calmness and firmness. They may act together and assist and protect each other in the maintenance of peace and order, and in the performance of their duties. Officers and employees of the Department who may have questions concerning the performance of their duties should direct such questions to their immediate supervisor.
- D. Command Responsibility:** A commanding officer has responsibility and accountability for every aspect of his command. Commensurately, within policy guidelines and legal constraints, he has the authority to coordinate and direct assigned personnel and other allocated resources in achieving his organizational objectives. In so doing, he must perform the full range of administrative functions, relying upon policy, direction, training, and personal initiative to guide him and his command in achieving the highest level of performance possible. All supervisory officers are accountable for the activities of employees under their immediate control.
- E. Change of Command:** Upon a change of command, the commanding officer being replaced has a duty to lend his full assistance in making the command transition as smooth and orderly as possible. Orientation of a new commanding officer should include information concerning unique problems of the command and assistance in continuing community and professional contacts relative to the command.
- F. Chain of Command:** Each employee must be aware of his relative position in the organization, to whom he is immediately responsible, and those persons who are accountable to him. Employees should strive at all times to operate within the chain of command and to keep their supervisors informed as to their activities. The Chief of Police is available by appointment to any member of the Department.
- G. Unity of Command:** Each employee is accountable to only one supervisor at any given time. The unity of command is maintained by close adherence to the principle of "Chain of Command."
- H. Obedience to Orders:** Orders from a superior to a subordinate should be in clear, understandable language, civil in tone, and issued in pursuit of departmental business. No supervisory officer may knowingly issue any order, which is in violation of any law or ordinance or departmental policy. Employees will obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank.
- I. Unlawful or Conflicting Orders:**
1. Obedience to an unlawful order is never a defense for an unlawful action; therefore, no employee is required to obey any order, which is contrary to federal, state, or local law. The responsibility for refusal to obey rests with the officer receiving the order. An officer may be strictly required to justify his refusal to



obey an order. Any employee receiving an unlawful order should report such to the supervisor of the officer issuing the order.

2. Upon receipt of an order conflicting with a previous order or instruction, the employee 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 may be obeyed. Orders will be countermanded, or conflicting orders will be issued, only when reasonably necessary for the good of the Department.
  3. In the event that the conflicting order is not altered or retracted, the subordinate will not be responsible for disobedience of the original order or directive that was previously issued.
- J. Assignment of Rank:** The number of ranking officers will be determined by the number of ranked positions required by the organizational structure. Ranked positions are defined as those positions above the rank of Patrol Officer, including Sergeant, Lieutenant, and Captain. Appointment of individuals to these positions will be made by the Chief of Police through the promotion process.
- K. Flexibility of Organization:** The ability of the Department to make organizational adjustments to meet changing needs is essential in obtaining the maximum benefit from the expenditure of assigned resources. However, to ensure stability, the basic Department structure may not be changed in the absence of a demonstrated need or to satisfy temporary requirements. In addition, each commanding officer has the responsibility to maintain the organizational viability of his command through constant evaluation.
- L. Authority and Responsibility:** Anytime an employee is given a responsibility, he is also afforded the commensurate authority to ensure that responsibility is carried out. Additionally, each employee is held accountable for those tasks for which he is responsible. Responsibility may be delegated, but each employee is accountable for the use or misuse of delegated authority.

## II. COMMAND STRUCTURE

The order of rank for personnel will be:

1. Chief
2. Captain
3. Lieutenant
4. Sergeant
5. Patrol Officer

### III. COMMAND PROTOCOL

- A. In the absence of the Chief of Police, the authority and responsibility for the management, direction, and control of the operations and administration of the police department falls to an officer as designated by the Chief. If the Chief is unable to designate such person, they shall be designated by the City Manager.
- B. In the absence of the Chief of Police, and when no other officer has been so designated, the ranking senior officer will assume the authority and responsibility for the management, direction, and control of the operations and administration of the police department.
- C. If, in an emergency situation, sworn police personnel other than on-duty shift personnel respond to an incident, and there are no on-duty personnel present at the scene, the ranking senior officer (with the longest time in service at that rank) may take command and assume responsibility until such time as an on-duty patrol shift supervisor arrives and relieves him of his responsibility.
- D. At all times, the Shift Supervisor will take command of any circumstance within his purview, regardless of the rank of other officers present, unless properly relieved of command of the incident by the higher authority.
- E. Supervisors and personnel of the department should work together, assisting one another to achieve the goals and objectives of the department, and to focus on the most effective, efficient, and responsive investigation of an incident and/or crime.

### IV. SUPERVISORY RESPONSIBILITIES

- A. **Authority and Responsibilities** - Supervisory officers are employees appointed in charge of a component of the department and/or one or more employees. In addition to the general responsibilities of all employees, each supervisory officer is specifically responsible for the following:
  - 1. **Supervision** - A supervisory officer may be assigned to field or office duties. During his tour of duty, he must supervise the activities of those under his command, making corrections where necessary and commending where appropriate. Supervisory officers are responsible for the performance and proper conduct of employees under their immediate control.
  - 2. **Direction** - Supervisory officers must exercise direct command in a manner that assures the good order, conduct, discipline, and efficiency of subordinates. Exercise of command may extend to subordinates outside his usual sphere of supervision if the objectives or reputation of the Department so requires; or if no other provision is made for personnel temporarily unsupervised. This authority may not be exercised unnecessarily. If a supervisor requires a

subordinate other than his own to leave a regular assignment, the supervisor so directing will inform the subordinate's own supervisor as soon as possible. Supervisory officers will be responsible for the use and misuse of delegated authority.

3. **Enforcement of Rules** - Supervisory officers must enforce departmental rules and regulations and ensure compliance with department policies and procedures.
4. **Inspection** - Supervisory officers are responsible for inspection of activities, equipment, work product, and personnel under their supervision and initiation of suitable action in the event of a failure, error, violation, misconduct, or neglect of duty by a subordinate.
5. **Assisting Subordinates** - A supervisory officer may have working knowledge of the duties and responsibilities of his subordinates. He may observe contacts made with the public by his subordinates and be available for assistance or instruction as may be required. A field supervisory officer should respond to calls of serious emergencies, felonies in progress, assaults and other serious calls for service, unless currently and actively engaged in a police incident. He should observe the conduct of assigned personnel and take active charge when necessary.

## VI. OFFICE OF THE CHIEF

- A. The Office of the Chief is ultimately responsible for the overall operation of the Department. Certain departmental functions are accomplished by personnel or units assigned directly to the Office of the Chief. These may include, but are not necessarily limited to: training of all department personnel; controlling, maintaining, and inventorying the agency's property and equipment; analyzing crimes and crime trends, developing and administering Crime Prevention and Community Relations activities, administering the recruitment, selection, and promotional selection systems; administering the department's accreditation/certification program; and administering Internal Affairs.
- B. Additional specialized units may be created within the Office of the Chief to perform specific functions as the need is identified to include but not limited to the Tactical Operations Unit (TOU), Permit Enforcement, etc.

## XI. HIGH-LIABILITY INCIDENT NOTIFICATIONS

- A. It is the responsibility of all supervisory personnel to immediately notify the Chief of Police of any matters which may represent high liability for the department or city and/or may result in heightened community interest. Such notifications should normally follow the chain of command, but personnel are not restricted from notifying the Chief directly. Such matters may include but not limited to:

1. Any incident where there is an alleged or actual deployment of excessive use of force;
  2. Any incident where there is an alleged or actual violation of the department vehicle pursuit policy;
  3. Any incident where there is an alleged or actual incident of sexual harassment;
  4. Any incident where there is an alleged or actual violation of law by a department employee; and/or
  5. Any other incident which could bring discredit upon the police department or the City of Guyton.
- B.** As part of the notification to the Chief of Police, the records management system may generate a morning report titled “Chief’s Report”. The report may include notification of high-liability incidents in the city for the past 24 hours to include major offenses or any other offenses as determined by the Chief.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-04

### “Specialized Assignments”

CHIEF OF POLICE:  CALEA STANDARD: 11.5

EFFECTIVE DATE: 03/01/23 INDEX AS: Specialized Assignment

LAST REVISED DATE:

Purpose: To identify the specialized assignments within the Guyton Police Department and the process for selecting Officers to fill specialized positions.

Policy: Specialized assignments are generated by a specific departmental need and are subject to initiation and termination as departmental needs change. The employment rights of personnel assigned to a specialized position under a contract for law enforcement services may not be abridged by the Guyton Police Department.

#### I. EVALUATION AND REVIEW

- A. The Chief of Police or their designee will maintain a listing of all specialized assignments within the Guyton Police Department. The listing may include a statement of the purpose of each listed assignment.
- B. As needed, the Chief of Police or their designee will review each specialized assignment. The review may evaluate the initial problem or condition that required the implementation of the specialized position to determine whether the position is fulfilling its purpose or should be expanded or revised. As part of the review, personnel in specialized assignments will be reevaluated to determine if they will remain in that position.

#### II. SELECTION PROCESS FOR SPECIALIZED POSITIONS

- A. When an opening in a specialized position is identified, the Chief of Police or his designee may post an announcement of the opening and the selection process. The announcement will remain posted for at least 5 days prior to the position being filled. The announcement will direct all personnel wishing to express an interest in being considered for the position to submit a written request to the Chief of Police.
- B. The Chief of Police will conduct at least the following activities to determine the best candidate for the position:

1. Review the candidate's personnel files.
  2. Review the candidate's education and training.
- C. At his discretion, the Chief may conduct an interview with the candidate's immediate supervisor and/or conduct an interview with the candidate(s).

## **GUYTON POLICE DEPARTMENT**

### **SPECIALIZED ASSIGNMENTS**

**The following Specialized Assignments may be utilized at the discretion of the Chief of Police or their designee:**

1. **Field Training Officers (FTOs)** are officers who, based on their past performance, experience, and interest are selected and trained to provide instruction and direct supervision to newly recruited officers of the department.
2. **Power Squad** are officers who, based on their past performance, experience, and interest are assigned to work as extra patrol officers during recognized peak hours. Power Squad officers may be required to work odd hours and specific assignments, based upon current personnel levels and crime trends.
3. **Bike Patrol Officers** are comprised of specially trained officers who are permanently assigned to each patrol shift and equipped with a police bike and associated equipment. The officers are utilized for patrolling problem areas and high crime areas as identified in crime analysis. The assignment may be in addition to an officer's regular assigned duties. (Currently there is not a Bike Unit).
4. **Tactical Operations Unit (TOU)** Officers who, based on their past performance, experience, ability to work as a team, ability to fire a weapon, and interest are assigned to work as a team member in response to situations involving armed/barricaded subjects, person(s) rescues, hostage situations, high risk warrant service, or other situations requiring specially equipped and highly trained and skilled personnel. The assignment may be in addition to an officer's regular assigned duties. (Currently there is not a TOU)
5. **D.A.R.E. Officers** are sworn officers assigned to perform the functions of the D.A.R.E. program for the City of Guyton Police Department and the Guyton School System.
6. **School Resource Officer (S.R.O.s)/Truancy Officer** - are sworn officers assigned to provide on-campus law enforcement functions to include truancy prevention, detection, and reporting within schools located in the City of Guyton

for the Guyton Police Department, as well as to act as a role model and educator for the students.

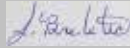
7. **K-9 Handlers** are sworn members assigned to work with a Departmental canine. (Currently there is not a K-9 unit)
8. **Traffic Officers** are sworn members assigned to coordinate and implement the Department's Traffic Enforcement Programs. (All officers currently assist in this operation).
9. **Special Activities Officers** are responsible for assisting with liaison for community groups, and implementation of special activities.
10. **Crisis Negotiators** are officers selected and trained to negotiate with barricaded individuals and individuals who have taken hostages. They may be assigned to any Bureau within the Department. This assignment may be in addition to an officer's regular assigned duties.
11. **Court Officers** are sworn officers assigned to provide law enforcement and courtroom security duties on all property and facilities owned and/or operated by the Guyton Municipal Court.
12. **Permit Enforcement Officer** is a sworn officer assigned to the enforcement of city ordinances and state laws applicable to the operation of businesses inside the city limits of Guyton. This officer is responsible for reviewing and conducting background checks for alcohol licenses, taxi permits, and wrecker permits. The officer works closely with the City Marshals office, Department of Revenue, and City licensing department. This duty will be in addition to the officer's regular assignment. (Currently handled by city hall and code enforcement).

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-05

### “Goals and Objectives”

CHIEF OF POLICE:



CALEA STANDARD: 15.1.3, 15.2

EFFECTIVE DATE: 03/01/23

INDEX AS: Goals and Objectives & Multi-Year Plan

LAST REVISED DATE:

Purpose: To establish procedures for the development of Departmental goals and objectives.

Policy: The duties of the Guyton Police Department are established by City Code, as authorized by the General Statutes of Georgia. These broad statements must be further defined in a system of goals and objectives for the department. All personnel should be made aware of departmental goals and objectives.

#### I. DEFINITIONS

- A. **Goals:** Goals are stated in broad, almost immeasurable terms, and are based on the duties assigned to the department by City Code and Statute. Since the goals are largely set in place by an external political process, goals may tend to remain the same year after year. Goals are long-term guides that provide solid direction, provide guidance and stability for planning, and look to the future.
- B. **Objectives:** Departmental objectives are specific, measurable, obtainable statements of actions to be accomplished. One or more departmental objectives, if satisfactorily attained during a year, should effectively contribute toward attainment of a departmental goal.

#### II. SETTING GOALS AND OBJECTIVES

- A. Annually, and prior to the budgeting process, the Chief of Police and others as directed by the Chief should evaluate progress made toward the attainment of the last year's goals and objectives, and to establish goals and objectives for the coming year.
- B. Written goals and objectives should be set for the Department and each organizational component of the Department.



- C. Drafted departmental goals and objectives will be discussed at staff meetings, and input solicited from those present as to the revision of proposed goals and objectives and/or the development and inclusion of new goals and objectives.
- D. Goals and objectives, once formulated, will be made available to all personnel, as well as progress toward the attainment of the goals and objectives.

### **III. MULTI-YEAR PLAN**

- A. The Guyton Police Command Staff led by the Chief of Police will conduct a collaborative system review of the Multi-Year Plan on an annual basis. This review will include command staff representatives from each organizational component and those goals will coincide with City of Guyton Goals as much as possible.
- B. The Multi-Year Plan will examine:
  - 1. Goals and objectives that may require longer than a single year to accomplish;
  - 2. Anticipated workload and population trends;
  - 3. Anticipated personnel levels; and
  - 4. Anticipated capital improvements and equipment needs.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-06

### “Jurisdiction and Mutual Aid”

CHIEF OF POLICE: 

CALEA STANDARD: Chapter 2

EFFECTIVE DATE: 03/01/23

INDEX AS: Mutual Aid

LAST REVISED DATE:

Purpose: To establish procedures, duties and responsibilities for providing assistance to, or requesting assistance from, another law enforcement agency.

#### I. JURISDICTION

- A. Generally, the legal jurisdiction of the Guyton Police Department stops at the city limits.
- B. The Guyton Police Department is the primary agency responsible for providing law enforcement functions to, and responding to calls for service from, the citizens of the City of Guyton. This does not exclude county, state or Federal law enforcement officials from the exercise of their authority within the City limits.
- C. Whenever a person in the custody of an officer may escape or whenever a person may flee from an officer attempting to arrest him, such officer, with or without warrant, may pursue such person anywhere in the state and, when in close pursuit, may arrest him wherever he is found. No officer of the department will leave the city in pursuit or chase without informing the dispatcher and gaining permission from the supervisor (See General Order 200-09, Vehicle Pursuit). Mutual aid will be requested from other law enforcement agencies as appropriate and outlined in this Order.

#### II. MUTUAL AID

- A. Georgia Code 36-69-3 permits municipal police officers to assist outside law enforcement agencies when conditions exist of extreme peril to the safety of persons and property caused by natural disasters, riots, civil disturbances, or other situations presenting major law enforcement and other public safety problems. In addition, the statute permits municipal police officers to assist outside law enforcement agencies in the prevention or detection of violations of any law, in the apprehension or arrest of any person who violates a criminal law of this state, or in any criminal case. Upon request, the Guyton Police Department will provide Mutual Aid in accordance with this statute.

1. Any request for immediate assistance within Effingham County must be approved or requested by the shift supervisor. Any request for aid outside Effingham County or for assistance of a non-emergency nature must be approved by the Chief of Police.
  2. At no time will manpower in excess of 50% of the on-duty officers be committed to assist an outside agency without the approval of the Chief of Police.
  3. GPD personnel sent in response to a request for mutual aid will report to the ranking on-scene supervisor of the agency requesting the mutual aid.
- B. Upon request, the Guyton Police Department may immediately assist another local law enforcement agency in any of the following situations:
1. A natural disaster, riot, civil disturbance, or other situation presenting major law enforcement or other public safety problems;
  2. A life-threatening call near the City limits;
  3. A serious accident near the City limits;
  4. A major transportation accident near the City limits;
  5. When requested by an outside agency to assist in the prevention or detection of violations of any law, in the apprehension or arrest of any person who violates a criminal law of this state, or in any criminal case.
- C. The City of Guyton lies adjacent to the City of Springfield and the City of Rincon. The City of Guyton lies within Effingham County. A request by these or another agency for immediate assistance required to ensure an officer's or citizen's safety should be immediately provided.
- D. Use of Outside Personnel: Outside personnel provided to this department in times of emergency or civil disorder may be utilized to assist in aspects of emergency situation control. Processing of arrested persons will be the primary responsibility of personnel from this department; however, the security and transportation of arrested persons to detention facilities may be delegated to outside personnel. The ranking GPD officer at the scene is responsible for assigning personnel sent from other agencies in response to a request for mutual aid.
- E. Long-term support between the police department and neighboring law enforcement agencies may be coordinated in advance by the agency CEO's, if possible. Coordination will be accomplished by written agreement incorporating the following:

1. Indemnification of the provider agency and its personnel, i.e., life, health, and liability insurance.
2. List of resources to be shared.
3. Estimate of amount of aid available.

### **III. CONCURRENT JURISDICTION**

- A. The Guyton Police Department is primarily responsible for all police services within the city limits. There are however other agencies that may conduct law enforcement activities within the city limits of Guyton. These include, but are not limited to, the Effingham County Sheriff's Department, Georgia State Patrol, Georgia Bureau of Investigation, Georgia Department of Corrections, Georgia Department of Transportation, and various federal agencies. The officers of the Guyton Police Department will not interfere with any other authorized official of another agency having concurrent jurisdiction. This does not preclude dual investigations by two or more agencies of the same incident.

### **IV. REGIONAL SERVICES**

- A. Occasionally it is necessary to request assistance from a federal or state law enforcement agency, such as the FBI or GBI, when a bank robbery or a major crime has been committed (e.g., murder and kidnapping) and/or it is believed that the perpetrator of the crime has left the state. The Chief of Police or their designee may authorize a request for assistance from federal law enforcement agencies.
- B. National Guard Assistance: In case of an outbreak of insurrection, breach of the peace, riot, or combination to oppose the enforcement of the law by force or violence within the City of Guyton, or in the event of a disaster or other emergency, the Chief of Police may notify the City Manager and the Mayor that there is a need for National Guard assistance. The Mayor/City Manager has the authority to request assistance by notifying the Governor of Georgia. If the Governor deems the emergency of sufficient magnitude, he may order the National Guard into service for such a period, to such an extent, and in such a manner, as he may deem necessary according to O.C.G.A. § 38-2-6.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-07

### “Volunteers”

CHIEF OF POLICE: 

CALEA STANDARD: 45

EFFECTIVE DATE: 03/01/23

INDEX AS: Volunteers

LAST REVISED DATE:

Purpose: To establish the Guyton Police Department’s Volunteer program. The department does not currently have a volunteer program in place. This General Order will govern the program in the event the Chief of Police authorizes such.

#### I. VOLUNTEERS

- A. Volunteers are not sworn law enforcement officers. They do not have the authority to make a full custody arrest (Arrest authority, with or without a warrant, which includes the legal authority to physically remove a person from their location, taking that person to a place of confinement or judicial authority).
- B. Volunteers may be assigned to non-enforcement functions throughout the police department and/or law enforcement related, community service functions, as determined by the Chief of Police. The specific duties assigned to Volunteers will be determined by the particular area to which they are assigned.
- C. Volunteers will be selected through a process as determined by the Chief of Police. This process may include at a minimum an application, interview, criminal background check, and any other step as determined by the Chief of Police.
- D. Volunteers will receive initial and annual reoccurring training appropriate to the duties to which they are to be assigned. Such training may include but is not limited to new employee orientation and Georgia Crime Information Center (GCIC) Security and Integrity Awareness Training, prior to performing any duties with the Guyton Police Department. All training will be administered as determined by the Chief of Police.
- E. The Chief of Police may at his discretion remove any Volunteer from the program when their actions are found to constitute a violation of Code of Conduct.

- F. Any Volunteer found to be in possession, while on duty, of any unauthorized weapon or piece of equipment, may be immediately removed from the Volunteer program.
- G. Volunteer units may be uniformed, dependent upon their duties and role, and upon the approval of the Chief of Police. Any uniform worn by Volunteer units will clearly distinguish them from sworn law enforcement officers of this department, whether purchased and provided by the Department or not.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-08

### “Staff Meetings”

**CHIEF OF POLICE:** 

**CALEA STANDARD:** 12.1.4

**EFFECTIVE DATE:** 03/01/23

**INDEX AS:** Staff Meetings

**LAST REVISED DATE:**

**Purpose:** To establish procedures for conducting Staff Meetings.

**Policy:** At the discretion of the Chief of Police, a regular staff meeting will be held to promote communication, coordination, and cooperation within the department by exchanging ideas and information; soliciting opinions; and identifying, analyzing, and solving problems.

- A. Staff Meetings will be conducted by the Chief of Police and are to be held at the Police Department or other area as so designated by the Chief of Police.
- B. The meeting may be held as directed by the Chief of Police. If a scheduled meeting falls on a holiday, the meeting may be postponed until the next regularly scheduled meeting day, or as directed by the Chief of Police.
- C. All officers shall be present unless excused by the Chief of Police. Others may attend as approved by the Chief of Police.
- D. All supervisory personnel should be prepared to discuss any and all incidents, occurrences and/or problems that have arisen under their command since the last staff meeting.
- E. All supervisory personnel should be prepared to make suggestions as to how to correct, change, and/or address any problems or areas of concern. Personal input in the form of information, thoughts, ideas, and suggestions are requested and encouraged. Goals and objectives for the police department may also be discussed and reviewed in staff meetings.
- F. Supervisory personnel may be asked to record any necessary notes and/or information and disseminate such information to subordinates under their command.
- G. Minutes of the meeting may be recorded and disseminated to organizational components. Supervisors will read the minutes during roll call briefings, and they may be posted.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-09

### “Fiscal Management”

CHIEF OF POLICE: 

CALEA STANDARD: 17.1, 2,3,4

EFFECTIVE DATE: 03/01/23

INDEX AS: Cash Accounts  
Fiscal Management

LAST REVISED DATE:

Purpose: The purpose of this procedure is to establish a financial management system for the Guyton Police Department.

Policy: It is the policy of the City of Guyton Police Department to comply with all procedures and guidelines established by the City of Guyton.

#### I. GENERAL

- A. The Chief of Police of the Guyton Police Department has the authority and responsibility for the fiscal management of the department.
- B. The Chief may designate a person or person(s) to administer the daily accounting and administration procedures of fiscal management; however, the Chief retains the responsibility for the fiscal operations.

#### II. ANNUAL BUDGET

- A. Upon direction of the Guyton City Manager to time and deadlines, the department may prepare a budget proposal for the upcoming fiscal year. This proposal may be preceded by a Staff Meeting of the command staff and others as required, to solicit input on budgetary requirements for the upcoming year.
- B. Following consultation with the command staff, the Chief will compile a final draft of the proposed budget, giving consideration to the input received from the budget meeting, for the upcoming fiscal year. This final draft will be completed and submitted to the City Manager for presentation to the city council.
- C. Budget Reports: All approved personnel may access budgetary status reports for all budgetary accounts for the police department as needed.



### **III. CASH FUNDS AND ACCOUNTS:**

**A. Petty Cash Fund** – Currently there is no petty cash fund available for use by the Guyton Police Department.

**B. Court Cash Box**

1. Court Clerks will accept payments for fines ordered by the court during court sessions.
2. All funds received will be placed in the cash box. The cash box will remain secure in a locked cabinet within the Records Section subject to the discretion of the City Manager, which has controlled access.

**C. Condemnation Accounts**

The Guyton Police Department does not currently use a Condemnation Account. If the Chief of Police later determines that a Condemnation Account is necessary, the GDP shall adhere to the following procedures:

1. All monies confiscated by the Police Department with intent to condemn such monies will be deposited in a pre-condemnation city account designated for that purpose.
2. Once the condemnation order is issued by a qualified Judicial Officer, checks will be issued from the pre-condemnation account to the District Attorney's Office and the Clerk of Court, for their portion of the condemned monies. The remainder of the money will then be transferred by the City Accounting Office to the Post-Condemnation Account.
3. The Chief of Police is authorized to disburse monies as needed and in compliance with applicable laws from the Post Condemnation Account.
4. Court Orders, receipts, and purchase orders in relation to the Condemnation Accounts will be maintained.

**D. Confidential Informant/Investigative Fund**

The Guyton Police Department does not currently use a Confidential Informant/Investigative Fund. If the Chief of Police later determines that a Confidential Informant/Investigative Fund is necessary, the GDP shall adhere to the following procedures:

1. The Department's budget may provide for a confidential informant/investigative fund within the Investigative Bureau.

2. Investigative Supervisors may request funds from this account from the Chief of Police as needed in investigations.
- E.** Individuals authorized to dispense cash from any of the above funds must request authorization from the Chief of Police prior to any expenditure above the amounts of each fund.
  - F.** A ledger system shall be in-place, either manually or through the finance records management system for all cash accounts, which will reflect transactions for each particular cash account and identify credits, debits, and balance for each account.
  - G.** A quarterly accounting of all agency cash activities shall be completed by the office responsible for the funds and forwarded to the Chief of Police.

#### **IV. FINANCIAL AUDITS**

- A.** The GUYTON Police Department will cooperate fully with any and all audits conducted on the financial operations of the department as directed by the Chief of Police or City Manager.
- B.** Audits of financial records and procedures may originate from the Finance Department of the City of Guyton, or from the office of the Chief of Police. These audits may be conducted by personnel of the City or independent auditors as prescribed by the City Manager. However, an external independent audit of all departmental funds, both cash and non-cash should be conducted on at least an annual basis. Such audit may take place during the annual audit of the City by an independent accounting firm.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-10

### “Planning and Research”

CHIEF OF POLICE: 

CALEA STANDARD: Chapter 15.1.1 -2

EFFECTIVE DATE: 03/01/23

INDEX AS: Planning & Research

LAST REVISED DATE:

Purpose: To explain how departmental planning and research functions are performed and how responsibility is assigned.

Policy: The Guyton Police Department performs a variety of planning functions including analysis of reported crimes and requests for service, departmental budgeting, and the development of Standard Operating Procedures and policy guidelines, among others. These functions and related activities are performed by departmental staff under the direction of the Chief of Police.

#### I. PROCEDURES

- A. The Chief of Police is responsible for the coordination of planning and research activities for the Police Department.
- B. The Chief of Police may delegate specific planning activities or research to support planning activities to a component of the department or specific employees, as the Chief deems necessary and appropriate. Such assignments will generally be delegated to the component most closely related to the activity.
- C. Assigned employees will accomplish planning and research activities on a part-time basis, as directed by the Chief of Police. Primary assigned employees will report to the Chief of Police in the areas of planning and research.
- D. Supervisory employees assigned planning and research projects may delegate portions of the research to subordinate personnel as deemed necessary and appropriate. Such personnel will report to the supervisor who assigned them to the project or such other person as they are directed. The Supervisory employee remains responsible for the completion of the planning and/or research.
- E. Through the Chief of Police, assigned employees and units will have access to any necessary information resources necessary to complete their planning and/or research.

F. Activities of the planning and research function may include, but are not limited to:

1. Budget Planning;
2. Strategic Operations;
3. Traffic Analysis;
4. Criminal Intelligence;
5. Support Services;
6. Personnel Deployment;
7. Special Operations;
8. Training;
9. Selective Enforcement;
10. Crime Analysis;
11. Capital Improvements; and
12. Goals and Objectives.

G. Analytical reports used in planning and research will be disseminated to affected organizational units.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-11

### “Departmental Property”

CHIEF OF POLICE: 

CALEA STANDARD: 17.5, 22.1.6

EFFECTIVE DATE: 03/01/23

INDEX AS: Equipment

LAST REVISED DATE:

Purpose: To establish guidelines and procedures for procurement and care of department-owned property being received, issued, or returned for storage and re-use, and/or disposal.

#### I. RESPONSIBILITY

- A. The Chief of Police or their designee may appoint a Departmental Quartermaster to be responsible for the procurement, management, distribution/collection, storage and eventual re-issuance or disposal of property owned by the Guyton Police Department.
- B. The Department will ensure that stored serviceable department property and equipment is maintained in a state of operational readiness.
- C. Employees are responsible for the proper care of all department property and equipment assigned to them.
- D. Department property that is to be stored by an employee or organizational unit will be maintained in a state of operational readiness by the employee or supervisor of the unit.
- E. Procurement and requisitioning of department-owned property will be accomplished in accordance with City of Guyton purchasing procedures.

#### II. ISSUANCE PROCEDURES

- A. New employees will be issued uniforms and equipment by the Department.
- B. Whenever possible and feasible, the Department will attempt to locate uniforms and equipment in the employee's size from the existing inventory of stored available items.
- C. Employees may receive additional equipment and/or uniform items as necessary from the Quartermaster, as authorized by the employee's supervisor.
- D. Employees receiving equipment will sign for the item(s). **No property will be issued without the knowledge of the Chief of Police or their designee.**

### **III. INVENTORY PROCEDURE**

#### **A. Departmental**

1. An inventory of property held by the police department should be conducted at least every three years by a ranking supervisory officer appointed by the Chief of Police.
2. All inventory reports will be turned in to the Chief of Police or their designee.

#### **B. Individual**

1. A record of all equipment issued to a member of the department will be maintained and is hereby designated as Individual Equipment Inventory Form.
2. The Chief of Police or their designee will update the Individual Equipment Inventory Form, both upon issuance and return of property, verifying the quantity issued, make, model, and serial number for each item.

### **IV. INSPECTION**

- A. The mandatory inspection will ensure that all departmental property is maintained in a state of operational readiness, and if not, note such with the Inventory Report.
- B. Employees are responsible for ensuring that all property issued to them receives proper care and maintenance.
- C. Shift Supervisors are responsible for conducting random and periodic inspections of the officers under their command, to include the readiness of officer equipment, as well as their appearance and cleanliness.

### **V. GENERAL RULES**

- A. All equipment must be clean, in good working order and conform to department specifications.
- B. Damaged or lost property may subject the responsible individual to reimbursement charges for replacement and/or appropriate disciplinary action.
- C. Employees shall immediately notify their supervisor of any loss of or damage to departmental property. The immediate supervisor will be notified of any defects or hazardous conditions existing in any department equipment or property.
- D. Employees shall not intentionally mark or deface any piece of equipment or the departmental building. Employees shall not alter (marking or adding material)

departmental equipment without specific consent from the Chief of Police or their designee.

- E. Employees shall not mark, alter, or deface any posted notice of the department. Notices or announcements will not be posted on bulletin boards without permission of a commanding officer. Employees posting un-approved notices of any kind that are deemed violation of policy will be disciplined.
- F. Employees are required to surrender in good, clean condition, all departmental property in their possession upon separation of employment. Employees separating from the department shall coordinate by appointment with the Chief of Police or their designee at least three (3) days in advance of departure for a scheduled turn-in of departmental property. An employee will be required to reimburse the Department the fair market value of all non-expendable items the employee fails to return.
- G. If a supervisor or employee discovers any assigned police equipment is not serviceable, is malfunctioning, or is hazardous, they are responsible for taking immediate steps to remove the equipment from service and, in circumstances where it is not a danger, forward it to the Chief of Police or their designee. If the equipment is an item which cannot be moved, such as a portable generator or other large item, it will be appropriately tagged with a distinct warning marker.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-12

### “Compensatory and Overtime”

CHIEF OF POLICE: 

CALEA STANDARD: 22.1.1

EFFECTIVE DATE: 03/01/23

INDEX AS: **Comp Time**  
**Overtime**  
**Flex Time**

LAST REVISED DATE:

Purpose: To establish procedures for overtime, compensatory time, and flextime Pay.

#### I. DEFINITIONS

- A. Exempt Employee - certified employee of the rank of Lieutenant or above or other positions as designated by the Chief of Police. Exempt employees are ineligible for compensatory, flex, and overtime (unless granted permission by the Guyton City Manager). Civilian Employees whose job description is consistent with the guidelines and designations of the Fair Labor Standards Act (FLSA) are exempt.
- B. Non-Exempt Employee - Any employee the rank of Sergeant and below, or otherwise consistent with the designation of non-exempt employee under the guidelines of the FLSA.

#### II. PROCEDURES

- A. All certified employees will complete the electronic time sheet and submit the time sheet for approval by a supervisor at the end of the two week pay period. The Chief of Police or their designee will verify on a bi-weekly basis that all entries have been approved.
  - 1. OVERTIME – See City of Guyton Employee Handbook.
  - 2. FLEX TIME - See City of Guyton Employee Handbook.
  - 3. COMPENSATORY TIME - See City of Guyton Employee Handbook.
  - 4. CIVILIAN EMPLOYEES - See City of Guyton Employee Handbook.



# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-13

### “Body Armor”

CHIEF OF POLICE: 

CALEA STANDARD: 41.3.5-6

EFFECTIVE DATE: 03/01/23

INDEX AS: Body Armor

LAST REVISED DATE:

Purpose: To provide Guyton Police Department Officers with guidelines for the proper use and care of department issued body armor.

Policy: It is the policy of the Guyton Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of worker safety procedures.

Definition: Field Activities - Duty assignments and/or tasks that place or could reasonably be expected to place officers in situations where they are vulnerable to risks associated with law enforcement activities.

#### I. PROCEDURES

##### A. Issuance of Body Armor

1. All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.
2. All officers, and other individuals who the Chief of Police deem necessary, may be issued agency-approved body armor.
3. Body armor that is deteriorated, damaged or outdated should be replaced by the agency. Any officer who is determined to be guilty of intentional misuse or abuse of issued body armor may be subject to disciplinary action.

##### B. Use of Body Armor

1. Officers must wear only agency-approved body armor.
2. Body armor may be worn by recruit officers during field training.

3. Officers that are assigned to a uniformed function and non-uniformed sworn officers may be required to wear body armor while engaged in field activities both on duty and during extra duty employment. If there is a medical reason why an officer cannot wear body armor, they will be placed on administrative leave and/or given a temporary assignment until a review can be made of their status by the Chief of Police. Some acceptable reasons are:
  - a. When a licensed physician determines that an officer has a medical condition that would preclude wearing body armor.
  - b. When the officer is involved in undercover or plain clothes work that their supervisor determines could be compromised by wearing body armor; or
  - c. When the Chief of Police determines that circumstances make it inappropriate to mandate wearing body armor.

#### C. Inspections of Body Armor

1. Supervisors will be responsible for ensuring that body armor is worn and maintained as required by this policy through routine daily observation and monthly documented inspections.
2. Annual inspections of body armor should be conducted for fit, cleanliness, signs of damage, abuse and wear. This inspection will be conducted by the officer's supervisor at the time the individual annual inventories of departmental issued property are conducted.

#### D. Care, Maintenance and Replacement of Body Armor

1. Officers must routinely inspect personal body armor for signs of damage and for general cleanliness.
2. As dirt and perspiration may erode ballistic panels, each officer will be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.
3. Officers are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and the Chief of Police or their designee

#### E. Training

1. The Chief of Police or their designee will be responsible for:

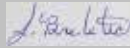
- a. Monitoring technological advances in the body armor industry that may necessitate a change in body armor and to ensure proper training is given if the newer body armor is adopted.
  - b. Assessing weapons and ammunition currently issued to officers and the suitability of approved body armor to protect against those threats.
2. Officers are responsible for the proper storage, maintenance and care of body armor in accordance with manufacturer's instructions. Upon issuance of body armor to an officer, a member of the training unit must ensure that officers are informed of the manufacturer's instructions regarding the use and care of their issued body armor.
3. Anyone issued body armor who experiences a significant degree of body weight or size change that affects proper fit of their assigned body armor should contact the department Quartermaster for re-sizing and exchange.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-14

### “Appearance”

CHIEF OF POLICE:



CALEA STANDARD: 22.2.5, 26.1.1  
41.3.5, 41.3.6

EFFECTIVE DATE: 03/01/23

INDEX AS: Appearance & Uniforms

LAST REVISED DATE:

Purpose: The purpose of this General Order is to establish guidelines for proper appearance of all employees and wearing of uniforms by Officers of the Guyton Police Department.

Policy: Employees may present a neat and clean appearance, unless the assignment dictates otherwise.

The Guyton Police Department issues a standard uniform to all sworn employees. Only departmentally approved and issued uniform items will be worn with the uniform. Whenever the uniform is worn, it will be a complete duty uniform. This includes coming to work and going home after work.

#### I. UNIFORM

- A. **Shirts:** Issued uniform shirts will be a black, blue, grey, or tan in color, or as approved by the Chief of Police. The long sleeve shirt may be considered part of the Class-A uniform and may be worn during special events or at the discretion of the Chief of Police. The long sleeve shirt can also be worn as the duty uniform in place of the short sleeve shirt. When the long sleeve shirt is worn, it may be worn with the black tie, black mock turtle neck, or a black crew neck t-shirt, purchased at the officers expense, with an open collar. Long sleeves will be worn completely unrolled and buttoned. The rolling up or tucking under of shirt sleeves is strictly prohibited in any area where the officer may come into contact with the public. This restriction also applies when wearing the jacket or raincoat. The short sleeve uniform shirt may also be considered the duty uniform. Whether the short sleeve shirt or the long sleeve shirt is worn for duty is left to the individual officer. However, the Chief of Police or his designee has final discretion in this matter.
- B. **Pants:** Issued uniform pants will be a black, tan, or green in color, or as approved by the Chief of Police. Pants may be tailored to correct excessive length, slackness, tightness, or for repairable damage caused by on-duty activity. Cosmetic tailoring will be at the officer's expense. Pants are not to be so tight or loose as to prevent proper movement or

to distract from a professional appearance. The pockets may not pull outward, nor may they be sewn shut. Pants are to be of a length below the ankle but not touching the floor when standing without shoes.

C. **Ties:** Only black ties may be worn with the long sleeve dress uniform.

The tie may be considered part of the Class A uniform and may be worn with the uniform during special events or when directed by the Chief of Police or their designee. Refer to section V. of this general order regarding the dress appearance of uniformed officers attending court.

The tie will be attached over the top button of the shirt with the collar closed, whenever and wherever the officer may come into contact with the public. The wearing of the tie in the top buttonhole of the shirt is prohibited. A tiepin may be worn at the fourth button from the top. The tiepin will be subject to good taste and reasonableness, as determined by the Chief of Police and of a color to match the brass color of the uniform.

D. **Badge:**

1. The Guyton Police Department Badge will be worn above the left breast pocket of the uniform shirt in the area designed for the placement of the badge. Private ownership of Guyton Police Department badges is prohibited unless specifically authorized by the Chief.
2. Non-uniformed officers may display the badge upon the belt in an approved clip, facing generally toward the front of the individual. These officers may also choose to keep the badge concealed, but must have it on their persons at all times while on-duty.
3. Officers will be issued and must wear only the badge that identifies their rank and/or position.
4. I.D. Card: The Guyton Police Department Identification Card must be carried by employees at all times while on duty and while off duty when carrying the badge.
5. Any officer carrying their department-issued firearm while off duty must have their badge and I.D. card readily available. Any officer carrying a personal weapon while off duty must have their badge and I.D. card readily available when within or outside the jurisdiction. Anytime an officer is relying upon his position for the authority to carry a weapon, he must have his badge and I.D. card readily available.

E. **Shoes:** Black in color, and black lacings and issued black in color leather toe and heel boots or those shoes otherwise approved by the Chief of Police, may be worn with the uniform. All footwear will be kept clean with a minimum buff shine. Issued department footwear will be worn while on-duty and extra-duty only.

- F. **Socks:** Only black socks will be worn with the uniform when the ankle area is subject to being exposed. Exceptions will only be made upon the advice of a doctor and/or Chief of Police.
- G. **Undershirt:** The undershirt must not be visible from the neckline of an open shirt collar or the ends of the sleeves, however the officer may purchase black colored crew neck t-shirts, at their own expense, which may be worn with the short sleeve shirt and visible from the neckline.
- H. **Pockets:** Nothing causing an unsightly bulge will be placed in the pockets. Pens placed behind the left shirt pocket where they are visible must be black, gold, or “wood grain” in appearance. With the exception of pens, no item may be visible from a pocket.
- I. **Jewelry:**
1. Necklaces, if worn, must remain under the uniform so as not to be visible.
  2. Bracelets, except for Medical Alert, POW/MIA, and Law Enforcement Memorial bracelets honoring an individual, are prohibited. An officer requiring a Medical Alert notice should make attempts to secure a necklace type pendant of notification.
  3. Female officers may wear one post-type stud earring on the lobe of each ear. The earring must be of a conservative style, as determined by the Chief of Police or their designee. Earrings will not be worn by male officers while on duty or off duty while acting in a law enforcement capacity, unless the assignment dictates, as approved by the Chief of Police.
  4. Body piercing, which can be viewed by the general public is prohibited, with the exception of earrings for female officers, as stated in paragraph 3 above.
  5. Wristwatches must be conservative and not detract from the professional appearance of the uniform.
  6. Rings will be limited to one per hand (wedding sets will be considered one ring).
  7. Eyeglasses and sunglasses must not detract from the professional appearance of the uniform. Mirrored sunglasses and eyeglass straps or chains are prohibited.
  8. No other personal jewelry may be worn with the uniform. No items not specifically allowed by this Order may be worn with or attached to the uniform.
- J. **Cosmetics:** If worn, facial cosmetics are to be subdued and worn with discretion and in good taste to present an overall conservative appearance. Bright colors in facial and eye makeup are prohibited. False eyelashes are prohibited. Lipstick, if worn, is to be of a

subdued color.

- K. **Fingernails:** Females in uniform are permitted to wear nail polish that is conservative. Polish will be of a conservative solid shade without ornamentation and will not detract from a uniform appearance. The wearing of florescent or multi-colored polishes or nails while in uniform is not permitted.
1. **Body Art:** Tattoos or body art are allowed by all personnel at the discretion of the Chief of Police.
  2. If deemed profane, offensive, and/or inappropriate by the Chief of Police, the employee may be required to cover the tattoos or body art with clothing as a continued job condition or forfeit their job with the City of Guyton.
- K. **Radio:** Officers must carry their portable radio when away from the office or vehicle unless there is a communications equipment shortage. When used, the microphone will be attached to the epaulet of the uniform shirt. Officers will notify the Dispatcher when they exit their vehicle without portable radio capability.
- L. **Pagers:** None issued by Guyton Police Department.
- M. **Baseball Caps:** Baseball caps with the Department Patch or Badge Patch on them (as issued by the Department) may be worn at Department sanctioned functions at which casual civilian attire is acceptable. Caps are not to be worn with the uniform except with the permission the Chief of Police or their designee.
- N. **Raincoat:** The issued raincoat will be the only raincoat worn with the uniform. The raincoat will be worn at the officer's discretion based upon reasonableness and weather. The hat rain cover will be worn on the hat whenever the raincoat is worn.
- O. **Winter Jacket:** The issued winter jacket will be the only coat (other than the raincoat) worn with the uniform. The winter jacket may be worn at the officer's discretion based upon reasonableness and weather. The winter jacket will have a "badge patch" affixed to the badge area on the front left breast, and shoulder patches on each shoulder.
- P. **Relaxed Uniform:** A "relaxed uniform," may be issued to personnel specified by and at the discretion of the Chief of Police. The uniform may be worn when the officer is involved in a special assignment calling for the attire, as approved by the officer's supervisor and/or the Chief of Police. Appropriate shoes will be dictated by the event.
- Q. **Gloves:** Gloves that are black in color may be worn with the uniform when necessary to protect the officer from cold weather. White gloves may be worn by uniformed officers in a traffic control capacity or at a formal ceremony. Gloves which detract from the professional appearance of the uniform may be restricted from use by the officer's supervisor. Gloves that expose the knuckles, back of the hand, and/or fingers are strictly prohibited. Gloves must not be lined with any foreign substance or otherwise altered in

any way where such alteration is intended to assist an officer in a physical confrontation, i.e., lead lined, brass knuckles etc. Gloves designed to provide extra protection to officers (Kevlar-lined, etc.) may be worn in high-risk tactical situations if there is a known and impending immediate threat that may be reduced by the use of the gloves, as approved by the Chief of Police.

**R. Body Armor:**

**Definition: Field Activities** - Duty assignments and/or tasks that place or could reasonably be expected to place sworn personnel in situations where they would be required to act in an enforcement capacity rather than an administrative or support capacity.

1. Body Armor Vests are issued to every sworn employee of the Department. All sworn personnel must wear their issued body armor when there is a recognizable, elevated threat. Sworn personnel that are assigned to a uniformed function and non-uniformed sworn personnel are required to wear body armor while engaged in field activities both on duty and during extra duty employment unless exempt as follows:
  - a. When a licensed physician determines that an officer has a medical condition that would preclude wearing body armor.
  - b. When the officer is involved in undercover or plain clothes work that their supervisor determines could be compromised by wearing body armor; or
  - c. When the Chief of Police determines that circumstances make it inappropriate to mandate wearing body armor.
2. Sworn personnel must routinely inspect their assigned body armor for signs of damage and for general cleanliness. Dirt and perspiration can erode ballistic panels; therefore, each officer shall be responsible for cleaning their assigned body armor in accordance with the manufacturer's instructions. Supervisors must examine body armor during an officer's monthly inspection and will document the condition of the body armor and may have the officer report damage or excessive wear of the assigned body armor to the department quartermaster.
3. Sworn officers assigned to administrative duties are expected to respond to law enforcement matters that occur within their immediate presence or knowledge. These officers must keep readily available and use their body armor if time permits the officer to do so when responding to a law enforcement matter.

**S. Cleaning of the Uniform:** Employees will be expected to have a clean uniform when reporting for work. Shirts and pants are to be maintained in accordance with the manufacturer's instructions. The care and cleaning of other equipment and uniform items will be in accordance with the manufacturer's specifications.



T. **Supplemental Issue:** Employees may be issued additional items as required by their current assignment or position. These items will be worn or displayed as required by the Chief of Police.

U. **Initial Issue:** The following uniform items may be issued to sworn employees of the Guyton Police Department following necessary training. Items with an asterisk (\*) are considered expendable and need not be turned in upon termination of employment, but must be present or accounted for during the course of employment.

1. Short sleeve shirts;
2. Long sleeve shirts;
3. Uniform pants;
4. Departmental Badge and ID Card;
5. Nametag;
6. GPD (or rank) collar insignias;
7. Body Armor;
8. Winter jacket;
9. Raincoat;
10. Traffic safety vest;
11. Taser (optional)
12. Handgun;
13. Appropriate ammunition;
14. Ammunition magazines;
15. Pair of handcuffs;
16. Police baton;
17. Portable radio;
18. Gun belt including:
  - a. Holster;
  - b. Handcuff case;
  - c. Magazine pouches;
  - d. Belt keepers;
  - e. Radio holder;

V. **Gun belt:** The gun belt is considered a part of the uniform and as such will be worn whenever the uniform is worn, except when the officer is assigned to administrative duty within the Police Department building or as provided by this Order or the Chief of Police.

1. The following articles are considered the minimum standard equipment on the gun belt:
  - a. Holster and Firearm;
  - b. Ammunition container with authorized ammunition;
  - c. Handcuff case with one pair of issued handcuffs;
  - d. Portable radio and holder; and
  - e. Taser
2. A key strap, extra approved handcuffs in an approved case, flashlight and holder,

and other items as authorized by the Chief of Police may be worn on the gun belt at the discretion of the officer and with the approval of the Chief of Police. Items not issued by the department must be obtained at the expense of the officer.

3. All gun belts will be kept in place by "belt keepers," black in color and leather basket weave in construction or appearance. A maximum of five keepers will be allowed.

## **II. GROOMING**

The following regulations govern grooming for the sworn members of the Guyton Police Department:

- A. The hair must not be worn over the forehead in a manner, which allows it to be exposed under the regulation headgear. The hair should not touch the ears or extend below the normal hairline. The hair should permit the regulation headgear to sit firmly on the head and not rest solely on the hair. The headgear must rest on the head at some point. Hair must be neatly groomed at all times.
- B. The hair at the back of the head may be worn in a full manner and may be tapered or "feathered" style. No hair will be allowed to extend over the collar or be cut straight with a scissor like effect showing no taper. The hair on the back of the head may be worn in a square type style provided it is tapered. Female officers may have longer hair, provided that while on duty, it is worn in a manner to meet the intent of this Order. Any device used to hold the hair in place, (i.e., pins, hairclips, etc.) must be modest and professional in appearance, as determined by the Chief of Police.
- C. The hair must not be cut or worn in such a manner as to display a symbol, spell a word, or display any other design unless authorized by the Chief of Police.
- D. Sideburns are permitted, provided they do not extend below the lowest portion of the ear opening nearest the ear lobe. They may be worn in a full hairstyle and must be combed downward. No part of the sideburn may touch or conceal the ear. Sideburns must not be worn in a flared fashion. The base will have a clean, horizontal line.
- E. All personnel must wear their hair color in a manner that presents a professional appearance. Personnel will not wear a hair color that would be considered an unnatural color of hair. Hair colors that are considered a natural color are black, brown, blonde, natural auburn, and natural red. This order is not intended to prevent anyone from dyeing their hair using one of the natural colors. Hair highlighting in a natural hair color is permissible. Examples of hair colors that would be considered unacceptable are blue, green, orange, purple, burgundy, etc. The Chief of Police or his designee will make a determination whether a hair color is deemed acceptable or unacceptable.
- F. Beards, whether full or goatees, are authorized. Beards must be kept clean, neatly

trimmed with defined lines or borders, and present a conservative, professional appearance. No portion of the beard will be exceptionally longer than the rest, and beard hair length must not exceed 1/2 inch. The neck must remain clean shaven unless a medical issue exists and permission is granted by the Chief of Police.

- G. A mustache is permitted provided it does not extend past the corners of the upper lip. It must not turn upward or be worn in a twisted manner. It must not be a "Fu Manchu" or "Handlebar" style and must not have waxed ends. The upper lip must be totally exposed. The mustache must not be so thick that it extends more than 1/4 inch outward.
- H. Wigs or hairpieces may be worn to cover natural baldness or to cover physical disfigurement. When worn, they will conform with hair regulations.
- I. Fingernails must be neatly trimmed at the end of the fingers in uniform fashion.
- J. All personnel must bathe regularly and must not appear for duty in an unclean condition. Personal hygiene must be practiced by all personnel so their bodies do not present offensive odors or appearance.
- K. Exceptions may be granted by the Chief of Police.

### **III. NON-UNIFORM PERSONNEL DRESS CODE**

- A. A sworn member of the department not required to be in uniform will wear business like attire. Their appearance must be business-like at all times when in public or in public view, as determined by their supervisor. Sworn personnel will receive either a full uniform issue or a yearly clothing allowance as provided by the current budget, and approved by the Chief of Police.
- B. Blue jeans, jogging suits, shorts, or other non-business-like attire will not be worn on duty, except as authorized by the Chief of Police.
- C. A non-uniformed member of the Department may be exempt from Department hair and appearance requirements only upon authorization of the Chief of Police.
- D. Sworn investigative personnel are required to carry their issued firearm, Department Identification Card, Badge, and handcuffs whenever on duty unless prior approval is given. Firearms will be carried in a holster that has been authorized by the Chief of Police. Officers assigned primarily to administrative duties will have their firearm and handcuffs readily available.
- E. Sworn investigative personnel must carry portable communication equipment (radio) when away from the office or vehicle unless the nature of the investigation is prohibitive or due to communications equipment shortages. Detectives will notify the Dispatcher whenever they exit their vehicle without portable communications capability.

**F. Raid Vest:**

1. Investigative personnel will be issued a black tactical outer carrier raid vest or other uniform jacket whenever on-scene circumstances require immediate recognition as law enforcement officers, as authorized by the Chief of Police.
2. If one officer wears the raid vest, all participating investigating officers must wear a raid vest except when in uniform or circumstances prohibit it, as authorized by the supervising officer.
3. Any and all raid vests worn during any given operation must be consistent with one another. All vests must be of the same material, color, and appearance. All vests may have the word "**POLICE**" boldly marked across the rear of the vest and the word "**POLICE**" on the right front breast. When possible, the departmental issued breast badge will be affixed to the left front badge area.

**IV. CIVILIAN ATTIRE**

- A. A non-sworn, civilian employee will dress in civilian clothes that reflect professional standards in design and appearance.
- B. The overall appearance must be business-like at all times, as determined by the employee's supervisor, when representing the Department in public or in public view. This will apply to both male and female members.

**V. COURT ATTIRE**

- A. The required attire for all Court appearances is the duty uniform or dress type clothing.

When attending court during non-scheduled work hours and the wearing of the Class A & B uniform is authorized, the uniformed officer must wear the black uniform tie.

Officers assigned to the courtroom security function must wear the authorized duty uniform. When wearing the Class A & B uniform, officers assigned to this function must wear the tie.

The wearing of a coat in Municipal Court for non-uniformed officers is at the discretion of the officer; however, the coat is required in all other courts. Any court appearance outside of Effingham County will be uniform or dress clothing with a coat and tie. Female attire will be professional in both design and appearance, and appropriate as compared with the standard of the male clothing. Jeans and other denim clothing are prohibited for either gender.

- B. Uniform will be defined as the complete duty uniform, minus the hat. Police batons will not be taken into the courtroom except as required for security details. Portable radios

will be turned off. The wearing of firearms and the gun belt will be in accordance with the rules of the court in question. All officers in civilian clothes will keep their firearms concealed when testifying.

## **VI. ACCOUNTABILITY OF ISSUED ITEMS**

- A. All issued items remain the property of the Guyton Police Department. An accounting of any departmentally issued items may be required at any time. It is the responsibility of the employee to maintain his issued equipment and uniforms in a serviceable and presentable condition and to properly display said items. The employee should report any unserviceable item to their supervisor.
- B. Should an item be lost or stolen, the employee responsible for the item will report it as such immediately. The loss or theft of any of the following items requires a written report within 24 hours of the discovery of the loss. The report will be assigned a Case Report Number (CRN).
1. Firearm;
  2. Department Identification Card;
  3. Badge;
  4. Any radio equipment;
  5. Uniform shirt;
  6. Uniform jacket;
  7. PR 24 or Police Baton;
  8. Body Armor;
  9. Assigned Vehicle; and/or
  10. Any other piece of equipment permanently assigned to the Officer.
- C. Loss of a badge, identification card, shirt, jacket, firearm, vehicle, or other item which may be identified with the Guyton Police Department will be reported to neighboring law enforcement agencies, should the item not be recovered within 24 hours. It should be the responsibility of the Chief of Police or their designee to ensure that such notification is completed.
- D. Employees losing said items due to negligence may be subject to disciplinary measures, to include suspension without pay and termination. Employees may be held financially liable for any Department equipment or item lost or damaged due to negligence or intentional misuse or action on the part of the employee.
- E. When an employee resigns or is terminated, all Department issued equipment and uniforms will be surrendered to the Chief of Police or his designee. This must be completed prior to the employee's receipt of his final paycheck. Failure to account for all issued equipment/uniforms will result in the retention of the final paycheck until the matter is resolved. Intentional failure to return Departmental Property will be considered and treated as a theft.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-15

### “Inspections”

CHIEF OF POLICE: 

CALEA STANDARD: 11.4.3, Chapter 53

EFFECTIVE DATE: 03/01/23

INDEX AS: **Officer Inspections**  
**Staff Inspections**  
**Vehicle Inspections**  
**Accreditation Inspections**

LAST REVISED DATE:

Purpose: To provide procedures for conducting line and staff inspections of agency personnel and equipment.

Policy: It is the policy of the Guyton Police Department that all employees must maintain a uniform and/or a presentable image, adhering to all applicable regulations.

#### I. DAILY INSPECTIONS

- A. An inspection of all patrol, investigative, and civilian personnel should be conducted daily by the Supervisor on duty for personnel under his command.
- B. Supervisors conducting inspections must inspect personnel for:
  1. Neatness;
  2. Readiness for duty; and
  3. Compliance with uniform dress codes as outlined herein and in G.O. 100-14, Appearance.
- C. The inspecting Supervisor may require any employee that fails inspection to go home and report back properly prepared or he may impose disciplinary action. The Supervisor should note the circumstances whenever he sends an employee home due to failure to pass an inspection.
- D. Supervisors should make a daily inspection of the physical plant under his control for neatness and order. The Supervisor will be responsible for ensuring the physical plant area is orderly.

- E. All officers should make a daily inspection of their assigned vehicle and equipment. Any deficiencies in vehicles or equipment must be corrected by the officer assigned, or, if not immediately correctable, the officer will notify their supervisor of the deficiency.
- F. Whenever a Supervisor notes deficiencies either in personnel, equipment, vehicles, or the physical plant, he must take corrective action immediately, if possible, to ensure compliance with inspection standards. If a deficiency is one that cannot be corrected immediately, he must make a note of such and be responsible for correcting the deficiency within a reasonable amount of time.

## II. MONTHLY INSPECTIONS

- A. Supervisors are expected to conduct an inspection of all officers and vehicles under their direct command at least once per month.
- B. Officers not present on the inspection day should be inspected their first working day after the inspection.
- C. The officer's inspection should be documented accordingly.
- D. During the Inspection, the supervisor will ensure that all items are presentable, and that:
  - 1. The firearm is clean and loaded with the proper Department issued ammunition;
  - 2. Officer is in possession of a valid driver's license;
  - 3. The gun belt is clean and items are placed in regulation order;
  - 4. The footwear is clean;
  - 5. The handcuffs are oiled and in working order;
  - 6. The uniform items are undamaged and properly worn;
  - 7. The uniform is neat, clean, and pressed;
  - 8. Patches are not frayed/worn and are stitched on;
  - 9. The in car camera microphone and the belt mic pack is operational.
- E. During the Vehicle Inspection, the supervisor will ensure that:
  - 1. The vehicle is clean and free of new dents and scrapes;
  - 2. The tires are properly inflated and serviceable;
  - 3. The battery is serviceable;
  - 4. The vehicle has sufficient fluid levels;
  - 5. The siren is in working order;
  - 6. All lights, headlights, and top lights are in working order;
  - 7. The radio is in working order, if the vehicle is equipped with a car-to-car radio;
  - 8. The vehicle is equipped with a working flashlight;
  - 9. The vehicle is equipped with crime scene tape;
  - 10. The vehicle is equipped with a traffic safety vest;
  - 11. The vehicle is equipped with a first aid kit;

12. The vehicle is equipped with sufficient crime scene equipment (i.e. latent prints, evidence bags, etc.);
  13. The vehicle is equipped with a charged and serviceable fire extinguisher;
  14. WiFi link device is operational;
  15. In car camera is functioning properly.
- F. Deficiencies found through these inspections should be noted on the inspection form. They should be immediately corrected, if possible, and if not, corrected as soon as is possible.
- G. Inspections will be performed by the employee's supervisor. The Chief of Police or their designee will maintain the completed inspection forms for their Shifts.
- H. Supervisors should maintain a copy of the inspections they complete, and ensure that any noted deficiencies are corrected before the next inspection. Completed forms will be maintained as indicated in Section G above.

### **III. STAFF INSPECTIONS**

- A. The Chief of Police or their designee may conduct staff inspections of each organizational component within the police department. Such Staff Inspection may occur at a schedule as determined by the Chief of Police, such that every component will be inspected no less than once every four years.
- B. The Chief of Police or their designee will schedule the inspection at least one month prior to the inspection date.
- C. The Staff Inspection may include a review of the policies and procedures affecting the component, verification of adherence to such policies and procedures, and interviews with selected employees assigned to the component. These procedures are aimed at ensuring the smooth and efficient operation of the component in accordance with department requirements. The purpose of the Staff Inspection is to promote a review of agency administrative and operational activities, facilities, property, equipment, and personnel.
- D. A written report of the inspection will be completed by the inspector detailing deficiencies noted and making recommendations for their improvement and/or correction, and identifying positive aspects of the inspection. The reports will be forwarded to the Chief and a copy provided to the Supervisor of each inspected component.
- E. Noted deficiencies that cannot be immediately corrected during the inspection will require the affected Supervisor to submit to the Chief of Police or their designee a written plan for correcting the deficiencies. A follow up inspection of the areas needing correction should be completed within three months by the affected Supervisor, to ensure the deficiencies have been corrected.



F. The Chief may initiate additional staff inspections at such a time and in such a format, as he deems necessary.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 100-16**  
**“Oath of Office”**

**CHIEF OF POLICE:** 

**CALEA STANDARD: 1.1.1**

**EFFECTIVE DATE: 03/01/23**

**INDEX AS: Oath of Office**

**LAST REVISED DATE:**

Purpose: To establish a sworn Oath of Office for newly employed certified officers granted power of arrest authority by the City of Guyton.

**I. EXECUTION**

- A. All personnel certified by the Georgia Peace Officers Standards and Training Council (POST), prior to assuming sworn status, will take and subsequently abide by the following Oath of Office.
- B. The Oath of Office may be administered by the Mayor, Judge, or Chief Police and each Officer will recite the Oath orally.
- C. The Oath of Office form may be signed by both the Officer and the administering individual, and the signatures witnessed by a Georgia certified Notary Public. The date of the Oath and Notary seal (stamped) may also be affixed to the document.

**II. OATH OF OFFICE**

I, \_\_\_\_\_, do solemnly swear or affirm that I will support, protect, and defend the Constitution of the United States of America, and the Constitution of the State of Georgia; that I will faithfully perform all the duties of a Law Enforcement Officer of the City of GUYTON; and that I will faithfully enforce the laws of the State of Georgia and the ordinances of the City of Guyton.

I do further swear or affirm that I am not the holder of any unaccounted for public money due the State of Georgia or any political subdivision or authority thereof; that I am not the holder of any office of trust under the government of the United States, any other State, or any foreign state which, by the laws of the State of Georgia, I am prohibited from holding; and that I am otherwise qualified to be a police officer according to the Constitution and the laws of the State of Georgia.

I do further swear or affirm that, as a police officer, I will faithfully serve and protect, to the best of my ability, all persons regardless of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information.

So Help Me God.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-17

### “Code of Ethics”

CHIEF OF POLICE: 

CALEA STANDARD: 1.1.2

EFFECTIVE DATE: 03/01/23

INDEX AS: Code of Ethics

LAST REVISED DATE:

Policy: All sworn personnel are required to abide by the Law Enforcement Code of Ethics as published by the International Association of Chiefs of Police and endorsed by the Guyton Police Department. All civilian personnel are required to abide by the Civilian Code of Ethics endorsed by the Guyton Police Department.

#### ***LAW ENFORCEMENT CODE OF ETHICS***

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality, and justice.

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

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

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

***CIVILIAN CODE OF ETHICS***

AS A GUYTON POLICE DEPARTMENT EMPLOYEE, my fundamental duty is to uphold, promote, and demand the highest standards of ethics from myself. I may maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out my public duties; avoid any improprieties in my role as a public servant including the appearance of impropriety; and never use my city position for improper personal gain.

I AM COMMITTED TO THE FOLLOWING ETHICAL PRINCIPLES:

- **HONESTY.** My life is based on mutual trust and absolute honesty in all dealings whether internally or externally. This principle must be demonstrable at all times, both in my personal and professional behavior.
- **INTEGRITY.** My profession creates opportunities that are realized only through maintaining the highest degree of integrity. Integrity is non-negotiable. It is preserved by making a continuous commitment through proper underlying personal and professional business practices. I therefore commit to using all city assets, including the city name, with the care befitting a valuable resource.
- **RESPECT.** I may treat others with respect and dignity and value the diversity of the police department workforce, department customers and my community.
- **RESPONSIBILITY.** I accept accountability for ethical decisions and actions, and I may ask for clarification when necessary, reporting concerns or observed violations.

Employee's signature: \_\_\_\_\_ # \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ # \_\_\_\_\_ Date: \_\_\_\_\_

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-18

### “Code of Conduct”

CHIEF OF POLICE: 

CALEA STANDARD: 12.2.1.e, 22.2.7  
22.3.3, 26.1.1

EFFECTIVE DATE: 03/01/23

INDEX AS: Conduct

LAST REVISED DATE:

Purpose: The purpose of this Order is to establish uniform rules of conduct governing required and prohibited acts on the part of employees of the Guyton Police Department.

Policy: This Order is to serve as a guideline and is not intended to encompass all policies, rules and/or regulations that may be stated elsewhere in the policy manual. Employees are required to follow all directives and adhere to all rules and regulations of the Department.

Definitions:

1. **Officer** – A person who is employed by the department in a sworn capacity and is certified to perform law enforcement duties.
2. **Civilian** – A person who is employed by the department in a non-sworn capacity.
3. **Employee** – This term encompasses both officers and civilian personnel employed by the GUYTON Police Department.

#### I. GENERAL

- A. Employees of the Guyton Police Department shall not commit any act or omit any act, which constitute a violation of any of the rules, regulations, directives, policies or orders of the Police Department or of the City of Guyton; whether cited in this Order or the City of Guyton Personnel Policies and Procedures Manual. A copy of the Guyton Police Department policy manual and employee handbook will be issued to each employee and maintained throughout the Department for employee reference and review.
- B. Disciplinary action may be taken as a result of violations of a policy, procedure, rule, or regulation of the Guyton Police Department/Employee handbook.
- C. Each investigation and/or violation of policy will be based on the merits of that case.

## **II. CONDUCT UNBECOMING AN EMPLOYEE (SWORN AND CIVILIAN)**

- A.** Any employee of the department must at all times, on duty and off duty, conduct themselves in a manner which does not bring discredit to themselves, the Department, the City of Guyton, or Law Enforcement in general.
- B.** Conduct Unbecoming may include that conduct which adversely affects the morale or efficiency of the Guyton Police Department or which has a tendency to destroy public respect for employees and confidence in the Guyton Police Department.
- C.** To sustain Conduct Unbecoming, it is not necessary that the alleged conduct be criminal in nature. The basis for disciplinary action will be a preponderance of the evidence.
- D.** Typical examples of Conduct Unbecoming include, but are not limited to:
  - 1.** Repeated or flagrant violations of motor vehicle law;
  - 2.** Lying, especially in Departmental investigations(s);
  - 3.** Inappropriate language or conversations which one knows or should know could be offensive to others;
  - 4.** Attempting to improperly affect the disposition of a traffic ticket;
  - 5.** Assault on a fellow employee;
  - 6.** Misappropriation of Departmental Property;
  - 7.** Intentionally damaging or attempting to damage City property;
  - 8.** Unlawful striking of arrested suspect;
  - 9.** Removal of Departmental records without authorization;
  - 10.** Unauthorized/unlawful possession of illegal drugs/substances;
  - 11.** Horseplay with firearms, conductive electrical weapons, or other City Property;
  - 12.** Failure to cooperate with an internal investigation;
  - 13.** Use of police radio to criticize superior, peer, or subordinate; and
  - 14.** Use of profane language over various city owned modes of communication (city email, city cellular telephone text messaging, and any others).
- E.** Any employee who observes or has knowledge of any other employee who is engaged in criminal activity, or any other activity which may be included in Section II. may be obligated to report such activity in writing to the Office of the Chief of Police. This report should be submitted no later than eight hours after the beginning of the next working day following the observation or receipt of knowledge of the aforementioned activity.

## **III. INSUBORDINATION**

- A.** An employee may be disciplined or discharged for their speech or conduct before a superior employee if it is bitter, discourteous, abusive, profane, or threatening. Failing to carry out a lawful order when directed is insubordination.

- B. Compliance With Lawful Orders:** The Department is organized with a clearly defined chain of command. Obedience to a superior's lawful command is essential for the safe and prompt performance of law enforcement operations. Lawful orders, commands, rules, regulations, or directives will be followed by all employees.

#### **IV. DERELICTION OF DUTY**

- A.** An employee carries with them the responsibility for the safety of the community and their fellow employees. They discharge that responsibility by the faithful and diligent performance of their assigned duties.
- B.** Employees of the Guyton Police Department will promptly and punctually perform their duties.
- C.** Dereliction/Neglect of duty may include but is not limited to:
1. Failure by an officer to effect an arrest when the officer has knowledge and jurisdiction regarding a serious violation of the law or to notify the appropriate authorities if the officer does not have jurisdiction;
  2. Failure of a civilian employee to notify supervisory personnel of a serious violation of the law which the civilian employee has knowledge;
  3. Failure to report for duty at assigned time, to include failure to report in answer to a judicial subpoena;
  4. Any pattern of/or repeated Tardiness/Absenteeism;
  5. Failure of an officer to respond to a call for service;
  6. Failure of an officer to respond when called via radio;
  7. Sleeping on duty;
  8. Escape of a prisoner through officer negligence or willful allowance by an officer.

#### **V. ABUSE OF POSITION**

- A.** Employees shall not use their official position, official identification cards or badges to solicit any of the following:
1. Personal or financial gain, other than as outlined in this section;
  2. Obtaining privileges not otherwise available to them except in the performance of duty;



3. Avoiding the consequences of illegal acts.
- B. Failure to report any knowledge of an activity that could be construed as bribery is incompatible with the efficient operation of the Department and is grounds for dismissal.**
- C. Soliciting Gifts, Gratuities, Fees, Rewards, Loans, Etc.:** Employees shall not solicit any gift, gratuity, fee, reward, or loan, where there is a direct or indirect connection between the solicitation and their employment by or membership in the Police Department, unless approved by the Chief of Police.
- D. Accepting Discounted Meals:** Employees of the Guyton Police Department are authorized to accept discounted meals at restaurants when made available; provided that the following guidelines are met:
1. The employee is "on-duty" at the time the discounted meal is offered and accepted;
  2. The discounted meal offer is available to all on-duty officers of this department;
  3. The employee does not solicit the discount for the meal. This provides that even though it may be the establishment's policy to provide the discount, NO employee may remind the establishment's employees that such discount is expected;
  4. The employee takes advantage of the discount no more than once a tour of duty at any given establishment;
  5. The discount is only to be accepted by the employee. The discount is not to be accepted for any family members, friends, or acquaintances, that may be present with the employee or anyone else the employee may be making a purchase for;
  6. The Chief of Police may at his discretion alter, change or restrict this policy to correct abusive action that may result due to violations of the policy.
- E. Accepting Gifts, Gratuities, Fees, Loan, Etc.:** Employees shall not accept, either directly or indirectly, any gift, gratuity, fee, loan, or any other thing of value arising from or offered because of police employment or any activity connected with such employment unless approved by the Chief of Police. Employees shall not accept any gift, gratuity, fee, loan, or anything of value, when the acceptance might tend to influence, directly or indirectly, the actions of the employee or any employee in any manner of police business, or which might tend to cast an adverse reflection on the Police Department or any employee of the Department.

**F. Disposition of Unauthorized Gifts, Gratuities, Etc.:** Any unauthorized gift, gratuity, loan, fee, reward, or other thing falling into any of the above categories which come into the possession of any employee will be forwarded to the Chief of Police together with a written report explaining the surrounding circumstances. The Chief of Police will make the final determination concerning the disposition of the item in question.

**G. Endorsements and Referrals:** Employees shall not recommend or suggest in any manner, while in the course of their official duties, the employment or procurement of a particular product, professional service, or commercial service (such as an attorney, ambulance service, towing service, bondsman, mortician, etc.). In the case of ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, employees should proceed in accordance with established departmental procedures.

## **VI. INCOMPETENCY, INEFFICIENCY, AND/OR UNSATISFACTORY PERFORMANCE**

**A.** Employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions.

**B.** Employees shall perform their duties in a manner, which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department.

**C.** An employee's unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the employee's assignment, rank, grade, or position; the failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention; or absence without leave. This list is not, nor is it intended to be, all-inclusive.

**D.** Repeated poor evaluations and/or a written record of repeated infractions of rules regulations, directives, policies, or orders of the Department may be considered prima facie evidence of unsatisfactory performance.

## **VII. CONFORMANCE TO LAWS**

**A.** Employees are expected to obey all laws of the United States of America and of any State and local jurisdiction in which the employees are present.

**B.** Employees will notify their supervisor as soon as possible when they are arrested for any violation of law or become aware that they are considered a suspect in any crime. Employees receiving a citation will notify their supervisor the next scheduled duty day.

**C.** The Chief of Police and the officer's supervisor will consider the nature and frequency of the offense when determining if departmental action is necessary.

## VIII. REPORTING FOR DUTY

- A. Employees shall report for duty at the time and place required by assignment or orders and must be physically and mentally fit to perform their duties.
- B. Employees must be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties.
- C. Judicial subpoenas constitute an order to report for duty under this section.

## IX. PUBLIC STATEMENTS AND APPEARANCES

- A. Employees shall not publicly criticize or ridicule the Department, its policies, or other employees by speech, writing, or other expression, where such speech, writing, or other expression is defamatory, obscene, or unlawful, and undermines the effectiveness of the Department, interferes with the maintenance of discipline, is detrimental to the welfare and good name of the Department, or is made with reckless disregard for the truth.
- B. Employees shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge investigative information or any other matters of the Department as a department representative without proper authority from the Chief of Police.

## X. USE/MISUSE OF ALCOHOL AND/OR DRUGS

- A. **Use of Alcohol On Duty:** Employees shall not consume intoxicating beverages while on-duty, or off-duty in uniform, except in the performance of duty and then only under specific and proper orders of a supervisor or when circumstances dictate. Employees shall not be under the influence of alcohol when reporting for duty. Employees shall not purchase alcohol when on-duty or in uniform or operating a departmental vehicle, even for consumption at a later time.
- B. **Possession And Use Of Drugs:** Employees shall not unlawfully possess or use any controlled substances, narcotics, or hallucinogens except prescribed for treatment by a physician or dentist. When taking prescribed controlled substances or non-prescription medication likely to cause drowsiness, or other impairment, employees must notify supervisory personnel.
- C. **Intoxication Verification:** When reasonable grounds exist to believe an on-duty employee may be intoxicated, that employee may be ordered to submit to chemical test(s) of their blood, breath, or urine to determine the presence of any alcohol or drug content, and the extent thereof. Failure to obey an order to submit to chemical test(s) will result in charges of insubordination.

- D. Use of Alcohol Off-Duty:** Employees must refrain from consuming intoxicating beverages to the extent that it results in impairment, intoxication, or obnoxious or offensive behavior which discredits them or the Department or renders that employee unfit to report for their next regular tour of duty.
- E.** An arrest for and/or a pattern of intoxication are grounds for dismissal.

## **XI. CARE AND MAINTENANCE OF EQUIPMENT**

- A.** All equipment issued to employees of this Department is and remains the property of the Guyton Police Department.
- B.** Certain items issued by the Department are considered disposable, and need not be returned upon termination of employment (for example; shoes). However, these items must be present or accounted for during the course of employment.
- C.** It is the responsibility of each and every employee of this Department to properly care for and practice proper preventive maintenance for equipment issued for their use, and/or equipment of a general nature, which employees may come into contact with.
- D.** An employee who comes into contact with any piece of equipment, which is defective, soiled, broken, requires servicing, or is otherwise inoperable, should immediately report such finding to his/her superior.
- E.** Under normal conditions, employees shall utilize Departmental equipment only for its intended use, in accordance with established Departmental procedures, and must not unnecessarily abuse, damage, or lose Departmental equipment/property. All departmental equipment will be maintained in proper order at all times.

## **XII. MISUSE OF FIREARMS**

- A.** Employees shall not use or handle weapons in a careless or imprudent manner.
- B.** Typical examples of misuse of firearms include but are not limited to:
1. Pointing any firearm at any person or animal without justification;
  2. Firing any type of ammunition in any building without justification;
  3. Negligent shooting of another;
  4. Drawing a weapon in public except for inspection by a superior or for official use;
  5. Violation of safety rules and regulations while on the firing range.

## **XIII. FAILURE TO PAY DEBTS**

- A.** Employees must not undertake financial obligations which they know or should know they will be unable to meet, and should pay all just debts when due. An employee may

be disciplined for failure to pay debts that impair their effectiveness and/or cause the public to lose confidence in the Department.

- B.** An isolated instance of financial irresponsibility will not be grounds for discipline except in unusually severe cases. However, repeated instances of financial difficulty may be cause for disciplinary action.
- C.** Exclusions from disciplinary action may be granted under the following circumstances:
  - 1. No employee may be discharged from his employment by reason of an **initial** garnishment.
  - 2. An employee will not be dismissed based solely on a bankruptcy action.
  - 3. Where an employee makes a genuine and sincere effort to pay their debts, but is unable due to family illness, or adverse circumstances.

#### **XIV. MISTREATMENT OF PRISONERS AND CITIZENS**

An employee who lawfully acts within the scope of their authority does not deprive persons of their civil liberties. However, when an employee exceeds their authority by unreasonable use of force or negligent conduct which results in a deprivation of an arrestee or citizen's civil liberties, the employee violates the sanctity of the law which they are expected to uphold and is subject to disciplinary action, civil action and/or criminal prosecution.

#### **XV. PUBLIC'S RIGHT TO RECORD POLICE:**

- A.** Recording the actions and activities of police officers in the performance of their public duties is a form of speech protected by the First Amendment of the United States Constitution, through which individuals may gather and disseminate information of public concern. This right is extended to video and audio recording of police activity performed in public or where an individual otherwise has a legal right to be present. In effect, the public has the same right to record the police activities as the press.
- B.** Recording of law enforcement activity by the public which includes the news media and citizens in public places may not be infringed so long as such activities do not interfere with an official police action. Public places may include locations and areas legally accessible to and open to the public such as parks, sidewalks, streets, buildings designated for public use, malls, and other places of business open to the general public.
- C.** While the public has a broad-based right to record police activities, that right is not absolute. It is subject to some narrowly defined limitations to include:
  - 1. Trespass on private property;
  - 2. Placing themselves and others in physical danger;

3. Entry to a private dwelling or similar private space without the owner's permission;
4. Entry to into a marked crime scene;
5. Entry to into any area not accessible to the general public;
6. Materially interfere with law enforcement in the performance of their duties. However, simply recording a law enforcement officer from across the street or outside a crime scene SHALL NOT be considered interference.

**D.** No Guyton Police Officer shall interfere with the legally protected right of the public, who are in a public place, to record law enforcement activities.

## **XVI. INTERVENTION AND INTERFERENCE**

- A.** Employees shall not interfere with or hinder the legal and legitimate official actions of other employees or by any other government agency unless ordered to intervene by their supervisor, a superior officer, or if the intervening employee believes beyond a reasonable doubt that a manifest injustice would result from failure to take immediate action.
- B.** Officers shall notify their immediate supervisor, as soon as reasonably possible, when the officer initiates any investigation or official action, which is not part of their regular duties. Officers may, however, take immediate appropriate action as necessary.
- C.** Employees shall treat the official business of the department as confidential. Information regarding official business will be disseminated only to those for whom it is intended, in accordance with established, written departmental procedures.
- D.** Employees shall remove or copy official records of reports from a police installation only in accordance with established, written departmental procedures.
- E.** Employees shall not divulge the identity of persons giving confidential information except as authorized by proper authority.

## **XVII. SEXUAL AND RACIAL HARASSMENT (See also City of Guyton's Employee Handbook)**

- A.** The Equal Employment Opportunity Commission (EEOC) has issued guidelines setting forth the Commission's interpretation regarding sexual and racial harassment as a violation of Title VII of the Civil Rights Act of 1964. These guidelines are consistent with our policy that conduct creating an intimidating, hostile, or offensive working environment in regards to sexual or racial matters will not be tolerated. Those violating this policy will be subject to disciplinary action, including possible discharge. Any employee who feels that they have been subjected to sexual or racial harassment is urged to contact the Chief or the City Manager.

- B.** A supervisor of the Guyton Police Department who receives notification either in writing or verbally of the sexual or racial harassment of an employee, or any other person with whom a Department employee comes into contact on official business, must immediately document such notification in a signed memorandum to the Chief of Police providing the following information at a minimum:
1. Name of person subjected to the harassment;
  2. Name of the person(s) conducting the harassment;
  3. Time, date, and location of the harassment;
  4. Indication as to whether this is an isolated incident or a recurring pattern; and
  5. Any other detail significant to the incident.
- C.** Any Supervisor failing to document a notification of sexual or racial harassment may be subject to disciplinary actions up to and including termination.
- D.** The memorandum will be hand carried by the employee documenting the notification of harassment to the Office of the Chief of Police.
- E.** The Chief, upon receipt of the documented notification, will read it and determine the course of action. The investigative options available to the Chief include but are not limited to:
1. Appointment of an internal investigator who will report his findings directly to the Chief;
  2. Requesting an outside agency to investigate the allegation and report their findings directly to the Chief; or
  3. Investigating the incident himself.
- F.** Upon receipt of the investigation report, should the facts warrant criminal charges, the Chief shall advise the office of the District Attorney. The Chief will in all cases notify the City Manager.
- G.** Employees who are the victims of sexual or racial harassment are encouraged to take the matter directly to the Chief of Police, without fear of retribution or retaliation for reporting such conduct, especially if the offending party is in the police department's chain of command.

## **XVIII. TELEPHONE AND TELEPHONE USAGE**

- A.** Employees of this department should maintain a working telephone that is available to them during their off-duty hours. The employee should supply the Guyton Police Department with their telephone number. Employees should notify the Chief's Office in writing of any change of their telephone number or address of their residence within three days of such changes.

- B.** Employees on paid leave status from the police department shall be responsible for returning telephone calls, pages, and/or messages from supervisory personnel of the police department as soon as possible.
- C.** Employees of this Department may not use Department telephones for long distance calls except for departmental business or as authorized by a supervisor. The number of telephone calls will be kept to a minimum and will be of a minimum duration.
- D.** An employee of the department may have a City of Guyton issued cellular telephone and may also choose to carry a personal cellular telephone. However, personal telephone calls and texts must be limited while on-duty. Employees may choose to use their personal cellular telephone for departmental business at their own expense.
- E.** While driving a police vehicle, employees are prohibited from:

  - 1. Watching a video or movie other than watching data related to the navigation of your vehicle (i.e., your mapping app or GPS screen).
  - 2. Exceptions to above include using a cell phone with the aid of a blue tooth and/or hands-free device or during an extreme emergency where immediate communication is required.
- F.** Law enforcement officers operating Mobile Data Terminals (MDTs) while acting in the performance of their official duties are exempt from criminal liability for violations of O.C.G.A. § 40-6-241 (c) and (d). However, exempt personnel must still exercise due caution and care when operating communications equipment and driving a vehicle.

## **XIX. RESIDENCE**

Officers must physically reside within forty (50) miles of Guyton City Hall. Failure by any officer to comply with this requirement may result in termination.

## **XX. REQUESTS FOR ASSISTANCE**

When any person requests assistance, to make a report, to be contacted by an officer, or lodge a complaint, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly acted upon consistent with established departmental procedures.

## **XXI. DEPARTMENTAL REPORTS**

- A.** Employees shall submit all necessary reports on time and in accordance with established departmental procedures.



- B.** Reports completed by employees must be truthful and complete, and no employee shall knowingly enter or cause to be entered any inaccurate, false, or improper information.

## **XXII. PROCESSING PROPERTY AND EVIDENCE**

- A.** Property or evidence which has been discovered, gathered, or received in connection with departmental responsibilities will be processed in accordance with established departmental procedures.
- B.** Employees shall not convert to their own use, conceal, manufacture, falsify, destroy, remove, tamper with, or withhold any property or evidence in connection with an investigation or other police action, except in accordance with established departmental procedures.

## **XXIII. ABUSE OF PROCESS**

Officers shall not make false accusations in a criminal or traffic charge.

## **XXIV. SLEEPING ON DUTY**

Employees shall remain awake and alert while on duty [Exceptions must be made in advance of the specific assignment; i.e., stakeouts]. If unable to do so, they must report such to their supervisor.

## **XXV. LEAVING DUTY POST**

Employees may only leave their assigned duty posts during a tour of duty after seeking and receiving the permission of their supervisor or receiving dispatched instructions, unless exigent circumstances exist.

## **XXVI. MEAL BREAKS**

Patrol Officers may be permitted to suspend patrol or other assigned activity for a period of forty-five (45) minutes, subject to immediate recall at all times, generally for the purpose of having meals during their tour of duty.

## **XXVII. GAMBLING**

Employees shall not engage or participate in any form of illegal gambling at any time, except in the performance of duty and while acting under proper and specific orders from a Superior Officer. Except as outlined above, officers shall not engage in any form of gambling while on duty or in uniform.

## **XXVIII. IDENTIFICATION**

- A.** All employees may be issued a Guyton Police Department Identification Card when employed with the department. The identification card must include a minimum of the Guyton Police Department insignia, name of employee, photograph of employee, employee number, and an authenticating signature from the Chief of Police. All issued identification cards will remain the property of the Guyton Police Department.
- B.** Officers must carry their badge and Guyton Police Department Identification Card all times while on duty, except when impractical or dangerous to their safety or to an investigation. Civilians must keep their police department identification readily available when on duty.
- C.** Employees shall furnish their name and employee number to any person requesting that information when they are on duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.
- D.** Employees shall identify their name when answering a city phone unless doing so will jeopardize an investigation. Employees should also provide their full name and rank if requested by a citizen.

## **XXIX. CITIZEN COMPLAINTS**

Employees shall courteously direct any complaint made by a citizen against any employee of the Department to an on duty Supervisor. Complaints that cannot be resolved by the on duty Supervisor must be forwarded to the Chief of Police or their designee. Employees shall follow established departmental procedures for processing complaints (See General Order 200-06, Internal Affairs).

## **XXX. COURTESY**

Employees are expected to be courteous to the public. Employees should be tactful in the performance of their duties, control their tempers, exercise patience and discretion, and should not engage in argumentative discussion. In the performance of duty, employees should refrain from using coarse, violent, profane, or insolent language or gestures, and shall not express any prejudice concerning race, religion, politics, national origin, lifestyle, or similar personal characteristics. Employees shall not intentionally antagonize a member of the public in any manner which creates unnecessary friction, creates a confrontation, or escalates an existing confrontation, unless such tactic is being used as an investigative or an interrogation tool.

## **XXXI. OPERATING VEHICLES**

Employees shall operate official vehicles in a careful and prudent manner, and must obey all laws and all departmental orders pertaining to such operation. Loss or suspension of any driving

license must be immediately reported to the Chief of Police (See General Order 200-07, Vehicle Operations).

### **XXXII. CARRYING FIREARMS**

- A.** Officers shall carry firearms in accordance with law and established departmental procedures (See General Order 200-03, Weapons Authorization).
- B.** Any officer carrying his department-issued firearm while off duty must have his badge and I.D. card readily available. Any officer carrying a personal firearm while off duty must have his badge and I.D. card readily available when within the jurisdiction.
- C.** Civilians are not authorized to carry any type of firearm (with the exception of properly packaged firearms which are items of evidence) into police department headquarters or into the Guyton Police Department.

### **XXXIII. TRUTHFULNESS**

Upon the order of the Chief, the Chief's designee, or supervisory personnel, employees shall truthfully answer all questions specifically directed and related to the scope of employment and operations of the Department, which may be asked of them.

Any employee found to be intentionally untruthful may be subject to termination, aside from any additional improper conduct discovered.

### **XXXIV. ARREST, SEARCH, AND SEIZURE**

Officers shall not make any arrest, search, or seizure, which they know or should know, is not in accordance with law and departmental procedures.

### **XXXV. TARDINESS INCIDENTS**

- A.** Any employee arriving for duty later than the scheduled time may be considered tardy.
- B.** If the employee's supervisor feels that the employee has an excusable reason for being tardy, he may excuse the tardiness, with no further involvement.
- C.** If, in the opinion of a supervisory employee, the reason for tardiness is not excusable, then the employee who is tardy may be required to submit a written explanation for the tardiness to the Chief of Police or their designee.
- D.** The supervisor may recommend to the Chief of Police whether to discipline the employee for the tardiness or excuse each tardy report based on the facts presented and other previous tardy incidents.

**XXXVI. USE OF TOBACCO PRODUCTS, ELECTRONIC CIGARETTES, AND SIMILAR DEVICES:**

- A. Employees, when on duty and/or in uniform, may use cigarettes, tobacco products, electronic cigarettes, and similar devices as long as:
1. They are not in formation;
  2. They are not engaged in traffic direction and/or control;
  3. They are not engaged in official department business with a citizen;
  4. They are not within the Police Headquarters (except for designated smoking area) or City Hall;
  5. They are not in or operating any city vehicle.

**XXXVII. CONDUCT TOWARD SUPERIORS, SUBORDINATES, & ASSOCIATES**

Employees shall treat supervisors, subordinates, and associates with respect. They shall be courteous and civil at all times in their relationships with one another. When on duty and particularly in the presence of others, all officers may be referred to by rank.

**XXXVIII. LABOR ACTIVITIES**

Employees shall not engage in any strike. A strike action includes the concerted failure to report for duty, willful absence from one's position, taking unauthorized holidays, sickness unsubstantiated by a physician's statement, the stoppage of work, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in conditions, compensation, rights, privileges, or obligations of employment.

**XXXIX. MEMBERSHIP IN ORGANIZATIONS**

Employees of this Department shall not affiliate with or become a member of any organization if such affiliation or membership would in any way impede or prevent their effective duty performance.

**XL. REPORTING MOTOR VEHICLE ACCIDENTS**

- A. Any motor vehicle accidents involving department vehicles, property, personnel, and/or equipment must be reported in accordance with procedures established by Departmental policy (General Order 400-06, Traffic Collision Investigation).
- B. The supervisor of the employee involved in a motor vehicle accident shall submit necessary reports setting forth his findings and recommendations relative to the

responsibility or negligence on the part of the operator to the Chief of Police. If the employee is off duty when the accident occurs, an on-duty supervisor will submit the necessary reports to the Chief of Police.

#### **XLII. RADIO INSTRUCTIONS**

All messages transmitted over the police radio system or Mobile Data Terminals (MDT) by any officer or communications personnel must be direct and concise and conform to all departmental radio procedures and the rules and regulations of the Federal Communications Commission. No officer shall fail to obey or refuse to acknowledge any communication or lawful order or direction transmitted by the Dispatcher, unless directed to do so by a superior officer.

#### **XLIII. CIVIL DISPUTES**

All officers must take a neutral position in any dispute of a civil nature, acting only to prevent or control any breach of the peace that may arise.

#### **XLIV. AWARENESS OF ACTIVITIES**

- A.** Upon returning to duty from any period of absence, employees must inform themselves about all new orders, regulations, memoranda and all other important matters governing their assignments.
- B.** All officers must familiarize themselves with all the laws, statutes, ordinances and regulations necessary for the proficient execution of their duty as a Law Enforcement Officer.

#### **XLV. KNOWLEDGE OF THE COMMUNITY**

Employees must familiarize themselves with the geography of the community, including routes of public transportation, the location of streets, highways, bridges, public buildings and places, hospitals, courts, transportation offices and stations, prominent or important office buildings, large industrial plants or commercial establishments, and such other information as may be disseminated by supervisory personnel from time to time.

#### **XLVI. MUTUAL PROTECTION**

All Officers should come to the **immediate** aid, assistance, or protection of fellow officers, who in the performance of their duties require such aid and assistance.

#### **XLVII. PERSONAL RELATIONSHIPS**

All employees of this Department shall be considerate and polite at all times to all departmental employees and maintain good relations with their superiors and their fellow employees in a spirit of mutual concern for their common objectives.

## **XLVIII. PHYSICAL OR PSYCHOLOGICAL EXAMINATION**

An employee shall submit to a physical, medical or psychological examination, at the expense of the Department, when so directed by the Chief of Police.

## **XLVIX. WELLNESS/FITNESS**

All employees shall maintain good physical condition and mental alertness. All employees are expected to keep themselves as physically fit as their age permits and the nature of their duties require.

## **L. ABUSE OF SICK LEAVE**

At least biannually, the Chief of Police or their designee should review the sick leave use of all employees (sworn and civilian) to look for patterns of misuse. The review may include:

1. The determination of an average use of sick leave by the police department. Once an average of sick leave has been determined for that period, each employee whose sick leave exceeds the department average use should be reviewed.
2. Factors which may be examined for possible sick leave abuse may include but are not limited to:
  - a. Taking unscheduled sick leave in conjunction with regular days off, vacation, or holidays;
  - b. Taking unscheduled sick leave after having regular leave denied by a supervisor;
  - c. Taking unscheduled sick leave each year during the same specific period;
  - d. Exceeding the use of sick leave compared to the department average without having a legitimate medical issue as listed in Section 2 above;
  - e. Records reflecting the employee has failed to bank any sick leave time compared to other employees, meaning the employee has a pattern of using sick leave as soon as they gain any sick leave time;
  - f. The overall unreliability of the employee to perform their assigned duties and responsibilities based on excessive sick leave absences.
3. Employees who have exceeded the average sick leave may be subject to a counseling interview with the Chief of Police or their designee. During that session, if the employee provides no legitimate justification for excessive sick leave use, the employee may be issued a letter of counseling which will outline an improvement plan to reduce the use of sick leave. The employee may be advised in the counseling letter that future incidents of misuse of sick leave will result in further disciplinary action up to reassignment or termination of employment. The employee may also be subject to additional department sanctions to include but not limited to requiring written physician excuses each time they use sick leave.

## **LI. TRIALS AND HEARINGS**

Employees concerned with cases before the courts, grand jury, or bond hearings shall be punctual in attendance. Employees shall be properly prepared for all cases in which they are concerned; their witnesses notified as to the time, date, and place of the action; and their evidence suitably arranged for presentation to the court, grand jury or hearing board. They shall afford the utmost respect toward the court, officers of hearing boards, and members of the jury. When presenting evidence or testimony they shall speak calmly and explicitly in a clear, distinct and audible tone so as to be easily understood.

They shall give evidence with accuracy, confining themselves to the case before the court. When cross-examined by a defense attorney, they shall answer with the same civility and readiness as when giving testimony in support of the prosecution.

## **LII. DEPARTMENTAL LETTERHEAD**

Employees shall not use the Department Letterhead for private correspondence or for sending official correspondence out of the Department without the permission of the Chief of Police or their designee.

## **LIII. MAILING ADDRESS**

Employees shall not use the Department as a mailing address for private purposes, without permission of the Chief of Police. At no time will the Department be used as mailing address for the purpose of a motor vehicle license or registration.

## **LIV. USE OF PRIVATE VEHICLES**

While an employee is on regular Departmental duty, he shall not drive a privately owned vehicle to accomplish Departmental business, unless authorized to do so by the Chief of Police or their designee.

## **LV. SOCIAL NETWORKING**

- A. **Definition:** Social Network Site: A social network site is any internet web site that enables users to create public profiles within that website and/or form relationships with other users of that particular website that may access their profile. These can be community based web sites, online discussion forums, chat rooms or other social entities online. Examples of social network sites include, but are not limited to, Facebook, Instagram, Twitter, and LinkedIn. There are many other social networking websites and failure to list the other websites does not exclude them from this policy.
- B. Barring state and federal law to the contrary, department personnel shall abide by the following when using social media.
- C. Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech is not detrimental to the department. When

considering if such speech is detrimental to the department, the speech must go beyond general matters of public concern and must create an unwarranted harm to the department including, but not limited to, impairing department operations and/or working relationship between members of the department and between the department and community.

- D. As public employees, department personnel are cautioned that speech on or off-duty, made pursuant to their official duties—that is, that owes its existence to the employee’s professional duties and responsibilities—is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department. Department personnel should assume that their speech and related activity on social media sites will reflect upon their office and this department.
- E. Department personnel shall not post, transmit, or otherwise disseminate any information to include written and typed documents, videos, audios, photographs, and other media to which they have access as a result of their employment without written permission from the Chief of Police or their designee.
- F. For safety and security reasons, department personnel shall not disclose their employment with this department nor post information pertaining to any other member of the department without their permission. As such, department personnel shall be prohibited from doing the following:
1. Displaying department logos, uniforms, or similar identifying items on personal web pages.
  2. Posting personal photographs or providing similar means of personal recognition that may cause them to be identified as a police officer of this department. Officers who are, or who may reasonably be expected to be working undercover operations, shall not post any form of visual or personal identification.
- G. When using social media, department personnel should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the department’s code of conduct is required in the personal use of social media. In particular, the following forms of speech are prohibited:
1. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
  2. Speech involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
- H. Engaging in prohibited speech noted herein, may provide grounds for undermining or impeaching an officer’s testimony in criminal proceedings. Department personnel thus sanctioned are subject to discipline up to and including termination of employment.



- I. Department personnel shall not divulge information gained by reason of their authority. Similarly, Department personnel shall not make any statements, speeches, appearances, and endorsements, or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization of the Chief of Police.
- J. Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
- K. Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum will be accessed by the department at any time without prior notice.
- L. Reporting violations - Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of this general order should notify their supervisor immediately for follow-up action.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-19

### “Disciplinary Procedures”

CHIEF OF POLICE: 

CALEA STANDARD: Chapter 26, 35.1.9

EFFECTIVE DATE: 03/01/23

INDEX AS: Discipline & Counseling  
Disciplinary Committee

LAST REVISED DATE:

Purpose: To establish a standard operating procedure for the administration of discipline. Note: The word "employee" refers to both sworn and civilian employees.

Policy: The Guyton Police Department advocates the use of progressive discipline where appropriate. However, the Department encourages the use of counseling and training as a means of improving employee productivity and effectiveness through positive and constructive methods. See Employee handbook.

#### I. GENERAL

- A. To guide and control employee's conduct and behavior, the Department has established employee work rules, general orders, special orders, and standard operating procedures. These directives, along with other specific job and position requirements, provide the employee with clear and concise performance expectations.
- B. “Discipline” may be instruction, training or any other action, which corrects, molds, strengthens, or perfects the process by which management ensures the conduct of subordinates conforms to its standards. Proper discipline stimulates harmony and consistency within an organization and facilitates the coordination of it. Discipline can include any personnel action, which may affect an employee’s status, pay, leave, opportunity for promotion, or annual step increases.
- C. Departmental supervisors have the responsibility of ensuring that the performance and conduct of their subordinates conform to work standards. When performance meets or exceeds standards, positive discipline is given. When employee performance fails to meet these acceptable standards, negative sanctions are administered. Both kinds of discipline are inherent in the supervisory responsibility. Accordingly, this procedure delegates to supervisory positions specific authority and responsibility for discipline.

- D.** This General Order deals with neutral discipline such as counseling and training, and with negative discipline such as suspension. Positive discipline is covered in other directives and general orders. Therefore, the term "discipline" is used hereinafter in its narrower, punitive sense.

## II. RULES OF CONDUCT

Conduct requirements for department employees are presented in General Order 100-18, other Department directives as outlined elsewhere in the General Orders Manual, and the City of Guyton Personnel Policies and Procedures. A copy of the manual will be maintained in the squad room for officer use and review. Violation of said rules of conduct may result in some or all of the actions discussed in this Order.

## III. DISCIPLINE

- A.** It is the policy of the City of Guyton to impose, where reasonable, discipline according to procedures that are fair, prompt, and appropriate to the situation. Provided that when an infraction is such as to impair or destroy the future effective performance of the employee or when the employee's presence impairs the effectiveness of others or presents a danger to himself, others, or city property, action will be taken to immediately remove the employee from the work environment.
- B.** The City supports a process in which disciplinary action is applied in several steps of increasing severity. The *usual, but not mandatory*, sequence of discipline is oral reprimand, written reprimand, suspension, demotion, and dismissal. Disciplinary actions may be accelerated and not proceed according to this model depending on the type and degree of action necessary. The discipline process affords the employee the opportunity to correct behavior or inadequate job performance with the minimum level of discipline applied at each step. The level of disciplinary action should correspond to the offense.
- C.** Types of Disciplinary Actions

### 1. Counseling –

- a.** Counseling is a disciplinary measure, which may be issued as the result of an incident, action, or behavior, which does not warrant more severe disciplinary action. Counseling will explain to the employee that he or she is being disciplined, will describe the problem, and indicate what must be done to correct the problem. A copy of formal counseling should be submitted to the City Manager to be placed in their file.
- b.** Counseling is informal or formal supervisory guidance to an employee to improve performance and avoid the need for further disciplinary measures in the future. Although informal counseling may ordinarily precede formal, the appropriate choice is that of the concerned supervisor.



#### IV. SUPERVISORY RESPONSIBILITIES

- A. All supervisors have the responsibility of being disciplinary authorities.
- B. Disciplinary authorities shall provide fair, impartial, and effective discipline within their respective commands. They shall monitor the discipline given by their subordinates and should counsel them when necessary.
- C. Disciplinary authorities may delegate the investigation of a complaint and some of the administrative aspects of the disciplinary process. If they delegate the disposition of a complaint or the determination or imposition of discipline, it must be in writing.
- D. It is essential that supervisors document incidents, misconduct, and unsatisfactory work habits. A description of misconduct must cite the employee work rule or directive that was violated. An employee's performance evaluation must note any unsatisfactory performance and be indicative of the behavior exhibited. Records must include dates, times, and circumstances. Supervisors are encouraged to keep personal records of informal counseling.
- E. The Chief of Police or their designee will hear out all complaints and, as provided in this policy, can handle many complaints without invoking the investigation and disciplinary procedure.
- F. All supervisors must provide a copy of all disciplinary actions (to include negative contacts, counseling, written reprimands) to the Chief of Police or their designee via electronic means.
- G. **Relief from Duty:** It is the policy of the Guyton Police Department to provide a thorough review of all incidents and circumstances where disciplinary action is recommended. Therefore, except as provided in G.2, supervisors are not authorized to immediately suspend any employee without first submitting a written report documenting the circumstances surrounding the incident to the Chief of Police through the appropriate chain of command. This written documentation is hereby referred to as a Notice of Proposed Adverse Action.
  - 1. The Chief of Police or their designee may relieve a Department employee from duty with pay to prevent embarrassment, liability, or discredit to the Department.
  - 2. Any Supervisor may immediately send an employee home on administrative leave for one day or any part of a day for action or inaction which endangers job performance or for unsafe practices. Loss of pay is conditioned on approval by the Chief of Police or their designee. (This includes officers who report to work intoxicated or otherwise unfit for duty).
  - 3. Employees in the following situations may be relieved from duty immediately:

- a. Employees who have been placed under physical arrest;
    - b. Employees who have been formally indicted by a grand jury;
    - c. Employees who display a gross disregard for the authority of the rules of the Guyton Police Department;
    - d. Employees who exhibit behavior indicative of apparent psychological or emotional impairment;
    - e. When an employee of the Guyton Police Department shoots or fatally injures a person, the employee must be relieved from duty pending completion of the investigation or until assigned to administrative duties. This action is not considered punitive in nature.
  4. When relieving an employee, the supervisor may specify that an employee suspended with pay be available or report regularly by telephone between 8:00 AM and 5:00 PM, Monday through Friday.
  5. Supervisors who relieve an employee from duty will cause the following to be accomplished:
    - a. Should the relieving supervisor be from outside the employee's chain of command, notify the employee's section supervisor by the most expeditious means.
    - b. An employee who has been relieved from duty, regardless of reason or duration, may be required to relinquish Department issued firearms, badge, and I.D. card.
    - c. The relieving supervisor will forward a memorandum detailing the reasons for the relief from duty to the Chief of Police through the chain of command within twelve hours following the event.
    - d. The relieving supervisor will contact the Chief of Police within twenty-four hours of any changes in the employee's status, such as reinstatement or resignation.
- H.** Disciplinary actions to include suspension, demotion, and dismissal will be administered by the Chief of Police or their designee after reviewing the facts and circumstances of the misconduct.

## **V. NOTICE OF DISMISSAL**

**A.** Any employee to be terminated as a result of misconduct will receive a Notice of Dismissal. The Notice of Dismissal will include, but not be limited to, the following information:

1. Statement of the specific reasons for dismissal;
2. The effective date of the dismissal;
3. An advisement to contact the City Manager for information on the status of the officer's employment and retirement benefits after dismissal.

## **VI. APPEAL PROCEDURES**

An employee who disagrees with a suspension, demotion, or dismissal action directed against them may utilize the grievance and appeal procedures (See Employee handbook).

## **VII. RECORDS MAINTENANCE**

Following the disposition of any incident of disciplinary action, the Department will retain the investigative folders and disciplinary action folders. The folders will be stored in a secure electronic location with access only by the Chief of Police and others approved by the Chief of Police.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-20

### “Grievance Procedures”

CHIEF OF POLICE: 

CALEA STANDARD: Chapter 25, 35.1.5

EFFECTIVE DATE: 03/01/23

INDEX AS: Grievances

LAST REVISED DATE:

Purpose: To provide an orderly process for hearing grievance claims of both permanent and probationary employees.

Policy: The Department will attempt to reach fair and equitable decisions regarding employee grievances in a timely manner. Employees and Supervisors are encouraged to make an effort to resolve issues informally before initiating a formal grievance.

#### I. GENERAL

- A. A grievance is a claim initiated by an employee alleging that his employment or productivity has been adversely affected by unfair treatment, unsafe or unhealthy working conditions, unlawful discrimination, or alleged erroneous or capricious application of city policies and procedures.
- B. This directive is intended to provide guidance for members of the Guyton Police Department in the filing and handling of a grievance in accordance with the City of Guyton Personnel Policies and Procedures.
- C. The Chief of Police is responsible for the coordination of grievance procedures for the Police Department. However, it is the responsibility of every supervisor to document and maintain a record of the time, date, and personnel involved when in receipt of a formal grievance.
- D. No employee will be disciplined or discriminated against in any way as a result of his proper use of the grievance procedure.
- E. The following list of non-grievance areas is not all-inclusive, nor is it intended to be:
  - 1. Issues which are pending or have been previously adjudicated by other administrative or judicial procedures;
  - 2. Work assignments which do not result in a demotion or salary reduction;



3. Budget allocations and expenditures and organizational structure including the persons or number of persons assigned to particular jobs or units;
4. The content or rating of a performance appraisal except when the employee can demonstrate that the appraisal was adversely affected by unlawful or illegal discrimination;
5. The selection of an individual by the appointing authority to fill a position through appointment, promotion, or transfer except when the employee can show that he has been adversely affected because of unlawful discrimination;
6. Disciplinary counseling and written reprimands;
7. Any matter which is not within the jurisdiction or control of the appointing authority;
8. Internal security practices established by the appointing authority or Mayor and Council;
9. Decisions, policies, practices, resolutions, or ordinances made or passed by the governing authority or the appointing authority, which do not contradict City or Departmental policies.

## **II. PROCEDURE**

- A. Employees who feel they have a valid grievance should first discuss the situation with their immediate supervisor. If the grievance involves the immediate supervisor, then the employee should discuss the situation with the next highest supervisor. Issues that cannot be resolved may be addressed by the employee in a formal grievance.
- B. A grievance statement must be submitted in writing stating the facts and evidence upon which the grievance is based. Further, the grievance must state the specific claim and/or the specific allegation of the wrongful act and harm done, and the specific relief desired. The statement must be submitted within 5 days of knowledge of the wrongful act.
- C. Employees must present, in the following sequence, their grievance to:
  1. The employee's Supervisor
  2. The Chief of Police
  3. The City Manager
- D. Upon receipt of a grievance, the appropriate authority should, within 10 working days (Monday-Friday), render a decision regarding disposition of the grievance and notify the employee of the disposition. If the employee wishes, he may, within 5 working days of the disposition, appeal the decision to the next higher authority.

### **III. GRIEVANCE RECORDS**

- A.** The Chief of Police or their designee shall be responsible for the maintenance and security of grievance records filed through the Police Department and should document the distribution of and access to said records. The Chief of Police or their designee may transfer to the City Manager the original records of any grievance brought before the City Manager, but should maintain copies.

The grievance procedure is a valuable method for management to discover agency problems. If through analysis the Chief of Police observes a trend in filed grievances, steps may be taken to minimize the causes of such grievances in the future.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-21

### “Awards Program”

CHIEF OF POLICE: 

CALEA STANDARD: 26.1.2

EFFECTIVE DATE: 03/01/23

INDEX AS: Awards

LAST REVISED DATE:

Purpose: To define criteria for recognizing and rewarding worthy individuals for exemplary performance. The City of Guyton is in the process of establishing this program.

#### I. GENERAL

- A. Awards are intended to recognize exemplary performance and actions, deeds, and commendable conduct of personnel of the Guyton Police Department, and/or members of the community displaying similar conduct that contributes to the safety and well being of the City of Guyton and or the success of the Guyton Police Department.
- B. Citizens are often viewed as outsiders by law enforcement and are overlooked for performing deeds and conduct that would often attract positive recognition or an award had the act been performed by an officer. This Order also addresses ways in which a citizen or member of the community may be recognized and rewarded.

#### II. AWARDS

- A. **General:** The Guyton Police Department intends to recognize the exemplary actions and deeds of employees and special efforts of members of the community and to provide such individuals with awards and/or commendations commensurate with such actions or deeds. The judicious administration of this awards policy will serve to enhance and reinforce the value of the award system. Established eligibility criteria for selection of candidates and awards are outlined within this policy. The criteria represents very precise classification of eligible members of the department and citizens with specific details on the requisite qualifications for receiving designated awards.
- B. The following awards are hereby authorized for sworn departmental members and are listed in order of precedence:

1. Award of Valor
2. Award of Honor
3. Award of Merit
4. Purple Heart
5. Life Saving Award
6. Firearm Ribbon

C. The following awards are authorized with no assumption of precedence:

1. Certificate of Appreciation
2. Favorable Contact

D. The following awards are hereby authorized for civilian police personnel and/or community members and are listed in order of precedence:

1. Citizen's / Civilian Award of Valor
2. Citizen's / Civilian Award of Merit;
3. Certificate of Appreciation
4. Favorable Contact (civilian police personnel)

### **III. ELIGIBILITY**

#### **A. Award of Valor**

1. The Award of Valor may only be presented to a member of the department who performs an extraordinary act while exposed to peril and risk to their life and displays a degree of gallantry beyond the call of duty. Such acts include but are not limited to an officer who overcomes personal injury(s) and preempts further tragedy to himself or others; performs a feat unparalleled by others that accomplishes an objective in which serious injury or death would likely result in the absence of said action; or prevents disastrous conclusions by voluntary actions when success was pivotal to neutralizing the threat.
2. There must be no margin of doubt or possibility of error in awarding this honor.
3. This award will be in the form of a distinguishing medal and ribbon bar of the color and design as designated by the Chief of Police. Such award will be framed for display purposes and presented to the recipient at a function suitable for such a purpose, as determined by the Chief of Police.

#### **B. Award of Honor**

1. The Award of Honor may be awarded to a member of the Department who distinguishes himself by bringing extraordinary credit, honor, and/or recognition to the Department. Such acts include but are not limited to performing a self-less act worthy of special recognition for achieving, where others would likely fail;

defense of others from harm while sacrificing personal safety where immediate action was necessary; exceedingly pro-active in performing duties beyond expectations; and/or representative of excellence under fire/stress during a critical incident.

2. The high standards demanded must be borne in mind when recommending this award.
3. This award will be in the form of a distinguishing medal and ribbon bar of the color and design as designated by the Chief of Police. Such award will be framed for display purposes and presented to the recipient at a function suitable for such a purpose, as determined by the Chief of Police.

### **C. Award of Merit**

1. The Award of Merit may be awarded to a member of the Department who earns the recognition of his superiors for the prevention of a serious crime, the capture of a person who has committed a serious crime, or any other action deemed to be deserving of this award.
2. This award may be presented in the form of a certificate only or a certificate accompanied by a distinguishing medal and ribbon bar of the color and design designated by the Chief of Police. Upon receipt of three previous Awards of Merit to a department member, that employee then becomes eligible to receive the medal and ribbon bar along with the certificate. The presentation of this award will take place at a function suitable for such purposes as determined by the Chief of Police.

### **D. Purple Heart**

1. A Purple Heart may be awarded to any member of the Department who has been wounded in the line of duty as the direct result of hostile action. A "wound" is defined as an injury to any part of the body from an outside force or agent.
2. A visible injury or lesion is not required, provided the concussion or other form of injury received was a direct result of the action engaged in.
3. In a case where a member receives wounds, which prove fatal, this award will be presented posthumously to the next of kin by the Chief of Police.

### **E. Life Saving Award Certificate**

1. The Life Saving Award Certificate may be awarded to any GPD employee for acts that directly contribute to the preservation of human life.

2. The sworn recipient of the Life Saving Award Certificate may receive a uniform ribbon. A non-sworn recipient may only receive a Life Saving Award Certificate.

#### **F. Firearms Award Ribbon**

1. Firearm Award Ribbons may be awarded to officers demonstrating a minimum qualification score of 90% during handgun qualification.
2. Officers may continue to wear the Firearms Award Ribbon as long as they maintain a minimum handgun qualification score of 90%. Officers who fail to maintain a minimum handgun qualification score or upon separation from the Department will surrender the award ribbon. Retirees may be granted this ribbon permanently at the discretion of the Chief of Police.

#### **G. Certificate of Appreciation**

1. A Certificate of Appreciation may be awarded to a member of the Department who earns the recognition of his superiors for unusual thoroughness, conscientiousness, determination or initiative while performing assigned duties.
2. A Certificate of Appreciation also may be awarded to a member of the Department who, through some administrative act, demonstrates unusual initiative or skill in the development of new or improved work methods and procedures; the conception of ideas which will result in substantial savings in manpower, time, materials, or other items of expense; or the improved safety, health or morale of the members of the Department.
  - a. This award will be in the form of a certificate, suitably designed, and signed by the Chief of Police.
  - b. This Certificate of Appreciation will be presented to the recipient through the Chain of Command.

#### **H. Favorable Contact**

1. "Favorable Contact" may be completed detailing an officer's actions, which, in the opinion of a superior officer, are exemplary in nature or deserves recognition for a citizen's comments or praise regarding the officer's actions.
2. This letter of recognition will be presented to the recipient through the Chain of Command.

**I. Citizen's Award of Valor**

1. The Citizen's Award of Valor may be awarded to citizens with regard to actions performed selflessly by the citizen while assisting officers under attack or whose acts of bravery are significant to the outcome of a serious event.
2. The award will be in the form of a framed certificate, signed by the Chief of Police or his designee.
3. The award may be presented to the recipient at a function suitable for such purposes as determined by the Chief of Police.

**J. Citizen's Certificate of Appreciation**

1. A Certificate of Appreciation may be presented to any citizen or organization in recognition of outstanding service to the Guyton Police Department or for assistance in law enforcement efforts.
2. The award may be in the form of a certificate, signed by the Chief of Police or his designee, and a letter to the recipient detailing the basis for the award, and issued by the Chief of Police or his designee.

**IV. NOMINATION AND SELECTION**

- A.** Nomination for meritorious awards may be made by any citizen of the community and/or any member of the Guyton Police Department. It is the responsibility of supervisors to recognize outstanding acts or deeds performed by members of their command. When a nomination for award is made by department personnel, the nominating employee may submit their nomination in writing to the Chief of Police or their designee.
- B.** Upon receipt and review of the written nomination, the Chief of Police or their designee may authorize the award, or, finding creditable evidence otherwise, may not authorize the award.

**V. NOTIFICATION**

- A.** Notification of the presentation of any meritorious award may be sent to the:
  1. Member or citizen receiving award;
  2. Member's Supervisors;
  3. Member's Personnel File; and
  4. City Manager.
- B.** In addition, notification of the presentation of an Award of Honor and Award of Valor may be sent to the:

1. Member's immediate family or citizen's immediate family (Citizen's Award of Valor);
2. Mayor;
3. City Manager;
4. Members of City Council;
5. Members of the Department; and
6. News Media.

## **VI. DISPLAY**

- A.** Medals will be used only for display purposes and will not be worn on the uniform.
- B.** Ribbons may be worn on the uniform.



# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-22

### “Educational Benefits”

CHIEF OF POLICE: 

CALEA STANDARD: 22.2.9, 33.8.4

EFFECTIVE DATE: 03/01/23

INDEX AS: Educational Benefits  
Reimbursements

LAST REVISED DATE:

Purpose: To establish the Guyton Police Department's Educational Benefits Program, and provide guidance in the administration of the program.

Policy: It is the policy of the Guyton Police Department to encourage officers and employees to continue their education, and provide officers with incentives for the attainment of job-related degrees from accredited colleges and universities. The tuition reimbursement benefit is implemented at the discretion of the City of Guyton and the benefit can be rescinded at the direction of city officials in times of economic crisis.

#### **I. TUITION REIMBURSEMENT (Currently this program is in limited effect, see Employee handbook)**

- A. Employees taking academic courses during off-duty hours may receive reimbursement for a portion of the cost of tuition and required course books. See employee handbook
- B. The course must be related to the criminal justice field, as determined by the Chief of Police, or a core requirement for a degree.
- C. The level of reimbursement will be dependent upon the grade received in the class, as follows:
  - A = see employee handbook
  - B = see employee handbook
  - C = see employee handbook
  - D and below = No reimbursement
  - Withdrawal = No reimbursement
- D. Employees wishing to take advantage of this program must pre-apply with the Chief of Police prior to registering for any classes.

- E. Additional information may be found in the City of Guyton Educational Assistance Policy found in the employee handbook, available from the City Manager or the Office of the Chief of Police.

### **III. ADMINISTRATION**

- A. Employees will be required to provide proof of their grades and/or degree status, either through grade reports, college transcripts, or both. See employee handbook.
- B. Employees will be required to provide proof of pre-payment for tuition and books. See employee handbook.
- C. Work schedules for employees attending college may be adjusted, consistent with operational needs, to allow the officer to pursue their studies. See employee handbook.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-23

### “Outside Employment”

CHIEF OF POLICE: 

CALEA STANDARD: 22.3.3, 4

EFFECTIVE DATE: 03/01/23

INDEX AS: Extra-Duty Employment  
Off-Duty Employment

LAST REVISED DATE:

Purpose: To establish guidelines whereby employees may engage in employment outside the Guyton Police Department, and to establish a procedure for the approval and review of such employment.

#### I. DEFINITIONS

- A. **Outside Employment** - Employment secondary to the employee's employment by the Guyton Police Department. May be either off-duty or extra-duty. Also called secondary employment.
- B. **Off-duty employment** - Secondary employment wherein the use of law enforcement powers is not anticipated. (Not related to position as a police officer).
- C. **Extra-duty Employment** - Secondary employment wherein the actual or potential use of law enforcement powers is anticipated. (Directly related to position as a police officer).

#### II. RULES AND REGULATIONS

The Guyton Police Department allows officers and other employees to engage in outside employment subject to the following conditions:

- A. All outside employment must be approved by the Chief of Police or his designee in writing prior to participating in outside employment. Once approved, a copy of the approved application form will be returned to the officer. Application forms can be obtained from the Chief of Police or their designee. When an officer is no longer employed by an outside employer, the officer will submit an outside employment termination form to the Chief of Police or their designee.

- B. All applications for outside employment must include the actual duties and activities the employee will be participating in for that particular outside employment.
- C. Outside employment must not interfere in any way with the performance of the employee's duties and responsibilities as a police employee.
- D. The outside employment must not involve the employees in any conflict of interest between employment with the department and the outside employment.
- E. Special Rules For Businesses Selling Alcoholic Beverages
  - 1. Employment at any bar, lounge, or package store selling alcoholic beverages either for take-out or on-premises consumption, will be mainly 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.
  - 2. Employees will not routinely patrol the interior of such establishments or act as a "bouncer" for the establishment. Employees will enter the lounge or bar area only to enforce the law or prevent a violation thereof. Employees may, however, station themselves at the entry door, lobby, foyer, etc., in order to prevent or control any of the activities cited in paragraph "E.1" above.
  - 3. Employees will be limited to checking the identification of persons who appear, or are suspected, to be under age when they have purchased or are attempting to purchase alcoholic beverages. Any checking of identification for entry purposes will be a function of the management.
  - 4. Under no circumstances will an Employee be allowed to loiter in the lounge or bar area of such establishments before, during, or after their extra job duties, while in uniform.
  - 5. All Employees should be mindful of the fact that, while in public view in an establishment which serves alcoholic beverages, their actions are under close scrutiny by both patrons and employees of the establishment. Each Employee should insure that not only do their actions conform to the Rules and Regulations of the Department, but also the action of the establishment's management, employees and patrons conform to applicable state law and city/county ordinances.

- F. Employees will not allow outside employment to interfere in any way with their scheduled duties. No employee will work another job for more than six (6) of the twelve (12) hours preceding his or her tour of duty. No employee will be allowed to work more than twenty-four (24) hours of secondary employment in a given week subject to Chief's approval.
- G. An Employee may use holiday or vacation time to exceed the twenty-four (24) hour per week limitation. Outside employment worked on these days will not count toward the twenty-four (24) hour per week maximum limitation. However, the hours preceding a scheduled workday still apply.
- H. No employee will engage in any type of outside employment, which may raise the question of honesty, respect, dignity, integrity or loyalty to the Department or to the laws, which they are sworn to uphold.
- I. Any employee, regardless of current assignment, engaging in Extra Duty Employment, (secondary employment wherein the actual or potential use of law enforcement powers is anticipated), may wear the standard issued patrol uniform with all appropriate duty gear. The wearing of the issued uniform will be in accordance with the GPD General Order regarding Appearance.
- J. Officers may wear and utilize their issued in-car and body-worn cameras when participating in off-duty employment and in compliance with GPD General Order 300, "Audio/Video Recording Procedures".
- K. Officers may use their assigned departmental vehicles to travel to and from outside employment subject to Chief's approval but may not operate the vehicle as a function of their outside employment.
- L. Any extra-duty employment must occur within the jurisdiction of the City of Guyton, in order for the Officer to retain his authority as a Peace Officer. Off-duty employment need not be within the City.
- M. Any employee engaged in outside employment will conduct himself in an appropriate manner. Any conduct during outside employment which, had it occurred during duty hours would have resulted in disciplinary action, could result in termination of the outside employment by the Department, as well as disciplinary action.
- N. Participation in outside employment does not relieve an employee of the responsibility to respond to callback as provided by Departmental emergency mobilization procedures.
- O. All outside employment jobs are subject to being investigated. If it is determined that an outside employment job at any location is not appropriate, the Chief of Police will be notified.

- P. The Chief of Police reserves the right to require any employee to discontinue any outside employment if at his discretion the outside employment is unsatisfactory.

### **III. RECORDS**

- A. Required outside employment application forms may be obtained from the Chief or their designee and will be submitted for all outside employment. Requests for outside employment must be approved by the Chief of Police or their designee prior to participating in outside employment. The Chief of Police retains the authority to approve or disapprove all applications for outside employment.
- B. Officers taking enforcement action while engaged in outside employment will complete all appropriate reports (Incident Report, Use of Force, etc.) applicable to the action.
- C. The Chief's office will maintain an Outside Employment file, containing copies of all completed forms, and memos relating to outside employment.
- D. Approval of outside employment expires on December 31 of each year. Officers wishing to continue previously approved outside employment must submit new request forms by December 31 for the next calendar year.

### **IV. DENIAL AND/OR REVOCATION**

- A. Applications for outside employment that do not meet the requirements of these regulations will be denied. If an application is denied or is later revoked, immediate notification of the employee's supervisor will occur.
- B. Approval may be denied where it appears the outside employment is, in the opinion of the Chief of Police, likely to:
1. Render the officer(s) unavailable during an emergency;
  2. Physically or mentally exhaust the employee(s) to the point that their performance may be affected;
  3. Require that any special consideration be given to scheduling of the employee's regular duty hours, which is detrimental to the Department;
  4. Bring the Department into disrepute or impair the operation or efficiency of the Department or employee;
  5. Involve the use of Department records;
  6. Involve the collection of debts or repossession of property;

7. Other legitimate reasons known to and determined by the Chief of Police.
- C. Officers will not be authorized to work extra-duty jobs until they have successfully completed their one-year probation and the F.T.O. program, unless approved by the Chief of Police.
  - D. An application may be denied if it appears from the employee's sick leave record, or other evidence, that secondary employment may impair their health or ability to discharge Departmental obligations.
  - E. The occurrence of any of the incidents listed in B. above will be considered grounds for the revocation of permission for the employee to engage in the off-duty employment.
  - F. A supervisor may recommend to the Chief of Police or their designee that an outside employment permit be revoked if it is found that the outside employment is interfering with the employee's regular duties.
  - G. Permission to engage in any outside employment may be suspended whenever the employee:
    - a. Is placed, by a physician, on "light-duty;"
    - b. Is suspended from duty;
    - c. Has applied for or is receiving workman's compensation benefits;
    - d. Is on military leave;
    - e. Is scheduled for official activity or such duty as training, court, or special events;
    - f. Is out sick. This restriction remains in effect until the employee completes his next scheduled shift.
    - g. Is out on the Family and Medical Leave Act.
  - H. Permission to engage in extra-duty employment may also be suspended when an employee receives an annual evaluation below a 2, "Meets Expectation."
  - I. Permission to engage in extra-duty employment may also be suspended when it is determined that a violation of city ordinance and/or state law occurred at a location where a Guyton Police Officer was participating in extra-duty employment and it was also determined that the officer had knowledge of the violation and failed to enforce said city and/or state law violation.

**GUYTON POLICE DEPARTMENT  
OUTSIDE EMPLOYMENT  
APPLICATION FORM**

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

Employee's Name: \_\_\_\_\_ I.D. #: \_\_\_\_\_

Current Assignment: \_\_\_\_\_

Name of Outside Employer: \_\_\_\_\_

Address of Outside Employer: \_\_\_\_\_

Name of Outside Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Nature of Employment and Duties: \_\_\_\_\_

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Yes No Is this employment a one time event.

YES NO I anticipate the use of my authority as a Sworn Officer during this outside employment.

YES NO I will be using the Guyton Police Department uniform and/or equipment during hours of outside employment.

Estimated Number of Hours per Week \_\_\_\_\_ (I understand that I may work no more than six (6) of the twelve (12) hours preceding my next tour of duty with the GPD, and that I may not work more than twenty-four (24) hours of outside employment in a given week. Initial (\_\_\_\_\_) indicating that employee understands that no outside employment will exceed 24 hours of a week of duty with the GPD.)

YES NO I will be covered by my Outside Employer's worker's compensation insurance during my outside employment. (If your answer is "yes," you must submit with this Request a Workmen's Compensation Agreement, which must be signed and notarized by the Outside Employer.)  
(If your answer above is "no," you must complete a Waiver of Workmen's Compensation Insurance for the City of Guyton which must be signed and witnessed.

Recommend Approval / Disapproval

Approved/Disapproved

\_\_\_\_\_  
Employee Supervisor Date

\_\_\_\_\_  
Chief of Police/Designee Date



**POLICE DEPARTMENT  
REQUEST FOR APPROVAL FOR OUTSIDE  
EMPLOYMENT**

I, \_\_\_\_\_, hereby make this request for outside employment by filing this request and the attached outside employment form to be submitted for the use of the Guyton Police Department.

This request is made with the express understanding that I have read and will comply with the requirements of G.O. 100-23, "Outside Employment." I further understand that I remain responsible for compliance with all Orders while engaged in outside employment.

Nothing contained in this request will affect my obligation to the Guyton Police Department to be available for emergency service; nor will I accept this employment or any other employment without the express written consent of the Chief of Police.

I certify that my outside employment will not conflict with my oath of office as a peace officer in the State of Georgia.

I understand that O.C.G.A. 16-10-3 requires that, prior to accepting outside employment with a private person, firm or corporation, I must secure the written permission of the Chief of Police.

Nothing in this request for outside employment will be construed to render the City of Guyton liable for my conduct while engaged in outside employment.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Employee

Original - Department Personnel File

cc: Employee  
Outside Employment File

**GPD 100**

**GUYTON POLICE DEPARTMENT**  
**OUTSIDE EMPLOYMENT**  
**WORKMEN'S COMPENSATION AGREEMENT**

**THIS AGREEMENT** is made and entered into by and between the City of Guyton, as Employer of \_\_\_\_\_, and \_\_\_\_\_, the Off-Duty Employer.

1. This Outside Employer hereby agrees that \_\_\_\_\_ may be employed by the Outside Employer for part time work during hours other than during the hours scheduled with the Employer and the Employer hereby consents to said Outside Employment with the written permission of the Chief of Police.
  
2. In consideration of the above, the Outside Employer shall become the actual employer of the said employee during such period and shall accept all of the obligations and duties of the Outside Employer to said employee under the State of Georgia's Workmen's Compensation laws, O.C.G.A. Title 34-9.
  
3. The Outside Employer, in consideration of the agreement of the Guyton Police Department to consent to outside employment, hereby agrees to indemnity and hold harmless the City of Guyton from any award or judgment in the favor of the employee rendered by the Georgia State Board of Worker's Compensation resulting from an incident or accident occurring during such outside employment which is rendered against the City of Guyton or the outside employer under the Georgia Worker's Compensation Law. Outside Employer's indemnification obligations shall include all compensation benefits and attorney's fees that are awarded or incurred by the City of Guyton.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City of Guyton (Employer)                      Witness \_\_\_\_\_

\_\_\_\_\_  
(Outside Employer)                              Witness \_\_\_\_\_

**GUYTON POLICE DEPARTMENT**  
**OUTSIDE EMPLOYMENT**  
**WORKMEN'S COMPENSATION WAIVER**

I, \_\_\_\_\_, will be employed secondary to my employment with the Guyton Police Department by \_\_\_\_\_. I agree to hold the City of Guyton and its Workmen's Compensation Insurance harmless for any injury or liabilities incurred by me by reason of my Outside Employment.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**GUYTON Police Department**  
**Outside Employment Termination Form**

Date \_\_\_\_\_

Outside Employee \_\_\_\_\_

Employee's Name (Print) \_\_\_\_\_ Emp.# \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Employee acknowledges that the outside employment with the above employer has  
been terminated.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-24

### “Recruitment”

CHIEF OF POLICE: 

CALEA STANDARD: Chapter 31

EFFECTIVE DATE: 03/01/23

INDEX AS: Recruitment

LAST REVISED DATE:

Purpose: To establish guidelines and procedures to be utilized in the recruitment of police employees.

Policy: It is the policy of the Guyton Police Department to identify and employ the best candidates available. Positive recruitment policies result in a lower rate of personnel turnover, fewer disciplinary problems, higher morale, better community relations, and more efficient and effective services.

#### I. RESPONSIBILITY

- A. The Chief of Police, and any personnel designated to perform the personnel function, are responsible for the recruitment activities of the Department, and are responsible for keeping abreast of changes and innovations in personnel matters, especially equal employment opportunity and affirmative action as they affect the management and operations of the Department.
- B. Officers assigned to recruitment activities will be given information in the following:
  1. The Department's recruitment needs and commitments;
  2. Agency career opportunities; salaries, benefits, and training; federal and state guidelines.
- C. The Guyton Police Department cooperates with the City of Guyton Personnel Office in the conduct of the recruitment program. The Chief of Police advises the City Personnel Office when the Police Department has actual or forecasted vacancies. The Chief of Police may request specific

recruitment activities be initiated, such as placement of advertisements in the print media, as well as the selection of the media to be used.

## **II. JOB ANNOUNCEMENTS**

- A. When the Police Department uses job announcements and recruitment notices, those notices will:
1. Provide a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements;
  2. Advertise entry-level job vacancies through electronic, print, or other media;
  3. Advertise the Department as an equal opportunity employer on all employment applications and recruitment advertisements;
  4. Advertise any official application filing deadlines.
- B. The Department will post job announcements with community service organizations and seek cooperative assistance from community organizations and key leaders.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-25

### “Performance Evaluation”

CHIEF OF POLICE: 

CALEA STANDARD: Chapter 35

EFFECTIVE DATE: 03/01/23

INDEX AS: Performance Evaluation  
Personnel Early Warning System

LAST REVISED DATE:

Purpose: To establish a procedure for conducting performance evaluations of employees.

Policy: It is the policy of the Guyton Police Department to conduct performance evaluations of all employees in a fair and impartial manner, and to utilize the performance evaluation system to identify the strengths and weaknesses of employees, so that they may be able to correct any problem areas.

#### I. Procedures:

- A. Supervisors responsible for conducting Performance evaluations of employees will do so in accordance with this Order.
- B. Performance evaluations will be conducted and documented on the "City of Guyton Performance Evaluation Report" at least annually on all non-probationary employees, and should be completed by the employee's supervisor during the employee's anniversary month.
- C. Written performance evaluations will be completed monthly on all entry level probationary employees for a period of not less than one year from the date the employee actually performs the duties for that position. At the conclusion of the employees' probationary period, an "end of probation" evaluation will be completed. Newly assigned detectives will serve a 12-month probationary period and quarterly performance evaluations will be completed during this time period with an "end of probation" evaluation completed at the conclusion of the detectives' probationary period.
- D. Evaluation of the employee's performance will only cover the rating period specified in the first section of the employee performance evaluation form.

- E.** Criteria used for performance evaluation are to be specific to the assignment of the employee during the rating period. Performance of the employee prior to or following the rating period will be excluded from the rating for that period.
- F.** If the rater did not have functional control over the employee, such that they cannot effectively evaluate the performance of the employee for the rating period, the employee's former supervisor who had functional control during the rating period will complete the performance evaluation. If the supervisor for the rating period is not available, the current supervisor will complete the evaluation and will seek input from other supervisors who may have worked with the employee and from any written documentation, such as the employee's personnel file.
- G.** Employees will be advised in writing whenever their performance is deemed to be unsatisfactory and/or below expectations and the written notification may be provided in a timely manner. If performance continues to be unsatisfactory and/or below expectations, this information should be included in the evaluation report at the end of the rating period. Raters should not base an employee's evaluation on one single incident, and especially not if the employee has not been made aware that the incident was contrary to the order of the Department. Contact Forms may also be used to note exemplary activities on the part of an employee.
- H.** Supervisors may rate each duty performance on the City of Guyton Performance Evaluation Form with a rating ranging as follows:
1. "Unsatisfactory" (numeric value 1) – Performance is consistently unacceptable and employees receiving this rating should have previously been informed with some form of counseling or other disciplinary action to justify the rating.
  2. "Below Expectations" (numeric value 2) – Performance failed to meet job requirements on a frequent basis; however, the performance is not consistently poor to meet the requirements for an Unsatisfactory Rating. Again, employees receiving this rating should have previously been informed with some form of counseling or other disciplinary action to justify the rating.
  3. "Meets Expectations" (numeric value 3) – performance is regularly competent and dependable. If an employee is routinely doing their job, this rating should be given.
  4. "Exceeds Expectations" (numeric value 4) – performance is routinely above job requirements. This rating should be given to an employee who routinely goes the extra mile and often exceeds satisfactory job standards for their position.
  5. "Outstanding" (numeric value 5) – performance is consistently superior. This is your top performers who consistently complete superior work above their peers with no issues noted. Providing this rating requires documentation that justifies the rating.



- I.** Raters must provide narrative explanatory comments with supporting documentation justifying ratings for performance ratings of “Unsatisfactory” (1), “Below Expectations” (2) and/or “Outstanding” (5).
- J.** Each performance evaluation report will be reviewed prior to the evaluation session with the employee. The reviewing supervisor completing the evaluation will forward the evaluation to the Chief of Police or their designee for their signature PRIOR to reviewing the evaluation with the employee. If the Chief of Police or their designee has a concern over a rating, they will discuss their concerns with the rater prior to signing or initialing their approval.
- K.** Each employee will be counseled at the conclusion of the rating period to include the results of the performance evaluation just completed, level of performance expected, and goals for the new reporting period.
- L.** At the end of the session, the employee will sign the completed performance evaluation and will have the opportunity to make comments.
- M.** Each employee will be provided a completed copy of the performance evaluation for their records.
- N.** Employee Performance evaluations will be stored in the employee's personnel file until separation and the length of the Georgia Retention Schedule (7 years after separation).
- O.** Raters will be evaluated by the Chief of Police or their designee regarding the quality of ratings given to subordinates. The completion of employee performance evaluations will be included as a Major Duty on the rater’s own performance evaluation.
- P.** Raters should receive training in performance evaluation prior to conducting a performance evaluation.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 100-26**  
**“Equal Employment Opportunity Plan”**

**CHIEF OF POLICE:** 

**CALEA STANDARD:** 26.1.3, 31.2.3

**EFFECTIVE DATE:** 03/01/23

**INDEX AS:** Equal Opportunity &  
Harassment

**LAST REVISED DATE:**

Purpose: To establish an Equal Employment Opportunity plan for the Guyton Police Department.

Policy: It is the policy of the Guyton Police Department that all persons seeking employment with and/or employed by the Police Department will have equal employment opportunities, regardless of race, religion, creed, color, sex, national origin, age, or physical handicap. Further, it is the policy of the Guyton Police Department that Equal Employment Opportunity planning be used to eliminate discrimination and promote equal employment opportunities. Such planning may include, but is not limited to the following practices: Ensuring that recruitment, hiring, and promotion for all job classifications is done without regard to race, religion, creed, color, sex, national origin, or age; making employment decisions so as to further the principles of equal employment by imposing only valid requirements; insuring that promotion decisions are in accordance with principles of equal employment by imposing only valid requirements for promotional opportunity; and insuring that all other personnel decisions and attributes of employment to which the employees may be entitled and given, such as compensation, benefits, transfers, leave, and training will be administered without regard to race, religion, creed, color, sex, national origin, age, or physical handicap.

**I. IMPLEMENTATION**

- A. The City Manager or their designee, is responsible for implementation of the City's general Equal Employment Opportunity Plan.
- B. The Chief of Police or their designee is responsible for the administration of the Equal Employment Opportunity Plan for the Police Department. For the promotion of equal employment opportunity to be effective, all levels of the Department's organization will be relied upon to provide assistance in the monitoring and supervision of the plan. Equal opportunity can only be achieved through leadership and aggressive implementation of a viable program. It is therefore incumbent on all levels of management and supervision to demonstrate leadership in equal employment opportunity.

C. The Chief of Police or their designee will direct the administration of the Equal Employment Opportunity Plan. He will coordinate all Department activities involving equal opportunity affairs. These responsibilities may include, but are not limited to:

1. Development of policy statements;
2. Assisting with the identification of problem areas;
3. Assisting management with problem solving;
4. Consulting with the City Manager on the latest developments in the area of equal employment opportunity;
5. Keeping supervisory personnel informed of the latest developments in equal employment opportunity;
6. Consulting with the City Manager to maintain and establish recruiting sources for greater distribution of job announcements to assure that employment opportunity is readily available to minority groups;
7. Assisting in the resolution of grievances and issues pertaining to this Plan that are filed under the City's formal grievance procedure;
8. Ensuring that all personnel are given equal opportunities for career development and training for upward mobility; and
9. Ensuring advertising of job announcements promotes the City of Guyton as an Equal Opportunity Employer.

D. The Chief of Police or their designee will ensure all supervisors understand that:

1. Maintenance of equal employment opportunities is an integral part of their job duties; and
2. If they determine that any discriminatory activities are occurring, they should immediately report this to the Chief of Police for resolution of the problem.

## **II. HARASSMENT**

A. The Equal Employment Opportunity Commission (EEOC) has issued guidelines setting forth the Commission's interpretation regarding sexual and racial harassment as a violation of Title VII of the Civil Rights Act of 1964. These guidelines are consistent with our policy that unlawful conduct creating an intimidating, hostile, or offensive working environment will not be tolerated and those violating this policy may be subject to disciplinary action up to and including discharge. Any employee who feels that he or

she has been subjected to sexual, racial, or other unlawful harassment is urged to contact the Chief.

- B. A supervisor of the Guyton Police Department who receives notification either in writing or verbally of the unlawful harassment of an employee, or any other person with whom a Department employee comes into contact on official business, must immediately document such notification in a signed memorandum to the Chief of Police or their designee providing the following information at a minimum:
1. Name of person subjected to the harassment;
  2. Name of the person(s) conducting the harassment;
  3. Time, date, and location of the harassment;
  4. Indication as to whether this is an isolated incident or a recurring pattern; and
  5. Any other detail significant to the incident.
- C. Any Supervisor failing to document a notification of unlawful harassment may be subject to disciplinary actions up to and including termination.
- D. The memorandum will be hand carried by the employee documenting the notification of harassment to the Office of the Chief of Police.
- E. The Chief of Police or their designee, upon receipt of the documented notification, will read it and determine the course of action. Upon a determination that the complaint merits investigation, the Chief may:
1. Appoint an internal investigator or other designee who will report his findings directly to the Chief;
  2. Request an outside agency to investigate the allegation and report their findings directly to the Chief; or
  3. Investigate the incident himself.
- F. Upon receipt of the investigation report, should the facts warrant criminal charges, the Chief may advise the office of the District Attorney. The Chief will in all cases notify the City Manager.
- G. Employees who are the victims of unlawful harassment are encouraged to take the matter directly to the Chief of Police, without fear of retribution or retaliation for reporting such conduct, especially if the offending party is in the police department's chain of command.

### **III. COMPLAINT PROCEDURES**

- A. The basic approach of the grievance procedure in the Equal Employment Opportunity Plan is to try to resolve the complaint to the satisfaction of the complainant at the level

closest to their respective positions. To that end, the steps for filing grievances are presented in General Order 100-20, Grievance Procedures.

- B. Any official or employee of the Guyton Police Department with information concerning a violation of the Equal Employment Opportunity Plan, to include grievances and complaints, may file a written report with the Chief of Police or their designee.
- C. If the complaint cannot be resolved through the city grievance procedure, the complainant may file his complaint with the Equal Employment Opportunity Commission, by calling the Commission at 1-800-669-4000, and speaking to a representative.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-28

### “Military Deployment & Reintegration”

CHIEF OF POLICE: 

CALEA STANDARD: 22.2.8

EFFECTIVE DATE: 03/01/23

INDEX AS: Military Deployment &  
Reintegration

LAST REVISED DATE:

Purpose: To support police employees who serve in the United States National Guard or Reserves during annual training activities and during military deployments and post-deployment activities to include reintegration back into the police department.

Policy: It is the policy of the Guyton Police Department to support all employees who serve in the United States National Guard and Reserve during annual training and deployment activities. As a member of the U.S. military, the potential for lengthy deployments away from home and work may be a constant reality. The police department, working in conjunction with the City of GUYTON Human Resource (HR) Department, will assist these employees as much as possible to successfully participate in annual training requirements and deploy and reintegrate back into civilian life after deployments.

#### I. DEFINITIONS

For the purpose of this policy, the following terms may be defined as:

- A. GPD Military Point of Contact (MPOC) – The Chief of Police may serve or appoint a designee to serve as the Police Department’s Military Point of Contact for department employees;
- B. Annual Training Activities – may include signed and/or verified annual military orders for annual tours and training exercises in which the employee is able to provide the Chief of Police reflecting a requirement for the employee to participate;
- C. Military Deployment – may include military orders requiring the employee to deploy in excess of 180 days, regardless of deployment location.

#### II. PROCEDURE

##### A. Notification of Military Orders:

1. Employees must provide the Chief of Police or their designee a military-certified copy of military orders requiring deployment and/or training, upon receiving said orders;

2. Employees must notify their supervisor as soon as they are notified, either in writing or verbally, of the potential of being issued military orders for deployment and/or training;
3. Once notified, the employee will complete a Leave Form and forward the leave form through their chain of command to the city HR Department. The form will reflect the duration of the leave (if known) and must include a military-certified copy of the orders with the form;
4. The employee must also provide a copy of the military orders to the Police Department MPOC to be forwarded to the training unit and Georgia Peace Officer Standards and Training (POST).

#### **B. Out-Processing Activities:**

1. Employee Records:
  - a. Communications while deployed – prior to deploying, each employee is encouraged to provide the Police Department MPOC with some form of contact information to include an email or cell phone for any emergency notifications for the employee.
  - b. Communication with employee's family – prior to deploying, each employee is encouraged to update their contact information to include a designated family member to serve as a point of contact while deployed.
  - c. Insurance – refer to the City of Guyton Employee Handbook.
2. Out-processing with the Training Unit –Any police equipment turned in to the training unit will be stored by the department Quartermaster until the employee returns from deployment.
3. Out-processing with employee's supervisor - the employee must ensure their assigned police vehicle (if applicable) to include ignition and gas key is turned in to their supervisor.
4. Notification of Georgia Peace Officers Standards and Training (POST) Council – both the training unit and employee are responsible for notifying POST Council of their deployment in case a training waiver is needed, depending on the length of the deployment.
5. Notification of local courts – the police department MPOC will submit a copy of the employee's military orders to Guyton municipal court, state court, superior court, juvenile court, the State Solicitor's Office, and the District Attorney's Office as needed. The delivery confirmation should be attached to the employee's leave form and orders and retained in the employee's personnel file.
6. Exit interview with the Chief of Police or their designee – once all requirements for out-processing from the police department and city have

been completed pursuant to section II. B. of this general order, an exit interview will be scheduled between the employee and Chief of Police or their designee. The purpose of the interview is to ensure the employee was provided adequate assistance by the department and to ensure all out-processing activities occurred.

**C. In-Processing Activities:**

1. Notification of return – once the employee becomes aware of their return date to the police department, they must notify their supervisor and the police department MPOC. The police department MPOC will ensure the city HR Department is notified.
2. In-processing interview with the Chief of Police or their designee – an in-processing interview may be scheduled between the employee and Chief of Police or their designee, PRIOR to returning to the employee's assigned duties. The purpose of the in-processing is to ensure the employee and their family were provided adequate assistance by the department and city during out-processing, while on deployment, and during in-processing activities. The Chief or their designee may also discuss with the employee the city's EAP Program and if the employee indicates they require EAP, they will be referred directly to EAP and/or to the city HR Department.
3. In-processing with the Training Unit – once the employee returns from deployment, they will notify the training unit to ensure the following activities occur:
  - a. Schedule times for any mandated department, accreditation, and state law training to include weapons re-qualification;
  - b. Ensure POST is notified of the employee's return;
  - c. Once all re-qualifications have been completed, all police-issued equipment will then be reissued to the employee.
5. Once all in-processing activities with the Police Department MPOC and training unit have been satisfied, the employee's supervisor may re-issue the employee a police vehicle (if applicable).

**B. Service Members Civil Relief Act (SCRA):**

1. The SCRA is intended to help protect the legal rights of members called to active duty. It applies to active duty members of the regular forces, members of the National Guard when serving in an active duty status under federal orders, members of the reserve called to active duty and members of the Coast Guard serving on active duty in support of the military services.
2. Court and administrative proceedings - Under the SCRA, service members can obtain a stay or postponement of court or administrative proceedings if their military service materially affects their ability to proceed in the case. The SCRA



provides for an automatic stay of 90 days in these proceedings when a service member requests this protection in writing. Any additional delay beyond the mandatory 90-day stay period is awarded at the discretion of the judge, magistrate, or hearing officer. This protection does not apply to any criminal court or criminal administrative proceedings. For assistance understanding their rights under SCRA, service members should consult a Legal Assistance attorney.

3. Default judgments - A default judgment is entered by a court against a party (an individual, company, etc.) who has failed to put up a defense to a claim that has been brought by another party. This means that the plaintiff wins a case because the defendant failed to defend himself or herself against the claims in the lawsuit. If service members fail to respond to a lawsuit and as a result, a default judgment is obtained against them, they may reopen the default judgment using their protections under the SCRA if the default judgment was obtained while they were on active duty or within 60 days after their release from active duty. To reopen a default judgment, service members must submit a request within a certain period of time after the default judgment was awarded, be able to show that their active service has materially affected their ability to defend themselves against the action and be able to show that they have a valid defense to the action.
4. Evictions - Service members who are renting their home or apartment are protected under the SCRA from being evicted for a period of time if they can prove that their military service materially affects their ability to pay rent. This protection only applies if the rent is below a certain amount. If the landlord continues attempting to or actually succeeds in evicting the service member or their dependents while the service member is protected under the SCRA, the landlord may be subject to sanctions such as fines or imprisonment.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 100-29**  
**“Administrative Reporting System”**

**CHIEF OF POLICE:** 

**CALEA STANDARD:** 11.4.1, 11.4.2

**EFFECTIVE DATE:** 03/01/23

**INDEX AS:** Administrative Reports  
& Forms

**LAST REVISED DATE:**

**Purpose:** To establish guidelines to be followed by departmental personnel regarding administrative reporting of information and maintenance of those reports, and to insure accountability and a systematic approach to maintenance of agency forms and reports.

**Policy:** The Guyton Police Department will maintain an administrative reporting program for the purpose of providing information to be used in management decision-making.

**I. ADMINISTRATIVE REPORTING**

- A. Administrative reports include monthly and annual reports. These reports are designed to provide information within the agency on a day-to-day operational basis, as well as to provide a mechanism to report agency activities outside the immediate structure of the agency.
- B. Unless stated otherwise in official, written directives, administrative reports are due at the conclusion of the reporting period. Therefore, annual reports are due in January, monthly reports at the beginning of the next month, etc.
- C. Reports detailing specific instances, i.e. after-action reports, are due as stated in the written directive requiring the report.
- D. Administrative Reports required on a specified, periodic basis are listed at the end of this General Order, as Appendix #1.
- E. Appendix #1 shows the type of report, position responsible for the report, purpose of the report, frequency of the report, and the distribution of the report.

**II. ACCOUNTABILITY OF AGENCY FORMS:**

- A. The GUYTON Police Department will maintain a systematic approach to formulation, maintenance and implementation of all agency forms.

1. The Guyton Police Department readily solicits any suggestions for improvements, changes, or new ideas for new or existing forms. However, any officer or employee who wishes to change, alter, or introduce new ideas or new forms must first complete the following steps:
  - a. Design the form and make a draft copy. Draft copy may be legible but not necessarily print quality;
  - b. Complete GPD Form: Development/Revision Authorization;
  - c. Submit to Supervisor for approval/review;
  - d. Submit to Chief of Police or their designee for final approval and review.
2. After final approval is obtained from the Chief of Police or their designee, the City Manager will be responsible for implementation, reproduction, and placement and distribution of the form as needed.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-30

### “Records”

CHIEF OF POLICE: 

CALEA STANDARD: Chapter 82, 11.4.4

EFFECTIVE DATE: 03/01/23

INDEX AS: Records

LAST REVISED DATE:

Purpose: To establish procedures for the recording of incident information and the maintenance of generated records.

#### I. ADMINISTRATION

- A. Agency files will be maintained in the Records Section with only designated key holders accessible to the room. Key holders are designated by the Chief of Police.
- B. Working access to the records room will be from 8:00 A.M. to 5:00 P.M. Monday through Friday. During hours after 5:00 pm Monday thru Friday, weekends, and on holidays, supervisory personnel only may access records when necessary to obtain information from case files. Supervisory personnel must notify the Desk Clerk if they go into the records room after normal business hours.
- C. Departmental records will be maintained in accordance with the State of Georgia Retention Schedule.
- D. Records will be released per current Georgia Law. If a question arises regarding the release of a departmental record, the Chief of Police or their designee will make the determination on the release of the record.
- E. Records of active investigations will be released in accordance with discovery requirements, under court order, or under subpoena. Pursuant to discovery requirements, records of active investigations and/or investigations pending prosecution will be turned over to the District Attorney's office who will in-turn ensure complete copies of those records will be released to the defense counsel through the District Attorney's office.
- F. The Guyton Police Department utilizes a computerized incident reporting/records management system where reports and follow-up documents such as supplemental reports are stored in the data base, including active vice, drug, and organized crime cases.

The only documents stored in the case file are documents that are generated in the field and that are not able to be generated by the computer and stored in the incident reporting/records management system. However, these same documents are stored electronically after being scanned.

- G. All incident reports where there is a juvenile offender or juvenile victim of rape will be clearly identified in the computerized records management system as a Juvenile Case. The juvenile offender and/or victim of a rape will not be named on the face sheet of the Status 5 and each report attachment will be filed in a red folder in the records section, designating as a juvenile report.

## II. FIELD REPORTING

- A. Each incident, accident, complaint, or call for service will be recorded on the appropriate form, by an on duty-sworn officer. A Status 5 incident report is required in all cases where a follow-up investigation will be required. Status 5 Supplementals are required with all Status 5 face sheets, except as noted in "B," below. If no follow up is required, the incident may be recorded on a status 4, miscellaneous incident report. Lengthy miscellaneous incident reports may be recorded on a Status 5 report form.
- B. Any warrant service for another agency will be recorded on a Status 5 face sheet entitled "Assist Outside Agency." No supplemental is required.
- C. Any of the following incidents occurring within the limits of the City of Guyton will be investigated by an officer of the Guyton Police Department and recorded on an appropriate form.
1. Citizen reports of crimes;
  2. Citizen complaints;
  3. Incidents resulting in an officer being dispatched or assigned;
  4. Criminal and non-criminal cases initiated by officers, and;
  5. Incidents involving arrests, citations, or summons
- D. The Guyton Police Department has computer-based and hard-copy field-reporting forms for all incident types. They include Miscellaneous Incident Reports - Status 4, Incident Reports - Status 5, Traffic Accident Reports - Status 6, Citations - Status 7, and Field Interviews - Status 12.
- E. Each Field Report must include:
1. The date and time of the report;

2. The name (if available) of the complainant and the victim;
  3. The nature, date, and time of the incident; and
  4. The nature, date, and time of the action taken (if any) by the officer.
- F. All relevant spaces on the form should be completely and accurately filled out. All field reports and forms must be completed by the investigating officer and submitted to the Shift Supervisor for approval prior to the end of the Shift, unless the officer is unable due to circumstances as approved by the Shift Supervisor.
- G. All reports must be completed as required by local agency directive, police academy training, and requirements outlined by the Georgia Department of Public Safety.
- H. Each Shift Supervisor shall be responsible for reviewing all reports completed during the shift. Shift Supervisors will ensure that each report is legible, accurate, and that all relevant sections are completely filled out.
- I. When reports are completed and approved by the Shift Supervisor, they will be maintained in the incident reporting/records management system. The GPD will complete the GPD CJIS data entries for each report as necessary. All processed complete reports may be stored in the incident reporting/records management system and maintained on the data base.
- J. Personnel at the Guyton Police Department have a responsibility to protect personal and/or sensitive information regarding a victim, witness, or offender. Personnel will adhere to state laws regarding the disclosure of information. Personnel will destroy by shredding or burning any type of notes or documentation containing personal/sensitive information once that information has been recorded on an official police document.
- K. Distribution of Agency Records:
1. Accident Reports – One copy for the Georgia Department of Public Safety by electronic transmission. A copy will be maintained in the incident reporting/records management system and will be printed for individuals upon request so long as the requesting individual meets the guidelines of the Georgia Open Records Act/Statement of Need for receiving accident reports.
  2. Incident Reports - original will be maintained in the incident reporting/records management system. Detectives will have access to the database to acquire reports for follow-up investigation. Once incident reports conclude with an arrest, the case file will be forwarded to the prosecutor's office as soon as reasonably possible.
  3. Juvenile Incident Reports - Names of juveniles will be redacted if released outside of the Department, with the exception of authorized personnel with the Juvenile

Justice System, the District Attorney's Office, and/or Georgia Law. Once juvenile incident reports conclude with an arrest, the case file will be forwarded to the prosecutor's office as soon as reasonably possible.

### III. RECORDS MAINTENANCE

- A. An automated name list will be maintained with the computerized records management system. This list will include, but shall not be limited to, each victim, offender, witness, and arrested person named within a Guyton Police Department report. These names may be entered and maintained in the GPD CJIS.
- B. The Guyton Police Department will maintain automated files within the GPD CJIS retrievable by, but not limited to, incidents by type and incidents by location. Automated files will also be maintained on stolen property.
- C. An annual audit of the GPD CJIS computer system for verification of all passwords, access codes, and access violations will be completed by the Police Department Information Technology (IT) Unit.
- D. All new software and/or data disks, flash drives, or other external media from outside the department will be checked for viruses through automated anti-virus software installed on all GPD departmental computer systems.
- E. Traffic Records System
  1. Traffic accident data will be maintained by the records management system. Traffic Accident data, to include reports, investigations, citations, and locations, will be maintained in the CJIS.
  2. Traffic enforcement data will be maintained by the records management system. All citation data will be entered into the docket and the State reporting system. A hard copy of each citation will be secured within the records room. Dispositions will be entered into the Docket by the City Municipal Court. Dispositions of all required moving violations will be forwarded to the Department of Driver's Services. All arrests generated by traffic stops will be recorded and maintained within the GPD CJIS.
  3. The Guyton Police Department utilizes an E-Ticketing System where citations are printed inside patrol vehicles. Certain officers will be issued citation books through the Records Section, which will maintain a record of citation books issued by officer. All non-issued citations are to be maintained in a secured lock box in the Records Section. This includes all citations issued, warnings, and voided citations. The issuing copy will be secured in the records room. The court copy will be secured by the court clerk. Departmental copies of each issued citation will be turned in to the records section. Officers using the E-Ticket

System will be issued citation numbers by the Records Section, which will maintain a record on the numbers issued, by officer.

4. Once a citation book is issued to an individual officer, accountability for the citations may be accomplished on an accountability log. A log is created on each officer and maintained in the records section. Each log may maintain a list of all citations issued and citations returned to the Records Section.
5. The Chief of Police or their designee may perform a 30, 60, and 90 day review of all active accountability logs and, when warranted, will require the officer to produce the unwritten citations.
6. Traffic accident analysis reports may be obtained through the records management system. A monthly activity report is available by the records management system to include traffic citations.

#### G. Juvenile Records:

1. The Guyton Police Department maintains juvenile criminal records as needed (fingerprints, photographs, arrest/bookings reports, offender-based tracking sheets) and these records may be stored at the Juvenile Division or the Guyton Police Department. Review and release of reports where juveniles were victims, suspects, and offenders will be based on a need-to-know basis pursuant to Georgia Law.
2. All incident reports where there is a juvenile suspect, offender, or juvenile victim of sexual assault will be clearly identified in the computerized records management system as a Juvenile Case. The juvenile will not be named on the face sheet of the Status 5 and each report attachments will be filed in a red folder in the records section, designating it as a juvenile report.
3. As stated earlier, names of juvenile offenders and juvenile victims of rape will be redacted if released outside of the Department, with the exception of authorized personnel with the Juvenile Justice System, the District Attorney's Office, and/or pursuant to Georgia Law. Release of juvenile records will be made in accordance with Georgia Open Records Act.
4. Juvenile incident reports will remain part of the police department records system pursuant to Georgia Records Retention Schedule, at which time said records may be disposed pursuant to that schedule.
5. Any incident reports pertaining to a particular juvenile which have been ordered disposed and/or expunged by a court must be forwarded to the appropriate court once the police department receives a court order for said destruction and/or expungement of that particular juvenile report.



H. Certain records may be maintained outside of the records room:

1. Case files may be signed out of the records room by detectives. They should return the file and sign it back in no later than the end of their tour of duty;
  2. Intelligence, Vice, Drug, and Organized Crime files may be maintained by the assigned detective;
  3. Sensitive records, such as Internal Affairs and Evidence Room records, may be maintained in other secure locations as directed by the Chief of Police or their designee;
  4. Records generated and used within a single component may be stored within the component, unless otherwise required by departmental policy and procedures;
- I. An identification number is assigned to each arrested person by the Effingham County Jail. All subsequent arrests of an individual will include the assigned number. An Arrest Booking file will be maintained on each person custodially arrested. Maintained within this file will be the Booking/Arrest sheet, fingerprint cards, photos, etc. Booking and Arrest files will be secured in the records room.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-31

### “Technology”

CHIEF OF POLICE: 

CALEA STANDARD: Chapter 82

EFFECTIVE DATE: 03/01/23

LAST REVISED DATE:

#### I. GENERAL

The following standards will apply to any computing device that is assigned to a Guyton Police employee or who has access to. Additionally, any device that is attached to the City of Guyton's networks, either through direct network or wirelessly, including personal devices, will be subject to the following policies. This includes the private Intranet as well as any cellular internet device that is provided to an employee for the purpose of performing their job.

#### II. DEFINITION OF TERMS

- A. Digital content: Any document, file, image, email or similar item that is created and stored by a computing device owned and operated by the City of Guyton.
- B. Computing Device: Any electronic device owned and operated by the City of Guyton that is designed to create digital content that can be stored, edited, transmitted, and copied from one device to another using digital media. These include but are not limited to personal computers, cell phones, scanners, tablets, etc.
- C. Digital Media: Any storage device that stores digital media such as a hard disk, USB Flash Drive, SIM Card, or cellular phone.
- D. Email (Electronic Mail): the transmission of messages over communications networks. Typically, the messages are notes entered from the keyboard or electronic files stored on disk. Most mainframes, minicomputers, and computer networks have an email system.
- E. Internet: A global web of interconnected computers and computer networks. It integrates Local Area Networks (LAN's) located in businesses, libraries, governments, schools, research institutes and other entities into a single, large communication network that spans the globe.
- F. Intranet: uses the same technology as the internet, but it contains information for internal city use only and is accessible to city employees only.
- G. Public Safety IT Department: The Public Safety (Police & Fire) Information Technology Department which is a dedicated unit to maintain both department's IT Systems.

- H. **Social Network Site:** A social network site is any internet web site that enables users to create public profiles within that website and form relationships with other users of that particular website that may access their profile. These can be community based web sites, online discussion forums, chat rooms or other social entities online. Examples of social network sites include, but are not limited to, Facebook, Instagram, Twitter, and LinkedIn. There are many other social networking websites and failure to list the other websites does not exclude them from this policy.

### III. GENERAL RULES

- A. **Access & Security:** all police department computer workstations, mobile data terminals, and storage servers will be password secured with a secondary password authentication for workstations that allow for access to criminal history data. Storage servers may be secured in areas where access is limited to IT Personnel or other personnel as approved by the Chief of Police. Computer servers may maintain sufficient storage capability to comply with the most current version of the Georgia Retention Schedule for Local Governments. No outside hardware/software will be introduced into and GPD computer (including USB drives, external hard drives, etc.) that have been obtained from the general public.
- B. **No Expectation of Privacy:** All transmissions are City of Guyton records. The city reserves the right to monitor and access any digital media sent, accessed or stored on devices described in section II. of this order. Police employees have no right of privacy with respect to the city's communication systems (telephone, radio, pager, and cell phone), hardware, software, E-mail, or Internet access. Simply because an employee has password does not mean they have any right of privacy to a voicemail, E-mail, Internet access, hardware, or software. Employees cannot use unauthorized or secret passwords and all passwords must be shared with supervisory personnel when ordered to by the Chief of Police or their designee.
- C. **Introduction of New Hardware/Software:** All new software and/or digital media from outside the department will be checked for viruses through automated anti-virus software installed on all GPD departmental computer systems.
- D. **Use of Equipment:** By opening a city-issued E-mail, by sending or receiving information, by logging on to the Internet, by using communications (telephone, pager, cell phone, radio and/or voice mail), or by using any of the City of Guyton's hardware and software, said technology has been provided by the City of Guyton at its own expense and it is the City of Guyton's private property. This is another tool in business transactions or business communication and each employee should understand it is intended for conducting city business, not for personal, private, or non-business matters or to communicate personal, private, or non-business matters. Each employee understands they shall not do anything that might be construed as harassment or offensive to others based on race, sex, disability, age, religion, or national origin. The use of the internet, telephone, or E-mail to solicit business for a non-work related venture or for any personal use, including political or religious

- issues, is also prohibited. The Department and City understand, however, that from time to time, some of this equipment might be used with discretion for personal use. Examples such as: limited pages, infrequent E-mails from family or friends on proper topics, or, in particular, use of equipment for contact with family is permissible, provided, however it is brief, infrequent, and within the spirit and intent of these guidelines. Any message, E-mail, or other communication utilizing city equipment that would be deemed to be in poor taste within a reasonable standard of a reasonable person is not acceptable. Chain mail is also prohibited.
- E. **Personal Hardware & Software:** Any hardware and/or software to include applications or apps installed on any of these devices must be approved by the IT Department. Restrictions include but are not limited to applications used for dating, gambling, unauthorized file sharing, etc.
  - F. **Unauthorized Users:** Employees may not allow any person not employed by the city to utilize any of the network or hardware described in this section, unless prior approval is received by the Chief of Police.
  - G. **Accountability:** Employees are responsible for all activity associated with their personal accounts. Personal passwords assigned to them that provide access to any system should be kept secure and not shared with anyone.
  - H. **Email:** Each police employee may understand that E-mail is an extension of the City of Guyton and that E-mail messages can be traced to the sender even after they have been “deleted”. The City of Guyton may be required to produce E-mail messages if litigation develops. The City of Guyton will regularly review, audit, and may download E-mail messages and monitor each employee’s internet access.
  - I. **Other Prohibited Acts:** Employees shall not print, display, download, or send any sexually explicit or inappropriate data unless part of an official investigation of a criminal or administrative matter. This includes but is not limited to images, messages, cartoons, or jokes. Employees who receive such information will immediately advise the sender that they are not permitted to receive such information and will report the information to their supervisor immediately.

#### IV. SOCIAL NETWORKING

- A. The Guyton Police Department has a duty to protect the reputation of the organization and its employees as well as guard against liability and potential legal risks. Employees of the Guyton Police Department shall exercise caution and use good judgment when participating in online social networking or other sources of communications.
- B. All employees should be aware that the content of these social networking sites can be subpoenaed and used in criminal and civil legal proceedings to impeach an employee’s testimony.

- C. Employees shall refrain from participating on social networking sites while on duty unless it is specifically related to the performance of official law enforcement duties.

This includes participating on such sites via personal equipment or City of Guyton equipment such as computers, cellular telephones, personal digital assistants (PDA's) or any other device which can access social networking sites.

- D. Employees shall not post on social network sites any information which would bring discredit to them, the police department or the City of Guyton. The employee may not display on any social networking site any item which depicts their affiliation with the Guyton Police Department unless they have received expressed, written consent from the Chief of Police. This would include but is not limited to any display of, by any media means, the department badge, patch, logo uniform, vehicle, weapon, or any other item which is issued by or is the property of the City of Guyton, namely the Guyton Police Department.
- E. Employees shall not post comments or display any video, audio, still photographs, written material or any type of media or material which depicts any incident, inquiry, interview, investigation or any other information relating to active or inactive cases which have been investigated by the Guyton Police Department, on any social networking site.
- F. Employees who are subject to an administrative investigation may be ordered to provide the department with access to the social networking site when the focus of the investigation is directly, narrowly, and specifically related to the employee's alleged misconduct or when the subject of the investigation is potentially adverse to the operation, morale, or efficiency of the department.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 100-32**  
**“Public Information”**

**CHIEF OF POLICE:** 

**CALEA STANDARD: Chapter 54**

**EFFECTIVE DATE: 03/01/23**

**INDEX AS: Public Information/  
Media**

**LAST REVISED DATE:**

Purpose: To provide guidelines in regard to media relations and the release of information to the news media and/or other members of the public.

Policy: It is the policy of the Guyton Police Department to cooperate fully and impartially with 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, infringe upon the individual rights or privacy, or upon individual rights to a fair and impartial trial.

**I. GENERAL**

It is necessary to recognize that police matters generally are matters of public interest and concern. The purpose of this order is to permit the free flow of information to all news media while protecting both the accused's and the prosecution's cases from possible prejudicial publicity.

**II. PUBLIC INFORMATION OFFICER**

- A. The Chief of Police may appoint a Public Information Officer(s) to serve as liaison between the department and local media. However, the Chief of Police may assume the responsibilities of the Public Information Officer if they so decide.
- B. The primary function of the Public Information Officer is to act as a liaison between the news media and the Guyton Police Department and to coordinate the department's public relations efforts. The Guyton Police Department will cooperate with the news media in giving them information in which they have evidenced interest about the department's operations, as well as about situations for which the department wishes to generate media interest. The responsibilities of the Public Information Officer are to:

1. Exercise supervision pertaining to the release of all police related information to the press;
2. Ensure the prompt and responsible release of information to the media;
3. Assist news personnel in covering news stories at the scene of incidents;
4. Be available for on-call responses to the news media;
5. Prepare and distribute agency news releases;
6. Arrange for, and assist at, news conferences;
7. Coordinate and authorize the release of appropriate information about victims, witnesses, and suspects;
8. Assist in crisis situations within the agency;
9. Coordinate and authorize the release of appropriate information concerning confidential agency investigations and operations;
10. Be responsible for media notifications and press releases pertaining to police related functions such as award ceremonies, graduations, promotions and other such events where media presence and notification is warranted; and
11. In the event of a multi jurisdictional event, the public information officer for the Guyton Police Department will coordinate with the person responsible for public information from other responding agencies for a mutual press release. The Guyton Police Department will recognize other public service agencies who provide assistance to the department in public safety matters.

### **III. RESPONSIBILITIES AND PROCEDURES**

#### **A. All Departmental Members:**

1. The goal of this department is to engage in a positive program to make available to the news media timely information pertaining to matters within the purview of this department, except in those rare occasions where the information might be protected personnel issues, matters protected by law, or when the process of fair administration of justice might be hampered by premature disclosure of information to the public. In order to achieve this goal, members of the Guyton Police Department will:
  - a. Notify the Chief of Police or their designee upon any media request for information;

- b. **Not** prevent media photographers from photographing persons or scenes, even in instances where this department would not release to the media departmental photographs of such persons or scenes. Access to crime scenes may be restricted to avoid jeopardizing the successful conclusion of an investigation; and
    - c. **Not** take any action to assist or to discourage news media in photographing an accused person in custody of the department.
  2. Supervisors at crime scenes or other incident scenes where media personnel are present will coordinate police/media activities pending the arrival of the Chief of Police or their designee.
  3. Members of the Guyton Police Department have no authority to invite the news media into private premises without the consent of the person(s) in charge of the premises.
  4. No employee should consent to an interview concerning the facts of any case under investigation by the Guyton Police Department without the prior approval of the Chief of Police or their designee. All personnel interviewed will be bound by the guidelines of this order.
- B. **Shift Supervisors:** After determining that one of the following incidents has occurred, the on-duty supervisor will ensure that the Chief of Police or their designee is notified as soon as possible:
  1. Deaths;
  2. Aggravated Assault involving a life-threatening injury, to include shootings and stabbings;
  3. Armed Robbery involving a life-threatening injury;
  4. Kidnapping;
  5. Serious incidents involving schools;
  6. Aircraft accidents;
  7. Officer related shootings; and
  8. Any other incident where the media are present.

#### IV. **RELEASE OF INFORMATION TO THE NEWS MEDIA**

- A. Information normally available to the public under applicable State and Federal law **may be released to the media**, upon request. This includes:
  1. Time, date and location of a reported crime or incident;
  2. The nature of the reported crime;



3. The name, sex, age and address of a person arrested (except juveniles or sexual assault victims);
  4. The date, time and location of an arrest; and
  5. The crime charged.
- B. In order to protect the rights of an accused person, or because it is prohibited by law, the following information **will NOT be released to the media**:
1. Information classified as confidential by law, rule, or judicial decision;
  2. Information revealing the identities of confidential informants or sources;
  3. Information revealing the identities of undercover personnel of a criminal justice agency;
  4. Information revealing investigative techniques or procedures. (information regarding investigations, which have already occurred, will be available once the investigation is no longer active);
  5. Information revealing the identity of the victim of a sexual battery or child abuse (the victim's sex, age and a general description of the location of the incident, such that specific identification of the location cannot be made, may be released);
  6. Information revealing personal assets of the victim of a crime (information regarding assets stolen or destroyed in the crime may be released);
  7. The home address and telephone number of department personnel, their spouses and their children, as well as the places of employment and schools of spouses and children;
  8. Information received from another jurisdiction on the promise of confidentiality when the information is not otherwise available;
  9. Information revealing the name and address of a juvenile, except as allowed by law;
  10. Information regarding evidence prior to a trial;
  11. Any evaluation of the character or reputation of the accused;
  12. The existence or contents of any confession, admission, or statement of the accused, or the refusal or failure of the accused to make any confession, admission or statement, except with the approval of the Chief of Police;

13. The performance of the accused during an examination or the refusal of the accused to submit to any examination or test, except with the approval of the Chief of Police;
14. Any opinion regarding the guilt or innocence of the accused, the possibility of any plea, the merits of the case against the accused or any other evidence in the particular case, except with the approval of the Chief of Police;
15. Any opinion concerning the credibility of any prospective witnesses;
16. Fingerprint, polygraph, ballistics or laboratory results, except with the approval of the Chief of Police; and
17. Precise description of evidence seized or discovered during the investigation.

#### **V. GUYTON POLICE SOCIAL MEDIA SITES**

- A. The Chief of Police may direct the use of social media sites to include but not limited to Facebook, Twitter, WhatsApp, and Instagram as part of the police department's public information program.
- B. All social media sites must be pre-approved by the Chief of Police or their designee before initiation/activation of the site(s).
- C. All social media sites must be clearly identified as being affiliated with the Guyton Police Department on all main pages.
- D. Only designated Public Information Officers, Information Technology Personnel, or other personnel as designated by the Chief of Police may have the authority to post information or data on authorized social media sites.
- E. Posting of information on social media sites may also comply with state and federal law regarding the release of information and the GPD Code of Conduct.
- F. Information commonly posted on police department social media sites include press releases, community oriented policing activities, City of Guyton Activities, and other information which may be helpful during criminal investigations.
- G. Information which is considered profane, lude, and/or inappropriate may not be posted on a police department social media site unless approved by the Chief of Police once it is determined such information is necessary for the furtherance of the criminal justice system.
- H. Messages from the public on police department social media sites may be routinely monitored and forwarded to the appropriate department personnel as necessary.

Information posted by the public on a police department social media site which is determined to be generally offensive may be removed at the discretion of the Chief of Police or their designee.

## **VI. RESTRICTIONS/RIGHTS OF THE MEDIA AT INCIDENT SCENES**

- A. Official police lines may be established to prevent unauthorized persons from entering a crime scene, or the area of a major fire, natural disaster, or other catastrophic event.
- B. If the presence of the media is in any way hindering a police operation, they should be directed to the nearest area where their presence will no longer be a hindrance.
- C. Especially in the case of a large scene, or due to a large number of media representatives, a centralized media staging area should be established to assist in the orderly dissemination of information.
- D. Media Representatives may be granted access to an incident scene (exclusive of an active crime scene) at the discretion of the commanding officer at the scene, provided:
  - 1. Their presence would not jeopardize any police operation or hinder the proper preservation of evidence.
  - 2. The scene is located on public property, or if located on private property, the owner, or his agent, consents to the presence of the news media representative. Absent such consent, news media representatives trespass at their own risk.
  - 3. Officers must understand they have no right to deny news media representatives the opportunity to take photographs or video tape police operations or crime scenes from the perimeter, behind police lines. While direct access to crime scenes may be limited, no legal authority exists to stop photographs or video tape from being taken, even if the scene in question is one the member feels would be in "poor taste" to photograph.

## **VII. MULTIPLE JURISDICTION INCIDENTS**

In the event that the Guyton Police Department is involved in an incident involving other service agencies (other Law Enforcement Agencies, Fire Department, etc.), the agency having primary jurisdiction will be responsible for coordinating the release of information, and providing access to the scene.

## **VIII. ETHICS**

It is the policy of this department to treat members of the media with professionalism and ethical behavior. It is expected that the media will respond in a like manner and follow ethical guidelines established by their industry.

Any member of this department who believes they were treated unethically or have knowledge that a police employee treated a member of the media unethically should notify a designated Public Information Officer or their supervisor immediately.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 100-33**  
**“Warrants”**

**CHIEF OF POLICE:** 

**CALEA STANDARD: Chapter 74**

**EFFECTIVE DATE: 03/01/23**

**INDEX AS: Warrants**

**LAST REVISED DATE:**

Purpose: To establish procedures for the proper processing of arrest warrants issued by local probation companies and the Guyton Municipal Court, in order to aid in their prompt and efficient service.

**I. CITY WARRANT FILE PROCEDURE**

- A. The Guyton Police Department/Guyton Court Service/Effingham County 911 will maintain a warrant file on for all warrants issued by the Guyton Municipal Court.
- B. The Guyton Records Clerk receiving the warrant will attach a Warrant Service Sheet to a copy of the warrant, and notify the on-duty Shift Supervisor that the warrant has been received. This does not preclude notification of active warrants to agency personnel by other means to include BOLOs issued by other officers.
- C. The Shift Supervisor may sign out the copy of the warrant and the warrant service sheet on the warrant log, and assign an officer to attempt to serve the warrant. Warrants that cannot be served (due to the lateness of the hour, subject unavailable, etc.) will be forwarded to the on-coming Shift Supervisor for an additional attempt. This transfer of the copy of the warrant will be noted on the Patrol warrant log book by the oncoming Shift Supervisor. If the second shift making a service attempt is also unable to serve the warrant, the copy and the service sheet will be returned to the Records Section and logged back into the warrant file.
- D. The attempted service may be delayed if it would increase officer safety or enhance a tactical situation. City warrant services should normally occur during day and evening shifts, but may be served during midnight (11 p.m.-7 a.m.) shift hours when reasonable and necessary.

- E. Following at least two failed service attempts, the Records Clerk will file the warrant, and send to Effingham County 911 to have it entered into G.C.I.C. as required below. The warrant file will contain only city bench warrants.
- F. The Effingham County 911 will log warrants into the G.C.I.C. and N.C.I.C. computer networks immediately. The Effingham County 911 will ensure all required information is included, as indicated on the LEDS WARRANT WORKSHEET. The warrant need not be entered in the computer if it is successfully served upon receipt.
- G. The original warrant and the copy with the service sheet attached will be maintained in the warrant file until served. File maintained by The Effingham County 911.

## **II. SERVICE OF CITY WARRANTS**

- A. Whenever a City warrant is served or an attempt is made to serve the warrant, the officer will fill out the Service Sheet. All relevant information will be noted on the form, to include: date and time of service or attempted service; name of personnel executing/attempting service; name of person on whom legal process was served/attempted; method of service or reason for non-service; address of service attempt.
- B. Upon the service of a City warrant, the Service Sheet will be filled out, to include the date and time of service, and forwarded to the records section. The Service Sheet will be maintained in the case file until served, then attached with the original warrant to the court docket.
- C. Once a City warrant has been served by a member of this department, The Effingham County 911 will be responsible for removing the warrant from the G.C.I.C. and N.C.I.C. networks. The Effingham County 911 will be responsible if the warrant is served after normal business hours.
- D. It is the responsibility of the arresting officer to send Effingham County 911 a supplemental report to have the warrant removed.
- E. If a City warrant is canceled prior to service, it must be returned to the Court Service after being removed by The Effingham County 911.

## **III. GENERAL WARRANT PROCEDURES**

- A. Sworn officers of the Guyton Police Department will serve State and City criminal warrants, search warrants, juvenile pickup orders, and commitment orders as required. Arrest warrants will be served by sworn law enforcement officers only.
- B. Officers may assist in serving warrants outside of the city limits in cooperation with and under the authority of the appropriate agency's jurisdiction.

- C. Warrants must be served prior to the expiration of the Statute of Limitations on the charge named in the warrant.
- D. When an officer receives information that a person is possibly wanted, the officer should verify ALL biographical information listed below with the origin of the warrant(s), prior to an arrest. Biographical information includes the following:
1. Name;
  2. Sex;
  3. Race;
  4. Date of birth; and
  5. Social security number.
- E. For persons wanted for misdemeanor offenses, an arrest should not be made unless ALL the biographical information listed above can be verified.
- F. For persons wanted for violent offenses and felonies, an officer may arrest a suspected wanted person even if all biographical information listed above can not be verified. However, in that case, the arresting officer may take additional action to verify the person detained by the Guyton Police Department is the wanted person. Such actions include but are not limited to contacting the agency where the warrant originated to obtain a description, etc. Officers must not rely solely on confirmation through the dispatch center or the sheriff's office. The arresting officer must independently confirm the identity of the arrested person as the person identified in the warrant. In the event of an arrest based on a warrant containing insufficient identification, the arresting officer must notify his immediate supervisor of the circumstances of the arrest and the efforts used to confirm the identity of the arrested person as the person identified on the warrant.
- G. In all cases where a person has been arrested for a warrant, the arresting officer should document in their incident report how the warrant was verified and with whom (what agency and the verifying person). The arresting officer will also identify the approving supervisor in the Status 5 Incident Report.
- H. If a warrant check on a subject generates a hit on the GCIC/NCIC network, the dispatcher will send a hit confirmation request to the agency originating the warrant. The arresting officer should take the subject into custody, pending confirmation of the hit.
- I. Upon the service of a City warrant, the copy will be sent with the defendant to the county jail. The original warrant will be attached with the service sheet to the Court Docket. Original State warrants will accompany the offender to the jail, and a copy submitted to the GPD Records Section to be maintained in the case file.
- J. When another agency requests that the Guyton Police Department serve their warrant, they must forward a copy of the warrant via fax or teletype, or at a minimum, the warrant number, prior to this department's attempt to serve the warrant.

**IV. CIVIL PROCESS**

- A. Only sworn law enforcement officers will execute an order or writ requiring the seizure of real or personal property. The officer serving the writ will ensure that he has sufficient sworn personnel to deter potential breach of the peace during the service of the writ.
- B. All property acquired through the civil process (condemnations of cars, equipment, money, etc.), will be accounted for in agency records and will be disposed of by the department pursuant to legal authority.



**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 100-34**  
**“Crime Prevention and Community Involvement”**

**CHIEF OF POLICE:** 

**CALEA STANDARD: Chapter 45**

**EFFECTIVE DATE: 03/01/23**

**INDEX AS: Crime Prevention**

**LAST REVISED DATE:**

The programs, operations, and/or services described in this Order are not mandatory and will only be implemented at the sole discretion of the Chief of Police or their designee.

Purpose: To establish the role and responsibilities of the Community Policing Section of the Guyton Police Department.

Policy: The prevention of crime and the establishment of good community relations are a mutual responsibility between police personnel and the citizens of the community. This department is committed to establishing close community relations and crime prevention programs for the residents of the City of Guyton in response to their needs.

## **I. RESPONSIBILITY**

The responsibility for crime prevention and the achievement of good community relations is shared by all police department personnel. The Chief of Police may appoint a Special Activities Officer, who may have the responsibility for coordinating and planning crime prevention and community relations programs for the department.

## **II. CRIME PREVENTION**

A. The functions of Crime Prevention Programs are:

1. To offer education programs to the public on general crime prevention measures;
2. To disseminate information to home and business owners on crime prevention techniques;
3. To provide inspections, at the owner's request, of the premises (business, residential) concerning physical security;

4. To provide articles relating to preventive measures on specific crimes to the Public Information Officer for dissemination to the media; and
5. To encourage citizen involvement in community crime prevention programs.

#### B. Operations

1. The Special Activities Officer will utilize an analysis of local crime data to target programs by crime type and geographic area. This selective targeting of programs may also be used to address community perceptions or misperceptions of crime.
2. Any employee with relevant information for the Special Activities Officer should transmit it to him either in person, by email, or by leaving the information in the Special Activities Officer's mailbox.
3. The Special Activities Officer may maintain liaison with local businesses, and civic and social organizations to promote crime prevention programs.
4. House Watch Program:
  - a. Citizens may request that police officers check their residence or business while they are out of town. Once a request is received, it will be entered into the Extra Patrol file of the report writing system. Officers assigned to the relevant zone may be responsible for checking the residence or business on their shift.
  - b. Citizens may make an appointment with the Special Activities Officer to have a residential or business security survey conducted. The Special Activities Officer may complete a list with any appropriate comments and give it to the owner.
5. Neighborhood Watch Program: The Special Activities Officer may be responsible for organizing and maintaining neighborhood watch programs or other crime prevention groups in residential and business areas that are consistently targets for crimes against persons or property, or upon the request of the citizens of a neighborhood.
6. The Special Activities Officer will, through annual reports to the Chief of Police, evaluate the effectiveness of crime prevention programs.

### **III. COMMUNITY INVOLVEMENT**

- A. The establishment of an effective and efficient community relations program is of significant importance to this department. The objectives of effective community relations are to establish direct contact with the community through the school system, community groups, and civic and professional organizations in order to gain community support of law enforcement activities. It is the policy of this department to attempt to correct any actions, practices, and attitudes that may contribute to tension between the community and the Guyton Police Department.
- B. The Special Activities Officer may be responsible for:
1. Developing community involvement policies that reflect both agency objectives and input from the community;
  2. Establishing liaison with formal community organizations and conveying information gathered from these groups to the agency;
  3. Improving police-community relations practices;
  4. Establishing community groups where they are needed, if none exist;
  5. Identifying training needs that may be revealed through interviews with citizens representatives, conferences with supervisors, consultations with the Internal Affairs Unit, or by other means; and
  6. Coordinating, with the Public Information Officer and the approval of the Chief of Police, the publication of agency objectives, problems, and successes.
- C. The Special Activities Officer may be required to submit to the Chief of Police or their designee a report that describes the current concerns voiced by the community and the potential problems, if any that have a bearing on law enforcement activities within the community. Recommendations of solutions or actions to address the identified concerns and problems should be included in the report, along with a statement of progress made toward addressing previously identified concerns and problems.

### **IV. CRIME PREVENTION INPUT/CITY OF GUYTON PERMIT ENFORCEMENT TEAM**

- A. The City of Guyton may establish a Permit Enforcement Team which includes representatives from the Police Department, Zoning Office and Traffic Engineering Department. The purpose of the team is to ensure all departments have input in the development and/or revision of zoning policies, building codes, fire codes, residential/commercial building permits, city ordinances, and approval of various city business licensing permits.

- B. The Chief of Police may assign a Permit Enforcement Investigator to represent the police department on the City Permit Enforcement Team and to provide research, feedback, and recommendations to the Chief regarding city permit and licensing applications and proposed new and revised city and police department policies and procedures.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-35

### “Victim/Witness Assistance”

CHIEF OF POLICE: 

CALEA STANDARD: Chapter 55

EFFECTIVE DATE: 03/01/23

INDEX AS: Victim Assistance  
Witness Assistance

LAST REVISED DATE:

Purpose: To provide guidance for employees of the Guyton Police Department in their dealings with the victims and witnesses of crimes.

Policy: It is the policy of the Guyton Police Department to treat victims and witnesses with compassion and respect, and to provide that assistance which is reasonable and necessary to aid in their ability to cope with the crime and encourage their willingness to assist in prosecution.

#### I. VICTIM/WITNESS RIGHTS

Victims of, and witnesses to, crime are to be treated fairly and with dignity and respect, and afforded the following rights:

- A. To be secure from harm and threats of harm arising from cooperation with peace officers and prosecutors;
- B. To receive information about procedures in criminal investigations;
- C. To receive information about procedures in the court and the criminal justice system;
- D. To be entitled to submit information to the courts, probation department, and parole officers in regard to the impact of the offense on the victim and his or her family;
- E. To receive promptly their property when it is no longer needed for use as evidence in court proceedings;
- F. To be informed about victim services and agencies that may provide assistance to victims; and
- G. To be present at all public court proceedings related to the offense.

## II. ASSISTANCE IMPLEMENTATION

- A. Upon the request of the victim/witness, an officer will not intentionally violate the confidentiality of the victim/witness and their role in case development, except as required by Statute and case law. The names of victims of sexual assaults will not be noted on the face sheet of Status 5 incident reports, nor will their names be broadcast via the police radio.
- B. The Chief of Police or their designee will inform the public and media about our victim/witness services as requested and deemed necessary.
- C. The Guyton Police Department will cooperate with the Effingham County District Attorney's Office and participate in their Victim/Witness Assistance programs as agreed upon by the Chief of Police and the District Attorney. Additionally, the police department will also cooperate with Victim/Witness Assistance Personnel of the State Court Solicitor's Office as agreed upon by the Chief of Police and that office.

## III. OPERATIONS

- A. Assistance Prior to Preliminary Investigation
  - 1. Information regarding victim/witness assistance is available 24 hours a day from the Effingham County Victim-Witness Assistance Program, Inc. by dialing 912-754-7460 or from the Guyton Police Department (GPD) by dialing 912-772-8745. The dispatcher or GPD employee receiving the call will offer to send an officer to the caller to discuss victim and/or witness assistance that may be offered by the department.
  - 2. Available assistance includes referral information regarding services offered by other organizations for victims/witnesses in need of medical attention, counseling, and emergency financial assistance, among others.
- B. Fear of Further Victimization
  - 1. The Guyton Police Department will provide appropriate assistance to victims/witnesses who have been threatened or who, in the judgment of the agency, express specific, credible reasons for fearing intimidation or further victimization.
  - 2. What constitutes "appropriate assistance" will be determined on a case-by-case basis and by the resources available, and, if possible, will be commensurate with the danger faced by the victim/witness. "Appropriate assistance" may range from simply offering words of comfort and encouragement, to voluntary placement of the subject into a protective environment.

### C. Assistance During Preliminary Investigation

1. The officer conducting the preliminary investigation will provide the victim/witness with information about applicable services, such as physical and sexual assault, offering to call an ambulance, or how to obtain a warrant through the Magistrate Court.
2. The officer should advise the victim/witness to call the police if the suspect or suspect's companions or family threatens or otherwise intimidates him.
3. The officer should advise the victim/witness about the steps that will be taken in processing the case (i.e., a Detective may contact the victim/witness; police will attempt to serve the warrant, once obtained; Victim/witness may be required to testify/prosecute, etc.).
4. The officer should request that the victim/witness call if they have any additional information. The officer should ensure that they are aware of the location of the police department and a number they may call (Effingham County 911 at 912-754-8119) to report additional information or to check on the status of their case (912-772-8745).

### D. Assistance During Follow-up Investigation

1. The Officer(s) assigned to the case will be responsible for re-contacting the victim/witness periodically to determine if their needs are being met, if, in their opinion or that of their supervisor, the impact of the crime on the victim/witness has been unusually severe and has triggered above-average need for victim/witness assistance.
2. The Officer(s) assigned to the case will be responsible for explaining to the victim/witness, upon their request, the procedures involved in the prosecution of the case and their role in those procedures, if they feel that such an explanation will not endanger the successful prosecution of the case.
3. The Officer(s) assigned to the case will be responsible for scheduling line-ups, interviews, and other required appearances at the convenience of the victim/witness, if possible, and providing transportation to the appearance, if necessary and feasible.
4. Victim/witness property taken as evidence (except contraband, disputed property, and weapons used in the course of the crime) will be returned promptly, when possible, as directed by the evidence custodian and permitted by the law and rules of evidence.
5. The duty to notify the victim/witness of the arrest and subsequent release of the suspect rests with the final custodian of the arrestee.

#### E. Notification of Next of Kin

1. Subject to the availability of personnel, emergency messages of a legitimate type, as defined by the person receiving the message here in the department, may be delivered.
2. Notifying next-of-kin in a case where there is a death, serious injury, and/or serious illness, can place the officer in a delicate and uncomfortable situation. The following procedures should be utilized whenever possible and practical:
  - a. Notification should be made in person, in as prompt and considerate a manner as possible.
  - b. The presence of a minister or relative/close friend (if known) should be obtained whenever possible prior to notification.
  - c. If notification has to be made alone, the officer should offer assistance to the next-of-kin in contacting a relative, close friend, and/or minister.
  - d. The person receiving notification should be advised of the means used in transmitting the notification to the department, i.e., teletype, call from another law enforcement agency, or from on-scene investigation, etc.
  - e. In some cases, the coroner or a representative from their office may be on hand to make the notification. If so, the officer will be relieved of that responsibility.
  - f. When requested by another agency to make notification to next-of-kin, the officer should attempt to obtain whatever pertinent information about the situation is available in order to assist the relative receiving the message. When requesting another agency to deliver an emergency message or notification, officers will supply all relevant information requested by said agency.



# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-36

### “Line of Duty Deaths and Serious Injuries”

CHIEF OF POLICE: 

CALEA STANDARD: 22.2.3-4

EFFECTIVE DATE: 03/01/23

INDEX AS: Deaths - Line of Duty  
Serious Injury - Line of Duty

LAST REVISED DATE:

Purpose: To prepare the Department to respond in the event of an officer's serious injury or death in the line-of-duty and direct the Department in providing proper emotional care for the injured or deceased officer's family through contingency plans and procedures.

Policy: It is the policy of the Guyton Police Department to provide liaison assistance to the immediate survivors of an officer who dies or is seriously injured in the line-of-duty. This responsibility includes providing tangible and intangible emotional support for the surviving family during this traumatic period of readjustment. A comprehensive study of survivor's benefits with clarification should be provided to the family. Continued emotional support for the family is essential.

#### I. DEFINITIONS

For the purpose of this directive, "line-of-duty" death or serious injury includes: Any action, felonious or accidental (automobile accidents, injured by a vehicle during a traffic stop, training accidents, etc.), which claims the life of or seriously injures a law enforcement officer who was performing police functions either while on or off duty. "Survivors" include immediate family members of the deceased officer: spouse, children, parents, or siblings. The Chief of Police may, at his discretion, put parts of this directive into effect in cases of natural death or serious illness of an officer.

#### II. PROCEDURE

##### A. Death Notification

1. This procedure is followed in cases of critically injured officers with poor prognosis or obvious line-of-duty death.
2. Timeliness takes precedence over protocol in the death notification process. The senior ranking officer on the scene is responsible for ensuring that timely

notification is made to the surviving family. Upon a confirmation of death, a death notification must be made to the immediate survivors shortly after or coincidental with normal command notifications. The Chief of Police will designate a ranking officer as Notification Officer. He may assign at least one other officer to personally accompany the notification officer, if circumstances permit. If the Chief of Police is not immediately available to make this designation, the responsibility for designating a Notification Officer remains with the senior ranking officer.

3. Notification should be made in person and never alone. A GPD Police Chaplain and Chief of Police (or designee) should accompany the Notification Officer. Keep in mind, however, that if these persons are not readily accessible, notification should NOT be held up until they gather. The surviving family should hear of the death from a department representative FIRST and not from the press or other source.
4. If the opportunity to get the family to the hospital prior to the death of the officer presents itself, DO NOT WAIT for the appropriate delegation to gather.
5. The Notification Officer should be aware of the following:
  - a. As soon as the family observes you, they will know something is wrong. Ask to be admitted to the house. You should not make a death notification on the doorstep. Gather everyone in the home and ask them to sit down, inform them slowly and clearly of the information you have on the incident, making sure you use the officer's name during the notification.
  - b. The Notification Officer will be seriously affected by the death; he should understand that showing emotions is perfectly acceptable.
  - c. Reactions of the family may include hysteria, anger, fainting, physical violence, shock, etc.
  - d. If the family wants to go to the hospital, they should be transported via police vehicle. It is highly recommended that the family not drive themselves to the hospital. Should there be serious resistance and the family insists on driving, an officer should accompany them in the family car.
6. Officers and dispatchers should be aware that in the event of an on-duty death, the external monitoring of the police frequency may be extensive, particularly by the news media. Communications regarding notifications should be restricted to the telephone wherever possible. The name of the deceased

officer **MUST NEVER** be released to the media before immediate survivors living in the region are notified. If the media already has the officer's name, they should be requested to withhold this information, pending notification of next of kin.

7. The Notification Officer notifies the senior ranking officer at the hospital that the family is en route (by telephone if possible).
8. Any notification of immediate survivors beyond the Effingham County area should be made through personal death notification by the local law enforcement agency in that area. The Notification Officer should obtain the names of relatives to contact from the immediate survivors and pass this information on to the Records Section. The Records Section should send a teletype message to the jurisdiction requesting a personal death notification or the Notification Officer will contact the jurisdiction personally by telephone.
9. The Notification Officer will submit a written report detailing any notifications made to the Chief of Police.

#### **B. Assisting the Family at the Hospital.**

1. The first ranking officer to arrive at the hospital becomes Hospital Liaison. The Hospital Liaison Officer is responsible for coordinating the arrival of immediate survivors, police officials, the press, and others. These responsibilities include:
  - a. Arrangements with hospital personnel for appropriate waiting facilities. There should be segregated areas reserved for:
    - 1) Immediate survivors, the Chief of Police, the Notification Officer, and **ONLY** others as requested by the immediate survivors;
    - 2) A separate area or room for fellow police officers and friends; and
    - 3) A press staging area.
  - b. Requesting that medical personnel relate pertinent information on the officer's condition to the family first.
  - c. Arranging transportation for the immediate survivors and others from the hospital back to their residence.
2. If it is possible for the family to visit a critically injured officer prior to death, depending on hospital policy, they should be afforded that opportunity

without delay. Medical personnel should make the family aware of hospital policy about visiting a trauma patient or visitation with the deceased. Medical personnel should also explain why an autopsy is required.

### **C. Support for the Family during the Wake and Funeral.**

1. Within 24 hours of death, the Chief of Police, or his designee, may designate a Department Liaison Officer, a Benefits Coordinator, and a Family Support Advocate. These designations are announced to the Department in writing and all referrals are made according to areas of responsibility.
2. The Chief of Police may notify the surviving family of the designated choices.
3. Within 24 hours, the Chief of Police may make appropriate referrals for stress debriefing for officers close to the incident and referrals for the surviving family if they wish.

### **D. Department Liaison**

1. The Chief of police should designate a Department Liaison to direct the funeral activities of the department and visiting police departments, according to the wishes of the family. The Liaison is also responsible for offering to the family:
  - a. Oversight of arrangements for travel and lodging for out-of-town family members.
  - b. Expedient provisions for all department resources.
  - c. A comprehensive survey of alternate churches and reception halls with seating capacities large enough to accommodate attendance of a law enforcement funeral. This information is given to the family as soon as possible to help them decide a location. The choice remains with the family.
  - d. Coordinating all official law enforcement notifications and arrangements for a law enforcement funeral, including honor guards, pallbearers, traffic control, and liaison with visiting law enforcement agencies.
  - e. Liaison with media relations. Media relations may be handled by the Chief of Police or his designee so as to not jeopardize upcoming legal proceedings.

- f. Arranging for routine residence checks of the survivor's home for 6 - 8 weeks following the tragedy. This may require outside liaison with other jurisdictions.
2. The Department Liaison acts as facilitator between the decedent's family and the Department during the wake and funeral, and will, with the family's wishes:
  - a. Meet with the family and explaining the responsibilities of a Liaison Officer.
  - b. Be constantly available to the family throughout the wake and funeral.
  - c. Meet with the family and funeral director regarding funeral arrangements. Since most officers have not prearranged their wishes for the handling of their own funeral, the family will most likely need to decide ALL aspects of the funeral. These decisions should remain with the family. The Liaison Officer should only make the family aware of what the department may offer in the way of assistance and resources.
  - d. Relay available information to the surviving family concerning the circumstances of death and any continuing investigation, so long as the information does not adversely affect the outcome of any on-going investigation into the matter. The Liaison Officer should coordinate with investigating officers and prosecutors to ensure that the family receives as much information as is possibly allowable during the first few days. Not receiving enough information is a common complaint of surviving families.
  - e. Determining the need for travel arrangements for out-of-town family members or any other special needs during the funeral.
  - f. Briefing the family on the law enforcement funeral procedures if the family decides they would like a police funeral (i.e. twenty-one gun salute, presentation of flag, playing of taps, and bagpipes etc.).

#### **E. Notification of Other Organizations**

1. Immediately following the death of an officer, the following organizations will be contacted by the Department Liaison.
  - a. Public Safety Officers Benefits Program, U.S. Department of Justice;

- b. FBI Uniform Crime Reporting Unit, U.S. Department of Justice;
  - c. Concerns of Police Survivors, Inc. (COPS);
  - d. National Law Enforcement Officer Memorial;
  - e. In the event that the officer's death was a suicide, the liaison officer will contact COPS.
2. In the event the officer's death occurred in the line of duty, the Chief of Police or their designee may make the determination to contact other outside agencies designed to recognize law enforcement officers who lost their lives in the line of duty.

#### **F. Use of Law Enforcement Mourning Bands**

1. The mourning band is very symbolic in law enforcement and should be worn with great respect following the guidelines established below. Inappropriate usage could devalue its meaning.
2. The preferred mourning band is a solid black band that will fit tightly around your agency's badge. For most badges, the mourning band should be worn straight across the center of the badge. The width of the black band should not exceed ½ inch. Mourning bands with the thin blue line are also approved for use by Guyton Police Officers.
3. Black mourning bands may be worn on a Guyton Police Badge only in the following circumstances:
  - a. Upon the line of duty death of an active Guyton Police Officer. The mourning band should be worn for a period of thirty days from the date of death.
  - b. By all Guyton Police Officers while in uniform or in civilian clothing while displaying a badge when attending the funeral of an active Law Enforcement Officer (LEO). Upon the completion of the funeral, the mourning band may be removed.
  - c. Upon the line of duty death of a LEO from a neighboring jurisdiction. The mourning band will be worn from the date of death and removed at the conclusion of the day of burial.
  - d. National Peace Officers Memorial Day (May 15th).
  - e. At the direction of the Chief of Police, when special circumstances dictate that a department display of official mourning is appropriate.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 100-37

### “Police Chaplain Program”

CHIEF OF POLICE: 

CALEA STANDARD: Chapter 45

EFFECTIVE DATE: 03/01/23

INDEX AS: Police Chaplain Program,  
Volunteers

LAST REVISED DATE:

This Police Chaplain Program is not a mandatory program and will only be implemented at the sole discretion of the Chief of Police or their designee.

Purpose: To establish a Police Chaplain Program which is voluntary and is intended to provide spiritual support and ministerial services, upon request, to members of the Guyton Police Department, their immediate family members, and citizens in times of injury, illness, and the death of loved ones. Other circumstances in which the Police Chaplain's program might be beneficial include; to provide a liaison and lasting partnership between the department, area congregations, and citizens, and to create a unique Department resource that does not currently exist. Police Chaplain's Program does not replace a police department member's or police client's spiritual counselor, but instead serves as an additional resource.

Definitions: Police Chaplain is a volunteer position that may consist of an individual from any faith who is respectful of religious pluralism and religious freedom and is willing to serve the Guyton Police Department. Police Chaplains will not attempt to convert the religious preferences of those they serve through this program. Instead, the program attempts to provide a comforting clergy presence to employees and citizens in times of distress.

#### I. RULES AND REGULATIONS

- A. Police Chaplains are generally NOT sworn law enforcement officers and may be prohibited from carrying any weapons while performing duties as a Police Chaplain.
- B. Police Chaplains are normally not employees of the city but volunteers under the direction of the Chief of Police or their designee. However, full-time employees of the police department may be allowed to participate in the Police Chaplains Program so long as they comply with this general order.
- C. Police Chaplains may be a member of the clergy who is sensitive to and respectful of religious freedom and will provide for the free exercise of religion when dealing with police employees and citizens the department serves. Police Chaplains must always:

1. Allow the police employee to lead the conversation.
  2. Allow the police employee to reveal what he/she wishes to; never pry for information.
  3. Actively listen to the police employee and find ways to relate;
  4. Never engage in negative discussions about the department but allow the employee to vent.
  5. Find positives in every situation.
  6. Never overstay your welcome.
  7. Never accept or ask for money, favors, and/or benefits from the police employee.
- D. Police Chaplains should be tactful and considerate in approaching all people regardless of race, sex, sexual orientation, creed or religion.
- E. Police Chaplains must not speak with or engage news media personnel without the approval of the Chief of Police.
- F. Police Chaplains must agree to abide with the Police Chaplain's Cannons of Ethics which includes an understanding that their primary mission is to support the Guyton Police Department mission and assist personnel of the community.
- G. Police Chaplains should be available to serve on a 24-hour call basis, determined and governed by the Chief of Police. Chaplains may also participate in an on-call duty schedule.

## II. QUALIFICATIONS

- A. Police Chaplains should have a special interest in law enforcement chaplaincy by training, working experience and appointment.
- B. Police Chaplains must be an ordained or licensed minister, Priest, Rabbi, or Imam, employed in a locally recognized congregational or organizational group, having at least five (5) years of documented experience in the ministry, and be in good moral and ethical standing and endorsed by their congregation as defined by the Chief of Police.
- C. Police Chaplains must apply for and be accepted into the Police Chaplain Program and remain in good standing according to this general order. Police Chaplains must submit to a criminal history check and a review of their qualifications as a part of the application process.
- D. Police Chaplains must possess a valid driver's license, provide their own transportation, and maintain their own appropriate vehicle insurance and health insurance. Police Chaplains will be required to sign a personal injury waiver upon their appointment.
- E. In order to be maintained on the active Police Chaplains roster, Police Chaplains must complete a training program to include a review of department policies as outlined in Section IV. of this general order. In addition, Police Chaplains must complete certification through the professional Police Chaplains Certification Program.
- F. Police Chaplain's background investigation MUST be clear of any felony indictments/convictions or any accusations/violation involving moral turpitude.



### III. SELECTION PROCESS

- A. The Chief of Police will approve the number of active police chaplains.
- B. When a vacancy exists in this program, the police department may communicate the opening and send copies of the program application to all local churches in the Guyton Area.
- C. Once applications for the vacant position(s) are received, they will be reviewed and those applicant(s) meeting minimum requirements will complete a supplemental application followed by a background investigation to verify all qualifications of the applicant and review the applicant's criminal history. Those applicants who meet the minimum qualifications may be scheduled for an oral interview with the Chief of Police or their designee to determine their eligibility as a Guyton Police Chaplain.

### IV. DUTIES OF POLICE CHAPLAINS

- A. Police Chaplains will work with police officers to assist in any kind of crisis situation where the presence of a trained chaplain might help. The on-call Police Chaplain may be notified by the 911 Dispatcher to respond to the scene of a deceased body at the request of any GPD Supervisor or on-call detective. The Chaplain will assist in death notifications to the family of the deceased.
- B. Police Chaplains will visit the police department and be available to counsel department members in response to stress or family crisis problems. Any such assistance will be privileged and confidential between the officer and chaplain involved.
- C. Police Chaplains may be called upon to visit with sick or injured members of the department at their home or in the hospital.
- D. Police Chaplains may be called to attend and offer prayers at special occasions such as recruit graduations, promotion ceremonies, award ceremonies and dedications of buildings, etc.
- E. Police Chaplains may be called upon to serve on review boards and/or other committees as determined by the Chief of Police.
- F. Police Chaplains may be assigned to specific areas of the department when not on-call to better help develop a rapport with police employees and to ensure the Chaplaincy Program reaches employees of each bureau and unit. Assignments may be based on the availability of each Chaplain and through prior approval of the Chief of Police.
- G. Police Chaplains may be called upon to advise the Chief of Police in all matters of a religious nature involving the Police Department and performance of law enforcement duties in the community. Further, Police Chaplains may act as liaison with local ministerial associations and on matters pertaining to the moral, spiritual, and religious welfare of police personnel.
- H. Police Chaplains may be called upon to assist the Police Department in the performance of appropriate ceremonial functions.
- I. The Chief of Police may appoint a Lead Police Chaplain at the beginning of each calendar year. The Lead Chaplain may be responsible for the following duties:
  - a. Creating and maintain an on-call Police Chaplain's schedule.

- b. Police Chaplain bureau and unit assignments.
- c. Coordinating annual training for Police Chaplains to include initial and refresher training.
- d. Arranging for Chaplains at special ceremonies to include but not limited to awards ceremonies, promotional ceremonies, funerals, community events, and parties.
- e. Any other duties as directed by the Chief of Police.

## **V. TRAINING OF POLICE CHAPLAINS**

- A. Police Chaplains will be provided training on this general order and the following general orders and expected to adhere to those orders as if they were regular employees:
  - 1. General Order: GCIC Rules and Regulations
  - 2. General Order: Volunteers
  - 3. General Order: Code of Conduct
- B. Police Chaplains will sign an acknowledgement of specific assignment and training on the above general orders to include a full understanding that failure to adhere to said general orders will be grounds for removal from the Police Chaplains Program.
- C. Within one year of being selected as a Police Chaplain, obtain certification as a Police Chaplain through the International Conference of Police Chaplains (ICPC).

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 200-01

### “Arrest Discretion and Authority”

CHIEF OF POLICE: 

CALEA STANDARD: 1.1.4, 1.2.5 – 6, Chapt 70

EFFECTIVE DATE: 03/01/23

INDEX AS: Arrests  
Alternatives to Arrest  
Handcuffing

LAST REVISED DATE:

Purpose: To define and establish proper guidelines governing the use of discretion and authority when making arrests by officers of the Guyton Police Department.

Policy: It is the Policy of the Guyton Police Department to serve criminal warrants and to arrest the defendants listed on those warrants as well as to arrest perpetrators of crime within the jurisdiction of the Guyton Police Department, while ensuring that the rights of the accused are observed.

#### I. AUTHORITY

- A. Police Officers for the City of Guyton have the authority to arrest for violations of the Code of Ordinances of Guyton, the Official Code of Georgia, and the laws of the United States occurring within the Guyton City limits.
- B. Officers will comply with all applicable procedures imposed by the common and statutory laws of the United States of America and state of Georgia pertaining to the laws of arrest.
- C. A person about to be arrested has the right to know that he is being taken into custody by an officer with lawful authority. Officers should make an announcement of their official status as a Guyton Police Officer and their intent to arrest a suspect. The suspect may have notice if he:
  1. Actually knows the person making an arrest is an officer;
  2. Sees the officer's uniform or badge;
  3. Is apprehended while committing a crime;
  4. Is pursued from the scene of a crime;
  5. Is told by the officer of the officer's status and the reasons for an arrest.

- D. If a person knows or believes the arrest is lawful, it is their duty to submit quietly to custody. An officer making a lawful arrest has the right to use whatever force is necessary and reasonable to accomplish the arrest.

## II. DEFINITIONS

- A. **ARREST** - The restraint of the liberty of a person to come and go as he pleases based upon probable cause. An individual has been arrested when he submits to the order of the officer to surrender, regardless of whether formal words of arrest are used. For the purposes of this definition, a traffic stop where a citation is issued and/or the subject is released within a reasonable period will not be considered an arrest.
- B. **ARREST WARRANT** - A judicial command to arrest a particular individual and to bring the arrestee promptly before the magistrate issuing the warrant or some other judicial officer. There is no such thing as an oral warrant or a telephone warrant.
- C. **PROBABLE CAUSE** - Reasonable grounds for suspicion, supported by circumstances sufficiently strong in themselves to warrant a cautious man in the belief that a party is guilty of the offense with which he is charged.
- D. **WITHIN THE OFFICER'S IMMEDIATE KNOWLEDGE** - When, by seeing, hearing, or use of any of the other senses, the officer has personal knowledge of the commission of a crime; this is equivalent to "in the officer's presence". This excludes reporting of a crime by any third party other than another law enforcement officer who has direct knowledge. O.C.G.A. 17-4-23 (quotes added)

## III. ARREST WITHOUT A WARRANT

- A. An arrest should not be made without a warrant except in the below circumstances. Any other type of arrest without a warrant is an illegal arrest:
1. When an offense is committed in the officer's presence.
  2. When an offender is endeavoring to escape.
  3. When an officer has probable cause to believe an act of family violence has been committed. O.C.G.A. 19-13-1
  4. When for other cause there is likely to be a failure of justice for want of a judicial officer to issue a warrant.
  5. To prevent the commission of a felony when the criminal act is imminent.
  6. Arrest of a fugitive, wherein there is no expectation of innocence.
  7. Based upon probable cause.

- B. All of the above exceptions require timeliness. If enough time has passed since the crime wherein a warrant could have been obtained yet was not, a warrantless arrest will not be upheld.
- C. An officer has no official power to arrest with or without a warrant beyond the boundaries of their jurisdiction, with the exception of "hot pursuit".
- D. No officer may arrest any person without a warrant when they know that they are without probable cause to arrest such person.

#### **IV. ARREST WITH A WARRANT**

- A. Jurisdiction – An arrest warrant may be issued only in the county of occurrence. Once issued, an arrest warrant may be carried from one county to another, and it may be served in any county of the state regardless of where it was issued. Arrest warrants may only be served by sworn law enforcement officers.
- B. Contents - A valid arrest warrant must contain specific information required by statute and court decisions. Without strict compliance to the following, the warrant will be invalid.
  - 1. The authority under which the warrant is issued must be indicated.
  - 2. The person who is to execute the warrant must be identified. (Generally addressed "To any sheriff, deputy sheriff, coroner, constable, marshal, or police officer")
  - 3. The person to be arrested must be identified.
  - 4. The offense committed must be identified, along with the time, date, place, and county of occurrence.
  - 5. The person against whom the offense was committed must be identified.
  - 6. The offense must be described. Note: When the alleged offense is larceny, the warrant must also:
    - a. Identify and describe the property alleged to have been stolen.
    - b. Provide the name of the owner.
    - c. Disclose the value of the property.
    - d. Name the person from whose possession the item(s) were taken.

### C. NCIC/GCIC Based Arrests

1. When an officer discovers, through an NCIC/GCIC inquiry, that a subject is wanted, he has probable cause to detain the subject pending confirmation of the GCIC/NCIC "hit."
2. The officer must ensure contact is made with the initiating agency by either teletype or, preferably, by telephone to verify that the information received from GCIC/NCIC is current and valid, prior to arresting based upon the "hit" response.
3. The officer should obtain a physical description of the suspect and pertinent identification data when speaking with the originating agency. This will help prevent an illegal arrest of an individual with the same name.
4. The name and ID number of the person contacted who provided verification should be included in the arrest report, and a copy of the teletype attached.
5. If the officer is unable to verify through the initiating agency, or by other means, within a reasonable amount of time, that the information is current and valid and that the individual is the correct suspect, then the officer will notify a supervisor who will approve the individual's release.

### V. HANDCUFFING

- A. Any suspect placed under arrest for a felony or serious misdemeanor charge may be handcuffed with his hands behind their back and searched prior to being transported to any location. This policy applies to all suspects regardless of age, sex, or outward demeanor.
- B. Any suspect who is violent, has been physically fighting, or has indicated a probability of violence, should be handcuffed with their hands behind them.
- C. Under any circumstances in which a lawful arrest has been made and in which officer safety is of primary concern, an officer may, at his discretion, handcuff a suspect.
- D. Handcuffs will be secured on the wrists of the suspect with a snug fit, but with sufficient slack to permit blood circulation and avoid unnecessary pain. There should be enough room for the officer to fit his little finger between the subject's wrist and the bracelet of the handcuff. The handcuffs will then be doubled locked to prevent the suspect from tightening the fit and injuring himself.
- E. All handcuffed suspects will be handcuffed with their hands behind their backs unless physically impossible or impractical to do so. In such cases where the handcuffs cannot be placed with the hands of the suspect behind their back, then the handcuffs may be placed on the suspect with their hands in front of them, if possible.

- F. The incident report of the arrest of the suspect may document the fact that handcuffs were applied, double locked and by whom. The report should also note if handcuffs were not employed and the reason why not.
- G. Persons arrested for minor traffic violations or local ordinance violations will not be routinely handcuffed unless the arresting officer determines that such person may pose an immediate threat to his safety or well-being as stated in paragraph "C" of this section.
- H. No subject will be restrained in such a manner that their hands are handcuffed behind them **and** their feet and legs are restrained in such a manner that they are pulled behind the individual.
- I. **Exceptions:** The only exceptions to the above handcuffing policy are as follows:
1. Physical handicap of the arms;
  2. Extreme obesity such that the individual physically cannot safely be handcuffed;
  3. Situations wherein the physical condition of the suspect prohibit their presenting a threat to the officer.

**Note:** The personal feelings of a prisoner, or for convenience, are NOT acceptable reasons to prevent the handcuffing of a prisoner.

## VI. OFFICER DISCRETION - ALTERNATIVES TO ARREST

- A. What is reasonable in terms of appropriate police action varies with each situation. Different facts may justify an investigation, a detention, a search, an arrest, or no action at all. There may be a report written in some cases, or when the offense is minor in nature, a verbal warning or other direction may be given. Officers should exercise alternatives to physical arrest when possible and reasonable, either by a verbal warning or written citation/summons.
- B. The requirement that legal justification be present imposes a limitation on the officer's actions. In every case before an arrest is made, an officer must act reasonably within the limits of his authority as defined by statute and judicial interpretation.
- C. Officers are authorized to use their discretion in accordance with departmental policies. The decision to arrest should depend on the following circumstances:
1. Seriousness of the offense;
  2. Departmental policy;
  3. Officer's evaluation of the offender's intent; and

4. Complainant's willingness to press charges. (Except in cases of Family Violence. See O.C.G.A. 19-13-1, and G.O. 400, Family Violence.)
- D. No officer may arrest any person under color of a warrant unless he reasonably believes a valid warrant exists and that the person described in the warrant is before him.

## **VII. IMMUNITY FROM ARREST**

- A. By treaty, Consular officers of foreign nations are immune from arrest for criminal and traffic offenses unless ordered by a Federal Magistrate. Once identified, Consular officials will not be unnecessarily detained. (Consular immunity does not normally extend to the Consular's family or employees, or to employees of consular officers.)
- B. In any situation in which a law enforcement official needs to establish entitlement to diplomatic immunity and the person asserting it cannot produce an identification card issued by the U.S. State Department, the correct status can be obtained by calling the Office of Protocol, U.S. Department of State at 571-345-3146.
- C. U.S. Senators and Representatives are free from arrest during their attendance in Congress and in going thereto and therefrom except for "treason, felony, or breach of the peace."
- D. Members of the Georgia General Assembly are free from arrest during their attendance in the General Assembly and in going thereto and therefrom except for "treason, felony, larceny, or breach of the peace."
- E. Others exempt from civil arrest on a bench warrant charge (They may be arrested for any new offense committed or violation of O.C.G.A. Title 16):
1. Certain members of the military during the performance of their duties;
  2. Poll officers during their attendance at elections, and going to and returning from same;
  3. Voters while casting their ballots; and
  4. Witnesses on their way to and from court.
- F. An arrest of any of the above named in this section will be made only upon the approval of the Shift Supervisor. If an arrest is made of someone in reference to section "A" above, the Shift Supervisor will notify the U.S. State Department for the purpose of briefing that agency regarding the circumstances of the arrest and to ensure the offender is allowed all access requirements pursuant to international treaties.



- G. Nothing in this policy, the Laws of the State of Georgia or the United States precludes an officer from issuing a citation to the above named of this section, with the exception of item "A" (Diplomats).

## VIII. ARRESTS OF FOREIGN NATIONALS

- A. Citizens of other nations who reside in or are visiting Georgia are subject to Georgia law and except as indicated below, foreign nationals who are arrested will be treated in the same manner as U.S. citizens.
1. A foreign national who is arrested (taken into custody) will be informed that he or she has a right under a treaty to which the United States is a party, to have his or her country's embassy or nearest consulate notified of his or her arrest and detention. This should be done **at the time of the arrest but no later than during booking**. For the purposes of this section, "arrest" refers to a custodial arrest and detention and does not include a release on citation.
    - a. A notation should be made in the case file of the fact that the accused was advised of his or her rights under the Vienna Convention on Consular Relations and whether or not the accused requested that the embassy/consulate be contacted.
    - b. If the foreign national asks that their embassy or consulate be notified, it is the agency's responsibility to contact the consulate or embassy. Unless the accused is a national from the countries listed below, **do not notify the embassy/consulate unless the accused requests they be notified**.
    - c. An updated listing of consulates and embassies can be found at the U.S. State Department web site: <http://www.state.gov>. This site also contains translations of the suggested rights warning in several different languages.
  2. By law, if a citizen of the following countries is arrested, the supervisor or his or her designee will notify the nearest consulate or the embassy of the arrest.
    - a. The accused will be told that his or her embassy or consulate will be contacted, even if the accused does not want his or her consulate notified. A supervisor should contact the U.S. State Department for additional guidance if the accused indicates a fear of persecution or mistreatment by his or her government. An updated listing of telephone numbers for The U.S. State Department may be found on their website: [www.travel.state.gov/consularnotification](http://www.travel.state.gov/consularnotification)
    - b. Notification of the consulate will be made at the time the accused is booked. A suggested form for sending a fax notice to the applicable consulate can be found at the State Department Web Site.

- c. NOTE: If the accused also requests asylum, contact the U. S. State Department for further guidance prior to notifying the consulate or embassy.

***LIST OF COUNTRIES TO BE NOTIFIED AFTER ARREST***

Antigua and Barbuda	Armenia	Azerbaijan
Bahamas	Barbados	Belarus
Belize	Brunei	Bulgaria
People's Rep. Of China	Republic of Congo	Costa Rica
Cyprus	Czech Republic	Dominica
Fiji	Gambia	Republic of Georgia
Ghana	Grenada	Guyana
Hong Kong	Hungary	Jamaica
Kazakhstan	Kiribati	Kuwait
Kyrgyz Stan	Malaysia	Malta
Mauritius	Moldova	Mongolia
Nigeria	Philippines	Poland
Romania	Russia	St. Kitts/Nevis
St. Lucia	St. Vincent/Grenadines	Sierra Leone
Singapore	Slovakia	Tajikistan
Tanzania	Tonga	Trinidad/Tobago
Turkmenistan	Tuvalu	Ukraine
United Kingdom	Russia	Uzbekistan
Zambia	Seychelles	

3. Diplomatic and consular officers have the legal right to consult with their citizens who are detained by federal, state or local authorities. Any communication by a detained foreign national must be forwarded to the consular post without delay.
  - a. A diplomatic or consular official who is acting in this capacity will be treated with the utmost courtesy as befits their rank.
  - b. The right of consular access and communication are generally subject to local laws and regulations concerning prisoner visitations.
  - c. Whenever possible a senior officer or prosecuting attorney should brief the diplomatic or consular officer on the fact and circumstances of the arrest and the legal process, which will be followed in the case.
  
4. If the foreign national who is arrested is in possession of a passport, visa, border-crossing card, resident alien card or alien registration card, the arresting officer may make a photo-static copy of the documents and attach them to the arrest/booking report. A copy should also be made of any other identity or travel documents in the possession of the accused.

5. When completing the arrest/booking report, obtain the following information:
    - a. A complete home address (foreign address) of the accused
    - b. A complete local address for the accused
  6. The officer who contacts an embassy or consulate on behalf of an accused foreign national will note the date, time and the name of the person who received the call at the embassy or consulate in a supplemental report and place it in the case file.
  7. If the accused foreign national is a juvenile who is not accompanied by a parent or legal guardian, the Department of Homeland Security will be notified at the same time as the Juvenile Court.
  8. If the foreign national is unable to communicate in English, a supervisor will be contacted and every effort made to obtain a translator. Miranda warnings must be translated before a questioning can begin. The investigating officer will include the name, address, telephone number and relationship of the translator to the victim/witness in the Incident Report or Supplemental Report.
  9. During major events such as international sporting events or conferences, if a foreign national who is officially connected with the event is arrested, the District Attorney or their designee (Solicitor-General in misdemeanor cases) should be immediately contacted by telephone and provided with an oral summary of the incident. The prosecuting attorney will advise the supervisor of any special procedures which should be followed.
- B. If a foreign national is arrested for a felony, the Department of Homeland Security will be notified and provided with the name of the accused and the nature of the charges. By law, Homeland Security is required to notify the appropriate consulate or embassy if one of their citizens has been taken into custody by Homeland Security. Contact information for Homeland Security can be found on their website at <http://www.dhs.gov>.

## **IX. REPORTING ARRESTS**

- A. A Status 5 Incident Report will be completed on **ALL** arrests made by GPD officers.
- B. If the arrest is in reference to a case wherein a Status 5 report has already been generated, a Status 5 Supplemental to the original report will be completed detailing the arrest.
- C. If an officer becomes aware that an arrest has been made of any law enforcement officer for anything other than a minor traffic violation, the officer making the arrest will notify their immediate supervisor who will notify the Chief of Police or their designee. The Chief of Police or their designee will make the proper notifications to the Georgia Peace Officer Standards and Training (POST) Council within 15 days of the arrest and will also notify the employing agency of the law enforcement officer involved.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 200-02

### “Response to Resistance”

CHIEF OF POLICE: 

CALEA STANDARDS: Chapter 1, 4

EFFECTIVE DATE: 03/01/23

INDEX AS: Response to Resistance

LAST REVISED DATE:

Purpose: To establish guidelines for the law enforcement response to resistance.

#### I. DISCLAIMER

This directive is for departmental use only and does not apply in a criminal or civil proceeding. This Order should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive will form the basis only for departmental administrative sanction. Violations of law form the basis for civil and criminal sanctions in recognized judicial settings.

#### II. DEFINITIONS

- A. **AUTHORIZED WEAPON:** Those weapons with which the officer has qualified and received departmental training on proper and safe usage, and that is registered with the Training Officer and comply with departmental specifications.
- B. **DEADLY FORCE:** That degree of force that is likely to cause death or serious physical harm.
- C. **FORCE:** Unwanted touching directed toward another. This may involve the direct laying on of hands or the putting of an object into motion that touches the individual.
- D. **FORCIBLE FELONY:** Any felony which requires the use of physical force, or violence against any person.
- E. **LESS LETHAL FORCE:** A quality or quantity of force which is neither likely nor intended to cause serious physical harm or death and includes acceptable use of all GPD less-lethal weapons or products.

- F. REASONABLE BELIEF/PROBABLE CAUSE:** What a reasonable person in the same or similar circumstances would believe based upon his knowledge of the facts surrounding the incident, as they existed at the time of the incident. This is more than mere suspicion.
- G. SERIOUS PHYSICAL HARM:** Great bodily injury which is likely to cause permanent impairment, disfigurement, or death.
- H. IMMINENT DANGER:** Does not mean "immediate" or "instantaneous," but that an action is pending. Thus, a suspect may pose an imminent danger even if he is not at that very moment pointing a weapon at the officer. For example, imminent danger may exist if officers have probable cause to believe any of the following:
1. The suspect possesses a weapon, or is attempting to gain access to a weapon, under circumstances indicating an intention to use it against the officer or others; or
  2. The suspect is armed and running to gain the tactical advantage of cover; or,
  3. A suspect with the capability of inflicting death or serious physical harm (or otherwise incapacitating Officers) without a deadly weapon is demonstrating an intention to do so; or,
  4. The suspect is attempting to escape from the vicinity of a violent confrontation in which he inflicted or attempted the infliction of death or serious physical harm and continues to possess the capability and exhibit the intention of inflicting additional death or serious physical harm.

**NOTE:** The examples above are intended only to explain the term "imminent danger," which is one factor that must be present prior to the use of deadly force. Any decision to use deadly force must be predicated on the direction provided in Section III. D. of this Order.

### III. POLICY

- A.** Police officers are delegated the responsibility to protect life and property and apprehend criminal offenders. The officer's responsibility for protecting life must include their own.
- B.** Police personnel shall use only that degree of force which is reasonable and necessary to perform lawful objectives. To this degree, officers may reasonably utilize any de-escalation techniques to avoid use of force unless actions by the offender require it.
- C.** De-escalation Techniques:
- I.** Techniques which include but are not limited to:

- i. Being compassionate but firm;
  - ii. Maintaining space between the officer and offender;
  - iii. Utilizing non-threatening and calm verbal and non-verbal communications;
  - iv. Slowing down the encounter by backing off. Officers must understand there is no shame by backing away from a situation to deescalate a situation;
  - v. Not engaging in foot chases with suspects for minor offenses such as parking violations, driving on a suspended license, or underage drinking. Officers of this department will not engage in foot chases for minor traffic and city ordinance violations unless allowing the suspect to escape custody would create a possible harm to others, the officer, the suspect, and/or a failure of justice. Officers may engage in foot chases for all serious misdemeanor and all felony crimes.
- D.** Deadly force is to be used 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 imminent 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 and the officer reasonably believes that the suspect represents a continuing threat of imminent danger, to which the use of deadly force is necessary to neutralize the threat.
- E.** Nothing in this General Order may be construed so as to restrict an officer from the use of such reasonable non-deadly force as may be necessary to apprehend a suspected felon or misdemeanorant.
- F.** The use of deadly force against a suspected felon is **not** justified unless it meets the specific criteria as described above in Section III. D. and/or as outlined in Georgia Code 17-4-20 (b).
- G.** An officer is never authorized to use deadly force to apprehend a misdemeanor offender.
- H.** Georgia Law: Officers are legally bound by the General Statutes of Georgia, specifically O.C.G.A. §§ 16-3-21 and 17-4-20(b).
- I.** Warning shots are prohibited. However, an officer may discharge his firearm for the purpose of distracting an armed and/or dangerous offender who is threatening the immediate use of deadly force against a third party and has the ability and opportunity to carry out his threat. No distraction shots are authorized until the officer has evaluated the situation and determined that the shot may be made without unnecessarily endangering innocent bystanders and the officer can safely discharge the round into the ground or another object where accountability of said round can be verified. Officers **will not** fire

distraction shots into the air or any other location where accountability of the round cannot be verified.

- J.** Before using a weapon, officers will identify themselves as a police officer and state their lawful intent, when possible and reasonable.
- K.** Shoot to stop: Officers may discharge their firearm to stop and incapacitate an assailant from completing a potentially deadly act as described by this Order.
- L.** Facts unknown to an officer, no matter how compelling, cannot be considered in later determining whether the use of lawful force, particularly deadly force, was justified.
- M.** No firearm will be discharged until the officer has evaluated the situation and determined that the shot may be made without unnecessarily endangering a non- involved third party.
- N.** Firing from or at a moving vehicle or its occupants will only be deemed acceptable when the officer involved can demonstrate an articulable exigent circumstance which makes this action necessary for the protection of human life from an imminent threat of serious bodily harm or loss of life. Discharging a firearm from a moving vehicle is discouraged in any event.
- O.** Only officers demonstrating proficiency in the use of authorized weapons as provided by General Order 200, Weapons Authorization, will be permitted to carry such weapons to include less-lethal weapons.
- P.** Anytime deadly or non-deadly force is used upon a suspect, the suspect will be checked for evidence of injury. In the event of complaint of injuries and/or minor injuries, medical aid should be immediately provided. If the suspect shows obvious signs of severe injuries, medical distress, and/or the individual appears unconscious and/or non-responsive, emergency medical services (EMS) will be immediately summoned to assist the suspect.
- Q.** Officers may destroy a fatally wounded or sick animal, but only after making every reasonable attempt to locate and receive permission from the animal's owner. Officers may, when necessary, destroy an obviously rabid or vicious animal that cannot otherwise be controlled. When practical, officers should request assistance from an appropriate agency such as the humane society, animal control, game wardens or any other person/agency normally responsible for the well being or disposal of injured animals.
- R.** All police personnel will be issued copies of this Order and receive instruction concerning this Order prior to being authorized to carry a weapon.

#### **IV. AUTHORIZED USE OF FORCE**

Officers are expected to achieve control, and to the extent possible, exhaust other reasonable means before resorting to the use of deadly force. Control is achieved through the officer's

presence, verbal commands, control and restraint, or temporary incapacitation. In situations where any person is endangered by the use or threat of deadly force, the officer may respond with like force. All actions by an officer are predicated by the situation.

**V. JUSTIFICATION FOR USE OF NON-DEADLY FORCE**

**A.** Non-deadly force may be used by an officer in the performance of his/her duty:

1. When necessary to preserve the peace, prevent the commission of offenses, or prevent suicide or self-inflicting injury.
2. When preventing or interrupting a crime or attempted crime against property.
3. When making lawful arrests and searches, overcoming resistance to such arrests and searches, and preventing escapes from custody.
4. When in self defense, or defense of another against unlawful violence to his person.



**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 200-03**  
**“Weapons Authorization”**

**CHIEF OF POLICE:** 

**CALEA**

**STANDARD: Chapter 1, 84.1.4**

**EFFECTIVE DATE: 03/01/23**

**INDEX AS: Weapons Authorization  
Weapons Training  
Qualifications/Certification**

**LAST REVISED DATE:**

**Purpose:** To establish the types of firearms, weapons, ordnance (explosive), and ammunition, authorized by the Department and to establish training requirements for their proper use. This policy applies to all sworn personnel on-duty, working in an extra-duty capacity, or off-duty.

Not all firearms, weapons, ordnance, and ammunition discussed in this Order are currently utilized by the Guyton Police Department. The Chief of Police or their designee will have the sole authority to determine which firearms, weapons, ordnance, and ammunition are reasonably necessary to effectively fulfill the responsibilities and duties of the Department.

**I. DEFINITIONS OF TERMS**

- A. **Primary Firearm** - The department-issued handgun with which the officer has shown proficiency by attaining an annual qualifying score through an approved departmental qualification course.
  
- B. **Secondary/Backup Firearm (on-duty)** - For the purpose of this general order, “Secondary/Backup firearm” is a term meaning any department issued or personally owned firearm to be used while on-duty or while working extra-duty as a secondary/backup firearm and to be used in circumstances where the officer’s primary issued firearm is no longer an option. Secondary/backup firearms carried by an officer of the GUYTON Police Department must be approved in accordance with section (VIII.) of this order.

- C. **“Off-Duty” Firearm** – Any personally-owned or possessed firearm carried or controlled by officers when they are off-duty other than described in (I. B.) above.
- D. **Firearm Mounted Light System (FMLS)** - a lighting system that is designed to be attached to a firearm via the use of a rail, clamp, or other specifically designed attachment system.
- E. **Police Rifle** - A Police Rifle is defined as any shoulder fired firearm with a rifled bore capable of firing a single projectile per cartridge in semi-automatic mode or bolt-action.

## II. GENERAL

### A. Carry of Authorized Firearms, Weapons, Ammunition, Ordnance and Devices.

1. When on-duty and when working extra duty, officers must **carry only** authorized firearms, weapons, ammunition, ordnance and devices documented and authorized through the department.
2. Duty ammunition and practice ammunition used in all department firearms, as well as approved personally owned secondary/backup firearms must be factory loaded departmentally approved ammunition. No lead rounds, no reload rounds and no steel casing ammunition are permitted for use in any department authorized firearm.
3. Officers choosing to carry a firearm off-duty for law enforcement purposes are encouraged to carry their department-issued primary firearm. Approved secondary/backup firearms may also be carried.
4. When carrying a firearm on or off-duty, officers of the Guyton Police Department will be required to also carry their Guyton Police Department identification card and badge. Officers are also encouraged but not required to carry their issued police radio when carrying a firearm off-duty.
5. Officers carrying ANY firearm (registered with department or not) while on duty or off-duty must not be under the influence of any alcoholic beverage or any other type of drug or medication that might impair them in any way, to include prescribed and over-the-counter medications.
6. The Chief of Police or their designee has the right to revoke an officer’s privilege, under authority of a police officer, to carry a firearm on or off-duty.

### B. Security of Weapons and Firearms

1. Officers are responsible for the safe handling, storage, accountability and security of all departmentally issued and/or personally owned firearms, weapons, ammunition, ordnance, and devices **under their control at all times.**

### C. Care and Maintenance

1. When an officer detects any malfunction of an authorized firearm, weapon, ammunition, ordnance, and/or device, the officer should immediately safe the firearm, weapon, ammunition, ordnance, and/or device and remove it from service. The department armorer will be notified as soon as practical. The armorer will take custody of any departmentally owned weapon, device, firearm, ammunition, and/or ordnance in need of repair.
2. All firearm, weapon, ammunition, ordnance, and/or devices will be maintained in a clean, lubed (if applicable) condition. Officers are responsible for the proper cleaning and lubrication of all departmentally issued firearms, and any authorized secondary/backup firearm(s). NOTE: DO NOT over-lubricate GLOCK pistols.
3. Officers are responsible for conducting periodic inspections of ammunition under their control for obvious damage or defects. Ammunition found to be defective should immediately be removed from service. As soon as practical the officer will report their findings to the department armorer. The department armorer will have the responsibility of replacing any departmentally issued ammunition found to be defective or damaged.

### D. Departmental Armorer

The Chief of Police or their designee will serve as Department Armorer. In regard to this order, the duties of the Departmental Armorer are:

1. To maintain the security of all non-issued department firearm, weapon, ammunition, ordnance, and/or device by ensuring those items remain secured in the training section and not accessible to personnel who are not assigned to the training unit.
2. To provide for the care and maintenance of departmental weapons, devices, firearms, ammunition, ordnance and associated equipment.
3. To inspect all firearms being issued or returned to ensure they are clean and serviceable.
4. To oversee the repair of all malfunctioning weapons, devices, firearms, ammunition and ordnance.
5. To maintain records of issuance, care, and maintenance of departmental weapons, devices, firearms, ammunition, ordnance and associated items.
6. To issue departmental firearm, weapon, ammunition, ordnance, and/or device and associated items.
7. To inspect and authorize as serviceable, personally owned secondary/backup firearms.

8. To inspect and authorize the use of holsters for all authorized firearms.
9. To inspect all authorized firearms used by officers during annual qualification.
10. To maintain a record of all firearms which have been certified as safe and with which officers have qualified with as a secondary/backup firearm. This record may include the following:
  - a. Officer's name and employee number.
  - b. Make and model of firearm.
  - c. Serial number of firearm.
11. The department armorer or his designee is the only person authorized to go beyond field stripping of department issued weapons for maintenance or repairs.

#### **E. Firearms Inspections**

1. Although a Training Officer may thoroughly inspect each department issued firearm(s) during firearms training on the range, supervisors may also inspect each officer's issued firearm monthly to ensure that they are maintained in a clean and serviceable condition.
2. Firearms inspections may include all department-issued firearms and authorized secondary/backup firearms to include handguns, shotguns, and any police rifle.
3. Ammunition may be inspected to ensure that it is of departmental issue, of correct caliber and quantity, and in serviceable condition.
4. Use of the "clearing barrel" (bullet trap) is required anytime a firearm is to be inspected and/or cleared while at the police department or at the range facility.

### **III. ISSUED FIREARM, WEAPON, AMMUNITION, ORDNANCE, and/or DEVICES**

- A. The GUYTON Police Department currently maintains and issues the following types of firearms and ammunition to sworn personnel.
- B. The department issued handgun shall be the primary firearm for on-duty/extra duty use by officers unless otherwise approved by the Chief of Police or their designee.
- C. Supervisors have the authority and responsibility to conduct inspections of any firearm being carried by an officer for law enforcement purposes. This inspection may include serviceability, cleanliness, authorized ammunition, holster, and authority/permission for the officer to use the firearm for law enforcement purposes.

- D. Issued **duty** ammunition is not to be used by an officer for non-duty or training purposes without the prior authorization from a member of the Training Unit. Without this authorization, a discharge of firearms report is required whenever departmental duty ammunition is discharged and/or a written report explaining the circumstances surrounding unaccounted for/missing ammunition.
- E. No alterations will be made to any issued firearm, weapon, ammunition, ordnance, and/or device. All repairs or alterations will be done or approved by the Department Armorer, or their designee.
- F. No lead rounds, no reload rounds and no steel casing ammunition are permitted for use in any department authorized firearm.
- G. In the event of an incident involving the discharge of a firearm, the officer(s) involved shall surrender their issued firearm(s) and any authorized secondary/backup firearm (handgun, shotgun, and/or rifle) to the first supervisor on scene who will protect the weapon. The supervisor will properly record the weapon, magazines, and ammunition on an evidence sheet and turn items into property/evidence as soon as reasonably possible for further investigation. Notice will also be sent to the department armorer.

#### IV. QUALIFICATION

- A. Officers must qualify with all department issued firearms by attaining a qualifying score through an approved departmental qualification course on an annual basis. Officers may also be required to qualify on demand.
- B. Officers must qualify with all secondary/backup firearms on an annual basis.
- C. The department may schedule at least annual training on departmental response to resistance policies. The department will in addition conduct qualification sessions for authorized primary (on-duty) and secondary/backup weapons (used for law enforcement purposes).
- D. Training in firearms use will be monitored by a certified firearms/weapons instructor.
- E. Prior to qualification, a training officer will inspect each firearm to be used. Any firearm that fails inspection will be removed from service until repaired.
- F. The Training Officer will maintain and document firearms training received by officers and whether they passed or failed qualification.
- G. Officers failing to attain two consecutive qualifying scores of at least 80% for department issued primary firearm (pistol) after up to 4 attempts may:
  - 1. Be immediately removed from their duties and assigned to the Training Section for remedial firearms training and the Chief of Police will be notified;

2. The officer will be placed on administrative duty pending completion of remedial firearms training;
  3. Surrender their department ID card and Badge to the Training Officer, remove all personal items from his assigned vehicle, and turn the keys in to the on-duty Shift Supervisor (Patrol) or the Training Officer;
  4. Be prohibited from engaging in any law enforcement related extra-duty employment;
  5. Be prohibited from the wearing of any version or item of the police uniform at any time;
  6. Be prohibited from carrying all department issued firearms, which must be surrendered to the department armorer immediately;
  7. When taking equipment and department issued firearms from an officer who fails to qualify, the procedure may be done as discretely as possible, away from other officers, to avoid embarrassment to the officer;
  8. Attend a minimum of 4 hours of remedial firearms instruction, to include live-fire drills. At the completion of the remedial firearms instruction the officer must fire three (3) qualifying scores of at least 80% within (5) relay attempts, prior to being released from administrative duty. The officer will be given up to five (5) relay attempts per session to re-qualify. Notice will be given to the Chief of Police for any officer failing to achieve a qualifying score within five training sessions.
- H. After successful completion of remedial training, the Training Officer will notify the Chief of Police or their designee in writing of the officer's initial failing scores, the results of the remedial firearms, and the fact the officer is cleared to return to full duty status.
- I. The Training Officer will notify the Chief of Police or their designee in writing of any officer who, after five training sessions, has been unsuccessful in meeting the requirements of section (IV.G.8) of this general order. Such officer will be subject to disciplinary action up to and including termination as determined by the Chief of Police. When deciding on disciplinary action, the Chief may review any previous history of failing to successfully complete firearms qualification and may seek consultation from the Training Officer.
- J. Officers who seek to be excused from firearms training due to physical or medical reasons may be required to produce a doctor's statement as to their condition. In order for the request to be honored, the officer's condition must be such that the training would worsen their condition, and this must be so stated in the doctor's statement.

- K. Officers who are excused from firearms training due to physical or medical reasons will be reassigned to non-enforcement or administrative duties and will not wear any version or item of the police uniform at any time. These conditions will apply until the doctor releases the officer to attend the qualification session and the officer successfully passes qualification.
- L. The Training Unit should be notified when an officer returns to enforcement duties from physical or medical exemptions to determine if the officer is required to re-qualify with their authorized firearms, weapons, or devices, if deemed necessary as determined by the Chief of Police or their designee, and/or based on recommendations from a medical physician.

**V. POLICE SHOTGUN – not currently issued at this time.**

- A. Before being permitted to carry and use departmental shotguns, officers must be officially instructed by the training section to ensure:
  - 1. That officer has demonstrated adequate knowledge of shotgun safety;
  - 2. That officer has qualified through an official departmental operated shotgun qualification course.
- B. Officers directed to carry department shotguns should be certified in the use of departmental shotguns on at least an annual basis by the training section.
- C. Except under emergency high-risk conditions, NO loaded shotguns are allowed inside the police department complex. All routine loading and unloading procedures are accomplished outside of the police department in the firearms clearing trap, unless at the scene of a high-risk situation.
- D. The decision to deploy the police shotgun may be justified when the safety of the officer or the safety of others are in jeopardy or when the circumstances mandate a "high risk" situation. High risk is defined as any circumstance wherein officers have reasonable cause to believe an elevated danger/risk exists to officers or others safety whereas:
  - 1. The use of a firearm to effect the capture or prevent the escape of a felony suspect whose freedom is reasonably believed to represent a significant threat of serious bodily injury or death to officer(s) or other persons to exist; or
  - 2. There is a high probability that a violent felony offense has taken place or is about to take place, in which the suspect may be present and armed.
- E. The use of the shotgun under high-risk conditions is at the discretion of the officer. A live round is placed into the chamber of the shotgun only when the officer has a clear indication that he may need to fire the shotgun. The firing or discharge of a police

shotgun is regulated by current policy regarding response to resistance and may be adhered to accordingly. Department or approved personal shotguns will have mounted carry slings to allow officers the ability to go hands on while still maintaining possession of the shotgun. Shotguns will never be propped-up or left unattended.

- F. In the event of an incident involving the discharge of a shotgun, the officer(s) involved shall surrender their issued firearm(s) and any authorized secondary/back-up firearm (handgun, shotgun, and/or rifle) to the first supervisor on scene who will protect the weapon. The supervisor will properly record the weapon, magazines, and ammunition on an evidence sheet and turn items into property/evidence as soon as reasonably possible for further investigation. Notice will also be sent to the department armorer.
- G. Prior to removing the shotgun from the scene of a high-risk situation, the officer will ensure that there are no rounds in the chamber, that the slide action is locked forward, and that the safety is on.
- H. If at any time an officer determines that a shotgun is defective or unsafe, the officer will remove the shotgun from service, and ensure it is delivered to a department armorer as soon as practical.
- I. Officers carrying shotguns in patrol vehicles will ensure that the shotgun is secured in the trunk/cargo area in its carrying case. However, if the department vehicle is equipped with a locking rack appropriate for the shotgun in the passenger compartment, cargo area, or trunk of the vehicle, this locking rack should be utilized for the storage of the shotgun. The trunk of the vehicle will have a security chain and padlock mounted further limiting unintended access to the firearm. While on duty or working extra-duty, the shotgun may be kept in a prepared manner, to include: bolt closed on an empty chamber, safety "on" and have a fully loaded magazine tube. The practice of loading or "racking" a shell into the shotgun chamber for psychological effects is prohibited.

## **VI. POLICE RIFLES – not currently issued at this time.**

- A. A Police Rifle is defined as any shoulder fired firearm with a rifled bore capable of firing a single projectile per cartridge in semi-automatic mode or bolt-action.
- B. Officers may carry a police rifle after receiving approval from the Chief of Police or their designee.
- C. Before being permitted to carry and use a departmental police rifle or personally owned police rifle on-duty or during extra duty, officers must be evaluated by the GPD Training Unit to ensure:
  - 1. The officer has demonstrated an adequate knowledge of police rifle safety, and;
  - 2. The officer has successfully completed a POST approved Police Rifle or Precision Rifle Training Course and has demonstrated a qualifying score on the GA POST Police Rifle and/or Precision Rifle Qualification course.



- D. Officers must qualify in the use of the department police and/or precision rifle or approved personal police rifle at least annually through an approved departmental qualification course administered by the GPD Training Unit.
- E. Except under emergency high-risk conditions, NO loaded police rifle(s) will be allowed inside the police department complex. All loading and unloading procedures must be accomplished in designated clearing traps located at the police department, unless at the scene of a high-risk situation or at the police department firing range.
- F. The decision to deploy the police rifle will only be deemed appropriate when ALL of the following criteria is met:
1. The officer has knowledge that an armed person(s) is using or threatening the use of a deadly weapon;
  2. The introduction of the police rifle does not escalate the situation or grossly increase the risk to surrounding officers or innocent bystanders;
  3. And when conventional police firearms have failed or are likely to be ineffective due to their limitations.
- G. Prior to the discharge of a police rifle under high-risk circumstances, a live round is placed into the chamber of the rifle only when the officer has a clear indication that he may be required to fire the rifle. The firing or discharge of the rifle is regulated by G.O. 200, "Response to Resistance". Department and approved personal rifles will have mounted carry slings that allow officers the ability to go hands on while still maintaining possession of the rifle. Rifles will never be propped-up or left unattended.
- H. In the event of an incident involving the discharge of a police rifle, the officer(s) involved shall surrender all department issued firearm(s) and any authorized secondary/backup firearm (handgun, shotgun, and/or rifle) to the first supervisor on scene who will protect the firearms. The supervisor will properly record the firearm, magazines, and ammunition on an evidence sheet and turn items into property/evidence as soon as reasonably possible for further investigation. Notice will also be sent to the department armorer.
- I. Prior to removing the police rifle from the scene of a high-risk situation, the officer will ensure that there is not a round in the chamber, the safety mechanism is in the "safe" position, and the bolt is locked forward on an empty chamber (road ready condition).
- J. If at any time an officer determines that a department issued rifle is defective or unsafe, the officer will remove the rifle from service and ensure it is delivered to a department armorer as soon as practical.

- K. Officers carrying a police rifle in department issued vehicles will ensure that the rifle is secured in the trunk of the vehicle, and within an appropriate protective case. The trunk of the vehicle will have a security chain and padlock mounted further limiting unintended access to the firearm. Alternatively, if the department vehicle is equipped with a locking rack appropriate for the rifle in the passenger compartment, cargo area or trunk of the vehicle, this locking rack should be utilized for the storage of the rifle. While on duty or working extra-duty, the police rifle must be stored in a prepared manner, to include: bolt closed on an empty chamber, safety on and a loaded magazine in the magazine well. The police rifle will be secured with a secondary locking mechanism in the trunk or cargo area of the issued vehicle or maintained in a secure location when the officer is not on duty or working extra-duty.

## **VII. LESS-LETHAL WEAPONS AND CHEMICAL MUNITIONS**

- A. The following less-lethal weapons and methods may be authorized for use by the Chief of Police or their designee:
1. ASP baton / PR-24 baton;
  2. Chemical agent (Oleoresin Capsicum);
  3. Conducted Electrical Weapon (CEW); 21' CEW cartridge;
  4. Tire Deflation Devices;
  5. CS/CN Gas Canister Tear Gas; and
  6. Any new firearm, munitions or devices as determined by the Chief of Police.
- B. No later than during Recruit School, officers will receive certification in the use of the PR-24 baton, O.C. Spray, and Conducted Electrical Weapons (CEW).
1. Officers may, in exigent circumstances, use the departmentally issued flashlight as an impact weapon. Officers must first have successfully completed a course in the proper use of a ASP / PR-24 police baton and must observe the same targets and reasoning as required by their training in the use of said batons.
  2. In certain extraordinary and unusual situations, an officer is authorized to use any available weapon object or maneuver to defend himself or a second party from a threat of serious bodily injury or death in accordance with O.C.G.A. §§ 16-3-21(a) and 17-4-20(b).
- C. **O.C. Spray**
1. If authorized by the Chief of Police or their designee, all new officers will be required to participate in a 2-hour training session on Oleoresin Capsicum (O.C.)

Spray. No officer will be permitted to carry the O.C. spray until this training is successfully completed.

2. Issued O.C. canisters will meet the following specifications:
  - a. 1.3% MC (Major Capsaicinoid) content.
3. When an O.C. canister is utilized (deployed), the reporting officer and an on-duty supervisor will weigh the canister, photograph the canister on the scale, and the supervisor may return the used canister to training division for disposal or use during training exercises. The photographic disk/card containing the photograph of the canister will be placed into evidence. The weight of the canister and contents will be recorded on the Incident Report (status 5) and on the property/evidence sheet. In cases of an accidental or unintended discharge, a memorandum will be completed in lieu of an Incident Report (status 5).

**D. Bean Bag Rounds – Not currently issued at this time.**

1. The Bean Bag Round is a 12 gauge Drag Stabilized Bean Bag round. The round will be delivered from a departmental-approved shotgun (improved cylinder-bore/open choke). Injuries are generally consistent with other impact weapons such as bruising, abrasions, and fractures. However, serious injury or death may occur if an individual is struck in the head, face, or neck. Therefore, precautions must be made to reduce the possibility of striking individuals in these areas.
2. Only those officers who have successfully completed training and are qualified in the use of the Bean Bag Round will be authorized to use these rounds.
3. Bean Bag Rounds will be deployed only with the approval of a supervisor who has been trained in the use of the rounds.
4. Bean Bag Rounds will not be used when either the officer or supervisor believes it is unsafe to approach within the effective range (no less than 20 feet and no more than 75 feet).
5. Except as an alternative to the use of deadly force, Bean Bag Rounds will not be used when the subject is likely to suffer serious injury or death due to reactionary responses caused by the impact of the rounds (i.e. falling or operating machinery).
6. Unless deadly force is authorized, the following sensitive parts of the body will not be targeted:
  - a. Head;
  - b. Face;
  - c. Neck;
  - d. Groin;

- e. Chest;
- f. Spine; and/or
- g. Kidneys.

7. The following areas of the body are desired target areas:

- a. Lower abdomen;
- b. Area below the elbow;
- c. Thigh;
- d. Hips; and/or
- e. Quadriceps;
- f. Calves;
- g. Buttocks.

**E. Sting Ball Rounds – Not currently issued at this time.**

1. The Sting Ball Round is a 12-gauge shotgun shell containing multiple .32 caliber projectile rubber pellets that upon being discharged travel at an average velocity of four hundred (400) fps (feet per second). This round will be delivered from a department approved shotgun with only cylinder bore (open choke). Precautions must be taken to reduce the possibility of striking individuals in the head/neck area unless deadly force is warranted.
2. Sting Ball Rounds will be deployed only with the approval of a supervisor who has been trained in the use of these rounds.
3. Sting Ball Rounds will not be used when either the officer or supervisor believes it unsafe to approach within the effective range of the round (within 30 feet when skip fired and within 50 feet when direct fired).
4. Except as an alternative to the use of deadly force, Sting Ball Rounds will not be used when the subject is likely to suffer serious injury or death due to reactionary responses caused by the impact of the rounds (i.e. falling or operating machinery).
5. Unless deadly force is authorized, the following parts of the body will not be targeted:
  - a. Head;
  - b. Face; and/or
  - c. Neck.
6. The following areas of the body are the desired target areas:
  - a. Lower abdomen;
  - b. Thighs;
  - c. Hips;

- d. Quadriceps;
- e. Calves;
- f. Shins;
- g. Buttocks.

## F. Conducted Electrical Weapon (CEW)

### 1. General:

- a. A CEW is designed to disrupt a subject's central nervous system by deploying a battery-powered electrical energy sufficient to cause uncontrolled muscle contractions and override voluntary motor responses.
  - 1. The CEW should not be used as an acceptable force option for passive resistance;
  - 2. The CEW may be used on subjects who are using active physical aggression, or aggravated active physical aggression, or who are a threat to themselves – active physical aggression being an assault or imminent assault, and aggravated active aggression is an incident that could lead to the use of deadly force.
- b. As in all responses to resistance, certain individuals may be more susceptible to injury. Officers should be aware of the greater potential for injury when using a CEW against children, the elderly, persons of small stature irrespective of age, or those who the officer has reason to believe are equipped with a pacemaker, or in obvious ill health.
- c. The CEW will not be used in the following circumstances:
  - 1) When the use of the CEW is not reasonably necessary to prevent harm to an officer or another person or to affect a lawful arrest;
  - 2) In a punitive manner or to unlawfully coerce another;
  - 3) Intimidation by reckless display;
  - 4) Escorting or prodding individuals;
  - 5) Awakening inebriated or sleeping/unconscious individuals;
  - 6) Individuals operating a motor vehicle or machinery;
  - 7) Individuals holding a firearm with finger on the trigger;
  - 8) Handcuffed prisoners resisting/refusing to enter a police vehicle, holding room, or hanging onto a railing or other item, etc; unless

such prisoner is actively resisting lawful detention or attempting escape and he or she poses a threat of immediate harm to the officer or another person.

9) On women known to be, or obviously appear to be pregnant;

10) In the presence of flammable liquid, fumes or gases;

11) In any environment where the subject's fall would reasonably likely result in great bodily harm or death unless the use of force that could cause great bodily harm or death is reasonable and justified;

12) When subject is in a body of water.

## 2. Authorized Department Issuance

a. Department personnel may only carry and use the department issued CEW as authorized by the Chief of Police or their designee. A record of issued cartridge serial numbers provided by the manufacturer, each weapon serial number, name of the officer issued the weapon, and bureau of assignment will be maintained by the department Quartermaster.

b. The department approved CEW is the TASER, model X26P and X2.

### c. Weapon Readiness

1) The CEW will be carried in an approved holster on the side of the body opposite the service handgun.

2) The CEW may be carried fully armed with the safety on.

3) Officers authorized to use the CEW may be issued a minimum of one spare cartridge as a backup in case of cartridge failure, the need for redeployment, or in case the first cartridges leads break during engagement. The spare cartridges must be stored and carried in a manner consistent with training and the cartridges replaced consistent with the manufacturer's expiration requirements.

4) Only Guyton Police Department approved battery power sources and cartridges issued by the Chief of Police or their designee may be used in CEWs.

- 5) The CEW may only be issued to personnel who are trained and currently certified in its use. Personnel trained and issued the CEW should perform a **DAILY** visual and physical inspection of the weapon and **All** components, to include cartridges, holster and power source.

d. Training

- 1) No officer will be permitted to carry the CEW without first successfully completing the minimum (8) hour certification program to include written and practical tests. CEW recertification training will be a minimum of (8) hours and/or as stipulated by Peace Officer Standards and Training (P.O.S.T.) or as required by industry standards.

3. Deployment of the CEW

- a. Upon discharge of the CEW, the officer will energize the subject for only one standard cycle and then evaluate the situation before applying any subsequent cycles. No more than 15 seconds or three 5-second cycles will be used to accomplish lawful objectives. Multiple cycles against a single individual should be avoided unless the need to control the individual outweighs the potential increased risk posed by multiple cycles. The subject should be secured as soon as practical while disabled by the CEW power. Subsequent cycles will not exceed three applications unless exigent circumstances exist.

**NOTE:** Officers should be aware that an energized subject may not be able to respond to commands during or immediately following a CEW exposure.

- b. The CEW is employed as a less-lethal alternative and may be used under the following circumstances:
  1. When a suspect signals or provides a clear indication that they intend to physically resist arrest or when suspect is an imminent threat to themselves or others;
  2. Other means of lesser or equal force have been ineffective and a threat still exists to the officer(s) and others; or
  3. Due to the severity of the crime, there is an immediate need to apprehend the suspect because he poses an immediate and/or continual threat to the safety of officers or others.

- c. When deploying the CEW by use of the probes, the following should be observed:
1. Center mass of the subject's back should be the primary target where reasonably possible; the lower center mass of the subject's front upper torso below the chest between the upper torso and legs (above and below the hip area) are the primary targets on a subject's front side.
  2. Personnel encountering subjects wearing heavy or loose clothing on the upper body should consider targeting the legs.
  3. Avoid intentionally targeting sensitive areas of the body, when reasonably possible.
  4. No more than one officer should activate a CEW against a person at a time unless exigent circumstances exist.
- d. When deploying the CEW in Drive Stun Mode without firing the two probes/cartridge, the following may be observed:
- 1) First remove the live cartridge. (Probes will always fire if a live cartridge is in the firing bay).
  - 2) Aggressively drive the CEW into the subject body for the most effective deployment.
  - 3) Target areas for Drive Stun Mode are muscle or nerve points on front, back, side, legs, and arms.
- NOTE:** When the device is used in Drive Stun Mode (without probes), it may be less effective than a cartridge deployment.
- e. Prior to use of the CEW, the deploying officer should attempt to notify assisting officers that they intend to deploy the CEW. This audible alert is used to warn other officers that the CEW is being deployed in an effort to avoid officers mistaking the "pop" sound of the CEW for a gunshot.

#### 4. Procedures after Deployment

- a. After deployment of the CEW, immediate action should be taken to complete apprehension/restrain the individual and administer any required first-aid for the suspect. Suspects controlled by the deployment of a CEW **WILL NOT** be placed face down once the suspect is in control and custody of an officer.



- b. Emergency Medical Services **MUST BE REQUESTED** each time a CEW is deployed on a person where the probe contact is in a sensitive area of the body or when the person appears to be suffering from an adverse reaction from the CEW. Examples are:
  - 1) Subject does not appear to recover properly after being energized;
  - 2) Subject has been energized 15 seconds continuously or three cycles, or more;
  - 3) Subject has more than one CEW effectively used against him or her in any given incident;
  - 4) Subject has been subjected to a continuous energy cycle of 15 seconds or more;
  - 5) Subject exhibited signs of extreme uncontrolled agitation or hyperactivity prior to CEW exposure.
- c. Spent cartridges with probes, wires and AFIDs may be recovered per training requirements and secured as evidence.
- d. Photographs of the suspect's body where the probes or drive stun made contact may be obtained. This includes taking photographs prior to and after the probes have been removed.
- e. If for some reason a probe is located in the genital area to include the buttocks and breast area, all efforts should be made to ensure the probes are removed by an officer of the same sex and the removal must be done so out of public view and view of a body-worn camera.
- f. Anytime a suspect is incarcerated following the use of a CEW, the deploying officer will notify the receiving jail/detention center personnel that a CEW was deployed against the suspect.
- g. Reporting:
  - 1) The deploying officer will notify his or her supervisor as soon as practical after using the CEW and complete the appropriate incident report.
  - 2) In the response to resistance report, officers must specifically articulate their perception of the offender's threat behavior and the totality of circumstances surrounding the deployment of the CEW.

The number of times and length of energy cycles used will be included in the report.

- 3) Following all field deployments, information from the CEW internal computer will be downloaded.

## VIII. SECONDARY/BACKUP FIREARMS

- A. A secondary or "backup" handgun **must be at least** a .32 caliber and no larger than a .45 caliber. Once approval is granted to carry a personal firearm for secondary/backup purposes, the firearm will not be modified or changed from its original condition at the time approval was granted without the approval of the Chief of Police or their designee.
- B. Any firearm carried while on duty as a secondary/backup firearm must be approved by the Chief of Police or their designee. Before authorization to carry a secondary/backup firearm will be granted, the officer must demonstrate their proficiency through the GAPOST qualification course within the previous twelve months. Officers will be required to qualify/show proficiency on demand.
- C. All secondary or backup firearms will be test-fired by the Department Armorer, and the missile and/or shell casing will be stored in the armory for ballistics purposes.

Any personal firearm requested for use as an authorized secondary/backup firearm will be inspected by the Departmental Armorer and approved by the Chief of Police or their designee. The firearm will be inspected for serviceability and compliance with this policy. The Armorer will record the following information, and maintain on file the following information:

1. Make and model;
  2. Color;
  3. Number of magazines;
  4. Type of magazines;
  5. Serial number;
  6. Caliber and acceptable ammunition;
  7. Statement of serviceability;
  8. Signature of Armorer attesting to inspection.
- D. Only factory-loaded ammunition, approved by the Chief of Police or their designee, will be authorized for on-duty and backup law enforcement purposes.
  - E. Regarding personally owned firearms that are approved for secondary/backup firearm(s) carry, the Guyton Police Department assumes no responsibility for loss or damage that may occur to the firearm(s) or related equipment.

- F. Approved authorized secondary/backup handguns will be carried concealed on the officer's person while in uniform or in plain clothes. Holster restrictions also apply to secondary/backup firearms.
- G. In the event of an incident involving the discharge of an approved secondary/backup firearm, the officer(s) involved must surrender their issued firearm(s) and any authorized secondary/backup firearm (handgun, shotgun, and/or rifle) to the first supervisor on scene who will protect the firearms. The supervisor will properly record the firearm information to include serial number, number of magazines (if applicable), and ammunition on an evidence sheet and turn items into property/evidence as soon as reasonably possible for further investigation. Notice will also be sent to the department armorer.

#### **IX. HOLSTERS FOR SECONDARY/BACKUP HANDGUNS**

- A. Only Departmental issued or approved holsters will be worn with the uniform, including extra-duty law enforcement related employment while in uniform.
- B. All handgun holsters worn in civilian clothing on-duty will be concealed.
- C. Holsters used for the carry of secondary/backup firearms will be of such construction as to prevent the accidental or unintentional loss of the firearm from the retention of the holster. The holster will have at least one of the following attributes:
  - 1. Retention/safety strap which completely crosses the frame of the firearm;
  - 2. Spring pressured pocket with an internal locking mechanism, which is of sufficient pressure to retain the firearm while the wearer is running and/or jumping.
- D. All firearm holsters will be secured to a belt, body limb, or other equipment bearing straps or harness. Paddle holsters will have a retention hook to assist in securing the holster to the trousers.
- E. The trigger will be covered by such a material that will prevent trigger pull while the handgun is in the holster.
- F. The practice of carrying a handgun in the waistband of pants un-holstered, or of carrying the firearm in the pocket of pants or shirt un-holstered, or the carrying of the firearm unsecured or tucked inside a boot, with no other means of supporting or securing the handgun, is prohibited.

#### **X. FIREARMS MOUNTED LIGHT SYSTEMS (FMLS)**

- A. FMLS may be authorized for use by the Chief of Police or their designee:

1. All FMLS must be inspected and approved by the Department Armorer/designee prior to installation and use with department firearms.
2. A FMLS must never be utilized as replacement for a normal flashlight; it is a dedicated part of the firearms system and intended as illumination when a response to resistance situation dictates that a firearm may be used. Drawing of a firearm for the sole purpose of using the flashlight attachment is prohibited and may result in disciplinary action to the offending officer.

## XI. UNAUTHORIZED WEAPONS AND METHODS

- A. The following items, weapons, materials, and methods are **not authorized** for use by members of the Guyton Police Department in the official pursuit of their duties, and will not be carried, possessed, or utilized by any on-duty officer, or any officer during the course of extra-duty employment:
1. **Blackjacks:** This includes slap sticks, slap gloves, or any other leather or plastic covered object which contains lead or a weighted object intended to increase the impact of the object. This does not include approved police batons;
  2. **Shock Devices:** Any device designed or modified to produce an electrical shock to another person while being held by a controlling person and is primarily intended to inflict pain and suffering on the other person. Exceptions are those conducted electrical weapons (CEW) that are approved for use by the Chief of Police and issued by the department;
  3. **Claws:** Metal or strong plastic devices intended for use as come-alongs which attach to the wrist or other body parts and can be tightened by the twisting or turning of a control mechanism; and/or
  4. **Neck Restraints / Choke Holds:** Any maneuver used by an officer for the effect of subduing or incapacitating an agitated and uncooperative subject by the application of force or pressure to the neck is prohibited, except in those instances where an officer is in a life and death physical confrontation and the action is necessary to defend the officer's life.
  5. On-duty possession and or use of the above restricted equipment will subject the officer to disciplinary measures.

## XII. TRENDING TECHNOLOGY

This policy does not intend to exclude the use of new equipment developed for law enforcement after evaluation and approved by the Chief of Police or their designee. Any equipment issued by the Department may be utilized to the fullest extent possible by the receiving officers, in the manner in which they have been trained, certified, and authorized to use said equipment in accordance with the policies of the Guyton Police Department.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 200-04

### “Response to Resistance Reporting”

CHIEF OF POLICE: 

CALEA STANDARD: Chapter 4, 11.3.4

EFFECTIVE DATE: 03/01/23

INDEX AS: Response to Resistance Reports  
Response to Resistance Investigation

LAST REVISED DATE:

Purpose: To establish procedures for reporting and investigating responses to resistance by departmental personnel.

Policy: To ensure the equitable treatment of citizens and employees, all incidents of responses to resistance may be reported and reviewed.

#### I. REPORTING RESPONSES TO RESISTANCE

A. A written report will be required of an officer whenever that officer:

1. Applies weaponless physical force by the use of the hands, less-lethal weapons, or use of control techniques or other level of force to overcome resistance to the extent it is likely to lead to injury, claim of injury, or allegations of excessive force. This does not require reporting the pointing of weapons or use of weaponless, hand-to-hand control techniques that have little or no chance of producing injuries when gaining control over, or subduing non-compliant or resisting persons. These techniques include, but are not limited to; physical touching, gripping or holding, frisking, hand-cuffing, or other custodial procedures not requiring physical force. However, arrest techniques which involve pain compliance measures, pressure point application, come-alongs, handcuffing techniques where force or leverage by use of a handcuff was applied, foot chases where physical force was applied at the beginning and/or end of the chase, or any response to resistance that does produce an injury will be recorded on such a Report;
2. Uses deadly force against a person, or takes an action that results in, or is alleged to have resulted in, death or serious physical injury of a person;

3. Discharges their firearm, other than for recreational or training purposes.

B. A supervisor will be immediately summoned to the scene in the following situations:

1. When a firearm is discharged outside the firing range, other than in hunting or in legitimate sporting events;
2. When a response to resistance results in, or is alleged to have resulted in, death or serious injury;
3. When a citizen complains that an injury has been inflicted by a City of Guyton Police Employee.

C. Reporting Requirements:

1. The on-duty shift supervisor will be immediately informed of each incident involving response to resistance by employees of this Department. If, in the opinion of the on-duty supervisor the incident requires the immediate attention of the Chief of Police or their designee, he may contact the Chief and advise them of the situation. The Chief of Police or their designee will determine whether there is a need for him to respond to the scene. In any case where an on-duty employee discharges a firearm, the Chief of Police or their designee will be contacted immediately by the on-duty shift supervisor..
2. Each case involving a response to resistance will be reported on a Status 5 report and reported in detail on the appropriate Response to Resistance Form.
  - a. The Response to Resistance Report will be completed by the employee and delivered to a supervisor prior to the end of his shift, unless he is unable due to physical circumstances surrounding the incident.
  - b. Each employee present or assisting in an arrest or incident requiring force must submit a Status 5 report supplement describing in detail his actions and observations during the incident.
3. Any immediately recognized damage to property that occurs due to a response to resistance incident, will be noted in the Status 5 Supplemental Report. If property owned by a third or uninvolved party is damaged due to a response to resistance incident, the Shift Supervisor may investigate and prepare a memorandum for the Chief of Police containing an explanation of the event and such an accounting of damaged property as can reasonably be determined.

D. Review of Response to Resistance, Use of Deadly Force, and Discharge of Firearms Reports:

1. Response to Resistance Reports will be forwarded for examination and review through the employee's supervisor to the Chief of Police or their designee. Any concerns identified by the employee's supervisor will be documented on a police department memorandum and forwarded through the review chain of command to the Chief of Police or their designee.
2. Each person noted in D.1. above, will sign the form indicating their review.
3. Completed reports will be maintained by the Chief of Police or their designee.
4. Once the report has been reviewed by all appropriate personnel, any training concerns identified in the report will be forwarded to the GPD training unit by the Chief of Police or their designee as they deem necessary.

## **II. INVESTIGATION OF EMPLOYEE INVOLVED IN SERIOUS BODILY HARM/DEADLY FORCE INCIDENTS**

- A. This procedure establishes responsibilities and duties concerning the investigation into incidents involving the use of deadly force, whether or not injury occurs, including, but not limited to the use of firearms, and includes all incidents involving police department personnel whether on duty or off duty. The investigative procedures used, coupled with the subsequent adjudication process, are the most important elements in maintaining the confidence of the public and employee should the actions of an employee be in question.
- B. Responsibilities and Duties of an Involved Employee:
1. When deadly force is used, whether or not it results in an injury, upon first opportunity, the employee shall immediately:
    - a. When a firearm is involved, holster the weapon without unloading or reloading it or altering the condition of the weapon, other than de-cocking if necessary;
    - b. Determine the physical condition of any injured person and render first-aid when appropriate;
    - c. Request emergency medical aid, if applicable;
    - d. Notify the 911 Dispatcher of the incident and location; and
    - e. Detain all witnesses and secure the scene.

2. The employee will remain at the scene until the arrival of appropriate investigators, unless he has been injured or his continued presence would further endanger his safety. If the circumstances are such that the continued presence of the employee at the scene might cause a hazardous situation to develop (i.e., violent crowd), the ranking officer at the scene has the discretion to instruct the employee to move to another, more appropriate location.
  3. The employee will protect his firearm for examination and submit it to the first supervisor on scene who may protect the weapon. The supervisor will properly record the firearm description and serial number, number of magazines, and amount of ammunition on a GPD property/evidence sheet and turn items into property/evidence storage locker as soon as reasonably possible for further investigation.
  4. The employee may be issued a replacement firearm from the Department Armorer as soon as reasonably possible from available inventory, unless otherwise directed by the Chief of Police or their designee.
  5. The employee shall not discuss the case with anyone except:
    - a. Supervisory and assigned investigative personnel;
    - b. The assigned District Attorney (DA);
    - c. His attorney;
    - d. Clergy;
    - e. Others as approved by the Chief of Police.
  6. An employee may discuss the nature of the event with their spouse or significant other without discussing the intricacies of the case.
- C. Responsibilities of the 911 Dispatcher: Once the dispatcher is notified of the incident, they may:
1. Dispatch requested medical aid; and
  2. Notify the on-duty shift supervisor who will ensure that the dispatcher:
    - a. Notifies the Crime Scene Unit;
    - b. Notifies the Chief of Police or their designee. (The Chief of Police or their designee is responsible for notifying the City Manager of the incident.); and



- c. Notifies the Public Information Officer, if one is designated by the Chief of Police.

D. Responsibilities of the Shift Supervisor: Once notified of the incident, the Shift Supervisor will:

1. Ensure the Dispatcher has made the required notifications;
2. Proceed immediately to the scene;
3. Ensure appropriate medical assistance has been rendered and/or requested, both for the employee and any other injured persons;
4. Ensure the security of the scene;
5. Take command of the scene until relieved by a higher authority.

E. Responsibilities of the Chief of Police or their investigative designee:

1. Proceed immediately to the scene;
2. Ensure that the scene has been secured;
3. Conduct the field investigation;
4. Complete, with the involved employee(s) a Use of Deadly Force Report; and

F. Role of the Prosecutor's Office:

1. The Chief of Police or their designee will notify the DA's Office as soon as reasonable at the onset of a deadly force incident. The Chief will consult with the DA's Office to determine if a criminal investigation should be initiated. If a criminal investigation is initiated, an outside law enforcement agency will investigate the case and work directly with the DA's Office throughout the investigation.

G. Investigative Responsibility:

1. Investigations of deadly force incidents and/or less-lethal force incidents in which serious injury or death occur will be conducted by:
  - a. Administrative - At the direction of the Chief of Police or their designee.

- b. Criminal - The Georgia Bureau of Investigations (GBI) and/or the Federal Bureau of Investigations (FBI), at the direction of the Chief of Police or their designee.
2. The Chief of Police, at their discretion, may assign additional employees to assist in the investigation.
3. All incidents involving the use of deadly force will be reviewed by the Chief of Police or their investigative designee to determine:
  - a. If the action was legally justified;
  - b. If the action was within departmental rules, policy and procedure;
  - c. If the relevant policy was understandable and effective to cover the situation; and
  - d. If additional training is necessary.
4. All findings of policy violation or training inadequacies must be reported to the Chief of Police for appropriate action.

#### H. Public Information Responsibilities:

1. No comments shall be provided to the news media without prior approval by the Chief of Police or their designee.
2. A public information plan may be developed in coordination with all involved agencies. If another law enforcement agency is conducting a criminal investigation based on the response to resistance, the Chief of Police or their designee will coordinate release of information with that agency. Any comments given the news media will be governed by G.O. 100, "Public Information."

#### I. Conclusion of Investigation:

1. Generally, if a criminal investigation has been initiated, an administrative investigation will not be initiated until the criminal investigation is completed, unless approved by the Chief of Police.
2. Once the criminal investigation is completed, the report will be forwarded to the DA's Office for review and possible criminal charges.
3. Once the administrative investigation is completed, the report will be forwarded to the Chief of Police for his review.

### III. DEPARTMENTAL RESPONSE

- A. In every instance in which an employee's actions or response to resistance results in death or serious physical harm (i.e., great bodily injury which is likely to cause permanent impairment, disfigurement, or death) to another person, the employee will be immediately relieved of normal duty and placed on either administrative

leave/administrative duty as determined by the Chief of Police pending an administrative review. This includes on-duty traffic accidents in which the officer is involved.

- B. Removal from line of duty will be non-disciplinary with no loss of pay or benefits for a minimum of one (1) day or for any additional amount of time as determined by the Chief of Police.
- C. The Chief of Police will determine the appropriateness and the duration of extended administrative leave.
- D. Relief from duty is to serve two (2) purposes:
  - 2. To address the personal and emotional needs of the employee involved in the incident;
  - 3. To assure the community that the incident is being fully and professionally investigated.
- E. The employee will be available at all times for official interviews and to provide statements regarding the case, and will be subject to recall to normal duty at any time after the preliminary investigation.
- F. For the employee(s) directly involved in the deadly force incident or on-duty traffic accident where death has occurred, a mandatory confidential debriefing with a knowledgeable mental health professional should take place as soon after the incident as is practical, ideally within 24-72 hours. Fitness to return to duty and/or any need for follow-up sessions may be determined by the Chief of Police in conjunction with a mental health professional. Even in deadly force incidents that do not result in death, the Chief of Police may, at his discretion, require such debriefing to occur. In these incidents, the officer's immediate family may also be offered counseling.
- G. Additional training or retraining may be required at the conclusion of the investigation.
- H. All departmental personnel at the scene of a deadly force incident, to include the communications dispatcher, should have a separate debriefing by the Chief of Police or his investigative designee.
- I. The Chief of Police will be responsible for advising the personnel involved in the deadly force incident as to the disposition of the investigation of the incident.

#### **IV. PROCESS TRAINING**

- A. All Supervisory personnel will receive training on this General Order and with the National Incident Management System (NIMS).
- B. All designated internal affairs investigators should receive advanced training on conducting administrative investigations at outside training institutes.

#### **V. POST FIREARM DISCHARGE TRAINING**

- A. All members who have discharged a firearm as described in section I. A. 2 may be required to attend a critical incident overview training course scheduled by GPD Training Unit. The training overview may include, but is not limited to, the topics of the use of deadly force, alternative force options, tactics for Patrol, and ethics.
- B. Attendance at this training overview is mandatory and is not dependent upon the determination by the investigative body responsible for a review of the firearm discharge incident. No connotation as to the appropriateness of the member's actions will attach to a member attending the training overview.
- C. The training overview will be limited to department members and their partners who were involved in a firearm discharge incident or were fired upon during an incident.
- D. The Chief of Police or their designee will notify the Training Unit of the department member(s) mandated to attend the training overview course based on each specific incident details.
- E. The training overview course will be considered an on-duty requirement. Participants will wear their field uniform of the day or appropriate relaxed wear.
- F. The Training Officer will forward notice of attendance to the Chief of Police or their designee once the course has been completed.

#### **VI. ANNUAL ANALYSIS/REVIEW**

- A. The Chief of Police or their designee should, on at least an annual basis, conduct an analysis of Response to Resistance, Use of Deadly Force, Discharge of Firearms, and police department on-duty accident reports.
- B. The analysis will address agency practices by attempting to identify patterns or trends that may indicate a need for additional training or modification to existing policies and/or procedures and will consider annual arrests totals compared to annual use of force totals and injuries sustained from the deployment of force.

- C. As part of that same report, an annual review of assaults on officers may be included in the analysis report. The review may address any assaults where an officer was seriously injured or killed and will attempt to determine any trends or patterns with recommendations to enhance officer safety, revise department policies, or address training issues.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 200-06

### “Communications”

CHIEF OF POLICE: 

CALEA STANDARD: Chapter 81

EFFECTIVE DATE: 03/01/23

INDEX AS: Communications

LAST REVISED DATE:

Purpose: To establish Departmental guidelines to insure the proper, efficient, and effective operation of departmental communications.

#### I. ADMINISTRATION

- A. Primary call-taking and Dispatch services for the Guyton Police Department are provided by the Effingham County 911 Center (911).
- B. The Guyton Police Administration Section is responsible for supplying the Effingham County 911 Center with a duty roster of Guyton Police Personnel and updating the roster when needed. Further, the Administration Division may ensure that the Center has a listing of each officer's contact telephone number(s). This list will be updated as needed.

#### II. MISDIRECTED CALLS FOR SERVICE

- A. The Effingham County 911 System is equipped so that a 911 call anywhere in the county is routed to the appropriate agency. If a call for service is initiated outside of Effingham County, the Center has the capability to transfer the call to the agency providing service to that area.
- B. If a call for service outside the city limits is mistakenly given to the Guyton Police Department, the Shift Supervisor will notify Dispatch as soon as he is made aware of the fact. If the call requires immediate response, Guyton Officers will answer the call and take all necessary steps to protect safety and property as they would inside the City limits.
- C. Once the appropriate agency arrives on the scene, Guyton Officers will turn command of the situation over to that agency. As soon as the situation allows, the Guyton officer will

return to his jurisdiction. No officer should leave another officer or civilian unaided in a dangerous situation.

### **III. SECURING EXTERNAL SERVICES**

- A. The 911 Center will be responsible for maintaining an accurate and current list of telephone numbers of support agencies, so that they may procure adequate ambulance services, wrecker services, and any other emergency service or support service as requested by mobile units. A master list of telephone numbers and contact personnel may be maintained in the 911 Center to procure same. This may include, but not be limited to, fire equipment, environmental and human services, as well as other law enforcement agencies and services that are not components of the Guyton Police Department.
- B. Dispatchers may make telephone inquiries of an urgent nature for mobile units as requested. "Urgent" in this context means the communication is necessary to fulfill the officer's duty while on the scene, and no telephone is available to the officer and time constraints require the assistance of the 911 Dispatcher.

### **IV. RECORDS ACCESS/REPORTS**

- A. All radio transmissions and emergency telephone conversations must be recorded. Those transmissions that are identified as evidence and may be used as evidence in future court proceedings may be obtained from the 911 Center and placed into evidence. The officer placing the recordings into evidence will communicate such to the 911 Center, so that they may restrict further access to the recording.
- B. The recorded transmissions mentioned in IV. A. above, will be made available to GPD personnel only with the authorization of the Chief of Police or their designee. Requests must be made in writing through the completion of a standardized form available at the 911 Center.

### **V. CASE NUMBERS**

- A. Each time an officer is sent to a location on a call for service, a case number may automatically be attached for the CFS (Call for Service) number. Case numbers will consist of eleven (9) digits. The first four (4) digits of the case number will be the current year, the second two digits may reflect the current month, and the final will identify the specific case of the current month. For example: "2015-04-003" refers to the third incident in the month of April 2015. The "04" indicates that the incident occurred in April. Officers also have the ability and are authorized to self-generate case numbers for any calls not dispatched.
- B. Case numbers will run consecutively. Even though one call for service may have been received before another, if the second is entered first, it will have a lower case number.

- C. Occasionally, officers will happen upon incidents while on patrol that require a case number. When an officer requests a case number, the dispatcher will provide the officer with the next available number. The officer will give his location and the incident type, so that a case number will be generated by the 911 Center.
- D. Case numbers for a given month will end with the last call dispatched at 2359 hours on the last day of each month. The first call dispatched after 0000 hours on January 1st would then be numbered XXXX-01-0001, where XXXX-01-0742 is the end of the month.
- E. When communicating case numbers to officers, the dispatcher need only relay the last sequence of digits of the number.

## VI. CALL STATUS

- A. The following is a list of approved call status signals which are to be used as exceptions to "clear speech" transmissions:
- Status 1 - Gone On Arrival
  - Status 2 - Unfounded
  - Status 3 - No Action Taken
  - Status 4 - Miscellaneous Incident Report
  - Status 5 - Incident Report
  - Status 6 - Accident Report
  - Status 7 - Traffic Citation
  - Status 8 - Traffic Warning
  - Status 9 - Turned Over To Other Agency
- B. Officers should advise the dispatcher of their case status upon returning to service after the call.

## VII. RADIO COMMUNICATIONS

### A. GENERAL

1. The police radio is the lifeline of the police department. One of the main concerns must be the achievement of the most efficient and effective use of the radio frequency with the minimum amount of radio traffic.
2. All radio operations will be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.
3. Every on duty patrol officer will have in their immediate possession a multi-channel portable radio. He will ensure when he is away from the patrol unit that he has his portable, it turned on, and he is monitoring it so that he is accessible to the dispatcher at all times. This applies at all times, even when the officer is on



his dinner break, with the exception of court appearances and special operations (i.e. bomb threats).

4. Any time an Officer goes out of service, he will notify the Dispatcher and give his location ensuring the Dispatcher is always aware of the location of patrol units.
5. 911 Center personnel are responsible for dispatching as accurately and as quickly as possible all calls coming to the dispatcher's attention.
6. 911 Center personnel are responsible for dispatching all requests for service to the patrol unit. For Emergency calls (Priority 1) and Priority 2 calls (see Section C.1. below), if no unit assigned responsibility for the incident is available the dispatcher will dispatch the closest available unit based on their assignment.
7. Based upon the nature of the call and if no units are available, the Supervisor may direct the dispatcher to hold a Priority 2 call for up to 10 minutes, and a Priority 3 call for up to 30 minutes. If the call is still held after 15 minutes, the dispatcher will attempt to advise the complainant of the delay.
8. Due to the potentially limited information dispatchers may have concerning a dispatched call, Officers may request, and Supervisors may adjust the priority response of an assigned call based upon further information obtained concerning the incident.
9. 911 Center personnel should notify the on-duty Supervisor in the event of any emergency situation immediately following the initial dispatch to the responding unit(s) who may be responsible for making sure the shift supervisor has been notified.
10. 911 Center personnel will maintain contact with all on-duty Guyton P.D. units, twenty-four (24) hours per day. The dispatcher may check on any on-duty unit(s) of the Guyton Police Department when no radio contact has been experienced with the unit within a one hour time period. When units out on a priority one or two call or a traffic stop have not been heard from after 5 minutes, the Dispatcher will call them over the radio to verify their safety.
11. Officers will not take directions from a dispatcher on how to handle a call. If a unit requests direction, the dispatcher should refer them to the shift supervisor.
12. In the event two or more officers are attempting to contact the dispatcher at the same time, the dispatcher will answer the officer whose situation appears to represent the greatest threat to the safety of the officer. The dispatcher may advise the other officers to 10-3 (stop transmitting), and advise the selected officer to continue his transmission.
13. Radio discipline will be maintained at all times, including the following:

- a. The Guyton Police Ten-Codes will be utilized whenever possible or appropriate.
- b. When conducting a radio transmission, partial use of ten codes are unacceptable such as just saying "4" instead of "10-4". Officers should strive to have clear, concise, complete radio transmissions.
- c. Police Department employees **must** use their full four digit call sign when conducting radio transmission unless they are assigned a specific call sign.
- d. Officers names should not be broadcast over any radio transmission unless absolutely necessary.

14. The following information will not be broadcasted under any circumstance:

- a. Officer's home address or telephone number.
- b. Actual names of confidential informants or their known street names, when mention would jeopardize their status as a confidential informant.
- c. Names of fatalities or injured parties.
- d. Name or personnel number of an injured or killed officer prior to notification of next of kin, and the oncoming patrol shift.
- e. Total number of patrol units available or location of stakeout teams.
- f. Location of active drug or undercover operations.
- g. Identifier information for sexual assault victims.

## **B. DISPATCHING CALLS**

1. When dispatching a call, the radio operator will call the assigned officer's call sign, pause for his response, then give the correct "Ten Code" dispatch phraseology and information. Other pertinent information will be furnished at this time only if such information is needed.
2. Call Signs may follow the format listed below if so determined by the chief of Police or their designee:
  - a. Patrol Officer – four digit employee number such as (example 5505)
  - b. Administration – three digit 100 series (501)

3. The following is an example of a normal call:
  - Dispatcher: "GUYTON - 504."
  - Officer 504: "504."
  - Dispatcher : "10-76 (be en route) to the intersection of Gornto Road and Oak Street, reference a (accident)."
  - Officer 504: "10-4 (ok), 10-76 (en route)."
2. Upon arrival, an officer will contact the Dispatcher, pause for a response, provide any relevant information and pause for a response prior to exiting the patrol unit. Upon completion of an assignment, an officer will again contact the Dispatcher, pause for a response, provide the correct status of the call, and advise that he is back in service. This same procedure will be followed any time an officer exits a patrol unit.

### C. INCIDENT RESPONSE

1. Calls for service will be assigned one of the following priorities:
  - a. **PRIORITY 1 (Emergency)** is any call involving an apparent, imminent threat to life and requiring an immediate police response. These calls will be dispatched immediately, and a back-up officer will be dispatched as soon as possible. Examples include, but are not limited to:
    - § Accident with injuries or unknown injuries
    - § Robbery in progress
    - § Aggravated assault in progress
    - § Sexual assault in progress
    - § Domestic disturbance with violence
    - § Burglary in progress-occupied dwelling/building
    - § Person with a weapon
    - § Lost child - life threatening

Priority 1 incidents will be dispatched as soon as possible after receiving the call for service.
- b. **PRIORITY 2** is any call, which does not involve an apparent, imminent threat to life, but a delayed response is likely to adversely affect the outcome of the incident, or create additional hazards. Examples include, but are not limited to:
  - § Minor accidents
  - § Non-threatening events in progress
  - § Bomb threat

- c. PRIORITY 3 is any call in which a delayed response would not significantly affect the outcome or create additional hazards. Examples include, but are not limited to:
  - § Burglary or theft that has already occurred
  - § Criminal mischief already occurred
  - § Lost, found or abandoned property
  - § Animal ordinance violations
  - § Parking violations
  - § Non-emergency messages
  - § Intoxicated persons
  - § Assaults that have already occurred
  - § Indecent exposure that has already occurred
2. Officers may employ the following Codes in response to Priority 1, 2, and 3 calls:
  - a. CODE 3 - Officers may respond to Priority 1 calls immediately with lights and siren activated, utilizing extreme caution. Responding officers will maintain a limited speed unless a life-threatening situation exists and traffic conditions permit a higher speed. Code 3 does not relieve an officer of the responsibility to use reasonable care and caution when responding to an emergency call. Due care and caution will be exercised when exceeding the speed limit or bypassing a traffic control device. Officers may respond CODE 3 without the permission of a supervising officer or to a non-PRIORITY 1 call if they can articulate a reasonable basis for responding in that manner.
  - b. CODE 2 - Officers may use an expedited response to Priority 2 calls, usually without the use of emergency equipment, traveling at or below the speed limit, obeying traffic signals. Officers may disregard traffic signals only after deeming the action safe and using due caution, to include the use of emergency lights and siren.
  - c. CODE 1 - Normal response for Priority 3 calls, without the use of emergency equipment and in compliance with all applicable traffic laws.
3. Officers will acknowledge the assigned running code, and inform the dispatcher of which response code they are employing.
4. Priorities calls and running codes may be upgraded or downgraded as additional information concerning the call becomes available.
5. When responding Code 3, officers will utilize both emergency lights and siren during the response. When entering intersections and passing other vehicles, officers will also be utilizing both emergency lights and siren.

6. Other than as outlined in Section VII. C. 5. above, officers may discontinue the use of lights and/or siren when doing so would provide a tactical advantage, such as nearing the area of a suspected prowler, etc., and, in such instances, will downgrade to a Code 2 response.

#### **D. BEGINNING TOUR OF DUTY**

GPD officers will notify the 911 Dispatcher of their employee numbers when beginning a patrol.

#### **E. COMMUNICATION OF TRANSPORTS**

1. When an officer is transporting any subject, the following procedure will be used to advise the Dispatcher:
  - a. Officer 5505: "5505 - GUYTON"
  - b. Dispatcher : "5505"
  - c. Officer 6323: "10-76 (En route) to the county jail with one female (male) Juvenile. Starting mileage 3-5-7-1-1 point 2."
  - d. Dispatcher : "10-4, 5505"
2. Upon arriving at the destination, the ending mileage will also be called in to the dispatcher. Beginning and ending mileage, locations, and the sex, and/or juvenile status of the transported subject will be logged on the recorder and archived for two (2) years.

#### **F. REGISTRATION AND LICENSE INFORMATION REQUESTS:**

1. When an officer requests information on vehicle registration, the Dispatcher should, as a matter of routine, relay the following information:
  - a. Year;
  - b. Make;
  - c. Model;
  - d. Who the vehicle is registered to;
  - e. City of owner's residence; and
  - f. Listed as stolen or not.
2. When an officer requests driver's license information, the Dispatcher should, as a matter of routine, relay the following information:
  - a. Driver's name;
  - b. License class and type;
  - c. What state of issuance;
  - d. Valid or not;
  - e. Expiration date;

- f. Any restrictions; and
  - g. Any outstanding warrants for the subject.
3. The dispatcher will relay further information upon the officer's request.

#### **G. TRAFFIC STOPS:**

1. When making a traffic stop, the officer should notify the 911 Center of his call sign and the fact that he is making a traffic stop. He should then pause for a response by the dispatcher, and after the response, communicate the following, in the listed order: location, tag number, brief description of auto, reason for stop, and if possible, a brief description of the occupants. No other communication will be necessary at this time unless the officer feels that the situation is of an unusual nature.
2. The Dispatcher is responsible for documenting on the CAD, the traffic stop, which will include the information given upon the initial stop, the time of the initial stop, the registration, when the officer went back in service, and the clearance code for the stop.
3. As a matter of routine, **ALL** vehicle license plate information will be run through the G.C.I.C./N.C.I.C. network for verification of registration and for checks of "wants and warrants." Local warrant checks will be made as well. This information including vehicle description will be disseminated to the officer making the traffic stop ASAP.
4. After the traffic stop is completed, the officer will advise the Dispatcher of his disposition on the stop.
5. If within the five-minute period from the initial stop the officer has failed to make contact, the Dispatcher will attempt to contact the officer making the traffic stop. If no contact is made, a back-up unit will immediately be dispatched to the scene.

#### **H. HOUSE CHECKS**

1. Each officer will notify the Dispatcher when he is leaving his unit to make a house check. The officer will advise the street name and block number, but will not transmit the house's numerical address, to avoid alerting people with scanners that the home is unoccupied.
2. A back-up unit will be dispatched to the scene if proper radio communication is not maintained, between the initial officer and the dispatcher, for any period of time exceeding five minutes.

## **I. EMERGENCY RADIO TRAFFIC**

1. To provide for the clear, precise, and uninterrupted exchange of radio communications for all officers, and to provide the maximum safety to responding and other officers, the following procedure will be followed upon an officer's request.
  - a. GUYTON Police Department radio channel "MACC" may be the primary designated channel for emergency (10-3) use.
  - b. The officer sent on a Priority One call or a call which may necessitate 10-3 radio traffic may remain on channel MACC until that officer is certain for the need for 10-3 (need for radio silence or tactical situations) at which time the officer (absent extreme emergency conditions and providing time will allow) will advised dispatch as such "5505 (call sign), 10-3 channel MACC". The dispatcher may acknowledge the officer(s) on channel MACC and will monitor radio traffic on channel MACC until the conclusion of the event and the last officer has cleared from channel MACC.
  - c. Examples of incidents that may require the clearing of the radio frequency may include, but are not limited to:
    1. Arrival at Priority One Calls;
    2. Officer needs assistance;
    3. Entry into premises in response to an alarm or open door;
    4. High-Risk Felony traffic stops;
    5. Vehicle and/or foot chase;
    6. Clearing a building; and
    7. Specific request of any officer.

## **J. ASSIGNED USE OF RADIO CHANNELS**

1. Set by Effingham County 911 Dispatch Center.
2. Additional channels are also programmed into each handheld radio for communication with other public safety agencies such as EMS, fire, and other law enforcement agencies.

## **K. STANDARDIZATION OF BROADCAST INFORMATION:**

911 Police dispatchers and officers may include specific items when broadcasting information. These items will aid in the clear exchange of information between dispatchers and mobile units. The following are standard information requirements for various radio transmissions:

1. Description of Vehicles:

- a. Type of broadcast: stolen, wanted, locate, etc.
- b. Where stolen from;
- c. Time stolen;
- d. Date stolen;
- e. Color;
- f. Year;
- g. Make;
- h. Body Type;
- i. License year, state, number;
- j. Contact person/agency;
- k. Any other outstanding identification.

2. Description of Individuals:

- a. Type of broadcast; wanted, missing, etc.
- b. Wanted by/for; address missing from;
- c. Name;
- d. Race;
- e. Sex;
- f. Age, height, weight, build, hair and eye color;
- g. General description including eye glasses, body-art, beard, mustache, etc.
- h. Description of clothing from head down;
- i. Physical attributes that will aid in identification;
- j. Location last seen;
- k. Time/Date last seen;
- l. Possible Destination;
- m. Contact person/agency.

**L. TRANSMITTING NUMBERS:**

1. Numbers may be repeated first individually in digits, and then as a whole number.

2. Example:

- 517 may be transmitted as:
- "5, 1, 7 (pause); five hundred seventeen."

**M. PHONETIC ALPHABET (NATO VERSION):**

1. The NATO Phonetic Alphabet may be used to spell names of individuals, when giving out license plate identifiers, locations, as well as "troublesome" words that might be misunderstood by units receiving the transmission.



2. Example: The word "unit" should be transmitted as: "unit, U-Uniform, N-November, I-India, T-Tango."
3. Refer to the NATO Phonetic Alphabet table at the end of this General Order.

#### **N. MILITARY TIME TABLE**

1. The Military method of reference to time may be used whenever possible. Reference to time(s) may be made with the suffix "hours."
2. Example:
  - 9:00 PM is transmitted as 2100 hours;
  - 9:25 AM is transmitted as 0925 hours;
  - Refer to the Military Time Table at the end of this General Order.

#### **O. GUYTON POLICE 10 - CODES**

1. In order to reduce "air time", establish uniformity in radio communications, and to ensure that all personnel are familiar with the same phraseology, the implementation of the Guyton Police Ten Codes is hereby developed. Radio transmissions will be made through the use of Ten Codes whenever possible or appropriate.
2. A list of the Ten Codes is issued to all sworn officers.

#### **P. COMMUNICATIONS WITH OTHER AGENCIES**

1. When communicating with members of other agencies who are not familiar with the ten code system, Guyton Officers should temporarily adopt the "Plain English" system of radio communication.
2. The basic principle of "Plain English" radio transmission is to communicate in an easily understood language which conveys a professional and business like tone, and to provide an effective and efficient use of communications by all radio users.
3. Phrases and Standard Words may be utilized to explain and amplify messages when appropriate. Poor diction and poor word choice should be avoided. Citizen's band radio terms and "lingo" are not acceptable. The following "preferred" words should be utilized as substitutes for the "poor" words listed below:

**POOR****PREFERRED**

Pick up and hold	Apprehend
Do you want	Advise of
Check and see, find out	Ascertain
Chase	Pursue
Chasing	Pursuing
Can't	Unable
I will notify	Will advise
Buy	Purchase
Yes	Affirmative
No	Negative
Get	Obtain

4. In order to establish uniformity in “Phrases and Standard Words”, the following will be utilized as a basic guide:

Abandoned vehicle  
 Accident (hit and run; fatality; injury)  
 Affirmative  
 Alarm (hold-up; intrusion; fire; bank)  
 A man/woman down  
 Animal Bite  
 Assault with deadly weapon (gun; knife; etc.)  
 Barking Dog  
 Bomb Threat  
 Broken water main  
 Burglary (prior; in-progress; possible)  
 Cancel  
 Check for Wants/Warrants  
 Check road conditions  
 Child Molestation  
 Civil Disturbance  
 Civil Standby  
 Clear  
 Dead Animal  
 Domestic Problems  
 Drivers License Status  
 Drowning  
 Drunk Driver  
 En route To: (station; scene; etc.)  
 Explosion  
 Fight (in-progress; already occurred; pending)  
 Gas Leak  
 Homicide  
 How Do You Receive?

Indecent Exposure  
Injured Animal  
In-Service  
In-Service with Female/Male - Mileage  
Juvenile Problem  
Kidnapping  
Leaking Hydrant  
Location  
Man/Woman with a Weapon (specify)  
Meet: (complainant; party; officer; etc.)  
Mental Patient  
Missing Person - Notify Coroner  
Negative  
Off Duty  
Okay  
On Scene  
Open door/window  
Open/closed Garage Door  
Out of Service at: (give location)  
Person Calling For Help  
Phone: (your office; home; communications; etc.)  
Possible Dead Body  
Prisoner/Subject in Custody (race & gender)  
Proceed To: (station; scene; etc.)  
Prowler  
Rape  
Remain In Service  
Repeat  
Request Tow Truck (private; or public)  
Rescue (requested; en route)  
Return To: (station; scene; etc.)  
Robbery  
Shooting or Shots Fired  
Smoke Investigation  
Stand By  
Status Check  
Status of:  
Stolen Vehicle  
Suicide  
Suicide Attempt/Threat  
Suspicious Person/Vehicle  
Theft (felony; misdemeanor)  
Traffic Stop  
Traffic Control Requested  
Tree Down  
Vehicle Information/Registration

Vehicles Speeding  
Vicious Animal  
Wire Down

### VIII. PROCEDURES FOR HANDLING "HIT RESPONSES" ON INQUIRIES:

- A. Upon receiving a G.C.I.C./N.C.I.C. "Hit" on an inquiry, the Dispatcher will identify the agency which entered the record and notify the officer and the shift supervisor that a "Hit" has been received, and the length of time the warrant/want has been outstanding. If the "Hit" contains a CAUTION indicator, the Dispatcher will immediately notify the officer and shift supervisor of the reasons for the caution.
- B. A G.C.I.C./N.C.I.C. "Hit" is not in itself probable cause to make an arrest, detain a missing person record subject, or to seize property. **Only after a "Hit" has been confirmed** by the originating agency, and after the initiating officer of the Guyton Police Department evaluates the age of the record, the closeness of the match between the subject or property described in the record and hit confirmation message, can there be probable cause to arrest, detain a missing person, and/or seize stolen property based on the "Hit." If the officer has any doubts, he should contact his shift supervisor.
- C. Procedures for hit confirmation requests from other agencies will be performed as directed by established G.C.I.C. guidelines.

### IX. EMERGENCY MESSAGES:

- A. Delivering emergency messages is a law enforcement function. However, guidelines should be established to define the types of emergency messages to be accepted and delivered. Therefore, upon notification and request that emergency information be delivered to a party within the jurisdiction of the City of Guyton, Georgia, the following procedures should be followed:
  1. The receiving officer may evaluate the information and determine that:
    - a. The requested delivery location is within the jurisdiction of the City of Guyton, Georgia; and
    - b. The information is of an emergency nature as described below.
  2. Departmental policy regarding the acceptance and delivery of emergency information and messages may be broad in nature to permit the assistance of citizens within the jurisdiction of the City of Guyton; however, the policy may be limited to prohibit misuse, abuse or wrongful use of such service. To aid the Dispatcher in determining that the information is of an emergency nature, the following examples of emergency messages are hereby established, though the list is not intended to be all-inclusive:

- a. Death notification;
  - b. Serious bodily injury or illness;
  - c. Missing person or runaway;
  - d. Serious property damage such as of a catastrophic nature;
  - e. Information that would prevent the commission of a crime;
  - f. Information that would prevent serious bodily harm or illness; and
  - g. Information that would assist in the investigation of a serious matter, (crime, missing person, runaway, death, illness, etc.);
3. The dispatcher may request that a Shift supervisor evaluate a message to determine that it is of an emergency nature. The supervisor may take into consideration the nature of the information, the availability of police units to service the request, and the possible consequences to the interested parties if the information is not delivered.
  4. In all cases, including non-emergency message delivering requests, the receiving officer may complete, at a minimum, a "Status-4" report. The report may be completed upon a request for service, even if the service was never initiated. This may serve as documentation, which may possibly protect the officer and this department and will provide a proper "paper trail" for future inquiries.

#### **B. Non-emergency Messages**

1. Any request to deliver non-emergency information that does not fall within established guidelines may be referred to the shift supervisor for evaluation and guidance.

### **XI. HEARING IMPAIRED/MULTILINGUAL SERVICES**

#### **A. Communicating with the hearing impaired**

1. "Hearing Impaired Person" means any person whose hearing is totally impaired or whose hearing is so seriously impaired as to prohibit the person from understanding oral communication when spoken in a normal conversational tone.
2. Employees may communicate with a hearing impaired person by writing, sign language (if the employee is fluent), and any other method the individual and employee can employ.
3. The Effingham County 911 Center may maintain a TTY (Text Telephone) device, which may receive incoming 911 calls and is designed to work with a standard phone.

4. The TTY allows people who are deaf, hard of hearing, or speech-impaired to communicate via the telephone. The phone is used to make and answer calls in the same way people with non-impaired hearing use a telephone.

#### B. Interpreter Services For Non English Speaking Persons

1. In the event that a person does not speak the English Language and interpretation is needed, Officers may call upon any available on-duty police employee who speaks and understands the language.
2. In the event no employee who speaks the language is available, the Guyton Police Department has access to the "AT&T Language Line" which provides over-the-phone interpretation service twenty-four (24) hours a day, seven (7) days a week. This service provides interpretation in over 140 languages.
3. Calls made to the AT&T Service should be made by a Supervisor.
4. Through use of a speakerphone, an officer and subject may have their conversations translated by the interpreter.
5. The reporting officer will note in the appropriate report the manner in which communication with the non-English speaking person was achieved.

### **NATO PHONETIC ALPHABET**

A	Alpha
B	Bravo
C	Charlie
D	Delta
E	Echo
F	Foxtrot
G	Golf
H	Hotel
I	India
J	Juliet
K	Kilo
L	Lima

M	Mike
N	November
O	Oscar
P	Papa
Q	Quebec
R	Romeo
S	Sierra
T	Tango
U	Uniform
V	Victor
W	Whiskey
X	X-ray
Y	Yankee
Z	Zulu

**MILITARY TIME TABLE:**

<b>12:00 Midnight</b>	<b>0000 hours</b>
<b>1:00 A.M.</b>	<b>0100 hours</b>
<b>2:00 A.M.</b>	<b>0200 hours</b>
<b>3:00 A.M.</b>	<b>0300 hours</b>
<b>4:00 A.M.</b>	<b>0400 hours</b>
<b>5:00 A.M.</b>	<b>0500 hours</b>
<b>6:00 A.M.</b>	<b>0600 hours</b>
<b>7:00 A.M.</b>	<b>0700 hours</b>
<b>8:00 A.M.</b>	<b>0800 hours</b>
<b>9:00 A.M.</b>	<b>0900 hours</b>
<b>10:00 A.M.</b>	<b>1000 hours</b>
<b>11:00 A.M.</b>	<b>1100 hours</b>
<b>12:00 Noon</b>	<b>1200 hours</b>
<b>1:00 P.M.</b>	<b>1300 hours</b>
<b>2:00 P.M.</b>	<b>1400 hours</b>
<b>3:00 P.M.</b>	<b>1500 hours</b>
<b>4:00 P.M.</b>	<b>1600 hours</b>

<b>5:00 P.M.</b>	<b>1700 hours</b>
<b>6:00 P.M.</b>	<b>1800 hours</b>
<b>7:00 P.M.</b>	<b>1900 hours</b>
<b>8:00 P.M.</b>	<b>2000 hours</b>
<b>9:00 P.M.</b>	<b>2100 hours</b>
<b>10:00 P.M.</b>	<b>2200 hours</b>
<b>11:00 P.M.</b>	<b>2300 hours</b>
<b>12:00 Midnight</b>	<b>0000 hours</b>
<b>12:05 A.M.</b>	<b>0005 hours</b>
<b>4:21 A.M.</b>	<b>0421 hours</b>
<b>3:33 P.M.</b>	<b>1533 hours</b>
<b>10:19 P.M.</b>	<b>2219 hours</b>



# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 200-07

### “Internal Affairs”

CHIEF OF POLICE: 

CALEA STANDARD: 1.2.9, 35.1.9, Chapter 26

EFFECTIVE DATE: 03/01/23

INDEX AS: Professional Standards Unit,  
Internal Affairs

LAST REVISED DATE:

Purpose: To provide guidelines and procedures for the prompt and just disposition of complaints made against Department Personnel.

Policy: It is the policy of the Guyton Police Department to investigate all complaints against the department or its personnel to include anonymous complaints in a manner that will assure the community a prompt corrective action when police personnel conduct themselves improperly, while also protecting the Department and its personnel from unwarranted criticism pursuant to the discharge of official duties.

#### I. ADMINISTRATION

- A. The Chief of Police or their designee may appoint Internal Affairs Investigators within the Department who may be responsible and accountable for receiving and recording complaints made against the department and/or its employees, and for receiving and recording commendations for the Department and its employees. The I.A. Investigators may conduct Internal Investigations of the Guyton Police Department as directed by the Chief of Police. The I.A. Investigators may report directly to the Chief of Police concerning the progress and findings of such investigations. The Chief of Police may perform the duties and responsibilities of the I.A. Investigators if he so chooses.
- B. In cases where conflict of interest may be present, the Chief of Police may appoint any officer to act as an investigator for any internal investigation. This investigator may report directly to the Chief of Police as needed for supervision and support.
- C. The functions of the I.A. Investigators, or alternatively the Chief of Police, will be:
  1. Recording, controlling, and administering the investigation of complaints and allegations of misconduct against officers and employees.

2. Maintaining the confidentiality of the aforementioned procedures.
  3. Administrative control and documentation of all procedures.
  4. Recording and disseminating commendations received from the public.
- D.** All files, documents, information and other administrative records accumulated during an internal investigation will be stored in a secured location. Only the Chief of Police, the I.A. Investigator, and administrative personnel as designated by the Chief of Police will have unaccompanied access to the files during the course of any investigation. Such records should remain on file according to the above guidelines until settlement plus 20 years.

## **II. COMPLAINT PROCESSING**

- A.** A citizen who wishes to file a complaint will be asked if they want to speak with an on-duty Supervisor.
- 1) If the citizen wants to speak to an on-duty Supervisor, one will be called to assist the citizen. All on-duty Supervisors are responsible for explaining the complaint process and for offering a complaint form to a citizen.
  - 2) If the citizen does not want to speak to a supervisor and/or asks for a complaint form, they will be given a complaint form.
  - 3) When a completed complaint form is returned to the police department, the citizen will be asked if they want to speak to a supervisor. If so, an on-duty supervisor will be called to assist. If the citizen states that they do not want to speak to a supervisor and only want to drop the complaint form off, the GPD employee will accept the form and immediately contact an on-duty supervisor to respond. The employee will give the complaint form to the supervisor who will review the form and ensure that the complaint does not require immediate action before forwarding the form to the Chief of Police or their designee.
- B.** A citizen may refuse to fill out a complaint form, and wish only to advise a supervisor of a situation involving the Department or an officer or civilian employee. In such a circumstance, the supervisor will evaluate the information. If the information meets the criteria in Section III. D., below, the supervisor will fill out a complaint form detailing the information received. The supervisor should provide all information possible on the complainant (name, address, etc.), if known. Otherwise, he should indicate that the complainant is anonymous. The Supervisor will then file the form as if it had been completed by the complainant, and note on the form that the complainant refused to fill out the form. If the information does not meet the criteria in Section III. D., he may handle the situation at his level of command, as provided in Section III. A.

- C. Complaints made over the telephone may be referred to an on-duty Supervisor. The Supervisor may provide the complainant an opportunity to complete a complaint form. This may include mailing the form, if necessary. If the complainant refuses to accept the opportunity to fill out a form, the Supervisor will proceed as provided in "B" above.
- D. In the event a citizen makes a complaint to an officer, and refuses the offer of speaking with a supervisor, and/or filing a written complaint, the officer will pass the complaint on to his Supervisor, who will proceed as provided in "B."
- E. The supervisor will seal the form in an envelope and turn it in to the Professional Standards Unit as soon as practical, but no later than the end of the shift when the complaint was received.
- F. All complaints against the GUYTON Police Department or its employees will be recorded and maintained in this manner regardless of the nature or reasonableness of the complaint. All complaints will be referred to the Chief of Police or their designee for review.
- G. The Chief of Police or their designee should send a letter to complainants filing a written complaint, acknowledging receipt of the complaint.

### **III. INVESTIGATIVE PROCEDURES**

- A. Complaints involving minor traffic violations, minor violations of departmental rules and regulations, discourtesy to the public, etc., may be investigated by the employee's immediate supervisor, unless one of the criteria listed in III. D. is applicable or there is a need for more information to be gathered by investigative personnel. The investigation by the supervisor will be documented on a complaint action form. No disciplinary action will be taken until the completed complaint action form from the supervisor has been forwarded to the Chief of Police or their designee for review.
- B. Referral for an internal investigation may be requested by any Officer and/or ordered by the Chief of Police or their designee.
- C. An administrative internal inquiry or internal investigation is conducted on non-criminal complaints, depending on the severity of the allegation(s). Should the inquiry/investigation discover possible criminal actions on the part of the officer, a criminal investigation may be initiated.
- D. The following types of incidents, at a minimum, will be investigated by the Chief of Police or their designee:
  - 1. Incidents in which there is an allegation of brutality;

2. Complaints involving allegations of civil rights violations, or involving allegations that an employee has used racial or ethnic epithets;
  3. Incidents involving conduct, on or off duty, which reflects negatively on the Guyton Police Department or the City of Guyton;
  4. Incidents involving allegations of criminal or unethical activity;
  5. Allegations of negligence or neglect of duty resulting in bodily injury or death;
  6. Complaints involving allegations of unlawful or improper manipulation of or tampering with the promotional, evaluation, or disciplinary process;
  7. Complaints involving allegations of abusive conduct by a supervisor directed toward a subordinate;
  8. All complaints involving allegations of racial and/or biased based profiling;
  9. Other incidents as directed by the Chief of Police or their designee.
- E.** Allegations included in III. D., above, will be brought to the attention of the Chief of Police as soon as possible, and no later than within 72 hours of becoming aware of the allegation.
- F.** Whenever an investigation is to be made on any of the above complaints, the Chief of Police must be notified as soon as reasonable and practical.
- G.** The complainant who files a complaint may be contacted by the Chief of Police or their designee when an investigation is begun on an alleged incident. The complainant may be informed of departmental procedures that are to be followed during the course of the investigation. Contact with the complainant may be attempted by the Chief of Police or their designee within five days from the initiation of the investigation. In the event the investigation has not been completed, the Chief of Police or their designee may ensure that the complainant is again contacted when the investigation status changes significantly or has been completed.
- H.** The Chief of Police will receive from the designated investigator a status report of the course of the investigation periodically, either in writing or in person. Unless the nature of the case dictates otherwise, every attempt will be made to complete any internal investigation within thirty (30) days. This thirty (30) day limit may be considered a goal. An extension(s) may be granted by the Chief of Police in those cases where extenuating circumstances exist.
- I.** If, after an initial screening of the complaint by the Chief of Police or their designee, it is determined that the complaint warrants a full internal investigation, at some point

during the investigation the involved officer will be notified by the Chief of Police or their designee, unless such notification would hinder the investigation. Notifications may be in a written statement to the employee giving notice of the allegation(s) and of the employee's rights and responsibilities relative to the investigation. Whenever charges are formally filed, the officer may be notified by the Chief of Police or their designee.

- J.** Upon sufficient cause as determined by the Chief of Police or their designee, and upon the express authorization of the Chief of Police, an internal affairs investigation may require an employee to submit to any or all of the following procedures:
1. Medical or laboratory examinations;
  2. Participation in a line-up;
  3. Produce financial disclosure statements;
  4. Be photographed;
  5. Produce audio or video recordings;
  6. These actions will only be taken when necessary and when they are material to a particular administrative internal affairs investigation conducted by this department.

#### **IV. CRIMINAL INVESTIGATIONS**

- A.** When an administrative investigation reveals evidence of a criminal violation, the criminal investigation will be assigned to an investigator not associated with the administrative investigation. The two investigators will not discuss information obtained prior to their assignment that would otherwise be protected in a criminal investigation.
- B.** Whenever a criminal internal investigation is conducted, the assigned investigator will maintain close contact with the District Attorney's Office.
- C.** An employee under criminal investigation can not be compelled to submit to any examination or procedure, such as a polygraph, P.S.E., voice stress analysis, or any other instrument designed to detect deception, that may infringe upon his 5th Amendment and/or due process rights, as protected by Federal and/or State Law and guaranteed by the U.S. Constitution. However, an employee under investigation may voluntarily submit to such an examination after being made aware that such actions are strictly voluntary and refusal to submit does not imply any guilt or admission of the violation. However, a concurrent internal, administrative investigation, may require the employee to submit to the test, but will not reveal the results of the test to the criminal investigator.

## V. CONCLUSION OF FACT

- A. The Chief of Police or their designee will complete the internal affairs investigative report, which will contain a conclusion of fact. The conclusion of fact may state one of the following findings:
1. **Proper Conduct** - The investigation indicates that the alleged act or acts did occur, but were justified, lawful, and proper; alleged actions fell within current policy;
  2. **Improper Conduct (Founded)** - The investigation disclosed sufficient evidence to clearly prove the allegations;
  3. **Insufficient Evidence** - Investigation failed to discover sufficient evidence to clearly prove or disprove the allegations; or
  4. **Unfounded Complaint** - The investigation indicates that the alleged act or acts did not occur or failed to involve Department personnel.

## VI. EMPLOYEE SUSPENSION PENDING INVESTIGATION

1. When there is a question as to the employee's fitness for duty, or when failure to remove an employee from duty may have a detrimental impact upon the operations of the Department, the Chief of Police may, at his discretion, suspend said employee pending final outcome of the internal investigation.
2. If the nature of a complaint is such that the employee's continued presence on-duty would have a detrimental impact on the operation of the Department or the confidence of the citizens, the employee's supervisor may relieve the employee of duty for the day.
3. At the discretion of the Chief of Police or their designee, suspensions may be with full pay and benefits until such time as a "conclusion of fact" can be made in reference to the internal investigation.
4. No employee will be suspended without pay unless such suspension is accompanied with a formal letter of disciplinary notice, notification of the employee's due process rights, and the method of appeal.
5. After the completion of an internal investigation wherein a conclusion of fact has been drawn to substantiate that the employee in question acted within the legal scope of his authority and violated no departmental policy or criminal law, the said employee may be immediately re-instated into his previous position with no adverse action applying.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 200-08

### “Vehicle Operations”

CHIEF OF POLICE: 

CALEA STANDARD: 41.3.3, Chapt 70

EFFECTIVE DATE: 03/01/23

INDEX AS: Vehicles  
Seat Belts

LAST REVISED DATE:

Purpose: To establish guidelines and rules and regulations for the assignment, inspection, repair, use, and care of police department vehicles.

Policy: It is the responsibility of each employee of the Guyton Police Department to ensure the proper care, daily inspection, and maintenance of police department vehicles and equipment is given to each vehicle assigned to them. All personnel must remember that personally assigned vehicles and vehicles used by employees remain public property and must be used with the utmost care and caution, and that the assignment of a vehicle is a privilege and not a right.

#### I. ASSIGNMENT

- A. Vehicles will be assigned to employees by the Chief of Police or their designee based upon the employee's current assignment and the current condition of the vehicle fleet.
- B. The assignment of a city vehicle to any employee does not alleviate the necessity for that employee to maintain alternate means of transportation to and from work as necessary.

#### II. RULES AND REGULATIONS

- A. All rules and regulations pertaining to on duty employees will apply to off duty employees while operating an assigned vehicle.
- B. All employees shall have in their possession a valid state driver's license at all times while operating any vehicle owned and operated by the Guyton Police Department. The state of issuance may be dependent on the residency of the employee and may be pre-approved by the police department.
- C. Vehicles will not be utilized for carrying heavy or excessive loads and will not have objects protruding from the trunk or windows, with the exception of evidence and found property as necessary.

- D. Police vehicles must at all times display the issued government license plate. Unmarked vehicles may display the issued government license plate unless authorized by the Chief of Police or their designee and in compliance with current Georgia law.
- E. There will be no extra equipment, lights, radios, gadgets, or other unauthorized instruments installed or placed on the vehicle except upon written approval of the Chief of Police or their designee. There will be no unauthorized bumper stickers, devices, decals, special license plates, etc., affixed to the police vehicle without the permission of the Chief of Police or their designee.
- F. Employees are strictly forbidden to operate a city vehicle while consuming or under the influence of alcohol, drugs, or any medication, which may impair driving ability.
- G. Employees shall exercise good judgment in utilizing the vehicle and will not drive, use, or park vehicles in such a manner that will cause unfavorable comment or reflect discredit upon the department. Employees will not presume any special privilege with an assigned vehicle such as parking in "reserved" or "no parking" areas. Vehicles may not be parked at lounges, bars, package stores, etc., or used for purpose of purchasing alcoholic beverages unless performing an official police act.
- H. While off-duty, employees must park their assigned vehicle at the Police Department or other authorized city property, or the employee's residence including private dwelling and multi-family apartment complexes.
- I. The operator of a department motor vehicle shall lock the ignition and remove the key when leaving the vehicle unattended and also lock the doors of such vehicle when it is unattended, except in emergency situations.
- J. Vacation and/or Leave of Absence:
  - 1. Employees unable to perform their assigned function due to sickness or injury for 72 hours or more will have the assigned vehicle removed from personal assignment until such time as they return to full duty status.
  - 2. Employees off duty for more than thirty (30) days shall return the vehicle to the police department/crime laboratory parking lot for storage for use on an emergency or as needed basis.
- K. Unattended vehicles of off duty employees shall be locked at all times and weapons and other valuables shall be secured by the employee. The above-mentioned items shall also be removed and secured while the vehicle is at the maintenance center.
- L. Officers may use their assigned departmental vehicles to travel to and from outside employment, but may not operate the vehicle as a function of their outside employment.



- M. Officers may operate their assigned police vehicle while off duty provided that such use occurs only within Effingham County and that the use is restricted to no more than 300 miles per month.
- N. Unauthorized non-sworn personnel are not allowed to ride in a police department vehicle except as a necessary part of the performance of the employee's assigned duties. Authorized non-sworn personnel include, civilian employees of the City of Guyton, City Manager, Mayor, Councilmen, and others on a per case basis, as approved by Chief of Police. Off-duty officers are not allowed to ride with on-duty officers at any time unless necessary to accomplish an official mission of the department and with the approval of the on-duty Supervisor or Chief of Police.
- Exception: Immediate family members of a **sworn officer** may ride in a police vehicle operated by an off-duty officer under emergency (affecting life, safety, and/or health) conditions and upon proper notification to the central dispatch that the unit in question is in service and is transporting family members to and from a specified location. Further, that all Laws, Rules, Regulations, General Orders and Policies as outlined by statute and/or policy are conformed with and adhered to.
- O. Officers operating police vehicles off duty should be properly attired in order to effectively perform a police function while at the same time presenting a favorable public image. Cut off jeans, tee shirts, tank tops, flip-flops, etc., are not permitted (Subject to approval of the Chief of Police). Police shield, police identification, authorized weapon, handcuffs, bullet proof vest, and driver permit will be accessible whenever the officer is operating a police vehicle.
- P. Officers operating department vehicles while off-duty or an extra-duty are subject to respond to incidents either on-view (upon observation of occurrence) or as assigned by the on-duty shift supervisor. Generally the response will be limited to standing by until the arrival of an on-duty unit. In the event an incident is handled by an off duty unit, the officer will handle all associated paper work and will be given appropriate comp-time or paid for any time consumed.
- Q. When responding to calls involving a felony while off duty, officers may be required to handle and work the call in order to best preserve and/or handle evidence and maintain continuity. Off duty units are responsible for handling or referring to an on-duty unit all incidents coming to their attention that do not require immediate intervention. However, all off duty units are responsible for rendering any necessary aid until an on duty unit arrives.
- R. Off duty units will use their routine unit number when calling headquarters or other units.
- S. Employees of the police department or crime laboratory may not use tobacco or tobacco related products while operating or riding in a city owned vehicle.

### III. USE OF CELL PHONES AND SIMILAR DEVICES

- A. While driving a police vehicle, employees may utilize cell phones and similar devices as prescribed by the laws of the State of Georgia.

### IV. USE OF SAFETY BELTS

- A. Safety belts installed by the vehicle manufacturer, properly adjusted and securely fastened, must be worn by drivers and passengers in all vehicles owned, leased or rented by the department at all times, whether on or off duty. This also applies to the operation of any vehicle if used on duty.
- B. The driver of the vehicle is responsible for ensuring the use of seat belts by all occupants of the vehicle they are operating, with the exception of specific circumstances as outlined in this Order. Approved child safety restraints may be used when available for all children of age, size, or weight for which such restraints are prescribed by law. Vehicles equipped with a prisoner shield or cages cannot use these seating locations to secure child safety seats. In an emergency affecting life, safety, and/or health, officers may transport a child even if an approved restraint and/or a vehicle without a prisoner shield or cage is unavailable.
- C. Unless a replacement vehicle is unavailable, no person may operate a Departmental vehicle in which the driver's position safety belt is inoperable. Except in an emergency, no person may be in a seating position in which the safety restraint is inoperable.
- D. Personnel who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.
- E. No person may modify, remove, deactivate or otherwise tamper with the vehicle safety belts except for vehicle maintenance and repair and not without the express authorization of the Chief of Police or their designee.
- F. Any person(s) under arrest and being transported in Department vehicle(s) are required, when reasonably possible, to be secured in the vehicle by a safety belt in a seating position for which safety belts are provided by the vehicle manufacturer. If the prisoner is so combative as to create a potential for injury to the officer or prisoner, the belt need not be used until the prisoner can be restrained safely. The decision not to secure a prisoner with a safety belt should be so noted on the incident report. **Caution:** Prisoners that are handcuffed in front have the ability to defeat the handcuffs using the safety restraint's latch plate.
- G. An officer operating in an undercover capacity may be exempt **only** if the officer believes the use of the safety belt will compromise their identity.
- H. When arriving at an emergency call or making a vehicle traffic stop, the operator may remove the safety restraint just prior to stopping for quick exit. Caution should be

exercised to ensure that during the traffic stop the violator is in fact going to stop. This prevents becoming involved in a pursuit without the use of a safety belt.

- I. If negligence or noncompliance with the requirements of this order is displayed, appropriate corrective or disciplinary action may be initiated as prescribed by Department policies.
- J. Exceptions will be in conformity with current State Law on safety belt use. This policy will not apply to persons with a physical handicap or medical condition that would render safety belt use impractical or harmful, or as approved by the Chief of Police or their designee.

## **V. VEHICLE INSPECTION**

- A. Any employee who is assigned to or otherwise operates a motor vehicle will be responsible for checking the serviceability of the vehicle assigned for his use. Except when the vehicle is in emergency use, the employee will inspect the vehicle when it is turned over to him and will submit a written report to his supervisor of any defect, damage, or unserviceable condition of said vehicle. The employee at the same time will inspect the interior of the vehicle for the presence of any unauthorized articles and remove such.
- B. Officers will conduct a daily inspection of their assigned vehicle. Inspection of the exterior of the vehicle will include tires, emergency lights, siren/PA system, fluid levels, and checking the vehicle for body and paint damage. Officers will make an inspection of the interior of the vehicle to include under the back seat and trunk. Inspections will be accomplished prior to the officer beginning his tour of duty. If emergency situations requiring immediate officer response arise prior to vehicle inspection, the inspection will be made following clearance of that call.
- C. If vehicle inspection reveals equipment and supply shortages or damage, officers will inform their supervisor. Attempts should be made to correct equipment and supply shortages prior to beginning the tour of duty.
- D. Supervisors will be responsible for inspecting the vehicles of personnel under their command.

## **VI. VEHICLE MAINTENANCE**

- A. Employees who are assigned vehicles will be responsible for the general maintenance, and proper care of the assigned vehicle.
- B. Repair and maintenance of the police fleet is a responsibility of the assigned employee.

- C. Mechanical trouble discovered during unit operation should be reported immediately to the employee's supervisor. The supervisor will determine if the vehicle should be placed out of service pending repairs.
- D. If a police department vehicle is found to have mechanical trouble during a tour of duty, the vehicle will be removed from service as provided in "C", above, the Shift Supervisor will be notified in order for a note to be made on the squad room vehicle board. The employee's supervisor should be notified when a vehicle operated by their personnel goes out of service. The vehicle should be taken to a shop as soon as possible. A vehicle maintenance form will be properly completed and sent with the vehicle to the maintenance shop. The Day Shift Supervisor is responsible scheduling needed repairs and arranging for the delivery of the vehicles to the Shop.
- E. Employees vacating or delivering a unit for repair will remove personal gear, weapons, and any other sensitive items from the vehicle.
- F. Prior to the end of the shift, the Day Shift will check with the Shop and place back into service any vehicle that has been repaired.
- G. A supervisor may authorize minor emergency repairs during evening/night hours and on holidays and weekends, or whenever the maintenance shop is not open. Replacing fuses, lights, flat tires, etc. are repairs that should be made to keep the unit in service. Major expense repairs (i.e., transmissions, brakes, electrical system) require the services of the shop and will be coordinated with the shop personnel during their next business day.
- H. In cases of major mechanical failure which require the towing of a police unit at night or on weekends/holidays, a supervisor will request the towing service and have the unit stored at GPD. If a towing situation arises during normal working hours the Chief of Police or their designee will be notified, prior to the tow.
- I. The below listed activities are **NOT** authorized and may not be attempted:
  - 1. Making adjustments except of a minor nature;
  - 2. Altering the body, general design, appearance, markings, or mechanical and or electrical system;
  - 3. Making or having repairs made to the vehicle other than at the direction of the maintenance center;
  - 4. Using fuel, oil, lubricant or other additives other than those issued at the authorized maintenance center, unless authorized by the Chief of Police or the Shift Supervisor.
- J. Employees will be responsible for the following:

1. All flats occurring during off duty time will be changed by the employee. Tire repair will be made by maintenance personnel upon delivery to the motor pool.
2. A full tank of fuel will be maintained in departmental vehicles before terminating a scheduled tour of duty, to assure that the vehicle is ready for service at the beginning of the next shift or tour of duty. Refueling constitutes the checking of all fluid levels to include oil, power steering fluid, transmission fluid, brake fluid, window washer fluid, and radiator fluid to ensure that all fluids are maintained at the proper level. Any vehicle found to be low on fluids may be replenished by the officer after receiving supervisor approval and verification. Any other problems should be serviced by the city mechanic. No vehicle will be operated that is low on fluids, which might cause damage to the vehicle.
3. All normal maintenance, service or repair, may be accomplished by the assigned employee leaving their vehicle at GPD or designated shop. This should be accomplished, when possible, on the assigned employee's last scheduled work day before their break and at the end of normal on-duty working hours. Employees are permitted to take vehicles for repair or maintenance during on-duty time only. Vehicles to be transported to the shop when the employee is off-duty are to be left at the Police Department and retrieved by on-duty employees.

K. No on-duty employee should remain with a vehicle being serviced at the maintenance center in excess of thirty (30) minutes.

## **VII. VEHICLE APPEARANCE**

- A. Employees will be responsible for the appearance and cleanliness of vehicles, both interior and exterior. Vehicles should be cleaned as soon as practical.
- B. As authorized by the Chief of Police or their designee, employees may utilize individuals who are serving as laborers under a court ordered community service program to wash assigned vehicles. Such assignments must be completed at police headquarters
- C. Employees may wash and wax their assigned vehicle during their off time if circumstances deem necessary. The department will not recognize this as on duty time and will not be responsible for comp-time or monetary compensation. Vehicles may be washed on or off duty at a mechanical car wash provided the employee accepts responsibility for proper payment of such wash. No employee will be permitted to accept a gratis (free) car wash by any business, organization or individual, unless the service is available to all on-duty department vehicles.

**VIII. ACCIDENTS AND REPORTING PROCEDURES**

- A. All accidents or damage to departmental vehicles must be reported immediately and a supervisor called to the scene. The accident will be investigated by the Shift Supervisor or their designee. The Supervisor and involved employee will forward a memorandum through the chain of command to the Chief of Police relating the circumstances of the accident and, if applicable, how the accident/incident could have been avoided.
- B. Disciplinary review for at-fault accidents by a police employee operating a city vehicle may be followed pursuant to General Order 100, Disciplinary Procedures.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 200-09**  
**“Vehicle Pursuit”**

**CHIEF OF POLICE:** 

**CALEA STANDARD: 41.2.2-3**

**EFFECTIVE DATE: 03/01/23**

**INDEX AS: Vehicle Pursuit**  
**Response to Resistance**  
**Roadblocks**

**LAST REVISED DATE:**

**Purpose:** To establish the procedures to be initiated and observed in the event of a vehicle pursuit, and to balance the necessity for pursuit or apprehension against the probability and severity of damage or injury that may result from the pursuit.

**Policy:** This procedure is based upon recognition of the basic need for the pursuit under certain circumstances. Great reliance is placed upon the individual officer and field supervisors in the application of their experience, common sense, and training. Officers will be neither criticized nor disciplined when their decision is to discontinue rather than continue a pursuit.

**I. DEFINITION**

- A. Pursuit Driving – an active attempt by a police officer operating a motor vehicle in an emergency condition to apprehend one or more occupants of another moving vehicle, where the driver of the fleeing vehicle is aware of that attempt and is resisting apprehension by maintaining or increasing the vehicle speed, ignoring the officer, or by attempting to elude the officer;
- B. Discontinue – ending the involvement in a pursuit by a police officer by slowing down to the posted speed limit, turning off emergency lights and siren, thereby taking action to avoid creating an additional danger to the suspect driver and the public;
- C. Forcible Stop – forcibly stopping a suspect vehicle by a police officer by use of intervention methods to include tire deflation devices, roadblocks, and other means, which the intention to stop the continued movement of the suspect vehicle.

## II. RISK EVALUATION

- A. When involved in a pursuit, officers and supervisors must constantly consider the risks. Some factors to be considered when deciding to initiate, continue, discontinue, or forcibly stop a pursuit are:
1. Time of day - Pursuits occurring during a time when there is a high level of business, school, or other activity are deemed more hazardous than those occurring during periods of low activity;
  2. Volume of Vehicular/Pedestrian Traffic - Pursuits occurring during periods of heavy traffic are deemed more hazardous than those occurring at other times;
  3. Location of pursuit - Pursuits through residential areas or along streets near or adjacent to schools are viewed as more hazardous than those in lightly populated areas;
  4. Weather conditions;
  5. Road conditions;
  6. Speeds involved; and
  7. Nature of charges – Officers may initiate a vehicle pursuit under the following circumstances:
    - a) For person (s) suspected of a forcible felony (**as defined by Georgia Code 16-11-131 (e), a forcible felony is any felony which involves the use or threat of physical force or violence against any person and further includes, without limitation, murder, felony murder, burglary, robbery, armed robbery, kidnapping, hijacking of an aircraft or motor vehicle, aggravated stalking, rape, aggravated child molestation, aggravated sexual battery, arson in the first degree; the manufacturing, transporting, distribution, or possession of explosives with intent to kill, injure, or intimidate individuals or destroy a public building; terrorist threats; or acts of treason or insurrection**) or when an officer has articulable reasonable suspicion or probable cause that an extraordinary danger exists that warrants immediate action and necessitates a vehicle pursuit; or
    - b) Prior to initiating a traffic stop on the offender vehicle, the officer observes that the person is driving or operating a motor vehicle or motorcycle in a hazardous manner and that person's hazardous driving presents a continuing significant threat to the safety of others.
  8. Once an officer initiates a traffic stop on a vehicle, the officer should assess the actions of the driver to determine if the operator plans to adhere to the officer's



request to stop the vehicle. If the driver displays an intention not to stop the vehicle, a pursuit may be initiated after consideration of the seven (7) factors listed above **AND** supervisor approval to continue the pursuit is obtained. Without immediate supervisor approval of a pursuit, the officer must discontinue the pursuit.

9. When an officer discontinues a pursuit, the officer's emergency lights and siren will immediately be disengaged, and the officer will not continue to follow the offender vehicle.
  10. Officers will not normally pursue for misdemeanors or minor traffic violations, unless the officer observes that the person is driving or operating a motor vehicle or motorcycle in a hazardous manner and that person's hazardous driving presents a continuing significant threat to the safety of others.
  11. No unit transporting a prisoner or carrying other non-sworn persons will participate in a pursuit.
  12. GPD Officers will not be permitted to notify or request any other law enforcement agency to engage in or take over a pursuit when the initial reason for the pursuit does not comply with our department policy.
- B. Divided Highways - Officers may not pursue suspect(s) the wrong way on the interstate or other controlled-access highways. Officers may drive on the wrong side of any other divided roadway only when absolutely necessary and when doing so must exercise extreme caution.
- C. Overtaking Suspects - When in pursuit of a fleeing suspect, officers should not attempt to overtake or pass the suspect unless authorized to forcibly stop the pursuit by the Shift Supervisor. This action places an officer in a highly vulnerable position. The pursuing officer(s) should keep a safe distance from the suspect and merely attempt to keep the suspect vehicle in sight until the suspect voluntarily stops.
- D. Traffic Signals - Officers should use due care and caution when disobeying traffic signs or signals, even where the state statutes specifically permit such conduct. Officers should decrease their vehicle speed and make use of all available warning devices to alert other motorists and pedestrians, when approaching intersections and/or traffic control devices.
- E. After consideration has been given to the above factors, discretion to initiate a pursuit rests with the individual officer. However, no pursuit will be initiated when the total circumstances surrounding the incident indicate that pursuit is not justified and/or creates an unacceptable degree of risk in terms of the considerations outlined in Section II.

### III. RESPONSIBILITIES

- A. Initiating Officer - When a vehicle pursuit is initiated, the officer involved will, as soon as reasonably practicable, activate their emergency lights, siren, in-car camera with audio on (if equipped), and report to the “911” dispatcher and on-duty Shift supervisor the following information:
1. Unit number and the fact that he is in pursuit;
  2. The location and direction of travel;
  3. Description of the vehicle (make, color, tag #, etc.) and occupants (race, sex, number, etc.);
  4. Reason for the pursuit;
  5. Changes in location and direction of travel during the pursuit; and
  6. Location at the time the pursuit is discontinued or forcibly stopped.
- B. Dispatcher
1. Upon notification or becoming aware of a pursuit initiated by a Guyton Police Officer, the “911” dispatcher is responsible for:
    - a) Recording all information received from the pursuing officer;
    - b) Conveying relevant information to the Shift Supervisor and responding units;
    - c) Advising all units to clear the radio for emergency traffic only.
    - d) Conducting an inquiry of the license plate number through the N.C.I.C. and G.C.I.C. computer systems;
    - e) Notifying adjacent jurisdictions of our pursuit and the potential for the pursuit entering their jurisdiction; and
    - f) Monitoring the pursuit.
  2. Upon notification or becoming aware of a pursuit initiated by another agency, the Dispatcher will notify the Shift Supervisor of the initiating agency, location and direction of the pursuit.
- C. Supervisor - Upon notification or becoming aware of a pursuit, the Shift Supervisor will assert control over the pursuit and has the discretion to order specific units into or

out of the pursuit, or to clear intersections in the likely path of the pursuit. Taking into consideration the information provided by the officer(s) involved in the pursuit, the Supervisor may order that the pursuit be discontinued any time they believe the risks outweigh the value of apprehension.

#### D. Assisting Units

1. Assisting (back-up) units will not enter into an active pursuit unless directed to do so by the Shift Supervisor. Units joining the pursuit will operate Code 3 (emergency lights and sirens).
2. Unless otherwise directed by a supervising officer, not more than two Guyton police vehicles will become actively involved in a pursuit. Other officers should be alert to the pursuit progress and location. Officers may not travel Code 3 or violate traffic laws to maneuver to the area where the pursuit is taking place unless instructed to by the Shift Supervisor monitoring and controlling the pursuit.
3. Officers operating unmarked vehicles may engage in pursuit only when the occupant of the fleeing vehicle currently represents, or has committed offenses, which represents an immediate and direct threat to life or property. Whenever a marked vehicle becomes available to take over a pursuit initiated by an officer in an unmarked vehicle, the unmarked unit will relinquish primary responsibility for the pursuit to the marked unit. The unmarked unit may continue to follow as a backup unit, operating Code 3 until additional backup marked units join the pursuit, at which time the unmarked unit will discontinue their involvement in the pursuit.
4. The secondary unit in the pursuit should direct their radio communications to the Supervisor and the Dispatcher while the primary unit concentrates on pursuing the suspect vehicle in the safest manner possible.

#### IV. INTER-JURISDICTIONAL PURSUITS

- A. When a pursuit is initiated by another law enforcement agency, the initiating unit(s) and jurisdiction will be responsible for the progress of the pursuit. Guyton Police Department field personnel may become involved in the pursuit only upon order of a Guyton Police Department supervisory officer. No Guyton Police Officer will continue as a back-up unit outside the city limits without the authorization of the Supervisor.
- B. When an active pursuit leaves the City Limits, the pursuing officer will notify the dispatcher. The dispatcher will contact the agency with jurisdiction as soon as possible and request assistance.
- C. When a Guyton Police Officer is in pursuit of a vehicle that enters a freeway, the Dispatcher will notify the Georgia State Patrol (GSP) or the Effingham County

Sheriff's Office (ECSO). When a GSP or ECSO unit is in a position to assume responsibility for the pursuit, involved units from this department will relinquish the pursuit. The involved officers may continue to monitor the progress of the pursuit and provide assistance as necessary, with the approval of the Supervisor.

- D. Officers of this department may pursue known felons until the point of capture if reasonable, justified, and safe. Officers must stay within the guidelines of the pursuit policy of this department. When the apprehension of either felony or misdemeanor offenders occurs within the State of Georgia, the pursuing officer has the authority to arrest and transport the offender back to Guyton.
- E. Out of State Pursuit - Due to Guyton's geographic location, pursuit of a felon may cross the state boundary into South Carolina. In such incidents, the pursuing officer may apprehend the offender, but must turn the offender over to the law enforcement agency in whose jurisdiction the apprehension was effected. The offender's return to our jurisdiction will be accomplished through extradition proceedings. Note: Misdemeanor offenders will not be pursued over state lines.

## **V. DISCONTINUING A PURSUIT**

Any officer involved in a pursuit will discontinue the pursuit under any one of the following conditions:

- A. When ordered by a supervisor to discontinue the pursuit;
- B. When the officer believes the level of danger created by the pursuit outweighs the necessity for immediate apprehension;
- C. When the suspect's identity has been established to the point that later apprehension can be accomplished and there is no longer any need for immediate apprehension;
- D. When the pursued vehicle's location is no longer known;
- E. When the officer is out of radio contact; or
- F. If there is only one pursuing officer and a third party or innocent bystander is injured as a result of the pursuit, the officer may discontinue the pursuit and render first-aid.

## **VI. FORCIBLY STOPPING A PURSUIT**

- A. Pursuits should be terminated if there is a significant danger to the public if the pursuit is allowed to continue or offender is allowed to escape. For example – there is credible information that the driver or an occupant may harm others if allowed to escape or if the pursuit is allowed to continue or if deadly force is authorized.

- B. The following restrictions apply when considering methods outlined below regarding terminating a pursuit:
1. **Use of a Police Vehicle** - officers may not attempt to stop a suspect vehicle in a pursuit by striking the suspect's vehicle with a police vehicle, unless the officer involved can demonstrate an articulable exigent circumstance which makes this action necessary for the protection of human life from an imminent threat of serious bodily harm or loss of life and therefore, deadly force would be authorized;
  2. **Use of a Firearm** - firing from or at a moving vehicle or its occupants will only be deemed acceptable when the officer involved can demonstrate an articulable exigent circumstance which makes this action necessary for the protection of human life from an imminent threat of serious bodily harm or loss of life and therefore, deadly force would be authorized. However, discharging a firearm from a moving vehicle is strongly discouraged in any event;
  3. **Roadblocks** - the use of roadblocks is not encouraged. The Shift Supervisor, however, may authorize the use of a roadblock when there is a definite knowledge that the fleeing suspect is wanted for a forcible felony and that he/she constitutes an imminent and continuous serious hazard and all other efforts to affect apprehension have failed.
    - a) **Stationary Roadblocks** - Due caution must be exercised when erecting a roadblock. A roadblock generally consists of a vehicle or vehicles or a hastily erected barricade. The use of a roadblock must be directly associated with the seriousness of the crime for which the suspect is wanted and must be approved by the Shift Supervisor. If a stationary roadblock is to be utilized, the following will apply:
      - 1) It will be pre-approved by the Supervisor;
      - 2) It will only be used in forcible felony offenses;
      - 3) Only marked patrol vehicles will be used, with the emergency lights and headlights activated, but not intentionally directed such as to blind the driver of the pursued vehicle;
      - 4) Officers will not remain inside any vehicle used;
      - 5) It will be clearly visible and provide adequate warning to allow vehicles to come to a safe stop (500 feet visibility);
      - 6) If weather and road conditions do not allow visibility as prescribed, the roadblock will not be utilized;

- 7) The roadway will not be completely blocked except in situations where the use of deadly force would be authorized;
  - 8) There must be a means provided that will allow civilian vehicles to avoid becoming caught by the roadblock unexpectedly;
  - 9) Roadblocks will not be attempted if any other agency is participating in the pursuit unless and until the other agency units are informed of the decision to deploy a roadblock and its location;
  - 10) No civilian vehicles will be used in constructing the roadblock;
  - 11) The dispatcher will be advised of the roadblock and advise all other units.
- b) Mobile or "Rolling" Roadblocks - Forcible stops by the use of mobile roadblocks will be attempted only in cases of low speed pursuits (35 MPH or less), when all available traffic lanes can be blocked, and upon the approval of the Shift Supervisor.
4. **Tire Deflation Devices** - tire deflation devices (Stop Sticks, etc.) will be considered for use with and without stationary roadblocks.
- a) In order for such devices to be used, the following conditions **MUST** be met:
    - 1) Emergency equipment is in use;
    - 2) Headlights will be on, but not directed such as to blind the on-coming driver;
    - 3) An avenue of escape must be provided, allowing for reasonable speed (25 mph max);
    - 4) All personnel will be evacuated from the area;
    - 5) Location must be visible from all directions;
    - 6) A supervisor must approve the use of the device;
    - 7) A device may be used only in the following cases:
      - a) Incidents involving fleeing felons;
      - b) When a person is driving or operating a motor vehicle in a hazardous manner and that person's hazardous driving presents a continuous significant threat to the safety of others;
      - c) When another law enforcement agency is pursuing a suspect vehicle in city limits of Guyton and the pursuit presents a continuous significant threat to public safety.
  - 8) All officers involved in the chase will be notified that the devices have been deployed; and

- 9) Devices will not be used against motorcycles
  - b) Upon completion of an incident involving the deployment of tire deflation devices, the deployment will be noted by the officer responsible for the deployment in the Vehicle Pursuit Report and Incident Report. In addition, used tire deflation devices will be taken as evidence and handled accordingly.
- C. If during or at the end of a pursuit an officer observes or is made aware of an injury to an individual, the officer should immediately notify the "911" dispatcher to have the appropriate emergency units respond and render first-aid.

## **VII. VEHICLE PURSUIT REVIEW**

- A. Following any pursuit where an officer of the Guyton Police Department is directly or indirectly involved, the reporting officer will complete an incident report in addition to any other required paperwork;
- B. The report will be forwarded to the Chief of Police or their designee;
- C. The Shift Supervisor controlling the pursuit will document their actions taken at the initiation of the pursuit, during the pursuit, and at the conclusion of the pursuit;
- D. A Shift Supervisor will account for all officers involved in the pursuit, either directly or indirectly. The Shift Supervisor will review the actions of these officers involved insuring the initiating officer has completed a status 5 report and pursuit report and all other involved officers have completed a supplemental report detailing their involvement. Supervisors have the ability to review in car camera and body camera footage if needed.
- E. The Shift Supervisor will ensure that all reports have been completed including the Status 5, supplemental reports from involved officers, and the Vehicle Pursuit Report.
- F. The Chief of Police or their designee will review the pursuit report, Status 5 and supplements, in car camera footage, and/or body worn camera footage to identify indications of possible policy failure, policy violations, and/or officer misconduct;
- G. After the review process has been completed, a copy of the pursuit report will be forwarded to the GPD Training Unit for use in identifying training concerns and needs;
- H. Vehicle Pursuit Reports will be maintained in the manner determined by the Chief of Police or their designee.; and
- I. The Chief of Police or their designee may require that an annual analysis be completed of all vehicle pursuit reports.

**VIII. TRAINING**

- A. All newly appointed sworn personnel will not be assigned to enforcement duties until receiving training on this general order and General Order 200, Response to Resistance.

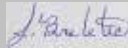


# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 200-10

### “Mobile Data Terminal”

CHIEF OF POLICE:



CALEA STANDARD: 41.3.7, 81.2.10, 82.1.6

EFFECTIVE DATE: 03/01/23

INDEX AS: Mobile Data Terminals (MDT)

LAST REVISED DATE:

Purpose: To establish procedural guidelines relating to the operation of in-car computer systems, to include system access, incident reporting system, field interview system, and the GCIC/NCIC network. This policy applies to all department personnel.

#### I. DEFINITIONS

- A. **MDT:** Mobile Data Terminals. Any in-car computer systems installed and operated in any GUYTON Police Department police vehicle, to include marked and unmarked vehicles.
- B. **G.C.I.C. :** The Georgia Crime Information Center.
- C. **N.C.I.C.:** The National Crime Information Center.
- D. **TAC:** Terminal Agency Coordinator.
- E. **CHRI:** Criminal History Record Information.
- F. **Public Safety IT:** Public Safety (Police & Fire) Information Technology Section.

#### II. EQUIPMENT

- A. After approval by the Chief of Police or their designee, each newly acquired Guyton Police Department vehicle will be equipped with an in-car computer system based on the availability of the equipment.
- B. The manufacture and specifications of equipment utilized should be consistent with current computer hardware and software requirements as determined by the Chief of Police or their designee.. Only hardware and software approved by the Chief of Police or their designee will be utilized in Guyton Police vehicles and installed on in-car computers systems.

- C. Any unauthorized hardware or software additions or modifications to departmental in-car computer systems by an employee or an employee's knowledge of such modifications may result in disciplinary action.

### III. PROCEDURES

#### A. Training:

1. All sworn and non-sworn personnel assigned a police department vehicle equipped with an in-car computer system will be trained on the proper operation of such equipment, prior to the use of the system. Training may occur during the field training (FTO/OPE training phase) for all newly hired employees, prior to operation of in-car computer equipment, and may include:
  - a. Proper operation of the incident reporting system, field interview system, and all additional components of the software package as provided by manufacture instructions.
  - b. Operator certification of GCIC/NCIC software to include privacy and security, use of the GCIC/NCIC Terminal, proper use of GCIC and NCIC procedure books and other related material.
  - c. Proper operation of the dispatch-to-car and car-to-car data transmission as provided by manufacture instructions.
  - d. All training, retraining, and re-certification may be monitored and administered by the Chief of Police or their designee.

#### B. Operation:

1. After completion of training requirements, personnel assigned in-car computer equipment may be issued a network log-on password for access to the system and a user-name and password for the GCIC/NCIC network.
2. Operators may log on to the computer and GCIC/NCIC network at the beginning of their tour of duty for access to the incident reporting system, field interview system, and GCIC/NCIC.
3. Access to the GCIC Network is limited to the following:
  - a. Driver's License query
  - b. Tag Registration query
  - c. Stolen Article query
  - d. Wanted/Missing Person query
  - e. Stolen Vehicle query
  - f. Stolen Boat query
  - g. Stolen Securities query

All other access to include the entry and removal of computer input such as hit confirmations, stolen articles, wanted persons, transmission of teletypes, and other similar inputs are not authorized by in-car computer operators.

4. If a query from an in-car computer results in a hit response during the hours of 8:00 am to 5:00 pm (Monday – Friday), excluding holidays, a records clerk may accomplish the response confirmation. After 5:00 pm during weekdays, during weekends and holidays, the 911 dispatcher may accomplish the response.
5. Officers may be “data” dispatched low-priority calls for service from the 911 Center via the Mobile Data Terminal. All high-priority calls as determined by the police department will be dispatched by use of the police radio. For safety reasons, operation of in-car computers, other than acknowledging the initial response to a “data” dispatch may not be authorized by the vehicle operator while the vehicle is in motion.
6. Officers will not allow the operation of in-car computers to distract them from their duties, to include the obligation of safety to others or from distracting the operator’s attention with person(s) or vehicles during stops or on calls for service.
7. Officers are discouraged from the practice of “Bingo Hunting” or randomly running license plates on a routine basis unless through the use of an Automatic License Plate Reader (ALPR) System., which can distract them from their other duties such as patrolling high crime areas, community policing activities, etc. This activity can also lead to allegations of biased based profiling, so officers are encouraged to have a valid reason for their actions in all cases. If the Chief of Police determines officer(s) are routinely running license plates for no valid reason versus normal patrol operations, that officer may be subject to disciplinary action.
8. Operators will utilize in-car computers for official use only and WILL NOT allow any non-authorized personnel or non-departmental personnel to utilize the computer.
9. Operators will utilize in-car computer systems for *Official Use Only*. The use of unnecessary “unofficial” information, to include profanity, racial slurs, sexual language, or other similar offensive information is prohibited.
10. Patrol officers may complete all incident reports and field interview reports in the field utilizing the in-car computer system, following the guidelines outlined above. Once the report is completed by the reporting officer, the officer will save the report to the computer for later review and approval by supervisory personnel. Once the report is reviewed and approved by a supervisor, the report will be saved to the mainframe computer by the approving supervisor.

11. Once the report is sent to the mainframe computer, the information may be maintained indefinitely. Reports may be stored on the in-car computer systems until all revisions are accomplished by the reporting officer and supervisory personnel. All information is stored on the mainframe computer and may be viewed under a “read-only” format by officers from workstations and in-car computer systems.

#### **IV. SYSTEM SECURITY**

1. All information transmitted and received on in-car computer systems is sent by encryption to prevent unauthorized personnel from intercepting and viewing the data.
2. When operating the in-car computer system, operators should make every effort to ensure information displayed on the view screen is not viewable by unauthorized personnel. If necessary, operators may be required to place the view screen in the down position (screen lying down over keyboard), when away from the vehicle or in crowded areas where there is a possibility of non-police personnel viewing the screen.
3. If any in-car computer equipped with access to GCIC is removed from a police vehicle (laptop style in-car computers), the computer will be immediately moved to a physically secured location to prevent unauthorized access. For the purpose of this policy, Physically Secure Location may mean a facility, a police vehicle, or an area, a room, or a group of rooms, within a facility with both the physical and personnel security controls sufficient to protect the information systems.
4. When in-car computer operators are not on duty or away from their assigned department vehicle, the vehicle will be secured to prevent unauthorized access or theft of the computer. Additionally, vehicle operators may comply with General Order 200, “Vehicle Operations”
5. After completion of tour of duty, in-car computer operators will log-off the GCIC/NCIC and computer network and power-down the system.
6. Operators must immediately report any unauthorized access or password compromise, hardware/software malfunction, or damage of in-car computer systems to the Police Department IT Manager and forward a memorandum of explanation to their immediate supervisor.
7. Annually, during the audit of the computer system, an audit of all in-car computer systems for verification of all passwords, access codes, and access violations will be completed at the direction of the Chief of Police or their designee.

8. Periodically, an audit of in-car computer system car-to-car “data” transmissions may be completed and the findings may be reported to the Chief of Police or their designee.
9. GCIC/NCIC audits may be conducted in accordance to GCIC regulations and all findings may be reported to the Chief of Police or their designee.

## **V. APPLICABILITY OF STATE AND FEDERAL LAWS AND REGULATIONS**

All state and Federal statutes not referenced within this order must be adhered to by the members and employees of this department and will supersede this directive, if in the present or future, some conflict should exist between the law, GCIC rules and regulations and this directive. All applicable Federal and State laws and regulations are implied as being included in this directive.

## **VI. PUNITIVE ACTION**

Any member or employee of this department determined to be violating the provisions of this directive may be subject to disciplinary action, including suspension or termination of employment.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 200-11**  
**“Automatic Vehicle Locator (AVL) System”**

**CHIEF OF POLICE:** 

**CALEA STANDARD:**

**EFFECTIVE DATE:** 03/01/23

**INDEX AS:** A.V.L.

**LAST REVISED DATE:**

**Purpose:** To establish rules and regulations regarding the responsibility and use of the Automatic Vehicle Locator (AVL) System.

The Guyton Police Department does not currently utilize AVL Systems. However, in the event the Chief of Police or their designee authorizes the use of an AVL System, this General Order will provide guidelines and procedures for the proper use such system.

The overall purpose of the AVL System is to provide for a more efficient response to calls for service in the City of Guyton and to enhance officer safety. Other features provided by the system may be viewed as secondary.

**Policy:** The purpose of this procedure is to establish firm operating procedures and guidelines for the use of the AVL System which is deployed by the Guyton Police Department. It establishes the procedures for the usage, review, and storage of all AVL Data.

**I. GENERAL PROCEDURES**

- A. The AVL system (also known as Global Positioning Satellite or GPS) records vehicle location information for designated police vehicles (marked and unmarked) in the City of Guyton. This information is continuously observed at the Effingham County 911 Center and is also available in the patrol squad room and the Chief’s office. In addition, although not continuously observed, the AVL system also records vehicle speed and other relevant data.
- B. Each designated Guyton Police Department vehicle may be equipped with receiver equipment, antenna, wiring, software installed on all Mobile Data Terminals, and other necessary equipment, all of which are used to communicate with the AVL computer server located at police headquarters.

- C. Employees will not attempt to tamper with or hinder in any way any component of the AVL System. Such actions may result in disciplinary action up to and including termination. Before moving a Mobile Data Terminal to a different vehicle, employees may contact the Police Department IT Division in order to have the appropriate modifications made in the AVL system software.
- D. Employees may immediately report any problems they discover or are aware of with the AVL system to their supervisor to ensure arrangements can be made to correct the problem and/or initiate repairs.

## **II. DISPATCHING PROCEDURES**

- A. The AVL System utilized by the Guyton Police Department is not integrated with the Computer Aided Dispatch (CAD) System.

## **III. REVIEW AND PLAYBACK PROCEDURES**

- A. AVL Data may be reviewed in real-time at the Lowndes County 911 Center and the patrol squad room at police headquarters.
- B. Previously recorded AVL Data may be archived for a maximum timeframe of 90 days, at which time the recorded data may be erased. Any stored AVL Data which has been identified as evidence may be stored for longer periods as appropriate.
- C. Any requests for stored AVL Data must be approved by the Chief of Police or their designee. Personnel requesting stored AVL Data will submit the request in writing, outlining the reason for the request, the type of data requested, and the timeframe requested. All requests may be forwarded through the normal chain of command prior to the approval of the Chief of Police or their designee.
- D. All playback and review of stored AVL Data may be conducted as determined by the Chief of Police or their designee.
- E. The AVL Computer Server which stores all archived AVL Data may be maintained in the server room at the GUYTON Police Department to ensure the integrity of stored AVL Data.

## **IV. DISCIPLINARY ACTION**

- A. As stated earlier, the primary purpose of the AVL System is to provide for a more efficient response to calls for service and to enhance officer safety. However, the AVL System may be considered a management tool and when violations of this and/or other general orders are identified through the use of the AVL System, disciplinary action may result.

- B. When any disciplinary action is initiated by a supervisor where AVL Data, in part or full, is used as part of such disciplinary action, prior to issuing such disciplinary action to the employee, approval will be received from the Chief of Police or their designee.
- C. When a violation of this and/or other general orders have been identified through the use of the AVL System, the identifying supervisor may take immediate steps to correct the violation as soon as possible.

## **CLOSEST-CAR DISPATCH RESPONSE CALLS**

### **(AUTOMATIC VEHICLE LOCATOR (AVL) SYSTEM)**

Any of the following calls to include forcible felony offenses, involving an apparent, imminent threat to life, and requiring an immediate police response, may be dispatched to the closest car which is equipped with AVL System Equipment.

10-78 (10-18) – Need assistance/Quickly  
ACI – Accident w/Injuries  
AFF (w/10-32) – Affray (fight) w/Weapon  
BLUE – Cardiac Arrest  
BUR1 – Burglary in Progress  
FIRS – Structure Fire  
ROAL – Robbery Alarm  
ROB1 – Robbery in Progress  
SHO - Shooting

#### **IN PROGRESS ONLY**

DMD (w/10-32) – Domestic Problem w/Weapon  
KID - Kidnapping  
RAP - Rape

### **EMS INCIDENT CODES**

012-gunshot wounds  
015-possible drowning  
016-stabbing/knifing  
017-rape  
1000-mass casualty disaster



# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 200-12

### “Automatic License Plate Readers”

CHIEF OF POLICE: 

CALEA STANDARD: 41.3.9

EFFECTIVE DATE: 03/01/23

INDEX AS: ALPR & LPR

LAST REVISED DATE:

Purpose: To provide sworn personnel with guidelines on the proper use of Automated License Plate Recognition (ALPR) systems, also known as License Plate Reader (LPR) systems.

The Guyton Police Department does not currently utilize ALPR Systems. However, in the event the Chief of Police or their designee decides to authorize or adopt an ALPR System, this General Order will provide guidelines and procedures for the proper use such system.

Policy: The availability and use of ALPR systems have provided many opportunities for the enhancement of productivity, effectiveness, and officer safety. It is the policy of the Guyton Police Department that all police employees abide by the guidelines set forth herein when using ALPR systems.

#### I. DEFINITIONS:

- A. **Alert:** A visual and/or auditory notice that is triggered when the ALPR system receives a potential “hit” on a license tag/plate.
- B. **Confirmation (Confirmed Hit):** A hit by the LPR system that HAS BEEN CONFIRMED as valid and active by the original entering agency through teletype via dispatch.
- C. **LPR or ALPR:** License Plate Recognition/Reader or Automatic License Plate Recognition/Reader.
- D. **Fixed ALPR System:** ALPR cameras that are permanently affixed to a structure, such as a pole, a traffic barrier, or a bridge.
- E. **Flagging:** The ability of the Guyton Police Department to enter specific vehicle information to alert or “flag” said vehicle with all participating ALPR Systems in Georgia and nationwide.

- F. **GCIC:** Georgia Crime Information Center.
- G. **Tentative Hit** – An alert by the ALPR system that HAS BEEN VISUALLY VERIFIED by the officer against the ALPR hotlist and photo but HAS NOT BEEN VALIDATED by the officer or dispatch as a live query transaction OR CONFIRMED AS VALID with the original entering agency.
- H. **Live Query Transaction** – A hit by the ALPR system that HAS BEEN VALIDATED as active but HAS NOT BEEN CONFIRMED as valid by the entering agency.
- I. **Hot List:** Hotlist – Data files extracted from the law enforcement databases which contain a listing of stolen license plates, stolen vehicles, wanted persons, and other vehicles/persons actively being sought by a law enforcement agency such as Amber/Silver Alert vehicles/persons. These data extracts are generally facilitated at numerous times per day in an effort to provide current data.
- J. **MDT:** Mobile Data Terminal, also known as police in-car computer.
- K. **Mobile ALPR System:** ALPR cameras that are affixed, either permanently (hardwired) or temporarily (e.g., magnet-mounted), to a law enforcement vehicle for mobile deployment.
- L. **OCR:** Optical Character Recognition.
- M. **Read:** Digital images of license plates and vehicles and associated metadata (e.g., date, time and geographic coordinates associated with the vehicle image capture) that are captured by the ALPR system.

## II. SYSTEM DESCRIPTION:

- A. The ALPR system takes a digital photograph of every license plate that enters its “field of view.” It then searches a Hot List and compares the scanned license plate against the hot files. The ALPR system does not conduct a live check against NCIC/GCIC.
- B. Additional features of the ALPR system include searching and flagging vehicles for criminal purposes only.

## III. RULES AND REGULATIONS

- A. The access and operation of the ALPR system is restricted to the official law enforcement purposes only.
- B. Only sworn personnel who have been properly trained in the use and operational protocols of the ALPR system may be permitted to use it.
- C. Misuse of ALPR equipment, software, and associated data may be subject to disciplinary action as outlined in this policy and General Order 100, Code of Conduct.

- D. ALPR systems, ALPR data, and associated media are the sole property of the Guyton Police Department and intended for use in conducting official business with limited exceptions noted elsewhere in this general order.

#### **IV. FLAGGING VEHICLES**

- A. The ALPR system allows for the searching and flagging of vehicles for criminal purposes only. Searching a vehicle license plate is to be completed a part of a legitimate law enforcement action. Users will be trained in the use of the system which can search the database for specific license plates, partial license plates, geographic areas, and time frames.
- B. Flagging vehicles is to be completed by the sworn personnel only who may document the justification in a Status 5 Incident Report. The report may include the minimum information:
1. Date of entry;
  2. Tag number and state;
  3. Vehicle description;
  4. Reason for entry;
  5. Any special instructions/Actions to take (i.e., stop and interview driver, notify a specific officer, or do not stop and monitor only);
  6. Expiration Date and;
  7. Officer entering the information.
- C. Once a vehicle is flagged, it must be removed manually from the system or it will remain there indefinitely unless an expiration date is entered with the flag. Therefore, the submitting officer may be responsible for removing the flagged vehicle once there is no more legitimate investigative reason to have the vehicle entered in the system. All flags entered into the system will include an email notification by the entering officer to ensure all alerts are received for that particular flag.
- D. Any vehicles entered as a flag will have a maximum expiration date of 45 days entered unless approved by the Chief of Police or their designee.

#### **V. LICENSE PLATE READER SYSTEM OPERATION:**

- A. Unless the officer has independent articulable reason suspicion or probable cause to make a stop, the officer MAY NOT make any contact with the subject vehicle until the alert is verified as active through a live GCIC inquiry.

- B. If the officer witnesses a violation of law or other action that establishes reasonable suspicion for a stop, the officer may conduct a stop based on that reasonable suspicion.
- C. Upon receiving an ALPR alert the officer will perform a visual verification that the license plate image captured on the ALPR system exactly matches the license plate characters and issuing state. The officer will also verify that this information exactly matches the alert information provided on screen as retrieved from the current ALPR hotlist.
- D. The officer will then perform a live query transaction on this license plate to verify that the information that produced the tentative alert is correct and active. This can be accomplished by hitting the “Verification Button” on the MDT or through the Effingham County 911 Center.
- E. Upon confirmation that the license plate information is active in a live query transaction the officer may initiate appropriate law enforcement action as determined by the information available from the source database. As soon as practical, the officer may confirm the teletype entry status with the original entering agency.
- F. Special Details: ALPR use during nontraditional deployments (e.g., special operations or during a criminal investigation) must be approved by the Chief of Police or their designee.
- G. If for some reason the GCIC Database is out of service, the use of ALPR Data for any enforcement action is PROHIBITED.

#### **VI. ALPR DATA SHARING AND DISSEMINATION:**

- A. All data and images gathered by ALPR system are for the official use of the department and because such data may contain confidential information, it is not open to public review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by Georgia Law and rules and regulations established by GCIC.
- B. ALPR data may NOT be released outside of the Guyton Police Department to non-law enforcement personnel unless prior approval is granted by the Chief of Police.

#### **VII. RETENTION AND SECURITY OF DATA:**

- A. The system database remains property of the Guyton Police Department and is managed according to the department’s data sharing and retention policies. The data may not be used in any way by the vendor who provides hosting of the data and access to their software as a service. This database houses the current hotlists as well as the license plate scans that are uploaded from the camera systems. The plate scans consist of an image of the vehicle, a close-up view of the license plate, as well as GPS location, and date/time of scan.

- B. Vendors utilized by the Guyton Police Department must ensure under a contractual agreement that data is backed up to prevent loss and security of said data meets compliance with Criminal Justice Information Services (CJIS) regulations.
- C. The collected data contains no Personally Identifiable Information (PII) that may be used to connect a license plate detection to an individual.
- D. All data obtained via a Guyton Police Department owned and/or operated system may be stored for ninety (90) days and thereafter may be purged unless it has become, or it is reasonable to believe it will become evidence in a criminal or civil action, or it is subject to a lawful action to produce records. In such circumstances, the applicable data should be downloaded from the server onto portable media and booked into evidence.

#### **VIII. MAINTENANCE OF ALPR SYSTEMS:**

- A. ALPR equipment will be inspected prior to use to ensure that it is operating properly by trained personnel. Any damages to the ALPR camera or supporting equipment will be reported as determined by the Chief of Police.
- B. Designated, trained personnel may check equipment on a regular basis to ensure functionality and camera alignment. Any equipment that falls outside expected functionality may be removed from service until deficiencies have been corrected.
- C. ALPR system repairs and hardware or software updates may be made in coordination between the IT Section and the vendor.

#### **XIX. TRAINING OF ALPR SYSTEMS:**

- A. Initial training for ALPR Systems will be provided to authorized sworn users.
- B. Ongoing and update training may be accomplished by IT Section of the police department as needed.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 200-13**  
**“Habitual and Serious Offenders”**

**CHIEF OF POLICE:** 

**CALEA STANDARD:** 42.1.5

**EFFECTIVE DATE:** 03/01/23

**INDEX AS:** Habitual Offenders  
Serious Offenders

**LAST REVISED DATE:**

Purpose: To establish procedures for the identification of habitual and serious offenders.

**I. DEFINITIONS**

A. For the purposes of this Policy:

1. **Habitual Offender** - Any individual who is under arrest for a fourth felony offense.
2. **Serious Offender** - Any individual who is under arrest for a violent crime toward another person.

**II. IDENTIFICATION**

A. **Habitual Offender**

1. Once the Arrest/Booking information is returned by the Effingham County Jail for an individual arrested by an officer of the Guyton Police Department, that individual's criminal history may be obtained through the G.C.I.C.\N.C.I.C. computer network and later forwarded to the prosecutor's office.

B. **Serious Offender**

1. The narrative of the incident report should ensure the nature of the crime and injuries inflicted are sufficiently clear to identify the suspect as a "Serious Offender" as defined above.

**III. NOTIFICATION**

- A. Upon identification of one of the above type cases, one or both checkboxes for “Habitual Offender” and/or “Serious Offender” will be checked to make sure the prosecutor’s office is aware of the offender’s status.
  
- B. A copy of the incident case file will be sent to the D.A.'s office upon their request.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 200-14**  
**“Dealing with Mentally Ill Persons”**

**CHIEF OF POLICE:** 

**CALEA STANDARD:** 41.2.7

**EFFECTIVE DATE:** 03/01/23

**INDEX AS:** Mentally Ill Persons

**LAST REVISED DATE:**

**Purpose:** To establish guidelines for contacts between Guyton Police Department employees and persons suffering with a mental illness or diminished mental capacity.

**Policy:** It is the policy of the Guyton Police Department to attempt to identify person(s) suffering from mental illnesses or diminished mental capacity and to use the least coercive means possible to accomplish law enforcement objectives while at the same time minimizing any harm to mentally ill or diminished mental capacity persons and employees of the department.

**I. MENTAL HEALTH INTRODUCTION**

Mental illness or diminished mental capacity represents a form of abnormal behavior. It is important that every officer/employee have knowledge necessary to deal effectively with the mentally ill and/or persons with diminished mental capacity.

**II. DEFINITIONS**

According to the Diagnostic and Statistical Manual of Mental Disorders, mental illness is defined as having a disorder of thought or mood which significantly impairs judgment, behavior, capacity to recognize reality, or ability to cope with the ordinary demands of life. Mental illness can occur at any time during a person's life and may be long lasting, or it may be a short-lived episode. Some forms of mental illness are treatable and controllable. Diminished mental capacity is a psychological term for an abnormal mental condition displayed by irrational, bizarre and/or strange behavior. The impaired mental condition can be caused by disease, trauma, and/or intoxication. This abnormal mental condition renders a person unable to form the specific intent necessary for the commission of a crime but does not amount to insanity.



### III. RECOGNITION INDICATORS

#### A. MENTAL ILLNESS or DIMINISHED MENTAL CAPACITY:

1. Mental illness is one of the leading disabilities in the United States. Unlike intellectual disability, mental illness can occur at any time in a person's life. As a law enforcement officer it is not necessary to learn how to diagnose a person who appears to be abnormal. It would be helpful to be aware of some of the characteristics of the major mental disorders in order to become more skilled in dealing with mentally ill or diminished mental capacity people.
2. Mental illness can develop at an early age or at any age. It is sometimes treatable and even curable. It can also reoccur without warning. Mental illness crosses all socioeconomic lines and no group is immune. It is sometimes misdiagnosed and misunderstood. Some signs to look for are:
  - a. Big changes in behavior;
  - b. Strange loss in memory;
  - c. Belief that people are plotting against him;
  - d. Grand ideas about himself;
  - e. Believes he is God;
  - f. Talks to himself, especially in the presence of others;
  - g. Hears voices;
  - h. Sees visions, smells strange odors, has peculiar tastes;
  - i. Thinks people are watching or talking about him;
  - j. Is very sensitive to the remarks of others;
  - k. Has bodily ailments that are impossible, even when nothing is physically wrong;
  - l. Extremely frightened, jumpy.
3. Affective disorders or extreme disturbances of mood, either elation or deep depression, are usually labeled manic-depressive psychosis. Once diagnosed, those who suffer from such extreme mood swings can be treated with medication. During a manic state, the person is humorous, optimistic, and carefree. He lives in the present and says what comes to mind. He may become involved in activities that are dangerous or foolish. The manic attacks are usually shorter in duration than the depression state. Depression can be characterized by:
  - a. Weight loss or weight gain (while not on a diet);
  - b. Sleep difficulty or sleeping too much;
  - c. Loss of energy, fatigability, or tiredness;
  - d. Psychomotor agitation (not restlessness);
  - e. Loss of interest or pleasure in usual activities or decrease in sexual desire;
  - f. Feelings of self-reproach or excessive or inappropriate guilt;
  - g. Complaints or evidence of diminished ability to think or concentrate such as slow thinking or indecisiveness;

- h. Recurrent thoughts of death, suicide or any suicidal behavior.

This form of depression differs from normal depression because of the severity and duration of the behavior, the appropriateness of the depression in relation to its cause, and the level at which it interferes with one's life.

In its most severe state, depression can lead to suicide. For every successful suicide, it is estimated that there may be from 10-20 attempts. People commit suicide for many reasons including letting others know they need help and hoping to embarrass someone or punish someone.

- 4. A person may be suffering from schizophrenia if he has disordered thinking, delusions, hallucinations, social withdrawal and/or bizarre behavior. Other symptoms to look for are:
  - a. Identity confusion;
  - b. Difficulty in distinguishing fantasies from real life;
  - c. Social withdrawal;
  - d. Inappropriate moods;
  - e. Thinking and behavior dominated by wishes, fears, and fantasies;
  - f. Inability to realize or denial that one's behavior is abnormal.
- 5. Neurosis includes acute anxiety, irrational fears, obsessive thoughts, feelings of unreality and over concern with the state of one's health. The neurotic has been described as his own worst enemy. The neurotic is aware of his sick behavior but is helpless to do anything about it. A good example of a person exhibiting neurotic behavior would be a person suffering from some form of phobia, such as claustrophobia. The person might even be aware of his problem but unable to help himself.

#### **IV. APPROPRIATE OFFICER/CITIZEN CONSIDERATIONS WHEN DEALING WITH ABNORMAL BEHAVIOR/MENTALLY ILL PERSONS**

- A. The mentally ill or diminished mental capacity person could pose a real threat to officer safety, and certain techniques must be taken into consideration. The goal to be considered is threefold:
  - 1. Assess whether or not the person has mental illness or diminished mental capacity;
  - 2. And if so, ensure that the person gets to a mental health agency for treatment;
  - 3. While you ensure that no harm comes to the patient, bystanders, or yourself.
- B. In order to accomplish this goal, you must consider SAFETY first. Unless the people involved are in immediate danger you should: take your time, plan your actions and work your plan. The best way to do this is to present a calm, in-charge attitude and when necessary, remove anyone from the scene who could interfere with this approach. It is important to get as much information as you can. Some questions you can ask are:

1. Is the person agitated, calm, withdrawn, armed, a threat, or communicative?
  2. What about his past or recent history that may have led up to this situation?
  3. Has he ever been like this before? If yes, how was the person handled before?
  4. Was he taken for treatment?
  5. Does he have a long-standing psychiatric problem?
  6. Is he being treated now, and if so, by whom?
  7. What emotional outbursts started the situation?
  8. Who has a calming effect on the person?
  9. Who does he trust?
  10. Where is that person now?
- C. Sometimes it is not possible to find out the answers to these questions. In this situation, it is important to:
1. Position yourself in relation to the individual to minimize being struck or hit by flying objects or gunfire;
  2. Once safety is established, talk to the person in a calm, non-threatening manner;
  3. Use time as your ally; avoid rushing the person;
  4. Make slow, cautious moves;
  5. Use a low, calm voice;
  6. Introduce yourself and tell the person why you are there;
  7. Let the person vent his feelings;
  8. Listen between the lines and observe body language;
  9. Don't lie for any reason. To lie to a person who is in need of your help is to further reinforce his belief that he can't trust anyone, not even you;
  10. Try to avoid a crowd or any additional excitement that might frighten, agitate or confuse the mentally ill person;
  11. Display a helpful attitude, no matter how verbally abusive the person becomes.
- D. When dealing with possible or actual mentally ill or diminished mental capacity persons who are witnesses and/or suspects, officers are not prohibited from conducting interviews and interrogations. Officers may conduct interviews and interrogations that are appropriate to the individual case. The Miranda Warning may be administered when and if appropriate. However, officers should exercise extreme caution when conducting such interviews and interrogations because of the mental capacity of the witness/suspect. Officers should weigh the mental understanding of the witness/suspect and the validity of the information provided when conducting such interviews/interrogations to ensure the constitutional rights of the witness/suspect are protected and the information obtained is admissible in court.
- E. Remember, any person with mental illness or diminished mental capacity can attack anyone at anytime. Your professional handling of the situation can be crucial in the person's recovery.

## V. SPECIAL TACTICAL PROCEDURES FOR HANDLING MENTALLY ILL OR DIMINISHED MENTAL CAPACITY PERSONS

- A. The use of force should be a last resort when handling a disturbed person. Law enforcement officers need to carefully plan their actions before using any physical restraints. Be sure to call for help from fellow officers to ensure your own safety during the encounter. Take your time. Don't rush the situation. Reassure the person that you will not hurt him, but that you are there to get medical attention to him swiftly.
- B. The guiding principle for the officer using direct physical action is to have enough manpower available to quickly subdue and overwhelm the individual. By using overwhelming force, you reduce the probability of either the subject or the officers being injured.
- C. Before acting, you should make the environment as safe as possible; secure your sidearms and decide among yourselves who will do what. Communicate! Once you begin acting, you should complete your move as quickly and efficiently as possible, using reasonable force. When the person has been brought under control, don't ignore him. Continue to talk to him, to reassure him that you do not want to harm him and that you still understand that he is having problems. This will reduce his anxiety, as well as his desire to strike out when the cuffs are removed at the hospital.
- D. Finally, when using restraints, it's important to not only know how to use them, but when to use them. Restraints are used for three (3) basic reasons:
  - 1. To control an individual who is being or becomes physically aggressive;
  - 2. To temporarily secure a resistive person being removed from his environment; and;
  - 3. To prevent a susceptible person from their own self-harm.
- E. When restraining a mentally ill person, you should use the least force necessary to control the individual. Police personnel may use only that degree of force, which is reasonable and necessary to perform lawful objectives as outlined by General Order 200, Response to Resistance.
- F. A written report will be required of an officer whenever that officer applies weaponless physical force by the use of the hands, less-lethal weapons, or use of control techniques or other level of force to overcome resistance to the extent it is likely to lead to injury, claim of injury, or allegations of excessive force, as outlined by General Order 200, Use of Force Reporting. Using any amount of force to restrain, detain, or arrest a mentally ill person is no exception.
- G. After gaining control of a mentally ill or diminished mental capacity person, the officer then must decide:
  - 1. If the person requires medical attention then notify EMS promptly;
  - 2. If the person is to be charged with a crime, turned over to a relative or competent adult;

3. If the person requires psychological/mental health attention. Factors to be considered when transporting the person to a medical facility for psychological/mental evaluation and/or possible commitment are:
  - a. Is the person a threat to himself or others?
  - b. Is there a competent adult or relative available to care for the person?
  - c. Has the person committed a penal offense? (OCGA 37-3-42)
4. Supervisor notification is required in all cases wherein an officer intends to take a mentally ill or diminished mental capacity person into custody. Prior to incarceration of a person with a mental illness or diminished mental capacity that person may be evaluated by a licensed clinical professional, if warranted. Following release from mental health evaluation, a supervisor will be contacted to determine if prosecution steps are in order and/or incarceration.

In all cases where an officer comes into contact with a possible or actual mentally ill or diminished mental capacity person requiring an intervention or criminal investigation (regardless of arrest), a Status 5 Report may be completed which will include a minimum:

- a. The reason for the contact;
- b. Any indicators exhibited by the person or other information that led the officer to believe the person was mentally ill or appeared to have diminished mental capacity;
- c. Any restraint or force used to subdue the person to include justification for the level of restraint or force;
- d. The identity and address of the competent adult who took custody of the person or the name of the healthcare facility where the person was transported;
- e. Justification for transporting the person to a healthcare facility for psychological, mental, and/or other medical treatment;
- f. Who the person was turned over to at the healthcare facility and if known, the final disposition of the person at the healthcare facility.

## **VI. AVAILABLE RESOURCES/REFERRAL SERVICES**

- A. The following are available outside resources and/or referral services that should be utilized by Guyton Police Officers when responding to incidents and dealing with possible or actual mentally ill persons:
  1. Effingham Hospital & Emergency Room, Springfield, Ga.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 200-15

### “Missing Persons”

CHIEF OF POLICE: 

CALEA STANDARD: 41.2.5, 41.2.6

EFFECTIVE DATE: 03/01/23

INDEX AS: Missing Persons  
Missing Children

LAST REVISED DATE:

Purpose: To establish responsibilities and guidelines for the investigation of missing adults and missing children.

Policy: It is the policy of the Guyton Police Department that all reports of missing persons be given full consideration and attention by members of the agency to include careful recording and investigation of factual circumstances surrounding the disappearance in accordance with this policy, and that particular care be exercised in instances involving those persons who may be mentally or physically impaired or others who are insufficiently prepared to care for themselves and missing children, specifically runaways, child abductions, abandoned children, and unidentified children who have been located.

#### I. REPORTING/CLASSIFICATION OF MISSING PERSONS

- A. There is no waiting period for reporting a missing person. Missing person reports will be taken with regard to the criteria of this General Order and the criticality of the incident.
- B. A person may be declared "missing" when his whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject's behavior patterns, plans, or routines.
- C. An individual will be considered "missing-critical" who meets the above criteria and who, among other possible circumstances:
  1. May be the subject of foul play;
  2. Because the missing person is a child, meaning a person under 17 years of age and has possibly been abducted;
  3. Because of age (young or old) may be unable to properly safeguard or care for himself;

4. Suffers from diminished mental capacity or medical conditions that are potentially life threatening if left untreated/attended;
  5. Is a patient of a mental institution and is considered potentially dangerous to himself or others;
  6. Has demonstrated a potential for suicide; and
  7. May have been involved in a potential boating, swimming, or other sporting accident or natural disaster.
- D. Reports of juveniles who have voluntarily left home (runaways) should be classified as such only after thorough investigation.
- E. Based on the outcome of initial inquiries, a decision may be made concerning the potential danger posed to the missing person and the urgency of police response.

## **II. PRELIMINARY INVESTIGATION**

### **A. Dispatcher**

1. Upon notification or becoming aware of a missing person, the dispatcher should:
  - a. Determine the status of the missing person call; specifically, if the call involves a missing person, a missing child, a runaway, or an abduction;
  - b. If the call involves an abduction, the dispatcher may immediately broadcast a BOLO to all patrol personnel and surrounding agencies (including out-of-state law enforcement agencies), to include :
    1. A description the suspect(s) and suspect vehicle;
    2. A last known direction of travel;
    3. A description of the abducted person or child, to include name and age of the missing person;
    4. If the suspect (s) is armed with a weapon;
    5. Identity of the suspect (s) (if known);
    6. Possible destination of the suspect (s); and
    7. Attempt to keep the complainant on the telephone until a responding officer arrives on scene.

- c. If the call does not involve abduction, the dispatcher may gather sufficient information to generate a call for service and assign an officer to respond to that call.
- B. The Responding Officer must gather as much pertinent information during the preliminary investigation as possible in order to properly classify a missing person report and aid in the search for, and location of, a missing person. This includes gathering the following types of information and materials:
  1. Complete description of the subject to include the name, age, and physical description of the subject, Social Security Number, and a recent photograph, when available;
  2. Relationship of the reporting party to the missing person;
  3. Time and place of last known location and the identity of the last person(s) to have seen the subject, as well as friends, relatives, coworkers, or associates who were or may have been in contact with the subject prior to his disappearance;
  4. The extent of any prior search for the subject;
  5. Whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans;
  6. Plans, habits, routines, and personal interests of the subject including places frequented or locations of particular personal significance;
  7. The current physical condition of the subject and whether the person is currently on prescription medication;
  8. Whether the subject has been involved recently in domestic incidents; suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic or bizarre behavior; is dependent on drugs or alcohol or has a history of mental illness. Attempt to gather details of any physical or emotional problems identified;
  9. Indications of missing personal belongings, particularly money and other valuables; and/or
  10. Any suggestions of foul play or accident.
- C. If the missing person is a child, inquiry should also determine if:
  1. The child is or may be with any adult who could cause him harm;
  2. The child has a history of behavioral problems;



3. The child has previously run away from home, has threatened to do so, or has a history of explainable or unexplainable absences for extended periods of time;
  4. There is information that may suggest the potential for parental abduction or the possibility of stranger abduction;
  5. There are signs of an abusive home environment or dysfunctional family situation; and/or
  6. There are any persons who may be responsible for private transportation to and from the child's school, and the name and location of the school.
- D. The Supervisor may be notified immediately upon classification of a report as "missing-critical."
- E. In the case of persons designated as "missing-critical," the reporting officer will issue a BOLO including all information necessary to identify the missing person, and direct the dispatcher to forward the information to other area agencies, unless other critical investigative information dictates otherwise. The reporting officer may also request, at the discretion of the Shift Supervisor, the mobilization of necessary resources to conduct an area search for the missing person.
- F. Upon verification of a missing person, a missing person report may be completed, identification and related information will be provided to all elements of the department, appropriate entries made in State and National information databases (N.C.I.C. and G.C.I.C.) and, if parent-child or stranger-to-stranger abduction is suspected, the F.B.I. will be contacted. Missing persons are entered and removed from GCIC in accordance with GCIC regulations. Individuals are entered by completing a LEDS sheet, entering all available descriptors and other information surrounding the disappearance. Only personnel trained and certified in the operation of a GCIC Terminal are allowed to enter and remove individuals from the system. Such entries and removal are accomplished by records personnel during duty hours and the 911 dispatcher during non-duty hours.
- G. Juvenile and endangered adults are entered into the GCIC System immediately. Officers should not wait until the end of their shift to file this information. Other individuals are not entered into the system unless foul play is suspected, at which time entry is accomplished within 24-hours.

### **III. FOLLOW-UP INVESTIGATION**

- A. Ongoing investigations of missing persons should include but not be limited to the following actions and activities:
1. Request release of dental records and any fingerprints available.

2. Contact hospitals and the coroner's office as appropriate for injured or deceased persons.
  3. Thoroughly check the location at which the missing person was last seen and conduct interviews as appropriate with persons who were with the individual or who may work or frequent the area.
  4. Conduct interviews with any additional family, friends, work associates, schoolmates and teachers, as well as school counselors and social case workers, as appropriate, to explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental kidnapping or running away.
  5. Search for the missing person by utilizing search parties, to include canine patrol units, fire and EMS personnel, and other law enforcement agencies as necessary. Searches may be conducted in a systematic manner as appropriate and prescribed by the Chief of Police or their designee, to include searching areas where the missing person frequents, resides, and works.
  6. Contact with the reporting person by investigative personnel after the initial reports are taken and follow-up investigation until the person is located or until leads have been exhausted. Such follow-ups include contacting friends, relatives, co-workers, etc.
  7. When possible, officers should gain permission to search a missing child's home and school locker, as appropriate.
  8. Advising the media of the missing person to request their assistance by publicizing the person's photograph and biographical information. Decisions to use local media may be made with the approval of the Chief of Police or their designee and the missing person's family.
  9. Use of the Georgia Emergency Missing Child Alert System, "Levi's Call", as outlined in Section V. of this General Order.
- B. The case officer will maintain routine on-going contact with the missing person's closest relative concerning the progress of the investigation. These and other relevant individuals may be instructed to notify the case officer as soon as any contact is made with the missing person.

#### **IV. RECOVERY OF MISSING PERSONS, ABANDONED AND UNIDENTIFIED CHILDREN, AND CASE CLOSURE**

- A. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals may:
1. Advise them that they are the subject of a missing persons investigation;

2. Ask if they desire the reporting party or next-of-kin to be notified of their whereabouts; and
  3. Make provisions to transmit this information to the reporting party or next-of-kin if permitted by the missing person.
- B. In all cases, reporting parties may be informed of the well being of located missing persons. Unless criminal matters necessitate other action, desires of missing persons who have been located not to reveal their whereabouts will be honored.
- C. Located persons may be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.
- D. In cases involving the recovery of missing/abducted children, officers will ensure that:
1. The juvenile receives medical attention if necessary in a timely manner;
  2. Initial questioning of the youth identifies the circumstances surrounding the child's disappearance, any individuals who may be criminally responsible and/or whether an abusive or negligent home environment was a contributory factor;
  3. Parents, guardians, and/or the person reporting the missing youth are notified of the recovery of the youth in a timely manner; and
  4. If the "Levi's Call" system was utilized, detective personnel have notified the Georgia Bureau of Investigations of the recovery, so that any alert bulletins for the missing child has been canceled.
- E. If a deceased body of a missing person/child is recovered, personnel shall conduct a follow-up investigation, to include the notification of other involved law enforcement agencies and the next of kin notification.
- F. If the case involves child abandonment, the Department of Family and Children Services (DFACS) and the on-call juvenile intake officer will be notified to assist with the disposition of the child and the follow-up investigation.
- F. Upon location of a missing person, all agencies and information systems previously contacted will be notified or updated.
- G. Where indicated, follow-up action may include filing of an abuse and neglect report with the Department of Family and Children Services (DFACS).
- H. The case report may include a complete report on the known whereabouts, actions, and activities of children while missing.

I. Where appropriate, criminal charges may be filed with the District Attorney.

## **V. GEORGIA EMERGENCY MISSING CHILD ALERT (LEVI'S CALL)**

- A. When the Guyton Police Department classifies a missing child report as "Missing-Critical," the department, in cooperation with the Georgia Bureau of Investigations (G.B.I) and Georgia Emergency Management Association (GEMA), will request an alert bulletin under "Levi's Call":
- B. Under this program, any missing child that meets criteria outlined below may be entered into an Emergency Alert System (EAS) through GEMA, where the description of the child, a suspect description, possible vehicle description, last known location of the child, and an emergency contact number for the public, will be broadcasted statewide or regionally.
- C. The criteria for entering a missing child into the Emergency Alert System is as follows:
1. There must be a confirmed abduction;
  2. The circumstances surrounding the abduction must indicate that the child is in danger of harm or death;
  3. The child must be under 17 years of age;
  4. There must be enough descriptive information to believe that an immediate broadcast alert will help;
  5. The case must be entered into the National Crime Information Center (NCIC) and Georgia Crime Information Center (GCIC) databases.
- D. Activation will not be granted under the following circumstances:
1. Non-custodial abductions where no danger exists to the child; and
  2. Runaways; however
  3. Exceptions may be given for a juvenile with mental or physical disabilities who may be at greater risk of danger because of their impairment. These cases should be evaluated on their own merit. Preliminary investigations must conclude whether a pattern of runaway exists.
- E. Once the determination is made that a missing child meets the criteria outlined above, detective personnel may contact the regional G.B.I office for assistance. During non-duty hours, the G.B.I Communications Center at (404) 244-2600, may be notified. Once G.B.I personnel verify that the use of the alert system is justified, the Guyton Police detectives will work with the G.B.I to draft an "Alert Bulletin" for transmission.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 200-16

### “Juvenile Operations”

CHIEF OF POLICE: 

CALEA STANDARD: Chapter 44

EFFECTIVE DATE: 03/01/23

INDEX AS: Juveniles

LAST REVISED DATE:

Purpose: To provide guidance for officers in their dealings with juveniles.

Policy: The City of Guyton Police Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. In addition, members of the Guyton Police Department must realize that the responsibility for participating in and supporting juvenile operations is shared by all agency components and personnel.

All terms and definitions relating to juvenile operations are found in the Juvenile Proceeding Code, O.C.G.A. 15-11. Officers should refer to this code whenever a question arises concerning juveniles that are not covered by this General Order.

#### I. ADMINISTRATION

- A. Through participation in area juvenile focused organizations, in cooperation with the District Attorney and other area law enforcement organizations, as well as the Drug Abuse Resistance Education (DARE), School Resource Officer (SRO), and Truancy Programs, the Guyton Police Department encourages review and comment by these and other elements of the juvenile justice system in the development of the Guyton Police Department's policies and procedures relating to juveniles.

#### II. OPERATIONS

- A. It is the policy of the Guyton Police Department that when officers are confronted with incidents involving juvenile offenders, they use the least coercive alternative, which is reasonable and consistent with preserving public safety and order. These alternatives include:
  - 1. **Outright release with no further action:** Release may be made at the scene with verbal warning if the nature of the offense is not serious or if the officer determines that custody is unnecessary. Any relevant reports may be completed.

2. **Turn juvenile over to parents:** Officers may turn juveniles over to parents at the scene or transport the juvenile to a parent, guardian, grandparent or adult sibling who is capable of and willing to take custody of the child, unless there is a court order prohibiting such. In this case, the juvenile should be turned over to Effingham County Juvenile Court Services. If no charges are to be filed, officers may inform the parent, guardian, or other above relative of the incident and not take any further action. This action may be taken when the offense is not serious but it is necessary to have someone take charge of the juvenile. Any relevant reports may be completed.
3. **Take juvenile into custody:** Officers may take a juvenile into custody to remove the juvenile from an incident scene. This action may be necessary when parents or guardians are not at the scene or where the offense was serious enough to constitute custody. Officers may drop charges, issue a warning, or counsel with parents and juvenile if the officer deems it is in the best interests of the juvenile.
4. **Issuance of Citation in Lieu of Custody:** If a citation is to be issued, the officer should give a copy of the citation to the parent or guardian and advise them that the juvenile court will contact them. The officer should have the parent or guardian sign the citation, note any refusal to sign, and complete any relevant reports.
5. **Referral of Juvenile to Another Agency for Potential Diversion:** The juvenile and their parent may be referred to an outside agency, either voluntarily or involuntarily, either as a diversion alternative to a traffic/criminal charge, or as part of a court-mandated sentence. Such referral options are available through the police department resource manual, through the Department of Family and Child Services (DFCS) and/or through the Juvenile Court System.
6. **Take juvenile into custody, refer to Effingham County Department of Juvenile Justice (DJJ), notify parents or guardian:** Juveniles who commit serious acts or crimes may be referred to the Effingham County DJJ. Such offenses include:
  - a. All acts that if committed by an adult would be felonies (i.e. homicide, robbery, burglary, etc.);
  - b. All delinquent acts involving weapons;
  - c. All delinquent acts involving aggravated assaults and batteries;
  - d. All delinquent acts committed by juveniles on probation;
  - e. All acts of theft, disorderly conduct, unruliness, vandalism, runaway, etc; and/or

f. All repeated delinquent acts.

Juveniles involved in these types of offenses may be taken into custody immediately unless in need of emergency medical treatment. A Status Five incident report stamped "JUVENILE" and Juvenile Complaint (Petition) Form may be completed and referral made to the Effingham County DJJ, who will notify the juvenile court. The parents or guardian will be notified, and the juvenile may or may not be turned over to them, as directed by the Effingham County DJJ.

If a juvenile is arrested for murder, rape, aggravated sodomy, aggravated child molestation, aggravated sexual battery, armed robbery, or kidnapping, an arrest warrant will be obtained from a Superior Court Judge and notifications made to the Effingham County DJJ.

- B. In all instances the decision to release or take custody of a juvenile will be based on the officer's evaluation of:
1. The nature of the offense;
  2. The age of the offender; and
  3. The offender's record.

### III. JUVENILES IN CUSTODY

- A. When a juvenile is to be taken into custody, the arresting officer must determine whether the juvenile is alleged to have committed a criminal act or is a "child in need of services". A "child in need of services" is a juvenile who commits an act, which is declared by statute, to be an offense only when committed or engaged in by a juvenile, and adjudicated only in juvenile court. (i.e., curfew violation, truancy, unruly child, etc.)
- B. When responding to calls involving a juvenile or the presence of a juvenile, the reporting officer should attempt to determine if the juvenile is endangered or has been harmed. This may be accomplished by examining the subject for any visible signs of injury or any other signs of emotional, physical, or psychological abuse that are exhibited by the juvenile. If any conditions exist, the officer will immediately notify the on-duty shift supervisor, who may determine if evidence exists that the juvenile may be harmed or in danger of being harmed.
- If conditions exist that lead the on-duty supervisor to believe that the juvenile is harmed or endangered, the supervisor may contact the on-call juvenile officer through the 911 Center and/or the Department of Family and Children Services (DFACS) at 855-422-4453. If conditions exist that require immediate removal of the juvenile for the juvenile's safety, the supervisor may also temporarily remove the juvenile from the residence and transport him/her to the police department, pending disposition by the juvenile officer or DFACS. Referrals and/or reports to DFACS can also be made by emailing child protective services at [CPSIntake@DHS.GA.GOV](mailto:CPSIntake@DHS.GA.GOV).

- C. Involved officers will make every effort to ensure that the constitutional rights of the juvenile are protected.
- D. The arresting officer will bring the matter to the attention of the Effingham County DJJ without delay, (unless the juvenile is in need of emergency medical treatment) to minimize the length of time the juvenile is in custody.
- E. The arresting officer will make all reasonable attempts to notify the parents or guardian of the juvenile that the juvenile has been taken into custody.
- F. The arresting officer will advise the victim of a juvenile offense of the status of the case, and to contact the Effingham County DJJ for possible alternatives for resolution.

#### **IV. CUSTODIAL INTERROGATION OF JUVENILES**

- A. An interview of a juvenile in custody should be conducted by no more than two officers at a time. There will be a ten minute break every hour unless the interview is at a critical stage and the break would damage the integrity of the investigation, in which case the break will be taken as soon as possible.
- B. Prior to interviewing a juvenile in custody, the parent(s), legal guardian, or juvenile's attorney should be notified and allowed to be present. If a parent, guardian, or appointed attorney cannot be located after a reasonable attempt, the interview may continue in accordance with all relevant constitutional and case law protections afforded to the juvenile. The interviewing officer should consider several factors in determining the propriety of questioning a juvenile suspect without the presence of his parent, legal guardian, or attorney. These include:
  - 1. Age of the accused;
  - 2. Education of the accused;
  - 3. Knowledge of the accused as to the substance of the charge, if any has been filed, and the nature of his rights to consult with an attorney and remain silent;
  - 4. Whether or not the accused has been allowed to consult with relatives, friends or an attorney;
  - 5. Whether the accused was interrogated before or after formal charges had been filed;
  - 6. Methods used in interrogation;
  - 7. Length of interrogations;



8. Whether or not the accused refused to voluntarily give statements on prior occasions; and
  9. Whether the accused has made statements to the police in the past that he later denied.
- B. Prior to any questioning, the juvenile (and his parent(s) or legal guardian, if present) will be advised of, understand, and waive the Miranda rights.
- C. The interviewing officer should explain the department's and juvenile justice system's procedures to the juvenile being interrogated.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 200-17

### “Searches”

CHIEF OF POLICE: 

CALEA STANDARD: 1.2.4, 1.2.8

EFFECTIVE DATE: 03/01/23

INDEX AS: Searches

LAST REVISED DATE:

Purpose: To establish guidelines for the search and seizure of persons and property.

Policy: It is the policy of the Guyton Police Department to conduct searches of persons, places, and things in accordance with established State and Federal Laws governing search warrants and/or warrantless searches. Officers of the Guyton Police Department are expected to abide by the protections guaranteed under the Fourth Amendment of the U.S. Constitution, and to train annually for updates and changes in relevant case law regarding searches. Items seized may be taken only when there is reasonable suspicion and/or probable cause that said items are related to criminal conduct.

#### I. GENERAL

The Fourth Amendment of the U. S. Constitution guarantees the right for people to be free from unreasonable searches and seizures of their homes, person, and things. The Supreme Court is constantly interpreting the Fourth Amendment as it applies to police conduct. Illegally seized items of evidence will not be admitted in court and may be cause for a lost criminal case. Additionally, an illegally conducted search invites civil suits under the Civil Rights Act. In order to ensure that citizen’s Fourth Amendment rights are protected, officers should obtain a search warrant or verbal/written consent in all appropriate criminal cases, whenever possible. If an officer is unsure whether a warrant is required in a specific instance, he should consult his supervisor.

#### II. SEARCHES WITHOUT A WARRANT

##### A. Consent Searches

1. The consent must be voluntarily given by someone who has the authority to relinquish the right to privacy of the area searched, or by the person in apparent control of the area or item to be searched.

2. The person who gave consent may withdraw his consent anytime during the search (Officers are not required to inform the individual of the right to withdraw consent).
3. If consent is withdrawn, the search will immediately cease, unless probable cause to search has been established or exigent circumstances exist and consent to search is no longer required.

#### B. Terry Stops

1. To legally stop an individual, an officer must have an articulable reasonable suspicion that the person stopped is involved in criminal activity or has created some alarm based upon the officer's training and experience.
2. To legally frisk an individual, an officer must have an articulable reasonable belief that the person may be armed and dangerous, and presents a threat to the officer, another person or the public. An officer is entitled to conduct a self-protective search of the individual for weapons. The search must be limited to that which is necessary for the discovery of weapons, which might be used to harm the officer or others nearby.
3. The search for weapons under a Terry stop must be limited to a "pat down" of the outer garments. An officer may not put his hands into the individual's pockets unless he feels an object that has the shape and consistency of a weapon or the officer receives permission from the person being patted down to place his hands in the individual pockets.
4. "Plain Feel" Exception - If an officer lawfully pats down a suspect's outer clothing and feels an object whose shape or size makes it's identity immediately apparent as a weapon or contraband, the officer may legally remove the object.

#### C. Exigent Circumstances

1. A warrantless search is permitted when there is enough probable cause to obtain a warrant, but the needs of law enforcement are so compelling that a warrantless search is justified.
2. Exigent circumstances allowing a search without a warrant are:
  - a. Emergency search to save life or property. An emergency must exist, the primary motive of the search is to protect life or property, and the area searched must be associated with the emergency.
  - b. To prevent the destruction or loss of evidence that may occur if forced to await a warrant.

- c. Hot pursuit of a suspect into a structure.

#### D. Crime Scene Searches

Searches at a crime scene do not automatically fall under exigent circumstances. Under certain conditions, Officers may not conduct a full search for evidence of a crime without a search warrant. Officers may, however, make a prompt warrantless search of the area to see if there are other victims or if a suspect is still on the premises. This search must be confined to areas wherein a victim or suspect may be located. Officers may seize any evidence that is in plain view during the course of a legitimate emergency search. Officers should conduct crime scene searches in accordance with all known applicable laws and court decisions.

#### E. Vehicle Stops

1. A seizure occurs whenever a vehicle is stopped, even though the purpose is limited and the detention quite brief; therefore, the fourth amendment applies.
2. There must be reasonable suspicion to justify an investigatory stop of a vehicle. The police do not have an unrestricted right to stop people, either pedestrians or drivers.
3. Vehicles may be stopped at general roadblocks, which serve legitimate law enforcement purposes. If the purpose of the roadblock is legitimate (for example, to check driver's licenses and proof of insurance), and the officer observes evidence of a crime, the officer has the right to take other investigative steps. (See Vehicle Searches, Section II. F of this G.O.)
4. The police may take reasonable action to protect themselves after a lawful stop of a vehicle. The officer prudently may prefer to ask the driver to step out of the vehicle.
5. If the officer has a reasonable belief that the person stopped is presently armed and dangerous, he may conduct a limited protective search (See Terry Stops, Section II., B., of this G.O.).
6. If a person is arrested after his vehicle is stopped, areas of the vehicle accessible to him may be searched incident to arrest pursuant to Section II. F. and H. of this general order or pursuant to General Order 400, Vehicle Impound and Towing.

#### F. Vehicle Searches

1. The mobility of motor vehicles often constitutes exigent circumstances authorizing a warrantless search. The "automobile exception" to the warrant requirement demonstrates a willingness of the courts to excuse the absence of a warrant when spontaneous searches are required of a vehicle.

2. To search the interior of a vehicle under exigent circumstances (search incident to arrest), the officer must demonstrate the following:
  - A. A lawful arrest of a driver and/or occupant is made and;
  - B. The search takes place at the time of the arrest (during the process of the arrest) and;
  - C. The arrested person must have access to the vehicle, meaning they are not secured in handcuffs and thus have the ability to access to a potential weapon in the vehicle or;
  - D. There is a likelihood of discovering offense-related evidence for which the driver/occupant is being arrested for in the first place.

#### G. Inventory Searches

1. A vehicle inventory will be completed on all towed vehicles, in accordance with General Order 400, "Vehicle Impound and Towing."
2. Closed containers and luggage may be opened and inventoried without a warrant when they are the personal effects of an individual under arrest as part of the booking procedure. Locked containers will be noted on the Inventory Form as "locked" and secured in the Property/Evidence Room for safekeeping. A search warrant may be obtained for the container if there is probable cause to believe the contents are fruits or evidence of criminal activity. A search warrant or consent will be required for locked containers.

#### H. Search Incident to Arrest

1. The search must be limited in scope to the area within the immediate control of the arrested person.
2. The search must be contemporaneous in time and place to the arrest.
3. A jailhouse search of an arrested individual is justified as a search incident to arrest.

#### I. "Plain View" Doctrine

For the "Plain View" Doctrine to apply:

1. The officer discovering the item must have a legal right to be where he is at the time of the discovery;
2. It must be immediately apparent that the item seized is contraband, evidence, or other fruits of a crime.
3. The item must be inadvertently discovered. In other words, the officer could not have prior knowledge of the existence of the contraband.

### III. SEARCHES WITH A WARRANT

#### A. Requirements:

1. The warrant must be issued by a disinterested judge.
2. The judge must find probable cause that the place to be searched contains items connected with criminal activity.
3. The warrant must describe with sufficient particularity the person or place to be searched and the items to be seized.

#### B. Supervisory Personnel:

1. Prior to the application for and execution of a search warrant, a supervisor should review the affidavit and warrant and the circumstances of its issuance to ensure that the requirements of the law are being met, and that all the necessary elements are present.
2. A Supervisor may be present at the execution of any search warrant along with other personnel as needed. If possible, the supervisor is to be from the unit concerned. If he is unavailable, a supervisor from another unit should be asked to assist.
3. Following the execution of the warrant, the designated supervisor will ensure that the appropriate follow-up steps are handled in a timely manner.

#### C. Assigned Officers

1. All involved personnel will conduct themselves in a professional manner by:
  - a. Staying within the scope of the search;
  - b. Leaving property not seized in an orderly fashion (or as found), and ensuring it is not left where it may be damaged;
  - c. Ensuring that all evidence seized is documented on the return and forwarded to the court of the judicial officer who issued the warrant.
  - d. Ensuring that all evidence seized is documented on the property/evidence form and that a copy is left at the residence along with a copy of the search warrant.

#### D. Allowable Force in Execution of a Search Warrant

1. An officer has the right under a lawful search warrant to use all necessary and reasonable force to get into any building, dwelling, or other area described in a search warrant.
2. Unless the search warrant contains a no-knock provision, an officer is required to give oral notice to the person or persons inside, if any; of the identification of the officer and that the officer has a warrant to search the premises. A no-knock provision may be granted if there is probable cause to believe that the individuals in the area to be searched are dangerous to the officer or will attempt to destroy evidence.
3. If the person or persons inside refuse to acknowledge the officer's notice, or if the officer cannot determine if anyone is present inside, or if it is unoccupied, the officer may use reasonable force to gain entrance. It is departmental preference that search warrants not be executed if no one is present at an area to be searched, which is normally occupied. However, the warrant may be executed if a delay would hinder the investigation or present other undue hardship.
4. All actions taken and attempts made by the officer to identify himself and his intentions prior to forced entry should be recorded for later use in court.
5. The time an officer should wait for a response to his demand to be allowed inside will depend on the conditions and circumstances surrounding each warrant service.

#### E. Time Requirements

1. A search warrant may be executed at any reasonable time, day or night. A "reasonable time" depends upon the facts of the individual case.
2. A search warrant must be executed within ten days from the date of issuance. Any search warrant not served within ten days is void and may be returned to the court of the judicial officer who issued the warrant.
3. A written return of all instruments, articles, or things seized may be made without unnecessary delay before the judicial officer named in the warrant or before any court of competent jurisdiction.

### **IV. STRIP AND BODY CAVITY SEARCHES**

#### A. General

1. This procedure applies to such searches of persons arrested with or without a warrant.

2. Such searches will take place out-of-sight of unauthorized and/or unnecessary persons which may include non-law enforcement personnel and non-medical personnel.
3. The justification for the search, name of the supervisor approving the search, area of the search, and results of the search will be noted in the incident report.

#### B. Strip Searches

1. As used in this section, "strip search" means having an arrested person remove or arrange some or all of his or her clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts or undergarments of such person.
2. No person arrested for traffic, regulatory or misdemeanor offense may be strip searched unless there is probable cause to believe that the individual is concealing a weapon, a controlled substance, or other contraband. The arresting officer may make the search upon the approval of a supervisor.
3. Strip searches should be conducted by officers of the same gender as the subject to be searched. Consideration may be taken for persons who identify to a specific gender under gender identity.
4. All video recording equipment must be turned off during a strip search, or the search must take place out of the view of the video recording device.
5. Every reasonable attempt will be made to conduct such strip searches in such a location as to prohibit unauthorized or unnecessary viewing of the search.

#### C. Body Cavity Searches

1. As used in this section, "body cavity" is either a visual search or a manual internal inspection of body cavities for prohibited materials (contraband), such as illegal drugs, money, jewelry, or weapons. Body cavities include the inside the anal cavity, inside a penis opening, and inside the vagina. For the purpose of this general order, the examination of the inside of the mouth by simply asking a person to open their mouth for an officer to look inside will not be considered a body-cavity search.
2. Body cavity searches will be performed only by medical personnel in a hospital or medical examination room.
3. A Body Cavity search may be performed only with the approval of the Chief of Police or their designee.



4. An officer of the same gender as the suspect will stand by during the search for security reasons, if possible. If a same gender officer is unavailable, an available officer will remain within hearing distance, but out of the line of sight of the search. Consideration may be taken for persons who identify to a specific gender under gender identity.
5. All video recording equipment must be turned off during a body cavity search, or the search must take place out of the view of the video recording device.

## **V. SEARCHES AND FRISKS OF OPPOSITE GENDER SUSPECTS**

### **A. General:**

1. If possible, have an officer of the same gender as the suspect conduct the search. Consideration may be taken for persons who identify to a specific gender under gender identity.
2. If a weapon or evidence is visible, it must be seized, and if a prisoner is observed to hide a weapon or evidence about his/her person it must be retrieved.
3. If an officer has articulable reasonable suspicion (ARS) that the suspect may be in possession of a weapon or evidence, the officer should handcuff the suspect's hands behind his/her back, until he/she may be searched by an officer of the same gender. Opposite sex searches are permissible if the safety of the officer, suspect, or general public is at risk.
4. If a same gender officer is not present, another officer will observe the search or frisk, if possible, to act as a witness.

### **B. Procedure:**

1. The searching officer should identify themselves and advise the suspect that a search or frisk is about to be conducted.
2. If a same gender officer is present, he/she will conduct the search, with the initiating officer in attendance to assist in an emergency, unless the search is a strip search.
3. If a same gender officer is not present, another officer will observe the search or frisk, if possible, to act as a witness.
4. The suspect should be directed to remove any outer garments prior to an officer searching them.
5. Officers should minimize physical contact by having the suspect pull their clothing tight against their body. Any concealed object should show as a bulge.

6. If an item is observed that may be a weapon, the officer should personally remove it through the least intrusive means possible.
7. When physical contact is necessary, officers should use the edge or back of the hands or a neutral object, such as a kubotan or pen.
8. Purses and other items of luggage or containers should be removed from the subject's control and secured until such time as the subject is released.
9. If possible, officers should conduct the search or frisk in view of a mobile video or other camera, unless a strip search or body cavity search is being conducted.

#### **VI. STRIP AND BODY CAVITY SEARCHES – JUVENILES**

- A. In addition to the requirements outlined in Section IV and V of this General Order, the following additional requirements may be followed when attempting to conduct a strip or body cavity search of a juvenile:
  1. Attempts will be made to contact the juvenile's parent or legal guardian prior to the search being conducted for consent to conduct the search, unless exigent circumstances dictate the search be conducted immediately (example: there is probable cause to believe the juvenile is concealing a weapon).
  2. If a parent or legal guardian is contacted, if possible, they will be afforded the opportunity to be present when the search is conducted.
  3. If the parent or legal guardian refuses to consent to a search or cannot be located, unless exigent circumstances exist, a search warrant will be obtained or the search will not take place.
  4. While the search is pending parent or legal guardian consent or pending a search warrant, the juvenile will be handcuffed and monitored by an officer.

#### **VII. USE OF HANDCUFFS**

- A. When an officer can articulate a specific security concern, he may apply handcuffs to any individual prior to executing a search, as needed for the safety of the officer, the subject, and the general public.
- B. Generally, officers making an arrest should handcuff the suspect prior to conducting a search incident to arrest.

#### **VIII. SEIZURE**

- A. All items seized as a result of a search, whether with or without a warrant, will be recorded on a Property\Evidence receipt, and a copy given to the individual in control of the property at which time it was seized.

- B. Seizures of any personal or real property for the purpose of forfeiture will be communicated to the Chief of Police or their designee, who will be responsible for ensuring the necessary paperwork is completed within the time limitations for asset forfeiture.
- C. An inventory of all instruments, articles, or things seized during a search warrant may be filed with the return and signed by the officer executing the warrant.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 200-18**  
**“Search and Transport of Prisoners”**

**CHIEF OF POLICE:** 

**CALEA STANDARD:** 1.2.5, Chapter 70

**EFFECTIVE DATE:** 03/01/23

**INDEX AS:** Prisoner Transport  
Handcuffing

**LAST REVISED DATE:**

Purpose: To establish guidelines providing for the thorough and proper searching of prisoners taken into custody and to ensure the safe and efficient transfer of prisoners to any facility by officers of the Guyton Police Department.

**I. GENERAL**

- A. The arresting and/or transporting officers are legally responsible for the safety and custody of a prisoner taken into custody and to those individuals who are present and within the prisoner's area of control.
- B. It must be assumed that a prisoner may have had an opportunity to obtain contraband or a weapon prior to the time he or she comes into the custody of an officer. It **may never** be assumed by any officer that someone else has previously searched a prisoner. Prisoners will be searched by an officer each time they come into the custody of that officer. There are no exceptions to this policy and includes the transport to and from court appearances and other locations as necessary. Procedures should be reviewed by all sworn personnel annually.

**II. SEARCH INCIDENT TO ARREST**

- A. When an arrest is effected, officers will handcuff the prisoner per Section V. “Handcuffing” of General Order 200, Arrest Discretion and Authority, prior to thoroughly searching the prisoner to ensure the safety of themselves and of others. Any contraband, evidence, fruits of a crime, or instruments of a crime, unrelated to the arrest, but discovered incidental to a body search, may be seized and appropriate charges filed. Except in emergency situations, officers should be discreet in the search of prisoners of the opposite sex so as to avoid claims of impropriety.
- B. Persons under arrest will be thoroughly searched prior to being transported. This requirement is applicable from one police vehicle to another for any reason. Following

the release of a prisoner to the jail or another police vehicle, the initial vehicle will be searched for contraband or other items dropped by the prisoner.

### **III. SEARCH OF PRISONERS AND VEHICLES**

- A. A police officer assigned to transport a prisoner is required to make a thorough search of the prisoner and transporting vehicle for weapons and contraband prior to transport. This includes transportation of prisoners to and from court appearances, holding facilities, or other institutions. The transporting vehicle may be searched again after transport.
- B. Patrol officers will inspect their vehicles at the beginning of each shift to ensure that the vehicles are in safe condition. The officer may also ensure that the prisoner seating area of the vehicle is free of weapons and contraband.

### **IV. DUTIES OF TRANSPORTING OFFICER**

- A. Prisoners should be transported in a vehicle having a safety screen between the officer and the prisoner, if available. Patrol vehicles equipped with a safety screen will also have the back seat door and window handles or switches removed or rendered inoperable. In the event no vehicles containing a safety barrier are available, at least two officers will be present in the transporting vehicle. The escorting officer will sit with the prisoner in the rear of the vehicle, with the officer seated behind the driver; or the prisoner will sit in the passenger seat with the escorting officer sitting behind the prisoner. In the event two prisoners are to be transported, both will be in the rear seats, with any escorting officer in the front passenger seat.
- B. All prisoners will be properly handcuffed as per General Order 200, Arrest Discretion and Authority.
- C. Officers transporting or escorting prisoners are required to maintain custody of the prisoner without the prisoner leaving the officer's line of sight. Exceptions may be made for allowing the prisoner the private use of toilet facilities or when the prisoner is undergoing medical treatment. The officer will remain in listening distance at all times.
- D. Once transportation or escorting has begun, it is the responsibility of the transporting officer to make sure that no one is allowed to talk with the prisoner, except under extraordinary circumstances. Safety reasons dictate that this includes the prisoner's attorney.
- E. No more than two prisoners will be transported at any one time in a single patrol unit.
- F. Officers transporting or escorting prisoners will refrain from making any unnecessary stops prior to their arrival at their destination. If transporting officers must stop or alter course to render emergency assistance where the risk to third parties is both clear and grave, and the risk to the prisoner is minimal they may do so while using extreme caution to maintain the safety and security of the prisoner. The officer will ensure that the

prisoner is secured in the rear compartment and will return to the transport as soon as he is relieved at the emergency scene. If there are any delays or need to re-route destination while transporting a prisoner, the officer may notify the dispatcher and give reason for the delay or change in destination.

- G. An officer transporting or escorting a prisoner who is considered an unusual security risk to court will be responsible for sending a message to the judge advising him of the potential hazard.
- H. Before transporting or escorting a prisoner from a detention facility, the transport officer should make positive identification of the prisoner, preferably through photo identification. If the officer is unsure of the identity, he should check with the detention officer. An officer should not transport until he is sure that a proper identification has been made. The officer will ensure that all required documentation is completed, and that he has all necessary paperwork. The officer will ascertain whether there is any information relative to the prisoner's escape or suicide potential, or other personal traits of a security nature, and record such on the documentation that accompanies the prisoner during transport.

## **V. SPECIAL TRANSPORT SITUATIONS**

- A. In all instances where prisoners are transported by Guyton Police Officers, the transporting officer will notify the dispatcher of the situation, and the destination and beginning mileage will be communicated to the Dispatcher. Upon arrival at the destination, the officer will transmit to the Dispatcher his ending mileage.
- B. If a prisoner becomes ill or injured incidental to his arrest or transport, the arresting or transporting officer should seek medical attention for the prisoner at that time. The officer will transport the prisoner to a medical facility if the need becomes apparent during transport, or he may have the prisoner transported by ambulance. Any prisoners transported by ambulance will be accompanied by an officer. Medications that the prisoner is dependent on should be transported with the prisoner, under the control of the transporting officer.
- C. Any prisoner transported to a hospital for treatment or examination must be accompanied by a police officer. Only under unusual circumstances, and at the direction of hospital personnel, will the prisoner be allowed out of the officer's sight. Any restraints will be removed only at the direction of the hospital staff. If a prisoner is admitted to a hospital, the Shift Supervisor will determine if an officer for security and control is necessary. Frequent rotation of assigned officers will be accomplished at the Supervisor's direction. Whenever the prisoner is released from the hospital, he may be thoroughly searched prior to transport.

## **VI. PRISONER RESTRAINT**

- A. All persons arrested and transported will be handcuffed with their hands behind their back, except as outlined in section VI. (d), below, and G.O. 200, Arrest Discretion and Authority.
- B. No prisoner is to be handcuffed to any part of the vehicle, or to any other person, including an officer, during transport.
- C. A prisoner who poses a threat or exhibits a desire to escape may be restrained by leg irons.
- D. It should not be assumed that restraining devices are unnecessary for disabled prisoners. However, restraining devices are not mandatory for physically handicapped prisoners or on sick or injured prisoners unless there exists an elevated risk of escape or violent behavior. Restraining devices will not be required when the physical condition of the prisoner makes the use of existing restraints unnecessary or impossible.
- E. Physically handicapped prisoners may be transported in the right front seat of the patrol unit if necessary, provided they are strapped in with safety belts.
- F. Mentally handicapped prisoners may be transported in the back of a screened patrol unit and handcuffed with hands behind the back, or by using body/waist chains.
- G. All prisoners will be seat belted in accordance with G.O. 200, Vehicle Operations.
- H. Any restraint technique that may obviously contribute to “positional asphyxia” is strictly prohibited.

## **VII. ARRIVAL AT DESTINATION**

- A. When a transporting officer arrives at the detention facility with a prisoner, he should secure his firearm for safekeeping according to that agency's policy and procedure, or in the trunk of his vehicle or a concealed area of his locked vehicle if the host agency has no policy or provisions for securing the weapon.
- B. Removal of restraining devices will be performed in accordance with that agency's policy. Unless otherwise instructed, the officer may allow the detention center personnel to remove all restraining devices.
- C. The Officer may ensure that all required paperwork on the prisoner is completed and delivered to the receiving officer, and obtain written documentation detailing the prisoner transaction, or note in the relevant report the name of the receiving official.
- D. The Officer should inform the detention personnel of any unusual security risks presented by the prisoner, and any medical conditions of which the officer is aware.

- E. When transporting an arrested person to the police department for the purpose of interviewing the arrested individual, the suspect will be placed in a designated interviewing area and the suspect will remain under continuous observation at all times.

### **VIII. PRISONER ESCAPE**

- A. If at any time during transportation of a prisoner, the prisoner escapes from custody, the transporting officer may immediately notify the Supervisor and the Dispatcher.
- B. A report stating the circumstances of the escape is to be submitted to the Supervisor prior to the end of the officer's tour of duty, unless the officer is physically unable.
- C. The officer will cooperate fully with any agency involved in the search for the prisoner, and aid in the search as appropriate and allowable by jurisdiction.
- D. An officer may be subject to disciplinary action if it is determined that the escape was due to carelessness or neglect on the officer's part.

### **IX. DOCUMENTATION FOR THE PRISONER**

- A. The following reports, as necessary, will be provided by the transporting officer to the detention facility:
  - 1. Original of State Warrant, if available
  - 2. Arrest Information Report
- B. The transporting officer will fill out an Arrest Information report, and leave the copy with the jailer. The transporting officer will then return the original to the Records Section.
- C. If a person has exhibited behavior, which might indicate the potential for suicide or escape, a threat to the staff, or has some medical issue which the receiving agency should be aware of, the officer may verbally inform the receiving facility of such behavior and this information may also be noted on the Arrest Information report before it is given to a receiving officer at such facility.



**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 200-19**  
**“Detention of Personnel at Department Facilities”**

**CHIEF OF POLICE:** 

**CALEA STANDARD:** Chapter 71.1.1,  
71.3.2, 71.3.3

**EFFECTIVE DATE:** 03/01/23

**INDEX AS:** Detention at Department Facilities

**LAST REVISED DATE:**

Purpose: To establish guidelines when detainees are transported to the police department, while in-custody, for the purpose of interviewing, processing, and/or Intoxilyzer testing activities. For the purpose of this general order, detainees may be considered persons who are under arrest for a criminal/traffic offense and persons suspected of an offense that are no longer free to leave.

**I. GENERAL**

- A. The arresting and/or transporting officers are legally responsible for the safety and custody of a prisoner while at department facilities and to those individuals who are present and within the prisoner's area of control.
- B. The Guyton Police Department authorizes detention of detainees for the purpose of transporting a detainee to a detention or correctional facility, for the purpose of investigatory activity after a detainee has been incarcerated in a detention/correctional facility, and for processing of detainees at authorized locations operated by the police department.
- C. The Guyton Police Department does not operate a temporary holding facility or long-term facilities to include a jail, detention facility, and/or a prison.

**II. AUTHORIZED AREAS FOR SUSPECT/DEFENDANT INTERVIEWING/PROCESSING**

- A. Authorized areas within police department headquarters where a detainee may be placed pending interviewing and processing activities include the following:
  - 1. Interview rooms located in the administration part of the department headquarters;
  - 2. The conference room located in the front part of department headquarters;

3. Any other area which has been pre-approved by supervisory personnel.
- B. Other areas outside a department headquarters where a detainee may be placed pending interviewing and non-booking activities include the following:
1. Police vehicle;
  2. Any other area which has been pre-approved by supervisory personnel.

### **III. CONTROL OF DETAINEES**

- A. Detainees brought into an authorized designated areas of a department facility will be kept under continual supervision by a sworn officer while in the area and may be searched upon entering the area and upon exiting the area by an officer of the same gender as the detainee, when feasible. The purpose of continual supervision and searching is for escape prevention and for the safety of department personnel and the detainee. Any interviewing, fingerprinting, and Intoxilyzer testing of a detainee will also be supervised by a sworn officer.
- B. Detainees may normally be restrained to the restraint bar located on the bench of the interview room.
- C. Male and female detainees may be kept physically separated by distance or by placing them in separate locations unless there is a legitimate investigative need to keep opposite sex detainees together. Juvenile detainees will not be allowed contact with an adult detainee, unless the adult detainee is a parent or guardian of the juvenile or there is a legitimate law enforcement need to detain the adult and juvenile together.

### **IV. SECURITY**

- A. The carrying of firearms in designated areas may be prohibited by sworn personnel who are responsible for the control of the detainee. For these personnel, firearms may be secured at a designated firearms storage locker or can be inside a locked police vehicle.
- B. Officers who supervise detainees in all authorized designated areas may have their issued handheld radio, which is equipped with a panic button, which when activated, signals a duress alarm to the 911 dispatcher.
- C. Access to areas where detainee interviewing/processing activities are authorized is strictly controlled. Non-law enforcement personnel may not have access to the areas or detainees unless there is a legitimate law enforcement or legal reason for the access. All authorized areas should be searched prior to and after the interview or processing activities.
- D. As stated earlier, continual supervision of detainees is mandatory while in the custody of the Guyton Police Department. However, face-to-face observation is not required in areas where video equipment is installed, so long as an officer is maintaining constant supervision of the detainee by use of said video equipment.

**V. PHYSICAL CONDITIONS**

- A. All designated areas where detainee interviewing/processing activities are authorized will be kept clean and free of trash and any other items which may be harmful to department personnel or the detainee.
- B. All authorized designated areas will be well lighted with a reasonable, normal room temperature maintained, and easily accessible to other sworn personnel in case of emergencies.
- C. Sworn personnel in charge of detainees may permit periodic breaks to allow detainees access to restrooms, water, and comfort breaks. When conducting interviews/interrogations of detainees, breaks should be allowed at least every two hours unless articulable extenuating circumstances exists (i.e. a break would impede the acquisition of an imminent confession to a criminal act).

**VI. TRAINING**

All sworn personnel should receive initial and ongoing training on this general order regarding the use of designated areas for detainee interviewing and processing activities. On-going training should occur at least every three years.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 200-20

### “Unusual Occurrences”

**CHIEF OF POLICE:** 

**CALEA STANDARD:** Chapter 46

**EFFECTIVE DATE:** 03/01/23

**INDEX AS:** All-Hazards, Unusual Occurrences  
Disasters & Special Events

**LAST REVISED DATE:**

**Purpose:** The purpose of this directive is to establish general guidelines for department planning, response, and involvement in handling unusual occurrences and civil disturbances.

**Policy:** The Guyton Police Department must be prepared to respond effectively to any unusual event. Although the many variables involved prevent precise development of plans for specific situations, basic planning considerations can be identified and special plans can be developed to guide police supervisors in dealing with a variety of unusual occurrences.

#### **I. ADMINISTRATION**

- A. The Chief of Police is responsible for overall planning of police response to unusual occurrences, civil disturbances, disasters, participation in the Incident Command System and for GPD participation in the Effingham County Emergency Operations Plan.
- B. On-duty supervisors are authorized to implement this plan. Appropriate notification of implementation must be made to the Chief of Police or their designee.
- C. The Chain of Command will be through the Supervisor until relieved by a higher authority. The Supervisor will maintain command of all Guyton units when other agency personnel are involved in the response, unless otherwise required by the Chief of Police or their designee. The Supervisor should maintain command and coordinate joint agency law enforcement responses to a disturbance in the Guyton City Limits.
- D. The City Manager will ensure that the City's Emergency and Disaster Operations Plan and all related Standard Operation Procedures are reviewed and updated at as needed.

## II. PROCEDURE

- A. Responding to unusual occurrences may require the utilization of the Incident Command System (ICS). In these cases, several responsibilities/functions should be considered when activating/utilizing the system:
1. Command Function:
    - a. Whenever there is a major emergency, disaster, civil disturbance, or other identified unusual occurrence there may be a primary field command post established.
    - b. The highest-ranking member of each public safety agency as well as others involved in coordinating response and implementing plans may be directed to and meet at the command post to determine a course of action and responsibilities, and establish a chain of command.
    - c. Command post personnel may procure situation maps, logistical data, and have priority communications, as necessary and available.
    - d. The Effingham County Emergency Management Agency Building located in the Effingham 911 Center will serve as the Command Post for Major Disasters unless determined otherwise by the Incident Commander and/or the Chief of Police.
    - e. Staging area(s) may be established as necessary for initial deployment of personnel and equipment required for incident response and/or for any other need as determined by the incident commander and/or Chief of Police. Such resources may include but are not limited to:
      - 1) Medical support (Emergency Medical Services-EMS) to treat injured personnel;
      - 2) Transportation for mass arrests situations;
      - 3) Additional communications equipment;
      - 4) Additional traffic control equipment;
      - 5) Food and water supplies.
    - f. A variety of maps and photomaps of the City of Guyton and Effingham County are available to serve in plotting operational commitments.
    - g. Hazardous Materials/Emergency Response Guidebooks will be maintained in each police patrol vehicle.
    - h. During emergencies, the Chief of Police or their designee may, in accordance with General Order 100, Jurisdiction and Mutual Aid, make a determination that assistance is needed from other law enforcement

agencies for traffic and crowd control manpower, SWAT team deployment, and use of special vehicles for mass-arrests transportation. This may come from mutual aid requests to area agencies or requests to agencies with concurrent jurisdiction such as the Effingham County Sheriff's Department, the G.B.I, and the Georgia State Patrol. If one of the above agencies is called on to provide tactical team support, the Guyton P.D. will contain the situation as it stands and await the response of the GSP SWAT Team to the scene. The City Manager / Mayor must coordinate with the Governor to request military support or assistance from the Georgia National Guard.

- i. The incident commander will exercise command and control over all civil law enforcement resources committed, unless or until relieved by the Chief of Police or their designee.
- j. Mobilization/Call-Back:
  - 1) In any emergency/special operation situation where additional departmental police resources are required, the Supervisor may hold over the previous shift so that personnel of two shifts are available, and/or call in additional personnel.
  - 2) In case of call-back, the Supervisor will notify in the following order:
    - i. Administrative/Staff officers
    - ii. Next shift due to work
    - iii. Shift just relieved
  - 3) Notification to required personnel may be made via radio, telephone, or personal contact.
  - 4) The Supervisor will advise the proper personnel of the situation and specific manpower, materials, equipment, and vehicles that may be needed. When personnel are called in for duty, the Supervisor will ensure that each individual called is in proper mental and physical condition to perform duty properly and that each individual is properly equipped.
  - 5) In the event of an emergency, i.e., natural disaster, civil disturbances, etc., the Supervisor will initiate the following stages, as needed:
    - o **STAGE ONE:** Necessary sworn personnel are notified of conditions and are requested to stay in contact with

the department either by telephone or radio until the alert is lifted.

- **STAGE TWO:** Necessary sworn personnel are notified of the conditions and are requested to stay in contact with the department either by telephone or radio until the alert is lifted with the exception of the next scheduled shift of patrol officers. They will report for duty as soon as possible to assist the patrol shift presently on duty.
- **STAGE THREE:** Necessary sworn personnel will report for emergency duty immediately.

**NOTE:** During a STAGE TWO or STAGE THREE alert, regardless of scheduling, no officer will be released from duty until authorized by the Chief of Police or their designee.

- 6) Emergency operations may only allow a few minutes advanced notification. When notification is made, each responding employee will be advised of a primary and alternate assembly area.
  - 7) Time permitting, callback for intricate special operations such as a complex raid plan, crowd control, or riots should include sufficient time for briefing of all personnel and, if needed, rehearsal.
  - 8) During large-scale riot/crowd control incidents, a numbering system may be used for all involved law enforcement personnel for later identification during after-action reviews. The numbering system may include the issuing of a specific number to each law enforcement personnel involved which may be visibly affixed to the officer's uniform or if applicable, a protective helmet. The number may be written on a large strip of masking or duct tape which may be affixed to the officer.
  - 9) Callback time will be compensated, and will be strictly controlled and accounted for, minimizing expenditure where feasible.
  - 10) Members of a specialized task force may be activated as needed by the supervisor of the task force. Supervisors of such units should ensure that the members are aware of the possibility of activation on short notice.
- k. Any media briefings may be coordinated as prescribed by General Order 100, Public Information. The Chief of police or their designee should

ensure area media agencies are notified and establish a media briefing point either in the vicinity of a small-scale disaster or at the law enforcement office in case of an area-wide disaster. Regularly, information should be provided directly to media representatives present. Media agencies may be advised that no telephone inquiries will be responded to in order to reduce the burden on dispatchers and telephone lines, as well as to prevent the spread of rumors.

1. Public facility security - The supervisor should be aware that the potential involvement of one or more buildings, public or private, can generate a requirement for the provision of extra security to prevent looting, theft, or trespass. Attempts should be made to provide security to all public facilities threatened, including but not limited to:
    - 1) City water supply
    - 2) Fire/rescue/hospital buildings and access to these
    - 3) City hall
    - 4) Schools
    - 5) City courtroom
  - m. The Shift Supervisor may, if necessary, block roads and reroute vehicle and pedestrian traffic away from the affected area through the use of established security perimeters. Emergency service units may be advised of the road closure, and announcements may be made over local radio stations. The Supervisor should assign units, as applicable and feasible, to direct traffic at necessary points. Traffic barriers may be used to block roads as available, and where an officer is not otherwise necessary.
2. Operations Function:
- a. A perimeter may be established to control access to any affected areas of the incident scene. As stated earlier, the Shift Supervisor may, if necessary, block roads and reroute vehicle and pedestrian traffic away from the affected area through the use of established security perimeters. Emergency service units should be advised of the road closure, and announcements may be made over local radio stations. The Supervisor should assign units, as applicable and feasible, to direct traffic at necessary points. Traffic barriers may be used to block roads as available, and where an officer is not otherwise necessary.
  - b. The vehicle, building, or area identified as the command post should be a highly protected/secure area.
  - c. Supervisors should attempt to utilize officers whom they know by skill area qualification, training, physical fitness and agility, psychological



stability and interpersonal communications skills, etc., are deemed best suited for use in special operational situations such as hostage/barricade, decoy, surveillance, etc.

- d. Officers selected for such special operations will be under the command and control of the Supervisor directing the special operation until properly relieved.
- e. In any situation involving casualties, the dissemination of casualty information will be the responsibility of the Chief of Police or their designee and inquiries will be directed to the designated individual.
- f. Evacuation of affected buildings, facilities, residences, and other locations may also be initiated depending on the situation and based on established evacuation recommendations by either the shift supervisor or the on-scene commander.
- g. Mass arrest/detention procedures:
  - 1) In the event that mass arrests are necessary, the Supervisor will designate an area to serve as an initial booking area. The Supervisor will ensure there is adequate security at the designated site to protect the officers and arrestees.
  - 2) Arrested persons who are injured will be given medical treatment before any booking begins.
  - 3) The Supervisor will ensure that the booking area is sanitary, and arrange for restroom visits and water as needed. Foodstuffs, if needed, may be obtained from the County Jail.
  - 4) Arrested persons will be removed from the point of disturbance by the arresting officer and brought to the point where initial booking will take place. The arrested person will be searched incident to arrest before placed in the booking area. Arrestee's property will remain in his possession, except articles of evidence, contraband, or weapons. These items will be removed and placed in an evidence bag marked with the arrestee's name.
  - 5) The Supervisor will establish a booking team to handle prisoners. The booking team will photograph the arrested person and the arresting officer, and record the arrestee's identification information. Arrestee's who refuse to provide identification will be referred to by numbers.

- 6) Once initial booking is complete, prisoners will be loaded onto available transportation. Once the transport vehicle is fully loaded, on-board prisoners will be transported to the Effingham County Jail where formal processing will take place. The transport will then return to the booking area to retrieve any remaining prisoners.
- 7) In the event mass transportation equipment is needed, busses from the Guyton City Schools may be temporarily detailed to the Police Department to augment police department vehicles.
- 8) Arrested persons will be allowed the opportunity to contact legal counsel once at the County Jail, per jail procedures.
- 9) The Supervisor may contact the District Attorney's Office, Municipal Court Solicitor, or Municipal Court Judge as necessary for legal direction.
- 10) Juveniles involved in arrests will be treated according to juvenile procedures and turned over to the Effingham County Department of Juvenile Justice.

### 3. Planning:

- a. The following General Orders/directives greatly affect unusual occurrences planning, guidelines and procedures:
  - 1) G.O. 100 Jurisdiction, Mutual Aid
  - 2) G.O. 200 Response to Resistance
  - 3) G.O. 200 Bomb Threats
  - 4) G.O. 200 Hostage/Barricade Situations
  - 5) G.O. 200 Tactical Operations Unit
  - 6) G.O. 200 Terrorism Prevention Plan
  - 7) G.O. 200 Response to Active Shooters
  - 8) Effingham County Emergency Operations Plan
- b. Emergency mobilization/demobilization rehearsals may be held at the direction of the Chief of Police or their designee, to gauge the effectiveness of the procedure. Officers reached during the rehearsal will be advised that the event is only a drill.

### 4. Logistics:

- a. Public safety/emergency communications will be accomplished through Effingham County 911 Emergency Communications or by use of on-scene communications equipment to include but not limited to hand-held radios.

- b. Once staging areas have been established, resources such as medical support, transportation, additional equipment and supplies, etc. may be positioned in these areas for utilization as necessary.
- c. Personnel as designated by the Chief of Police is responsible for maintaining equipment/property designated for use in unusual occurrence situations in a state of operational readiness. The following designated equipment, if utilized by the Guyton Police Department, should be inspected on a monthly basis.
  - 1) Riot Shields
  - 2) Riot Helmets
  - 3) Crowd Control Pepper Spray
  - 4) Gas Gun
  - 5) Gas canisters
  - 6) Bullhorn
- e. Non-standard equipment, potentially needed to conduct the special operation, to include riot shields, gas canisters, etc., will be disseminated and deployed at the direction of the supervisor in charge of the incident response.
- f. Additional equipment and supplies required for response to unusual occurrences may be available from other areas of the police department, city, or through emergency acquisition through purchase or through mutual aid efforts. Such resources may include but not limited to medical support, transportation for mass arrests situations, communications equipment, traffic control equipment, and food and water supplies.
- g. For additional equipment needs beyond that readily available to the Supervisor, contact should be made immediately with the Chief of Police or their designee.
- h. Use of specialized teams such as a tactical team, canine units, bomb squads, emergency ordinance explosives (EOD) may be utilized with the approval of the Chief of Police or their designee and in accordance with General Order 100, Jurisdiction and Mutual Aid and other applicable general orders.
- i. All officers deployed in a high-risk danger area in response to a civil disturbance should wear bulletproof vests, if available.

5. Finance/Administration:

- a. Personnel deployed/utilized for unusual occurrences will be compensated for time.
- b. Additional resources required for response to unusual occurrences may be accomplished through normal and emergency funding options through the City of Guyton.
- c. Expenses incurred as a result of response to unusual occurrences will be recorded. Additional recording requirements may also be necessary pursuant to mutual aid agreements when involving other agencies/jurisdictions.
- d. Any injuries or liability issues noted during unusual occurrence incidents should be documented in an after-action report and immediately brought to the attention of the Chief of Police or their designee.

### **III. SPECIAL EVENT PLANS**

- A. The Chief of Police or their designee will coordinate and supervise the departmental coverage of the special event.
- B. Special event plans should address, at a minimum:
  1. Special personnel qualifications requirements, if any.
  2. Written estimates of traffic, crowd and/or crime problems anticipated.
  3. Contingency plan for traffic direction and control.
  4. Logistics requirements.
  5. Coordination inside and outside the department.
- C. The Officer in charge of the Special Event will prepare an after-action report, to be forwarded to the Chief of Police or their designee.

### **IV. VISITING DIGNITARIES**

- A. When a visit by a V.I.P. (Very Important Person) requires that the department take extra security measures in regard to their safety, the Chief of police may designate a supervisor as the coordinator of the said security detail.

B. The Detail Coordinator may be responsible for:

1. Determining equipment requirements, to include vehicles, body armor for VIP's and security officers, and weapons for officers;
2. Planning travel routes, using the safest, most direct routes possible, and developing alternate routes;
3. Conducting an advance inspection of affected areas and travel routes to gather intelligence information concerning the applicable areas;
4. Meeting with affected department Supervisors and with representatives of any applicable outside agencies to discuss the security plan and coordinate operations;
5. Ensuring, when necessary, Effingham Medical Center, Effingham EMS, and Effingham Fire Department Rescue are aware of the visit and prepared for contingencies;
6. Coordinating communications between all affected agencies, to include disseminating radios with Guyton frequencies to involved units, if necessary and as resources allow;
7. Ensuring a procedure for the identification of involved parties by the other involved parties, usually by the issuance of an item that is easily recognizable and distinguishable (example: lapel pins).

C. The Detail Coordinator should submit a written report detailing their preparations in regard to the above considerations to the Chief of Police prior to the scheduled visit, and an after-action report at the end of the security detail.

## V. SEARCH AND RESCUE

- A. The Supervisor may be responsible for initiating any search requiring a long term or large-scale effort which includes those searches beyond the capabilities of the on-duty shift.
- B. Effingham Fire Department personnel are trained in rescue operations, and should be requested; time permitting, to perform rescue operations.
- C. In the event that a search and/or rescue effort falls beyond the capabilities of the on-duty shifts of the GUYTON Police and Effingham Fire Departments, the Supervisor should instruct the dispatcher to notify the Effingham County Emergency Management Team and request their assistance in the effort, or begin mobilization/call-back procedures.
- D. The Supervisor may also contact neighboring agencies per General Order 100, "Jurisdiction and Mutual Aid," and request such assistance as is deemed necessary.

## VI. DISASTER OPERATIONS

### A. Definitions:

1. Natural disaster - Any hurricane, tornado, storm, flood, high water, wind-driven water, earthquake, drought, blizzard, ice storm, fire or other natural catastrophe resulting in damage, hardship, suffering or possible loss of life.
2. Man-made disaster - Any industrial or transportation accident, explosion, conflagration, major power failure, resource shortage, or other condition such as sabotage, oil spills, and other injurious environmental contaminations which threaten or cause damage to property, human suffering, hardship or loss of life.

### B. Departmental resources:

1. Supervisors implementing this general order may determine that additional departmental resources are required.
2. Contact local emergency management coordinator.
3. Additional personnel may be called back in accordance with this General Order.
4. Communications will be via departmental radios and telephones.
5. For equipment needs beyond that readily available to the supervisor, he may immediately contact the Chief of Police or their designee.

### C. Disaster operations:

1. All law enforcement units at the scene of a disaster should provide information concerning conditions found, so that the supervisor can evaluate the magnitude of the required response. The dispatcher should also obtain information for the supervisor from other emergency service and utilities as available.
2. The supervisor should communicate necessary information to emergency services, utilities, city departments, and to media agencies. Public works and utility companies should be notified of road clearance needs, broken mains, and downed lines. Under some circumstances, it may also be necessary to loan law enforcement radios (if available) to emergency service/utility crews with whom essential contact must be maintained.
3. The Supervisor will ensure that the Effingham County Emergency Management Agency and area Sheriff's departments are notified of any disaster and may, subsequently, request additional law enforcement support as required.

## VII. CIVIL DISTURBANCES

### A. Duties of first officer(s) on the scene:

1. Observe the situation from a safe distance and determine if the crowd is peaceful or potentially violent.
2. Notify the dispatcher concerning the seriousness of the situation and request additional backup to respond, as needed.
3. Try to identify, by observation, the leader of the group.

### B. Duties of the on-scene Supervisor:

1. Assess the situation for seriousness and danger. If the situation is minor, it may be handled with existing resources.
2. Maintain communications with the dispatcher providing such information as:
  - a) Estimated size of the crowd and area involved and request additional personnel if necessary.
  - b) Gauging the mood of the crowd.
  - c) Weapons, if any, involved.
  - d) Any destroyed property involved.

### C. Duties and responsibilities of dispatchers:

1. Make appropriate notifications requested by the Supervisor.
2. Make news media referrals to the Chief of Police or their designee.

### D. Contacting the Crowd - Once appropriate and adequate personnel are in place, the Supervisor will:

1. Approach the crowd and inform the leader or leaders that the assembly is unlawful and they have to disperse. If the crowd is violent, this should be accomplished by using the P.A. system in the patrol vehicle.
2. A time limit for dispersal should be established and no extensions allowed, if a high potential for violence or dangerous/violent behavior exists.
3. If the crowd fails to disperse and continues its activity, the Supervisor will, after consultation with the Chief of Police or their designee:
  - a) Authorize the use of pepper spray and/or additional necessary force.

- b) Order the formation of law enforcement lines and move into the crowd for control.
- c) Take other action as determined by the Chief of Police or their designee.

#### E. Evidence Preservation

1. The Shift Supervisor will appoint one officer to be responsible for the preserving, collecting, and recording all evidence at the scene.
2. Officers locating items of evidence or potential evidence may protect the item and inform the officer designated for the collection of evidence. That designated officer will then document and collect the potential evidence.

#### F. Disturbances at a jail or prison

1. Upon the request of the Effingham County Jail, or Effingham State Prison, and with the approval of the Supervisor, officers of the Guyton Police Department will respond to their aid in controlling disturbances of the inmate population.
2. The Supervisor will send as many officers as requested and/or feasible to the location indicated by the request.
3. Responding officers will be deployed at the direction of the commanding officer on the scene.
4. Responding officers will complete a Status Five incident report and/or supplements detailing their actions.

### **VIII. DE-ESCALATION PROCEDURES**

- A. Once the situation has been brought under control and has returned to normal, the supervisor will begin de-escalation procedures.
- B. De-escalation procedures include but not limited to:
  1. Disengage officers as appropriate.
    - a) On duty officers will return to normal patrol operation.
    - b) Called-back officers will return issued equipment to the command post, prior to ending duty.
  2. The supervisor may assign officers to remain in problem area to protect from any recurrence of disorder.



3. Conduct any follow-up investigations of the incident to include criminal investigation action and crime-scene processing action.
  4. Ensure that departmental equipment is collected.
  5. Discontinue the command post.
- C. The police department may, as needed, assist other City departments in post-occurrence duties, to include security, clean up, and documenting casualties and damages.
- D. After-action report: The Chief of Police or their designee may prepare an after-action report which may provide factual information concerning the incident, including actions taken, the results of those actions, and a critique of the incident response to include appropriate recommendations.

## **X. TRAINING**

- A. All sworn personnel should attend training in the areas of Crowd Control.
- B. Crowd Control training may occur initially for new officers and periodically during in-service training.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 200-21**  
**“Bomb Threats”**

**CHIEF OF POLICE:** 

**CALEA STANDARD: 46.1**

**EFFECTIVE DATE: 03/01/23**

**INDEX AS: Bomb Threats, All-Hazards Plan**

**LAST REVISED DATE:**

Purpose: The purpose of this general order is to establish procedures for handling bomb threats and actual bomb emergencies.

**I. ADMINISTRATION**

- A. The on-scene Supervisor will have the authority to implement this plan and will assume command of the operation until relieved by a higher-ranking authority.
- B. Bomb threats will normally be investigated by officers, while actual bombings require the assignment of investigators. The on-scene Supervisor may decide it appropriate to call out an investigator if the threat involves extortion or terrorism.
- C. The FBI must be notified of any actual bombings. Bomb blasts in schools or at federal installations will be investigated by the FBI.
- D. If an explosive device has been detonated, the scene will remain protected until the investigator or outside agency arrives to begin scene processing.
- E. All officers will give required assistance to outside agency personnel upon request.

**II. DUTIES AND RESPONSIBILITIES OF DISPATCHER/CALL TAKER**

- A. Bomb threats may be called in to any location. The individual receiving the call should obtain as much information as possible. This information should include, but may not be limited to:
  - 1. Total number of bombs
  - 2. Exact location of the bomb
  - 3. Time set for detonation if timing mechanism is used.
  - 4. Description of bomb

5. Type of explosive (if known)
6. Type of bomb (pipe, etc.)
7. Reason for bombing (if known)
8. Notify and request the Chief of Police (if actual bombing) to respond to the scene.
9. Record pertinent information.

### **III. THREAT OF A BOMB AT HEADQUARTERS**

- A. If the threat is that there is a bomb in Police Headquarters, the ranking supervisor at the department will be immediately notified.
- B. The ranking supervisor will ensure that the Guyton Police Department (GPD) notify an Explosives Detection K-9 Handler and will designate a search team. All personnel not assigned to the team will exit the building by the closest exit.
- C. Once outside, a head count will be accomplished. Any employee aware that a non-search employee is still in the building will immediately report such to the ranking supervisor.
- D. The search team will operate as outlined by this Order.

### **IV. DUTIES AND RESPONSIBILITIES OF SHIFT SUPERVISOR**

- A. Bomb Threat:
  1. Upon notification by the "911" dispatcher of a bomb threat, the Supervisor will immediately respond to the scene, establish a command post on or outside the security perimeter, and ensure that the GPD notify an Explosives Detection K-9 Handler to respond. The Supervisor will instruct the dispatcher to send responding units to the command post for deployment.
  2. The Supervisor may ensure that all radios will be turned off. Communications from on-scene officers will be through the use of the telephone, through runners, or an officer can be sent several blocks away to transmit messages using the law enforcement radio. Rule of thumb: No radio transmissions within 1000 feet of affected scene.
  3. Assess the situation and make a determination whether to notify command personnel or investigative personnel.
  4. If a call back of additional officers is necessary, the dispatcher may be instructed to do so as provided by GO 200, Unusual Occurrences.
  5. Determine what outside agencies may be notified or assistance requested such as fire, rescue, hospitals, the FBI, ATF, GSP, and other law enforcement agencies.
  6. Assign officers as required to traffic control in general area.

7. Establish a security perimeter around the scene to protect innocent bystanders and public safety personnel. Recommend at least 1000 feet.
8. Coordinate with outside agencies that have been called, as they arrive.
9. An after-action report will be completed by the Supervisor and forwarded to the Chief of Police relating all facts of the incident and recommendations, if appropriate.

B. Bomb Detonation:

1. Maintain a security perimeter around the scene to protect innocent bystanders and public safety personnel. Minimum security perimeter may be least 1000 feet and may be expanded or reduced after consultation with external services and approval of the on-scene commander.
2. If a security perimeter has not yet been established, upon notification of a bomb detonation, the Supervisor will immediately respond to the scene and establish a command post on or outside the security perimeter. The Supervisor will instruct the dispatcher to send responding units to the command post for deployment.
3. A casualty collection point may be established by the Supervisor near the command post and outside the affected security perimeter. The location of the collection point may be located as feasible as possible in a location with sufficient thoroughfares to allow quick response by EMS personnel to and from a medical facility.
4. The Supervisor may assume duties as the On-Scene Commander until relieved by the Chief of Police or their designee. The Chief of Police or their designee will then initiate the call-back of command personnel, investigative personnel, additional officers per GO 200, Unusual Occurrences.
5. Upon the approval of the Chief of Police or their designee, officers should attempt to evacuate injured persons. Once evacuation has been completed, officers will await the arrival of Military EOD and Federal authorities, recognizing the potential for secondary devices or other hazards inside the perimeter.
6. Building management personnel of the affected building(s) should be immediately located and summoned to the scene to assess the presence of any chemicals or other hazards present inside the facility. This information will be immediately relayed to external services such as EOD, fire personnel, and federal authorities, to assess the potential risk to emergency personnel inside the affected security perimeter and to determine the possible need to evacuate adjacent buildings.
7. An after-action report will be completed by the Supervisor and forwarded to the Chief of Police relating all facts of the incident and recommendations, if appropriate.

## V. DUTIES AND RESPONSIBILITIES OF INVESTIGATING OFFICER

- A. Upon arrival at the scene, the investigating officer, as designated by the Chief of Police, will assume responsibility for the completion of the preliminary investigation.
- B. If an actual explosion has occurred, detailed investigation and crime scene processing should await the arrival of the investigator.
- C. The investigating officer should interview the person who received the original call. All details, such as the caller's voice, mannerisms, background noises, and the time may be gathered. The time the call was received is most important since most bombs are activated by a watch or clock which restricts the "bomber" to a 12-hour period or less. Obtain recording from 911 center or location call was received if available.

## VI. SEARCHING THE PREMISES

- A. The decision to search a building is a building management decision, with law enforcement providing recommendations. Since building employees are most familiar with the building and the space therein, part of the building management responsibility includes providing assistance to police/fire building search teams.
- B. When the decision to search has been made, the on-scene Supervisor will designate search team(s) as needed, depending on the size of the area to be searched and the potential of more than one device. However, only the minimum amount of law enforcement personnel may be utilized in the event of the detonation of a device while search teams(s) are in the facility.
- C. Officers may coordinate the search to avoid repetition. Care should be exercised, however, to impress upon the searchers the importance of not disturbing any suspected bomb that may be located. A floor plan of the building should be obtained, if available, for immediate reference.
- D. All areas open to the public may be given special attention: restrooms, trash receptacles, stairwells, elevator shafts, etc. Custodians may be directed by their own supervisors, on law enforcement orders, to check their closets and storage areas for any unusual objects and supervisors may ask their subordinates to check their work areas for unusual objects.
- E. Nothing may be done to change the environment of the area searched, such as cutting on/off light switches or thermostats until the area has been searched thoroughly using flashlights. DO NOT USE radios, cellular phones, or pagers when approaching or searching the area. DO NOT SMOKE.
- F. Never tell management personnel that everything is all clear, instead tell them that the search revealed nothing. Any decision to re-occupy the building rests with the building's management.

- G. If search reveals unusual device or bomb, officers will not attempt to disarm or move it in any manner. The explosive may contain an anti-disturbance device and should be approached only by explosive experts. The main concern is to safeguard lives by isolating the area. If a suspected bomb is found, the dispatcher may contact the Military Emergency Ordinance Disposal Unit or the GBI Bomb Unit. A disposal team will respond to handle the device, and has the necessary equipment to handle bomb disposal operations.
- H. If officers have information or a reason to believe more than one device is suspected, once the search reveals the first device, the search team will immediately stop the search, evacuate the building, and await the arrival of EOD personnel. A continued search for a secondary device will not be attempted.

## **VI. EVACUATION**

- A. The final decision to evacuate a building should be left up to its management. However, if in the opinion of the on scene supervisor extreme risk exists, he may order the evacuation for public safety reasons. The role of law enforcement is to provide information and recommendations, which the management officials may use in making the evacuation decision. Presence of actual or suspected explosive device would allow forced evacuation.
- B. If the decision is made to evacuate the building, officers will assist in the process.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 200-22**  
**“Hostages and Barricaded Persons”**

**CHIEF OF POLICE:** 

**CALEA STANDARD: 46.1**

**EFFECTIVE DATE: 03/01/23**

**INDEX AS: Hostages Barricaded Persons &  
All-Hazards Plan**

**LAST REVISED DATE:**

**Purpose:** The purpose of this general order is to establish procedures to follow should a hostage/barricaded person(s) situation arise.

**Policy:** Hostage and barricaded person(s) situations present special problems to peace officers and citizens because of their danger. Each hostage/barricade situation is different, but a basic plan may provide officers with guidelines to help defuse the situation safely. Whatever situation does arise, the department expects its officers to react logically and sensibly. Above all, officers will not fuel a hostage taker's stress but should strive to contain or limit the situation.

**I. CRISIS NEGOTIATORS**

1. The Crisis Negotiations Coordinator will be selected at the discretion of the Chief of Police.
2. The Crisis Negotiations Coordinator will be responsible for establishing procedures for directing the operation of situations pertaining to Crisis Negotiations/Barricaded person(s).
3. The Crisis Negotiations Coordinator will assist the Chief of Police in the evaluation and selection of persons for the position of Crisis Negotiator. The Crisis Negotiation Coordinator may also serve as the Crisis Negotiator.
4. Negotiators will be selected based on experience, verbal communication skills, and abilities, and current rank.
5. The Crisis Negotiations Coordinator will ensure personnel are equipped and that all assigned equipment is in operational order.

6. The Crisis Negotiations Coordinator or their designee will be the primary contact/liaison during an actual event.
7. The Crisis Negotiations Coordinator will monitor on-going negotiations during an incident and make recommendations to Crisis Negotiations personnel actively engaging in the negotiation or conflict resolution.

## II. PROCEDURE

- A. The first 10-20 minutes of a hostage/barricaded person(s) situation are the most emotionally charged and, therefore, offer the greatest danger. Stress is high both among law enforcement and citizens involved. Normally, there is no need to rush to a solution; time may reduce stress and allow communication to begin. Additionally, time is needed to assess the situation and to secure the surrounding area.
- B. Dispatcher/Call Taker responsibilities: The first personnel to receive information concerning a hostage and/or barricaded person(s) situation will attempt to gather as much information as possible and transmit it to officers in the field clearly and quickly so upon arrival at the scene they are aware of the dangers. Information to be gathered may include:
  1. Where is the event-taking place?
  2. Where is the complainant calling from (number and location)?
  3. What are complainant's name and telephone number?
  4. Can complainant see the scene?
  5. Are the suspects armed and with what?
  6. How many suspects are there?
  7. What do suspects look like?
  8. Are there any other persons involved? If so, how many?
  9. Is an officer already there or approaching the scene?
  10. Attempt to keep person on phone until law enforcement units arrive.
- C. Duties and Responsibilities of first officer on scene:
  1. Assess whether a hostage/barricaded persons(s) situation exists.
  2. Inform dispatch and request the supervisor's presence and additional back-up.



3. Attempt to contain the situation at its present location, avoiding confrontation until back-up and/or the hostage negotiator arrives.
4. Arrange for the evacuation of any injured persons.
5. When feasible or possible, safely remove all innocent persons from the danger area with respect to the protection of cover. Those persons who cannot be immediately removed may be instructed to seek protection where they are if gunfire is taking place.
6. Inform the on-duty supervisor of all pertinent facts upon his arrival.
7. Assist the on-duty supervisor in gathering as much information as possible about the situation. For example:

A. Suspect:

- (1) Location - floor, room, roof, basement?
- (2) What types of weapons does he possess? (guns, rifles, hand grenades, dynamite, etc.)
- (3) Who is he - criminal suspect (burglar, rapist) mentally ill, militant? Complete physical description? Mental and physical condition?
- (4) What is his purpose?
- (5) What crime has he committed? Is it a felony?

B. Hostage – number of hostages, physical description of each (sex, age, height, weight, hair, etc.)? Physical and mental condition?

C. Location:

- (1) Interior and exterior descriptions;
- (2) Identify all possible escape routes;
- (3) Determine locations of service (water and electricity connections);
- (4) Determine if suspect has access to a telephone and obtain telephone number;
- (5) Determine if police scanner is in the building.

D. Duties and responsibilities of the supervisor include:

1. Upon arrival at the scene, the supervisor will assume command of all law enforcement personnel, establish a command post, and make all appropriate decisions until higher authority relieves him.
2. After determining the nature and danger of the situation, the supervisor or their designee will notify appropriate personnel within department and support agencies, to include as necessary:
  - a. Chief of Police;
  - b. Crisis Negotiations Coordinator or their designee
  - c. Ambulance - to stage *in the designated area*;
  - d. Hospital emergency room - alert to possible injuries;
  - e. Fire department - to stage in the designated area;
  - f. K-9 Unit;
  - g. Call back of department personnel - see G.O. 200, "Unusual Occurrences;"
3. Establish an inner and outer perimeter to ensure a safe area in which to operate.
  - a. The inner perimeter should include negotiators, members of the GPD and only designated personnel authorized by the Chief of Police or the Crisis Negotiations Coordinator.
  - b. The outer perimeter should extend such a distance as to ensure, as much as possible, the safety of those beyond the outer perimeter. This may necessitate going door to door and removing occupants of buildings within the perimeter, only if the removal of persons may be accomplished without further endangering the building occupants. All other law enforcement personnel may stage in the outer perimeter. Police vehicles should be stationed at intersections, and any other means necessary should be taken to ensure the integrity of the perimeter.
4. Establish a command post in a safe area, preferably where observation of the scene is still possible.
5. Arrange for the evacuation of any injured persons.

6. Arrange for and supervise the evacuation of any neighboring residences, business, or bystanders in the danger area. If bystanders cannot be evacuated, they will be instructed to seek protection where they are.
7. Ensure video recording devices such as in car cameras and body cameras are activated by the officers and are recording the event.
8. Establish communications with the suspect or suspects to determine their demands or intentions. Some guidelines to be followed in establishing communications include:
  - a. Attempt to locate relatives, friends, or neighbors. Have an area designated for their response where crisis negotiators may speak with them.
  - b. The telephone company will assist if a telephone number is needed.
  - c. If unable to contact the suspect telephonically, use public address system or the bullhorn.
  - d. Make every effort to persuade the suspect to surrender voluntarily before using force.

E. Special equipment:

Hostage/barricaded person(s) incidents may require the use of specialized equipment on the scene. At a minimum, a bullhorn, and videotaping equipment will be transported to the scene. Other items deemed necessary may be accessed as needed. All officers assigned to the immediate area of danger should wear protective vests.

F. Use of force/chemical agents:

The Chief of Police or their designee may authorize the use of force or chemical agents. See G.O. 200, Response to Resistance.

G. Negotiating with barricaded persons/hostage taker:

1. The first officer to establish a dialogue with the subject will serve as the hostage negotiator until a person designated as Crisis Negotiator by the Chief of Police arrives on the scene at which time the Crisis Negotiator will evaluate the situation and determine if they will assume negotiations, or they will assist the officer on scene who has already established a dialogue.
2. The negotiator will relay pertinent information to and receive appropriate information from involved officers. At such times when the Chief of Police does

not serve as the Crisis Negotiations Coordinator, the Crisis Negotiations Coordinator will update the Chief of Police in regards to developing information.

3. Negotiation involves establishing trust between the hostage taker and the negotiator, which involves some "give and take" on both parts. Of primary importance is establishing a dialogue. The Crisis Negotiator will attempt to negotiate with the suspect(s) until the situation is resolved or they are relieved.
4. Practically all demands are negotiable. However, the following demands are generally non-negotiable except under articulable circumstances particular to the specific case.
  - a. Supplying the hostage taker with weapons;
  - b. Providing additional hostages or exchanging hostages;
  - c. Supplying a vehicle, as this would allow the suspect to go mobile;
  - d. Providing alcohol or narcotics to the barricaded subject or hostage therein.

#### H. Chase/surveillance vehicle and control of travel route:

1. The on-duty supervisor will ensure that, should the hostage taker get a vehicle, police units cover all possible routes of travel.
2. Surveillance vehicles may be assigned in order to observe the activities of the hostage taker.
3. The decision to block travel routes will be made by the commanding on-scene Supervisor.

#### I. De-escalation:

Once the barricaded subject or hostage has been secured, the following actions will be performed:

1. The suspect may be removed from the scene immediately in a patrol unit, unless medical treatment is required. He will be searched and then taken directly to headquarters.
2. Hostages will be removed immediately upon capture of the suspect.
  - a. Radio communication will be made that the hostages are coming out;

- b. Find a quiet area for the released hostages to be taken and to be evaluated for medical intervention;
    - c. The on-scene Supervisor may assign an officer to interview each hostage to obtain statements;
    - d. Efforts will be made to reunite the released hostages with their family members.
  3. The scene will be preserved until processed for evidence.
    - a. The area will remain cordoned off until the Chief of Police or their designee declares it open.
    - b. Investigations may be made into any surrounding property damage, e.g., bullet holes in neighboring buildings or destroyed lawns and gardens. Investigations should include pictures.
  4. Units that are no longer needed may be cleared for normal assignments by the On Scene Supervisor.

J. After action reports:

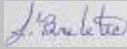
The On Scene Supervisor will submit reports to the Chief of Police as soon after the conclusion of the incident as practical. The Chief of Police will review all reports on all hostage/barricaded person(s) incidents.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 200-23

### “Tactical Operations Unit”

CHIEF OF POLICE:



CALEA STANDARD: 33.6.2, 46.1

EFFECTIVE DATE: 03/01/23

INDEX AS: TOU/Tactical Operations Unit &  
All-Hazards Plan

LAST REVISED DATE:

Purpose: To establish procedures for the selection and organization of police personnel to serve on the Tactical Operations Unit (TOU) and establish guidelines for TOU response to incidents.

The Guyton Police Department does not currently utilize a Tactical Operations Unit. In the event the Chief of Police or their designee authorizes the use of such unit, this General Order will provide guidelines for TOU incident response.

Policy: It is the policy of the Guyton Police Department that the Tactical Operations Unit (TOU) respond to situations involving armed/barricaded subjects, person(s) rescues, hostage situations, high risk warrant service, or other situations requiring specially equipped and highly trained and skilled personnel as deemed necessary by the Chief of Police. Additional assistance may be requested from the Effingham County Sheriff's Office.

#### I. PROCEDURES

##### A. Candidates will:

1. Have a minimum of two (2) years experience as a police officer. The Chief of Police can waive this requirement.
2. Complete TOU training requirements as set forth in this General Order.
3. Maintain a quarterly score of at least a 90% average on a TOU standardized handgun firearms course.
4. Achieve an annual qualifying score on the department long-arms weapons course as required.
5. Be able to pass an annual physical wellness exam.

6. Have a good disciplinary record.
7. Meet the following physical fitness requirements upon initial selection to the team and on a semi-annual basis:
  - A. One mile run/jog - (10) minutes maximum
  - B. Perform 30 Pushups - (60) sixty seconds maximum
  - C. Perform sit-ups continuously for (1) minute
  - D. Complete the approved departmental obstacle course while wearing a gas mask and tactical vest while running.
  - E. Perform a rescue-drag at a distance of (30) thirty yards while wearing a gas mask, tactical vest, and carrying a ballistic shield.
8. As determined by the Chief of Police, applicants must have demonstrated:
  - A. The ability to perform tasks as a team player;
  - B. Self discipline;
  - C. Ability to follow orders;
  - D. Maturity and good judgment;
  - E. Dependability and;
  - F. An understanding that he/she will serve as a TOU operator on a voluntary basis.

## **II. TOU RULES AND REGULATIONS**

- A. All members will strictly abide by the rules and regulations of the Police Department.
- B. Team members may be dismissed from the unit upon the recommendation of the TOU Commander and approval of the Chief of Police for the following reasons:
  1. Violations of rules and regulations of the department;
  2. Absence from scheduled TOU training without justifiable excuse;
  3. Repeated failure to respond to TOU alerts or call-outs;
  4. Failure to maintain uniforms and equipment in accordance with guidelines;

5. Failure to meet physical fitness and weapons qualifications quarterly or annually for long-arms weapons;
  6. Unfavorable evaluations by the TOU Commander of performance during TOU Training sessions or TOU operations.
- C. Any officer dismissed from TOU due to severe disciplinary actions will not be eligible to reapply for membership to the team.
- D. Upon resignation or dismissal from the TOU, each member will be required to turn in all issued TOU equipment to the TOU Commander or department quartermaster. Equipment will be turned in no later than two (2) days after resignation or dismissal from the unit.
- E. Training rules are as follows:
1. Training will be conducted in a professional manner;
  2. TOU operators will drill/train as a team on a monthly basis as determined by the TOU Commander;
  3. All operators must be prompt and present during an entire training session unless excused for a justifiable reason by the TOU Commander or his designee;
  4. Each operator will participate in all phases of training as directed;
  5. Each operator will have the proper uniforms and equipment as specified during training sessions;
  6. All training will be documented and records retained for future reference.
- F. Team Organization
1. The TOU Commander may be appointed by the Chief of Police and may be under the direct supervision of the Chief of Police or their designee. The TOU Commander's rank will be that of Lieutenant or higher.

### **III. DEFINITIONS OF TERMS**

- A. High Risk Situation – incidents involving the use of or the potential of extreme violence in which citizens and/or police officers are placed in a position of receiving serious bodily harm or death.
- B. Hostage Situation – the holding of a person or persons against their will through the use of force or the implied use of force.



- C. Barricaded Persons – a person who has taken a position of confinement in a particular area to avoid arrest or apprehension. All barricaded persons may be considered armed until proven otherwise.
- D. Sniper Situation – a person who has placed himself in a position of concealment with a firearm and has fired or threatened to fire upon others.
- E. Crowd Situation – any civil disturbance or crowd control problem where counter sniper tactics, gas munitions, or rescue/apprehension from the crowd is anticipated.
- F. Preplanned Arrests – any preplanned arrest situation where there is a high probability that the subject(s) will resist apprehension with the use of weapons.
- G. Other – any situation where the on-duty shift supervisor, after conferring with the Chief of Police, decides the response of TOU is warranted.

#### **IV. DUTIES OF RESPONDING UNITS**

- A. Once the determination is made that a high risk situation exists, or is probable, the responding unit(s) will notify his respective superior;
- B. The Chief of Police will determine if the deployment of TOU is warranted;
- C. If TOU is to be utilized, the entire team, not a portion of the team, will be notified to respond unless deemed otherwise by the TOU Commander.
- D. The TOU Commander will direct operations to contain the suspect(s), establish an inner and outer perimeter, establish a tactical operations command post, request ambulance and fire services for support, gather intelligence information and any pertinent information that would further assist the TOU Commander to obtain a layout of the area of operation;

#### **V. DUTIES OF TOU TEAM MEMBERS**

##### **A. TOU Commander:**

1. Ensure plans for the operation of the TOU are current;
2. Ensure the TOU is constantly prepared for operations by ensuring the training requirements of the team are met and advising the Chief of Police or their designee of the priority of such training;
3. Ensure an alert plan for notification of TOU operators is current and available to the following:

- a. Chief of Police
  - b. GUYTON Police Department Desk Clerk(s).
4. The TOU Commander will be in complete control of the tactical team mission once authorized, unless directed by the Chief of Police or their designee.
  5. Implement the TOU Notification Plan as soon as he/she is notified of a call out;
  6. Secure the area, depending on circumstances, and consult with the Chief of Police to determine if the Georgia State Patrol SWAT Team should be notified to respond. However, the TOU is NOT prohibited from taking immediate action to prevent injury and/or death to themselves and/or others when dictated by the suspect(s) action(s);
  7. Seek authorization for use of force and chemical agents, through the Chain of Command if time permits. (See G.O. 200, Response to Resistance).
  8. Ensure each TOU operator is equipped with the basic issue items as follows: flashlight, gas mask, portable radio, utility uniform, ballistic vest, ballistic helmet, departmental issue handgun, goggles, gloves and boots. These items will be maintained by the officer in their assigned police vehicle.
  9. Other specialized equipment needed to accomplish the mission may include, but not limited to door breaching devices, noise-light distractionary devices, ballistic shield, etc. These items will be stored by the TOU Commander at the police department.

Additional equipment such as less lethal munitions, shotguns and rifles may be maintained by designated TOU operators as determined by the TOU Commander.

10. Ensure proper storage and transportation of the TOU's specialized equipment, to include but not limited to ladders, maps, chemical munitions, lighting equipment, ballistic shield and breaching devices;
11. Submit an after action report to the Chief of Police on all TOU missions.

**B. TOU Operators:**

1. Respond to the assembly area with issued equipment;
2. If on duty, notify their respective supervisors of the call-out and then report to the assembly area;
3. Stay at the tactical command post unless deployed;
4. Obey all orders issued by the TOU Commander;

5. Maintain radio communication with the TOU Commander and advise them of any information that may affect the situation.

## **VI. TACTICAL OPERATIONS UNIT (TOU) SUPERVISION, COMMAND AND CONTROL**

- A. The TOU will come under the supervision, command and control of a TOU Commander (lieutenant or above) designated by the Chief of Police.
- B. TOU operators will serve in such capacities as an additional duty over and beyond their regular duties.
- C. Close cooperation and coordination between the TOU Commander, Shift Supervisor, and if utilized, the Georgia State Patrol SWAT Team Leader, may take place on tactical deployment(s) during TOU missions to alleviate misunderstandings and to ensure safety of officers and civilians as well as the success of such operations. All Shift Supervisors will provide necessary support and cooperation.
- D. Command and Control will be as follows:
  1. Chief of Police
  2. TOU Commander (Lieutenant or above)
  3. TOU Team Leader
  4. If the Georgia State Patrol is requested to respond, once on scene, primary tactical operations control during incident will be transferred from the TOU Commander to the GSP SWAT Team Leader and all activities will be coordinated through that person and the Chief of Police.

## **VII. RESPONSIBILITIES**

- A. All sworn officers will:
  1. If necessary, take immediate action within his/her capacity to protect life and property and collect all information available/possible about the incident;
  2. Notify the Shift Supervisor when an officer encounters a life threatening situation such as a barricaded gunman or sniper, persons holding hostages, civil disorders, riots or other unusual occurrences as outlined by departmental policy, where the probability of violence exists, high risk arrest/warrant service or other situations where it is deemed necessary to utilize more than conventional police skills/equipment;

3. Attempt to control and contain the situation, while maintaining a tactical advantage and cover, until TOU personnel arrive.

B. The Shift Supervisor will:

1. Notify the Chief of Police and any other appropriate command staff within and outside of the Guyton Police Department, to include EMS, Effingham Medical Center;
2. With consultation with the Chief of Police, determine whether it is necessary for the TOU to handle the situation and inform the emergency communications center;
3. Respond to the incident location and establish an Incident Command Post site, to include a staging area for support personnel;
4. Assume command of the scene until the arrival of the Chief of Police or TOU Commander or their designee;
5. Cause injured victims to be evacuated if doing so will not unduly endanger officers or other personnel;
6. Cause evacuation of bystanders within the perimeter. If it becomes necessary to evacuate other civilians, the shift commander will provide assistance to the TOU commander to accomplish this task.

**VIII. VIP SECURITY/HOSTAGE SITUATIONS/HIGH RISK ARREST/WARRANT SERVICE/FELONY VEHICLE PULLOVERS (NON-COMPLIANT)**

A. Security of VIP's will be conducted in accordance with G.O. 200, Unusual Occurrences.

B. Hostage situations will be conducted in accordance with G.O. 200, Hostage and Barricaded Persons. Hostage situations will be evaluated individually because they are unique in nature. Procedures will be implemented as the situation develops.

C. High Risk Arrest/Warrant Service:

1. In the event a high-risk arrest/warrant service is needed, consideration should be given to utilizing TOU operators, as their level of training and expertise should exceed that of other personnel.
2. In the event that the TOU is used in the above capacity, all appropriate command personnel will be notified if possible. Discretion should be used in the dissemination of information related to special operations as outlined in the general order so as to maintain operational integrity. Radio communications concerning high-risk arrest/warrant service should be limited, or eliminated if at all possible.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 200-24**  
**“Terrorism Prevention Plan”**  
**For Official Use Only**

**CHIEF OF POLICE:** 

**CALEA STANDARD: Chapter 46**

**EFFECTIVE DATE: 03/01/23**

**STATE CERT. STANDARD: 5.33**

**INDEX AS: Terrorism Prevention Plan &  
All-Hazards Plan**

**LAST REVISED DATE:**

**Purpose:** To establish police department procedures for prevention and response to possible or actual terrorist incidents in the City of Guyton, to include identification and assessment of potential high-risk targets within the city limits of Guyton and the agency’s response to terrorism threat alerts announced by the National Terrorism Advisory System.

The Guyton Police Department will also cooperate with city, county, state, and federal law enforcement and/or emergency response agencies in the South Georgia area regarding the prevention and response to possible or actual terrorist incidents, to include participation in a multi-agency task force designed to develop plans and procedures designed to combat terrorism.

**Policy:** It is the policy of the Guyton Police Department to cooperate with other law enforcement agencies and/or emergency response personnel and public and private corporations regarding the identification of facilities which would be considered attractive targets to possible terrorist cells or terrorist groups and are deemed vital to the overall operation of the City of Guyton. Such cooperation may consist in initial threat identification of high risk targets, assessment of vulnerability of those high risk targets, and development of police department special security procedures for high risk targets in coordination with appropriate authorities.

Such cooperation may also consist of the police department’s participation in a multi-agency task force, (if available), consisting of public safety agencies, military installations, and public and private corporations acting as one unit to provide an organized and expedient response to acts of terrorism in the multi-jurisdictional South Georgia area.

## I. PROCEDURE

### A. TARGET ASSESSMENT/IDENTIFICATION

1. The Guyton Police Department may identify targets which would be attractive to terrorist cells or groups. Criteria for selecting potential terrorist targets should focus on those facilities and services which affect city, county, state, and federal operations within the City of Guyton. The following are examples of areas that should be considered and assessed but are not all-inclusive:
  - a. Public works facilities to include but not limited to water plants, power/electrical plants, natural gas services, and sewage systems;
  - b. Transportation systems to include but not limited to airports, railway systems, bus systems, and highway systems;
  - c. Government buildings at the municipal, county, state, and federal levels to include court houses, law enforcement and fire agencies, and any other government building which are typically a source of anger and frustration to terrorist cells and groups;
  - d. Public and private medical facilities which provide emergency medical services and healthcare to the jurisdiction's population.
2. The Guyton Police Department may initiate procedures outlined in section II of this General Order to enhance security measures of identified potential targets in the city. These security measures may be in response to current terrorist threat alert declared by the National Terrorism Advisory System.
3. For targets identified in the City of Guyton, the police department may contact management at each potential target. Once contacted, the police department may provide insight and assistance to each potential target in areas of enhancing security and target hardening measures.
4. Target Hardening Methods are measures to improve security at each facility and to identify the vulnerability and needs of each potential target. Examples of Target Hardening Methods include but are not limited to:
  - a. Organization of a local terrorist response plan;
  - b. Evacuation plans;
  - c. Installation of security equipment such as external and internal cameras, audio recording systems for telephones and radios, metal detectors, security doors or barriers, bomb/concrete barriers, and security fencing;
  - d. Parking plans;

- e. Employing security personnel;
  - f. Employee awareness training.
5. The final determination of affected facilities to accept and implement the recommendations of the police department may be based on willingness of management of those identified facilities to accept such recommendations.

## B. NATIONAL TERRORISM ADVISORY SYSTEM

1. NTAS Alerts will only be issued when credible information regarding a terrorist threat is available. These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety. Each alert provides information to the public about the threat, including, if available, the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat; protective actions being taken by authorities, and steps that individuals and communities can take to protect themselves and their families, and help prevent, mitigate or respond to the threat.
2. The National Terrorism Advisory System alerts contain a **sunset provision** indicating a specific date when the alert expires. There will not be a constant National Terrorism Advisory System alert or blanket warning of any threats. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated National Terrorism Advisory System Alert. All changes, including the announcement that cancels a National Terrorism Advisory System alert, will be distributed the same way as the original alert.

The two alert levels that could be given by the National Terrorism Advisory System are:

- **Elevated** - a credible terrorist threat against the United States (geographic locations will be indicated if known).
- **Imminent** – a credible, specific, and impending terrorist threat against the United States (geographic locations will be indicated if known).

## II. CONCEPT OF OPERATIONS

Regardless of the announced terrorist threat alert, the department must continue to provide law enforcement and court services. The department must also be prepared to provide as much mutual aid as feasible. However, the manner by which these services are provided will depend upon the threat alert and how specific the level of danger is directed to either the City of Guyton or the Savannah Georgia area. The more precise the terrorist threat becomes to the City of Guyton, the less the agency will be able to provide non-essential and non-emergency services.

## A. AUTHORITY TO IMPOSE ENHANCED SECURITY MEASURES

Only the Chief of Police or their designee can impose additional security measures in response to announced National Terrorism Advisory System alerts.

## B. IMMINENT THREAT ALERT

1. If an imminent threat or impending terrorist threat occurs within the Savannah Georgia area or to the Southeastern United States, the department will impose the appropriate response measures. The following measures will be considered and imposed as directed by the Chief of Police or their designee:
  - a. The agency operations will revert to 12-hour shifts until further notice;
  - b. There will be a telephone call back and all sworn personnel may be placed into an on-call status;
  - c. Designated critical facilities will be monitored every 4 hours or more frequently;
  - d. Restrict access and implement positive identification of all personnel at police headquarters. Such restrictions may include but not limited to restricting access to the police department parking lot and building, conducting entry control checks at the parking lot entrance and building, designate employees to make regular sweeps of the facility and parking lot for suspicious items or activities, restricting parking adjacent to the building, screening all package deliveries, accepting only prescheduled vendor deliveries, permitting access to assigned employees only, etc;
  - e. All nonessential police department activities, such as recruitment activities (written tests, physical agility testing, hiring boards, etc.), training, community policing activities (Citizen Police Academy, etc.), etc. will be restricted;
  - f. Recommend to city officials to close non-essential government operations;
  - g. In coordination with the Mayor and City Manager, recommend to limit public access to community and recreation centers;
  - h. Consider utilizing the media to advise the general public to postpone public gatherings and other group activities;
  - i. Update agency recall roster;
  - j. Prepare to support mutual aid requests;
  - k. Maintain close surveillance of those public activities not cancelled;
  - l. Prepare news release information as appropriate.



2. Should the imminent threat not be specific to the City of Guyton or the Savannah Georgia area, the following measures should be considered for implementation by the Chief of Police or their designee:
  - a. Frequently monitor critical facilities at least once per shift;
  - b. Restrict all out of city training and other nonessential activities;
  - c. Update agency recall roster;
  - d. Restrict access and implement positive identification of all personnel at police headquarters. Such restrictions may include but not limited to restricting access to the police department parking lot and building, conducting entry control checks at the parking lot entrance and building, designate employees to make regular sweeps of the facility and parking lot for suspicious items or activities, restricting parking adjacent to the building, screening all package deliveries, accepting only prescheduled vendor deliveries, permitting access to assigned employees only, etc;
  - e. Prepare to support mutual aid requests;
  - f. There will be a telephone call back and all sworn personnel may be prepared to be placed into an on-call status for immediate recall if appropriate.

### **C. ELEVATED THREAT ALERT**

1. Under an elevated threat alert and during normal operations the following minimum security measures will be followed:
  - a. Agency personnel are expected to maintain a high degree of awareness for suspicious activity and for unusual events that may require follow-up measures;
  - b. Ensure security to vehicles at facilities by locking all vehicle doors;
  - c. Escort all visitors in the facility;
  - d. Inspect emergency supplies to ensure equipment is in good working order;
  - e. Report the presence of unknown personnel, unidentified vehicles, vehicles operating out of the ordinary, abandoned parcels or packages, and other suspicious activity;
  - f. Review and maintain an updated recall roster;
  - g. Ensure all personnel are informed of the current National Terrorism Advisory System alert condition.
2. These terrorism threat alerts will be used for terrorism prevention and response planning, personnel training, and for performing other routine and emergency services.

## D. GENERAL OPERATIONAL CONSIDERATIONS

### 1. PATROL OPERATIONS:

- a. The city's critical facilities may be assigned to officers for periodic checks based upon the terrorism threat alert level announced by the National Terrorism Advisory System. In the event of an imminent threat alert, checks will be performed more frequently.
- b. Such security checks should be made in a manner that is highly visible and unpredictable. The use of marked vehicles may serve as deterrence to illegal activity. The employment of random, unscheduled patrol operations may signal to terrorists, especially while performing surveillance activities, that vigilance is being maintained and that their operations may be disrupted.

### 2. **TERRORIST THREAT INDICATORS:** Another way to prevent terrorism is to identify individuals who may be performing surveillance at one of the city's critical facilities or at other potential target locations. Patrol officers, investigators, school resource officers, and court security personnel should be alert to the following examples of indicators of suspicious activity during the course of their assigned duties or when making security checks of designated critical facilities. **THE EXISTENCE OF ONE OR MORE OF THESE BEHAVIORS WILL SERVE TO JUSTIFY REASONABLE SUSPICION TO STOP AND DETAIN AN INDIVIDUAL (S) FOR A FIELD INTERVIEW:**

- a. Multiple sightings of the same individuals or vehicles, especially near one of the city's government buildings or in close proximity to one of the identified critical facilities;
- b. Individuals sitting in a parked vehicle for extended periods, especially near one of the city's government buildings or in close proximity to one of the critical facilities;
- c. Individuals discreetly drawing pictures, taking notes, or photographs in an area not normally of interest to tourists, such as locations for security cameras at one of the critical facilities, railroad tracks, interstate bridges, dams, power substations, or water pumping or holding facilities;
- d. Any person who exhibits unusual behaviors, such as staring or quickly looking away from other individuals as they enter or leave government buildings or one of the critical facilities;
- e. Any person detained with multiple sets of clothing, identifications, sketching materials, or still/video cameras; or
- f. Questions directed at officers by benign appearing individuals, about security measures, critical infrastructures within the city, or inquire about agency response capabilities.

### 3. POSSIBLE INDICATORS OF WEAPONS OF MASS DESTRUCTION

- a. Unusual suspicious packages found near sensitive locations, such as near air intake/Heating, Ventilation, and Air Conditioning (HVAC) systems or enclosed spaces;
- b. Unusual powders or liquids/droplets/mists/clouds, especially if discovered near air intake/HVAC systems;
- c. Any reports of tampering or breaking in to a facility containing chemicals or hazardous materials;
- d. Unexplained or unusual odors;
- e. Any sightings of unusual spraying or reports of spray devices;
- f. Unusual quantities of incendiary materials or out of place incendiary materials, including propane or gasoline;
- g. Large quantities of chemicals (e.g. hydrogen peroxide or fertilizer) labeled or identified as ammonium nitrate;
- h. Small lengths of pipe and end caps, hollowed-out books, or unusual items that could be used as explosive devices.

**ANY CONFIRMED INDICATORS OF WEAPONS OF MASS DESTRUCTION WILL BE REFERRED TO THE CHIEF OF POLICE FOR FURTHER INVESTIGATION.**

### 4. INTELLIGENCE GATHERING OPERATIONS:

- a. Responsibilities:
  - 1) The Chief of Police or their designee his designee may be assigned as the agency's point of contact for homeland security matters. One of the responsibilities of this position is to review federal and state homeland security intelligence information and to disseminate any information that may be of interest to agency personnel in the performance of their official duties, to include terrorist prevention.
- b. It is vital that all field interviews performed as a result of observed suspicious activity, as outlined above, be thoroughly documented. Supervisor should review such information in order to identify any patterns or multiple sightings of possible terrorist activities. It is especially important that field interview reports submitted by members on various shifts and from other bureau members be reviewed for possible follow-up action.
- c. Other intelligence about potential terrorist threats within the city or the potential use of weapons of mass destruction devices may be provided by federal and state law enforcement sources. Accordingly, the agency relies heavily on the receipt of timely information published by the National Terrorism Advisory System, Federal and State Offices of Homeland Security, the FBI, the Joint

Terrorism Task Force, the Atlanta Terrorism Task Force, from public health authorities, the Georgia Information Sharing and Analysis Center, and the Terrorist Screening Center.

**5. PRELIMINARY AND FOLLOW-UP INVESTIGATIONS:**

- a. During the course of performing initial and follow-up investigations, patrol and investigative personnel should be alert for circumstances involving false identity or any use of altered or stolen identity documents.
- b. Suspicions of possible terrorist activity should rise when responding to otherwise routine criminal activity. For example, cases involving identity theft or document fraud, reports of stolen/recovered chemicals, explosives, or related devices, theft of rental vehicles, fuel tankers, ambulances, aircraft, utility trucks, law enforcement vehicles. In addition to unauthorized use of aircraft or reports of suspicious crop dusting, any vandalism to railroad facilities or equipment, to road bridges, or to other infrastructure, and complaints about unusual weapons firing or the detonation of explosives in areas not normally used for such activities. These are just a few examples of situations that may require further inquiry for possible terrorist involvement.
- c. Any report of unauthorized computer based intrusion by the city water and sewage authority or other entities of city government, electrical providers or medical treatments facilities may be investigated for possible terrorist links.

**6. CRITICAL FACILITY WATCH PROGRAM:** The purpose of the Critical Facility Watch Program is to enhance the security of designated facilities by increasing awareness and powers of observation of the employees who work at these locations.

- a. The main objectives of this program are to:
  - 1) Increase employee awareness of criminal activity at their work site and the surrounding areas;
  - 2) Provide information to employees in ways to enhance security of property, equipment, and sensitive items;
  - 3) Identify a point of contact at each critical facility to serve as a liaison person for the exchange of intelligence and security information;
  - 4) Develop response plans should a criminal event or terrorist attack occur at the facility;
  - 5) Responsibilities: The Chief of Police or their designee may initiate the Critical Facility Watch Program at each designated

facility within the city. This may be accomplished with the assistance of the Shift Supervisors.

### **III. MULTI-AGENCY TASK FORCE PARTICIPATION:**

- A. Upon approval by the Chief of Police, the Guyton Police Department may participate with any Multi-Agency Task Force designed to provide a combined response to Terrorist Threats. If such a task force is available, the police department may provide a liaison to represent the department and provide a contact point for two-way information flow.
- B. The framework and program guidelines for such a team may be determined by the task force as a whole, based on that group's policies and procedures.
- C. During mobilization and response procedures to possible or actual terrorist situations, overall command and control of the response may be determined by the task force policy and procedures, to include providing an on-scene commander for the group and response. However, the Chief of Police or their designee may maintain overall control of Guyton Police personnel and equipment during such a response. The Guyton Police Department may provide all feasible assistance to the task force during a possible or actual terrorist incident, without compromising the police department's capabilities of providing adequate law enforcement services in the city.
- D. Decisions regarding the deployment of force and resources such as equipment and personnel by the Guyton Police Department may be the authority of the Chief of Police or their designee. Deployment of forces and additional resources by other responding law enforcement personnel may be based on policies and procedures of those agencies and the policies and procedures of the task force.
- E. For incidents that occur in the City of Guyton, the Chief of Police or their designee may respond to the established command post to maintain control of law enforcement activities (Reference General Order 200 Unusual Occurrences).
  - 1. The Chief of Police or their designee, in coordination with the task force, may assess the situation and offer all available assistance.
  - 2. If the incident is within the city limits of Guyton, the Chief of Police or their designee may respond to the incident scene and establish a Command Post. The Chief of Police or their designee may then assess the situation and determine what additional resources may be required.
  - 3. During incidents that occur within the city limits of Guyton, the highest ranking officer on scene may assume duties as on-scene commander for all law enforcement activities, until properly relieved by higher state and federal authorities.
  - 4. At the conclusion of the incident, a written report may be completed by a member of the Guyton Police Department and provided to the Chief of Police. The report may include any suggestions and recommendations from

the standpoint of Guyton Police Department's role and response during the incident.

#### **IV. DISSEMINATION OF INFORMATION**

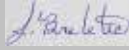
- A. At the discretion of the Chief of Police or their designee, the police department may provide terrorism awareness/prevention bulletins, press releases, and other awareness information to the service area.
- B. The Chief of Police or their designee may be designated as the position having responsibility for dissemination of information to include this General Order and any information directly related to a Terrorism Prevention and Response Task Force, GISAC, and other Homeland Security issues.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 200-25

### “Response to Active Shooters”

CHIEF OF POLICE:



CALEA STANDARD: Chapter 46

EFFECTIVE DATE: 03/01/23

INDEX AS: Active Shooter Incidents

LAST REVISED DATE:

#### I. PURPOSE:

The purpose of this policy is to provide protocols for assessing the threat and performing rapid intervention tactics to limit serious injury or loss of life during active shooter situations. The term “active shooter” is used throughout this policy as it applies to all situations where there is an active, ongoing deadly threat, involving the use of firearms.

#### II. POLICY:

It is the policy of this department in situations where ongoing deadly force is reasonably likely to be employed by a suspect and delay in taking police action could result in injury or death, that rapid intervention of officers at the scene is authorized when such actions are deemed reasonable to prevent further injuries or loss of life.

#### III. DEFINITIONS:

- A. *Active Shooting*: An incident, normally in a confined and populated area, in which one or more persons armed with a firearm have used, or are reasonably likely to use, deadly force in an ongoing manner, and where persons have been injured, killed, or are under imminent threat of death or serious bodily harm by such persons.
- B. *Rapid Intervention*: Immediate response by one or more officers to an active shooting based on a reasonable belief that failure to take action pending the arrival of additional officers would result in death or serious bodily injury.
- C. *Contact Team*: The first officer(s) at the scene of an active shooting situation tasked with locating the suspect(s) and neutralizing the threat.
- D. *Rescue and Recovery Team*: An organized team of officers who make entry after the contact team to evaluate first-aid needs and evacuate injured persons.

- E. *Incident Commander (IC)*: The first officer on the scene who takes charge, regardless of rank.
- F. *Active-Shooter Intelligence*: Any telephone call, email, social media post, text, and/or rumor, regardless of the location of where the threat and/or alleged threat originated or to whom it is directed to.

#### **IV. ACTIVE SHOOTER INTELLIGENCE/THREATS:**

- A. During any instance where a member of the police department receives Active Shooter Intelligence as defined by III. F. of this general order, a Status 5 Report titled “Terroristic Threats” will be initiated.
- B. The investigating officer(s) will immediately notify their supervisor, who will determine if and/or what other resources are needed. The investigation will also include notifying an administrator of the school or manager of the business referenced in the threat immediately, regardless if the threat is confirmed as legitimate or not. The investigation will also include immediately notifying the law enforcement agency of the jurisdiction where the school is located, if not in the city limits of Guyton.
- C. Once the originating person of the threat is located, an interview will be initiated. If this person is a juvenile, the parent/guardian will be contacted along with the Department of Juvenile Justice (DJJ). If probable cause exists that a crime has been committed, the offender will be arrested immediately, and a warrant will be applied for later.
- D. Any reports of Active Shooter Intelligence, whether an arrest is made or not, will be forwarded to the Chief of Police or their designee, where it will be reviewed for any further action. The Chief of Police or their designee will forward the information to the Federal Bureau of Investigations and any other appropriate agency, and will maintain the information in a secured intelligence file.

#### **V. RESPONSE PROCEDURES:**

- A. Officers responding to an active shooter situation should:
  - 1. Use only aimed directed fire at targets which can be identified as threatening death or serious bodily injury;
  - 2. As a general rule the use of cover fire is prohibited;
  - 3. Be sure of your intended target;
  - 4. Be aware of the potential dangers of secondary projectiles, and innocents suddenly moving into your line of fire expectantly;
  - 5. Be aware of the potential for misses and where the back stop is, and what lies beyond it; and
  - 6. Account for the suspect wearing protective armor, and anticipate alternative targets on their body.



#### B. Situational Assessment:

1. Based on available information, dispatched responders or officers already at the incident scene may verify that an active shooter situation exists through information provided by dispatch, from persons confined within or exiting the target location, witnesses, reports of or sounds of gunfire, or related means.
2. Where available and as time permits, witnesses, or others should be asked about the location and number of suspects, the suspects' weapons, persons injured, the number and location of persons in possible jeopardy, and the use or location of improvised explosive devices (IEDs).
3. Upon completion of the initial assessment, the IC may:
  - a. Advise communications and request resources as deemed necessary, and
  - b. Determine whether to take immediate action alone or with another officer, or wait until additional resources are available.

#### C. Rationale for Rapid Intervention:

1. The responding officer(s) will determine whether rapid intervention is legally justified and reasonable. This decision may be based on whether or not:
  - a. Firearms are available to or have been used by the suspect;
  - b. Victims are under the suspect's control, are readily accessible, or both; and
  - c. The suspect poses an ongoing threat of deadly force.

#### D. Individual Officer Intervention:

1. The vast majority of active shooter incidents involve one suspect, a factor that makes individual officer intervention a potentially viable option for saving lives, even if additional resources are not readily available.
2. In some instances, an individual officer may be present within or nearby the active shooting location. Whether on or off duty, in or out of uniform, officers may determine that immediate intervention is reasonable and necessary to stop the active threat. That decision should be based on the factors noted in this policy and the officer's capability to effectively intervene, based on such factors as whether:
  - a. The officer is armed;
  - b. It is reasonable to believe that innocent persons will be killed or injured if immediate response to the threat is not taken;
  - c. The size, configuration, and related physical aspects of the incident location offers opportunities for cover and concealment to assist tactical options, adequate routes for evacuation, or secure locations in which to hold or retreat to.
  - d. The suspect is accessible.

3. As soon as practical, officer(s) will notify communications that an active shooter situation exists. The officer should provide the following information and updates as available and when practical:
  - a. The identity, location, manner of dress, and proposed actions of the officer(s) at the scene;
  - b. Information on the suspect to include a physical description, weapons, equipment such as body armor, and current location and actions; and
  - c. Available information on persons injured or under threat, their locations, emergency resources required, and recommended points of entry.
4. When displaying firearms while in plainclothes, officers may verbally identify themselves as police officers, and clearly display their shields and/or other police identification to alert security personnel, other arriving officers, or civilians that they are police officers.
5. If armed tactical intervention is not feasible, officers should facilitate evacuation by:
  - a. Locating points of egress from danger zones and directing people to those evacuation points if reasonably safe for them to do so; and
  - b. Locating and directing persons hiding in unsecure locations (e.g., under desks, inside unlocked rooms) to evacuation points.
  - c. If evacuation is not possible, officers should:
    - (1) Help locate and direct persons to safer locations, preferably with thick walls, solid doors with locks, or; in the absence of such locations, rooms that can be barricaded with heavy furniture or objects;
    - (2) Direct individuals to silence all personal electronic devices, take cover, and remain silent, and
    - (3) Take any actions possible to distract, disrupt, divert, or incapacitate the shooter using surprise attacks and any aggressive force possible.
  - d. When possible, officers should assist with the injured and direct incoming teams to injured persons.

E. Intervention—Contact Team Response:

1. A contact team response to an active shooter situation is preferred in nearly all active shooter situations, irrespective of any initial actions that may have been taken. Even if the threat seemingly has been terminated, contact teams are required to perform secondary sweeps, and/or assist in screening and orderly evacuation of persons to a designated area,

2. The IC will ensure that each contact team is aware of the other teams' locations and actions if more than one contact team is deployed. The mission of the contact team is to locate and stop the threat. Normally, only one contact team may be deployed at any given time but additional teams may be deployed at the direction of the IC to provide tactical advantage.
3. An inner perimeter may be established by containment officers to control access to and egress from the target location. Civilians should be directed out of the inner perimeter to a designated secure location for identification and debriefing.
4. A secure staging area for follow-on emergency first responders and responding officers may be designated by the (IC) and its location provided to the 911Center dispatcher:
  - a. An officer may be assigned to the staging area to brief arriving personnel, maintain communication with the (IC), and assign duties to follow-on first responders as directed by the (IC).
  - b. A second secure staging area may be designated by (IC) as soon as reasonably possible to accommodate arriving family members of persons at the target location. An officer(s) may be assigned to the second staging area for security as it is possible some of these persons may be armed, particularly those who have family members at the incident scene. These individuals must be restricted to the staging area as they could pose a hazard to themselves, officers, and bystanders and jeopardize tactical operations.
5. The contact team may be provided a clear emergency operations communications radio channel (NOT GPD primary) to provide the following types of information:
  - a. The team's progress and location.
  - b. The location and number of victims and their medical needs.
  - c. The estimated number of suspects involved.
  - d. The suspects' descriptions and weapons if known.
6. The contact team should be aware of the possibility of booby traps or explosives. If discovered, the contact team leader will determine whether to post an officer near it, report it, or mark it for later removal.
7. The contact team will seek to locate the suspect(s) in the most expeditious manner possible in order to stop the threat. In doing so, officers should not stop to render aid or assistance to victims but will, where reasonably possible, inform them that rescue teams are forthcoming and direct them to a safe point of egress or hiding if they are ambulatory and it is deemed safe for them to do so.
8. Once the suspects have been located and the threat eliminated, the contact team should proceed to clear all portions of the location in the event that more suspects are in hiding. Arriving tactical teams or other officers should be called upon to help clear the location of potential suspects, locate and evacuate persons in hiding, and render safe any dangerous munitions or armament.

9. When their primary mission is completed the contact team may assist with recovery, rescue and first aid as necessary.

F. Rescue Teams:

1. Following contact team deployment, and as officers and resources arrive at the incident scene, the IC should ensure that rescue teams are formed to provide first-aid and to help evacuate victims. Rescue teams generally consist of four to six emergency first responders but may be expanded as the situation dictates.
2. Rescue teams may be organized under a team leader, deploy in tactical formations and be prepared to respond to hostile action as rapidly changing circumstances may place them in contact with suspects. In such instances, the teams should be prepared and equipped to serve as the contact team.
3. Rescue teams will be deployed only after the contact team has made entrance, provided a status report, notified the command post of the location of victims, and determined that rescue efforts may begin. Wounded and injured persons may be quickly searched, if reasonable, for weapons and removed to the designated emergency first-aid area with cover and movement of such persons provided by team members. If emergency medical personnel are not yet in place, basic first-aid may be the responsibility of rescue team members until they are relieved by medical personnel.
4. Medical personnel may be permitted to accompany or respond to rescue team members if wounded persons are incapable of being moved.
5. Rescue team members may search uninjured persons in the hostile environment before moving them to the evacuation site.
6. Rescue and recovery operations may continue until the IC has declared the scene secure.
7. Officers assigned to the evacuation center should maintain custody and control of all persons and document their identities until they can be reunited with family or others. Victims and witnesses suffering from emotional and/or physical trauma or shock should be kept under the observation of medical personnel until such time as they may be safely transported to a hospital or home in the care of family or friends.

G. Command Post:

1. The IC may ensure that the following actions are accomplished if necessary:
  - a. Establish Incident Command.
  - b. Establish communication.
  - c. Establish inner and outer perimeters, hot zones, secure routes NOTE: Additional officers may be deployed to control access to the location and monitor the perimeter.
  - d. Identify a staging area for first responders, a second staging area for family members, and a third staging area for the media.
  - e. Request mutual aid if necessary.

- f. Organize unified interagency telecommunications.
- g. Establish traffic control and management.
- h. Request emergency medical assistance and designate a secure triage area for treatment of the injured and evacuation by EMS.
- i. Initiate intelligence gathering on possible suspects.
- j. Select a secure location to place evacuees.
- k. Summon police chaplains and designated crisis team officers to provide information to relatives of victims.
- l. Coordinate with owners or officials of the target location for floor plans, site layout, and a roster (including emergency contact information as available) of employees, students, residents, visitors, or others believed to be on-site.
- m. Assign a recorder to document actions at the command post.

#### H. Debriefing:

1. As soon as reasonably possible after the incident, the department may conduct a debriefing of essential personnel involved in the incident. The debriefing may identify both positive and negative aspects of the deployment with the intent of addressing areas in need of improvement and to determine whether changes in operational protocols, policy, or training may be warranted as a result.

### **VI. AFTER-ACTION REPORTING:**

The (IC) and any on-scene supervisor directly responsible for specialized units will compile a comprehensive after-action report for review by the Chief of Police on all active shooter occurrences, hostage/barricaded person(s) incidents.

### **VII. TRAINING**

The police department should provide active shooter training to all sworn and civilian personnel consistent with national training standards. Training should include review of this policy and may include table-top and/or practical exercises.

**GUYTON POLICE DEPARTMENT  
GENERAL ORDER 200-26  
“Courtroom Security Procedures”**

**CHIEF OF POLICE:** 

**CALEA STANDARD:** Chapter 73

**EFFECTIVE DATE:** 03/01/23

**INDEX AS:** Courtroom Security

**LAST REVISED DATE:**

Purpose: To establish procedures for the security and control of the Municipal Courtroom and to outline the duties and obligations of officers and Court Officers.

Policy: This Order addresses the City of Guyton Municipal Court, held as scheduled in the City of Guyton Municipal Court Building located at 505 Magnolia Street, Guyton Georgia, 31312. Security of the Municipal Court may be the responsibility of the assigned Court Officers, and assigned Court Officers may take such actions as provided herein for the safety and security of the assigned courtroom and its occupants. Guyton Police Officers assigned court duties will comply with procedures established in this Order.

**I. Personnel Responsibilities**

**A. Court Officer:**

1. The Chief of Police may appoint a designee to be responsible for the courtroom security function. If possible two sworn personnel may be assigned as full-time Court Officers. The Court Officers appointed will be responsible for ensuring that the procedures outlined herein are followed for each court session.
2. Court Officers will be in their uniforms with all required equipment while court is in session. The authority for any enforcement action is derived from their status as a Municipal Court Officer under the authority of the Municipal Court Judge and their position as a sworn law enforcement officer.
3. The duties of the Court Officers include:
  - a. Physical security of the Judge and the court, including participants and spectators;
  - b. Conducting a physical security inspection of the courtroom, public bathroom, and entry and exit areas immediately prior to court for

weapons and contraband;

- c. Maintaining order;
- d. Ensuring that the courtroom security plan is followed; and
- e. Other duties as included herein or assigned by the presiding Judge or the Chief of Police.

## II. Physical Security Plan

A. The Court Officers will arrive at least thirty (30) minutes prior to the beginning of court.

B. All Court Officers are required to carry their duty weapons and handcuffs in the courtroom. Only other law enforcement personnel, on or off duty will be permitted to carry a weapon (firearm, pepper spray, or other items as determined by the Court Officer) into the courtroom.

### C. Courtroom Design

1. A Court Officer will be assigned to operate the metal detector prior to the beginning of Court. All persons entering the court will be screened by walking through the metal detector. The Court Officer may also use a hand-held metal detector to identify items that may have triggered the primary detector.
2. Observers and participants will be allowed to enter the Guyton Municipal Courtroom through the main public-access doors located at the front of the building.
3. All observers and participants will remain in the seating area behind the half walls until their case is called.
4. Once before the judge, participants will be separated from the judge and the court clerk by the judge's bench.
5. After the case decision, the defendant and participants will only be allowed to leave the courtroom through the same double doors they entered.
6. At the end of the court session, the judge will leave the courtroom through the door located behind the bench, escorted by the Court Officer.

### D. Hand Carried Articles

1. Any article carried into the courtroom must have prior approval by court security personnel.

2. Court Officers may request to examine any object, its contents, or search the subject in possession of said object, upon the order of the judge, or as long as probable cause exists to believe the object presents a threat to the security of those in the courtroom or contains contraband.
3. A subject may elect to remove an item or object in question rather than submit to the search.

### III. Equipment

- A. The Court Officer(s) should ensure that the following equipment is available for use during court:
  1. Handguns, handcuffs, and radios for Court Officers
  2. Leg Restraints
  3. Metal Detector
  4. Emergency Lighting
  5. Fire Extinguisher
  6. Duress Alarm
- B. Court Officers will verify the presence of each item before each court session.
- C. Court Officers will ensure that they have a working police radio, to allow for external communications.

### IV. Emergency Medical Plan

- A. In the event of a medical emergency involving a court participant or spectator, the Court Officer will provide assistance and request medical assistance from the 911 Dispatcher.
- B. If other police officers are present, the ranking officer will assume control and direct the actions of the Court Officers and responding units.

### V. Fire Response

- A. In the event of a fire in the courtroom located at the Guyton Municipal Court Building, all court officers will assist in the evacuation. All persons will be directed through either the rear double doors or the side door, depending upon the location of the fire.
- B. Court Officers will notify the 911 Dispatcher of the fire and its location, and request assistance.
- C. Fire extinguishers located throughout Guyton Municipal Court Building are available as necessary.
- D. Any officers present will be expected to aid in evacuations.



VI. Unusual Occurrences and Special Operations Plans

A. In the event of an unusual occurrence, the Court Officer or ranking officer present will assume control and request additional police, fire, or medical assistance as needed. Some plans to deal with unusual occurrences include:

1. Bomb Threats, G.O. 200
2. Hostage Situations, G.O. 200

B. Unusual occurrences not dealt with in this policy must be handled using the experience and good judgment of the responding officers.

VII. Reports & Security Surveys

A. The Court Officer(s) will provide a written incident report to the Chief of Police of any incidents which threaten the facility or any persons therein. The report may also be sent to the Municipal Court Judge and any other outside agencies as determined by the Chief of Police.

**GUYTON POLICE DEPARTMENT  
GENERAL ORDER 200-27  
“Emergency Response to Opioid Overdose”**

**CHIEF OF POLICE:** 

**CALEA STANDARD:** N/A

**EFFECTIVE DATE:** 03/01/23

**INDEX AS:** NARCAN, NARCAL Nasal Spray, NARCAN Program

**LAST REVISED DATE:**

**I. PURPOSE:**

To establish guidelines and regulations governing utilization of the Naloxone (NARCAN) Nasal Spray administered by police personnel of the Guyton Police Department.

The Guyton police Department does not currently utilize NARCAN Nasal Spray. In the event to Chief of Police authorizes the use of NARCAN, this General Order will establish guidelines for its use.

**II. SCOPE:**

This policy is applicable to all Guyton Police Department.

**III. DEFINITION OF TERMS:**

- A. NARCAN – the NARCAN(naloxone HCl) Nasal Spray is a Food and Drug Administration (FDA)-approved nasal form of naloxone for the emergency treatment of a known or suspected opioid overdose. NARCANNasal Spray counteracts the life-threatening effects of opioid overdose.
- B. Program Coordinator – a designated employee of the Guyton Police Department who oversees the acquisition of NARCAN and coordinates activities with the Chief of Police regarding the administration of this general order.

**IV. PROCEDURES:**

- A. As soon as dispatch serves notice or an officer/employee encounters a possible opioid overdose, dispatch or an on-duty supervisor will immediately designate a unit to retrieve a

mobile NARCAN emergency kit from headquarters and respond to the overdose location. On-scene officers/employees will:

1. Maintain universal precautions.
2. Perform a patient assessment to include:
  - a. Determine if it is a suspected opioid overdose.
  - b. Determine the patient's unresponsiveness.
  - c. Check for absence of breathing.
  - d. Check for absence of pulse.
3. Notify dispatch that a patient is in a potential overdose state.
4. If there is no pulse present, initiate life-saving activities and notify 911 to dispatch medical assistance (EMS).
5. Use NARCAN as soon as possible if you believe or have received information that the patient has or is demonstrating symptoms of an opioid emergency, even if you are not sure, because an opioid emergency can cause severe injury or death. NARCAN has no effect on persons who are not suffering from an opioid emergency. Signs and symptoms of an opioid emergency may include:
  - a. Unusual sleepiness and you are not able to awaken the person with a loud voice or by rubbing firmly on the middle of their chest (sternum).
  - b. Breathing problems including slow breathing in someone difficult to awaken or who looks like they are not breathing.
  - c. The black circle in the center of the colored part of the eye (pupil) is very small, sometimes called "pinpoint pupils" in someone difficult to awaken.
  - d. Fingernails or lips that are blue or purple.
6. How to use NARCAN: All officers/employees should adhere to the recommended procedures set forth by NARCAN when administering the medication. Officers/employees should periodically familiarize themselves with the most current application process of the product by reviewing the instructional videos found on Power DMS or NARCAN's website ([www.narcan.com](http://www.narcan.com)) or as directed by the Program Coordinator.
7. If at any time the pulse is lost, begin lifesaving procedures. (If the patient is unable to be revived, adhere to normal death investigation procedures as outlined in policy.)
8. Keep the responding EMS unit advised of patient status.
9. Continually observe the patient and provide first responder care until EMS arrives.

10. Give full details to EMS upon arrival to include the number of NARCAN Kits administered to the patient.

#### **V. WHEN NOT TO USE NARCAN:**

- A. NARCAN Nasal Spray may not be used on any patient who the officer/employee has received information of or is aware is allergic to ingredients of NARCAN Nasal Spray to include naloxone hydrochloride. Officers will be observant of medical alert bracelets and necklaces when preparing to administer NARCAN.

#### **VI. OFFICER/EMPLOYEE EXPOSURE:**

- A. Officers/employees should be aware of the dangers of exposure to dangerous opioids or other drugs, especially fentanyl. Officers/employees should wear protective gloves when handling drug evidence and when conducting a search of a person suspected of possessing drugs.
- B. When it is believed an exposure has occurred, the exposed officer/employee may, if possible, immediately notify another officer/employee, their supervisor, and EMS.

#### **VII. SUPERVISOR NOTIFICATION AND TRANSPORT:**

- A. A supervisor will be dispatched to all overdoses.
- B. When an officer/employee deploys NARCAN Nasal Spray and it results in a resuscitation of an overdose patient, that officer/employee will notify their supervisor, and the patient should be transported to a medical facility by EMS immediately.
- C. Any Guyton Police Officer/employee who encounters any form of drug overdose, will adhere to O.C.G.A. 16-13-5(b) in that, "Any person who in good faith seeks medical assistance for a person experiencing or believed to be experiencing a drug overdose may not be arrested, charged, or prosecuted for a drug violation if the evidence for the arrest, charge, or prosecution of such drug violation resulted solely from seeking such medical assistance. Any person who is experiencing a drug overdose and, in good faith, seeks medical assistance for himself or herself or is the subject of such a request may not be arrested, charged, or prosecuted for a drug violation if the evidence for the arrest, charge, or prosecution of such drug violation resulted solely from seeking such medical assistance."

#### **VIII. DOCUMENTATION:**

- A. Anytime NARCAN is used, a Status 5 report detailing the nature of the incident must be completed. A copy of the report will be forwarded to the Program Coordinator and Chief of Police for review. The report may include the following minimum information:

1. The nature of the incident.
  2. Additional persons at the scene.
  3. The care the patient received.
  4. The time and amount of Nasal NARCAN administered.
  5. The time the patient was transferred to EMS control.
  6. The status of the patient when turned over to EMS.
  7. What drug(s) had been used by the patient (if known).
- B. To comply with HIPPA, the individual's name and other personal information will not be released.

#### **IX. NARCAN KITS:**

- A. NARCAN kits will be prominently placed at designated police facilities with immediate access to police personnel. Due to excessive heat issues exceeding manufacture recommendations, NARCAN kits will not be maintained on police gun belts or inside police vehicles.
- B. NARCAN kits will include the medication, atomizer and instructions for administering NARCAN. The kit will also include reporting instructions and information related to the replacement of used, damaged, expired, and lost NARCAN kits. Only NARCAN Kits authorized by the Chief of Police and purchased by the City of Guyton will be utilized by the Guyton Police Department.

#### **X. MAINTENANCE AND REPLACEMENT:**

- A. Inspections of the NARCAN kits should occur on a monthly basis.
- B. NARCAN kits will be stored in room temperature locations (59 to 77 Degrees Fahrenheit) per manufacture recommendations. NARCAN Kits will not be stored in refrigeration units and will at all times be kept out of direct sunlight.
- C. NARCAN Kits will not be removed from their original packaging until they are about to be used.
- D. Expired NARCAN kits will be removed from service and submitted to the Training Unit for replacement.
- E. Replacement of any used NARCAN kit should be obtained from the Training Unit.

**XI. POLICY REVIEW AND TRAINING:**

- A. All officers/employees will receive initial training before being authorized to administer NARCAN Nasal Spray. Refresher training will be required whenever updated procedures are implemented; and/or once every two (2) years if no changes have occurred.
- B. Training will be conducted by qualified personnel as determined by the Chief of Police.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 300-01

### “Criminal Investigations”

CHIEF OF POLICE: 

CALEA STANDARD: Chapter 42

EFFECTIVE DATE: 03/01/23

INDEX AS: Criminal Investigations

LAST REVISED DATE:

Purpose: To provide guidelines in the conduct of criminal investigations, and to establish the responsibilities, staffing, and operation of investigative services of the Guyton Police Department. Investigations are performed by the Chief of Police or their designee.

Policy: Due to the complexity of criminal investigations, the contents of this General Order are considered minimal and officers should exhaust every legitimate effort to bring every investigation to a successful conclusion.

#### I. CASE MANAGEMENT AND CONTROL

A. **Case Screening System:** A system of case screening will be used to determine whether or not follow-up investigation will be conducted on a specific case. The objective of case screening is to apply available manpower to those investigations that have the best chance of being solved. The following procedure will be used:

1. **Solvability Factors:** The Chief of Police or their designee will review each case and determine if the case is to be actively investigated, and if so, determine when progress reports are due. The case may be assigned for investigation based upon the availability of solvability factors. Officer's preliminary reports will indicate the presence of solvability factors that may result in a successful follow-up investigation. The solvability factors are listed in the narrative of the initial Status 5 Supplemental Report, and may also include, but are not limited to:
  - a. The suspect or accomplice has been named (i.e. full name, partial name, nicknames, or aliases);

- b. A full description, or what is believed to be a distinctive partial description, of the suspect or accomplice is available;
- c. Significant data is available about the suspect(s) or accomplice from a photographic or in-person lineup;
- d. A victim or witness that could possibly identify the suspect or accomplice from a photographic or in-person lineup;
- e. Any property associated with the crime is traceable;
- f. The suspect's or accomplice's vehicle license number is known completely or sufficiently known to be traceable;
- g. A good description of the vehicle is known or a distinctive description of part of the vehicle or its contents is known and traceable;
- h. A suspect's fingerprint(s) is obtained;
- i. Significant physical evidence (either traceable or uniquely distinctive) is developed;
- j. An unusual, distinctive, or significant modus operandi pattern is identified;
- k. There was a definite limited opportunity for anyone except the suspect(s) to have committed the crime.

**B. Administrative Designation of Cases:** Once a case is determined to be investigated (by the presence of solvability factors), the Chief of Police or their designee may define the case as being one of two types; "assigned" or "contact":

1. **Assigned Cases:** Assigned cases are those selected for follow-up investigation based upon the seriousness of the offense or the presence of sufficient solvability factors. A report will be completed on all assigned cases by the designated investigating officer.
2. **Contact Cases:** Contact cases are those reports given to an investigating officer for the purpose of contacting the victim/complainant by telephone or in person and ascertaining if any additional information is known. Generally, contact cases are an effort to secure more solvability factors.

**C. Assignment of Cases:** All Assigned cases may be assigned to a specific officer by the Chief of Police or their designee. The officer(s) assigned to a case will be responsible and held accountable for the case and all investigative efforts. Attempts should be made



to assign re-opened cases to the original investigator unless circumstances dictate otherwise.

1. **Cases To Be Assigned By Knowledge:** Officers should be assigned to the investigation of cases based on their expertise and training in the following areas:

- a. Crimes against persons
- b. Crimes against property
- c. Juvenile related crimes
- d. Vice/Drugs/Organized Crime
- e. Domestic violence
- f. Gang related crimes

- D. **Case Management System:** A Case Management System should be maintained by the GPD and include:

1. Name of the Detective / Investigator Assigned to the Case;
2. Date Assigned;
3. Case Number;
4. Incident Type;
5. Name of Victim;
6. Report Review Date, if required; and
7. The status of the case.

- E. **Case Status Categories:** Cases that warrant an investigation will be classified in one of six status categories:

1. **Cleared by Arrest** – At least one person is:
  - a. Arrested;
  - b. Charged with the commission of an offense;
  - c. And turned over to the court for prosecution (whether following arrest, court summons, police notice, or citation)
2. **Exceptionally Cleared - Exceptionally Cleared (MUST HAVE ALL FOUR) :**
  - a. The investigation has identified an offender AND;
  - b. There is enough evidence to support an arrest or charge AND;
  - c. The location of the suspect was known AND;
  - d. Some reason outside of the control of law enforcement precludes making an arrest or charge. (This includes the victim does not want to prosecute).
3. **Closed** - After initiating an investigation no corroborating evidence or probable cause was developed to substantiate continuation of the investigation

or it was determined that the reported incident occurred in another jurisdiction. In this case, the officer or detective has determined there is nothing more to do to the case and there would be no follow-up necessary in the future.

4. **Pending** – Cases may be placed into pending status by the officer or detective when other factors are part of the case to determine the final disposition of the case. Cases in pending status would include pending an arrest, awaiting laboratory results, judicial proceeding such as the convening of the grand jury, etc. If the investigating officer/detective is waiting on something out of their control to determine a possible disposition of the case, the case should be placed in pending status.
5. **Inactive** - All available leads have been exhausted yet the case has not been brought to a conclusion. The case will be investigated as leads develop.
6. **Open** - The case is assigned to an officer or detective and investigative efforts are active. In this case, the officer/detective is actively involved in working the case.
7. **Unfounded** - After initial investigation it is determined that no offense has been committed.

F. **Case Suspension Criteria:** The Chief of Police or their designee may inactivate or "suspend" an investigation if they feel that the follow-up investigation has exhausted all leads but has not been brought to a satisfactory conclusion. The following criteria will be considered when placing an investigation into pending status:

1. Absence of further leads or solvability factors;
2. Unavailability of investigative resources;
3. Insufficient degree of seriousness;
4. Lack of victim cooperation.

G. **Maintenance of Case Files:** Case files will be maintained on all cases in which investigative activities are ongoing.

1. Case files will be maintained in the Records Section and/or scanned on a secure server folder and should contain at a minimum:
  - a. All statements;
  - b. Results of examination of physical evidence;
  - c. Prosecution Check Sheets;
  - d. Any certified copies of Court dispositions; and,
  - e. Any other reports or records needed for investigative purposes.

2. The case detective may maintain a "working file" of the case, containing copies of relevant documents. However, all original documentation will be permanently maintained in the original file maintained by the Records Section.
3. All Assigned case files should be organized and arranged in the following order:
  - a. District Attorney's check sheet;
  - b. Initial report and responding officer's supplement;
  - c. Case detective report;
  - d. All activity reports generated by the case detective;
  - e. Supplemental reports of assisting detectives;
  - f. Suspect's statements;
  - g. Suspect's waiver of counsel;
  - h. Witness statements;
  - i. Arrest warrant applications/warrants;
  - j. Search warrants;
  - k. Condemnations;
  - l. Diagrams;
  - m. All supporting documents and records not generated by the Guyton Police Department including reports from other jurisdictions, copies of convictions, and court records;
  - n. All evidence supporting documentation including Chain of Custody forms, Evidence records, and laboratory reports.
4. All personnel should proofread all reports and summary sheets for accuracy and completeness before submitting to their supervisor.
5. All residential burglaries, armed robberies, theft by taking (exceeding \$5,000.00), theft by taking - motor vehicle, rape, kidnapping, and homicide reports will reflect a neighborhood canvas, noting date and time of contact or attempted contact, name of the party contacted, address, and information resulting from the contact.
6. Assigned cases will be reviewed no later than twenty one (21) days after the assignment by the Chief of Police or their designee. Cases should be assigned a case status of closed or pending within thirty (30) days of assignment. If the investigation is ongoing, or the detective is awaiting a laboratory report to continue the investigation, another review of that case will be conducted no later than every twenty-one (21) days thereafter.
7. All detective reports, including both assigned and contact cases, may reflect a chronological account of the investigation, which will be divided by separate paragraphs for each investigative action. Each paragraph will begin with the

date and time. The initial paragraph will consist of a review of the initial report outlining the facts of the incident and the elements of the offense.

#### H. Contact Cases

1. A "Contact Case" is defined as an investigative follow-up to an incident, which has already been documented by an incident report (Status 5). Contact Cases as a general rule involve little more than contacting the victim to see if they have any additional information or intend to take a warrant.
2. The Chief of Police or their designee is responsible for the assignment of contact cases. The Chief of Police or their designee will maintain a Contact Case Log, detailing the assignment of contact cases.
3. Patrol officers who are assigned to the night shift usually will not be assigned to contact cases. Contact cases will be assigned to day shift officers.
4. All Detectives and Officers will be held accountable for all cases assigned to them for investigation. They will investigate the case and return it to their Supervisor within seven (7) calendar days. The Supervisor should ensure the officer documented their actions during the follow-up contact prior to supervisory approval. The completed contact form will then be forwarded to the Chief of Police or their designee and the completed form will be placed in the case file.
5. When an officer is assigned a contact case, the officer should:
  - a. Read the report to become familiar with the incident and to identify the victim and any witnesses.
  - b. Contact the victim and/or witnesses, either by telephone or in person.
    - i. After each unsuccessful attempt to reach the victim, the officer should leave a message, and ask the victim to contact the officer by calling the Guyton Police Department at 912-772-8745. This message may be left on voicemail if contact is attempted by telephone, or written on a card and left at the victim's home.
    - ii. If, after at least three separate attempts to contact the victim has failed, the officer should document the date, time, and manner of the attempts on the Investigative Contact and in the supplemental report

for that particular case, then returning the case to their Supervisor.

- c. Once contact has been made, the officer should document on Investigative Contact form:
  - i. Who the officer spoke with,
  - ii. When the officer made contact,
  - iii. Where the officer made contact,
  - iv. What the subject said.
- d. The officer should record any additional information the subject has on the Investigative Contact Form.
- e. If, based upon the contents of the initial report and the information gathered from the contact, there exists enough probable cause, the investigating officer may, after consultation with his supervisor, obtain a warrant for the offender.
- f. If, based upon the contents of the initial report and the information gathered from the contact, there is not enough probable cause for the officer to take a warrant, they should ask the victim if they intend to pursue charges on their own and document their response.
- g. If an officer assigned contact case develops information that will require in-depth investigation, it should be referred by the officer to their Supervisor who will then consult with the Chief of Police or their designee.

### III. ON-CALL STATUS

- A. The Chief of Police or their designee may provide for an "on-call" Detective or officer who may be required to respond and provide investigative services as needed after normal operating hours.
- B. Department personnel may be assigned on-call duty for a week's period of time on a rotating basis. During the assigned period of time the on-call detective or officer may be contacted via their home phone or their department issued cell phone.

- C. The Chief of Police or their designee should ensure that a list of current on-call personnel is maintained and a copy is provided to the patrol officers and to the Effingham County 911 Dispatch Center.
- D. It is the responsibility of the assigned on-call detective or officer to keep the dispatcher informed of where they can be contacted during other than normal duty hours.
- E. The on-call detective or officer may be contacted by the patrol supervisor and respond when any of the following offenses/incidents occur:
1. Rapes which have occurred within 120 hours or there is a possibility of forensic evidence;
  2. Aggravated Sodomy which has occurred within the past 120 hours, or where there is a possibility that forensic evidence can be collected;
  3. Sexual Assaults Against Children (Under the age of 18), which have occurred within 120 hours, or where there is a possibility that forensic evidence can be collected; or in instances where the offender lives in the same household;
  4. Aggravated Assault or Aggravated Battery involving serious and/or life threatening injury. This includes but is not limited to a life threatening stab wound or gunshot wound. All gunshot wounds may require the on-call detective to be contacted and to respond;
  5. Any death, including suicides, homicides and natural causes (but not to include Hospice or Home Health Care or any traffic fatality where GSP Traffic Unit Investigator has been notified and is responding);
  6. Any situation in which a victim has been transported to a local hospital, but there is a likelihood the victim may not regain consciousness, may be pronounced deceased in the near future, and/or when the circumstances around the incident are suspicious;
  7. Armed Robbery to a business;
  8. Any robbery involving life-threatening injury;
  9. Missing Person under 10 years of age;
  10. Home Invasion in the first degree in which the offender enters an occupied residential dwelling without consent and they are in possession of a deadly weapon;

11. Any burglary in which there is a physical confrontation between the offender and the resident;
  12. Any kidnapping where a victim was moved from one physical location to another physical location. This does not include moving a victim from one room to another room;
  13. Arson or any fires of a suspicious nature involving a building structure or arsons which result in injuries to a person.
- F. When summoned via their home phone or cellular telephone, the on-call detective or officer should return the call within 5 minutes. If required to respond to the scene, the Detective or officer should arrive as soon as possible within 45 minutes. The on-call detective or officer does not need to be contacted to be made aware of a case if the detective or officer is not being requested to respond.
- G. Among the things the on-call detective or officer would be responsible for at the scene are the following:
1. Obtaining a briefing from on-scene Department or other agency personnel;
  2. Ensuring the scene is properly secured;
  3. Coroner notification (if necessary);
  4. Determining/justifying the need for the response of additional officers and/or Crime Scene personnel or outside agency assistance;
  5. Accepting the case for investigation and presenting it to the Chief of Police or their designee for review and permanent disposition/re-assignment.
- H. The Chief of Police or their designee will be immediately notified by the on-call Detective or officer when any of the following occurrences are reported:
1. Homicide;
  2. Suicide;
  3. Suspicious Death;
  4. Armed Robbery;
  5. Robbery by Force Resulting in a Serious Injury;
  6. Aggravated Assault Resulting in a Gunshot Wound or Serious Stab Wound;
  7. Rape;
  8. Kidnapping;
  9. Missing Person Under Ten Years of Age;
  10. Any Search Warrant; and,
  11. Any Report of Child Molestation or Abuse Referred to the Juvenile Unit;
  12. Home Invasion.
- I. The on-call detective or officer should contact their (or any available) supervisor anytime they have a question regarding any case.

- J. The following incidents may require the response of the Effingham County Sheriff Crime Scene Unit / GBI Crime scene Unit- for the purpose of documenting and/or processing the crime scene:
1. Homicide;
  2. Rape;
  3. Aggravated Sodomy;
  4. Gunshot wound;
  5. Police involved shooting;
  6. Serious assaults on police personnel;
  7. Assault (s) with a serious injury to any person;
  8. Arson (Crime Laboratory Personnel will document scene while Arson Investigators collect and submit evidence);
  9. Commercial "Safe" burglary;
  10. Commercial or Residential Burglaries with stolen item (s) value (s) exceed \$10,000;
  11. Any burglaries where a pattern has been developed, regardless of amount;
  12. Home Invasion: Burglary involving entry into an occupied residential dwelling where the offender(s) make physical contact with the resident(s);
  13. Armed Robbery to a business;
  14. Any death (but not to include Hospice or Home Health Care or any traffic fatality where GSP Traffic Unit Investigator has been notified and is responding);
  15. Any other type of incident as determined by the Chief of Police or their designee.

#### IV. CRIMINAL INVESTIGATION PROCEDURES AND OPERATIONS

- A. **Preliminary Investigation Procedures:** Preliminary investigations will normally be initiated by uniformed Patrol Officers. Detectives may initiate investigations as needed.
1. The steps to be followed in conducting a preliminary investigation will include:
    - a. Providing aid to the injured;
    - b. Sealing and protecting the crime scene to ensure that evidence is not lost or contaminated;
    - c. Observing and recording all conditions, events, and remarks;
    - d. Locating and identifying witnesses;
    - e. Determining if an offense has actually been committed, and if so, the exact nature of the offense;



- f. Notification of shift supervisor of the status and circumstances of the case;
- g. Determining the identity of the suspect or suspects and effecting arrests, if it can be accomplished at the scene or through immediate pursuit;
- h. Through use of the police dispatcher, furnishing other field units with the descriptions, mode and direction of flight, and other relevant information concerning wanted persons or vehicles;
- i. Obtaining the location and complete identification (to include names, ages, addresses, and telephone numbers) of all complainants, victims, and witnesses;
- j. Determining what information is known by the complainant, victim and each witness;
- k. Arranging for the collection of evidence and crime scene processing. Dusting for fingerprints on burglary, theft, and other cases where there is a possibility of obtaining latent prints;
- l. Determining in detail the exact circumstances of the offense;
- m. Obtaining written statements from the complainant(s), victim(s), witness(s), and suspect(s) if such statements can be obtained legally and are necessary for the solvability of the crime;
- n. Accurately and completely recording all pertinent information, and transcribing that information on the standard report forms;
- o. Providing the victim(s) with a "Effingham County Victim-Witness Assistance Program, Inc. Pamphlet", which includes the case number to enable the victim to obtain a police report of the incident at a later time or submit additional information;
- p. Requesting appropriate GCIC/NCIC inquiries, entries and clearances, if appropriate; and,
- q. When necessary, briefing supervisors and/or detectives as to the known facts of the case.
- r. Except in those cases where the presence of a uniformed officer would obviously hinder a proper investigation, or specific expertise is required, the preliminary investigation may be conducted by the uniformed patrol officer assigned to the call.

- s. The assigned patrol officer may initiate and complete as many of the activities listed above as are necessary. The individual circumstances of the incident will determine how many of the activities are required.

2. Upon arrival at the scene of a crime, Supervisors should:

- a. Immediately ascertain from the officers the seriousness of the incident under investigation and the basic details concerning the crime.
- b. Ensure that the crime scene is sealed.
- c. Ensure that the patrol officers conduct a thorough preliminary investigation and gather all pertinent facts and information.
- d. Provide leadership to subordinates to ensure an efficient and effective preliminary investigation.
- e. Determine whether investigative personnel are required at the scene, and if so, direct the 911 Dispatcher to make the notification.
- f. Ensure that patrol officers devote that amount of time necessary for a quality preliminary investigation without jeopardizing other important police services.
- g. Review preliminary investigation reports as soon as possible and ensure completeness of the reports prior to approving them. (Note: If the preliminary investigation report is incomplete and/or incorrect, the supervisor will return the report to the patrol officer for completion and/or correction.) Reports must be completed prior to the end of the shift. If due to circumstances beyond the officer's control the report cannot be completed prior to the end of the shift, the approving supervisor will attach a note to said report explaining the circumstances and provide a date and time when the report will be completed. The approving supervisor will be held accountable for the completeness of a preliminary investigative report.

**B. Follow-Up Investigative Procedures:** The follow-up investigation is an extension of the preliminary investigation. The purpose of the follow-up is to provide additional investigation in order to affect the arrest of an offender and/or recover stolen property. Nothing herein will prohibit the officer conducting the preliminary investigation from being assigned to the follow-up investigation.

1. Basic functions of the follow-up investigation in a non-criminal case include:
  - a. Interviewing complainants and witnesses;
  - b. Locating missing persons;

- c. Determining if information or suspicious activity may/does relate to criminal activity;
  - d. Locating lost property and returning same to owner;
  - e. Investigating deaths, overdoses, suicides and injuries to determine if a crime was committed;
  - f. Recording information obtained.
2. Basic functions of the follow-up investigation in a criminal case include:
- a. Reviewing and analyzing reports of preliminary investigation;
  - b. Recording information obtained during the follow-up investigation (supplemental report);
  - c. Reviewing departmental records for investigative leads;
  - d. Seeking additional information (from patrol officers, informants, contacts in community, other investigators/agencies, etc.);
  - e. Interviewing complainant (s), victim(s), witness(es), and suspect(s);
  - f. Arranging for the dissemination of information as appropriate (teletypes, lookouts, etc.);
  - g. Planning, organizing and conducting searches;
  - h. Collecting physical evidence;
  - i. Recovering stolen property;
  - j. Arranging for the analysis and evaluation of evidence;
  - k. Reviewing results from laboratory examinations;
  - l. Identifying and apprehending suspects(s);
  - m. Checking suspect's criminal history;
  - n. Determining if the suspect(s) may have been involved in other crimes;
  - o. Consulting with the District Attorney's office in preparing cases for court presentation and assisting in the prosecution thereof;
  - p. Notifying victims and witnesses when their presence is required in the Magistrate Court's preliminary hearings (Note: Notification for State and/or Superior Court will be handled by the respective court personnel via subpoena);
  - q. Attending court to provide testimony;
  - r. All residential burglaries, armed robberies, theft by taking (exceeding \$5,000.00), theft by taking - motor vehicle, rape, kidnapping, and homicide reports will reflect a neighborhood canvas, noting date and time of contact or attempted contact, name of the party contacted, address, and information resulting from the contact.
3. **"Second Contact" Policy:** Contacting a victim, complainant, or witness for a second time, after the lapse of several days, may result in the receipt of information leading to the clearance of a case. Maintaining a policy of "second contact" is valuable in building public confidence in the agency as well as indicating that the law enforcement officers are genuinely concerned about the welfare of the victim and other citizens associated with the case. Therefore, the case Detective or officer should keep the victim of each case

assigned to them (and others as they deem necessary) advised of the status of the case.

- a. If the case is open, the victim will be informed initially and kept verbally updated to the extent possible.
  - b. When a case status is changed the victim is expected to be notified.
  - c. It is important that all contacts with the victim and other principals be noted in the case report.
4. **Information Development:** The development of pertinent case information begins when the call for police is received and continues until the case is cleared or suspended. Obtaining and recording even apparently minor information is often crucial to the successful conclusion of a case. Sources of information that should be considered are:
- a. Initial and follow-up reports;
  - b. Crime scene reports and laboratory results;
  - c. Interviews with victim, witnesses, officers, informants, and suspects;
  - d. Department records;
  - e. Records of other agencies;
  - f. GCIC and NCIC Computerized wanted and criminal history inquiries;
  - g. Court and Tax records; and,
  - h. Other sources unique to the individual case.
5. **Interviews and Interrogations:** Officers may conduct interviews and interrogations that are appropriate to the individual case. Information developed as a result of an interview or interrogation may be recorded in the supplemental report filed by the officer. Interviews may be conducted in the place indicated by the circumstances. Interrogations may be conducted in the field, an office, or preferably, in a Department interview room. The Miranda Warning will be administered when and if appropriate.
- a. **Non-Custodial Interviews:**
    1. When officers are conducting a non-custodial interview with a suspect, witness, victim, or complainant, at the point of an incriminating statement or admission to a crime and the interview becomes custodial, the officer will advise the person (s) of the Miranda Warning.

**b. Victim/Witness Interviews:**

1. Detailed notes and/or a recorded tape (both audio and/or video) should be made for future reference giving time, date, location, officers present, and other information as deem necessary.
2. The trauma or stress to which the victim or witness has been subjected may be considered and the interview conducted in such a manner as to reduce stress and minimize further problems.
3. The age, physical limitations, and credibility of witnesses may also be considered.

**c. Suspect Interviews:**

1. Interviews to obtain investigative leads can be very useful, but all constitutional precautions must be taken. The interview should be recorded, when possible, so it may be introduced into court at a later time.
2. Detailed, written documentation, and/or a recorded disc may be maintained documenting time, date, location, officers present, waiver of rights, time interview ended, and any other information, as deemed necessary.
3. Statements obtained during an interview must not be based on coercion, promises, delays in arraignment, or deprivation of counsel.
4. For a statement made during a custodial interview to be admissible in court, a suspect must be advised of their "Miranda Rights," and the officer must be able to demonstrate that the suspect knew and understood those rights. Further, the officer must be able to demonstrate that the suspect knowingly and willingly waived those rights without the presence of any duress, coercion, and/or promises.
5. Officers should stay cognizant of recent court decisions, which may mandate changes in constitutional rights procedure.
6. If a suspect requests legal counsel, the officer will immediately terminate the interview/interrogation and take measures to ensure legal counsel is provided. Such measures may include providing telephone access, the officer contacting the suspect's attorney directly at the request of the suspect, outright release of the

suspect, or transportation to a detention facility, where telephone access may be provided.

- d. **Juvenile victims, witnesses, and suspects** must be given the same constitutional protection as adults. The following additional safeguards may be followed:
1. When juveniles are questioned, a parent, guardian, or attorney should be present at the interview. If the parent or guardian cannot or do not choose to be present, the officer may continue with the interview, in accordance with G.O. 200, "Juvenile Operations."
  2. The number of officers engaged in the interview, and the interview duration, should be kept to a minimum.
- e. Officers should remember that by using innovative, yet proper methods, much valuable evidence could be obtained from victims, witnesses, and suspects. Flexible and effective interview techniques can be very helpful in obtaining valuable evidence that might otherwise be lost.
- f. The Departmental Interview Rooms are available for use by officers of the department as needed.

**6. Collection, Preservation and Use of Physical Evidence:** Physical evidence is a valuable tool in successful investigations. Officers should use care and caution in dealing with physical evidence. The successful prosecution of a case often hinges on the quality of the physical evidence collected and preserved.

- a. All officers are responsible for the preservation of evidence, and for maintaining and documenting the chain of custody of all evidence that is in their custody.
- b. Officers having questions about the collection and preservation of specific items of evidence should consult a their supervisors or the case detective.

**7. Surveillance:** The secretive observation of a person, place, or vehicle is a basic legal police technique that can be used by all Departmental units. Surveillance may be used to develop information regarding a case, and/or to gather evidence of illegal activity, and/or to apprehend criminals after a pattern of their criminal activity has been identified. The officer should advise their supervisor that surveillance is to be used and what resources are to be required. If the surveillance is to be conducted in the jurisdiction of another agency, that agency should also be advised.

- a. All officers should be encouraged to use surveillance on known trouble spots and known violators as part of their efforts to suppress crime and arrest suspects in their areas.
- b. Officers should contact the appropriate supervisor for specific assistance in surveillance procedures, techniques, and equipment.

## 8. Composing Line-Ups and Show-Ups:

- a. **Simultaneous Photo Lineups:** Simultaneous photo lineups will consist of one sheet displaying six photographs. There will be two rows containing three photographs on each row. The photographs will be separated and displayed side by side on each row. Only one suspect may be included in each lineup display. The additional five photographs will depict people who generally fit the description of the suspect. If the description of the suspect provided by the witness is limited or the description differs significantly from the appearance of the suspect, the five additional photographs should resemble the photograph of the suspect that is depicted. While in the process of composing the lineup should the officer find that there are multiple available photographs of the suspect, the officer should select a photograph of the suspect that most resembled him/her at the time the incident occurred.

In choosing photographs of people who resemble the suspect, the officer should avoid using photographs that so closely resemble that of the suspect that the witness or person familiar with the suspect would find it difficult to distinguish between the suspect's photograph and the photographs of the other people to whom the suspect is being compared. In contrast, photographs to be compared to that of the suspect should be consistent in appearance with respect to unique and unusual features such as scars, tattoos, facial hair, etc. If a suspect photograph is to be displayed in multiple lineups the photograph should be displayed in different positions in each lineup. Officers should avoid depicting the photograph of a suspect in the same position of lineups on a routine basis. Suspect photographs should be positioned randomly. If a new suspect photograph is to be depicted in a lineup, officers should not use the same comparison photographs as used in other lineups if the comparison photographs are to be shown to a witness who has recently been presented with a lineup.

Photographs of suspects as well as comparison photographs that will be shown to witnesses will not depict writings or other information that indicates records of arrest. Officers will review the photographs of suspects depicted in the lineup before showing the lineup to witnesses to ensure that there are no factors present that unduly cause the suspect to stand out. The presentation order and the original condition of the

lineup will be preserved by the officer after the lineup has been shown to the witness.

- b. **Sequential Photo Lineups:** Sequential lineups will consist of six separate photographs which are kept individually in separate folders ready for individual display to witnesses. In addition, there will be two blank folders included with the folders containing photographs. The purpose of these folders is to prevent a witness from feeling that they are being pressured to choose a suspect. The blank folders will not be presented to the witness. The photographs will be shown individually to witnesses. Only one suspect may be included in each lineup display. The additional five photographs will depict people who generally fit the description of the suspect provided by the witness. If the description of the suspect provided by the witness is limited or the description differs significantly from the appearance of the suspect, the five additional photographs should resemble the photograph of the suspect that is depicted. While in the process of composing the lineup should the officer find that there are multiple available photographs of the suspect, the officer should select a photograph of the suspect that most resembled him/her at the time the incident occurred.

In choosing photographs of people who resemble the suspect, the officer should avoid using photographs that so closely resemble that of the suspect that the witness or person familiar with the suspect would find it difficult to distinguish between the suspect's photograph and the photographs of the other people to whom the suspect is being compared against. In contrast, photographs to be compared to that of the suspect should be consistent in appearance with respect to unique and unusual features such as scars, tattoos, facial hair, etc. If a suspect photograph is to be displayed in multiple lineups the photograph should be displayed in random order in each lineup. Officers should avoid depicting the photograph of a suspect in the same order on a routine basis. If a new suspect photograph is to be depicted in a lineup, officers should not use the same comparison photographs as used in other lineups if the comparison photographs are to be shown to a witness who has recently been presented with a lineup. Photographs of suspects as well as comparison photographs that will be shown to witnesses will not depict writings or other information that indicates records of arrest. Officers will review the photographs of suspects depicted in the lineup before showing the lineup to witnesses to ensure that there are no factors present that unduly cause the suspect to stand out. The presentation order and the original condition of the lineup will be preserved by the officer after the lineup has been shown to the witness.

- c. **Live Lineups:** Live lineups should consist of six separate "live" individuals who voluntarily agree to participate in the lineup process. One of the six individuals should be the suspect.



The individuals will be shown individually to witnesses. Only one suspect may be included in each lineup display. The additional five individuals will depict people who generally fit the description of the witness. If the description of the suspect provided by the witness is limited or the description differs significantly from the appearance of the suspect, the five additional individuals should resemble the suspect that is depicted.

In choosing people who resemble the suspect, the officer should avoid using individuals that so closely resemble the suspect that the witness or person familiar with the suspect would find it difficult to distinguish between the suspect and the other people to whom the suspect is being compared. In contrast, individuals to be compared to the suspect should be consistent in appearance with respect to unique and unusual features such as scars, tattoos, facial hair, etc. If a suspect is to be displayed in multiple lineups, he/she should be displayed in random order in each lineup. Officers should avoid depicting the suspect in the same order on a routine basis. If a new suspect is to be depicted in a lineup, officers should not use the same comparison individuals as used in other lineups if the comparison is to be shown to a witness who has recently been presented with a lineup. The attorney of the suspect will be allowed to be present during the presentation of the pre-indictment lineup. During post indictment line up proceedings, the suspect's attorney must be present for a line up to prevent a violation of the suspect's sixth amendment rights. Officers will review the lineup before showing the lineup to witnesses to ensure that there are no factors present that unduly cause the suspect to stand out. The presentation order and the original condition of the lineup will be photographed before the lineup is presented and the photograph will be preserved by the officer after the lineup has been shown to the witness.

- d. **Show-ups:** Show ups are conducted by officers in the field after an incident has occurred and a person has been detained. To conduct a show up, officers should have an eyewitness who can provide specific descriptive information about a suspect who was involved in a particular incident. The person in question must be detained in a "reasonable" amount of time after the incident occurred. The term "reasonable" for purposes of this directive denotes a time period of not more than three hours following a particular incident. If a person is detained during that span of time and there is a witness who states he/she is able to make an identification of a suspect, the witness should be taken to the location where the person is being detained (unless consent of the detained person, some exigent circumstance or other significant reason exists which would dictate that the detained person should be taken to the witness) and the witness will be given an opportunity to physically view the person to determine if the detained person had involvement in the

incident. Officers have authority to transport detained persons to witness locations based upon reasonable suspicion that the detained person was a participant in a criminal act and the probable cause that an offense has occurred.

Detained persons and witnesses should not have contact with one another while the detained person is in police custody unless contact between the two would facilitate the identification process (i.e. the witness is able to identify the detained person by a particular smell or some other identifier that would call for personal contact). If contact between the witness and the detained person is allowed, it will be supervised by a law enforcement officer to prevent confrontation.

Reasonable efforts should be made to protect the witness by preventing the detained person from seeing the witness during the show up process and while the witness is viewing the detained person. Officers should not make any comments or gestures that would be indicative as to whether or not the detained person was involved in the incident in question (i.e. any gestures or comments that negatively prejudice the identification process). Officers should ensure that they inform witnesses that the identification process is important to the investigation whether or not identification is made. Officers should also inform the witnesses that he/she does not have to make an identification and that an identification should only be made if the witness recognizes a person who may have been involved in the criminal act. If the witness makes an identification of the detained person, the officer is to query the witness as to certainty of the identification. Only positive identifications may allow officers to place detained persons under arrest unless other evidence exists that would rise to the level of probable cause. (Note: A positive identification by itself may not provide enough evidence or information that would rise to the level of probable cause, thus allowing for an arrest to be made. In some cases a positive identification may only provide the officer with Articulate Reasonable Suspicion thus allowing the officer to detain a person until either probable cause is obtained or the suspicion is found to be invalid and the detained person is released. Officers must ensure that prior to making an arrest, factors are present that rise to the level of probable cause). The term "Positive Identification" for purposes of this directive means that a witness is sure that the detained person was involved in the incident in question. In addition, it means that the witness has no doubt about the identity and involvement of the detained person.

Any doubt displayed by a witness about the identification of a detained person's involvement in an incident is to be considered by the officer as non-identification by the witness. If there are multiple witnesses who say they can identify a detained person, each witness will be separately given an opportunity to participate in the show up process. The process

will be conducted in the same manner for each witness. After the witness has seen the detained person, the officer will encourage that witness not to discuss with anyone except the officers involved in the case, what decision he/she made concerning the identity and involvement of the detained person in the case. If possible, officers are to keep witnesses separate until the identification process is complete. The fact that a witness does not make a positive identification of a detained person does not automatically mean that the detained person will be released. If other factors are present (i.e. there is a totality of circumstances giving strong indication that the detained person is the suspect who is being sought for the criminal act in question) the detention may continue until either probable cause for arrest is established or until it becomes clear that there is no probable cause for arrest, at which time the detained person will be released. To be detained, officers must ensure that the person fits the description (i.e. clothing, height, weight, race, age, gender and other specific indicators) provided by witnesses. Officers will make all reasonable efforts to acquire as much specific information as possible from witnesses about a suspect before detaining any person. Officers will not detain any person simply because they fit a general description of a suspect unless other factors exist that would justify detaining a specific person. Officers will explain thoroughly to detained persons why they are being detained and that they are not under arrest (unless there is probable cause to make an arrest).

In most cases, the detention is protected under the principle of “Articulable Reasonable Suspicion (ARS). Officers should ensure that a supervisory officer is notified that a show up will be conducted before the process begins.

- e. **Presenting Lineups:** When feasible, the person administering a line up whether it be a photographic line up of any type or a live line up of any type, should be a neutral and independent person not affiliated with the case that is being investigated. In addition, during the lineup presentation process there should be no one present who is familiar with the identity of the suspect. When the independent administrator is presenting the lineup he/she should not know whether or not the suspect is included in the lineup. This restriction does not apply to “Show-ups.” If for some reason this procedure cannot be used, the lineup will be viewed by an independent officer (preferably a supervisory officer) who does not know the suspect to see if the lineup may be suggestive. If the lineup is suggestive, the appropriate corrections will be made to eliminate any part of the lineup that is suggestive.

If there are multiple witnesses who can identify a suspect, each witness will be separately given an opportunity to participate in the lineup

process. Allowing multiple witnesses to participate in a lineup process is prohibited.

- f. **Recording Identification Results:** All identification and non-identification results will be recorded in writing in incident (Status-5) supplemental reports or investigative reports and on approved GUYTON Police Department forms specifically designated for recording identification results. The recorded results will include any verbatim comments depicting the certainty of witnesses regarding how sure he/she is of identification. Lineup procedures, names of persons present at the lineup and the date and time the procedure was conducted will also be recorded. Officers will have witnesses sign and date documents designated for eyewitness identification and ensure that no materials indicating previous identification results are visible to witnesses. Officers will also ensure that witnesses do not write or mark on any materials that will be used in future or other identification procedures.

Generally, audio and video equipment are not normally utilized when conducting lineups and show-ups. However, if audio/video equipment captures a lineup or show-up, the recording will be treated and safeguarded as evidence.

9. **Checklists:** To aid in preliminary and follow-up criminal investigations, certain checklists have been designed in order that critical areas of investigation are not overlooked. Such checklists include but are not limited to Missing Persons, Infant Death Investigations, and Prosecution checklists.
10. **Constitutional Rights:** At all times, the Constitutional rights of persons involved in criminal investigations will be protected. Care may be used to ensure that:
  - a. Confessions and statements are obtained voluntarily;
  - b. Arrestees are informed of their Miranda rights;
  - c. An attorney is provided, if requested or required; and
  - d. Information is not released to the media which would prevent or hinder a fair trial, or which is not public information.
11. **Background Investigations:** (This policy is not intended for application to background investigations involving the selection and hiring process of pre-employment applicants). The Guyton Police Department may conduct background investigations in conjunction with another investigation or to verify intelligence information. These investigations should be conducted

discreetly. To aid in assuring the confidentiality of the investigation will be maintained, the assigned Detective or officer should, prior to the investigation:

- a. Identify the purpose of the investigation;
- b. Identify the potential sources of information, such as past employers, schools, credit bureaus, postal service and associates;
- c. Identify the uses of the information collected;
- d. Identify the distribution of the information collected;
- e. Identify how long the information will be maintained; and,
- f. Ensure that all files will be purged in compliance with applicable State and Federal guidelines. All original documentation will be maintained in the original file maintained in the Records Section.

**12. Cold Cases Investigations:** A Cold Case is considered any criminal investigation where all known leads have been exhausted and there appears to be no further progress regarding the clearance of the case. Cold Cases will be investigated and maintained by the Chief of Police or their designee.

- a. Criteria regarding the classification of a criminal investigation as a Cold Case may include the following:
  1. The investigation is twelve months or older;
  2. The investigation is classified as a Cold Case by the Chief of Police or their designee based on the circumstances of the case and the status of the investigation;
  3. Investigations which cannot be resolved until new technology is available or additional evidentiary information is discovered or received.
- b. Reporting Requirements for Cold Case Investigations:
  1. Anytime a criminal case is classified as a Cold Case, the assigned detective or officer may at a minimum complete a Supplemental Investigative Report for any actions and activities related to their investigation.

**13. Identity Crimes:** As defined by OCGA 16-9-121, a person commits the offense of identity fraud when without the authorization or permission of a person with the intent unlawfully to appropriate resources of or cause physical harm to that person, or of any other person, to his or her own use or to the use of a third party he or she obtains or records identifying information of a person which would assist in accessing the resources of that person or any other person; or accesses or attempts to access the resources of a person through the use of identifying information.

The following procedures may be performed by sworn personnel when receiving a complaint of Identity Fraud:

- a. The receiving officer should complete a Status 5 Incident Report when they receive a complaint of Identity Fraud;
- b. If the complaint cannot be investigated and cleared during the preliminary investigation, the report may be forwarded to the Chief of Police or their designee for follow-up investigations;
- c. The victim of Identity Fraud may be provided the following minimum information by the reporting officer and/or detective:
  1. The Effingham County Victim-Witness Assistance Program, Inc. Pamphlet, which includes the case number;
  2. Fraud Alert Tips – the victim will be advised to contact all local financial institutions to include credit card companies, banking institutions, etc. regarding the fact that he/she is a victim of Identity Fraud;
  3. Credit History Report – the victim will be advised to have a credit history check completed to determine the presence of additional Identity Fraud acts and if additional acts are discovered, to contact the police department immediately.
- d. The investigating officer may coordinate with other agencies during the investigation to include other local, state, and federal law enforcement agencies, financial institutions of the victim, etc. in an effort to fully investigate the crime and possibly solve additional crimes.
- e. The police department may provide information to the public regarding any trends in the service area pertaining to Identity Fraud and prevention tips.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 300-02

### “Use of Informants”

CHIEF OF POLICE: 

CALEA STANDARD: 42.2.7

EFFECTIVE DATE: 03/01/23

INDEX AS: Informants  
Informant Fund

LAST REVISED DATE:

Purpose: To establish uniform procedures for the use of informants by the Guyton Police Department.

Policy: The use of confidential informants is important to the satisfactory completion of many investigations. However, it is the policy of the Guyton Police Department to grant no tolerance toward criminal activity in exchange for a continuing relationship with an informant.

#### I. PROCEDURES

- A. The Georgia Code specifies when informant information may be used in the issuance of search warrants and when information from an informant may be used as probable cause in a criminal investigation. The officer must be able to show that the information is both credible and reliable or that probable cause was established based on information from the previous use of an already established reliable informant.
- B. All officers are responsible for developing sources of information that will assist them in their follow-up investigations. Information that is obtained that relates to specific crimes being investigated by other officers or detectives should be brought to the attention of those officers and their supervisors.
- C. Information is available from many sources, i.e. concerned citizens who wish to remain anonymous, criminals who have first-hand knowledge of illegal activity and relatives or friends of those involved in criminal enterprises. These sources should be kept in mind when conducting investigations and related interviews. Officers/detectives are cautioned to determine the motivation of individuals who provide information in order to help evaluate that information.
- D. Informants who are used on a continual basis may be maintained in a confidential file. In order to show credibility and reliability, it will be the responsibility of the Chief of Police or their designee to maintain an informant file on confidential informants and to cause the file to be updated each time the informant is used. The Detective or officer working with

the informant is responsible for providing their Supervisor with information on each contact and any new pertinent information. This file will be maintained in a secure location and will be kept secured at all times. A typical informant file should contain:

1. Biographical information;
  2. Background information;
  3. Past contacts;
  4. Method of contacting the informant;
  5. Criminal history, or lack thereof;
  6. Payments made to the informant;
  7. Information supplied by the informant;
  8. Informant's involvement in any operations; and
  9. Code number, if any.
- E. **Use of Informants by Patrol Personnel:** The procedures described above may apply to the use of informants by patrol personnel. When an officer receives information from an informant, they will inform their supervisor and relay such information to the Chief of Police or their designee. The information should be recorded on a "Tip Sheet". Such information should be as detailed as possible, as the recording officer must acquire complete, detailed facts from the informant, so that the information may be properly evaluated for possible use. Since patrol officers will not ordinarily be allowed to disburse money from the investigative fund, an officer who wishes to pay an informant must receive approval from the Chief of Police or their designee.

## II. CONFIDENTIALITY OF INFORMANTS

- A. Confidential Informants used by the Police Department may be issued a code number.
- B. The confidentiality of informants will be maintained. No information about an informant will be released to anyone without a "need to know" justifiable basis, and upon approval of the Chief of Police or their designee.
- C. Informant's code numbers will not be used in police reports. Informants will be referred to in documentation as C.I. (Confidential Informants) or C.A. (Contract Agents). Numbers or letters can be used in conjunction with the designation such as "CI-A", "CA-1", etc. Code numbers will be referenced in the case file but will not be disseminated.

## III. PRECAUTIONS WITH INFORMANTS

- A. When meeting with an informant, the officer should always select the time and place. Locations and times should vary to avoid a pattern.
- B. The officer should not permit an informant to take charge of a relationship or investigation. The officer must retain control.



- C. Care and caution may be used in releasing any information to informants.
- D. As a general rule and when feasible, officers should avoid meeting with informants alone. However, when dealing with informants of the opposite gender or someone whose characteristics may make an investigation more susceptible to compromise, officers should have another officer present. Conversations may be recorded if deemed appropriate.
- E. Juveniles as informants:
  - 1. The Department will not actively cultivate juveniles as informants. Information may be accepted from juveniles, but they will not be regarded as informants.
  - 2. Juveniles may not be used as informants without the prior authorization of the Chief of Police or their designee.
  - 3. In any situation where a juvenile is to be used as an informant, a minimum of two officers should be present.
- F. Probationers and Parolees as informants:
  - 1. The department may utilize individuals who are on probation or parole as informants after receiving prior authorization from the Chief of Police or their designee;
  - 2. Coordination with the individual's probation or parole officer may be made to ensure acting as an informant will not violate or interfere with the potential informant's probation and/or parole requirements. If coordination with the probation or parole officer may jeopardize an investigation or the safety of the potential informant or others; a copy of the potential informant's probation and/or parole documents with the probation or parole requirements will be obtained to ensure acting as an informant will not violate or interfere with those requirements;
  - 3. The potential informant's criminal history to include why the individual is on probation and/or parole may be reviewed and considered to ensure the individual's history and probation/parole status does not create a legal challenge while they act as an informant.

#### **IV. ARRESTING AND USE OF OFFENDERS FOR NARCOTICS INVESTIGATIONS**

- A. In most cases when a person is arrested for a narcotics violation to include possession and sale of narcotics, the offender will be immediately charged with the offense and taken to jail, without delay.

- B. In certain cases where there is a significant possibility that an offender may be able to assist the police department during additional criminal investigations, there may be a short delay in filing charges and incarcerating the offender if such a delay will aid in the investigation. Approval must be given by the Chief of Police or their designee for such a delay.
- C. The District Attorney's (DA) Office will be notified the next duty day to ensure that the DA's Office is aware of the delay and to discuss any legal concerns. If the DA's Office has any legal concerns, the offender will immediately be charged and taken into custody.
- D. The delay should last no longer than two weeks. In cases where an operation could lead to a long-term investigation, consultation with the Chief of Police and the DA's Office will be conducted.
- E. For any delays in arrests, the assigned detective or officer should document in the offender's Criminal Informant file the fact of the delay, the name of the prosecutor who was notified, the date/time of the notification, and the reason for the delay in charging the offender. There must also be documentation in the file concerning the activity of the informant during the delay to include the specific amount of illegal narcotics purchased.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 300-03**  
**“Evidence Storage”**

**CHIEF OF POLICE:** 

**CALEA STANDARD: Chapter 84**

**EFFECTIVE DATE: 03/01/23**

**INDEX AS: Evidence Room  
Property Storage**

**LAST REVISED DATE:**

Purpose: To establish rules for receiving, storing, releasing and disposing of property seized as evidence and/or property held for safekeeping.

**I. RESPONSIBILITY**

- A. The Chief of Police may designate Evidence Custodian(s) for the management of all found, recovered, and evidentiary property functions.
- B. Evidence Custodian(s) will have the responsibility for the maintenance of evidentiary property and evidence records and may be accountable for the control of all property stored in designated property/evidence rooms/areas.
- C. All property and evidence taken into custody by the Guyton Police Department will be entered into agency records and transferred to the control of a evidence custodian (s), prior to the officer ending his tour of duty unless evidence collected at the scene of a crime is to be analyzed by personnel at the Guyton/GBI Regional Crime Laboratory. All evidence taken to the crime laboratory can be tracked and viewed through the Property/Evidence Computer System by property/evidence custodians at the Guyton Police Department and GBI Crime Lab.
- D. All property removed from any vehicle and either retained as evidence or held for safekeeping will be listed in the Property/Evidence Computer System, transferred to the control of the evidence custodian (s), and so noted in the officer's report.

**II. PROPERTY/EVIDENCE ROOM/AREAS**

- A. Controlled Access:

1. The Police Department will maintain designated and secure property/evidence rooms/areas for the purpose of storing all evidence recovered or any property that is found or held by the agency. Access to these rooms/areas will be restricted to Evidence Custodian (s). Any other personnel, whether department employees or not, will sign in and out of the area/rooms on a visitors log. Visitors will not be left in evidence rooms/areas unattended by authorized personnel.
2. A temporary, secure evidence storage room is maintained at the Guyton Police Department where evidence submitted by different law enforcement agencies is stored, pending processing and analysis. The room is secured with access limited to the Evidence Custodian.
3. Temporary, secure analysis cabinets/containers are located in each evidence processing room of the Guyton Police Department. Prior to evidence being removed from the main evidence intake storage room of the crime laboratory, the crime laboratory evidence custodian (s) will ensure chain of custody is maintained by assigning the evidence to the technician performing the analysis in the Property/Evidence Computer System. Once assigned, each technician is responsible for security of the assigned evidence by securing the evidence in the specific processing room until analysis is completed. Once analysis is completed, the technician will return any remaining evidence not utilized as part of the analysis process back to the evidence custodian (s) in preparation of being returned to the originating agency. To avoid contamination issues and to ensure the integrity of the analysis process, processing rooms/areas are NOT subject to inspections, inventories, and audits as required in section II. B. below.

#### B. Inspections, Inventories, and Audits:

1. The Chief of Police or their designee should ensure that at least a semi-annual inspection (twice per year) of the property/evidence rooms/areas and records located at the police department and the temporary evidence room. Such inspection will be to:
  - a. Determine that property/evidence rooms/areas are maintained in a clean and orderly fashion;
  - b. Make certain that policies and procedures concerning property and evidence are being followed;
  - c. Make certain that property/evidence is protected from damage or deterioration;
  - d. Make certain that accountability procedures are being maintained;

- e. Make certain that property that has no evidentiary value is being disposed of promptly.
  - f. Random inspection of at least three records and physical property in each of the following areas:
    - High-value items;
    - Money;
    - Firearms;
    - Narcotics;
    - General property/evidence bins;
    - Off-site storage.
  - g. If packaging allows for the viewing of evidence WITHOUT opening it, a comparison of what is described on the property/evidence report may be compared and verified with what is on-hand. Evidence packing may also be inspected to look for any obvious signs of tampering.
  - h. Once completed, the report will be submitted to the Chief of Police, detailing all items inspected and any discrepancies.
2. An unannounced inspection of the property/evidence rooms/areas and records located at the police department may be conducted at least annually. Such inspection will include a random inspection of at least three records and physical property in each of the following areas:
    - High-value items;
    - Money;
    - Firearms;
    - Narcotics;
    - General property/evidence bins;
    - Off-site storage.

If packaging allows for the viewing of evidence WITHOUT opening it, a comparison of what is described on the property/evidence report may be compared and verified with what is on-hand. Evidence packing may also be inspected to look for any obvious signs of tampering. Once completed, the report may be submitted to the Chief of Police, detailing all items inspected and any discrepancies.

3. An annual audit of the property/evidence rooms/areas held by the police department and should be conducted by the Chief of Police or their designee. The Chief's designee may not be routinely or directly connected with the control of property. Such audits will include a random and significant sampling of records

and physical property in each of the areas listed below to ensure the continuity of custody, integrity of the property/evidence system, and accountability of property. The following areas may be audited:

- High-value items to include the following:
    - Money;
    - Firearms;
    - Narcotics;
    - Jewelry
  - General property/evidence bins;
  - Off-site storage.
4. An audit of property held in the property/evidence rooms/areas should be conducted whenever a new Evidence Custodian is appointed. The audit will be conducted jointly by the new and former primary Custodians if possible, as well as a designee of the Chief of Police, to ensure that records are correct and properly annotated. The audit should be sufficient to ensure the integrity of the system and the accountability of the property. During the joint audit, all high risk items, e.g., money, high-value items, firearms, and narcotics, and a sufficient number of property records relative to the number of property and evidence items under the agency's care should be reviewed carefully with respect to proper documentation and accountability. A comparison of what is described on the property/evidence report may be compared and verified with what is on-hand. The person assuming primary custody of the property should ensure that all records are current and properly annotated. All discrepancies should be recorded prior to the assumption of property accountability by the newly appointed custodian.

### III. PROPERTY RECEIPT

- A. The property/evidence receipt is to be completed by the officer taking official custody of physical property/evidence. It may be completed in the officer's **legible** handwriting or printing by using the Property/Evidence Computer System. Officers will normally use Property/Evidence Computer System unless situations prevent the use of the system, at which time a printed form may be used.
1. The receipt is to be completed by the officer taking official custody of physical evidence or found property as soon as feasible, prior to the end of the officer's tour of duty.
  2. The name of the victim or owner from whom the custody of physical evidence is assumed is to be entered on the property/evidence receipt in the space provided. When possible the person relinquishing the property/evidence will sign a receipt, showing the chain of custody.

If items were not obtained from any person, but were found or taken from a crime scene or other location where no person was present to claim or exercise custody,

the word "none" or "unknown" will be entered in the space provided for the Victim/Owner.

3. The address of the person from whom physical evidence is obtained, or the identified owner of the property, is to be entered on the receipt in the space provided.
4. The location where the officer assumed custody of the physical evidence is to be entered in the space provided.
5. Enter the case number, offense type, date and time the physical evidence is obtained in the spaces provided.
6. Seized evidence that will be sent out of the department, such as to a Crime Laboratory for analysis, may be packaged separately, recorded in Property/Evidence Computer System and an appropriate laboratory submission form completed.
7. Suspected narcotics or dangerous drugs must be separately packaged in an appropriate evidence bag, and placed into temporary evidence storage. The reporting officer will package the item(s) as follows:
  - A. Marijuana, mushrooms, or any other plant like substance – package in paper bags within another paper bag, which may be sealed with evidence tape and the exterior of the bag may be labeled in accordance with crime laboratory requirements;
  - B. All other drugs – package in plastic bag within another plastic bag, which may be sealed with evidence tape and the exterior of the outer bag may be labeled in accordance with crime laboratory requirements.
8. Money, jewelry, and firearms will also be packaged and recorded separately from other items and each other. Money and jewelry may be packaged in plastic bags where practical.
9. Each separate item of evidence listed will be numbered consecutively (beginning with No. 1) in the space provided, with the numbers running consecutively to any additional sheets. When items are added to a preexisting property file in Property/Evidence Computer System, these items will also be added to the file in sequential order to the numbers already in the system. The number of pieces of each item obtained will appear in the description section of the property/evidence sheet. The Description of Property section in the Property/Evidence Computer System or on the printed form will be completed in sufficient detail to enable easy and certain identification of the item(s) described. Examples of entries follow:

<u>Item No.</u>	<u>Description of Property</u>
1	(14) Cartridges; .38 caliber, brass casings; wadcutters' "W-W SPEC." on base of each cartridge; each marked: CLM 6-1-98 (officers initials and date)
2	(1) Ring: ladies: gold-color metal; plain band; Tiffany-type setting; green stone in setting surrounded by 8 smaller white stones; JMB engraved inside band.
3	(10) U.S. Federal Reserve Notes; \$10 denominations; Serial Numbers F09023793B consecutively thru F09023802B; each marked: CLM 6-1-98.
4	(1) Revolver; S & W; "Airweight" .38 caliber; unloaded; Serial Number 3J446; marked on wooden grips: CLM 6-1-98.

//LAST ENTRY//

All items collected from the same location, at the same time, or from the same person, which are to be kept together from collection to trial, may be listed on the same in the Property/Evidence Computer System or on the printed the form, if space is available. In many instances, more than one property receipt will be required, such as when evidence is obtained from more than one person, or at more than one location; when items of evidence, for various reasons cannot be kept together from collection to trial (such as to prevent cross-contamination); or due to the abundance of evidence, more than one property entry/receipt is required in order to accommodate a complete inventory. In the event multiple sheets are necessary, item numbering should be continued to the next sheet, beginning with the next sequential number.

10. The officer assuming custody of the physical evidence listed on the property/evidence receipt will enter digital signature or normal signature and his Employee Number in the spaces provided.
11. When making returns of search warrants, photocopies of the receipts can serve as inventories of seized property.



- B. Maintenance of the Chain of Custody records is initially the responsibility of the officer who signed the receipt. As changes in custody occur, each new custodian assumes responsibility for the maintenance of the Chain of Custody record when he assumes custody of the physical evidence listed and described in the entry/printed receipt.
- C. The original property receipt or a printed copy from Property/Evidence Computer System is to be maintained in the case file. The copy of the property receipt is to remain with the physical evidence while the evidence is in the custody of the officer or in the Evidence Room. If the person who the property was taken from requests a receipt or property was seized as evidence from the scene of a search, a printed property/evidence form will be used and a copy will be given to the subject/left at the scene.
- D. In addition to the property/evidence entry/receipt, all evidence submitted to a Crime Laboratory may be packaged in accordance with that respective laboratory submission manual. A laboratory submission form will be completed for the respective laboratory and the requested testing. A copy of the completed form will be forwarded to the Records Division.

#### **IV. PROPERTY INTERNAL CONTROL**

- A. General: It is the responsibility of the reporting officer or crime scene laboratory personnel (if they have responded to the incident) to properly package and tag all property and/or evidence with a property/evidence receipt and to complete the chain of custody record before transferring the property to the control of the Evidence Custodian. The reporting officer or crime scene laboratory personnel will ensure that the following steps have been taken prior to releasing the property to the evidence custodian. The reporting officer will complete a Status 5 or 6 incident report, detailing the circumstances by which the property came into the agency's possession.
- B. Crime Scene Laboratory Personnel may be authorized to submit evidence which requires analysis at the GBI crime lab by properly completing a property/evidence entry into Property/Evidence Computer System pursuant to this general order. Since both the police department and crime laboratory use the same Property/Evidence Computer System, the evidence can be seen by both facilities and tracked by the property/evidence custodians at police headquarters.
- C. Required Documentation:
  - 1. Evidence and non-evidence property should not be mixed in the same property bags. All property bags containing evidence or property may have a property receipt attached. Each receipt may be completed before turning receipt over to the evidence custodian.
  - 2. A separate property receipt must be attached to any property/evidence, which is too large to be put in a property bag.

3. A colored index card with the appropriate case number may be secured to vehicles stored in a large item storage bay located at department headquarters, in the secure storage parking area in the rear parking lot at department headquarters, or at the vehicle processing area at the GPD. The card will be tapped to the inside of the windshield or another window of the vehicle where the case number can be easily observed from outside the vehicle. If necessary, the card may be affixed to the outside of the windshield and placed in a zip-lock bag to ensure the card is protected from weather.

D. Temporary Storing of Evidence;

1. Once property or evidence is properly tagged with a property receipt, the officer will secure the items in the locking temporary storage cabinets either at police headquarters or at the GPD by closing the door and engaging the locking mechanism.
2. Perishable items requiring refrigeration will be stored in refrigeration units inside designated temporary evidence lockers located at the police department. If all refrigeration lockers are utilized and additional refrigeration is necessary, the custodian will be contacted to respond and secure the item(s).
3. Bio-hazard material will be properly labeled and may be placed in the appropriate storage cabinet. If the evidence is wet, an attempt will be made to dry the evidence. As soon as the evidence is dry the officer may make arrangements with the Evidence Custodian to repackage the evidence and place it into a temporary evidence locker.
4. The Evidence Custodian will routinely transfer evidence from temporary storage to the Evidence Room.
5. Items taken from a crime scene by GPD Personnel which require analysis by the crime laboratory may be taken from a crime scene directly to the laboratory and stored in temporary evidence storage locations inside the laboratory until the analysis can be conducted.
6. Deceased bodies which are considered evidence will be submitted to the GBI Crime Laboratory for storage, pending an autopsy. This will be as per Effingham County Corner Office direction.
7. Officers receiving found property will make every attempt to notify the rightful owner that the property is being held for safekeeping.
8. To ensure internal control is maintained, Inspection, Inventories, and Audits will occur as required by Section II. B. of this General Order.

## V. DUTIES OF EVIDENCE CUSTODIAN

- A. The Evidence Custodian will receive, store and release evidence and other property in a timely, efficient and accountable manner, avoiding any unnecessary delay in receiving and releasing property.
- B. The Evidence Custodian will follow established procedures, which minimize loss, theft, or destruction of property or any other actions, which might lead to loss of evidentiary value of the property.
- C. All procedures will be followed to maintain a proper chain of evidence and document the transfer of property to the point of release from police control.
- D. After consultation with the case officer/detective, the Evidence Custodian will attempt to identify and notify the owners or legal custodian of the property being held by the department.
- E. Every legal effort will be made by the Evidence Custodian to prevent the unnecessary accumulation of property in storage.
- F. Receiving:
  - 1. General: Evidence and/or property will be accepted by the Evidence Custodian only after these items have been recorded on the property entry/receipt and each item listed thereon has been properly bagged or tagged.
  - 2. Weapons: Weapons will be received as indicated above, however, all firearms will be unloaded and properly marked.
- G. Recording and Storing:
  - 1. Upon receipt of evidence and/or property, the Evidence Custodian will date and sign the property receipt and enter the evidence in the Property/Evidence Computer System.
  - 2. The Evidence Custodian will annotate the assigned location of each item of evidence on the property/evidence receipt and in the Property/Evidence Computer System indicating its location within the Evidence Room.
- H. Property/evidence taken by the Evidence Custodian or designee, or mailed to a crime laboratory will be accompanied by the laboratory submission form for that particular crime laboratory and annotated on the property/evidence receipt, or in the Property/Evidence Computer System, which laboratory received the item (s).

- I. Under normal circumstances, drug evidence will be transported to the appropriate crime laboratory at least weekly.
- J. Normally a copy of the property receipt will be signed by the crime laboratory personnel and the crime laboratory number duly noted on the receipt. If a laboratory procedure does not provide for a signature, the property/evidence receipt or laboratory submission form will be annotated reflecting the transfer of the item (s) to that particular laboratory.
- K. Any transfers will also be noted in the property/evidence management computer system.

## **VI. FIREARMS TESTING**

- A. All firearms received by the police department will normally be submitted to the GBI Regional Crime Laboratory to be tested, entered, and documented in the National Integrated Ballistic Information Network (NIBIN). The receiving officer will complete a crime laboratory submission form to request the weapon be tested and entered into NIBIN.

## **VII. EVIDENCE AND PROPERTY ROOM PROCEDURES**

- A. The Evidence Custodian will date and initial the property receipt for the evidence or property.
- B. The Evidence Custodian will annotate the location of each item of evidence in the Property/Evidence Computer System, noting its assigned location within the designated evidence room/areas. Any movements of that evidence will be recorded in the Property/Evidence Computer System. Movements of evidence that are restricted to the police department will be noted in the Property/Evidence Computer System. A hard copy of the file will be printed and signed by the officer receiving the evidence. The copy will be maintained in the evidence room until the return of the property, and then stored in the case file.
- C. Property/evidence removed from the evidence room/area for the purpose of processing may at no time be left unattended in an unsecure setting. Personnel processing property/evidence may at no time leave while said property/evidence is outside the evidence room/area unless as necessary as part of processing and/or preparation for processing (i.e. items placed in drying devices inside the property/evidence unit).
- D. The Evidence Custodian will open sealed property/evidence packaged said to contain high-value items which cannot be verified due to packaging material. The purpose of opening these items is to verify the contents prior to storage in the property/evidence section. Once verified, the verifying Evidence Custodian will reflect the inspection in the chain of custody portion of the property/evidence sheet for that item (s) and annotate the inspection on the packaging of the item (s) being inspected.

Any discrepancies will be immediately reported to the property/evidence section supervisor and Chief of Police or their designee.

- E. All other general property/evidence items NOT classified as “high-value” items to include evidence submitted to a crime laboratory **WILL NOT** be opened by a property/evidence custodian. These items will be logged into the property/evidence computer system under the category “said to contain”.
- F. Money, jewelry, firearms, and drugs will be stored in designated secure cabinet/containers within the property vault designated for that purpose.
- G. All containers of narcotics and dangerous drugs may be inspected for tampering to safeguard against the substitution of material having the same weight. Narcotics and dangerous drug evidence will be maintained in their sealed packaging and stored in a separate, secure area of the evidence vault.
- H. Perishable items will be stored in the refrigerator located in the evidence room.
- I. Large items that will not easily fit into a property/evidence room/area may be stored in the secured vehicle or large item storage bay located at department headquarters, at the designated secure storage parking area in the rear parking lot at department headquarters, or at designated storage bays.

When a vehicle is to be secured as evidence, the vehicle may be towed to the police department and stored in an available storage area. The reporting officer may follow the wrecker service which is towing the vehicle to the specific storage location. The officer will ensure the towed vehicle is placed inside an available storage area and secured.

All vehicles and large items identified as evidence will be protected to ensure the vehicle and contents are not contaminated or altered.

- J. Digital photograph stored on storage media are to be treated as evidence and will be logged into the Property/Evidence Computer System as any other item of evidence under the appropriate case number. Images from storage media are downloaded onto a secure server by Property/Evidence Section personnel, which become the negative for the photograph. At no time will the officer who took the photograph manipulate the images on the storage media. No one, other than Property/Evidence Section personnel, is authorized to print photos from storage media without prior approval of the Chief of Police or their designee. Once the images are downloaded onto the secure server, the original storage media may be erased and returned for reuse.

## **VIII. DISPOSITION OF PROPERTY AND EVIDENCE**

- A. Found, recovered, and evidentiary property will be disposed of within six months after legal requirements have been satisfied with the exception of cases involving homicides.

Property and evidence items will be disposed of in accordance with O.C.G.A. 17-5-50 through 17-5-54 in one of the following manners:

1. Property that is no longer of evidentiary value will be returned to its owner or disposed of in accordance with provisions of O.C.G.A. 17-5-50 through 17-5-54.
2. Contraband evidence/property will be disposed of according to State law. In those instances not covered by State law, contraband evidence/property will be disposed of pursuant to court order. The court order may have two signatures of responsible persons who can attest to the fact that the said contraband evidence/property items were indeed disposed.

#### **IX. TEMPORARY RELEASE OF EVIDENCE**

- A. Evidence required in court for prosecution purposes will be released to the officer presenting the evidence. Evidence returned to the department will be returned to the Evidence Custodian, without delay.
- B. When returned, the evidence will be, if possible, in the original packages and if needed resealed with the property receipt attached.
- C. In the event the court retains the evidence, or any part thereof, the presenting officer will have the receiving court officer sign the property/evidence receipt. The presenting officer will notify the Evidence Custodian in order that the records may be updated.
- D. The chain of custody receipt will be signed by the officer when accepting control of the evidence and by the Evidence Custodian when receiving the evidence upon its return, and any time the evidence is removed from the evidence room.
- E. The Evidence sheet is to stay with the item of evidence until final release of the item from evidence. The Property/Evidence Computer System receipt will then be forwarded to the Records Section to be included in the case file, showing the final disposition of the evidence.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 300-04**  
**“Audio/Video Recording Procedures”**

**CHIEF OF POLICE:** 

**CALEA STANDARD:** 41.3.8

**EFFECTIVE DATE:** 03/01/23

**INDEX AS:** Digital In-Car Video/Body Cameras/  
Interview Room Tapes  
Real Time Video Interface (RTVI),  
Other Recording Devices

**LAST REVISED DATE:**

**Purpose:** To establish rules and regulations regarding the use and officer responsibility for use of audio and video recording equipment in patrol vehicles, use of Body Worn Camera (BWC) Systems, and the operation and handling of audio/video systems and their recordings in general.

**Policy:** To establish firm operating procedures and guidelines for the use of audio/video equipment in equipped vehicles, Body Worn Camera (BWC) Systems, designated interview rooms, and other audio/video camera systems used by the Guyton Police Department. It establishes the procedure for the usage, storage, and review of all audio/video footage obtained by the Guyton Police Department to provide audio/video evidence during criminal and administrative investigations.

**I. GENERAL PROCEDURES**

- A. When audio/video equipment is available, events/incidents, which possibly have evidentiary value, will be recorded. Once recording equipment is activated, the equipment should not be deactivated until the entire event/incident is concluded unless special circumstances warrant otherwise. Each officer should exercise sound judgement in determining which events/incidents are of evidentiary value and which are not.
- B. Officers will ensure that the audio is activated whenever the camera is operating (when audio is available). At times it may be appropriate to enable audio recording for evidentiary purposes although the camera is not recording video.
- C. Officers will not intentionally erase or record over any digital audio/video footage or substitute any media storage for another that is assigned to them, in an attempt to alter, conceal, or hide the events captured on the video/audio media.

- D. Departmental approved and issued audio/video recording equipment and audio/video storage media will be used while on-duty which includes extra-duty employment. Personal audio/video recording devices may be used only in exigent circumstances or when departmental equipment is unavailable. All audio/video, videotapes, other recordings and storage media, of events and incidents depicted thereon are the property of the Guyton Police Department.
- E. All audio and/or video recorded on storage media (memory disks, compact disks, etc.) which has evidential value will be secured in property/evidence prior to the end of the officer's tour of duty (see procedures below for storage of in-car camera and interview room audio/video events). Any audio and/or video recorded which could provide supplementary information pertaining to allegations or potential complaints (regardless if factual or not) against a police employee should also be entered into property/evidence prior to the end of the officer's tour of duty.
- F. Only employees authorized by the Chief of Police or their designee will disseminate the contents of a department audio/video system. The release of information requested through open records requests will be subject to the same statutory exemptions from disclosure as any other departmental records. Prior to releasing any audio/video recordings, proper redaction will be completed.

## **II. IN-CAR CAMERA DIGITAL RECORDING PROCEDURES**

- A. Patrol vehicles equipped with a digital in-car camera system may include a digital two video camera (one in the front windshield area and one in the back seat area compartment of the patrol vehicle), a hard drive storage system, and an audio body microphone capable of recording audio footage and activating the video system by remote;
- B. Patrol vehicles equipped with an in-car camera may have a video hard drive maintained in the equipped vehicle. Prior to beginning their tour of duty, the officer operating the in-car camera system may ensure their in-car camera system is powered on and prepared to record video/audio;
- C. All digital video cameras will capture audio/video whenever the emergency lights are activated, when the camera is activated manually on the video hard drive operational console, or when the camera and audio is activated by use of audio body microphone. The camera will then remain operational until the digital in-car camera system is manually deactivated by use of the operational console. Digital video cameras will be activated during any traffic stop, call for service, and/or during any event/incident which has evidentiary value. The camera will be positioned, whenever possible, to capture the violator's vehicle, the license plate, and/or the passenger compartment of the vehicle.
- D. All sworn personnel will utilize digital in-car camera equipment as outlined below:



1. Patrol vehicles equipped with a digital in-car camera system may include two digital video cameras (one in the front windshield area and one in the back seat area compartment of the patrol vehicle), a hard drive storage system, an audio body microphone capable of recording audio footage with remote activation, and the ability to review the video by a viewing screen;
2. All audio/video recorded will be automatically downloaded wirelessly through the use of Wi-Fi access points located at department headquarters or at other download areas as authorized by the Chief of Police. Prior to the officer ending their tour of duty, the officer may enter the police department parking lot where a Wi-Fi access point will automatically download all audio/video on the officer's in-car camera system hard drive to a secure storage server located at department headquarters. All recordings should be downloaded before the officer's end of shift or as soon as reasonably possible.
3. The in-car camera system is designed to be tamper-proof, and because the storage server where the audio/video is transferred and stored is secured to prevent tampering, there is no requirement for officers to complete a Property/Evidence Form;
4. Once the audio/video is transferred to the storage server, that recording can be accessed through designated workstation computers throughout the police department for playback review by agency personnel. The system will not allow previously recorded audio/video to be overwritten or erased at these designated locations. Previously recorded audio/video can be instantly accessed by entering an officer's employee number and a date/time. Supervisory personnel are authorized to review previously recorded audio/video recorded by subordinates to review past performance, when investigating citizen complaints, and for training purposes.

### **III. PERSONAL AUDIO/VIDEO RECORDING DEVICES**

Departmental approved and issued audio/video recording equipment and audio/video storage media will be used while on-duty which includes extra-duty employment. Personal audio/video recording devices may be used only in exigent circumstances or when departmental equipment is unavailable. All audio/video, videotapes, other recordings and storage media, of events and incidents depicted thereon are the property of the Guyton Police Department.

### **IV. BODY WORN CAMERAS (BWC) - (DEPARTMENT ISSUED)**

Body Worn Camera (BWC) systems provide an unbiased audio/video recording of events that employees may encounter. These recordings document important information during an officer's tour of duty and during extra-duty employment. The recordings can also protect employees from false allegations of misconduct and can

also be used for training purposes. The following procedures may be followed regarding the use of BWCs:

1. Upon availability, officers and detectives may be issued a department purchased BWC that has been approved for departmental use by the Chief of Police;
2. Officers/detectives equipped with the department issued BWC may be trained in the operation and care of the equipment prior to its use;
3. Any officer/detective detecting a defect or operational issue with the BWC may immediately report this issue to a supervisor who will notify the police department Information Technology Section.
4. Officers/detectives may not tamper with, alter, erase, delete, attempt to override the BWC in any manner, or attempt to make repairs.
5. Prior to beginning their tour of duty, officers/detectives should ensure their assigned BWC is fully charged and operational.
6. BWC's contain sufficient memory to store at least 6 hours of video/audio footage. It is the officer's responsibility to regularly download video images from their BWC to ensure the device contains sufficient memory for on-duty use. Officers may download all data from their assigned BWC on an agency specified computer or cloud-based server within 24 hours of tour of duty unless the recording has significant evidentiary value and is time sensitive to the incident. Detectives may download all data from their BWC before the end of their next tour of duty. Failure to download the data in the prescribed method will result in disciplinary action.
7. BWC's may be activated only when an officer/detective is performing an official duty to include but not limited to:
  - a. Responding to and during calls for service. Officers/detectives are not required to maintain the activation of a BWC during lengthy calls for service unless circumstances dictate otherwise. Officers/detectives may reactivate their BWC when the situation resumes;
  - b. Traffic stops/accidents;
  - c. Citizen encounters during police investigatory activities. Officers/detectives are not required to activate the BWCs during routine, incidental contact with a citizen, such as giving directions or lunch breaks;
  - d. Pursuits;
  - e. Detention, arrest, and transportation of a suspect;
  - f. When conducting an Intoxilyzer 9000 test at police headquarters, the Effingham County Jail, and/or any other facility (radios must be turned off to avoid an RFI issue);
  - g. Interviews of victims, witnesses, and/or suspects unless other recording devices are utilized;
  - h. During raid operations unless the use of a BWC would jeopardize an investigation and/or create a danger to the officer/detective;
  - i. NOTE: There are many situations where the use of the BWC is appropriate. This policy is not intended to describe every possible circumstance. Personnel may activate the system anytime they feel its use would be appropriate and/or valuable to document events.

8. BWC's WILL NOT be used to record administrative or non-law enforcement activities or actions unless otherwise specified by the Chief of Police. BWC's WILL NOT be activated in places where a reasonable expectation of privacy exists, such as locker rooms, dressing rooms, restrooms, etc.
9. Officers/detectives should indicate in reports (incident, miscellaneous, field interview, accident) that a video recording was captured via the BWC and if not, why the BWC was not utilized.
10. Recordings downloaded from the BWC will be maintained on a police department server or cloud-based server as designated by the Chief of Police.
11. Once the audio/video is transferred to secure storage, that recordings can be accessed by designated workstation computers throughout the police department for playback review by agency personnel.
12. Supervisory personnel are authorized to review previously recorded audio/video recorded by subordinates to review past performance, investigate citizen complaints, and for training purposes.
13. Officers/detectives should attach their BWC to the front portion of their particular uniform shirt in an area that most closely captures the officer/detective's field of view.

## **V. INTERVIEW ROOM DIGITAL RECORDING PROCEDURES**

GPD interview rooms located at department headquarters are currently not equipped with a digital/audio system that includes digital video cameras and microphones. Officers conducting interviews may utilize other means of recording audio/video if so authorized by the Chief of Police or their designee.

## **VI. REDACTION OF VIDEO RECORDINGS**

- A. The Official Code of Georgia (OCGA) provides: "A governing body or law enforcement officer shall not have a duty to redact or obscure people, objects, or information that appear in a video recording from any law enforcement body-worn device or device located on or inside of a law enforcement vehicle, nor shall such body or officer have any civil liability for such depiction."
- B. However, portions of video may be redacted when approved by the Chief of Police or their designee when there is a legitimate privacy, criminal investigation, and/or homeland security interest. In such cases, the requestor will be notified upon release of the video that redaction occurred and the reasoning for the redaction.

## **VII. EVIDENCE CUSTODIAN RESPONSIBILITIES**

- A. The Evidence Custodian and Police Department Information Technology Section will be responsible for safeguarding all digital audio/video stored in property/evidence;
- B. Stored audio/video needed for court or other purposes as approved by the Chief of Police may be released by the Evidence Custodian. When requesting previously recorded audio/video from a digital in-car camera system or BWC, the Evidence

Custodian or designated personnel responsible for copying in-car camera audio/video and/or BWC audio/video may make a copy of the requested event by burning the audio/video to a non-rewritable compact disk or uploading via a secure website. When requesting a copy of audio/video footage from previously recorded BWC audio video and/or in-car camera footage, the officer may complete a Mobile Video Request Form and forward the request to the Evidence Custodian or designated personnel responsible for copying the audio/video. Compact disks containing a copy of the audio/video recording may be provided to the prosecutor as part of criminal prosecutions and to fulfill discovery requirements;

- C. Evidentiary media (non-rewritable compact disks, media cards, etc.) containing audio/video recordings will be entered into property/evidence via the property/evidence computer system. If recorded video from the surveillance/security video camera system featuring criminal activity is considered evidence, it may be downloaded at authorized user workstations, copied to a non-rewritable compact disk or other media, documented in the property/evidence computer system, and placed into the property/evidence section in accordance with General Order 300, Evidence Storage.
- D. All audio/video recorded from a digital in-car camera system or on any other media (excluding city-wide camera system) will be retained for a minimum period of 180 days, unless the recording is part of an arrest incident, at which time the recording will be retained for 30 months or depending on the case designation as directed by the Georgia Records Retention Schedule for Local Governments. All video recorded which is related to criminal incidents may be downloaded and stored as evidence as directed by the Georgia Records Retention Schedule for Local Governments.
- E. In the event of an unintentional activation of the BWC during non-enforcement or non-investigative activities, such as restroom or meal break, or in other areas where reasonable expectation of privacy exists, officers may request recording deletion. A memorandum detailing the circumstances of the unintentional recording will be forwarded via the chain of command to the Chief of Police. If approved, the actual deletion may be documented in the BWC Software Management System, reflecting the circumstances of the deletion and the deleting administrator.

#### **VIII. TRAINING, INSPECTION, AND MAINTENANCE OF AUDIO/VIDEO RECORDING EQUIPMENT**

- A. Supervisors and IT Personnel may be responsible for training agency personnel on the use of various audio/video equipment operated by the police department, based on the assignment of those personnel by the Chief of Police.
- B. Supervisors will be responsible for inspecting audio/video equipment issued and utilized to personnel under their command through monthly inspections. Any discrepancies identified will be reported to IT Personnel.

**IX. REVIEW OF AUDIO/VIDEO DATA**

- A. The Chief of Police or their designee may direct at least an annual random review of audio/video data captured from the following systems:
1. In-car camera system
  2. Body-worn camera system
  3. Interview room system
- B. No disciplinary action as the result of the review of data from any audio/video systems may be taken against a police employee without the prior approval of the Chief of Police.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 300-06

### “Crime Scene Processing”

CHIEF OF POLICE:



CALEA STANDARD: Chapter 83

EFFECTIVE DATE: 03/01/23

INDEX AS: Crime Scene Processing

LAST REVISED DATE:

Purpose: To establish responsibilities and procedures for the officer processing crime scenes and to establish guidelines for proper documentation, collection, packaging and submission of evidence to a Crime Laboratory.

Policy: It is the policy of the Guyton Police Department that the proper documentation, collection, preservation and submission of physical evidence must be handled in a well organized, closely controlled, and professional manner. Through evidence located at the scene, suspects are developed or eliminated, investigative leads are established and theories concerning the crime/incident are substantiated or disproved. Officers must always be cognizant of the fact that any physical evidence collected might someday have to be presented in a court of law. Officers should collect and process all evidence in accordance with applicable training and law enforcement procedures.

#### I. GENERAL

- A. It is imperative that each police officer exercise care in the processing of a crime scene or incident so as not to overlook, contaminate, or destroy potential evidence.
- B. Evidence appears in many shapes, sizes and forms, thereby necessitating various recovery, preservation and submission techniques. The officer, detective, or crime laboratory personnel processing crime scenes or incidents should be properly equipped to collect, identify and package the evidence so that it will not be changed in form and value when it is submitted to Property/Evidence.
- C. It will be the responsibility of the officer collecting the evidence to maintain a chain of custody of that evidence to ensure that it is presented to the court in a regimented manner and in compliance with all legal requirements.

## II. CRIME SCENE PROTECTION

### A. The responding officer will ensure that:

1. Upon arrival at the scene of a crime, the responding officers should: request medical assistance, if needed; provide aid and comfort to the victim(s); secure the scene to protect valuable evidence, to include securing the area with crime scene tape, if necessary; and keep unauthorized people outside of the perimeter of the scene.
2. If the situation dictates, the patrol officer will notify their supervisor of the incident. Crime scenes that may be processed for evidence will be secured with a barrier of crime scene tape. To ensure the entire scene is completely secured, the entire perimeter of the crime scene should be secured to include an additional 6-foot buffer area (when feasible). At scenes of this type, the responding officer will begin a crime scene security access log. ALL persons entering the scene will be signed in and out on the log. All personnel entering the crime scene to include Crime Scene Laboratory Personnel and Detective Personnel should wear protective nitrile gloves and any other equipment designated by the case investigator and crime scene personnel to prevent contamination of the crime scene, as well as contamination that may be caused by bio-hazardous material.
3. Unless absolutely necessary and extenuating circumstances arise, nothing within the crime scene is to be touched, moved, or disturbed. Leave the scene exactly as found to prevent contamination and for preservation of evidence. If extenuating circumstances arise, and it becomes necessary for the officer to remove a piece of evidence (that will need processing) prior to the arrival of Crime Scene Laboratory Personnel and Detective Personnel, the officer should attempt to preserve the item for evidence, photograph it if possible, and note the exact location where it was found. The item may then be turned over to Detective personnel or the Crime Scene Laboratory Personnel upon their arrival at the scene, along with a completed Property/Evidence form. Firearms in homicide/suicide scenes should be left untouched in the position and location found.
4. Detective Personnel may be authorized to enter a crime scene prior to the arrival of Crime Scene Laboratory Personnel in an effort to ensure the criminal investigation is not delayed. However, Detective(s) may attempt to avoid any alterations of the crime scene, if possible. Any alterations of the crime scene may be noted by Detective(s) and immediately brought to the attention of the responding Crime Scene Laboratory Personnel once they arrive on scene. Once the scene is initially secured, NO personnel will enter the scene without escort of the Case Detective and/or Crime Scene Laboratory Personnel.
5. If the situation dictates the response of the county coroner, the coroner will be notified immediately and will not enter the crime scene until Detective Personnel

and/or Crime Scene Laboratory Personnel arrive on scene. Once a detective or Crime Scene Laboratory Personnel arrive on scene, the detective and/or Crime Scene Laboratory Personnel will escort the coroner into the scene to verify death and to make an initial inquiry into the manner of death, pursuant to O.C.G.A. § 45-16-24.

6. After a preliminary walk through is completed by Detective Personnel and the coroner, when applicable, they will exit the crime scene to allow Crime Scene Laboratory Personnel to properly document the crime scene with video and photographs. Videoing and photographing of the crime scene should be conducted in a timely manner. It is understood that there are times documentation of a crime scenes may take longer, at which time there should be consultation between Crime Scene Laboratory Personnel and Detective Personnel. Any deviation from this practice must have the approval of the Chief of Police or their designee.
7. When possible, the responding officer will attempt to locate entry/exit points, determine what has been moved or is out of its usual place, or if any foreign object has been left behind. This information should be provided to Detective Personnel and Crime Scene Laboratory Personnel. This information may be included in the incident report.
8. An officer may remain at the scene with the Detective and/or Crime Scene Laboratory Personnel to aid them by protecting the scene and supplying them with needed information, unless excused by a supervising officer.
9. If major case evidence is found after Crime Scene Laboratory Personnel leave the scene, it may be necessary to notify and have Crime Scene Laboratory Personnel respond back to the scene.

#### B. Supervisor's Responsibility

1. Assist the primary officer in organizing the investigation and ascertain the seriousness of the incident and the basic details concerning the crime.
2. Notify the "911" center to dispatch an appropriate detective and the county coroner if the situation dictates. (NOTE: Pursuant to state law, the county coroner will be notified immediately during all death investigations.)
3. Will ensure that the crime scene is taped off if necessary.
4. Ensure that only necessary police personnel are at, or enter the crime scene, and that they are recorded on the crime scene log.
5. Provide leadership to patrol officers to ensure an efficient and effective preliminary investigation.



### III. PROCESSING EVIDENCE AT A SCENE

#### A. The Primary Investigating Officer (Patrol Officer, Detective or Crime Scene Laboratory Personnel, active or on 24-hour call):

1. Must ensure that all evidence is properly processed on the scene, if at all possible, or correctly collected, packaged, labeled, recorded, and stored in the evidence facility to be processed by the appropriate personnel.
2. Ensures that perishable evidence is properly packaged and placed in the Evidence lockers. The Evidence Custodian may be contacted, if necessary, to report to the Department and secure the evidence in refrigerated storage. If analysis by laboratory is needed the case officer will ensure that the evidence is transported within seven (7) days with a complete laboratory submission form.
3. Ensures all evidence is listed by description, source, and owner on the incident report.
4. Ensures all crime scene processing efforts are noted in the incident report.
5. The primary investigative officer may delegate the authority to process the crime scene to others. However, the ultimate responsibility to comply with this general order rests with the Primary Investigating Officer.
6. Once Detective Personnel are on scene they will determine the need for Crime Scene Laboratory Personnel. Detective Personnel will then remove themselves from the crime scene and will assure all other personnel are removed from within the crime scene. Officers on scene will maintain the security and the perimeter of the crime scene. Upon arrival at the crime scene, Crime Scene Laboratory Personnel may consult with the responding Detective to gather information regarding the scene. The Crime Scene Laboratory Personnel and the primary Detective will collaborate on potential evidence collection.

#### B. Crime Scene Laboratory Personnel

1. Processing of crime scenes by Crime Scene Laboratory Personnel will be governed by the crime scene standard operating procedures of the GBI Regional Crime Laboratory/Effingham County Sheriff Crime Scene Unit.
2. Crime Scene Laboratory Personnel will prepare a supplemental report of their investigation to be given to the case detective. That report will include:
  - a. Date and time of request for service;
  - b. Date and time of arrival at the scene;

- c. Location of the crime;
- d. Name of the victim(s) if known;
- e. Name of the suspect, if known;
- f. Action taken at the scene and a listing of physical evidence recovered and where it was recovered in the Incident Report;
- g. Disposition of the physical evidence;
- h. Agency Case Number and Laboratory Case Number

#### C. Photographing and Video Recording of the Crime Scene

1. Photographing and/or videotaping of major crime scenes will be conducted on all scenes. Crime Scene Laboratory Personnel will ensure that all death investigations will be photographed and video recorded, prior to the removal of the victim.
2. When showing a scene, photographers should first take pictures of the overall view of the scene to show relationships, and then move closer to photograph individual pieces of evidence.
3. When photographing an object of unknown size, the person taking the photographs should take first a photo of the object as found, and then take another with a standard scale (ruler, etc.) to show the object's relative size.
4. When photographs of a crime scene have been taken, the date, time, and name of the person taking the photographs may be included in the appropriate report.
5. When videotaping a crime scene, the photographer generally should ensure that audio is not being recorded, or that conversations are not recorded.
6. When photographs are not taken or evidence is not collected, reasons why are noted on the incident report.

#### D. Crime scene sketches may include

1. Dimension of the scene itself;
2. An orientation of the scene in relation to nearby landmarks;
3. Physical location of the scene (Address);

4. Location of significant features within the scene (including the victim, if applicable);
5. Date and time of preparation;
6. Name of person(s) who prepared the sketch;
7. Direction north;
8. Location of physical evidence.

#### E. Latent Prints

1. Officers must ensure that every reasonable and practical effort is made to recover latent prints. An effort should be made to recover latent prints, even if the suspect is apprehended at or in close proximity to the scene.
2. Officers should process a scene for latent prints within the scope of their training and expertise. If a scene is above an officer's ability to process, he should request appropriate assistance.
3. If there is no attempt to obtain latent prints, the officer should note such in the narrative of his report and state the reason(s) why.
4. Officers should:
  - a. Place recovered prints on the back of a latent fingerprint card;
  - b. Fill in all applicable blanks to include date, case number, incident type, victim name, and location;
  - c. Make a sketch of the location on the item where the fingerprints where developed;
  - d. Complete an evidence sheet and secure the prints in the evidence locker;
  - e. Package individual latent print cards separately in approved print card storage envelopes, seal each print card envelope opening with approved evidence tape, and ensure the officer initials, dates and seals the latent print card envelopes.
5. Developing latent prints is very important, as Crime Scene Laboratory Personnel will use the prints to attempt to identify a suspect.

6. Contaminated evidence should still be processed, as identifiable prints may still be developed.

#### F. Deoxyribonucleic Acid (DNA) Profiling

1. When possible, known reference samples from both the victim and suspect (s) is required to initiate DNA testing. These reference samples may be in the form of liquid blood or buccal swabbings. If other persons who are suspected to be involved in a crime, their known samples should be submitted when relevant. In sexual assault cases, if recent voluntary sex (within 120 hours) is indicated, a known sample from the consenting partner is also necessary.
2. DNA typing can be used as an investigative or trial tool to:
  - a. Identify the donor of biological evidence
  - b. Exclude a falsely accused suspect
  - c. Associate serial rapes or other series of similar crimes
  - d. Distinguish multiple assailants in rape cases
  - e. Determine victim identity when other identification is not available
  - f. Determine parentage in criminal cases only (it is recommended to call the laboratory to discuss this service prior to submission of samples.)
  - g. DNA testing may be performed on hair if specific criteria are met.
3. In addition to complying with other crime scene protection requirements as outlined in this general order and by the GBI Regional Crime Laboratory, additional requirements outlined in the Georgia Bureau of Investigations Division of Forensic Sciences (GBI DOFS) manual may be followed when collecting evidence for possible DNA Profiling considerations:
  - a. Liquid Blood Samples:
    - I. Collect approximately 5 ml known blood in a purple stoppered tube containing EDTA. The blood tube(s) should be adequately labeled prior to delivery to the GBI DOFS laboratory with the full name of the person from whom the blood was collected, the date and time of collection, the name (or initials) of the person obtaining sample, and, when applicable, the name (or initials) of the investigator observing the collection. The tube(s) should be individually sealed and enclosed in packaging that is also sealed. Marking the outer package "Knowns for DNA" will ensure proper routing in the DOFS laboratory.
    - II. Blood samples should be forwarded to the appropriate laboratory at the earliest possible time following collection. When necessary, blood can be held refrigerated prior to transfer but must not be frozen. It is preferable that blood is delivered in person during working hours but can be mailed/shipped using priority delivery.

The samples should be sent early in the week so that their arrival is not delayed by a weekend. Liquid blood samples must not be enclosed in the same package with other physical evidence.

- III. Knowledge of a blood transfusion prior to collection of a known blood should be relayed to the analyst in written documentation accompanying the sample.

If a person has received multiple blood transfusions, contact the assigned analyst prior to collection of a known sample. In this instance, it may be necessary to wait 90 to 120 days before collecting the known blood.

- IV. Bandages or other samples collected from a wound are not suitable for use as a known. Bloodstained clothing will be used only when the individual is deceased and adequate known blood sample cannot be obtained. However, if this clothing is unsuitable, tissue or other appropriate samples should be collected at autopsy as described later.

b. Buccal Swabs:

- I. Buccal swabbings are taken from the mouth and may also be collected for use as a known sample in DNA analysis. Commercial kits may be purchased from private vendors if so desired and authorized by the Chief of Police or their designee. Instructions for collection of buccal swabbings is contained in such kits and do not require special medical personnel.

c. Tissue and other Biological Samples from Autopsy:

- II. Samples collected at autopsy for use as knowns are dependent on the condition of the deceased. Blood or bloodstain cards are preferred but if unsuitable or unavailable, tissues (including fingernails) or other biological samples may be submitted. Closely clipped fingernails are the preferred sample for DNA analysis when a body is decomposed. These submissions must be adequately labeled with the sample type in addition to other identifying information. Samples preserved in formaldehyde (formalin) are unsuitable for DNA. Tissues should be frozen immediately to best preserve sample quality and transported to the DOFS laboratory on ice or priority shipped on dry ice.

G. Processing Vehicles as Evidence

1. The officer making the recovery report of a vehicle which is reported stolen is responsible for ensuring that dispatch is notified so that stolen data can be removed from the NCIC Network and ensuring that the owner, reporting agency, etc., receives prompt notification of the recovery.

2. In most cases, it will be the responsibility of the Patrol Officer to process the vehicle for latent prints or other evidence. Any items of evidentiary value will be processed and logged in to the Property/Evidence Computer System for submission to the Evidence Custodian.
3. Any time a vehicle is used in a more serious crime (i.e. armed robbery or murder) and a Detective is called to the scene, the detective may request Crime Scene Laboratory Personnel support in processing the vehicle. This may include vehicles that are involved in more serious crimes which are recovered in another agency's jurisdiction.
4. Vehicles involved in serious crimes may be towed to the GPD or an agency's holding lot for Crime Laboratory Vehicle Processing. This would include for secure storage for later processing by Crime Scene Laboratory Personnel. The vehicle being towed must be escorted to the secure lot by a GPD officer, detective, or Crime Scene Laboratory Personnel in order to ensure the chain of custody.
5. Vehicles which do not require processing but must be secured for various reasons or involve minor crimes requiring the processing the vehicle for latent prints, may be temporarily stored in a large item storage bay located at police headquarters pending processing the vehicle by the reporting officer for latent prints. These cards will include a card placed prominently somewhere inside the vehicle to reflect the case number for review by the Property/Evidence Custodians.
6. The vehicle may be released by the officer in charge of the case, upon completion of the on-scene investigation. If the vehicle is drivable, and the owner can be contacted, he should be allowed to come to the scene to pick up the vehicle, if it can be done within a reasonable time.
7. Vehicles processed by Crime Scene Laboratory Personnel should be processed in designated secure areas.
8. A Status Five Supplemental Report will be completed, detailing the recovery of the vehicle.

#### **IV. PRESERVATION OF EVIDENCE**

- A. Evidence collection material and technical assistance are available from the Property/Evidence Section or from the GPD.
- B. Contaminated evidence may not be admissible in court. Precautions should be taken to maintain all evidence in its original state.
  1. All property or evidence must be packaged in a manner to prevent tampering. The packaged evidence may be received by an evidence custodian or delivered to

a crime laboratory. The collecting officer may place the property or evidence in an approved plastic or paper bag or approved container (depending on the item(s) collected) and seal the opening(s) of the container with approved evidence tape. The tape may be initialed by the collecting officer and the date when the item(s) was sealed may be annotated on the tape.

2. Items packaged in plastic bags will be secured with special, anti-tampering evidence tape to avoid contamination or tampering.
  3. Items placed in paper bags or paper containers will be secured with evidence tape.
  4. The officer will write on all bags and/or containers which contain property or evidence the case number, item number, location collected, description, the officer's full name, and the date and time the item was collected. One (1) evidence report may be printed from the Property/Evidence Computer System to include an entire list of items in each bag.
  5. Solid evidence will be packaged to prevent scratching, denting or breaking.
  6. Items subjected to cross contamination will be packaged in separate bags and/or containers so that one substance does not contaminate others. They should also be packaged so as to prevent spillage or the intrusion of any foreign substance. An inner container can be used to prevent cross contamination.
  7. Knives and sharp objects will be properly packaged in designated "knife/sharp object boxes" so as not to injure any person who handles the evidence. Such items may be clearly marked identifying them as dangerous sharp items, if not already noted on "knife/sharp object boxes".
  8. Wet items or plants may be secured in an approved paper bag or paper container.
  9. Liquids will be placed in sealed containers that will prevent leakage, evaporation and intrusion of foreign substances.
  10. Blood items should be placed in paper bags for proper ventilation. These items may be properly marked to indicate the presence of blood.
- C. Sufficient specimens or controls must be submitted for comparisons of such items as hair, fibers, paint, glass, soil, tool marks, etc. Therefore, the person collecting the evidence should retrieve samples of known items in the same area for comparison. The known samples should be packaged separately from the items collected as evidence and marked as "control sample". The officer should document an exact location that the known sample was collected from.
- D. The officer collecting evidence and/or property should ensure that the following information is included in the Property/Evidence Computer System for each item.

1. Case number;
  2. The day, month and year;
  3. Time evidence is taken into custody; and
  4. The location where the evidence was collected.
- E. Photographic evidence taken with a digital camera: The officer taking the photographs may secure the evidence on storage media. Photographic images on storage media will be transferred to a secure server folder by the Evidence Custodian.
- F. An inventory of the items (Property/Evidence Reports) recovered during an investigation is essential for the investigation. An inventory of items recovered is invaluable at the time of trial. An evidence list will be entered into the Property/Evidence Computer System and should contain the following:
1. Description of the items (including make, model number, and serial number, if any);
  2. Source (from whom or location which obtained);
  3. Name of person collecting the item or items.
- G. Seizure of Computer Equipment: Computer equipment can be severely damaged or data lost due to improper shutdown procedures. When seizing computer equipment, officers will follow the following procedure:
1. When possible, consult with City of Guyton or outside technology personnel as appropriate.
  2. Photograph the device and the surrounding area as you have found it. Photograph all connecting cords if possible. If you cannot photograph the device in its entirety without moving the device, photograph the connecting cords after powering down the device.
  3. If the screen is on and visible, photograph the screen. Any open files that are observed should be photographed in detail (try to capture the file name and data displayed).
  4. Power down the device by **UNPLUGGING IT FROM THE BACK OF THE COMPUTER** (ie the CPU).
    - a. In the case of a laptop, iPad, tablet, or notebook follow the same procedures; however, if the device is ON, but not plugged into any power source, remove the battery from the device, if possible. If available, refer to the manufacturing instructions.
  5. Remove the modem and Ethernet cables from the device.



6. Remove all connecting cables, labeling and collecting each cable if the Detective of record requests the cables to be collected for evidence.
  7. Document, disconnect and collect any additional digital devices from the device (these can be anything from data sticks to external hard drives). If there are serial numbers associated with these devices document the numbers.
  8. Document the device and any peripheral devices attached computer, tablet, cell phone, or etc. (key board etc).
  9. Disconnect the peripheral devices from the device. Collect all devices into evidence at the request of the Detective, placing the devices in laboratory approved evidence packaging material.
  10. Take the device into evidence using approved packaging materials.
- H. Seizure of Cellular (Cell) Phones, MP3 Devices, Tablets, and Other Similar Devices: Cell phones, MP3 Devices, Tablets, and other similar devices can be severely damaged or data lost due to improper handling procedures. When seizing these devices, officers will follow the following procedure:
1. When possible, consult with City of Guyton technology personnel or appropriate department personnel.
  2. If the phone or device is off, leave it off and photograph it.
  3. If possible, if the phone or device is on, photograph the screen and place it in a Faraday bag, aluminum foil, or signal-blocking container. This will prevent a third party from connecting to the phone/device and being able to alter what's on it.
  4. Collect the phone or device charger if you can find it and place it in evidence with the phone/device. When the phone or device's signal is blocked, it will drain the battery rapidly trying to connect to the network. The correct phone/device charger will be important during extraction.
  5. Take the device into evidence using approved packaging materials.
  6. Ensure the cell phone/device is examined by personnel trained in the use of cell phone/MP 3, and/or tablet data extraction equipment.
- V. TRANSFER OF EVIDENCE TO AND FROM THE CRIME LABORATORY**
- A. Evidence Custodians may be responsible for scheduling the transporting and/or mailing of evidence and laboratory submission forms to appropriate laboratories. In rare

instances, transporting material via registered mail or other appropriate carrier as authorized by the receiving crime laboratory.

- B. All evidence submitted to the GBI by the Guyton Police Department will be transferred back to the police department property/evidence unit once analysis is completed or when determined that analysis is not to be completed at the GBI. The transfer of the evidence back to the property/evidence unit will be accomplished by the evidence custodian assigned to the GPD.
- C. Deceased bodies which have been taken into the custody by Guyton Police Department sworn personnel will be escorted and submitted to the proper hold location, as directed by Effingham County Coroner's office. This is in order to maintain chain of custody. The deceased bodies will be maintained under the care, custody, and control of the Effingham County Coroner's office. The county coroner or their designee will prearrange pickup and transport of the deceased body for an autopsy to determine cause of death.
- D. Any time it becomes necessary to transfer custody of physical evidence, the change will be noted in the Property/Evidence Computer System.
  - 1. Date and time of transfer;
  - 2. Receiving person's name and functional responsibility;
  - 3. Reason for transfer;
  - 4. Name and Location of the laboratory (if applicable);
  - 5. Examinations desired.
- E. To ensure that the chain of custody is maintained, a record of all evidence submitted to the GBI or any other laboratory for examination will be noted in the Property/Evidence Computer System and will include:
  - 1. Name of person last having custody of the evidence;
  - 2. Date and time of submission or mailing and method transmission;
  - 3. Date and time of receipt in the laboratory;
  - 4. Name and signature of the person in the laboratory receiving the evidence;
- I. All reports detailing results of laboratory analyses should be in writing. In instances where time is of the essence, a verbal report may suffice, provided it is followed up by a written report.

**VI. TRAINING**

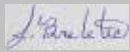
- A. Each new recruit of the Guyton Police Department will receive training in crime and accident scene processing as part of the curricula of the Basic Peace Officer course in Police Officer Mandate, or any other crime scene processing courses as determined and approved by the Chief of Police or their designee.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 300-07

### “Criminal Intelligence”

CHIEF OF POLICE:



CALEA STANDARD: 40.2, 46.2.8

EFFECTIVE DATE: 03/01/23

INDEX AS: Intelligence Tips, Homeland Security Intelligence, Event Deconfliction System

LAST REVISED DATE:

Purpose: To establish procedures and guidelines for the thorough gathering, storing, and disseminating of intelligence information within the Guyton Police Department and with other law enforcement agencies through either a formal or informal system. The intent is to promote safety of law enforcement and the community and so that officers may effectively understand and combat components of the community involved with organized crime, narcotics, Homeland Security Activities/Issues, and other illegal activities as deemed appropriate by the Chief of Police and consistent with State and Federal Law.

Policy: The Guyton Police Department will consistently gather, analyze and disseminate appropriate intelligence information within the police department and with other law enforcement agencies in pursuit of identification and suppression of any and all on-going criminal/Homeland Security Activities within the City of Guyton.

#### I. RESPONSIBILITY

All Departmental members are responsible for collecting and transmitting criminal/Homeland Security intelligence information to the Chief of Police or their designee. The Chief of Police or their designee will be responsible for criminal intelligence/Homeland Security storage and dissemination. The Chief of Police will have direct access to such gathered intelligence.

#### II. PROCEDURES

- A. Intelligence of illegal/Homeland Security activities may be generated and/or secured by any member of the agency.
- B. Under conditions where a Patrol Officer receives such information, then the receiving officer will forward the information to their supervisor in proper written form,

designating the submitting officer's identity and date/time of collection of the information.

- C. Intelligence concerning illegal/criminal activities concerning narcotics or drug related activities, the receiving officer will forward the information to the officer's immediate supervisor in proper written form. Such written form may include but are not limited to a "Tip Sheet." A copy of a Status Five incident report containing relevant intelligence information may be forwarded to the Chief of Police or their designee for dissemination, with a tip sheet attached. In this circumstance, the tip sheet need only contain the case number and a brief summation of the information in the Status Five.
- D. Submitted intelligence will include the source of the information, details with thoroughness concerning the alleged activities, thorough descriptives on all involved parties, descriptives on involved locations, and any other applicable information.
- E. Complaints/Intelligence received will be evaluated based on the following criteria:
  - 1. Validity of information.
  - 2. Nature of problem.
  - 3. Availability of lead information.
  - 4. Availability of departmental resources.
  - 5. Operational problems that may exist.
- F. Upon identification, reception, or personal collection of criminal/Homeland Security intelligence information, the Chief of Police or their designee will evaluate the substantiveness and quality of the submitted intelligence, considering the source of the information and previously gathered intelligence that tends to corroborate the current information. Resulting action will be to conduct the appropriate follow-up investigation and/or submit the information into intelligence collection.
- G. Information retained by the Guyton Police Department will specify the type and individual identity of the source when appropriate, which will aid in the determination of the quality of the information. Such information may be secured from the following:
  - a. Other law enforcement officers,
  - b. Other law enforcement agencies,
  - c. Confidential informants,
  - d. Concerned citizens,
  - e. Anonymous tipsters,
  - f. Personal observation or investigation.

- H. Nothing in this General Order will prohibit immediate action by any member of the agency in pursuit of criminal violators should such immediate action be deemed appropriate.
- I. Intelligence cross-referencing will be properly documented by the responsible agency member when the intelligence source is an established confidential informant.
- J. Information on specific criminal activity that has previously been assigned for investigation will be relayed to the case officer.
- K. Intelligence concerning on-going criminal activity will be entered into the intelligence file.
- L. Dissemination of intelligence information maintained by the Guyton Police Department may be handled directly by the Chief of Police or their designee(s).
- M. No intelligence will be disseminated until the information received has been evaluated with the findings analyzed for accuracy and relevance toward criminal and/or Homeland Security activities. Once the analysis confirms the information to be current and relevant, the information may be disseminated as follows:
  - a. Such intelligence will be made available to all members of the department on a "Need to Know" basis as determined by the Chief of Police or their designee.
  - b. Such intelligence will be made available to any other law enforcement agency member on a "need to know" basis where such supplied intelligence will have a beneficial effect upon an active criminal investigation within the respective jurisdiction.
  - c. A record will be made in the information file when it is conveyed to or received from an outside agency.
  - d. Intelligence that is more than thirty-six months old should be verified prior to its utilization and/or dissemination.
  - e. Intelligence information to include Homeland Security Information may be restricted from public view/release pursuant to the Georgia Open Records Act.

### **III. EVENT DECONFLICTION**

- A. Event Deconfliction is the process where the Guyton Police Department communicates internally and externally with other law enforcement agencies, through either a formal database or an informal, local system. Formal systems may be utilized for events which may affect other jurisdictions outside the Coastal Georgia Area while informal systems are used to share information with law enforcement agencies who have jurisdiction inside

the city limits or when the police department possesses data which may be useful to those agencies. In addition to information sharing, another intent is to determine if multiple law enforcement agencies are conducting activities in close proximity of each other at the same time in an effort to promote safety and effectiveness. Such events may include but not limited to:

1. Raids;
  2. Undercover operations;
  3. Serving of search warrants;
  4. Surveillance operations.
- B. The Chief of Police or their designee will be administrator of the Event Deconfliction System for the Guyton Police Department. For any of the events as listed in section III. A., the following agencies may be notified and/or the event may be entered into a formal database as determined by the Chief of Police or their designee:
1. Guyton Police Department;
  2. Effingham County Sheriff's Office;
  3. Federal Bureau of Investigations (FBI);
  4. Georgia Bureau of Investigations (GBI);
  5. Georgia State Patrol (GSP);
  6. South Georgia Information Network (SGIN) (informal system);
  7. Law Enforcement Online (LEO) (formal system);
  8. Regional Organized Crime Information Center (ROCIC) (formal system).
- C. There is no requirement that any intelligence information which may compromise the investigation be released unless deemed necessary by the Chief of Police or their designee. Such intelligence will be made available to other law enforcement agencies on a "Need to Know" basis. The purpose of the notification is to ensure information is shared which may be useful to another law enforcement agency or to ensure other law enforcement agencies in the area are aware of the event and to avoid any conflicts with other law enforcement operations. If timeliness of the execution of the event does not permit notification prior to the event, then notifications will be made when time permits.
- D. The Chief of Police or their designee may maintain a list of contact persons from each outside agency listed in section III. B. of this general order to ensure notifications of incidents listed in section III. A., prior to the event. The Chief of Police and designated department personnel may be registered in LEO and ROCIC to enter information as deemed necessary by the Chief of Police or their designee. Notifications may be made by the following methods:
1. Phone notification (informal system);
  2. In-car computer notification to on-duty Guyton Police personnel and other law enforcement agencies on the mobile data communications (MDC) network (informal system);

3. Email notification with a confirmation from the recipient prior to the event (informal system);
  4. Online notification for the LEO and ROCIC Systems (formal systems).
- E. Notifications requirements under this policy may be documented in an incident report and on all raid plans (if applicable).

#### **IV. INTEGRITY**

- A. It will be the responsibility of the Chief of Police or their designee(s) to ensure the continuous integrity of the intelligence gathering process.
- B. The Chief of Police or their designee will maintain secure locations for the input and storage of all submitted criminal intelligence information. Narcotics intelligence, gang intelligence, and terrorism intelligence will be stored in a secure area in the Guyton Police Department.
- C. The Chief of Police or their designee will maintain a secured centralized location for the input and storage of all submitted criminal intelligence information.
1. Access will be restricted to the Chief of Police and department personnel as determined by the Chief of Police.
  2. Only intelligence concerning criminal conduct or activities that present a threat to the community will be entered into the storage location.
  3. Sufficient cross-referencing of involved parties/locations will be completed to allow for thorough retrieval and analysis of collected intelligence information.
  4. The Chief of Police or their designee(s) may destroy initially submitted intelligence reports once the information has been appropriately documented, with the exception of those articles, which are part of official incident reports.
  5. The Chief of Police or their designee will maintain consistent communications with the criminal intelligence officer(s) to ensure that all collected intelligence information is criminally oriented and deemed appropriate by the Chief of Police.
  6. The Chief of Police or their designee will consistently monitor the intelligence gathering process to ensure the legality and efficiency of the intelligence officer(s) practices and techniques.
- D. The Chief of Police or their designee(s) will complete routine and consistent computer backups of the centralized location to ensure continued integrity of the collected intelligence. The data will be stored in a separate secured area of backup server, accessible only by the Chief of Police and their designee(s).



E. The Chief of Police or their designee(s) will routinely and consistently purge any intelligence files within the centralized location, which are deemed to be inappropriate. Periodic reviews of the centralized intelligence location will be conducted for that purpose.

1. Inappropriate intelligence files will include records, which have for a consistent period of thirty-six (36) months remained inactive.
2. Inappropriate intelligence information will include such information, which has been identified as being incorrect.
3. Intelligence files may be protected from the public.

## **V. TRAINING**

All sworn personnel should receive training on this general order during the Field Training Program and as needed during roll-call training or any other department sanctioned training.

## **VI. REVIEW**

On an annual basis and as part of the normal review of department directives, this general order to include procedures and processes should be reviewed for any possible modifications.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 300-08

### “Crime Analysis”

CHIEF OF POLICE: 

CALEA STANDARD: 40.1.1

EFFECTIVE DATE: 03/01/23

INDEX AS: Crime Analysis

LAST REVISED DATE:

Purpose: To provide current, real-time, and useful information to aid operational personnel in meeting their tactical crime control and prevention objectives. These objectives include, identifying and analyzing unique methods of operation of individual criminals, providing crime pattern recognition, and providing analyses of data from citizen and suspect contacts. The continuing process of crime analysis is essential to the process of suppressing crime and tracking and apprehending offenders.

#### I. RESPONSIBILITY

- A. The Guyton Police Department allows for automated and on-demand crime analysis reports to department employees from sources to include but not limited to the Records Management System (RMS) and from other internal and external functions. Sources where data is derived include but not limited to:
- a. Incident Reports
  - b. Miscellaneous Incident Reports
  - c. Supplemental Reports
  - d. Accident Reports
  - e. Call for Service (CFS) Reports
  - f. Intelligence Reports
  - g. Field Interview Cards
  - h. Interviews with officers, informants, and concerned citizens

#### II. PROCEDURES

- A. The RMS provides crime analysis reports which includes the following real-time information, either automated or on-demand, through department computer workstations and in-car computers to field personnel:
1. Frequency by type of crime
  2. Geographic factors

3. Temporal factors
  4. Individual incident report data to include:
    - a. Suspect information
    - b. Suspect Vehicle information
    - c. Modus Operandi information (MO)
    - d. Physical Evidence information
    - e. Victim and target descriptors
    - f. Narrative report information
  5. Predictor information
- B. The Chief of Police and designated department personnel may be responsible for the interpretation of crime analysis data and the use of the data for:
1. Identification of any suspects and or commonalities or patterns for those crimes that occur with some frequency.
  2. Establishment of goals and objectives to reduce specific crimes.
  3. Review of the analysis process to determine the need for modification and to measure the effectiveness of the information delivery techniques.
- C. The RMS provides for a computer-based predictor system which analyzes previous crime data and provides recommendation for responding to future crimes based on crime types, geographic factors, and temporal factors.
- D. Evaluation of data and findings should be verified and checked for accuracy with final review by the Chief of Police or their designee. The process considers the fact that crime data/statistics constantly change based on the following factors:
1. Crimes reported often change based on follow-up investigation (examples: a crime type may be changed due to deception by the complainant and/or victim discovered during the follow-up investigation or miss-classification by a patrol officer during the initial investigation).
  2. Crimes reports clearance rates may vary since previous year crimes may be cleared during current-year follow-up investigations.

### **III. CRIME ANALYSIS DISTRIBUTION**

- A. Crime Analysis data reflecting crime patterns and trends will be reported to the Chief of Police in the form of meetings, through on-demand and automated software systems from the RMS, and/or as requested by the Chief of Police. These same RMS Systems are available to officers via in-car computers. Specific analytical interpretation will be discussed at staff meetings and/or other briefings as required.

- B. Special reports may be issued in the event of an obvious or radical short-term shift in criminal activity patterns.
- E. Crime analysis information will be distributed to the Chief of Police and others as determined by the Chief of Police. Interpretive information taken from the data will be provided to affected personnel.

#### **IV. DISSEMINATION**

Dissemination of departmental crime analysis data to other law enforcement components is authorized on a need to know basis. Dissemination to the news media may only be made upon the approval of the Chief of Police in order to keep the community informed in crime trends.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 300-09**  
**“Vice, Drugs, and Organized Crime”**

**CHIEF OF POLICE:** 

**CALEA STANDARD:** 42.2.5, Chapter 43, 84.1.4

**EFFECTIVE DATE:** 03/01/23

**INDEX AS:** Vice  
Drugs  
Organized Crime

**LAST REVISED DATE:**

**Purpose:** The purpose of this directive is to establish the organized crime and vice control functions of the City of Guyton Police Department.

**Policy:** The City of Guyton Police Department is committed to the suppression of vice, drugs, and organized crime. These activities can exist in any community and thus require a law enforcement response. Organized crime activities are not restricted to large urban areas, but can exist in any community where it is possible for a group of persons to establish an organization for criminal activity that provides financial profit or some other type of benefit.

**I. ADMINISTRATION**

- A. Complaints in reference to vice, drugs, and organized crime will be received per G.O. 300, “Criminal Intelligence.”
- B. The Chief of Police or their designee will review and assign information and complaints to a detective for investigation. Complaints may be assigned and investigated until successful prosecution or all leads have been exhausted.
- C. The Chief of Police or their designee will review and assign information and complaints regarding possible gang activity. Complaints may be assigned and investigated until successful prosecution or all leads have been exhausted.
- D. Complaints assigned for narcotics and vice investigation will be logged into a case file logbook. Complaints assigned for investigation will also be depicted in the case management system via-computer.
- E. Complaints of gang activity that are assigned for investigation will be logged into the case management system via-computer and intelligence information pertaining to gang information may be entered into specialized gang computer database, if available.

F. Records and reports relating to active vice, drug, and organized crime investigations will be filed and secured.

G. Exchanging Information

1. The Records Division should maintain a record of information conveyed to and received from outside agencies.
2. There should be communication, coordination, and cooperation with other agency functions, especially patrol and other investigators, to ensure the exchange of appropriate information for both intelligence and operation activities. This is accomplished through roll-call briefings, staff meetings, emails, and posting of certain information on squad room and/or detective bulletin boards.

## II. OPERATIONS

- A. Detectives involved in vice, drug and organized crime control will routinely update the Chief of Police or their designee concerning their investigations, and any planned activities.
- B. Prior to conducting vice, drug, and organized crime surveillance, undercover, decoy, and raid operations, the officer initiating the operation will review the planned operation with the appropriate designated supervisor. The Chief of Police or their designee must give prior approval to the operation and designate an officer to be responsible for the operation.
- C. Prior to conducting vice, drug, and organized crime surveillance, undercover, decoy, and raid operations, the officer in charge of the operation (operation commander) should review the operation in light of the following items, and conduct a briefing with involved personnel, to include the items as needed:
1. Describe and analyze the crimes, victims, and suspects, involved in the operation;
  2. Determine and discuss legal ramifications;
  3. Familiarize officers with the objective and details of the operation, the neighborhood, or the target area;
  4. Determine and discuss procedures for observation, arrests, surveillance, documentation and/or audio/video recording, and high-risk entries;
  5. Supply officers with expense funds;
  6. Establish means of routine and emergency communications;

7. Selecting and distributing equipment and/or vehicles;
  8. Establishing relief, backup, and security protection for officers;
  9. Supplying officers with false identity, disguises, and necessary credentials;
  10. Procedures for maintaining overall confidentiality and cover;
  11. Ensure presence of applicable warrants;
  12. Discuss expected levels of resistance and authorized force.
  13. Discuss the procedures to be followed in contacting suspects and once contact has been established;
  14. Familiarize involved officers with the areas to be searched, item(s) sought, and procedures for the seizure of evidence and contraband;
  15. Reviewing procedures for requesting medical assistance.
  16. Coordinating with, and obtaining assistance from, department personnel and others involved in the operation.
  17. Ensuring that all involved personnel are wearing issued body armor, if available and the operation is deemed to be “high-risk” by the operation commander. High Risk operations are defined as any operation with the potential risk of injury to either law enforcement personnel or civilians.
- D. An “Operations Plan” may be developed, as necessary, and approved by the Chief of Police of their designee. The plan may be reviewed with and disseminated to personnel involved in the surveillance, undercover, decoy, and/or raid operation, addressing the relevant points of “C,” above.
- E. Following the operation, the operation commander will conduct a post-event briefing, to discuss the success of the operation, as well as discuss and identify problems that may have occurred and may be prevented in future operations.

### **III. EQUIPMENT**

- A. Surveillance and undercover equipment are the responsibility of the Chief of Police or their designee.
- B. The Chief of Police or their designee must give prior authorization for the distribution and use of surveillance and undercover equipment to department personnel.

- C. Equipment will be signed out of the storage locker for use and signed back in upon return of the item.
- D. The Chief of Police or their designee are responsible for distributing equipment to necessary personnel.
- E. Distribution of equipment will generally be accomplished during the pre-operation briefing.
- F. If necessary, the Chief of Police or their designee will give instructions in the use of distributed equipment.
- G. Officers receiving such equipment are responsible for its care and returning the equipment at the conclusion of the operation.

#### **IV. USE AND SECURITY OF CONTROLLED SUBSTANCES/REVERSE BUYS**

- A. During the investigative process, there may be a need to conduct a “Reverse Buy” whereas a detective may have a need to sell controlled substances to an offender. In such cases, the following procedures may be followed:
  - 1. The Chief of police or their designee must pre-approve Reverse-Buys;
  - 2. Only controlled substances which are in the possession of the Property/Evidence Section and have been court ordered for destruction may be utilized;
  - 3. Only controlled substances which have been positively identified may be utilized;
  - 4. Controlled substances utilized for Reverse-Buys may be signed out via a Property/Evidence Report by the detective and signed back in before the officer ends his tour of duty; and
  - 5. The use of controlled substances to include type, quantity, and packaging may be documented in the detective’s report and if criminal charges are filed, those exact controlled substances may be re-submitted to the Property/Evidence Section under the new case number for that particular investigation.

#### **V. INVESTIGATIVE TASK FORCES**

- A. In response to an increase in a particular type of criminal activity, the Chief of Police or their designee may establish an investigative task force, either with the Department or in cooperation with an outside agency.
- B. In establishing a Task Force, the Chief of Police or their designee will, in written form:
  - 1. Identify the purpose of the Task Force;



2. Define the authority and responsibilities of the Task Force and of the members assigned to it;
3. Identify any agreements with outside agencies;
4. Establish accountability for the operations of the Task Force to include supervision of taskforce members;
5. Identify the resources (staffing, equipment, and other resources) available to the Task Force;
6. Officer safety requirements and concerns to include intelligence access;
7. Identification procedures for Task Force members;
8. Establish a time frame for evaluating the results of the Task Force and its continued necessity.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 300-10

### “Use of Interview Rooms”

CHIEF OF POLICE: 

CALEA STANDARD: 42.2.10, Chapt 71

EFFECTIVE DATE: 03/01/23

INDEX AS: Interview Rooms, Temporary  
Detention

LAST REVISED DATE:

Purpose: To establish guidelines for all personnel in regard to the use of the Interview Rooms.

Policy: Interview rooms are not to be used as a temporary detention area for suspects. Detainees and persons who are handcuffed will be monitored while within the interview rooms.

- A. The two interview rooms located at the department are available to all personnel for use when interviewing suspects, witnesses and victims.
- B. Personnel should mark the room “occupied,” when in use, and remember to mark it “vacant” when he has completed the use of the room.
- C. Personnel conducting interviews/interrogations will not be permitted to carry their firearm while inside the interview room. However, for known violent or dangerous detainees, an armed officer may be posted outside the interview room to assist the interviewer, if necessary. For interviews conducted during non-duty hours with a detainee, an armed officer may be posted outside the interview room to assist the interviewer, if necessary.
- D. All subjects and their property are subject to search prior to entry into the interview rooms. Detainees (persons who are in-custody) and persons who are handcuffed to the bench will not be left unattended, except when the following conditions are met:
  1. The detainee is under observation.
- E. Detainees who have a known potential for violence or who are an escape risk may be handcuffed to the ring or a minimum of two personnel may be present inside the room at all times during the interview.

- F. The number of police employees engaged in an interview/interrogation should be kept at a minimum. Normally, no more than two police personnel should be inside an interview room during an interview/interrogation.
- G. Personnel conducting interviews/interrogations should allow periodic breaks to allow the interviewee access to restrooms, water, and comfort breaks. No interview/interrogation may exceed two hours without a break unless articulable extenuating circumstances exists (i.e. a break would impede the acquisition of an imminent confession to a criminal act).
- H. With the exception of an installed panic alarm, table, chairs, a wastebasket, and tissue, no additional items should be routinely maintained in the interview rooms.
- I. Video evidence obtained through the interview will be marked and stored as provided in G.O. 300, Video Recording Procedures.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 400-01

### “Patrol Operations”

CHIEF OF POLICE: 

CALEA STANDARD: 1.2.3, Chapter 41

EFFECTIVE DATE: 03/01/23

INDEX AS: Patrol

LAST REVISED DATE:

Purpose: The purpose of this policy is to establish guidelines for the functionality of patrol services.

Policy: It is the policy of the Guyton Police Department to provide patrol services for the purpose of protecting the public and its interests.

#### I. ORGANIZATION

- A. The Guyton Police Department is organized into two patrol shifts which are under the direction of the Chief of Police or their designee. Additional squads or units may be formed as deemed necessary by the Chief of Police.

#### II. SQUADS, SHIFTS, AND BEATS

##### A. Patrol Squad Assignments

1. It is the policy of the Department to assign officers to a particular squad at the discretion of the Chief of Police or their designee.
2. Officers may be moved to a different squad in cases of emergency or any other reason deemed necessary for the efficient operation of the Department.

##### B. Shift Rotation

1. It is the policy of the Department to rotate shifts as determined by the Chief of Police.
2. A standard shift schedule is maintained by the Chief of Police or their designee to ensure impartiality, continuity, and predictability.

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### C. Beats

1. To ensure accountability for providing law enforcement services within the City, Guyton has been divided into four zones (one, two, three, and four).
2. Officers are generally assigned to all zones due to the size of the City.

## III. ROLL CALL

- A. Roll Call should be conducted by the highest-ranking on-duty shift leader or their designee during the first fifteen minutes of the tour of duty.
- B. During Roll Call the Supervisor will brief officers with information regarding patrol activity in areas of concern such as the status of wanted persons, stolen vehicles, and major investigations; notify officers of change in schedules and assignments; notify officers of new and/or changes in policy; perform inspections; conduct Roll Call training; and evaluate officer's readiness to assume patrol. Communications from G.C.I.C., such as BOLOs, may be relayed to the oncoming shift during Roll Call.

## IV. RADIO COMMUNICATIONS

- A. All radio communications will be in accordance with General Order 200, Communications.

## V. RESPONDING OFFICERS

- A. When responding to a call for service the type of call should be considered. In some situations two (2) or more officers may need to be dispatched to a call. Other officers should be dispatched based on the actual or potential presence of one or more of the following factors:
  1. An assault on an officer
  2. All domestic type calls
  3. On-scene arrest for a felony or violent misdemeanor
  4. Resistance to arrest
  5. A crime in progress
  6. A fleeing suspect
  7. As needed for the safety of the public or officers
- B. Dispatch assigns backup units to assist primary unit.
- C. Once the primary officer determines that the situation is under control and the back-up officer is not needed, they should request the back-up return to service.

## **VI. PRELIMINARY INVESTIGATIONS**

- A. One of the most important factors in solving a crime is the information supplied by the victim or witnesses to the responding patrol officer. Therefore, patrol officers should conduct the preliminary investigation in most cases. Preliminary Investigation procedures are outlined in G.O. 300, Criminal Investigations.
- B. The patrol officer will notify their supervisor if investigating any of the following:
1. Incidents where the potential of conflict of interest exists;
  2. Deaths;
  3. Sexual batteries;
  4. Armed and unarmed robberies;
  5. Batteries where there is serious injury;
  6. Commercial and safe burglaries;
  7. Residential burglaries or grand thefts with a large loss of property;
  8. Arrests for crimes which will be followed up by investigative personnel;
  9. Child abuse incidents;
  10. Missing juvenile under seventeen (17) years of age, and/or any missing critical persons. See G.O. 200, Missing Persons;
  11. Drug seizures and arrests;
  12. Reported bomb threats and found explosive devices.
- B. A supervisor will respond as soon as possible, with consideration to the type of call and other calls which demand their attention. Upon their arrival, the supervisor will take charge of the incident investigation, and determine whether there is need to notify the on-call detective.

## **VII. FIELD INTERVIEWS**

- A. An important aspect of patrol is the conducting of field interviews. Field interviews may be conducted by officers when there is articulable reasonable suspicion to do so.

- B. The desired results of a field interview (identification, information, and crime prevention) are best achieved through an open and professional approach. Officers must have articulable reasonable suspicion to conduct field interviews. Indiscriminate stopping and questioning of citizens represents both a misuse of police authority and an infringement upon the personal liberty of the citizen, and as such is prohibited. Each person questioned must have, in the opinion of the officer, aroused suspicion or appear to be a potential source of information useful in the solution or prevention of crime.
- C. Whenever an officer conducts a field interview, he should notify the dispatcher his location and a description of the subject that he intends to interview. The officer may also complete the Field Interview on the MDT on the subject(s) (Stat 12).

## VIII. INCIDENT RESPONSE

- A. Calls for service will be assigned one of the following priorities:
1. **PRIORITY 1 (Emergency)** is any call involving an apparent, imminent threat to life and requiring an immediate police response. These calls will be dispatched immediately, and a back-up officer will be dispatched as soon as possible. Examples include, but are not limited to:
    - Accident with injuries or unknown injuries
    - Robbery in progress
    - Aggravated assault in progress
    - Sexual assault in progress
    - Domestic disturbance with violence
    - Burglary in progress-occupied dwelling/building
    - Person with a weapon
    - Lost child - life threatening
    - Assaults with injuries
    - Bomb threat
    - Barricade/hostage situation

Priority 1 incidents may be dispatched as soon as possible after receiving the call for service.

2. **PRIORITY 2** is any call, which does not involve an apparent, imminent threat to life, but a delayed response is likely to adversely affect the outcome of the incident, or create additional hazards. Examples include, but are not limited to:

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- Open door or window
- Minor accidents
- Non-threatening events in progress
- Assault – No report of Injury – Offender still on scene

3. PRIORITY 3 is any call in which a delayed response would not significantly affect the outcome or create additional hazards. Examples include, but are not limited to:

- Burglary or theft that has already occurred
- Criminal mischief already occurred
- Lost, found or abandoned property
- Animal ordinance violations
- Parking violations
- Non-emergency messages
- Intoxicated persons
- Assaults that have already occurred – No report of Injury – Offender left scene
- Indecent exposure that has already occurred

B. An officer should not respond CODE 3 without the instructions of the dispatcher or the permission of a Shift Supervisor, or if the officer can articulate a reason why a Code 3 response would be appropriate.

1. CODE 3 - Officers may respond to Priority 1 calls immediately with lights and siren activated, utilizing extreme caution. Responding officers will maintain a limited speed unless a life-threatening situation exists and traffic conditions permit a higher speed. Code 3 does not relieve an officer of the responsibility to use reasonable care and caution when responding to an emergency call. Extreme caution will be exercised when exceeding the speed limit or bypassing a traffic control device.
2. CODE 2 - Officers may make an expedited response to Priority 2 calls, usually without the use of emergency equipment, traveling at or below the speed limit, obeying traffic signals. Officers may disregard traffic signals only after deeming the action safe and using due caution, to include the use of emergency lights and siren.
3. NOTE: For Code 2-3 Responses, when approaching a traffic light or stop sign, the responding officer will slow down or stop AND ensure oncoming traffic has stopped, AND their blue lights and siren are both be activated constantly through the entire intersection.



4. CODE 1 - Normal response for Priority 3 calls, without the use of emergency equipment and in compliance with all applicable traffic laws.
- C. Officers may discontinue the use of lights and/or siren when doing so would provide a tactical advantage, such as nearing the area of a suspected prowler, etc.

## **IX. PATROL VEHICLES**

A. Markings - Conspicuously marked patrol vehicles are readily identified as law enforcement vehicles from every view and from long distances, even at night. These markings increase safety, deter potential violators, and provide citizens with a feeling of security. Officers will not alter the markings on any vehicle without the written authorization of the Chief of Police or their designee.

### **B. Equipment**

1. Officers will ensure that their patrol vehicles are equipped with at least the following items, and that they are in a state of operational readiness. Any items needing replacement, replenishment, or repair will be communicated to the officer's supervisor, who will coordinate the replenishment through the Quartermaster or repair with the appropriate agency:
  - a. Emergency lights
  - b. Siren
  - c. Mobile Radio Transceiver
  - d. PA system
  - e. Mobile Data Terminal (MDT)
  - f. Digital In-Car Camera
  - g. Cellular Air Card
  - h. Alley lights
  - i. First aid kit
  - j. Fire extinguisher
  - k. Jack set
  - l. 1 roll of "POLICE LINE - DO NOT CROSS" tape
  - m. Personal Protection Kit (PPK)
  - n. Traffic vest
2. It is the responsibility of each officer assigned to a particular patrol vehicle to ensure that the above equipment is present and in good working condition at the beginning of their shift.
3. Officers are also responsible for ensuring that their vehicle is road-worthy before beginning their shift, checking tire pressure, fluid levels, etc.

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4. Supervisors should conduct monthly inspections of the vehicles assigned to officers on their squad. These inspections will focus on whether or not the vehicle has the proper equipment and is properly maintained. The supervisor will ensure that deficiencies are corrected as soon as possible.

## **X. OFFICER EQUIPMENT**

- A. Each Officer should ensure at the beginning of his shift that he is properly equipped with all necessary, issued equipment to perform his assigned duties. The officer will also ensure he has all reports and forms needed for case investigations
- B. Supervisors will conduct an inspection of the weapons of the officers under his command on a monthly basis and document this inspection on an "Officer's Monthly Inspection" sheet.

## **XI. NOTIFICATION OF EXTERNAL SERVICES**

- A. In the event that services are needed from other departments or utilities for emergency repair or maintenance work, the officer may notify, as appropriate, the Dispatcher or front desk clerk to call out such agencies or persons as are appropriate to the situation. This includes, but is not limited to, supervisors, EMS, Fire Department, Street and Highway personnel, and Public Utilities. Mutual aid requests are addressed in General Order 100.
- B. During traffic accidents which cause major congestion or complete road blockage, an on-duty supervisor may notify the Effingham County Sheriff's Office Traffic Unit. . The supervisor may also request the Dispatcher and/or Desk Clerk aid in notifying the local media for help in the distribution of this information. **NOTE:** Only the location and reason for the road blockage should be released. All other information, such as involved individual's names, injuries, etc., should not be released at that time.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 400-03**  
**“Family Violence”**

**CHIEF OF POLICE:** 

**CALEA STANDARD:**

**EFFECTIVE DATE:** 03/01/23

**INDEX AS:** Family Violence

**LAST REVISED DATE:**

Purpose: To establish guidelines for the City of Guyton Police Department in managing Family Violence incidents in accordance with O.C.G.A. §§ 19-13-1 and 17-4-20.1.

**I. DEFINITION**

- A. **Family Violence:** Section 19-13-1 of the Official Code of Georgia Annotated defines the term "family violence" as follows:

The occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household:

1. Any felony; or
2. Commission of offenses of battery, simple battery, simple assault, aggravated assault, stalking, criminal damage to property, unlawful restraint, criminal trespass, or interference with an emergency communication.

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.

- B. Officers will use the above definition in determining whether or not an act of “family violence” has taken place.

## II. PROCEDURE

### A. Victim Protection

When responding to an incident in which family violence has been committed, the responding officer will strive to provide the victim with the best protection possible and advise the victim about the Guyton Police Department's response to family violence. Arrests will be in accordance with O.C.G.A. 17-4-21. Victims may be advised of resources to aid them in the prevention family violence incidents.

### B. Officer Safety

The suspect and victim should be immediately separated to de-escalate the situation. Arrests **will be** made as mandated by Georgia law.

### C. Warrantless Arrests

1. Whenever a law enforcement officer responds to an incident in which an act of family violence has been committed, the officer will abide by the provisions of O.C.G.A. 19-13-1, O.C.G.A. 17-4-20(a), and O.C.G.A. 17-4-20.1. Pursuant to these Code sections, the officer should make a warrantless arrest for a misdemeanor not committed in his immediate presence if a) the officer can reasonably determine the primary aggressor, and b) there is probable cause to believe that an act of family violence has been committed. The officer will use the "reasonable person presumption" in the same respect as he would for the making of a felony arrest based on probable cause.
2. Where complaints of family violence are received from two or more opposing parties, the officer will evaluate each complaint separately to attempt to determine who the primary aggressor was. If the officer determines that one of the parties was the primary physical aggressor, the officer may not be required to arrest any other person believed to have committed an act of family violence during the incident. In determining whether a person is a primary physical aggressor, an officer should consider:
  - a. Prior family violence involving either party;
  - b. The relative severity of the injuries inflicted on each person;
  - c. The potential for future injury; and,
  - d. Whether one of the parties acted in self-defense.

The officer will not base the decision of whether to arrest and charge a person on the specific consent of the victim or on a request by the victim solely or on consideration of the relationship of the parties.

3. If the officer is able to determine, based on information and evidence collected during the preliminary investigation, that one of the two parties is

the primary aggressor, the officer may affect an arrest on the primary aggressor if feasible to do so. If an arrest was not made, the reporting officer will document this in the incident report with an explanation.

#### **D. Victim Protection and Medical Aid**

Officers should take reasonable steps to protect the victim(s) from further abuse. Separate the parties involved in the altercation, administer first aid, and arrange for medical attention for any injured parties. If a person(s) appears injured and refuses medical assistance, document the observed injuries, as well as the refusal of medical assistance.

#### **E. Officer Actions:**

No officer investigating an incident of family violence will threaten, suggest or otherwise indicate the arrest of all parties for the purpose of discouraging requests for law enforcement intervention.

#### **F. Evidence:**

1. The following items are commonly evidence of Family Violence:
  - a. The injuries of the involved parties.
  - b. Evidentiary articles that substantiate the incident.
  - c. The crime scene.
  - d. A medical exam of injuries to corroborate the involved parties statement(s) regarding the incident.
  - e. Written statements completed by the suspects, victims, and witnesses.
2. The investigating officer will ensure that photographs are taken of visible injuries on the involved parties or document the refusal of the involved parties to be photographed.
3. Photographing the scene to document that a struggle occurred is preferred. At a minimum, a written description of the scene will be included in the report.
4. During the initial response of an incident involving Family Violence, the reporting officer will attempt to obtain written statements from all parties involved. This includes any suspects, victims, and/or witnesses. If the suspect is placed in custody and questioned, the suspect will be advised of their constitutional rights under the Fifth Amendment. If for any reason written

statements were not obtained, such as refusals, parties not on scene, or the age or mental capacity of a person, the reporting officer will document this in the incident report with an explanation.

The purpose of obtaining statements is to provide written documentation of what the officer was advised during the preliminary investigation, as such statements may contribute in the determination of which party was the primary aggressor. Additionally, written statements assist the prosecution in family violence cases, since victims often later recant their statements.

### **G. Arrest Warrants**

The investigating officer will obtain the arrest warrants when there is a decision to arrest an offender (s) based on the elements of the crime which involves family violence. When an officer makes an arrest at the scene, the victim **will not** be instructed to obtain the warrants.

### **H. Protective Orders**

Victims of family violence may be referred to the Superior Court to seek a Protective Order, either Temporary or Permanent. If the complainant has in their possession a valid Protective Order, signed by a Magistrate, the order will be enforced, even if issued in another State (18 U.S.C. Section 2265). Officers should attempt to verify that the order has previously been served on the offender. Officers will charge violators of these type orders with Aggravated Stalking.

### **I. Reporting**

The responding officer will prepare an incident report whenever an incident involving family violence is investigated, regardless of whether or not an arrest was made. The officer will fully document the reasons why an arrest was or was not made in the narrative portion of the incident report.

### **J. Follow-Up Contact**

All incident reports involving family violence will be forwarded to the appropriate court office. Incident reports for misdemeanor cases will be forwarded to the State of Georgia Solicitor General's office for follow up contact. Incident reports for felony cases may be forwarded to the Ogeechee Judicial Circuit Office of the District Attorney for follow up contact.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 400-04

### “K-9 Unit”

CHIEF OF POLICE: 

CALEA STANDARD: 41.1.4, 84.1.4

EFFECTIVE DATE: 03/01/23

INDEX AS: K-9 Unit, K-9, K-9

LAST REVISED DATE:

Purpose: To establish guidelines and responsibilities pertaining to the selection, use, deployment, training, care, and records/reporting practices of the Guyton Police Department regarding K-9 units. The Guyton Police Department does not currently employ the use of Department K-9 Units. However, the Department does currently use outside K-9 Units as needed. In the event the Chief of Police authorizes the use of K-9 Units, the provisions of this general order will provide the procedures for the use thereof.

Policy: It will be the policy of the Guyton Police Department to use police K-9 teams as an additional supportive tool in drug detection, building searches, field searches, property searches, vehicle searches, criminal apprehension, tracking and maintaining, comfort and therapy activities, participation in department-sponsored educational services, explosive material detection and public relations. K-9 units will provide an additional tool to further the objectives and goals of the Guyton Police Department.

#### I. ORGANIZATIONAL STRUCTURE

- A. The K-9 Unit may be an organized component of the Guyton Police Department and may be under the direction of a designated K-9 Unit Officer.
- B. The K-9 Unit Officer will be qualified through special training and/or experience and may have attended a specialized K-9 Sergeant's course.
- C. The K-9 Unit Officer may be responsible for coordinating all training to include initial and annual certification requirements.
- D. K-9 teams, in the absence of the on-duty K-9 Unit Supervisor and when not assigned to a specific detail, may operate under the supervision of the shift supervisor they are assigned to when engaged in normal duty assignments.

## II. SELECTION PROCESS

### A. Handler Selection:

1. The candidate will have a minimum of one-year continuous service as a law enforcement officer with the Guyton Police Department or significant law enforcement training and experience in the handling of law enforcement trained dogs.
2. Candidates who volunteer for K-9 service must agree to stay in the K-9 Unit for a period of three (3) years, beginning with the completion of the initial K-9 training school or equivalency. Exceptions must be approved by the Chief of Police.
3. The candidate will have a minimum rating of satisfactory on their most recent performance evaluation.
4. The candidate will have an acceptable record of disciplinary action and sick leave usage.
5. Candidates will participate in a practical exercise to allow the Chief of Police or his designee to evaluate their reaction and response to police dogs.
6. Final approval and selection of K-9 Handlers will be at the discretion of the Chief of Police or their designee.

### B. K-9 Selection:

1. Dogs purchased from commercial vendors must be certified healthy and physically fit by the vendor/breeder for police service. Commercial vendors must present copies of all federal, state, and local kennel and/or business licenses/certifications along with animal birth and breed documentation. The commercial vendor must be under contract to replace the animal, at no additional cost to the police department, if congenital defects, not apparent at the time of purchase, arise within the first year after purchase. The commercial vendor will present, at the time of purchase, all relevant training records, medical records certifying the animal's health and fitness.
2. The K-9 Unit Supervisor or designee will screen and test all K-9(s) for selection and forward a recommendation to acquire the K-9(s) for purchase to the Chief of Police or their designee.
3. K-9(s) selected for use will be in excellent health and condition and be able to pass a veterinarian examination including tests for internal parasites, blood test(s) for heartworms, X-rays for hip and elbow dysplasia, and overall suitability as a police K-9.
4. All K-9(s) accepted for service will be the property of the Guyton Police Department.

## III. SUPERVISION AND SCHEDULING

- A. Police K-9 handlers will follow the same chain of command as any patrol officer concerning normal patrol problems or requests.



- B. It will be the responsibility of the handler to notify the Chief of Police and K-9 Unit Supervisor immediately of any weakness or problems encountered with their K-9 during a scheduled shift or training.
- C. K-9 handlers will work their assigned shifts as designated by the Chief of Police.
- D. All members of the K-9 unit may be subject to a recall to duty outside of his regular duty hours or days. K-9 handlers will retain their issued cellular telephones at all times, unless relieved of re-call requirements by his immediate supervisor.
- E. Any officer of the Guyton Police Department may make request for an on-duty K-9 unit for official business/duty reasons.
- F. An on-duty supervisor must approve requests for an off-duty K-9 unit for use within the jurisdiction of the Guyton Police Department.

#### IV. TRAINING

- A. The K-9 and K-9 handler training will meet the following guidelines:
  - 1. New K-9 handlers with no previous K-9 handler experience will complete a recognized police K-9 Handler basic training school as approved by the Chief of Police. At the completion of initial training, each K-9 team may demonstrate proficiency before being deployed in the field and demonstrate proficiency on an annual basis.
  - 2. Personnel who have previous K-9 Handler experience will complete equivalency training approved by Chief of Police and demonstrate proficiency with a police department K-9, prior to assuming duties as a K-9 Handler.
  - 3. K-9 teams will be certified annually by a nationally recognized organization in certification standards for law enforcement K-9 as approved by the Chief of Police. Exceptions will be approved by the Chief of Police.
  - 4. Dual purpose teams will certify annually in both patrol and detection.
  - 5. No K-9 team will be deployed in the field for service if annual certifications are not achieved. Until annual certification is achieved, the K-9 team may be reassigned to training by the K-9 Unit Sergeant until certification is achieved.
  - 6. All training records and annual certifications will be maintained under the control of the Guyton Police Department Training Unit. A copy of the training records and annual certifications may be maintained by the K-9 handler.
  - 7. Sixteen and a half (16.5) hours of in-service training per month should be scheduled by the K-9 Unit Supervisor which will be conducted during on-duty time. Each K-9 team should attend a minimum of one hundred eighty (180) hours of the mandatory in-service training per calendar year.
  - 8. Comfort/Therapy Dogs will maintain a separate training schedule based on nationally accepted training standards for those K-9s.
  - 9. Regularly Scheduled In-Service Training:
    - a. K-9 Unit training will be conducted under the direction of the K-9 Unit Supervisor or their designee.
  - 10. Non-Scheduled Training:

- a. K-9 handlers are encouraged to utilize any uncommitted time while on shift to conduct training with their assigned K-9. Non-members of the K-9 Unit are encouraged to assist with K-9 training when possible. Non-K-9 Unit members may assist with apprehension training with approval of the K-9 Unit Sergeant.

#### 11. Training Locations:

- a. K-9 training may be conducted on agency property, or within agency facilities, whenever possible. It is understood that off-premises training is necessary to expose K-9s to a wide variety of scents and distractions encountered during actual deployments. When conducting K-9 training on private property, the handler conducting training will ensure the owner or person who has custodial charge of the property has granted permission for its use. The K-9 handler with consultation with the K-9 Unit Sergeant will have the responsibility of ensuring the area is secured and there is no threat of injury to citizens, prior to the commencement of training.
- b. Documentation of Training:
  - i. All training, both scheduled and non-scheduled, will be documented and submitted to the Chief of Police or their designee.
  - ii. The K-9 handler should document the amount of time allocated to each topic during the training session while providing an explanation supporting their evaluation.
  - iii. All documented training will be reviewed by the K9 Unit Supervisor and Chief of Police to ensure training objectives are met.
- c. Supervisor Evaluation:
  - i. K-9 Unit Supervisor should complete monthly training memorandums, addressed to the Chief of Police, with a copy sent to training. The report may include a summary of training, the K-9 handlers' and K-9s' performance, condition of the K-9s, and may note any deficiency or corrective action taken.
- d. Extended Absence:
  - i. No K-9 team may report for duty if on leave for over four (4) weeks until the K-9 Unit Supervisor evaluates the K-9 team to determine its readiness for duty.

## V. USE OF K-9 UNITS

- A. Police K-9 units, consisting of the handler and the K-9, may patrol assigned areas on foot or in vehicles as directed by the volume of calls for service. The K-9 units will be responsible for self-initiated, high profile patrol in designated high-crime neighborhoods, community recreation centers, and playgrounds. Based on their training, the K-9 units will assist both patrol officers and detectives/investigators in drug detection, the service of search warrants and felony arrest warrants, locating lost or missing children or elderly people, and the apprehension of fleeing felons. The K-9 units will assist in department sponsored educational programs and public relations within the community.
- B. Comfort/Therapy K-9s may be utilized in school settings and/or at scenes where the canine may assist a victim of a crime.
- C. It will be the responsibility of the handler to apply his specialized training and knowledge of the K-9's capabilities to evaluate the safety and appropriateness of accomplishing the task requested.
- D. The handler will be accountable for the official actions of the K-9. Civil and criminal liability may result from the improper or careless use of a police K-9; therefore the handler must maintain control of the K-9 at all times.
- E. Use of a police K-9 unit in a situation involving a barricaded suspect or in a case of civil unrest, where the unit would be used to restrain a crowd, will require prior permission from the Chief of Police or their designee.
- F. It is the policy of the Guyton Police Department to provide the K-9 unit to outside agencies when assistance is requested, at the discretion of the Chief of Police or their designee.
- G. The policy of mutual assistance provided by the K-9 unit to outside law enforcement agencies is subject to the limitations set forth in this General Order and as established by the Chief of Police.
- H. Upon arriving at the requested jurisdiction, a waiver of liability form must be signed by the senior officer present of the requesting agency to secure the assistance of the K-9 unit.
- I. Since the handler is a representative of the Guyton Police Department, he will be required to abide by all applicable department rules, regulations, and general orders of the Guyton Police Department, even when outside their jurisdiction.
- J. The Guyton Police Department will not train K-9 units for outside law enforcement agencies. Those agencies that wish to participate in training exercises with the GPD K-9 unit must have functioning K-9 units that have already completed their basic training.
- K. Requests for K-9 demonstrations should be routed to the Chief of Police or their designee for approval. The following guidelines may be followed during K-9 demonstrations:
  - 1. Extreme care must be exercised by the handlers to ensure that no harm or risk comes to the handlers, K-9s, or spectators.

2. Each demonstration will consist of a handler, a K-9, and a minimum of one other officer.
3. The K-9 will never be treated harshly or disciplined in the presence of spectators.
4. At no time will the K-9 be demonstrated in such a manner as to discredit the K-9 unit or the Guyton Police Department.
5. The handler will exercise caution and maintain strict control over the K-9 at all times during K-9 demonstrations.

## VI. DRUG DETECTION

- A. The Guyton Police Department provides for multipurpose police K-9s. In addition to tracking and locating human scent and criminal apprehension, the multi-purpose K-9 is trained to detect the presence of marijuana, cocaine, methamphetamines, and heroin.
- B. The multi-purpose K-9 will indicate the presence of drugs in either an aggressive or passive manner, depending upon the K-9's training.
- C. **Under no circumstances is a person to be searched by a K-9 for drugs concealed on his person.** The only authorized areas to be searched are buildings (i.e. businesses, residences, and/or other structures), real property, and vehicles.
- D. All multi-purpose K-9s may be deployed in an on-lead or on-leash at all times to allow for complete control of the K-9 unless deployed as authorized in section VII. of this general order.
- E. Prior to being released as a full-service multi-purpose K-9 unit, the K-9 and handler will have completed training a police K-9 basic training course as approved by the Chief of Police. Additionally, certification to include but not limited to the National Narcotic Detector Dog Association (NNDDA) and/or by the North American Police Work Dog Association (NAPWDA) may be obtained by all multi-purpose K-9 units.

## VII. CRIMINAL APPREHENSION

- A. It may be the policy of the Guyton Police Department that the K-9 is authorized to make contact with an offender to effect an arrest, when a police officer has probable cause to arrest for a felony or serious misdemeanor involving a crime of violence or to protect the K-9 officer or other law enforcement officer from injury or death. It is important that all personnel recognize the liability involved in the utilization of a dog as a law enforcement tool. When a K-9 is deployed to affect an arrest or perform some other law enforcement duty, notice and the use and application of reasonable force must be applied and affected by the police personnel present. The

circumstances where a K-9 is deployed must justify utilization of that degree of force, just as in any other law enforcement action.

- B. Criminal apprehension presents itself wherever the dog is released to pursue and stop a fleeing felon or person whom the handler has reasonable grounds to believe has committed a felony or serious misdemeanor involving a crime of violence. Prior to releasing the K-9, and throughout the apprehension, the handler will ensure the following:
1. There are no other persons, either police or citizen that will be endangered by release of the K-9.
  2. If time and circumstances permit, a warning will be given prior to releasing the K-9. This warning will be given in the following manner: "GUYTON POLICE DEPARTMENT, STOP OR I WILL RELEASE THE POLICE DOG."
  3. If time and circumstances permit, a warning will also be given to officers in the area, prior to releasing the K-9. This warning will be given in the following manner: "POLICE DOG OFF LEASH, CEASE ALL MOVEMENT."
  4. The K-9 has actually seen the offender and knows that the offender is a person to be apprehended.
  5. If the offender surrenders prior to contact, the handler will immediately recall/down the K-9.
  6. In all situations where the offender is known to be armed, utilization of the K-9 will be at the discretion of the K-9 handler.
  7. When a K-9 unit makes an apprehension of a suspect while assisting other officers, the suspect is to be turned over to the officer(s) originally dispatched to the call. After a suspect is in custody, it is forbidden to use the K-9 to intimidate the suspect. It will be the equal responsibility of the K-9 handler and other officers present to prevent a suspect or other person present from intentionally agitating a K-9.
  8. In no case will the K-9 handler or other personnel intentionally allow the dog to bite or menace an apprehended suspect, who is already in custody and under control of police officers.
  9. In the event that a K-9 is used to apprehend a suspect or if a police K-9 injures an officer/citizen, it will be the K-9 handler's responsibility to inform the ranking officer present at the incident location of the K-9 use. In addition, the following procedures should take place:
    - a. The officers present are to provide any necessary medical treatment to the suspect as soon as possible.
    - b. The Shift Supervisors may document the circumstances of the apprehension and actions taken afterward in the care and treatment of the suspect.
    - c. The contact made with the suspect, no matter how slight, will be documented. The suspect's injuries will be photographed.

- d. In the event of an injury to a suspect resulting from an apprehension made by a police K-9, the handler will be required to complete a supplemental incident report and a Response to Resistance Report, describing the incident in detail, prior to returning to service.
- e. The K-9 handler will not make any oral statements as to liability or fault concerning the incident.
- f. It will be the responsibility of the on-duty shift supervisor to collect all documentation concerning the incident and submit it to the appropriate supervisor for review. This is to include the incident report, the handler's statement, photographs of the suspect, and statements of other officers (if necessary) who were present and observed the incident. This report will be forwarded to the Chief of Police as soon as possible.

### **VIII. TRACKING**

- A. In tracking situations, the K-9 unit is trained to follow the ground disturbance/human scent that a suspect leaves while in-flight. During the tracking situations, the dog will be on lead.
- B. The area where the subject was last seen should be preserved so as to avoid contamination. Officers should refrain from entering this area unless circumstances dictate otherwise, such as hot pursuit.
- C. Officers should set a perimeter around the area where the subject was last seen. Perimeters should be set at least 2-3 blocks. Officers should leave blue lights and headlights on at all times unless instructed by the K-9 handler not to do so. This will help to keep the subject contained in the perimeter.
- D. Officers should not touch articles or evidence which may have been dropped or left by the suspect, without first receiving the handler's permission.
- E. The handler will conduct all tracking/field searches with the K-9 on lead. Because tracking/field searches are conducted outside in the community, the dog being kept on lead is a necessary precaution. This does not preclude the handler from releasing the K-9 to apprehend a suspect.

### **IX. BUILDING SEARCHES**

- A. When K-9 teams respond to building searches, officers on scene should observe the following guidelines:
  1. The initial responding officers should surround the building and wait for the arrival of the K-9 team. In an effort to prevent contamination of the area to be searched, officers should not normally enter the building prior to the K-9 arrival.
  2. Officers should not open doors or windows or allow anyone else to enter the building to be searched.

3. During the search, no one is to enter the building except the handler and/or someone at the handler's request.
4. The K-9 unit may conduct building searches either on or off lead. K-9 handlers conducting a building search should observe these guidelines:
  - a. Upon arrival on the scene of the building to be searched, the K-9 handler should consult officers on the scene and assess the situation.
  - b. The K-9 handler should make every effort to verify that no innocent or authorized person is in the building before commencing the search.
  - c. Prior to entry into the building to be searched, the K-9 handler should announce his presence, identify himself as a K-9 handler and that the building is about to be searched with a trained police K-9.
  - d. Before committing the police K-9 off lead, in cases where a suspect is in place of concealment, the handler should attempt to call the suspect out. The K-9 handler may maintain verbal control of the K-9 during an off-lead search.
  - e. The K-9 handler should advise all on-scene units when he enters the building to begin the search.
  - f. Prior to conducting a building search a bullhorn or public address system should be used when appropriate to notify anyone inside the building to be searched, of the impending use of a police K-9, if they decide not to come out. Officers will allow a reasonable amount of time for anyone to come out of the building.

## **X. EXPLOSIVE DETECTION**

- A. An Explosive Detection K-9 Unit will respond to all bomb threats. If a suspicious item has been located an Explosive Detection K-9 will not be deployed, but discretion is given to the K9 handler based on intelligence gathered.
- B. Items which are suspicious may include but not limited to items which have wires exposed or when associated with a bomb threat. If the item appears to be an explosive device, it will be classified as suspicious and a Bomb Detection K-9 will not be deployed to sniff the item.
- C. The Explosive Detection K-9 Handler will have sole discretion on determining when the K-9 will be deployed to sniff an unattended item or suspicious package.

## **XI. CROWD CONTROL**

- A. Police K-9s may be used in crowd control situations only after the expressed authorization from the Chief of Police or their designee. In an emergency situation, the K-9s are authorized to enter a hostile situation in order to aid and protect other officers, not to confront a crowd of hostile and unruly subjects.

- B. It is the K-9 handler's responsibility to advise the senior supervisor on the scene of the proper procedure concerning K-9s in that type situation. The handler will then let the senior supervisor determine whether the K-9s will be deployed under his authority.
- C. K-9s will not be used off lead under any circumstances while being deployed for this purpose.

## **XII. RECORDS/REPORTING PRACTICES REQUIRED BY HANDLERS**

- A. **K-9 Medical Log:** Handlers will be responsible for maintaining a log of any and all medical care provided to their assigned K-9s. This log will be maintained in a manner, which ensures the accountability for such care.
- B. **K-9 Deployment Record:** A K-9 Deployment Record will be documented along with a supplemental report in cases where a Status 5 Incident Report is completed. The on-duty shift supervisor may review and sign the report. The original report will be forwarded to the appropriate supervisor no later than the end of the handler's tour of duty. The back of the form may be used for sketches when required.
  - 1. K-9 handlers are required to maintain a K-9 Deployment Record. This record will be completed each time a K-9 is used and the original log will be forwarded to the Chief of police or their designee on a monthly basis.
  - 2. It will be the responsibility of the handler to give to the on-duty shift supervisor a written report (statement) of all behavior violations encountered with his K-9. Behavior violations may consist of behaviors, which are unusual or not normal for the animal, any unusually aggressive behavior, or any behaviors by the animal that concerns the handler.
  - 3. Failure to report behavior violations will result in disciplinary action being taken against the handler, when appropriate.
  - 4. A K-9 Deployment Record, supplemental incident report, and Response to Resistance Report will be completed to report any incident involving the bite by or release of a department K-9. Any physical contact, no matter how slight, between a person and a K-9 will be promptly reported to the on-duty shift supervisor. Any incident wherein a K-9 causes physical injury, no matter how slight, will be promptly reported.
  - 5. An incident report will be completed by the explosives detection K-9 handler on any incident where the K-9 is utilized for detection of potential or actual explosives. The report will include the outcome of the incident.



### **XIII. BEHAVIOR AROUND K-9 UNITS**

- A. All officers are reminded to conduct themselves in a professional manner while around a police K-9. It is the responsibility of the K-9 handler to maintain control of his assigned K-9 while other officers are present.
- B. Officers who are out with a K-9 unit will not engage in any conduct that might agitate the K-9. Any question as to what activity is appropriate when a K-9 is present should be directed to the handler.
- C. No officer will strike or fake an aggressive act towards a K-9 handler while in the presence of the K-9 except in training and/or public relations demonstrations.
- D. No officer will touch or pet the K-9 without the permission of the handler.
- E. No officer will attempt to enter or reach into a K-9 vehicle while the K-9 is inside.
- F. No one other than the handler or person holding the responsibility for the K-9's care may feed or water the K-9.
- G. No one will bring drugs into contact with the K-9 or attempt to have a K-9 alert or search for drugs other than the handler.
- H. Police K-9s are trained to bite and hold on command, in response to their training, in order to apprehend a felon or to protect the handler. Should an officer be confronted by a police K-9 while on call, the officer should stand still. Any sudden movement or attempted flight by the officer may cause the K-9 to respond in an aggressive manner.
- I. When a Police K-9 is in contact with the general public to include the K-9 Handler's family members, the K-9 may remain in a muzzle. The K-9 must be socialized with the family of the K-9 Handler, but remain in a muzzle and under the direct control of the handler at all times. When the K-9 is at the handler's residence, the K-9 will not be allowed to run free in an area not fenced or be allowed around any other person or animals without being muzzled. It is the handler's responsibility to take any and all actions to prevent accidental/unintentional dog bites.

### **XIV. INJURY TO POLICE K-9**

- A. Depending on the circumstances that resulted in the injury to the K-9, the handler is to seek immediate medical assistance for the K-9 as soon as reasonably possible. The handler will inform the Shift Supervisor of the incident. The on-duty shift supervisor will notify the Chief of Police or their designee.

- B. In the event the injury to the K-9 unit was the result of an illegal intentional act of another while in the performance of the K-9's duty, the subject(s) involved may be charged, as described in **O.C.G.A. 16-11-107 – Injuring or Killing a Police Dog.**

## **XV. INJURY TO THE K-9 OFFICER**

- A. In the event a K-9 handler is injured to the extent that he cannot exercise control over the K-9, any officer on the scene should:
1. Call for another K-9 handler. These officers are trained in exercising control over another handler's K-9.
  2. If the time required for response by another K-9 handler may jeopardize the injured handler's life, officers on the scene should first attempt to notify an Animal Control Officer to respond and take control of the K-9 until another K-9 handler can respond.
  3. If the options in "1" and "2" are unavailable, the officers may need to divert the K-9's attention in order to reach the injured handler and move him to safety. The K-9's training and dedication to its handler may make diversion extremely difficult. An officer "taking a bite" may be the only successful way of diverting the K-9's attention. When an officer on the scene must "take a bite", he should follow these guidelines:
    - a. Heavily pad the arm to reduce chance of injury.
    - b. Have other officers standing by with a rope, leash, or chain, which can quickly attach to the K-9's choker collar after the attack.
    - c. Secure the K-9 to an immovable object such as an automobile, utility pole, or door handle.
    - d. The officer may use deadly force against the K-9 in the event all other means have failed and such force is deemed necessary to save the handler's life.

## **XVI. K-9 HANDLER'S UNIFORM**

Officers assigned to the K-9 unit will wear such duty uniforms as determined by the Chief of Police. In addition to duty uniforms, all K-9 handlers are to maintain standard departmental issued uniforms for special assignments and appearances in court.

## **XVII. REPLACEMENT OF ACTIVE DUTY K-9**

It will be the determination of the Chief of Police with consultation with K-9 Unit Supervisor as to when to replace an active duty K-9. Reasons for replacement may include chronic or

poor performance, old age, and/or injuries, which prevent the K-9 from performing further active duty.

### **XVIII. BREEDING POLICE K-9**

No department K-9 will be used for breeding without the expressed consent of the Chief of Police.

### **XIX. POLICE K-9 CARE**

- A. Handlers will be responsible for the health and welfare of his assigned K-9, both on and off duty.
- B. Any illness of a non-emergency nature will be reported to the appropriate supervisor immediately. If it is determined that the K-9 should be taken to a veterinarian selected by the department, the handler will make the necessary arrangements.
- C. In an emergency situation, the handler may ensure that the K-9 receives immediate medical attention. The handler will then submit a statement to the K-9 Unit Supervisor describing the entire incident.
- D. The handler will be responsible for the care and welfare of the assigned K-9. This is to include the administration of any necessary medications, grooming, and bathing.
- E. Medical examinations will be conducted annually or as needed should an injury or illness occur.
- F. K-9 handlers will be responsible for the care and upkeep of all equipment issued to them for training, control, and transportation of the K-9.
- G. When the K-9 handler is not available for general care and feeding of the K-9 (sick, vacation, training, etc.), another departmental K-9 handler may be responsible for kennel maintenance, feeding, and overall care of the dog, at the absent handler's kennel location or the K-9 will be housed at another departmental K-9 handler's location. The K-9 should not be housed in any area that is not secure and/or where contact with the general public (to include unsupervised contact with family members) could occur.

### **XX. REQUIRED K-9 UNIT EQUIPMENT**

- A. The following equipment listed is mandatory for each K-9 unit. All equipment will be maintained in the vehicle or used for the care of the K-9 at the approved location.
  - 1. One appropriate size kennel with roof as approved by K-9 Sergeant;
  - 2. Two metal dog bowls;
  - 3. One 50' water hose;

4. One patrol lead;
5. Two long leads, ranging from 15-30 feet;
6. One metal pinch collar;
7. One metal choke collar;
8. One grooming shed blade;
9. One leather tracking harness;
10. One toy;
11. One leather Agitation Muzzle; and
12. One leather Agitation Collar;
13. One portable kennel;
14. One apprehension sleeve; and
15. One electric collar

B. The following equipment may be used by the handlers and maintained at the police department in a location specified by the Chief of Police or their designee.

1. One bite suit;
2. One leather scratch pants;
3. One hidden sleeve;

# **GUYTON POLICE DEPARTMENT**

## **K-9 UNIT**

### **ACCEPTANCE OF LIABILITY FORM**

I, the undersigned, as a duly sworn representative of the below named law enforcement agency, indicate by signing that said agency accepts responsibility for any and all damages that may result from the use of the GUYTON Police Department K-9, and that the K-9 is being utilized at the request of my agency.

**Requesting Agency:** \_\_\_\_\_

**Requesting Official:** \_\_\_\_\_

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

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

**VPD K-9 Handler:** \_\_\_\_\_

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 400-05

### “Traffic Enforcement”

CHIEF OF POLICE: 

CALEA STANDARD: Chapter 61

EFFECTIVE DATE: 03/01/23

INDEX AS: Traffic Enforcement

LAST REVISED DATE:

Purpose: To establish guidelines for the administration of traffic related activities and the establishment of proper procedures for traffic enforcement.

Policy: It is policy of the Guyton Police Department that the primary goals of traffic enforcement are to reduce traffic collisions, improve the safety of the citizens of Guyton, and to promote voluntary compliance. These goals are the responsibility of all uniformed personnel. These procedures will be applicable to all sworn officers authorized to enforce traffic law.

#### I. TRAFFIC ENFORCEMENT

Traffic patrol enforcement procedures will include:

##### A. Visible Traffic Patrol:

1. Area - moving or stationary observation in an area that includes a number of streets or sections of highway.
2. Line - moving or stationary observation on a specific street or highway, between two points.
3. Directed - either area or line that is specifically directed by supervisory personnel, and is based on unfavorable traffic or enforcement data.

##### B. Stationary Observation:

1. Covert - while operating speed detection devices, patrol units will not be concealed from view of the roadway to the extent that the officer is not visible to individuals using ordinary powers of observation. (O.C.G.A. 40-14-7)
2. Overt - marked patrol units will be positioned in such a manner near the roadway or intersection in such a way as to provide an obvious police presence.

C. Unconventional Vehicles may be used for traffic enforcement, provided such vehicle is a marked vehicle with mounted police lights and a siren.

D. Roadside safety checks:

1. Roadside safety checks are temporary operations in which officers stop traffic to inspect individual vehicles or their contents, or to interview drivers.
2. Such checks may be initiated by the traffic unit or shift units with the prior approval of a supervisor. Roadside safety checks **MUST** be pre-approved by a Guyton Police Supervisor before initiation of the check.
3. Roadside safety checks must have a specific purpose to include but not limited to detection of intoxicated drivers, seatbelt checks, searching for inmate escapees, etc. Roadside safety checks should not be used for general crime deterrence/detection.
4. During a roadside safety check, all vehicles should be stopped. If vehicles start to back up or create a traffic hazard, vehicles may be allowed to start moving through to allow the traffic backup/hazard to dissolve.
5. Roadside safety checks should be established in an area where approaching motorists have a clear field of view, and plenty of warning that they are approaching a checkpoint.
6. All officers involved, and out of their vehicles, will wear reflective safety vests.
7. The approving supervisor will complete a memorandum to the Chief of Police after the completion of any roadside safety check outlining the following:
  - a. The date and time of the check(s);
  - b. The duration of the check(s);
  - c. The location (s) of the check(s);
  - d. The specific purpose of the check(s);
  - e. The total number of officers used in the check(s);
  - f. A summary of enforcement activity during the check.

## **II. LICENSE PLATE CHECKS**

A. Georgia Law to include Georgia Crime Information Center (GCIC) Rules and Regulations do not require reasonable suspicion or probable cause for a law enforcement officer to run a license plate through GCIC.

- B. However, the practice of randomly running license plates, often referred to as “Bingo Hunting”, is discouraged. This practice can distract officers from their other duties such as patrolling high crime areas, community policing activities, etc. This activity can also lead to allegations of bias based profiling, so officers are encouraged to have a valid reason for their actions in all cases.
- C. If the Chief of Police determines officer(s) are routinely running license plates for no valid reason versus normal patrol operations, that officer could be subject to disciplinary action.

### III. STOPPING AND APPROACHING THE TRAFFIC LAW VIOLATOR

- A. **Traffic Law Violator:** The following steps in stopping and approaching a traffic violator are intended to provide maximum safety for the officer, violator, and other users of the roadway. Varying conditions regarding the engineering of the particular traffic artery, the urgency to stop the violator, and the existing volume of traffic may dictate adjusting or altering the recommended procedure, and it is recognized that the officer will necessarily utilize a degree of discretion and judgment when applying these recommended procedures. These procedures should be followed when circumstances permit.
1. The officer should notify the “911” dispatcher of the location of the stop, the vehicle license plate state and number, type of vehicle, color of the vehicle, the number of occupants in the vehicle, and the reason for the stop.
  2. The officer should be thoroughly familiar with the area and anticipate the appropriate location to stop the violator. Consideration should be given to a location with ample space, appropriate lighting, and should avoid stops on hills, curves, at intersections, in front of private drives, and at business locations which have limited parking.
  3. The officer should signal the violator to stop. This signal should be with the blue lights, and if necessary, sounding the horn, the siren, and/or hand signals.
  4. The violator should be directed to the right side of the roadway, close to the curb, or onto the shoulder.
  5. On multi-lane roadways, the officer should try to ensure the safety of the violator during lane changes, by gradually changing from lane to lane with the violator, when possible, until the right side of the roadway is reached.
  6. Should the violator stop abruptly in the wrong lane or in another undesirable location, he should be promptly directed to move to a safer location. Officers may use the public address system to instruct violators to move to a safer location, if gestures are insufficient to indicate the officer's instructions, or the officer may exit the patrol vehicle and give verbal instructions to the driver.



7. The violator will not be permitted to move the vehicle once it has stopped, if it is suspected the driver is under the influence of drugs or alcohol to the extent that his driving ability is impaired.
8. Once the violator has stopped in an appropriate location, the officer should position the patrol vehicle approximately one-half to one car length behind the violator's vehicle. The patrol vehicle should be positioned at a slight angle so the left front of the patrol vehicle is offset approximately two feet to the left of the violator's vehicle and the right rear is near the curb. This position provides minimized risks to the violator, the officer, and all other traffic.
9. The officer should leave all emergency lights on, to lessen risks to the violator, the officer, and approaching traffic.
10. The officer should exit the patrol vehicle and be continuously alert for any suspicious movement or actions on the part of the violator or other occupants in the vehicle.
11. At his discretion, the officer may have the driver and/or occupants step out of the vehicle. The officer and the violator should move to the shoulder of the road for safety.
12. If the officer approaches the vehicle, he may have the option to approach from the rear and to the passenger side of the vehicle, away from traffic flow or from the rear to the driver's side of the vehicle while being cognizant of traffic flow. The officer should observe the trunk area, looking into the rear seat area, and stopping at a point at the rear of the trailing edge of the passenger's side front door or driver's side front door. This position should be maintained if there are only occupants in the front seat of the vehicle. From this position, the officer can communicate with the violator by instructing the driver and/or passenger to roll down the passenger's side window, keeping them in a slightly awkward position, and at the same time, keep all occupants of the vehicle in view.
13. In those cases where the violator's vehicle has occupants in both the front and rear seats, the officer should approach to a point near the leading edge of the passenger's side rear door, being especially alert for any unusual actions on the part of the occupants and choosing a path so the door cannot be used as a weapon against the officer. From this position, the officer can communicate with the violator and keep all occupants in view.
14. In those traffic stops made by two man patrol vehicles, or when a backup vehicle is on-scene, the second officer should be responsible for all radio communications, writing all notes and messages relayed from the dispatcher, and during the traffic stop should exit the patrol vehicle and act as an observer and cover for the other officer. Unless necessary, both officers should not approach the violator together.

15. Emergency lights should remain on until the officer has safely re-entered the flow of traffic following the stop.
16. At night, the procedure is basically the same, with the additional necessity of exercising caution in selecting an appropriate place for the traffic stop, signaling the violator (a spotlight should not be used, except in extreme situations – or to counter any potential extreme situation), and positioning the patrol vehicle. After the stop, the headlights should be on low beam, for the safety of oncoming traffic.
17. The above procedure is to be used in conjunction with all relevant existing departmental policies, procedures, rules, and regulations.

#### **B. Stopping a Known or Suspected Felon**

1. When a vehicle driven by a known or suspected felon is located by a patrol officer, the officer will notify the “911” dispatcher immediately. The officer will inform the “911” dispatcher of the location, description of the vehicle, and a description of the occupants.
2. The officer will keep the suspect vehicle in view and request sufficient assistance before attempting the stop. The officer will keep support units/supervisor informed of the location and direction of travel to facilitate their approach with minimal use of emergency equipment.
3. The suspect vehicle should not be stopped, unless absolutely necessary, until adequate assistance is available and in position.
4. The officer will plan to stop the suspect vehicle in a location, which will present minimal danger to other citizens.
5. When conditions are appropriate, and support units available, the officer will move his patrol vehicle into position at the rear of the suspect vehicle.
6. The officer should signal the violator to stop, using necessary emergency equipment to warn other traffic.
7. The violator should be stopped on the extreme right side of the roadway.
8. If the violator is known to be armed and dangerous, the officer is authorized to have ready for use his issued weapon(s).
9. When the suspect vehicle begins to stop, the officer will turn off the siren and use the public address system, or whatever means is required, to give instructions to the suspect.

10. The officer will park the patrol vehicle so that it provides maximum protection and cover.
11. At night, officers will attempt to focus lights on the interior of the suspect vehicle to the disadvantage of the suspect.
12. The officer should exit the patrol vehicle quickly, but remain behind the door and remain accessible to the public address system/radio, if possible.
13. Utilizing the public address system or verbal commands, the officer in command will direct each occupant to exit the vehicle individually, according to specific directions and into the appropriate search position, after which the officer's approach may be made.
14. Individuals will be removed, handcuffed, and searched one at a time.
15. If a public address system is not available, the officer will give voice commands, if they can be heard. If this fails, the officer will cautiously approach the vehicle, keeping all occupants in view, to a point where he can be heard.
16. The officer in command will give instructions to the support officers, even if not needed, to assure the suspects that additional assistance is available, and ensure that all officers are aware of the situation.
17. The support officers will cover the arresting officer and remain on the curbside of the vehicle until all occupants have exited the vehicle and have been handcuffed and searched.
18. The support officer(s) will not give additional commands, as this would tend to confuse the suspects, but his presence will be known by the commands given by the arresting officer.
19. Extreme caution will be exercised by officers relative to possible hostile actions by the vehicle's occupants and other officer's locations.

#### **IV. ENFORCEMENT ACTION**

- A. Officers of the department responsible for traffic enforcement should take appropriate action for each violation of the law witnessed by them. Officers may use individual discretion, based on professional judgment, as to what type of enforcement action should be taken. Officers may also consider the degree and severity of the violation, as well as the possibility that the violation was inadvertent. Actions taken may be accomplished in an impartial, firm, and courteous manner, using one of the three following methods:

1. Physical arrest
2. Citation (Notice to Appear)
3. Written or Verbal Warning

B. Physical Arrest:

1. Officers will arrest any person in violation of those traffic laws pertaining to driving under the influence of alcohol and/or drugs, violation of Georgia Controlled Substance Act, reckless driving, leaving the scene of a collision, driving with a suspended or revoked license, fleeing or attempting to elude, any felony in the commission of which a motor vehicle is used, and traffic offenses committed in the commission of other crimes (game laws, transporting contraband, absence of or altered vehicle identification number, etc) unless unusual circumstances exist.
2. There may be other incidents for which a violator may be physically arrested.
3. The decision to affect a physical arrest should be based on sound legal principles and probable cause, as opposed to peripheral issues, such as the violator's attitude.

C. Citation (Notice to Appear):

1. Traffic Citations will be written or printed on a Uniform Traffic Citation or a Criminal Summons.
2. Generally, officers will, within their discretion, issue a citation for a violation of any traffic law, State of Georgia or local, within the jurisdiction of the City of Guyton.
3. Violations that are particularly hazardous to the vehicle operator and passengers and/or to the public at large will be strictly enforced.
4. Violations that do not produce a hazardous situation will be enforced at the discretion of the officer.
5. Citations for multiple violations: Officers will issue one citation per violation. Multiple violations must be charged on separate citations.
6. All officers should keep informed of newly enacted laws and/or regulations. The Chief of Police or their designee should furnish new information to all uniformed officers through training updates. The Chief of Police or their designee, will issue a memorandum to department personnel to initiate enforcement of new laws and/or regulations.
7. Officers will issue a citation for any and all violations that result in a traffic collision, except in those situations where a determination of traffic law violations

cannot be made based upon the evidence available to the officer, or when there is no apparent damage to either vehicle or other property. An officer will not issue a citation unless they possess probable cause to believe a specific violation has occurred.

8. When an officer is unable to determine which driver is at fault, they will not issue both drivers a citation in order to “let the judge sort it out.” However, a ticket may be issued to both drivers if there is **probable cause** to support those charges.
9. An officer may issue a citation, in lieu of a physical arrest, for all traffic cases except those in B.1, above.

#### D. Warnings:

1. A warning may be appropriate when the violator commits an act, which may be due to ignorance of a local ordinance, which may be unique, or a violation of which the driver may not have been aware (Example: Violator's license plate not illuminated or a headlight out), or at the officer's discretion.

### V. SPECIAL TRAFFIC ENFORCEMENT SITUATIONS

#### A. Out of State Residents

1. If the violator's state of residence is a member of the Non-Resident Violator Compact, the officer will not retain the violator's driver's license (if a citation is issued), unless the violation is Driving Under the Influence, Suspended License, or Habitual Violator. The officer should advise the violator that if the citation is not paid within the required time and they do not appear in court to contest the citation, a D.P.S.-912 form will be completed and sent to the Department of Driver Services of their state and the violator's state of residence will suspend their driving privilege until the citation has been paid.
2. If the violator's state is NOT a member of the Non-Resident Violator Compact, or if the officer has any doubt that the violator will appear or pay the citation, the officer may arrest violator.
3. Jurisdictions NOT participating in the Non-Resident Violator Compact:  
  
Alaska, Montana, California, Oregon, Michigan, & Wisconsin
4. If the officer decides to issue a citation to a violator from one of the above listed non-compact member States, the violator may be directed to follow the officer to the Police Department, where the driver may post a bond using cash, a money order, or a debit/credit card. The Guyton Police Department does not accept property bonds, therefore; the violator would be transported to the Effingham County Jail for processing if the violator must post a property bond.

**B. JUVENILES:**

1. Officers will indicate "JUVENILE" on the citation when issuing citations to juvenile violators. Juvenile complaint form must accompany citation.
2. The officer should mark through the area indicating Guyton Municipal Court and address, and write in JUVENILE COURT. No court date or time should be indicated on the citation.
3. The officer should advise the juvenile and their parent or guardian, if present, that the case will be handled by the Effingham County Juvenile Court and they will be notified by that agency, in reference to a court date and any further instructions.
4. Traffic offenses involving juveniles that are charged with operating a vehicle under the influence of alcohol and/or drugs, and those offenses indicated in O.C.G.A 40-5-54 will require an incident report.

**C. LEGISLATORS:**

1. All legislators, state and federal, have immunity from arrest when traveling to and from legislative sessions or committee meetings.
2. This does not prevent the officer from issuing a citation, with a court date that does not interfere with the legislative session or any official duties.

**D. FOREIGN DIPLOMATS / CONSULAR OFFICIALS:**

1. Any person having diplomatic or consular status is immune from any arrest or citation. At no time will officers of this department make any arrest or issue any citation to these individuals.

**E. MILITARY PERSONNEL:**

1. The members of the official organized militia or military forces shall in all cases, except treason, felony, or breach of the peace, be privileged from physical arrest during their attendance at drills, parades, meetings, encampments, election of officers, and going to, during, and returning from the performance of any active duty as such members (O.C.G.A. 17-4-2).
2. Whenever an officer stops military personnel on active duty, they may affect an arrest if the offense meets the above criteria, and may notify the violator's commanding officer and the District Attorney's office.

**F. U.S. MAIL CARRIERS, COURIER SERVICES, PASSENGER CARRIERS:**

1. Traffic enforcement actions on United States Postal Service mail carriers, drivers for package courier services (UPS, Federal Express, Purolator Courier, etc.,) and drivers of commercial passenger carriers will be handled by issuance of a summons (U.T.C.) whenever possible. When the violation necessitates custodial arrest, arrangements for disposition of the driver's vehicle must be made.
2. When a custodial arrest is made on the driver of any vehicle transporting United States mail, the Postmaster of the Guyton USPS facility will be contacted to take custody of the vehicle. Department personnel will maintain immediate custody and control of the vehicle until the arrival of the Postmaster or other authorized USPS representative.
3. When the driver of a package courier service vehicle is arrested, the company's nearest terminal or dispatch center will be contacted. If the company can arrange to take custody of their vehicle promptly (30 minutes or less), Department personnel will maintain immediate custody and control of the vehicle until arrival of an authorized representative of the company. If the company cannot take custody of the vehicle within the allotted time, the company will be given the option of having the vehicle towed to the Guyton Police Department and secured.
4. The arrest of the driver of a commercial passenger carrier presents unique problems regarding disposition of the passenger(s). If the driver of a taxicab carrying passenger(s) is arrested, the vehicle will be handled through standard Department procedures. Reasonable assistance will be provided to the passenger(s), including transportation to their local destination or contacting alternate transportation services or transportation to a safe location where alternate arrangements can be made.
5. When the driver of a commercial bus carrying passengers is arrested, the bus company's nearest terminal or dispatch center will be contacted regarding disposition of the passengers and vehicle. Any information received from the company regarding alternate travel arrangements, lodging arrangement, etc., will be provided to the passengers, including transportation to local lodging and/or transportation to a local alternate travel service. The vehicle may be impounded or, if it presents no traffic hazard, secured at the scene of the arrest. Under no circumstances will a passenger be allowed to take control of the vehicle without authorization from the company.
6. Violations by School Bus Drivers - The transportation of children to and from school facilities should not be unnecessarily delayed. When an officer observes a violation, which does not require custodial arrest committed by a school bus driver, the officer will initiate a brief vehicle stop and obtain the operator's name and license number. The bus driver will then be instructed to report to the Police Department for issuance of the U.T.C. on completion of his bus tour. When an

officer observes a violation, which necessitates a custodial arrest, the school system transportation office will immediately be notified to assume custody of the vehicle and passengers. Department personnel will maintain custody and control of the vehicle and passengers until arrival of authorized representative(s) of the school system.

## **VI. OFFICER/VIOLATOR RELATIONS**

- A. Once the officer has stopped the violator and approached to a point where communications begin, the officer/violator relations are initiated.
- B. The officer will be absolutely certain the observations of the traffic violation were accurate -- without reservation.
- C. The officer may present a professional image: in dress, in dress grooming, language, bearing, and emotional stability.
- D. The officer may decide on appropriate enforcement action based on the violator's driving behavior, not attitude.
- E. The officer will inform the violator what traffic law they have violated and the intended enforcement action. The violator should not be kept in suspense.
- F. The officer may ask for the violator's driver's license and verify proof of insurance via G.C.I.C./N.C.I.C. Terminal.
- G. If the driver doesn't have a driver's license, the officer will attempt to obtain another form of identification.
- H. The officer will allow the driver to discuss the violation. Do not argue, berate, belittle, or otherwise verbally abuse the violator.
- I. The officer will complete the forms required for the enforcement action or exercise a verbal warning, if this is the decision.
- J. At the time a motorist is issued a citation, the officer should provide information relative to the specific charge(s), to include:
  - 1. Date and time of the court appearance;
  - 2. Whether court appearance is mandatory – if unknown, the officer will refer the motorist to the police department front desk phone for clarification;
  - 3. Whether the motorist may be allowed to enter a plea and/or pay the fine by mail or at the police department; and,



4. The fact that the offender's signature on the citation is not an admission of guilt, but merely an indication that he has been advised of the above information.
- K. The officer will return the license (unless required to keep as per Georgia law) to the violator and provide the violator with the violator's copy of the citation or warning.
- L. If the violator refuses to sign the citation, the officer will explain the violation and contact a supervisor, if on duty, before arresting the violator. The officer will notate the refusal on the citation and any reports that are completed.
- M. The officer may assist the violator in safely re-entering the traffic flow, if necessary.

## **VII. PARKING ENFORCEMENT**

- A. Parking within the City of Guyton is regulated by the applicable laws of Title 40 O.C.G.A., specifically 40-6-200 through 40-6-207, and by the Guyton City Code.
- B. If the owner of the vehicle cannot be located, the officer should write a citation using the available information, and leave the violator's copy under the driver's side windshield wiper of the vehicle.

## **VIII. REQUEST FOR RE-EXAMINATION OF DRIVER**

- A. A law enforcement officer having discovered reasons to believe that a person is not physically or mentally qualified to be licensed should send that person's name, address, and date of birth to the Georgia Division of Driver Services stating the reasons for such belief.
- B. A request for re-examination will be made on Guyton Police Department Letterhead in a letter to the Driver's License Advisory Board of the Georgia Division of Driver Services. Physical or mental defects must be described in specific detail. The letter will be signed by the initiating officer and be reviewed and signed by the supervising officer. Copies of any reports generated as a result of the incident leading to the officer's belief should be sent along with the letter.

## **IX. ASSISTING MOTORISTS**

- A. At no time will an officer ride past a stranded or disabled motorist, unless the officer is already responding to a call for service or otherwise on official business which cannot be delayed. Officers who are on a call will notify the "911" dispatcher to have another unit to assist the motorist.

- B. Officers should not assist motorists by using jumper cables, due to the potential damage to the electrical system of the patrol vehicle, but should assist the motorists in obtaining a mechanic or wrecker service. Note: The officer will NOT recommend any specific business or wrecker service.
- C. A request to unlock a vehicle door will only be honored in situations where an individual is locked in the vehicle and cannot unlock the vehicle doors from the inside, where an animal is in distress, or other emergency. Note: The officer should NOT recommend any specific business to open a vehicle door. In case of an emergency and a door opening device is not available, the officer should request the assistance of the Effingham County Fire Department First Responder Unit.
- D. Officers will provide information and directions to all citizens in a courteous manner.
- E. Officer's may, at the request of a motorist, call for the on-call wrecker service, or a wrecker of the motorist's choice, for a disabled vehicle.
- F. With their supervisor's permission, officers may transport a stranded motorist to the nearest convenient location, within the City of Guyton, where necessary assistance may be obtained.
- G. Emergency assistance will be provided to motorists by police personnel in any of the following situations:
  - 1. The officer will contact the "911" dispatcher and request EMS personnel, and then render any and all first-aid within the scope of their training. Officers will use their vehicle's first-aid kit as necessary to provide care for injured persons until relieved by EMS.
  - 2. If a motorist requests an ambulance, regardless of the reason, one will be requested through the "911" dispatcher. Note: The Effingham County Fire Department First Responder Unit may be requested, at the discretion of the on scene officer.
  - 3. Fire Control - Even if the fire is extinguished by means of the police vehicle's fire extinguisher, Effingham County Fire Department units may still be requested.
  - 4. The Effingham County Fire Department will be requested for any vehicle fires or emergency rescue procedures that may be needed, through the "911" dispatcher.
- H. Travelers who find themselves without funds for food and shelter may be referred to one of the participating agencies for assistance.

## **X. SELECTIVE TRAFFIC ENFORCEMENT**

- A. The goal of selective traffic enforcement is to reduce traffic collisions and gain compliance with traffic laws. Selective enforcement measures will be used to assign personnel and equipment to specific geographical locations in order to provide preventive patrol for special categories of unlawful driving behavior.
- B. Traffic enforcement and preventive patrol will be based on an analysis of traffic collisions and enforcement action will be directed toward specific violations known to cause collisions. These include, but are not limited to:
1. Speeding - Aggressive enforcement of speeding laws will be made in areas where collisions are frequent and where complaints from citizens regarding speeding have been received. Speed detection devices will be used as an enforcement and preventive mechanism.
  2. Driving Under the Influence - The objective of selective enforcement of D.U.I. violations is to reduce alcohol or drug related traffic offenses by deploying units and personnel who are specially trained and equipped to apprehend alcohol-impaired drivers. Selective enforcement of D.U.I. laws includes:
    - a. Assignment of personnel during times and at locations where collisions are high or where there have been a number of D.U.I. law violations.
    - b. Selective surveillance techniques on roads where there is a large number of D.U.I. related collisions.
    - c. Roadside safety checks for deterrent purposes.
    - d. Selective enforcement of D.U.I. laws through concentration on existing laws.
  3. Other Violations - Violations such as failure to yield, failure to stop, failure to obey signals or traffic control devices, may be selectively enforced at intersections where analysis has shown a significant number of violations or collisions.
- C. GPD officers may evaluate the effectiveness of the selective traffic enforcement programs on a quarterly basis, and recommend changes accordingly.
- D. Personnel Deployment:

1. The deployment of traffic enforcement personnel will be based on an analysis of traffic collisions and citations written.
2. Traffic enforcement personnel will be deployed to areas which have shown the greatest amount of collisions or traffic related calls for service and during those times when these collisions and calls occur. Personnel should take appropriate action to enforce any violation that is known to cause collisions or adversely affect the general safety of the community.

## **XII. PEDESTRIAN AND BICYCLE ENFORCEMENT**

- A. Officers should consider issuing a warning, when appropriate, for bicycle and pedestrian violations.
- B. Officers observing bicycle or pedestrian violations committed by juveniles should consider contacting the parent or guardian of the violator to raise their awareness of the traffic regulations violated and to solicit their assistance in preventing future violations.

## **XIII. EQUIPMENT VIOLATIONS**

Officers may issue a citation or a warning (verbal or written), on any equipment violation, at the discretion of the officer, with consideration of the severity and hazard created by the violation, and whether it is unsafe to operate.

## **XIV. NO INSURANCE**

- A. When a vehicle is stopped and it is determined that the vehicle is not insured, the following actions will be taken:
  1. In the event the driver has insurance but cannot provide proof and the officer is confident insurance does in fact exist, the driver will be given a citation. The driver will not be taken to jail unless other circumstances dictate otherwise, such as additional violations.
  2. If it can be confirmed that no insurance is in effect for the vehicle, the vehicle will be towed to a location of the driver's choice at the driver's expense. Should the driver not provide a location for the vehicle to be towed, the vehicle will be towed to the wrecker company's storage area. Storage charges will be the responsibility of the driver. In the event the owner/driver refuses to contact or identify a wrecker company, the officer will request that the dispatcher notify the block wrecker.

**XV. SAFETY BELT AND CHILD PASSENGER SAFETY RESTRAINTS**

Officers of the Guyton Police Department should take appropriate action for each violation of the law governing safety belt and child passenger safety restraints. Officers will only issue a citation where they have an unobstructed view of a person not restrained.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 400-06**  
**“Traffic Collision Investigation”**

**CHIEF OF POLICE:** 

**CALEA STANDARD: Section 61.2**

**EFFECTIVE DATE: 03/01/23**

**INDEX AS: Traffic Collisions**  
**Collisions**

**LAST REVISED DATE:**

**Purpose:** To establish guidelines for traffic collision investigation and reporting.

**Policy:** It is the policy of the Guyton Police Department to respond to, investigate, and report collisions that occur within the limits of the City of Guyton involving any of the following circumstances:

- A. Death or injury;
- B. Leaving the scene of a collision (Hit and run);
- C. Driving under the influence;
- D. Damage to public vehicles or property;
- E. Collisions involving hazardous materials;
- F. Disturbance between principals (Vehicle drivers);
- G. Major traffic congestion, as a result of a collision;
- H. Damage to vehicles to the extent that towing is required;
- I. Damage to vehicles or property that exceeds \$500.00;
- J. Upon request of either involved party; and
- K. Private property collisions.

**I. GENERAL INVESTIGATION OF COLLISION PROCEDURE**

- A. Unless otherwise directed, the responding officer will be the investigating officer, and will be in charge of the collision scene.
- B. The responding officer should attempt to identify any injured persons, administer first-aid, and advise the “911” dispatcher if EMS, rescue personnel, or a wrecker are needed. The officer will also advise if another officer is needed for assistance.
- C. If there is a fire hazard or hazardous materials at the collision scene, the officer should respond as set forth in Section V. of this Order. The officer, if safe to do so, may attempt to extinguish the fire, or if unable to do so, remove the victims to a safe distance.

- D. The officer working the accident will investigate and determine the cause of the collision, if possible. Note the position of all the vehicles involved and take measurements when possible, if necessary. The officer should not allow the vehicles to be moved, (unless they represent a continuing danger or create an unreasonable traffic condition) until they have developed the necessary information that may be lost if the vehicles are moved. In the event of a serious or fatal collision, photographs should be taken and tire positions should be marked.
- E. The investigating officer will obtain the driver's license of the vehicle operator and proof of insurance. Valid insurance coverage on the involved vehicles may be obtained via G.C.I.C./N.C.I.C.
- F. The investigating officer will question and obtain names and addresses from any witnesses. Necessary information should be obtained by the officer as quickly as possible and witnesses should be allowed to leave the scene in a timely manner.
- G. After the preliminary investigation is completed, clear the roadway quickly and refrain from blocking any portion of the roadway while completing paperwork. Any roadway damage should be reported to the appropriate agency (Public Works or Georgia Department of Transportation) immediately, notifying the dispatcher of the type of damage.
- H. After the roadway is clear, the investigating officer should turn off the blue lights as quickly as possible, if this can be done without creating a hazard. This action eases traffic flow.
- I. Officers will issue a citation for any and all violations that result in a traffic collision, except in those situations where a determination of fault cannot be made based upon the evidence available to the officer, or when there is no apparent damage to either vehicle or other property. An officer will not issue a citation unless they possess probable cause to believe a specific violation has occurred.
- J. If the driver and/or passengers of any vehicle involved were transported from the scene because of injuries prior to the officer obtaining required information, the officer will follow up on obtaining the information at the hospital, after completing the on-scene investigation. Where injuries are minor and all needed information has been obtained at the scene, it is not normally necessary for the officer to conduct a follow-up investigation.
- K. The investigating officer or the supervisor on the scene of a collision should ensure that property belonging to persons in the accident is protected from theft or pilferage by placing it on a GPD vehicle inventory form prior to the vehicle being towed or removing it to a place of safekeeping recording the property on a property evidence form. The property can be released to the next of kin, or if the collision victim is in the hospital, to a designated hospital representative. In any case involving personal property, the investigating officer will fill out a property receipt, have the individual receiving the

property sign the receipt, and then attach the receipt to the collision report. If no one is willing to take charge of the personal property, the property will be turned into the property room, using established procedures.

- L. When investigating collisions at a railroad crossing, the investigating officer should document the crossing number, which is typically posted on the crossbuck post or gate.

## **II. COLLISIONS INVOLVING SERIOUS INJURY OR FATALITY**

### **A. Responding Officer's Responsibility**

1. The responding officer will arrive on the scene, parking at the edge of the scene (not in the scene area) and provide first-aid within the scope of the officer's training and knowledge to the surviving victims, if appropriate.
2. The responding officer will advise the "911" dispatcher of any emergency equipment needed, if it has not already arrived, and call for a supervisor to assist at the scene.
3. Upon determination that a fatality exists, the responding officer will advise their Supervisor. The Supervisor will notify all relevant personnel, to include the Chief of Police, GSP Traffic Unit Investigator, and police department Public Information Officer, if designated by the Chief of Police. Outside agencies to be contacted may include the Department of Transportation, railroad authorities, school systems, etc. In such cases, the vehicle(s) should not be moved prior to the completion of the on-scene investigation, unless absolutely necessary to preserve life or prevent further collisions.
4. The supervisor and any assisting units should also protect the scene by not driving into the scene area. The scene can be protected by the use of manual traffic direction, traffic cones, or requesting other barricades to detour traffic.
5. If it is necessary that surviving victims be transported from the scene, the responding officer will direct EMS personnel into and out of the scene, without disturbing the scene, if at all possible.
6. After survivors have been removed from the scene, the collision scene will be protected by diverting traffic from the area. Under no circumstances will wreckers or spectators be allowed to enter the collision scene, unless authorized by the investigating officer.
7. The responding officer(s) will attempt to secure the names, addresses, and phone numbers of witnesses.
8. If different from the investigating officer, the responding officer will complete a supplemental report, to be included in the investigative report.



## B. Investigating Officer's Responsibility

1. The investigating officer will arrive on the scene and park outside of the scene area.
2. The investigating officer will assume command of the collision scene. All pertinent information will be relayed to the investigating officer.
3. The collision scene will be protected as a crime scene. Other traffic (vehicular and persons) will be diverted or directed around the scene. Wreckers will wait for authorization from law enforcement prior to entering the scene.
4. Upon probable cause, any perpetrators or suspects at the scene will be detained by the investigating officer, either at the scene, or if injured, will be transported for medical treatment accompanied by law enforcement personnel.
5. No items such as vehicle parts, body parts, or deceased individuals should be disturbed or removed from the collision scene, if at all possible, before the investigation is completed.
6. If a fatality exists, EMS personnel should not remove the victim from the scene. However, if a victim must be removed, the investigating officer will document the position of the victim, before removal if possible. The Chief of Police will also be notified.
7. The investigating officer will complete all investigative reports and will be responsible for conducting and concluding the investigation, including initiating any criminal charges that may be forthcoming.
8. The investigating officer will be responsible for clearing the collision scene and impounding vehicles. The wrecker service(s) towing or impounding vehicles will clear the roadway of any wreckage debris at the collision scene, per O.C.G.A. 40-6-276.
9. The investigating officer will ensure the coroner has been notified in reference to any deceased person at the scene.
10. It will also be the responsibility of the investigating officer to ensure that every effort be made in contacting the victim's immediate family, prior to any news release.
11. The following reports, if applicable, will be prepared by the investigating officer, or at his direction, and maintained in the appropriate case file in the GPD Records Room, concerning a fatality.

- a. Vehicle collision report;
- b. Supplemental reports to collision report;
- c. Vehicle impound report;
- d. Arrest/booking report;
- e. Blood alcohol test(s) on victim;
- f. Blood alcohol test(s) on suspect;
- g. Photos of collision scene;
- h. Reports by medical examiner and/or coroner; and/or
- i. Warrants.

12. Expert and Technical Assistance - The investigating officer, if necessary to the investigation, may obtain expert or technical assistance in re-construction or investigation of the accident. This assistance can be, but is not limited to: photographers, surveyors, mechanics, physicists, physicians, or other specialists.

### **III. HIT AND RUN COLLISIONS**

A. First officer to arrive on the scene should:

1. Provide first aid, within the scope of his training and knowledge, and advise the dispatcher if additional emergency services are needed (EMS, Rescue, Fire Dept personnel, etc.);
2. Provide offender vehicle information and suspect information to other officers and dispatch as soon as possible;
3. If the hit and run involves a fatality or serious injury, notify a supervisor.

B. The investigating officer should:

1. Investigate and, if possible, determine the cause of the collision;
2. Examine the scene carefully for evidence left behind by the fleeing vehicle. The officer should pay careful attention to fluid spills, as this may assist in locating or determining flight direction of the fleeing vehicle;
3. Attempt to obtain paint samples from the victim's car and suspect's car, as deemed appropriate to the particular investigation;
4. Collect any vehicle parts found on scene as a result of the collision. These parts can be helpful in the investigation as part numbers can be matched to a specific year, make, or model of vehicle, narrowing the field of suspect vehicles;
5. Collect any other evidence, as allowed by applicable laws, that would aid in identifying the suspect's car;

6. If possible, give additional information for lookout broadcast;
7. Turn over all evidence collected at the scene to the Evidence Custodian;
8. Complete a Georgia Uniform Motor Vehicle Accident Report and place "Unknown" in the block where the driver's name is normally recorded.

#### **IV. COLLISIONS INVOLVING CITY VEHICLES**

- A. A complete investigation will be made of all circumstances involving vehicle collisions resulting in damage to Guyton City vehicles. All such reports will be forwarded to the Chief of Police. In instances where police personnel are held to be at fault, the Chief of Police will take the appropriate disciplinary action.
- B. In addition to the collision report, a memorandum for departmental use will be completed by supervisory personnel and turned in on all police department vehicle collisions.
- C. The following outline is to be used in reporting collisions involving police vehicles:
  1. The driver will notify the "911" dispatcher of the collision, giving the location and other pertinent information and request that a supervisor be dispatched to the scene.
  2. An accident report will be completed, outlining the severity of the damage, any injuries, etc.
  3. A supervisor will monitor the investigation and preparation of the report, using the outline of procedures as in other vehicle collisions. At least the next higher supervisor will oversee collisions involving supervisors.
  4. Police employees involved in an accident while operating a City vehicle will be given a urine and/or additional chemical testing, regardless of fault. The Shift Supervisor may require additional chemical testing after consultation with the Chief of Police.
  5. The Chief of Police, or their designee, will be notified by an on duty supervisor of any traffic collision involving a police vehicle where there are injuries or extensive damage to either vehicle.
  6. When the accident occurs outside the City of Guyton, the involved employee should immediately notify the law enforcement agency in the jurisdiction where the accident occurred and request an accident or incident report be accomplished by that agency. The involved employee will ensure a Guyton Police Department Supervisor is notified as soon as possible to ensure Section IV of this General Order is implemented.

## **V. COLLISIONS INVOLVING HAZARDOUS MATERIALS**

- A. When an officer arrives on the scene of a collision and a hazardous material is observed or suspected, or the driver of the vehicle has identified it as a hazardous material, the officer will notify the “911” dispatcher and other responding units and request fire equipment immediately, through the “911” dispatcher, along with a supervisor and adequate units to block off the area.
- B. If the placard number or color code is visible to the officer, or the driver has identified the material, this information should be relayed to the “911” dispatcher immediately. The officer should NOT approach the vehicle to obtain this information nor allow anyone other than fire or rescue personnel to approach the collision scene.
- C. If there is smoke, vapor, or a cloud present, the officer should be positioned upwind and keep all non-emergency personnel out of the area.
- D. When the material has been identified and is determined to be a hazardous material, the on scene supervisor will notify the Chief of Police and will comply with instructions from the senior fire officer at the scene. If a police officer is contaminated with the hazardous material, he may request medical attention from on scene personnel or dispatch.

## **VI. ADVERSE WEATHER COLLISIONS**

- A. During adverse weather emergencies, minor traffic collision investigations, consisting of property damage only, may be suspended upon the order of the Chief of Police or their designee. Citizens involved in these types of collisions will be directed to come by the Police Department to file a report. In all collisions where injuries are involved, they will be investigated and handled in accordance with established collision investigation procedures.

**GUYTON POLICE DEPARTMENT**  
**GENERAL ORDER 400-07**  
**“Traffic Direction and Control”**

**CHIEF OF POLICE:** 

**CALEA STANDARD:** Section 61.3

**EFFECTIVE DATE:** 03/01/23

**INDEX AS:** Traffic Direction

**LAST REVISED DATE:**

**Purpose:** To establish procedures and guidelines for directing vehicular and pedestrian traffic.

**Policy:** It is the policy of the Guyton Police Department to attempt to minimize traffic congestion and to maintain the safe and efficient flow of vehicular and pedestrian traffic.

**I. OBJECTIVES**

- A. The major objectives of the officer directing traffic are to minimize traffic congestion problems and maintain the safe flow of vehicular and pedestrian traffic. Specifically, the officer is responsible for the following, when applicable to the instant circumstances:
1. Regulating the flow of traffic;
  2. Control of turning movements;
  3. Coordinating vehicle movements with the flow at adjacent intersections;
  4. Detouring traffic, if necessary;
  5. Controlling pedestrian movement;
  6. Arranging for the removal of obstructions to the traffic flow;
  7. Providing for emergency vehicle movements; and
  8. Rendering aid and assistance to motorists and pedestrians.

**II. MANUAL DIRECTION OF TRAFFIC**

- A. Guyton Police Personnel engaged in the manual direction of traffic should utilize such techniques as directed by the Chief of Police or their designee. Such techniques

represent the methods preferred by the Guyton Police Department. Other methods may be used, so long as they are clear and easily understood.

- B. Any officer assigned to direct traffic must wear their issued traffic safety vest or in periods of inclement weather, their issued raincoat.

### **III. TRAFFIC DIRECTION AT COLLISION SCENES**

- A. Minor traffic collisions requiring a collision report do not always present a major problem relative to traffic direction. In these cases, the officer should note the position of each vehicle and other relevant physical evidence. Vehicles may be moved to a safe location to restore safe traffic flow as soon as reasonably possible.
- B. In collisions requiring an investigation, or where the vehicles may not be removed right away, the scene may need protection for an extended period. In these cases, the investigating officer should follow these procedures:
  - 1. Summon sufficient personnel to handle traffic direction responsibilities;
  - 2. Utilize sufficient necessary equipment to protect the scene (barricades, traffic cones, etc.);
  - 3. Detour traffic and notify Georgia Department of Transportation if detour effects state routes;
  - 4. Give priority attention to collecting the information necessary at the scene, to facilitate restoring the normal flow of traffic;
  - 5. Restore the scene to a safe condition; and
  - 6. Continue traffic direction duties until the traffic flow is back to normal.

### **IV. TRAFFIC DIRECTION AND CONTROL AT FIRE SCENES**

- A. Officers directing traffic at fire and emergency scenes will ensure that all private vehicles, as well as their police vehicles, are well clear of the emergency scene and are not obstructing emergency vehicles or other traffic. The GPD is on scene to support the operations of the Effingham County Fire Department.
- B. Officers will follow these procedures, when directing traffic at a fire scene:
  - 1. Summon sufficient personnel to handle vehicular and pedestrian traffic;
  - 2. Utilize sufficient equipment to protect the scene (barricades, traffic cones, etc.);

3. Detour traffic, as necessary. No vehicles should be permitted to cross a fire hose without the approval of on-scene fire personnel;
4. Restore the normal traffic flow, after the termination of the emergency; and
5. Continue traffic direction duties until the fire scene is cleared or the normal flow of traffic can be restored.

## **V. TRAFFIC DIRECTION AT SPECIAL EVENTS**

- A. Upon learning of a special event, the Chief of Police or their designee will plan the police response to the event. A GPD operations plan will be completed for special events. The following procedures may be utilized:
  1. The time, location, and anticipated attendance will be determined;
  2. The perimeter streets of the special events will be used to maximum advantage by eliminating or increasing parking space, making temporary streets, or blocking off the street completely (State highways may not be blocked without the prior approval of the DOT);
  3. Provide for adequate emergency services access to the area;
  4. Provide for adequate crowd control. If the event is a parade, ropes may be used along the parade route, with officers stationed at intervals, as needed and at key intersections for traffic/crowd control;
  5. Ensure adequate publicity for any changes in street utilization, parking availability, public transportation services, and the location of the event or the parade route; and
  6. Provisions should be made for identifying those individuals working directly with the event, to assist them in crossing police lines. This includes promoters of the event, vendors, and press personnel.

## **VI. TRAFFIC CONTROL DEVICES**

- A. Temporary traffic control devices, such as traffic cones, barricades, etc., may be obtained from the City of Guyton, if available. These devices will be utilized, when necessary, at a special event or emergency scene, to provide traffic and/or crowd control. The Chief of Police or their designee will have the authority to request these devices and determine the location for their use.
- B. Temporary devices will be removed when the event or emergency situation is over and will be returned to the relevant department.

## VII. ADVERSE ROAD AND WEATHER CONDITIONS

- A. Upon the onset of adverse weather conditions, such as fog, rain, snow, smoke, smog, or blowing debris, the Chief of Police or their designee will make a determination if traffic control is needed and what type of control to use. This control can include the complete stopping of traffic or the detouring of traffic, to maintain a safe and orderly flow of traffic. All detouring of traffic on state routes must be discussed with a representative of the Georgia Department of Transportation.
- B. Special road conditions, such as downed power lines or road construction areas, will require the responding officer to provide for the safety of the public, as well as to maintain the safe flow of traffic.
- C. If the power lines that are on the roadway are still charged or “hot”, all vehicular and pedestrian traffic will be stopped. The Georgia Power Company and the GPD will be contacted immediately to secure the area.
- D. If a road construction site requires that traffic go into the oncoming traffic lanes, a minimum of two officers will be utilized. These two officers will coordinate their efforts to have traffic flowing in only one direction at a time.

## VIII. ESCORT SERVICES

- A. Emergency escorts consist of aiding an emergency or private vehicle that is involved in an emergency in the swift yet safe navigation of the streets. These escorts should be provided by marked units with the emergency lights and siren activated, as needed. Escorts will be limited to blocking intersections; police vehicles should not be used to lead or follow other emergency vehicles, unless exigent circumstances exist.

Note: Escorting civilian vehicles under emergency conditions should be avoided whenever possible. When conducted, the escort vehicle should proceed at a controlled and reasonable speed, adhering to the posted speed limit whenever possible. In medical emergencies, the patient should be transported by ambulance, whenever possible.

- B. Non-emergency escorts consist of either aiding a non-emergency vehicle(s) through traffic, or providing security for vehicles and persons who require and request such an escort. Some examples of a non-emergency escort include:
  - 1. Hazardous cargo carriers;
  - 2. Oversized vehicles, i.e. house moves, farm machinery;
  - 3. Funeral processions; and
  - 4. Escorts of business people to or from the bank with large sums of cash or other valuable property.



# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 400-08

### “D.U.I. Enforcement”

CHIEF OF POLICE: 

CALEA STANDARD: 61.1.10, 11

EFFECTIVE DATE: 03/01/23

INDEX AS: DUI Enforcement  
Sobriety Tests  
Implied Consent

LAST REVISED DATE:

Purpose: To establish the Guyton Police Department's alcohol enforcement countermeasures program and to establish procedures for the handling of suspected D.U.I. offenders.

Policy: It is the policy of the Guyton Police Department to stop, arrest, and prosecute any person in control of a moveable vehicle while illegally under the influence of alcohol and/or drugs.

#### I. PROACTIVE ENFORCEMENT

- A. The primary objective of proactive enforcement is to reduce alcohol and/or drug related traffic collisions by fielding units to actively seek out alcohol or drug impaired drivers.
- B. GPD officers can be assigned to peak workload and traffic hours, for the purpose of working traffic and D.U.I. related incidents. When deployed in this manner, Officers are expected to spend the majority of their patrol time in high traffic areas where there has been shown to be a significant number of D.U.I. drivers and other traffic law violations and collisions. This does not relieve other patrol units assigned to a zone from performing D.U.I. detection measures.
- C. Roadside safety checks:
  - 1. Roadside safety checks are temporary operations in which officers stop all traffic to inspect individual vehicles or their contents, or to interview drivers.
  - 2. Such checks may be initiated by the shift supervisor with the approval of the Chief of Police or their designee. Roadside safety checks **MUST** be preapproved by the Chief of police or their designee.
  - 3. Checks must have a specific purpose to include but not limited to detection of intoxicated drivers, seatbelt checks, searching for inmate escapees, etc. Roadside safety checks will not be used for general crime deterrence/detection.

4. During a roadside safety check, all vehicles will be stopped. If vehicles start to backup or create a traffic hazard, vehicles may be allowed to start moving through to allow the traffic backup/hazard to dissolve.
5. Roadside safety checkpoints should be established in an area where approaching motorists have a clear field of view, and plenty of warning that they are approaching a checkpoint.
6. All officers involved, and out of their vehicles, will wear reflective vests.
7. The approving supervisor will complete a memorandum to the Chief of Police after the completion of any roadside safety check outlining the following:
  - a. The date and time of the check(s);
  - b. The duration of the check(s);
  - c. The location(s) of the checks(s);
  - d. The specific purpose of the check(s);
  - e. The total number of officers used in the check(s); and
  - f. A summary of enforcement activity during the check(s).

## **II. ESTABLISHING REASONABLE SUSPICION/PROBABLE CAUSE**

- A. Reasonable suspicion is established when the officer observes either or both of the following types of clues that may be indicative of driving under the influence;
  1. Vehicle maneuvers;
  2. Human indicators.
- B. Drivers operating their vehicle in any manner which would cause the officer to believe there is a high probability of intoxication by alcohol or drugs should be stopped and the cause for the erratic driving ascertained. A few examples of deviations from normal driving, for which the officer should be alert, include, but are not limited to:
  1. Driving in spurts, slow and then fast, or vice versa;
  2. Unreasonable speed where geographical characteristics or other circumstances would ordinarily compel a more moderate rate of speed;
  3. Frequent lane changes, coupled with excessive speed;
  4. Improper passing without sufficient clearance or cutting in;
  5. Stopping beyond or far from traffic control devices, or disregarding such devices;
  6. Jerky starting or stopping;

7. Driving unreasonably slow;
8. Intermittent crossing of centerline or running off the right side of the roadway;
9. Turning with a wide radius;
10. Straddling center of lane marker;
11. Almost striking object or vehicle;
12. Weaving;
13. Driving on other than designated roadway;
14. Swerving;
15. Speed more than 10 miles above or below the speed limit;
16. Stopping without cause in traffic lanes;
17. Following too closely;
18. Drifting;
19. Tires on centerline or lane marker;
20. Braking erratically;
21. Driving into opposing or crossing traffic;
22. Signaling inconsistent with driving actions;
23. Slow response to traffic signals;
24. Stopping inappropriately;
25. Turning abruptly or illegally;
26. Accelerating or decelerating rapidly;
27. Driving at night without lights;
28. Failure to dim headlights at night when approaching traffic.

- C. These listed deviations, when considered in light of the totality of circumstances, or in combination with each other, may constitute reasonable suspicion for an officer to believe a suspect driver is driving under the influence of alcohol or drugs. The list is not intended to be all-inclusive.
- D. Once an officer has reasonable suspicion to believe a driver is under the influence of alcohol and/or drugs, every reasonable effort should be made to stop the individual to determine if the driver is DUI. It is not necessary to obtain any further observations of the individual's manner of driving. To allow the suspect to proceed for this purpose could result in a collision.
- E. Once the suspect has been stopped and there is a reasonable suspicion of DUI, the officer **SHOULD NOT** allow the suspect to drive their vehicle any further.
- F. The gathering of evidence continues as the suspect is apprehended. Some of the reactions observed during the apprehension are:
1. An unusually fast compliance to the blue lights and/or siren or a so-called "screeching halt", either on or off the highway;
  2. A slowness or hesitancy to comply;
  3. A seeming ignorance of the attempts made to stop the vehicle;
  4. An attempt to outrun the patrol vehicle;
  5. Over diligence in the use of arm signals as the vehicle is being stopped;
  6. An attempt to dispose of bottles or cans of alcoholic beverages by dropping or throwing them from the vehicle.
- G. On any traffic stop, the officer should always be alert for any signs that the driver may be under the influence of alcohol and/or drugs, even though the individual's driving may not have indicated the probability of such influence. The following examples may be symptoms of the driver's true condition:
1. The odor of intoxicants (Alcoholic Beverage) on the breath;
  2. Attitudes reflecting alcohol influence, such as signs of nervousness, cockiness, unusual cheerfulness, apparent hesitancy in complying with lawful orders or instructions;
  3. The appearance associated with the lack of sleep;
  4. Poor motor skills;

5. Poor enunciation, slurred speech;
6. An apparent difficulty in understanding simple questions or instructions.

#### H. Non-alcohol Related Causes

1. It must be realized that other circumstances may cause a person to exhibit signs and symptoms of intoxication, such as:
  - a. Prescription drug use;
  - b. Illegal drug use;
  - c. Injuries and diseases of the nervous system;
  - d. Fumes of such materials as carbon monoxide, gasoline, or paint thinners;
  - e. Diabetics in need of insulin;
  - f. Diabetics who have taken an overdose of insulin;
  - g. Serious kidney ailments;
  - h. Head injuries;
  - i. Other medical problems.
2. It is imperative that the possibilities of such conditions be explored:
  - a. So that a person who is ill or injured may receive medical attention and not suffer further aggravation by being incarcerated;
  - b. To prevent an innocent person being prosecuted;
  - c. To anticipate a possible defense, real or alleged, to the charge of intoxication.

### **III. FIELD SOBRIETY TESTS**

#### A. General

1. The officer must be able to perform any field sobriety test(s) he requests the suspect to perform and may have to demonstrate these in court.

2. The suspect should be requested to wait until the officer has completed the instructions, before attempting the field sobriety test.
3. After the instructions are given, the officer should ask the suspect if he understands the task to be performed.
4. The instruction and demonstration phase, prior to each test, should serve as an opportunity for observing an indication of impairment. The following may occur and should be noted:
  - a. Suspect may begin test simultaneously with instructions;
  - b. Suspect may disregard or stop instructions, claiming he knows what the officer wants and then proceed without complete instructions;
  - c. Suspect may have trouble comprehending instructions, as indicated by his questions or his inability to begin the test;
  - d. Suspect may not comprehend or remember instructions, as indicated by his performance;
  - e. Suspect may hurry through the test, with a display of arrogance.

#### B. Recommended Field Sobriety Tests

1. The Guyton Police Department recommends that officers trained in Standardized Field Sobriety Testing (SFST), utilize the Horizontal Gaze Nystagmus, walk and turn, and one leg stand sobriety tests, as required by the particular case and commensurate with their training and experience.
2. Other tests may be performed at the discretion of the officer, commensurate with his training and experience.

#### C. Alco-Sensor

1. Alco-sensors or other mechanical screening test(s) are not mandated by law but may be used as an investigative aid in determining if a person should be transported for a designated chemical test(s). Officer will be trained in the use of the Alco-sensors. Alco-sensors will be used in accordance with operating instructions.
2. Officers are not required to read the Implied Consent Warning prior to administering an Alco-sensor test.

3. Violators who fail an Alco-sensor test should be advised that they have tested positive for alcohol and be transported to the Effingham County Jail for an evidentiary test on the Intoxilyzer.

#### **IV. IMPLIED CONSENT**

- A. When an individual suspected of driving under the influence of alcohol and/or drugs is taken into custody, the arresting officer will:
  1. Advise the driver that he is under arrest for the observed traffic law violation and D.U.I;
  2. Immediately read the appropriate Implied Consent Warning to the person arrested and secure, **at the scene**. The Implied Consent Warning should not be read again unless additional tests are requested or suspect stops the officer and advised he does not understand Implied Consent. Implied consent should be reread once in these cases.
  3. All officers will be issued and maintain a current copy of the Implied Consent Warnings.

#### **V. STATE ADMINISTERED CHEMICAL TESTS**

- A. After a person has been arrested, advised of the Implied Consent Warning, and has agreed to the designated chemical test(s), the arresting officer will;
  1. Make arrangements for the safe guarding of the individual's vehicle, by either impoundment or removal by a third party upon the request of the driver. Note: the third party response time should be no more than would be allowed for the arrival of the requested or on call wrecker service.
  2. Under normal circumstances, the subject should be transported to the Effingham County Jail for a Breath Test. A Blood Test may be conducted if the officer determines that the Breath Test may be ineffective.
- B. The Intoxilyzer test will normally be operated by a Sheriff's Office employee at the County Jail. However, officers who are certified operators can be utilized as necessary. The Intoxilyzer operator will:
  1. Administer the test;
  2. Make four (4) copies of the Intoxilyzer printout, for the following purposes:
    - a. Copy to be attached to the citation
    - b. Copy to be given to the violator

- c. Copy for the arresting officer
- d. Copy for the case file

C. Additional Tests:

1. If the violator requests an additional test, the arresting officer has a legal responsibility to allow the individual to make arrangements for the test.
2. If the arrestee refuses the state-administered chemical test, he has no right to request an additional test.

## VI. REPORTING

A. The arresting officer will complete the appropriate report(s) as necessary:

1. Detailed incident report (Stat 5) stating the reasonable suspicion for the traffic stop and the probable cause for the arrest to include; the officer's observations, the field sobriety test administered and results, the results of the chemical test(s) or that the chemical test was refused, and any citations issued.
2. Detailed collision report, (Stat 6), stating the circumstances of the collision, to include the cause of the collision, the probable cause for the arrest, on-scene field sobriety tests and results, and any citations issued. If the arrestee is injured in the collision and cannot perform the field sobriety tests, the officer should request a state administered blood alcohol test.
3. The officer will complete a DPS1205 form as required by law except in cases where blood is drawn.



# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 400-09

### “Use of Speed Detection Devices”

CHIEF OF POLICE: 

CALEA STANDARD: 61.1.9

EFFECTIVE DATE: 03/01/23

INDEX AS: RADAR  
LASER

LAST REVISED DATE:

Purpose: To establish proper procedures for the utilization of speed detection devices for traffic law enforcement.

Policy: It is the policy of the Guyton Police Department to utilize RADAR and LASER as the sole devices for the detection of speed violators. No other speed detection device is sanctioned by the Guyton Police Department (this does not prohibit the use of "pacing" as a means of speed detection). No police personnel will be authorized to use RADAR or LASER speed detection devices for enforcement purposes before they are properly trained and certified.

#### I. GENERAL

- A. Officers will operate only departmentally issued RADAR and LASER units approved by the Chief of Police.
- B. All officers will comply with the manufacturer's recommended procedures for the proper care, upkeep, and programmed maintenance of the speed detection device operated by the Guyton Police Department.
- C. Each speed detection device will be re-calibrated by a certified technician each year.
- D. Maintenance records and certifications will be maintained by the Chief of Police or their designee.
- E. Any speed detection device becoming inoperable or damaged will be immediately taken out of service and reported to the Chief of Police or their designee.

#### II. TRAINING AND CERTIFICATION

- A. Any officer desiring to operate a RADAR must first complete a mandated training course and be certified by the Georgia POST Council in the use of RADAR.

- B. Officers certified by POST in the use of RADAR for enforcement purposes will attend a mandated training course and be certified by the Georgia POST Council in the use of LASER.

### III. OPERATIONAL PROCEDURES

- A. Speed detection devices will only be operated on streets approved by the Department of Transportation.
- B. The operator should run the speed detection device in a location with a high incident level of traffic collisions and/or an area where excessive speed has been or presently is a traffic problem.
- C. The chosen location will be conducive to the effective and safe operation of the speed detection device. No stationary speed-detection device may be employed where the vehicle from which the device is operated is obstructed from the view of approaching motorists or is otherwise not visible for a distance of at least 500 feet. (O.C.G.A. 40-14-7)
- D. The RADAR speed detection device will be tested at the beginning and end of each shift. The LASER speed detection device will be tested at the beginning of each shift.
1. Each such test will be conducted in accordance with the manufacturer's recommended procedure and documented.
  2. Any speed detection device not meeting the manufacturer's minimum accuracy requirements will be removed from service, until it has been repaired and re-certified by a qualified technician.
  3. The operator will perform an accuracy test of the RADAR upon the request of any violator against whom the officer is making a case based on the use of the RADAR.
  4. Tuning forks must be maintained with the RADAR unit to which they are assigned. Tuning forks may not be swapped or shared between units.
- F. Evidence obtained by a speed detection device may be inadmissible in court if:
1. The suspect vehicle is within 500 feet of a speed detection device warning sign, therefore the speed detection device may not be used within 500 feet of a speed detection device warning sign;
  2. The suspect vehicle is within 300 feet of a reduction of a speed limit sign, therefore the speed detection device may not be used within 300 feet of a speed reduction sign;

3. The violation has occurred within 30 days following posting of the reduction of the speed limit, in the area where the violation occurred;
4. The violation occurred on any portion of any highway which has a grade in excess of 7 percent;
5. The speed of the vehicle does not exceed the posted speed limit by more than ten miles per hour, except in properly marked school zones (one hour before, during, and one hour after, the normal hours of school operation) and in properly marked residential districts.

Note: For the purposes of this Order, thoroughfares with speed limits of 35 mph or more may not be considered residential districts.

#### **IV. CALIBRATION RECORDS**

- A. Test logs for each speed detection device unit will be maintained in a separate file for each device.
- B. Each operator, within 90 days or as soon as the citations have been disposed of, will turn in all completed logs to the Chief of Police or their designee.
- C. The test logs and calibration records for each individual RADAR and LASER unit will be maintained by the Guyton Police Department.

#### **V. PROCEDURES FOR RADAR AND LASER DEVICES**

- A. All speed detection devices are considered sensitive technical instruments, and as such users are expected to protect the unit and its component parts from undue abuse and/or misuse. Normal wear and tear by field use is expected and with respect to the length of time in service, reasonable damages may occur. Unusual amounts of wear and tear and/or evidence of tampering, intentional or negligent damage to any City of Guyton owned speed detection device will not be deemed acceptable.
- B. Anytime a speed detection device is discovered in need of repair, the exact description of the disrepair will be identified in writing and the unit will be delivered to the Chief of Police or their designee by the operator of the unit. No operator has the permission to perform any type of adjustments or repairs to the devices or components of the speed detection device. No device will be taken to any service technician or department without the expressed permission of the Chief of Police or their designee. No operator will alter or direct wire the device into the vehicle power source or have anyone else direct wire the device without prior consent from the Chief of Police or their designee.
- C. Speed detection device operators are assigned a specific device and are held accountable for safeguarding the integrity of the device. These devices/components will not be transferred or exchanged without permission of the Chief of Police or their designee. All

devices are proprietary and as such, operators cannot borrow items such as antennas, tuning forks, logbooks, cords, etc., from one device to another.

- D. Following basic radar and laser training, Officers are expected to follow through with completing the necessary steps toward achieving certification in the use of a speed detection device. After completion of training and upon receiving certification for use, speed detection devices will be issued at the discretion of the Chief of Police or their designee.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 400-10

### “Vehicle Impound and Towing”

CHIEF OF POLICE: 

CALEA STANDARD: 61.4.3

EFFECTIVE DATE: 03/01/23

INDEX AS: Impound Towing  
Wreckers

LAST REVISED DATE:

Purpose: To establish procedures for the towing, storage, release, and search of impounded or seized vehicles, and to provide an equitable system for wrecker services requested by the City of Guyton Police Department.

Policy: Vehicles will be impounded in accordance with state law governing the removal of vehicles by police officers.

#### I. AUTHORITY OF OFFICERS TO REMOVE VEHICLES (O.C.G.A. 40-6-206)

- A. Officers are authorized to remove or require the driver to remove vehicles from the highway or public property when:
1. The vehicle is outside a business or residential district whenever the vehicle is stopped, parked, or left standing, whether attended or unattended, upon the roadway, and it is practical to stop, park, or leave vehicle off the roadway. (O.C.G.A. 40-6-202)
  2. Such vehicle is unattended and left illegally standing upon any highway, bridge, causeway, or in any tunnel.
  3. A report has been made that such vehicle has been stolen or taken without the consent of the owner.
  4. The person or persons in charge of such vehicles are unable to provide for it's custody or removal, and there exists a legitimate need to remove the vehicle.
  5. The person driving or in control of such vehicle is arrested for an alleged offense for which the officer is required by law to take a person arrested before a proper magistrate without unnecessary delay.
  6. Any vehicle has been left upon a highway unattended for 24 hours or more.

7. Such vehicle is stopped, except when traffic congestion makes movement impossible, on a controlled access highway which is part of the National System of Interstate and Defense Highways, for more than eight hours, unless such vehicle constitutes a traffic hazard, in which case it may be removed immediately.
8. Because uninsured vehicles pose a threat to the public safety and health, an officer is authorized to remove or cause to be removed to a place of safety the vehicle of a person who is charged under subsection (a) or (b) of Code Section 40-6-10 [Proof of Insurance] if such person admits to the officer that there is no insurance in effect on the vehicle or if the officer verifies that the proof of insurance provided by such person is fraudulent.
9. The vehicle is left unattended on a public street, road, or highway or other public property for a period of at least five days and the officer reasonably believes that the person who left the vehicle unattended does not intend to remove such vehicle. (40-11-3)
10. The vehicle is left unattended on a public street, road, or highway, or other public property, and such vehicle poses a threat to public health or safety. (40-11-3)

B. Vehicles abandoned on private property:

1. Vehicles abandoned on private property will not be impounded by an officer of the Guyton Police Department. The removal of such vehicles shall be the responsibility of the property owner, unless the vehicle is stolen.
2. All vehicles abandoned upon private property should be checked through GCIC/NCIC to determine if the vehicle is stolen.
3. The property owner may contact a towing service for removal of the vehicle if the vehicle is not stolen. If the identity of the vehicle owner is not known by the property owner, the towing service may contact the police department in accordance with O.C.G.A. 40-11-2 for the information.
4. Officers will not assist property owners in the selection of a wrecker nor may the officer request dispatch to summons a wrecker regarding the removal of a vehicle from private property.

## **II. REMOVAL OF VEHICLES IN VIOLATION, WRECKED, OR DISABLED**

- A. When vehicles need to be towed, due to violation, being involved in an accident, or being disabled, Officers will solicit from the involved driver(s) a preference of wrecker companies. If the driver(s) have no preference, the dispatcher will be notified and the on-call wrecker will be dispatched. Officers will not suggest a specific wrecker company to

a driver(s). No officer will attempt to direct business to any particular wrecker service nor divert business from a particular wrecker service.

- B. When the involved driver(s) requests a specific wrecker company, the Dispatcher will be notified of this request and it will be honored, with consideration given to the proximity of the desired towing service and the amount of time necessary for said service to respond.
- C. For accurate and complete records, the following information will be communicated to the dispatcher:
  - 1. Case Number and Type of Call;
  - 2. Wrecker company;
  - 3. Date, time, and location vehicle was towed from;
  - 4. Description of vehicle including make, model, color, and tag number; and
  - 5. Who requested the wrecker.
- D. Vehicles that are towed are to be taken to the lot of the towing service, unless otherwise specified and agreed upon by the owner/operator and the wrecker driver.
- E. If the operator of a vehicle is arrested, they may be allowed to turn the vehicle over to a third party if they wish, provided that the third party is not also under arrest, has a valid driver's license, and can legally operate the vehicle. Officers may also give the arrested person an opportunity to have someone come to take control of the vehicle, provided that the individual can arrive on the scene within a period of twenty minutes and there is adequate proof of insurance in effect on the vehicle.
- F. Officers will not make a decision regarding whether or not a rollback wrecker is necessary. That decision will be left to the owner of the vehicle and the wrecker driver.
- G. Vehicles that are towed are to be taken to the impound lot maintained by the towing service, unless otherwise specified and agreed upon by the owner/operator and the wrecker driver, or dictated for law enforcement purposes.
- H. Officers will not drive the vehicles of arrested persons to the police department or any other location. Officers may move the vehicle from the roadway, if it presents a traffic hazard, which cannot be managed prior to the arrival of the wrecker.
- I. The original copy of the Vehicle Storage Receipt will be maintained in an Impounded Vehicle file, maintained by the records section, until such time as the vehicle is released to the owner. Once the vehicle is released, the form will be maintained in the case file.

### **III. NOTIFYING THE VEHICLE OWNER**

The Records Section will attempt to notify the owner of any unattended vehicle towed at the direction of a Guyton Police officer within 72 hours of the tow. (O.C.G.A. 40-11-3).

### **IV. TOWING VEHICLES FOR EVIDENTIARY PURPOSES**

- A. Vehicles towed for evidentiary purposes may be towed to the GPD for processing. Once a vehicle is seized for evidentiary purposes, a police officer/detective will accompany the vehicle to GPD and remain with the vehicle until it is turned over to the custody of laboratory personnel.
- B. The vehicle should not be searched or tampered with except by Crime Scene Personnel.
- C. Any vehicle towed to the GPD for any reason may have the case number associated with the vehicle clearly displayed on the dash of the vehicle.

### **V. TOWING OF RECOVERED VEHICLES**

- A. If it is possible and practical, recovered vehicles should be processed at the recovery site and released to the owner without towing.
- B. When the officer is unable to contact the owner to take custody of the vehicle within a reasonable amount of time, or when the vehicle cannot be processed on-site, the vehicle may be impounded and a Vehicle Storage Receipt completed.
- C. When a stolen vehicle is recovered, the G.C.I.C./N.C.I.C. entry will be cleared immediately by the agency who entered the vehicle into G.C.I.C./N.C.I.C. and a copy of the Status 5 or Status 5 supplemental documenting recovery of the vehicle will be forwarded to the Chief of Police or their designee.

### **VI. "HOLD" ORDERS**

- A. Officers wishing to place a hold on a vehicle must first obtain the permission of the Chief of Police or their designee.
- B. The reason for the hold will be noted on the Vehicle Storage Receipt and included in the supplement report of the incident report.
- C. Wrecker services will not release any vehicle from the impound lot upon which a "hold" order has been placed, without the permission of the Police Department. A "hold" order will be indicated on the Vehicle Storage Receipt, which will be provided to the wrecker driver by the officer investigating the incident, which required the wrecker.
- D. All "held" vehicles may be released to the owner upon proof of ownership, which may be the title, registration, or tag receipt.



- E. Whenever a “hold” is placed on a vehicle, only the Chief of Police or Detective responsible for the case will be authorized to release the vehicle. If there is no hold on the vehicle, it may be released by the wrecker service.
- F. Once a “held” vehicle is released by the Department, the Records Section will fax or otherwise transmit a written authorization to release the vehicle to the wrecker company in possession of the vehicle.
- G. Release of a “held” vehicle will be documented on a Status Five supplement which will be identified by the same case number as assigned to the original report detailing the police action which resulted in the impoundment of the vehicle. The supplement will include information documenting who the vehicle was released to (make photocopy of driver's license), the officer authorizing said release, the date and time the vehicle was released and any unusual circumstances which may exist.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 400-11

### “Racial & Biased Based Profiling”

CHIEF OF POLICE: 

CALEA STANDARD: Chapter 1.2.9

EFFECTIVE DATE: 03/01/23

INDEX AS: Biased Based Profiling

LAST REVISED DATE:

#### PURPOSE

The purpose of this policy is to unequivocally state that the Guyton Police Department does not endorse any use of racial or biased based profiling as practice or procedure to perform and accomplish law enforcement objectives. This policy outlines strict guidelines to prevent and identify such occurrences and to afford protection to officers when they act within the dictates of the law and this policy from unwarranted accusations.

#### I. DISCUSSION

- A. A fundamental right guaranteed by the Constitution of the United States to all who live in this nation is equal protection under the law. Along with this right to equal protection is the fundamental right to be free from unreasonable searches and seizures by government agents. Citizens are free to walk and drive our streets, highways, and other public places without police interference so long as they obey the law. They also are entitled to be free from crime, from the depredations of criminals, and to drive and walk our public ways safe from the actions of reckless and careless drivers.
- B. The Guyton Police Department is charged with protecting the rights of all persons, regardless of race, color, religion, gender (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information, immigration status, housing status, and language fluency.
- C. Because of the nature of their business, law enforcement officers are required to be observant, to identify unusual occurrences and law violations, and to act upon them. It is this proactive enforcement that keeps our citizens free from crime, our streets and highways safe to drive upon, and that detects and apprehends criminals.

- D. This policy is intended to assist sworn officers of the Guyton Police Department in accomplishing this total mission in a way that respects the dignity of all persons and yet sends a strong deterrent message to actual and potential lawbreakers that if they break the law, they are likely to encounter the police.

## II. DEFINITIONS

- A. **Racial/Biased based profiling:** The detention, interdiction, selection, or other disparate treatment of any person solely on the basis of common traits they possess by belonging to a certain group, race, color, religion, gender (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information, immigration status, housing status, and language fluency or any other identifiable characteristics.
- B. **Reasonable suspicion:** Also known as articulable suspicion. Suspicion that is more than mere conjecture and is based on a set of articulable facts and circumstances that would warrant a person of reasonable caution in believing that an infraction of the law has been committed, is about to be committed, or is in the process of being committed, by the person or persons under suspicion. This can be based on the observations of a police officer combined with his or her training and experience, and/or reliable information received from credible outside sources.

## III. POLICY

- A. It is the policy of the Guyton Police Department that the practice of racial and biased based profiling by officers of this agency is prohibited. It is further the policy of this department to patrol, in a proactive manner, to aggressively investigate suspicious persons and circumstances, and to actively enforce the law. Citizens will only be stopped or detained when there exists reasonable articulable suspicion to believe they have committed, are committing, or about to commit an infraction of the law. Officers may focus on the individual's conduct and behavior, specific suspect information, and other factors such as location, time of day, and past criminal behavior. The "911" dispatcher should be notified by the initiating officer of all investigative encounters.
- B. The policy against racial and biased based profiling will be enforced in all phases of law enforcement operations, to include but not limited to traffic contacts, field contacts, and in asset seizure and forfeitures.
- C. All officers of the Guyton Police Department will exercise their law enforcement powers in a manner that does not unlawfully discriminate

against individuals based solely on common traits they possess by belonging to a certain group.

- D. No officer of the Guyton Police Department will endorse or act upon stereotypes, attitudes or beliefs that a person's race, ethnicity, gender, sexual orientation, religion, economic status, age, or cultural group increases the probability that the person will act unlawfully.
- E. Officers of the Guyton Police Department must consider specific information that is reliable and likely to lead to the discovery of a suspect or investigative information when deciding to take a law enforcement action.

#### **IV. PROCEDURE**

- A. Guyton police officers are normally assigned to the entire city limits. This assignment is not based on race, age, gender, ethnicity, etc. of the officer or demographics of a particular area. Traffic enforcement and field contacts will be accompanied by ongoing supervisory oversight to ensure that officers do not go beyond the parameters of reasonableness in conducting such activities. This will be accomplished by periodic reviews of officer conduct by line and staff supervisors to ensure compliance with this policy by observing officer performance and careful review of incident reports and traffic citations. Additional oversight may take place as outlined in Section VI. of this general order.
- B. Motorists and pedestrians will only be subjected to stops, seizures or detentions upon reasonable suspicion that they have committed or are about to commit an infraction or other legitimate reason(s), such as too emotional to drive, medical problems, etc. (Officers may follow General Order 400 "Traffic Enforcement"). If circumstances of the stop prevent transmission of the required information prior to contact with the detained individual(s), at the conclusion of the stop, the officer will provide the required information either by radio or phone to the dispatcher. The description of the detained individual should include their race, as perceived by the involved officer. There is no requirement that the officer ask the detained person to declare their race. When monitoring racial and biased based profiling, it is the officers' perception of the detainees' race that is relevant.
- C. The department recognizes that with experience, individual officers may develop individualized approaches that they find work best for them in minimizing conflict during officer/citizen contacts.
- D. In the absence of a specific credible report, complaint, or call for service containing a physical description or other specific identifiable information,

a person's race, ethnicity, gender or sexual orientation or any combination of these will not be the sole factor in determining probable cause for an arrest or reasonable suspicion for a stop.

- E. The deliberate reporting of any misleading information related to the actual or perceived race, ethnicity, gender, or sexual orientation of a person stopped for investigative or enforcement purposes is prohibited and a cause for disciplinary action, up to and including dismissal.

## **V. TRAINING**

- A. Training programs will emphasize the need to respect the rights of all citizens to be free from unreasonable government intrusion or police action.
- B. Officers should receive initial and annual in-service training in proactive enforcement tactics, including training in officer safety, courtesy, cultural diversity, and the laws governing search and seizure, racial/biased based profiling, and interpersonal communications skills.

## **VI. COMPLAINTS OF RACIAL/ETHNIC PROFILING**

- A. Any person may file a complaint with the Guyton Police Department if they feel they have been stopped or searched based on their race, ethnic background, gender, religion, economic status, age, cultural group, or membership with any other identifiable group and no person may be discouraged, intimidated, or coerced from filing such a complaint, or discriminated against because they have filed such a complaint.
- B. Any citizen who wishes to file a complaint will be directed to an on-duty Supervisor. All on-duty supervisors are responsible for offering a Citizen's Complaint Against a Police Employee form to a citizen. The Supervisor is also responsible for receiving the form, witnessing it in the space provided, and assuring it is received by the Chief of Police or their designee.
- C. Supervisors will constantly be alert to the actions and activities of their subordinates. If improper conduct is suspected, supervisors will notify the Chief of Police or their designee. The Chief of Police or their designee may review in-car video tapes of stops, reports filed on stops by officers, and randomly respond to that officer's field contacts and vehicle stops.

**VII. DISCIPLINARY ACTION**

- A. Consistent with any complaint of police misconduct, the Department will contact the reporting citizen alleging a violation of this policy and advise them of the disposition and departmental action taken by the Department regarding the citizen's complaint of racial or ethnic profiling.
- B. Employees of the Guyton Police Department found to be in violation of this policy will be subject to disciplinary action up to and including termination of employment.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 500-01

### “Training”

CHIEF OF POLICE: 

CALEA STANDARD: Chapter 33

EFFECTIVE DATE: 03/01/23

INDEX AS: Training  
Training Committee  
Career Development

LAST REVISED DATE:

Purpose: To establish and direct comprehensive training programs; advanced, specialized, in-service, and career development courses, so that personnel will be provided the knowledge and expertise to perform their assigned duties.

Policy: It is the policy of the Guyton Police Department to ensure that all departmental training and training related activities are addressed and that there is accountability for those efforts. All training will be conducted within the framework of Georgia P.O.S.T. standards and department goals and with the full cooperation of the department. The training goal is to better prepare personnel to act in a professional and knowledgeable manner, to promote greater productivity and effectiveness in job performance, to increase the safety and welfare of all personnel, and for a better delivery of services to the community.

#### I. TRAINING COORDINATOR

- A. The Chief of Police may appoint a Training Coordinator (T.C.) or otherwise serve as the T.C. The T.C. will assist in developing and evaluating training needs and serves as a focal point for input from departmental personnel.

#### II. TRAINING PROGRAMS

##### A. Online Training

1. Online training through GBI and Georgia Public Safety Training may be used as approved by the Chief of Police for designated in-service training.
2. Topics which may be authorized for online training through online training include but are not limited to policy reviews, legal updates, and training mandated by department policy, accreditation standards, and/or state law.

3. All other online courses may satisfy annual department policy and/or accreditation requirements but not Georgia POST credit hours.

B. Accreditation/Certification Critical Tasks:

1. On an annual basis, all affected personnel may receive training on all Accreditation/State Certification critical tasks to include but not limited to:
  - a. Search & Seizure
  - b. Use of Social Media
  - c. Legal Updates
  - d. Transportation of Detainees
  - e. Domestic Violence
  - f. Property/Evidence
  - g. Off-Duty Conduct
  - h. Sexual Harassment
  - i. Selection and Hiring
  - j. Citizen Complaints/Internal Affairs
  - k. Dealing with Mentally Ill or Persons with Diminished Capacity
  - l. Ethics
2. All critical tasks training may occur through online / in person CORE Training, and/or roll-call training and should be documented.

C. Remedial Training

1. Remedial training is intended for personnel having difficulty with any program of instruction, at any level of training, and for personnel who show a lack of understanding in the application of departmental policy and procedures. Its purpose is to correct a specific deficiency, which is usually identified either by testing, routine observation of work product, during training, by a supervisor evaluating an employee for annual Performance Rating, or in certain cases at the officers own request.
2. Agency management and supervisors who recognize that a particular employee needs remedial instruction should arrange to schedule training for the employee as soon as possible.
3. Remedial training for firearms qualification is specified in G.O. 200, Weapons Authorization.
4. The timetable under which remedial training will be provided will be determined based upon the type deficiency and the recommendations made by supervisory personnel. Remedial training requiring instruction from a certified instructor should be coordinated through the T.C. in a timely manner.



5. Students will be advised of the consequences of their failure to participate in remedial training or their failure to meet the minimum requirements of testing for the course.

#### D. Advanced Training

1. Advanced training is usually conducted outside the agency and relates to higher learning or is training that would not be cost effective to duplicate in-house. Advanced training may be utilized to enhance skills, knowledge, and the abilities of personnel in specialized assignments or seeking career development. Advanced training (Adjunct Training) requests will be selected by preference of department needs first, unit or duty assignment, and individual career development goals.
2. An annual goal planning sheet (TBD) may be completed on each employee in January of each year. Supervisors will discuss career goals with each employee and pass along recommended training needs on the goal sheet to the Chief of Police.
3. Goal Planning Sheets will be reviewed by the Chief of Police and recommendations will be endorsed and forwarded to the T.C. for scheduling enrollment.

#### E. Career Development & Succession Plan

1. The Guyton Police Department may provide job related training to agency personnel upon promotion, either through in-house training or Advanced Training at adjunct training sites. The purpose of the training is to create a roadmap for strategic leadership which will attempt to eliminate gaps in institutional and leadership knowledge and prepare agency personnel for positions to include but not limited to management positions from line supervisors to the Chief of Police position.
2. Career Development Courses (CDC) may be conducted in-house or externally through Georgia P.O.S.T. training courses necessary to obtain an Intermediate or Advanced level certification will be classified in this category.
3. Career Development Courses for supervisors/managers may include but not be limited to:
  - a. General counseling techniques for subordinates to include completion of performance evaluations and improvement plans associated with evaluations, techniques in assessing skills, knowledge, and abilities of subordinates, and awareness of the city and police department promotional procedures and opportunities to include salary and training opportunities;

- b. Supervision and Management Courses;
  - c. Southern Police Institute;
  - d. Georgia Law Enforcement Command College (to include obtaining a Master's Degree);
  - e. The Federal Bureau of Investigations (FBI) National Academy (NA);
  - f. FBI Law Enforcement Executive Development Seminar (LEEDS).
4. All Career Development Courses conducted at the Guyton Police Department will meet with the approval of the Regional Academy Director and follow Georgia P.O.S.T. recognized protocol, with approved lesson plans and required minimum test scores of 80%, and attendance rules as prescribed pursuant to O.C.G.A. 16-10-20.
  5. Career Development Courses will be announced in advance and enrollment will follow the selection priority as outlined in B.1. above.

### **III. TRAINING INSTRUCTORS**

- A. Personnel authorized by the Chief of Police to aid in the training of department personnel will complete training as a POST certified general instructor and maintain their certification. This training will provide instruction in: lesson plan development, instructional techniques, testing and evaluation, performance objective development, and resource availability and use.
- B. Outside instructors offer a wealth of experience and expertise and may be utilized to augment training needs or goals. Outside instructors provide a resource of information, certification, and specialization in their respective fields. Instructors from other law enforcement agencies should be P.O.S.T. certified depending upon the course subject matter.
- C. Outside instructors may be responsible for providing all instructional materials, unless exempted at time of commitment, or materials can be duplicated and are more cost effective from departmental sources. Compensation, if applicable, to the instructor may be discussed and agreed upon prior to the training. Generally, training by in-house trainers is provided without cost. However, in some instances specialized training/instructors may require compensation. Compensation will be determined on a case basis, depending upon the course/instructor necessity, the particular skill area, course availability, and the qualifications of the instructor.
- D. In all cases, the enlistment of an outside instructor or enrollment in adjunct training will be approved by the Chief of Police.

#### **IV. STUDENT REIMBURSEMENTS**

- A. The Department will pay for or reimburse students for the costs of attending adjunct training, when the student's participation in such training courses is at the direction of the Department.
- B. Pay and reimbursement will be provided for travel, meals, mileage, accommodations, tuition, and required course materials.
- C. The Chief of Police must authorize the payment or reimbursement for training based upon approval of expenditures.
- D. Employees may provide a written request for the approximate total cost of the training program, at the time the course application is submitted.
- E. At the completion of the course, the employee will submit a City of Guyton Travel Expense report, to cover reimbursement of any costs and to account for prepayments.

#### **V. LESSON PLANS**

- A. Courses administered by the Guyton Police Department should have lesson plans with clearly written performance and job-related objectives. Students should be provided with performance objectives and their specific performance should be demonstrated to the instructor. The lesson plan should also include the content of the training, specification of the appropriate instructional techniques, and identify any tests used in the training process.
- B. Copies of lesson plans utilized in CORE classes or at Career Development training will be maintained by the T.C. and will be available to instructors as needed. Lesson plans not on file will be made available thru the regional police academy, the Georgia Public Training Center, or other certified sources.
- C. All Instructors conducting training at the Guyton Police Department using a lesson plan that is not currently on file must present the lesson plan to the T.C. for approval prior to any training. A copy of the lesson plan will be made available at review for archive in the department lesson plan repository.

#### **VI. TRAINING ATTENDANCE**

- A. Students attending adjunct classes, as a representative of the Guyton Police Department will conduct themselves with the utmost professionalism at all times. Students will abide by the attendance requirements of the facility and honor and obey all rules and guidelines directed to them by their staff.

- B. All students attending classes at any level of training will comply with the applicable sign-in/out procedures/reports, as directed by the course instructor and may not sign-in/out for any other student.
- C. Sworn members of the Guyton Police Department must attend scheduled departmental CORE training classes as scheduled by their supervisor.
- D. All students scheduled to attend Adjunct Training who are unable to attend will advise the T.C. as soon as possible, so that a timely notification; or a substitute can be submitted to the affected facility/instructor. Upon successful completion of Adjunct Training, students will forward a copy of any course completion record (diploma, C-12, etc.) to the T.C. on their next regularly scheduled workday. Failure of the course will also be communicated to the T.C. on the student's next regularly scheduled workday.
- E. It is the student's responsibility to advise the T.C. of any absences from CORE Training, and the reason for the absence.
- F. Attendance at Courses conducted internally will be documented on a course completion form and forwarded by the T.C. within 30 days of course completion.
- G. Pursuant to the rules of the Georgia P.O.S.T. Council, officers must be in attendance a minimum of 90% of the course length to receive authorization of credit for the training.
- H. Any officer not receiving the minimum twenty hours of in-service training as required by OCGA 35-8-21 during any calendar year will be assigned to a non-enforcement related position until they have satisfied the Georgia P.O.S.T. requirements. Such officer will be subject to appropriate administrative action, up to and including termination.
- I. It is the student's responsibility to make arrangements for making up the time, completing any projects, and obtaining class assignments due to any excused or unexcused absences, and ensuring that he receives credit for the successful completion of classes.
- J. Students will comply with General Order 100 (Appearance) standards when attending CORE Training. Unless otherwise directed, clothing will be appropriate to the course announcement and or within acceptable dress code.
- K. Students will abide by General Order 200 (Vehicle Operations) and 100 Code of Conduct) in regards to personal behavior and transportation restrictions and vehicle operations to and from any and all Training.

## **VII. TRAINING RECORDS**

- A. Records will be maintained in a secure area within the Guyton Police Department. Records are considered confidential and will be released only by the Chief of Police.
- B. Training records will include a file on each employee and may contain the following:
  - 1. Personal data;
  - 2. P.O.S.T. certification data on certified personnel;
  - 3. Updated record/list of courses attended;
  - 4. Hours of training attended within the current calendar year;
  - 5. Copies of certificates and diplomas;
  - 6. Memorandums concerning remedial training;
  - 7. Annual Goal Sheets
- C. The T.C. will maintain a record of each class conducted by the Guyton Police Department. Such record will include, at minimum:
  - 1. Lesson Plan (showing course content);
  - 2. Names of employees attending the class; and,
  - 3. Performance of individual attendees as measured by test, if administered.
- D. Lesson plans to include course content and records of attendance will be retained for a minimum of five (5) years pursuant to the Georgia Retention Schedule.

## **IX. CONTINUING EDUCATION**

- A. The Guyton Police Department encourages higher education as part of personal and career development (See G.O. 100, Educational Benefits).
- B. Officers may request that their training records be released to a college or university that considers training credit toward a degree.

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 500-02

### “Field Training Program”

CHIEF OF POLICE: 

CALEA STANDARD: 33.4

EFFECTIVE DATE: 03/01/23

INDEX AS: Field Training  
Field Training Officer (FTO)  
Officer Professional Education(OPE)

LAST REVISED DATE:

Purpose: To establish a program for the training and evaluation of newly sworn personnel.

Policy: It is the policy of the Guyton Police Department to hire and train the best qualified candidates, and to use a fair and impartial system for the performance based evaluation of recruits. The following programs, including Recruit School and Field Training Program, may be authorized for use at the discretion of the Chief of Police.

#### I. GENERAL

- A. All entry-level police officers shall first successfully complete the Georgia POST Council basic mandate training program provided at a designated regional academy prior to assignment in any capacity in which the officer is allowed to carry a weapon or is placed in a position to make an arrest, and prior to participating in the field training program.
- B. An entry-level recruit is on probationary status and may be terminated at any point while undergoing the Field Training program. The Chief of Police will decide whether the recruit has successfully completed the Field Training Program.
- C. The Guyton Police Department FTO program is administered in-house and does not involve the regional academies. Certain FTO in-service programs, however, may be obtained through the academies.
- D. The TC will review the field training program annually and modify it as necessary.

#### II. FIELD TRAINING

- A. The field training program that is utilized by this department includes curriculum that is State recognized, based upon job task analysis of the most frequent assignments of

- police officers, and on the study of general law and traffic enforcement applicable to the role of police officer. The Department reserves the right to supplement the conventional field training manual format for the purposes of personalizing field training. Amendments may be necessary in order to associate the recruit with tasks that are indigenous to Guyton, Georgia and Department procedures.
- B. Upon completion of the basic mandate and recruit training school, the recruit will be assigned to a Field Training Officer (FTO). A favorable report is necessary for the recruit to be released from the field training program. Reports will be reviewed by the TC and Chief of Police to determine whether to release the recruit from field training, extend field training or terminate the recruit.
  - C. FTO will prepare written evaluations each day/shift during the FTO Program. After exiting the field training program the recruits progress will be evaluated weekly by the trainees' immediate supervisor for the remainder of his probationary period.

### **III. FIELD TRAINING OFFICERS**

- A. Officers with a minimum of one-year service after the conclusion of their probationary period will be eligible for consideration as FTO.
- B. The FTO selection process will be coordinated by the Training Coordinator. The Chief of Police, after consultation with the TC, will select FTO. Factors to be considered when choosing FTO are availability, merit, position, certification level, performance skills/ratings, education and experience of the officer, personal habits and values of the officer, attitudes, work performance, review of previous evaluations by recruit officers from earlier FTO programs, and input from field supervisors. Officers selected to the FTO program serve on the program at the pleasure of the Chief.
- C. Assignment and rotation of recruits among shifts and FTO will be made by the TC.
- D. Officers serving as FTO should receive a minimum of twenty hours training in the FTO program prior to being assigned as an FTO. FTO may receive refresher training as deemed necessary by the Training Officer, when requested or when changes have been made in the program. Training may be provided in-house by POST certified instructors from the department or regional police academy.
- E. FTO are under the supervision of the Training Coordinator in regard to their duties and activities as an FTO. FTO are under the supervision of the on-duty Shift Supervisor, in regard to their regular assigned duties.
- F. FTO, while training recruits, should be granted the latitude to respond to calls outside their assigned beats, and will not normally be assigned non-enforcement duties.

- G. In the absence of the assigned FTO, the recruit will be assigned to an available FTO on the shift. If no other FTO is available, he will be assigned to a supervisor or as otherwise designated by the Chief of Police.
- H. FTO may receive a higher preference for education and training opportunities as necessary to perform the FTO assignment.



# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 500-03

### “Firing Range”

CHIEF OF POLICE: 

CALEA STANDARD:

EFFECTIVE DATE: 03/01/23

INDEX AS: Firing Range

LAST REVISED DATE:

Purpose: The Guyton Police Department (GPD) utilizes various law enforcement firing ranges for the express purpose of conducting firearms training for Guyton Police personnel. As such it is the department's intent to establish rules and guidelines to govern safety and security as well as regulate the access and use of the firing range.

#### I. General

- A. When the GPD is at the firing range it is a controlled access site. Authorization to enter onto and remain on the premises is required pursuant to this General Order unless approved by the Chief of Police. GPD training objectives will take priority over ALL other authorized activities.
- B. At all times when personnel are at the firing range they will be held accountable for their conduct and obedience to GPD policies and range rules. When the range is in-use (normal duty & non-duty hours), a Range Officer must be present.
- C. Firearm instructors will receive training in the area of emergency medical response.
- D. The Training Coordinator is responsible for approving all firing range activities and overseeing the maintenance and security of the firing range.

#### II. Firing Range Access Procedures

- A. The general public is not permitted on the range unless authorized by the Chief of Police or their designee. Guests will NOT be left alone at the range unattended.

### III. Operational Procedures and Restrictions

- A. Firearms are restricted to either department approved/authorized firearms which include issued firearms and/or authorized secondary/backup firearms; or firearms preapproved for use at the range by the Training Coordinator. Rifles may be fired on the range if they are department issued, are authorized as the officer's secondary/back-up firearm, or pre-approved by the Training Coordinator.
- B. Authorized targets may include paper targets attached to the pre-existing backstops unless pre-approved by a firearms instructor. To ensure hitting the backstop, all shooters will maintain proper target height alignment and NEVER purposely shoot into the sky or beyond the berm. It is unacceptable to shoot at bottles (glass or plastic), metal cans or any other similar objects. NO metal reactive targets are permitted unless approved by the firearms instructor.
- C. Steel, armor piercing, tracer, military surplus, andunjacketed ammunition are prohibited at the GPD firing range.
- D. All injuries, accidents and/or damage occurring while at the range will be immediately reported to the on duty shift supervisor. The shift supervisor will take appropriate measures to investigate and report the incident to the Chief of Police.
- E. All range participants MUST park in the designated parking areas. No vehicles are permitted on the range area beyond the limits marked for parking unless directed to do so by the Training Coordinator or Chief of Police.
- F. Hunting wildlife or game for sporting reasons is prohibited on/or around the firing range.
- G. NO explosives are permitted at the range, without prior approval of the Training Coordinator and Chief of Police).
- H. Photographing/Recording shooters **IS STRICTLY PROHIBITED** without permission from the Training Coordinator.

### IV. Firing Range Safety Regulations and Rules

- A. **Firing Range Policy Statement** – The Guyton Police Department Training Unit Coordinator and firearms instructors and/or unit supervisor/safety officer are responsible for the safe operation of the firing range. All supervisors are responsible for continuous monitoring of personnel on the range and will ensure that all personnel are familiar with range safety rules, regulations and safe practices. In the interest of safety, the strictest discipline will be maintained at all times on the range. Carelessness will not be tolerated.

## B. Firing Range Rules

1. **REMEMBER**: Everyone has the responsibility for range safety. If you see any unsafe condition, immediately correct it or shout “**CEASE FIRE**”, if on the firing line.
2. All personnel are to report to the firing range with an empty firearm. (Officers may use one of the clearing barrels at the range to unload their firearm prior to approaching the range firing/assembly area).
3. All firearms will be under the constant control of the officer and never left unattended at the range.
4. All shooters will unload their firearm at designated Range clearing barrels prior to approaching the firing range assembly area. Shooter will **never** hand a loaded firearm to another person. Training Unit range officers and/or firearms instructors will inspect all firearms for safe and proper operation before allowing the firearm on the firing line.
5. All personnel must check-in with the range officer upon their arrival during training functions.
6. Shooters will NEVER load their firearm until ordered to do so.
7. All commands issued by any Training Unit/Range Officer or firearms instructor(s) must be followed immediately.
8. Ear and eye protection will be worn at all times during live fire.
9. During live fire, shooters and firearms instructors will be the only personnel on the firing line. Participants not on the firing line will remain behind the firing line in the assembly area, or beyond. Common courtesy is expected with respect to any distracting noise or disruptive conduct made by spectators in the gallery.
10. All ammunition and firearms must be approved by the range officer and firearms instructor prior to being fired. Shooters will only use the correct ammunition for their firearm. Ammunition should be inspected for defects prior to loading. Shooters are warned that if you are uncertain or have any questions about ammunition, please consult a range supervisor.
11. Frangible pistol ammunition will be used when shooting approve metal reactive targets. Metal targets will only be used with prior approval from the Chief of Police or Training Coordinator. Metal reactive targets are not to be shot closer than 10 yards with handguns, 15 yards with shotguns and 100 yards with rifles.
12. Shotgun slugs and metal piercing ammo are prohibited when using metal targets.

13. All courses and methods of fire must be approved by the range officer/firearms instructor.
14. Each shooter is responsible for tidiness of his/her firing station and surrounding area. They will return all range equipment to its proper storage area before departing the range.
15. "Dry firing" will be allowed only at the direction, and under the close supervision of a firearms instructor and always in a safe direction.
16. Chambering a live round into battery will be permitted **only** on the firing line when given the command to do so. All firearms will be unloaded and checked clear by firearm instructors or designated range officer prior to shooters retreating from the firing line.
17. All shooters must follow all commands from the control tower PA or range firearms instructor specifically as they are given during Training Unit functions. Shooters are cautioned not to anticipate any commands. (If shooters are unclear about directions or a specific command, ask for clarification by raising your reactionary hand above your head while facing downrange; weapon holstered or pointed in a safe direction.) The command "**CEASE FIRE**" means stop shooting **IMMEDIATELY!** When "**CEASE FIRE**" is announced over the PA or by anyone verbally.... **STOP SHOOTING!**
18. All muzzles will be pointed in a safe direction at all times, unless actually engaging/firing at the target. The term "safe-direction" may not always be down range. It refers to any safe direction that does not create a danger to others or the shooter.
19. Shooters are reminded that all firearms are considered loaded until checked clear. Immediately upon picking up any firearm, they must keep their finger off the trigger & point the muzzle in a safe direction, remove the magazine, open the action, and check both visually & physically to assure the gun is unloaded.
20. Shooters must keep their trigger finger resting outside the trigger guard, off the trigger (home position) until the firearm is on target, and until they are ready to fire. Placing your finger on trigger may only follow the "FIRE" command response cue given by PA or Unit firearms instructor.
21. All shooters are cautioned that during range activities, **NEVER** step forward of the firing line unless given a command to do so by a PA command or range firearms instructor's direction. While on the firing line, never bend over to retrieve dropped articles until asking permission and/or you are instructed to do so.
22. Shooters must be sure their firearm's barrel is clear of obstructions before shooting. Shooters should discontinue firing anytime a weak or peculiar report is detected while discharging their firearm. In the case of a misfire or malfunction, keep the firearm

- POINTED down range/safe direction and signal the firearms instructor immediately. Wait for the designated 60 second rule, then with Unit firearms instructor's assistance, clear the firearm. **DO NOT LEAVE THE FIRING LINE WITH LOADED OR JAMMED FIREARM.**
23. No shooter will be permitted on the range if there is knowledge or reason to believe such person is less-safe. Shooters that have consumed any alcoholic beverage(s) or medication(s) (prescription or OTC) capable of changing one's emotional state, any illicit drug or any other type stimulant effecting mind-muscle control and which tends to impair them IN ANY WAY from the safe handling of a firearm will not be allowed at the range.
  24. Shooters should not talk on the firing line except when conversing with a range instructor.
  25. All scoring decisions given by the firearm instructor are FINAL.
  26. Night fire will only occur with the direct supervision of a firearms instructor.
  27. Training Unit range supervisors are authorized to order any shooter to leave whose behavior is detrimental to the safe operations of the range. Horseplay or any other behavior/conduct less than professional will not be tolerated.
  28. Shooters are cautioned to NEVER attempt to catch a dropped firearm and avoid trying to catch a live round (while unloading a semi-automatic pistol) by cupping your hand around the ejection port while retracting the slide; doing so may result in personal injury and/or an un-intended discharge.
  29. All shooters should know the mechanical and handling characteristics of the firearm they are using.
  30. Shooters will dispose of misfired rounds properly (hot-can or amnesty box).
  31. No live ammo or misfired ammo is to be placed in the trash cans/or burn barrel.
  32. Circumstances may require additional safety rules unique to a particular situation as deemed appropriate by the Training Unit Coordinator/firearms instructors.
  33. Any violation of the foregoing rules or procedures will be reported for disciplinary action against the officer to the Chief of Police or their designee.

## V. STORAGE OF WEAPONS AND AMMUNITION

- A. The firing range has security measures in place to safeguard unauthorized access to the range. Those measures include a main security gate, locked storage buildings, and security cameras installed at certain areas of the facility.
- B. No functional weapons will be stored at the firing range while the range is not in operation. Unless issued to sworn personnel, all weapons will be stored at police headquarters. During training events, weapons will be handled in a safe manner in accordance with Section IV. of this General Order.
- C. A limited amount of ammunition may be stored at the firing range while the range is not in operation, in preparation for upcoming training events. Such ammunition will be stored in a secure and locked storage building at the firing range facility. Otherwise, all ammunition will be stored at police headquarters unless issued to sworn personnel.

## VI. Health Awareness and Safe Practices

- A. It is advisable to wash hands after firing activities are complete to reduce the possibility of lead contamination. Endeavor to limit your exposure to heavy metal particulates and gases and minimize your contact with aromatic organic solvents (such as those commonly used in gun cleaning products). Refrain from eating, drinking, and smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a firearm. Wash your hands and face with soap and water after leaving the range or cleaning area before eating, or drinking. Change and wash clothing after every shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residue.
- B. No pregnant women are allowed on the range, for health reasons.
- C. Proper eye protection (safety approved goggles or glasses and/or prescription eye wear) **MUST** be worn while discharging firearms and operating staplers to resurface targets.
- D. The firing line is a **NO SMOKING** area.