



FAIRBURN GEORGIA POLICE DEPARTMENT OPERATIONS MANUAL



CHAPTER: 16 - Patrol Functions

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I. PURPOSE

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- H Establishes a standard operating procedure for managing mentally ill or intoxicated persons
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II. RULES AND REGULATIONS

A General

1. Agency Information – All newly appointed personnel shall be provided with a PowerDMS login credential that will provide accessibility to the following:
 1. The role and responsibility of the Fairburn Police Department;
 2. The Department's policies, procedures, rules and regulations, mission statement, and goals;
 3. The City's Personnel Policy Handbook

The rights and responsibilities of employees are provided by Human Resources during Onboarding Orientation.

In-Service training will be provided to employees as needed outlining the Department's policies, procedures, rules and regulations. The Department will also make available to all employees written/digital copies of the Department Policy Manual.

2. Scope of the Law Enforcement Function - The function of the Agency must be broadly interpreted to include many tasks other than the enforcement of laws. The Agency is responsible for:
 - a) the protection of life, individual liberty and property;
 - b) the preservation of peace;
 - c) the prevention of crime and disorder;
 - d) the detection and arrest of violators of the law; the enforcement of state laws and City ordinances within the Agency's jurisdiction; and
 - e) the provision of public service to the community..
3. Attitude Toward Providing Service - Agency employees should recognize that service to citizens of the community is a major function of law enforcement and must be rendered by every employee of the Agency. Employees should try to assist citizens who are victims of a crime, need emergency help, need assistance, or would otherwise be inconvenienced by the Agency's failure to act. This kind of service can range from giving simple directions and advice to travelers, to providing victims of crime with reassurance and support, to referring individuals to applicable social service agencies.
4. Crime Prevention - An important, though often overlooked, function of law enforcement is crime prevention. In many ways, crime prevention is a more worthwhile function than after-the-fact investigation and apprehension activities. In addition to suppressing crime through visible, aggressive patrols, officers can accomplish long term crime prevention objectives by informing citizens of ways to protect themselves and their property. By encouraging citizens to cooperate with other criminal justice and social agencies, officers can effectively support efforts of a system-wide approach to prevent crime.
5. Maintenance of Order - Another broadly interpreted function of law enforcement might best be defined as management of social order. For example, this role includes such activities as preventing or settling family and neighborhood disputes, providing traffic escorts and directions, and assisting ill or injured persons.
6. Patrol Objectives - The patrol operation exists to:
 - a. Provide twenty – four (24) hour protection to the citizens
 - b. Prevent the occurrence of street crimes through preventive patrol
 - c. Respond rapidly to all requests for emergency law enforcement service
 - d. Improve the criminal apprehension rate by conducting thorough preliminary on-the-scene investigations

- e. Reduce traffic congestion and accident hazard through systematic enforcement of traffic laws and ordinances
 - f. Respond to and investigate motor vehicle accidents
 - g. Aid victims of accidents
 - h. Assist citizens in dealing with legal, medical, or social problems through direct crisis intervention and/or making correct referrals to agencies equipped to deal with such problems; and
 - i. Improve law enforcement/community relations by increasing the quality and quantity of contacts between citizens and law enforcement.
7. Response to Calls - The response to, and investigation of, citizen complaints and requests for service will be given priority according to the seriousness of the situation and the availability of resources. Follow-up investigation of these incidents will be conducted, as required.
 8. Prioritizing Calls for Service - It is usually possible for the Agency to respond to every call for service; however, the Agency must organize available resources to give the most efficient service possible. Priority of call assignment depends on many factors, and it is normally the responsibility of the communications operators to make these assignments. However, a patrol officer may be required to decide between continuing an assigned call and responding to a citizen's complaint or other observed event. The officer's determination should be based upon the risk to life and property. When it is impossible for an officer to respond to a citizen's complaint or an observed event, he/she shall, if circumstances permit, either give directions for obtaining such assistance or start the necessary notifications.
 9. Preventive Patrol - Although the patrol officer's work is often dictated by requests for service, a considerable portion of the officer's workday is preventive patrol. To make productive use of the available time, officers should plan their patrol to focus on specific problems within their area of assignment.
 10. Patrol Vehicles - Vehicles used in routine or general patrol service will be equipped with emergency blue lights, siren, and mobile radio transceiver. Officers shall routinely test the equipment at the beginning of their tour of duty to verify that it is in proper working order.
 11. Knowledge of Area - Patrol officers shall know the physical characteristics of their assignments as well as the current crime problems in those areas. In addition, officers shall become acquainted with residents and businesspeople in their area of assignment. Patrol officers should be skilled in the detection of criminal activities and assertively conduct their own preliminary investigations and relay this information to others within the Agency.
 12. Preventive Action - Patrol officers should be alert to conditions which may allow crime to go undetected (e.g., inoperative streetlights, overgrown vacant lots, dead ends). Additionally, officers should take the steps necessary to reduce the opportunity for criminal activity such as advising a storekeeper of

points of vulnerability, mediating a family dispute which could escalate into an assault or homicide, or managing intoxicated persons.

13. Commitment of Resources - As a public service agency, the Agency is mandated to protect the interests and safety of all citizens. Requests from individual citizens for special services (e.g., increased patrol, the use of radar, premises checks) should be carefully evaluated in terms of total Agency commitments before any promises are made. If a service is promised, the officer making the assurance shall take steps to ensure the request for service is processed. When making an assurance that a service will be provided, the officer shall inform the citizen that other demands may make its compliance difficult.
14. Radio Communication / Field Assignments - All officers engaged in field assignments shall have continuous, uninterrupted access to two-way radio communication (portable radios/walkie talkies).

B. Traffic Law Enforcement:

1. The purpose of traffic law enforcement is to reduce traffic accidents through preventive patrol and active enforcement. All uniformed personnel have traffic enforcement responsibilities whether or not they are assigned to the Uniform Patrol Division. To effectively carry out this function, all officers must be familiar with Georgia statutes that apply to traffic law enforcement. All traffic citations will be issued using the Uniform Traffic Citation (UTC) system. Officers and their supervisors are accountable for citations sequentially issued from their UTC book.
 - a) Directed traffic enforcement will be conducted periodically and as needed based on review of crash data, requests for traffic enforcement, crime data and trends, school zones, and roadway conditions, which justify the need for directed enforcement in a specific location. Directed enforcement efforts will be directed to patrol officers by their chain of command. Directed patrols will be documented on an officer's daily log sheet and documented via emails or memos if required by the chain of command.

2. Traffic enforcement techniques:

- a) Visible traffic patrol
- b) Stationary observation

The tendency of motorists to knowingly violate traffic laws is deterred by open and visible patrol. However, when there is an unusual or continuing enforcement problem at a particular location, officers may park in a conspicuous location and observe traffic; and

- c) Unmarked vehicles

These vehicles will not normally be utilized for traffic enforcement activity. Sworn personnel operating unmarked vehicles are to use discretion when stopping traffic violators and are discouraged from enforcing minor violations. Unmarked vehicles must be equipped with an emergency light and siren when stopping any traffic violator. Private vehicles will not be

used for traffic enforcement.

3. Speed Measuring Devices/Use, Calibration and Maintenance - Only officers that have been specially trained and certified by Georgia POST are allowed to use the Agency's speed detection equipment. The equipment will be calibrated and maintained as specified by the manufacturer and in compliance with applicable state requirements.
4. Traffic Accident Response:
 - a) The officer's response to an accident scene will be determined by the seriousness or magnitude of the accident as reported. Officers responding to the scene of any accident will drive in a safe manner with due regard for persons and property. Emergency lights and siren will be used when responding to accidents with known or probable injuries; and
 - b) Upon arrival, the officer will determine if additional assistance is required at the scene.

C. Traffic Direction and Control:

1. Manual Direction - Officers will manually direct traffic under the following circumstances while wearing the Agency issued reflective vest.
 - a) During periods of traffic or pedestrian congestion where traffic control signals are malfunctioning; and
 - b) During special events (notification should be given in advance of any planned special event)
2. Fire and Emergency Scenes - Officers directing traffic at fire and emergency scenes will ensure that all private vehicles, including firemen's vehicles, are well clear of the emergency scene and are not obstructing emergency vehicles or other traffic.
3. Disabled Vehicles and Highway Assistance - Upon observing a stranded motorist on any street or highway, the officer shall stop and determine what assistance, if any, is required. If the officer is in route to a call, the communications center should be notified to dispatch an officer when possible.
4. Emergency Escorts - Police vehicles will not be used to escort other vehicles (civilian or marked) on an emergency run. When possible, assistance should be provided at intersections.
6. Road Hazards - Officers shall report any road hazards to the Communications center. The following are considered road hazards:
 - a) Damaged or malfunctioning traffic control devices
 - b) Defective roadway lighting
 - c) Visually obscured intersections

- d) Roadway defects; and
- e) Lack of, damaged or missing roadway signs or safety devices

STANDARD OPERATING PROCEDURE
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S.O.P. 16-1 RESPONDING TO CALLS FOR SERVICE

INTRODUCTION

The Agency cannot be aware of every circumstance where law enforcement action or assistance may be required. Citizens of the community are needed for this information. Citizens expect the Agency to respond to requests for law enforcement service within a reasonable time and to satisfactorily perform the necessary services. Professional service must be rendered in all cases.

Officer initiated activities shall be documented in the same manner as routine calls for service.

I. RECEIVING CALLS

- A Officers should never consider any call routine.
- B Officers should be discouraged from forming definite opinions about a call before arriving at the scene. The circumstances at the scene should determine the officer's actions.
- C When the Communications center receives a call for service from a non-English speaking individual, the Communications center will:
 - 1. Dispatch an officer to the call
 - 2. Advise the officer that the complainant may not speak English
 - 3. Advise the officer that he/she should notify the Communications center if an interpreter is needed; and
 - 4. If an interpreter is needed, one should be contacted by the communications center through the language line.

II. ARRIVING AT THE SCENE

Whenever possible, the law enforcement unit should be parked at a reasonable distance from the entrance to the location of a call. Officers shall:

- A Properly park his/her unit as close to the curb as possible;
- B Approach buildings from an angle to reduce the possibility of an attack from the inside.
- C In cases where the immediate presence of law enforcement is required to protect a person from possible death or injury, the first officer on the scene will enter the building after notifying the communications center of his/her intentions.
- D If the officer determines that the complainant(s) cannot speak English, the officer shall request an interpreter, and if one is not available, contact the communications center and request the language line.

III. PORTABLE RADIOS

The portable radio/walkie-talkie shall always be carried.

IV. APPROACHING DOORWAYS

- A When approaching a doorway, officers shall knock on the door and stand to either side of the entrance.
- B When the officer is making the initial approach to any building, he/she should take notice of any movement inside (e.g., persons, running silhouettes, or flashlight movement).

V. BUILDING INTERIOR

The interior of the building must be given careful consideration because:

- A More than one person may be present. Officers should keep all the people in front of them.
- B Suspects or persons placed under arrest are probably familiar with the interior of the house or building:
 - 1. Do not allow people to retrieve hats, coats, purses, etc. Retrieve only essential articles. All retrieved articles must be searched for the safety and security of law enforcement personnel.
 - 2. Do not allow the arrested person to wander around inside; and
 - 3. All persons arrested and transported will be frisked/searched, handcuffed, and placed in the rear seat of the transporting unit and, when practical, secured with a safety restraining device.
- C The first officer to arrive at the scene has specific responsibilities:
 - 1. The officer shall begin to secure the scene and cover the most likely avenue of escape.
 - 2. If difficulties or violence are encountered, the officer shall summon assistance through the Communications center by the quickest means available.
 - 3. If injuries are involved, the officer shall administer first aid and request emergency medical personnel.
 - 4. If the suspect has left the scene, the officer shall develop a description and issue a lookout.
 - 5. The officer shall take charge of and process or protect the crime scene, preserve evidence, and interview/detain witnesses present.
 - 6. If it is determined that additional help is needed, the officer shall notify the Communications center.
 - 7. The officer shall prepare the appropriate report. The first officer arriving at the scene is generally responsible for the report.
 - 8. When serious types of calls (shootings, robberies, stabbings, nature

unknown, etc.) are unfounded, the officer shall notify the communications center immediately; and

9. On calls of an emergency nature or calls which will result in the officer being out of service for an extended period, officers are to notify the communications center of the circumstances of the call as soon as possible. The on-duty supervisor shall monitor the situation, having the authority to designate duties and responsibilities and send backup assistance as needed.

D "Officer Needs Assistance" Call

1. Units responding to assist an officer needing help shall operate with blue light and siren.
2. If the exact situation is unknown, officers are to be particularly observant and cautious when arriving at the scene; and
3. When the situation is under control or an assisting officer's services are no longer needed, the officer shall immediately notify the communications center and return to service. Only those units directed to remain at the scene by the on-duty supervisor will do so.

E Calls or Incidents Requiring Presence of Patrol Supervisor at Scene:

1. There are many incidents or events that may require supervisor response or presence at the scene for purpose of assuming command.
2. Supervisors shall respond as back-up, assist at, and/or assume command at calls such as, but not limited to:
 - a. Potential risks, scenes of arrest and incidents involving use of force.
 - b. Officer injured or involved in accident.
 - c. Major crimes/crime scenes involving offenses against persons, robbery and burglary.
 - d. Search for lost or missing children.
 - e. Search and rescue situations, disasters, major structure fires or hazardous materials incident; and
 - f. Hostage or barricade situations.
3. Also refer to SOP 18 Unusual Occurrences

STANDARD OPERATING PROCEDURE
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S.O.P. 16-2 TRAFFIC ACCIDENT INVESTIGATION

INTRODUCTION

The investigation of traffic accidents is necessary, not only to determine traffic law violations, but also to obtain engineering data, protect the rights of the individuals involved, and assist in traffic education. To ensure proper and complete investigation of accidents the following procedures will be utilized:

I. GENERAL PROCEDURE

Upon arrival at an accident scene, officers are to:

- A Park the patrol vehicle to protect the scene and allow movement of traffic. Administer first aid and advise the communications center if rescue and/or wrecker services are needed. The officer will also advise if another officer is needed for assistance, and the officer may set flares as needed.
- B Officers should always wear the Agency issued reflective vest when working accident scenes.
- C Flares should never be used if any type of fuel is present in the area.
- D When serious bodily injury, death, or extenuating circumstances exist, then Georgia State Patrol is to be called. In this case, vehicles should not be moved unless necessary to preserve life or prevent further collisions.
- E Obtain driver's license and proof of insurance from all drivers involved in the accident.
- F Question and obtain names and addresses from any witnesses. When it is necessary for a witness to leave the scene before the investigation is complete, obtain all necessary information as quickly as possible and allow the witness to depart.
- G Investigate and determine the cause of the accident. Note the position of all vehicles involved and take measurements whenever possible.
- H After the preliminary investigation is completed, clear the roadway quickly and refrain from blocking any portion of the roadway while completing paperwork.
- I After the roadway is clear, the investigating officer should turn the unit's blue lights off as quickly as possible if this can be done without creating a hazard. This action will usually allow traffic to flow faster by attracting less attention.
- J When there are traffic violations, issue the appropriate citations and subpoena the witnesses, if any, and allow them to leave; and
- K If the driver and passengers of any vehicle involved were transported from the scene because of injuries, the officer will follow up obtaining all the information necessary to complete the investigation and report.

II. ACCIDENTS INVOLVING SERIOUS INJURY OR FATALITY

1. The initial officer receiving the call will arrive on the scene and park outside of the scene area.
2. Upon determination that a fatality exists, the initial officer will advise the communications center, notifying the on-duty supervisor.
3. The initial officer will call for Georgia State Patrol and other emergency assistance as needed. The accident scene will be protected as a crime scene. Unnecessary traffic will be diverted or directed around the scene.
4. Any suspects at the scene will be detained by the initial officer, either at the scene, or if injured, at the medical facility for later investigation.
5. No items such as vehicle parts, body parts or deceased persons should be disturbed or removed from the scene if at all possible.
6. No wreckers or spectators will be allowed to enter the scene until authorized.
7. If a fatality exists, as determined by a certified emergency medical technician, the victim shall not be removed from the scene.
8. If different from the initial responding officer, the investigating officer shall be called by the on-duty supervisor on the scene. The initial responding officer shall make an incident report.
9. The investigating officer will assume command of the accident scene. All pertinent information will be relayed to this investigator.
10. The investigating officer will complete all investigative reports and will be responsible for conducting and concluding the investigation, including the initiation of any criminal charges that may be forthcoming and ordering blood or urine samples for testing.
11. The investigating officer will be responsible for clearing the accident scene and impounding vehicles.
12. It will also be the responsibility of the investigating officer to ensure that every effort is made in contacting the victim's immediate family before any news release occurs; and
13. The following reports will be submitted by the investigating officer concerning a fatality:
 - a) Vehicle Accident Report;
 - b) Incident Report, outlining in detail the complete investigation;
 - c) Copies of Witnesses' Statements;
 - d) Arrest Booking Report (if applicable);
 - e) Blood Alcohol Test on Victim;

- f) Blood Alcohol Test on Suspect (if applicable);
- g) Warrants (if applicable);
- h) Reports by Medical Examiner or Coroner; and
- i) Photographs (to be attached later).

III. HIT AND RUN (LEAVING THE SCENE OF AN ACCIDENT)

The following procedures will be used in accidents involving hit and run accidents:

A First officer to arrive on the scene shall:

1. Administer first aid (when applicable) and advise the communications center when emergency equipment or a crime scene technician is needed.
2. Obtain information and dispatch a lookout on the suspect's vehicle, if known; and
3. If the hit and run accident involves a fatality, notify an on-duty supervisor.

B The officer receiving the call will handle the investigation and report as follows:

1. Investigate and, if possible, determine the cause of the accident.
2. Obtain any other evidence that would aid in identifying the suspect's vehicle.
3. If possible, give additional information for lookout broadcast.
4. All evidence collected at the scene shall be turned over to the Evidence Custodian, in accordance with policy.
5. Complete a vehicle accident report and mark clearly on that report that the accident is a hit and run; and
6. Complete an incident report.

IV. VEHICLE ACCIDENTS INVOLVING INJURY TO LAW ENFORCEMENT PERSONNEL

An investigation will be made of all circumstances involving vehicle accidents resulting in injury to law enforcement personnel and/or damage to law enforcement vehicles. All such reports will be forwarded to the Accident Review Board and the Chief of Police for review. In instances where law enforcement personnel are determined to be at fault, administrative actions will be taken.

In addition, a report will be completed by the officer or the on-duty supervisor. The review board will decide of officer responsibility for the accident.

The following procedures are to be used in reporting accidents involving law enforcement vehicles:

A The officer shall notify the communications center of the accident, give the location

and other pertinent information and request that the on-duty supervisor respond.

- B An accident report will be completed by an outside agency. An Agency generated incident report will also be completed.
- C The on-duty supervisor will contact Georgia State Patrol or other agency as appropriate to respond and investigate the accident.
- D Injured citizens will not be transported to the hospital in law enforcement vehicles.

V. VEHICLE ACCIDENTS INVOLVING DIPLOMATIC OR CONSULAR PERSONNEL

If during the course of an investigation of a motor vehicle accident, it is determined that one of the vehicle(s) involved was either (1) operated by someone claiming diplomatic or consular status, or (2) bearing diplomatic or consular license plates issued by the United States Department of State, the investigating officer will immediately contact the on duty supervisor and follow the procedures in the SOP regarding Diplomatic and Consular Immunity, Request for Asylum/Defection.

VI. PRIVATE PROPERTY

Accident investigations on private property shall be reported in a Private Property accident report unless involving an injury or hit and run.

VII. WRECKER SERVICE

The procedure for obtaining wrecker service shall be as follows:

- A The officer requesting service shall make the request through the Communications center:
 - 1. Only the contract wrecker services approved by the city shall be used by the Agency.
 - 2. The investigating officer, not the wrecker driver, is responsible for filling out the impound slip. An impound slip will be completed on all police impound. One copy is provided to the wrecker services, and one digitally stored within the police report management system; and
 - 3. An officer will remain at the scene until the wrecker has towed the car away.
- B Private use of a wrecker service will not require an impound slip to be completed by the officer.
- C Accident victims may use the wrecker service of their choice when:
 - 1. The victim or driver is not under arrest; and
 - 2. The vehicle involved is not causing an immediate traffic hazard and will be moved within a reasonable time.
- D When a wrecker may be needed and the driver is able to communicate, the officer should determine if the driver wants a wrecker for his/her vehicle. (This is a case where there will not be an impound by the investigating officer).

STANDARD OPERATING PROCEDURE
EFFECTIVE: 05/19/2008

S.O.P. 16-3 MANAGING DISPUTES

INTRODUCTION

The role of law enforcement officers in non-criminal, civil disputes is that of an impartial keeper of the peace. The role of law enforcement officers in criminal disputes is to restore order, quell disturbances and to make the necessary arrests for violations of the law. The purpose of this S.O.P. is to establish guidelines governing the involvement and action of Agency personnel in both civil and criminal disputes.

I. CIVIL (NON-CRIMINAL) DISPUTES DEFINED

A civil dispute shall mean a non-violent confrontation between two or more persons which does not involve a breach of the peace or the commission of a criminal act. The following procedures will be used for handling non-criminal disputes:

A Stand-by Situations - Often, law enforcement personnel are requested to stand by to prevent a breach of the peace in domestic situations where one or more persons may be removing personal belongings from a location (i.e., home, apartment, business). When entry into private property and/or the removal of property is denied to a claimant by another who is in possession, the following procedures will be implemented:

1. The officer shall advise the complainant that claims to personal property will not be enforced by the Agency without an order from the court;
2. Claimants may not trespass upon the property of another for the purpose of removing or recovering property without a court order empowering them to do so.

B Domestic or Neighborhood Arguments (not involving physical assault or weapons)

In domestic or neighborhood disputes, an officer shall:

1. Park in a manner that allows safe approach and an opportunity to evaluate the situation;
2. Separate and interview disputants in a calm and unbiased manner;
3. Get disputants to offer or suggest alternatives for resolving the dispute; and
4. Maintain third party neutrality while restoring normal communications between disputants.

C Orders of the Court - Officers of the Agency shall enforce only local and current orders of the court which specifically direct the Sheriff or his duly constituted deputies and/or police officers to execute the order of judgment:

1. After a local order of the court (e.g., restraining order) has been served, violations of the order which occur after the order is served must be reported by the complaint to the court which issued the order;

2. Enforcement of violations of a local court order must originate from the court with an arrest warrant. Officers shall not make warrantless arrests for violations of civil court orders; and
3. A conditional order of the court which orders the arrest of a person shall not be executed unless the order is current, and verification of the order and its provisions can be established at the time of arrest.

II. CRIMINAL DISPUTES DEFINED

A criminal dispute is any confrontation between two or more persons involving breaches of the peace, incidents of misdemeanor assaults, as well as related felonies. Procedures for handling criminal disputes (assaults and disturbances) are:

- A In violent or felony disturbances, or when weapons are involved, an assisting patrol unit will be dispatched. When an assisting patrol unit is unavailable for dispatch, a supervisor shall be sent, when possible;
- B In violent or felony disturbances, or when weapons are involved, responding patrol units should coordinate a simultaneous arrival;
- C Responding units will park in a manner that allows safe approach to the incident location;
- D Responding officers should attempt to observe disputants and evaluate the nature and extent of the incident before making their presence known, when possible;
- E Officers shall separate and calm disputants and attempt to establish normal speaking conversation;
- F Officers should maneuver themselves into a position where disputants are facing away from each other while officers are facing each other. In this position, each officer can then see the front of one disputant, and the back of the disputant who is facing the second officer;
- G Officers shall determine if there is cause for an arrest without a warrant:
 1. When evidence exists that a crime has been committed, an arrest shall be made; and
 2. Disputants will be notified of procedures for initiating criminal prosecution when there is insufficient evidence to make an arrest.
- H Officers may attempt to bring disputants back together to develop alternatives for conflict resolution, or to obtain further aid or counseling;
- I When a dispute cannot be resolved and the potential for violence continues to exist, officers shall attempt to persuade one of the disputants to leave the premises.
- J If an act of family violence occurs, the responding officer shall decide as to whether an arrest is necessary as stipulated under the Family Violence Act.

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S.O.P. 16-4 INVESTIGATION OF SUSPICIOUS PERSONS/VEHICLES

INTRODUCTION

Officers are unable to predict which persons may react violently when confronted by law enforcement officers. Therefore, caution must be exercised in each confrontation.

I. INVESTIGATION OF SUSPICIOUS PEDESTRIANS

- A The officer shall notify the Communications center of the situation including:
 - 1. The location, the number of persons, race, sex, and approximate age and physical description of the persons before the investigation begins;
 - a) Avoid making the investigation in a crowd (if possible)
 - b) When contact is made at night, attempt to direct the car headlights and or spotlight on the suspects.
 - 2. If necessary and appropriate, the names and dates of birth for each person shall be checked through the GCIC/NCIC computer.
- B If two or more pedestrians need to be investigated, another officer should be called to assist.
- C During the interview, officers are to treat suspects in a courteous manner and inform them of the reasons for being stopped and questioned. Officers are never to question any suspect while remaining seated in the law enforcement vehicle with the suspect outside of the vehicle.
- D If officers determine the suspect is to be released, they are to obtain the information necessary to complete the incident report.

II. VEHICLE CHECKS - SUSPICIOUS VEHICLES - FELONY STOPS

- A When making felony stops, officers are to adhere to the following procedures:
 - 1. An officer may receive a call, or may observe a suspicious vehicle, moving or parked, which is believed to be/have been involved in a felony. The officers should request a tag check on the vehicle.
 - 2. Officers will notify the Communications center when they are following a vehicle they wish to investigate. Officers shall give the communications center the location, the license number, a description of the vehicle, the direction of travel (if moving), the number of occupants, sex and race;
 - 3. The on-duty supervisor will ensure a second unit is sent as back-up, when possible;

4. The initiating officer will give information on the direction of travel and approximate location as often as possible;
5. Upon arrival of the assisting officer, the communications center shall be notified;
6. When stopping the vehicle:
 - a) If possible, the officer should stop the vehicle in a well-lighted area. In addition, officers should avoid stopping the vehicle at an intersection or in a heavily congested area; and
 - b) If the vehicle stops unexpectedly and the occupants attempt to exit the vehicle, the officer is to direct them to remain in the vehicle. When a backup unit is in route, and circumstances permit, the officer will remain with his/her patrol unit until the arrival of the backup unit.
7. When a decision is made to make a felony stop, the officer is to activate the unit's blue lights and when necessary, the unit's siren;
8. The initiating officer should, if possible, stop his/her unit approximately twelve (12) feet behind and to the left of the suspect's vehicle;
9. At night, the initiating officer will turn the patrol unit's lights to high beam and focus the unit's spotlight on the interior of the suspect's vehicle. Backup units are to stop approximately two (2) feet to the rear of, and directly behind, the first patrol unit. The backup unit's headlights should be turned off and the blue lights should be left on.
10. While standing behind the open driver's door of the patrol unit and via the unit's public address system, the initiating officer should direct the suspects to exit the vehicle from the driver's side. The backup officer is to maintain this position until the officer is reasonably sure all occupants are out of the suspect vehicle. Once the suspects are out of their vehicle, the backup officer is to conduct a visual inspection of the suspect vehicle;
11. Suspects are to be directed to line up side by side facing away from the initiating officer (when possible), and directed to keep their hands clearly visible;
12. The backup officer is to assume a position at the right rear bumper of the first law enforcement unit, (being sure not to stand directly between the bumpers of first and second units). If practical, the backup officer should seek a position to the right of the law enforcement units, provided the seeking of this position can be made without endangering the officers. When approaching the suspect vehicle, the backup officer should attempt to keep an object between himself/herself and the suspect vehicle without obstructing his/her view;
13. After the interior of the suspect vehicle has been checked, the backup officer shall handcuff the suspects' hands behind their backs and starts a frisk search of the suspects;
14. After the search is complete, the suspects shall be advised why they are under arrest, if being questioned, read their rights under Miranda, and placed

in the back seat of one of the patrol units;

15. If a vehicle search is warranted, the backup officer is to initiate the search;

16. The officers shall request the communications center run a computer check on all suspects;

B If an officer is going to investigate a vehicle without assistance, the following procedures are to be followed:

1. Once an officer identifies a vehicle to stop, the officer is to notify the communications center of the vehicle's location, the vehicle's license number, description, sex/race of the driver, and their approximate location;

2. The officer is to use the unit's blue light and, when necessary, the siren to stop the suspect vehicle;

3. When the suspect vehicle pulls over, the officer is to position his unit approximately twelve (12) feet behind and to the left of the suspect vehicle (when appropriate);

4. As the officer stops the patrol unit, the unit's blue lights should be left on. When appropriate, the officer should focus the unit's spotlight through the rear window of the suspect's vehicle;

5. When approaching the suspect vehicle, the officer is to walk up on the driver's side or passenger's side and visually check its interior. If the driver is the only occupant of the vehicle, the officer is to assume a position clear of the door approximately one foot to the rear driver's/passenger's door.

6. If a visual check reveals other occupants in the vehicle, the officer will order every one out of the vehicle, if appropriate;

7. Once the suspects have been removed from the vehicle, they are to be handcuffed (hands behind back) and frisked.

8. Once frisked, the suspects shall be advised why they are being stopped. The suspect is placed in the back seat of the patrol unit if further questioning is desired, or the subject is placed under arrest. If the Miranda warning is required, it shall be read at this time;

9. If the officer has probable cause to conduct a search/inventory of the suspect's vehicle that cannot be conducted at the scene, the officer shall implement steps to obtain a search warrant;

10. Officers shall check the suspect(s) and vehicle through the GCIC/NCIC computer;

C Safety Measures to be Taken by Officers During Vehicle Stops:

1. When practical, the stop will not be initiated until a backup unit is immediately available;

2. The assisting unit will, when possible, avoid arriving head-on to the vehicle being checked, by driving to the rear of the initiating officers vehicle;

3. Officers shall not make a vehicle check without advising the Communications center;
4. Use blue lights and when necessary, the unit's siren when stopping a vehicle;
5. If at all possible, officers should not give suspects too much warning of the intention to stop them. Officers should not follow too closely;
6. Advance notice will allow a suspect to plan an attack, create an alibi, or dispose of evidence before an officer approaches the suspect vehicle. Officers must never drive alongside a suspect vehicle and talk to the suspect from the police unit. If the person warrants investigating or interviewing, the officer shall conduct the check in the appropriate manner stated above.
7. For officer safety, all suspects in the process of being checked should be frisked before they are interviewed;

STANDARD OPERATING PROCEDURE
EFFECTIVE: 05/19/2008

S.O.P. 16-5 BUILDING CHECKS AND SEARCHES

INTRODUCTION

One method of reducing the threat of burglary is through law enforcement initiated building inspections. By checking buildings thoroughly, the officer can lessen the probability of an occurrence or quickly determine that a crime has occurred. If a crime has been committed, a search would then allow officers to collect significant data on the method of operation, the point of entry and exit, the time frame, and other information needed for the timely reporting of the preliminary investigation.

I. CHECKING BUILDINGS AS A PART OF PATROL

- A When leaving the patrol unit to check a building, officers are to notify the communications center:
 - 1. Of the address or location of the building to be checked; and
 - 2. Of the need for additional officers if it is suspected that a prowler is in the building or in the vicinity.

- B When checking a building, officers should always carry a flashlight and radio, to be used as stated below:
 - 1. The flashlight should be carried in the non-reactionary hand leaving the weapon hand free; and
 - 2. An attempt should be made to maintain a continuous beam from the flashlight. Intermittent flashes of light should not be made because it will adversely affect the officer's night vision.
 - 3. Officers shall ensure that they have in their possession a mobile radio when conducting building checks. The radio volume should be turned as low as possible to still be heard without announcing the officer's presence.

- C All doors and windows should be thoroughly checked by:
 - 1. Depressing the latches or turning the knobs when checking doors. Padlocks should be inspected for signs of tampering or defects; and
 - 2. Inspecting the windowsills for pry marks and disturbance of dirt particles.

- D Officers should make an effort to be familiar with the normal appearance of the building and inspect for unusual conditions in the structure, e.g., lights not turned on as usual, window shades drawn, and safe or office furniture moved.

- E Check for items (ladders, barrels, boxes, etc.), against the wall of the building which may indicate the possibility of the presence of prowlers.

- F Be alert for "lookouts" in the vicinity:

1. Lookouts are usually in a place where they can observe an officer's movements and be seen by associates on the inside;
 2. The lookout should be apprehended immediately only if it appears he/she will flee before assistance arrives; and
 3. Be observant of people with cell phones or radios as they may be used as warning devices.
- G Be alert for unusual noises;
- H If time permits, officers should check buildings more than once during a shift; and
- I Officers should be conscious not to develop a pattern or habit of checking a building at the same time during each patrol shift.

II. PROCEDURE WHEN AN OPEN OR UNLOCKED DOOR OR WINDOW IS DISCOVERED

- A In the event officers discover an open or unlocked door, they are to immediately notify the communications center of the building's address, what has been detected and request assistance.
- B An officer shall not enter an unsecured building until assistance arrives.
1. While waiting for back-up officers to arrive, the officer should be in a location to monitor the most likely avenues for escape; and
 2. When the back-up officer arrives, the officer at the scene should disclose his/her location to the back-up officer.
- C The ranking officer at the scene will oversee the building search. If no ranking officer is present, the officer receiving the call or discovering the condition, will be in charge;
- D Officers will be posted outside the building to prevent possible escape of prowlers before the building is entered by the search party, if resources permit;
- E When going through doorways officers should use extreme caution;
- F Buildings with two or more floors will be searched from the bottom up. Elevators and stairways should be secured and controlled, if possible;
- G In the event that a security guard may be working in the building, the officer must be careful not to mistake the security guard for a prowler;
- H When the search of the building is complete, the investigating officer will notify the communication center. The communications center is to call the owner to advise him/her of police findings. Once the owner has been notified, the investigating officer is to be informed if the owner is coming to the building;
- I Prior to departing the scene, the building shall be secured as well as possible; and
- J Once complete, the necessary reports will be prepared by the investigating officer.

STANDARD OPERATING PROCEDURE
EFFECTIVE: 05/19/2008

S.O.P. 16-6 DEALING WITH PERSONS OF DIMINISHED CAPACITY

I. PURPOSE

To provide field officers with the essential tactical and processing skills necessary to effectively deal with persons of diminished capacity in a manner to provide the required professional assistance these persons need, to protect the community, to safeguard the officers involved in the encounter and to reduce liability.

II. POLICY

Every community can expect its law enforcement officers to encounter persons of diminished capacity. This group of special needs persons presents field officers with different and often complex issues. These persons, whether from intoxication, suicidal tendencies, medical complications or mental illness, present field officers with a wide range of behaviors very different than those exhibited by most members of the community or persons involved in criminal activities. Persons of diminished capacity may display conduct that is bizarre, irrational, unpredictable and threatening. They may not comprehend commands or other forms of communication in the manner that the officer would expect. They often do not respond to authoritative persons or a display of force. It is the primary task of the field officers confronting these persons to resolve the encounter in the safest manner possible. It is the task of the officer to bring these types of persons to professional resources, when necessary. It is not the mission of the field officer to diagnose the root cause for the person's behavior. Officers are expected to control the incident. Proper tactical and intervention techniques can assist in resolving the immediate situation and hasten the intervention by professional resource persons.

III. DEFINITIONS

- A Persons of diminished capacity: This encompasses all persons encountered in the field who exhibit unusual behavior commonly referred to as irrational, bizarre, unpredictable, or weird. These outward observable symptoms may be the result of intoxication, drug use, suicidal tendencies, mental illness/disorder, or medical complications.
- B Mental Illness/Disorder: 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. This policy does not require officers to make a diagnosis of whether the subject is mentally ill or what form of mental illness/disorder the subject may have but rather to use reasonable judgment to recognize behavior which is outside the norm where a person may pose a danger to himself/herself or others.
- C Professional resources: Sources available to the police agency such as mental health professionals, emergency medical facilities, and detoxification centers.
- D Voluntary and involuntary commitments: Provisions within the State which the Agency can use for the civil commitment of persons requiring professional psychological intervention.

- E Prosecution guidelines: It is the policy of this agency to evaluate the necessity for, and method of, prosecution when dealing with a person of diminished capacity. Normally misdemeanor violations by the person committed during the police control phase of the incident will not subject the person to a physical arrest. The decision to cite or request a filing by the prosecutor will be determined by the on duty supervisor. The supervisor will evaluate other crimes committed upon non-agency personnel to determine whether a physical arrest is warranted. The ultimate mission of the Agency is to encourage professional resource intervention for the person of diminished capacity. Physical arrest should be considered a last resort.

IV. PROCEDURE

Field control tactics: The ultimate mission of law enforcement when encountering a person of diminished capacity is to control the encounter, then determine the best course of action for the subject person. This field tactical response can be segmented into four (4) distinct tactical responses: Containment, Coordination, Communication and Time.

- A Containment: Before any reasonable control and defusing techniques can be used, the subject must be contained:
1. Two (2) officers shall be dispatched to an incident involving a person of diminished capacity. Should an officer find himself/herself in a situation with such a person, the officer shall request back-up, when possible, before attempting to intercede.
 2. Responding officers should avoid the use of emergency lights and siren when responding to this type of call for service. Experience has demonstrated that this may agitate the response by the subject of the call.
 3. The officers shall devise a plan that separates the subject from other civilians. This containment should respect the comfort zone of the subject in order to reduce any unnecessary agitation. Officers should convince the subject that it is not necessary to change locations. Officers should continuously evaluate this comfort zone and not compress it, unless absolutely necessary.
 4. It is important for officers to ensure that on-lookers and family members are not in a position to become involved either verbally or physically in the control methods.
 5. Effective containment reduces the elements of agitation, such as large groupings of persons/officers, emergency vehicles/equipment, loud police radio transmissions, and/or multiple persons directing communications to the subject. Containment is meant to reduce these outside influences and sources of agitation.
 6. Officers should move slowly.
- B Coordination: This is essential for control of the encounter and is the foundation for the development of an effective plan and use of personnel and resources:
1. One officer at the scene, not necessarily the senior officer, shall be designated or assume the position of being the lead officer.
 2. A perimeter shall be established to ensure that outside persons and/or family

members do not become involved.

3. Officers shall limit observable indications of force. If firearms are drawn, they should be maintained in the low ready position and not displayed by officers who are attempting to establish communication with the subject.
4. The lead officer shall designate an officer to gather intelligence regarding the subject being encountered. This type of information can come from people at the scene, neighbors and/or family. This information can become important in determining the further tactical approaches to the subject and the most appropriate form of referral.
5. The lead officer is responsible for determining what resources should be requested. These may include additional police personnel, specialized weapons, professional resources and/or staged medical personnel.
6. A command post, if necessary, should be out of sight of the subject.

C Communication with the person of diminished capacity should be planned and controlled:

1. One officer shall be designated as the command voice and other officers shall refrain from becoming involved. The command voice should not have a weapon drawn when attempting to communicate with the subject.
2. Verbal communication should be non-threatening. Whenever possible, use open-ended questions designed to facilitate the subject's participation. If the subject does not respond, use other communication techniques. It may be necessary to change the person designated as the command voice and determine whether that might be beneficial.
3. Sharp, authoritative commands should be avoided. Officers should use calming communicative attempts.
4. It has been found that threatening to arrest or use force is not productive when dealing with persons with diminished capacity. Reassure the subject that the police are there to help them.
5. Be truthful at all times.
6. Officers must constantly analyze what effect, if any, their efforts are having on the subject. This is essential to identify areas that appear to agitate the subject and should be avoided.
7. Normally, family members should not be used to establish communications. This frequently exacerbates the situation.

D Time is the concept of elongating the encounter, rather than hastening it:

1. History has shown that the longer the encounter is allowed to occur, the better the chance for a successful resolution.
2. Increasing the time of the encounter and using defusing techniques allows the subject to reflect upon his/her predicament.

3. Creating time also allows for the field units to be supported by the deployment of additional police personnel, specialized equipment and/or medical support personnel.
 4. Time improves the ability to communicate and create a relationship between the subject and the command voice.
- E Commitment procedures: The primary purpose for police response to an incident involving a person of diminished capacity is to control the situation and ensure that the person receives the most appropriate professional resources.
1. In determining the most appropriate professional resource and referral, officers should consider the information provided by professional resources and family members.
 2. It is important for the officers on the scene to determine what, if any, on-going threat potential the subject poses to himself/herself, family, community, and officers. This threat potential may necessitate an involuntary commitment procedure rather than to simply hand off the subject to the family for a voluntary commitment.
 3. Officers shall use the resources of local crisis intervention personnel, if available, when making this commitment decision.

F Commitment

1. Consent
 - a) Must be free and voluntary
 - b) Cannot be induced by fear of prosecution for an unfounded offense
 - c) If officer must use force to get the person into the ambulance, this is not valid consent
2. Returning an escapee from a mental facility
 - a) This person must have been a patient at the facility pursuant to a valid doctor's order or a court order
 - b) Officer must see the order
 - c) Officer must write an incident report
3. A doctor can issue a commitment order to involuntarily commit a person after personally examining the patient within the last 48 hours.
 - a) Doctor must personally examine the patient – not by phone
 - b) This order expires seven (7) days after it is executed
 - c) Officer must write an incident report if he/she serves the order
4. The Probate Court can issue an "order to apprehend" based on affidavits of two adults that have seen the person within the last forty-eight (48) hours and

swear to facts set forth in affidavits that give them reason to believe the person is mentally ill and in need of involuntary treatment.

- a) Can be any two adults (police, neighbors, family, firefighters, etc.)
- b) This order expires seven (7) days after it is executed
- c) Officer must write an incident report if he/she serve this order

5. The police can take a patient involuntarily for treatment if

- a) Officer has probable cause to believe the suspect has committed a penal offense, and
- b) Probable cause to believe that they are mentally ill and in need of involuntary treatment.
- c) The officer need not ultimately charge the suspect for the offense, although they may.
- d) The officer must write an incident report.

Emergencies: Situation where, according to competent medical judgment, a proposed surgical or medical treatment is reasonably necessary and a person authorized to give consent is not readily available and any delay in treatment could reasonably be expected to jeopardize the life or health of the person affected or result in disfigurement or impaired faculties.

By definition, this assumes a person is unable to give consent for him or herself (i.e. person is unconscious due to injury or under the influence.)

If the foregoing criteria is met, authorized persons can give consent for a person to receive treatment, if the patient is unable to consent for himself/herself.

Nothing in this chapter shall be construed to prevent a person at least 18 years of age from refusing to consent to medical treatment of his own person.

- G Use of restraints when dealing with persons of diminished capacity: These types of persons may present officers with conflicting considerations in determining the best means for restraint and transportation. The ultimate mission is to safeguard the interests of the subject and transporting officers. In some cases, an ambulance may be required.

STANDARD OPERATING PROCEDURES
EFFECTIVE: 09/21/2010

S.O.P. 16-7 MISSING PERSONS

I. PURPOSE

This procedure is intended to apply to the reporting requirements dealing with a missing person and establish guidelines for the handling of a missing person case.

II. POLICY

Upon receiving a report that an individual cannot be located, the responding officer will gather an initial physical description of the individual, any leads as to the possible location (destination, mode of travel, routes, etc.), the identity and location where the person was last seen, names and phone numbers of relatives and friends, and any other information which may assist in locating the person. The responding officer will initiate an immediate investigation in an attempt to locate the missing person.

III. INITIAL INVESTIGATION

1. A broadcast will be made over the patrol frequency with a description of the missing person and any known circumstances. Dispatch will disseminate information to adjacent agencies, and to the law enforcement agencies in the jurisdiction of any known or suspected destinations.
2. Interviews will immediately be conducted with the reporting person, spouse, parents, siblings, friends, employers, co-workers, or any other persons who may have knowledge of the whereabouts of the missing person. These interviews may be done by telephone or in person, but all interviews and attempts to interview will be documented.
3. A photograph of the missing individual, if available, will be obtained.
4. Initiating an incident report, with a narrative summary of all actions taken by the police, and any related actions known to have been taken by others. The report will contain at a minimum, the following information (if available):
 - a. The full name of the missing person;
 - b. Height, weight, color of hair and eyes;
 - c. Use of eyeglasses or contacts;
 - d. Skin color;
 - e. Physical or mental handicap;
 - f. Scars, marks or tattoos;
 - g. Date of birth;
 - h. Other places of residence/past residence(s);

- i. Detailed description of clothing;
- j. Photographs;
- k. Social security number, driver's license number if applicable;
- l. Names and addresses of parents/relatives;
- m. Nicknames;
- n. Names and addresses of friends;

IV. ADULTS

An adult will not be considered missing until 24 hours have elapsed, unless it is determined by the officer at the scene or their supervisor, that the missing person can reasonably be classified as a "Critical Missing Person" under the guidelines of section VI below.

If the guidelines of section VI do not apply, a missing person's report will be completed, and appropriate GCIC/NCIC entries made, after 24 hours if the adult has not been otherwise located.

V. SPECIAL HANDLING OF MISSING CHILDREN

For the purposes of this procedure, a missing child is defined as any person between the ages of thirteen (13) and sixteen (16) years of age whose location is not known, including any child who may have run away from home, who may have been taken away by their non-custodial parent, or whose whereabouts is otherwise uncertain. Certain specific actions, in addition to those listed above, must be taken immediately by the responding officer. These actions include:

1. The responding officer will notify the on-duty supervisor and initiate a thorough and detailed physical search of the area where it is reasonable to believe that the child could be found.
2. The officer will cause an immediate entry into the NCIC/GCIC computer system. This entry will be removed if the individual is located.
3. The on-duty supervisor will notify the on-call detective to provide the most up to date information available. If necessary, the on-call detective shall report to the scene and notify the CID Commander.
4. The Responding officer shall notify the Fulton County Department of Family and Children Services (DEFACS). The officer should request access to any relevant information on the missing child, including whether or not there is an active case; the name of any case worker; any previous missing incidents; any previous reported abuse cases; and any other information which would lead to the whereabouts of the child.
5. The responding officer shall provide the legal guardian with the state of Georgia's Clearinghouse for Missing and Exploited Children contact number (1-800-282-6564).

Note: Stranger abducted children and Project Alert

For stranger abducted children, call the NCMEC (National Center for Missing and Exploited Children) at 1-800-THE LOST, and NCMEC will record a public service announcement with the child's photo and facts of the case, and will transmit the announcement via satellite to local television stations.

PROJECT ALERT-A corps of more than 155 retired federal, state, and local law-enforcement professionals who volunteer their time and expertise as unpaid consultants to the national, law-enforcement community.

Project Alert assigns a specially trained volunteer consultant from NCMEC to provide expert assistance upon the request of the law enforcement agency. The volunteer will maintain daily contact with NCMEC and submit written reports concerning the progress of the case investigation. Case consultations will focus on two (2) categories of cases:

1. Cases requiring emergency response and specialized consultation/advice to the investigating agency; and,
2. Review of long-term cases to evaluate and make suggestions as to what new approaches may help to locate and bring children home.

VI. CRITICAL MISSING PERSON/FOUL PLAY INDICATED

A critical missing person is any person who meets any of the following criteria: any child age 12 or under; any adult over age 70; any person in poor physical, or questionable mental health; any missing person where there is an indication of foul play (Foul play is indicated if the occurrence is grossly out of character for the person missing or the reporting party has sufficient reason to believe foul play has occurred.); and, any person missing under circumstances which lead a reasonable person to conclude that there is danger if the missing person is not located immediately (i.e., person missing outdoors in extremely harsh weather, person who requires medication, etc.). When a critical missing person case is confirmed, the following will be initiated:

1. The responding officer shall immediately notify the on-duty supervisor and initiate both a physical search and an investigation.
2. The officer will cause an immediate entry into the NCIC/GCIC computer system. This entry will be removed if the individual is located.
3. The on-duty supervisor will notify the on-call detective to provide the most up to date information available. The on-call detective shall then notify the CID Commander.
2. When a small child is involved, there shall be a physical search, especially of the home and property where the child lives. This physical search shall be made even if the parent has already conducted a search. Officers should be advised that small children may hide and refuse to answer people calling their names. The physical search should start with the home of the missing person, and spiral outward.
3. A regional look-out broadcast shall be made immediately with a description of the missing person and the reason for the critical classification.

4. Mobilize all resources available which could be of help in locating the subject. Resources to consider include:
 - a. The news media to ask for broadcast assistance;
 - b. Assistance from the City/County Fire Department, Public Works Department and other City/County regional recourses to aid in a search;
 - c. Assistance from other law enforcement agencies;
 - d. A law enforcement canine unit;
 - e. Law enforcement air support to assist in a search; and
 - f. Search assistance from volunteer group.

VII. NOTIFICATIONS

As soon as possible after receiving a critical missing person report, the Chief of Police will be notified through the chain-of-command.

VIII. FOLLOW-UP INVESTIGATION

1. Personnel assigned to the follow-up investigation must remain in contact with the person making the report, to remain apprised of the progress of the investigation
2. The investigating officer shall continue to make reasonable efforts to acquire additional and ongoing information about the missing child following transmittal of the initial information available, and promptly integrate any additional information acquired into the Georgia Crime Information Center (GCIC)/National Crime Information Center (NCIC) computer systems.
3. When a missing child has not been located within thirty (30) days after the date in which the report was filed, the detective shall request from the missing child's parents or guardians, the dental records of the missing child. The dental records shall be entered into the GCIC/NCIC.

IX. REMOVAL OF INFORMATION FROM CRIMINAL JUSTICE SYSTEM

When the Agency receives verified notification that the person is no longer missing, the officer receiving the notification will have the individual immediately removed from GCIC/NCIC.

STANDARD OPERATING PROCEDURES
EFFECTIVE: 09/21/2010

S.O.P. 16-8 VICTIM / WITNESS ASSISTANCE

I. PURPOSE

It is the purpose of this policy to emphasize the needs of victims of criminal and non-criminal incidents and the responsibilities of officers to provide support, information, and guidance to these individuals.

II. POLICY

Law enforcement officers are often in a unique position to provide assistance to victims of crime and other traumatic incidents that may have immediate and long-term impact on their emotional well-being. Also, victims who feel that they were treated with understanding and concern for their hardships and suffering more frequently become enthusiastic about cooperating with an investigation and assisting in the prosecution. Therefore, it is the policy of the Agency to enhance the treatment of victims and survivors of criminal and non-criminal crisis situations by providing the assistance and service necessary to speed their physical and emotional recovery and enable them to interact with the criminal justice system.

III. PROCEDURES

A Safety and Security:

1. Officers are responsible for securing the crime or incident scene to protect lives and ensure safety.
2. Officers shall render emergency aid to individuals who have suffered physical injuries and summon any necessary medical assistance.
3. Where physical injuries are not apparent, victims shall be asked if they are injured and whether medical attention is required.
4. To reduce fright and promote victim communication, victims should be informed as soon as appropriate that they are no longer in immediate danger.
5. Recognizing that victims often suffer physical and/or emotional shock, officers shall assist them in making decisions and keep them informed of police actions and requirements.
6. Whenever possible, police officers should not leave a distraught victim alone. Arrangements should be made to have a relative, friend, family or Agency clergyman join the victim for emotional support and comfort. If needed, arrange for transportation of the victim to a friend, family member or other appropriate service provider.

B Providing Emotional Support - In order to calm and assist the victim in regaining composure, officers shall:

1. Allow the victim a reasonable period of time in which to express feelings and emotions while describing what happened during the incident;

2. Express empathy for the victim and understanding for emotional reactions;
3. Provide reassurance that the victim's feelings are normal and understandable;
4. Not be overtly judgmental of the victim's feelings, emotions, judgments, or actions;
5. Help redirect any self blame and responsibility for the criminal act from the victim to the perpetrator; and
6. Emphasize your commitment and the commitment of the Agency to assist and work with the victim.

C Information and Referral - Before leaving the scene it is important that officers take the steps necessary to meet the needs of the victims. These include:

1. Giving information to the victim/witness about applicable rights and services (e.g. counseling, medical attention, compensation programs, emergency financial assistance, victim advocacy, etc.) and the phone number of the County Victim Assistance Program.
2. Advising the victim/witness about what to do if the suspect or the suspect's companions or family threatens or otherwise intimidates him or her.
3. Informing the victim/witness of the case number (if known by the officer) and subsequent steps in the processing of the case.
4. Providing the telephone number and name of the investigator (if known by the officer) and telephone numbers that the victim/witness can call to report additional information about the case or to receive information about the status of the case (status of the case refers to open, suspended, inactive, or closed).

D Follow-up - A victim/witness shall be re-contacted periodically by the investigating officer, if, in the opinion of the investigating officer, a supervisor, or the Chief of Police, the impact of the crime has been unusually severe upon a victim/witness. The purpose of this contact is to determine if needs are being met and/or additional assistance is needed.

1. An investigating officer shall explain to the victim/witness the procedures involved in the prosecution of the cases and their role in those procedures. Caution should be used to explain in such a manner as not to endanger the successful prosecution of the case.
2. Scheduling line-ups, interviews and other required appearances should be at the convenience of the victim/witness whenever feasible. Factors which should be considered in this scheduling include the physical, financial and emotional well-being of the victim/witness. If necessary, the Fairburn Police Department will provide transportation to and from the police station for the victim/witness.
3. Whenever possible, victim/witness property taken as evidence by the department will be promptly returned (with the exception of contraband,

disputed property, and weapons used in the crime). Officers should consult with the solicitor, prosecutor, and Georgia Revised Code whenever questions of law or rules of evidence are in doubt.

4. Whenever there is a traumatic incident such as a rape, child abuse, sexual assault, or other incident which requires more than the average amount of victim/witness assistance, the victim/witness should be given information on a victim advocate, such as the department's Victim Assistance pamphlet, to assist them during the follow-up investigation.

STANDARD OPERATING PROCEDURES
EFFECTIVE: 05/19/2008

S.O.P. 16-9 FAMILY VIOLENCE INCIDENTS

I. PURPOSE

It is the policy of the Agency to fully investigate and accurately report family violence complaints brought to the attention of the Agency, to arrest offenders where lawful and appropriate, to provide protection and assistance to victims of family violence, and to inform involved parties of the various services that may be available to them within the criminal justice system, from social service agencies and other community resources.

II. DEFINITION

The use of the term "family violence" in this SOP will be defined by Georgia law.

III. RESPONDING TO A FAMILY VIOLENCE INCIDENT

A Communication

1. Upon receipt of a call for service, the communications operator should determine as quickly as possible whether or not the call concerns an incident of family violence. If so, the communications operator should get as much information as possible from the complainant (e.g., injuries, weapons involved, whether minor children are present/involved, the exact location, whereabouts of perpetrator and other relevant information).

If a call for service is received by someone other than law enforcement and then transferred to the Agency or if an untimely report is received by the Agency, the officer receiving the call should immediately contact his/her supervisor. The supervisor shall then cause an investigation as described below to be conducted.

2. Once the information has been received, the communications operator shall immediately designate one primary unit and whenever possible, a backup unit. The responding officers shall be provided with all available information by the communications operator upon initial dispatch. Each officer shall approach family complaints with caution and discretion.
3. The communications operator shall notify a supervisor whenever the incoming call involves violence or a threat to life and/or bodily harm (i.e., weapon involved). The officer will call a supervisor to the scene if after arriving, the officer(s) find these conditions. When possible, supervisors should monitor the radio traffic involving the family violence complaint and proceed to the scene of the incident to assist the officer(s) as necessary.

B Patrol

1. When dispatched, officers should respond immediately to the location. If the officer finds the disturbance to be in progress, he/she should notify the communications operator about the following: location of the problem, nature of the disturbance, and the necessity of a back-up unit and/or supervisor. If

the disturbance is not in progress, the officer should immediately attempt to contact the complainant and proceed with the investigation.

2. Officers responding to family violence complaints will coordinate their arrival at the scene without delaying the response time. Upon arrival at the scene of family violence, the responding officers will advise the communications operator of the location of the complainant if different from the original dispatch location. Officers should park their vehicles in a readily accessible position. The vehicles should be locked and secured.
3. If the disturbance is at a private residence, the officers should attempt to contact the complainant before proceeding further. Officers should not enter a private residence except on the direct invitation of the owner or resident, unless probable cause exists to make an arrest or a confrontation is in progress.

Officers should make every effort to speak to every occupant of the residence before leaving.

4. Once the officer(s) has entered the residence, they should prudently attempt to separate the parties in conflict and calmly listen to each person to determine the cause of the conflict and to gather additional information (e.g., who was the primary aggressor).
5. Officer(s) should avoid "taking sides" with either party in the dispute. These family violence complaints should be handled as criminal incidents. Reconciliation or divorce should never be suggested or discussed with the parties involved. Officers should be prepared to offer referrals to the victim concerning the location of shelters, victim witness assistance programs, counseling, etc.

The existence of probable cause and the elements of a crime shall be the sole factors that determine the proper method of handling the incident. Factors that should not influence the officer's course of action in family violence include: the relationship or marital status of the suspect and the victim; sexual orientation; speculation that the complainant may not follow through with the criminal justice process or that the arrest may not lead to a conviction; the complainant's history or prior complaint; whether or not the suspect lives on the premises with the complainant; the complainant's emotional state; injuries that are not visible; verbal assurances that the violence will cease; the location of the incident, (i.e., public or private); the potential financial consequence of arrest; or the lack of a temporary restraining order or other protective orders.

6. An arrest should be made in the event there is probable cause to believe that a felony has occurred. All suspects arrested should be taken into custody. If an officer has probable cause to believe that a felony has occurred, an arrest should be made.
7. Suspects should be arrested in the event that a misdemeanor family violence incident occurs in the officer's presence, or if the officer has probable cause to believe that an act of family violence has been committed. Such situations include, but are not limited to: an officer who witnesses an act of family violence, a violation of a restraining order, or illegal possession of a weapon.

8. In the event the officer does not have the probable cause or necessary evidence to make an arrest, he/she shall make a good faith effort to inform the complainant of his/her rights to appear before a magistrate to seek a warrant for arrest. When possible, such discussion should be held out of the presence of the suspect. An officer should not encourage nor dissuade complainants from attempting to obtain a warrant from a magistrate.
- C Investigation of Family Violence Cases - Officers arriving at a family violence scene should conduct a thorough investigation and submit objective reports of all incidents of violence and all crimes related to family violence. The Family Violence Reporting form should be completed and processed in accordance with law.

1. Arrival at Scene

- a) Determine location and condition of victim and suspect;
- b) Determine if any weapon(s) are involved or within the home;
- c) Provide appropriate level of aid to injured parties;
- d) Separate suspect, victim and witness (victim should be out of suspect's view); and
- e) Take photographs of the victim, suspect, and scene.

When possible, follow-up photographs should be made for injuries that will become more noticeable over time (i.e., bruises).

2. Preliminary Investigation

- a) Interview everyone separately - victim, suspect, children, other witnesses;
- b) Ask victim and suspect if they have pain even if there are no visible injuries;
- c) Document victim's and suspect's condition. For example, torn clothing, disheveled appearance, evidence of injury, and disarray in house;
- d) Document size relation of victim and suspect, keeping in mind that larger is not always stronger;
- e) Determine which of the parties involved was the primary aggressor, by investigating the following:
 - (1) Did one of the parties appear to be in actual fear of the other?
 - (2) Did one party escalate the level of violence (e.g., did a man react to a slap by striking the woman several times?).
 - (3) Was a party physically larger and/or stronger than the other?
 - (4) Does relevant documented history include the following?

- Physical violence;
- Sexual violence;
- Destruction of personal property;
- Violence against others.

(5) Which of the parties has been documented as the aggressor in previous situations?

(6) Did any injuries appear to be defense wounds?

f) If victim has a restraining order or temporary protective order against suspect, obtain a copy of the order and valid proof of service. If not, inform victim how to get an order.

g) If victim has a restraining order or other protective order that has not yet been served on suspect, inform the suspect of the order and note in the report that this was done. The officer should also enforce the applicable provisions of the order (e.g., "stay away" provisions). If victim has an extra copy of the order and the suspect has not been served with a copy of the order, the officer should serve the extra copy on the suspect and fill out proof of service.

h) If a suspect is taken into custody:

(1) Advise suspect of Miranda rights;

(2) Take statements if and when Miranda is waived;

(3) Document spontaneous voluntary statements; and

(4) Prevent communications between suspect and victim/witnesses.

i) Evidence gathering should include:

(1) Document condition of crime scene (disarray of physical surroundings);

(2) Photograph crime scene, if applicable;

(3) Ensure that victim's/suspect's injuries are photographed; and

(4) Impound and/or photograph weapons and other evidence of the crime.

j) Medical treatment investigation should include:

(1) Obtain authorization for release of medical records from victim, if possible;

(2) Document extent of injuries/treatment if known;

- (3) Obtain names, addresses and phone numbers of fire, ambulance or paramedic personnel treating the victim.
- k) In making a permanent record of the incident and subsequent investigation, the following should be included as part of the reporting procedure:
- (1) Maintain objectivity in reporting - avoid personal opinions regarding comments from victim/suspect;
 - (2) Ensure that elements of all involved crimes are included in the report;
 - (3) Document any injuries victim/suspect have sustained;
 - (4) Document past history of violence;
 - (5) Document statements of victim, suspect and all witness;
 - (6) Document physical evidence obtained; and
 - (7) Document probation/parole status.
- l) Officers should not advise victims of family violence that they can "press" charges or "drop" charges. If a victim spontaneously states that prosecution is not desired, the victim should be told that the decision to prosecute is made by the District Attorney or Solicitor. Again, victims should be given information regarding the availability and location of shelters, victim/witness assistance programs, etc.

Officers should refrain from giving opinions and use discretion regarding the information and statements made to or about victims.

D Follow-up Investigation

1. All family violence reports prepared by officers should be reviewed and given follow-up investigation as needed. Whenever possible, review should be conducted by officers with family violence training.
2. Follow-up investigations should be geared to the requirements of the prosecuting office's family violence unit or the particular prosecutor handling the case.

STANDARD OPERATING PROCEDURES
EFFECTIVE: 01/19/2010

S.O.P. 16-10 USE OF CHEMICAL WEAPONS - OLEORESIN CAPSICUM (OC SPRAY)

I. PURPOSE

It is the policy of the Agency to provide training, certification, use, decontamination, maintenance, and storage of Oleoresin Capsicum aerosol spray by employees of the Agency.

The Agency provides officers with OC spray (pepper spray) so that officers may successfully defend themselves from combative, resisting, and/or violent individuals while reducing the risk of inflicting or receiving injury. OC is not necessarily a replacement or substitute for other authorized devices and techniques. Therefore, OC should only be used when the officer believes it is the best choice for the circumstances. As with any use of force, officers are accountable for the use of OC. The use of OC is classified as a response to resistance. Consequently, officers will complete a response to resistance report any time OC is used. (See S.O.P. 11-3 Use of Non-Deadly Force/Internal Procedures.)

II. AGENCY APPROVED OLEORESIN CAPSICUM AEROSOL SPRAY

Spray issued by the agency will be the only personal size pepper spray authorized by the Agency for officers to carry.

III. TRAINING

Officers must successfully complete the Agency approved OC training prior to being issued OC spray.

IV. PROCEDURES

- A Utilization Procedures - Trained officers may utilize OC when physical force is necessary under the prevailing circumstances. The following are examples of situations when OC may be used:
 - a. Where verbal direction is ineffective or inappropriate;
 - b. Where passive resistance techniques have failed and officers may have to use physical force to maintain control;
 - c. Where the officer could reasonably use an impact weapon as a striking tool and not merely as a restraint device; and/or
 - d. Where the officer could reasonably use deadly force.

OC may be used to affect the removal of a person(s) from a vehicle who refuses to exit when lawfully commanded to do so by an officer and physical resistance is used by the person(s).

Officers should avoid the use of OC areas where the use could reasonably and foreseeably cause panic. OC spray will only be used as a control and compliance measure and shall never be used for any illicit or unlawful purpose.

B Decontamination Procedures - After control has been established and/or resistance ceased, the officer will make reasonable efforts to allow the OC affected subject relief from the discomfort associated with the application.

a. After the suspect has been brought under control, restraints applied, and the suspect no longer presents a threat to the officer or others; the officer will then render appropriate first aid to the suspect;

b. Arrange for professional medical attention (EMS) as soon as practical;

The EMS personnel should determine if the suspect needs to be transported to a hospital or other medical facility for further medical evaluation.

c. If reasonable, the person will be transported immediately to the police department, sheriff's department, city jail or county jail. If this is not reasonable, the person should be moved to an area with fresh air;

d. Keep the person calm by explaining the anticipated effects;

e. Instruct the person to blow his/her nose;

f. Allow affected person to flush eyes and affected area with water; and

g. Open doors and windows as soon as practical after usage inside a building or vehicle.

C Documentation Procedures - On each occasion of OC use, a written Response to Resistance Report will be completed. See S.O.P. 11-3 Use of Non-Deadly Force/Internal Procedures.

STANDARD OPERATING PROCEDURES
EFFECTIVE: 05/19/2008

S.O.P. 16-11 RIDE - ALONG POLICY

I. PURPOSE

The purpose of this policy is to set forth the agency's mandates with respect to citizen ride along.

II. POLICY

In an effort to enhance the mutual respect of police officers and the community we serve, this agency hereby establishes a ride-along program. This program will provide its participants with a greater understanding of law enforcement in our City. At the same time, through interaction between our officers and members of the community, lines of open communication will be established.

III. PROCEDURES

A Who can participate in the ride-along program:

1. All participants must be at least eighteen (18) years of age and must have signed the Police agency waiver form.
2. Community members who are interested in broadening their knowledge of the police function within the city. This would include members of civic organizations, college students who are interested in the law enforcement field, (citizens' police academy participants, if implemented), and any other person authorized by the Chief of Police. (Or another designated person)
3. Media representatives who wish to conduct a ride along for the purpose of developing a news story or other documentary. This category includes print and electronic media. Media representatives must complete all documents required of any other participant. In addition, members of the media must have express written authorization from the office of the chief of police before recording, by any means (audio, video, film, photo), any portion of the ride-along.

B Application Process:

1. Applications for ride-along shall be available at police headquarters. Personnel assigned to the headquarters should inform anyone who receives a ride-along application that they should return the application to the agency once it is completed. Applicants must provide a photo-identification for verification when they return their completed application.
2. Completed applications shall be forwarded to the Chief of Police or his/her designee for review.
3. Application Review will include a record check and NCIC inquiry. An applicant who has a felony record or a misdemeanor record that involves moral turpitude or dishonesty may be excluded from participation.

4. Once approved, the applicant shall be notified (phone or mail option) and assigned a date for the ride-along.
5. Participants shall only be allowed to participate in this program once every twelve (12) months unless given written authorization from the Chief of Police.
6. Ride-along guests will not be allowed to ride during the scheduled tour of duty of an officer who is, in some way, related to the guest.

C Reporting for Ride-along:

1. The ride-along program shall be scheduled between the hours of 0800-1600 hours, unless otherwise approved by the Chief or his /her designee.
2. Participants should report to the police headquarters fifteen (15) minutes prior to their scheduled participation.
3. The supervising officer shall meet with the ride-along participant. The ride along participant and the supervising officer shall review and sign the liability waiver form. The supervising officer must sign as a witness. Any participant who decides not to sign the liability waiver form shall not be allowed to participate in the program.
4. The supervising officer shall review the rules of the ride-along program with the participant. In this review, the participant should be reminded that they may be called as a witness in court, if they observe a police event which becomes subject to court action.

D Duties of the Participant:

1. Participants shall play no active role in the police function. They must only act as an observer unless otherwise directed by their host-officer.
2. Participants shall not be allowed to operate any police equipment unless directed to do so by a police officer in an extreme emergency.
3. Participants must always remain in the police vehicle until directed otherwise by the host officer.
4. Participants must not speak to victims, witnesses, prisoners or other persons associated with a police event. Should a witness, prisoner, victim or other person speak to the participant, the participant should politely direct the person to speak to one of the officers present.
5. Participants shall not bring cameras or any recording devices without the express written permission of the office of the Chief of Police. (Option-Some other Superior or designee)
6. Participants shall not enter any person's home while participating in the ride-along unless the host officer has asked and has been granted express permission from the homeowner/occupant to allow the ride-along participant entry. (This can be an outright ban on entry-but this language is essential based on Wilson v. Layne.)

7. Participants shall always follow the instructions of the host-officer during the ride-along.
8. Participants shall not be allowed to carry any firearm or other weapon, even when otherwise authorized by law, while participating in the ride-along program.
9. Participants should be dressed in comfortable, casual but conservative clothing during the ride-along. (Pants and shirt/jacket for men, Pants, and blouse/jacket for women) Participants who are inappropriately dressed, as determined by the supervising officer, shall not be allowed to participate in the program on the assigned date.

E Duties of Host Officer:

1. No duty to participate - spelled out in waiver.
2. Host officers shall conduct their activities in a manner consistent with the efficiency of the police agency as if the rider was not present.
3. Officers have a primary obligation to the welfare and safety of the ride along participant. Officers shall not respond to priority 1 calls until initial responding officers have determined the scene to be safe.
4. Distinguish, civilian from news media, allowing the media to assume the risk of more dangerous activities.
5. Give the host officer complete discretion to determine the level of dangerousness to the ride-along participant.

OPTIONAL - Ride-along waiver should spell out the inherent dangers of this program and should not indicate that the host officer will provide any protection to the participant.

6. Host Officers, in their discretion, may drop a participant off in an area of safety while responding to a dangerous police event to avoid exposing the participant to danger.
7. Host officer shall be allowed to rove the entire City to enhance the experience of the participant.
8. Host officers may allow the participant to leave the police vehicle in order to better observe the police activity; however, where a participant has been allowed to leave the police vehicle, host officers shall maintain close supervision of the participant and not allow the participant to involve him or herself in the police activity.
9. Host officers must never allow a participant to enter the home of any person unless the officer has first obtained the consent of the homeowner/occupant. In obtaining consent the officer must specifically notify the homeowner/occupant that the participant is a "ride-along participant" and there is "no legal obligation" to allow the participant inside the dwelling .

STANDARD OPERATING PROCEDURES
EFFECTIVE: 05/19/2008

S.O.P. 16-12 COURT SECURITY

I. PURPOSE

The purpose of this policy is to establish clear guidelines for security of the Fairburn Municipal Court.

II. POLICY

Court Services is a separate department and comprised of the Court Clerk and Assistant Clerks. The Court Clerk will be responsible for all court papers, deposits of monies to the City of Fairburn, all bind-overs from court and all requirements of the City Court Judge. A calendar must be posted for each court date and a copy provided to each officer with a pending case. Officer will be notified of cases needing their appearance through email, or through their chain-of-command. The officer is responsible for contacting the court clerk and their shift supervisor if they are unable to appear in a particular court session for any reason.

III. PROCEDURE

- A COURT PROCEDURES - Court/Arrestment dates shall be scheduled by the Court Clerk. When appearing in any court, officers will appear at the stated time on the subpoena and will be dressed in uniform or appropriate civilian dress. Any officer not appearing in court at a scheduled time or not having all proper paperwork in a timely manner is subject to disciplinary actions. Officers not on duty during court hours will be compensated for their court time.
- B COURT OPERATION - The Court Services Clerk handles court records, preparation of court calendars and dispositions and findings of the court. All of these will be entered into the Court Services computer system. Court personnel will be required to run criminal histories, driver's license checks, and other information for the prosecution of cases.
- C COURT SECURITY - The Fairburn Police Department shall be the sole provider of security for the Fairburn Municipal Court. All officers assigned to this function have the authority to screen and disarm anyone entering the Fairburn Municipal Court in order to ensure the safety of all in attendance. These officers shall also have the authority to remove anyone from the courtroom who may pose a threat.

The Reserve Officer Unit will be in charge of courtroom security. If no Reserve Officer is available, a sworn officer or the COPS Sergeant will assume that responsibility.

- 1. SECURITY SCREENING STATIONS - The purpose of Security Screening is to disarm people before they enter the Fairburn Municipal Court. To accomplish this objective everyone must be screened. Persons seeking entry to the Fairburn Municipal Court are deemed to have given their consent to a limited search for administrative purposes. Any person who refuses to surrender a suspicious object or container, or to submit to a search themselves or containers in their possession, will be denied access to the Fairburn Municipal Court.

Security Screening shall take place in the lobby of the courtroom. All persons shall be checked with a metal detector and all bags shall be opened to allow a visual search.

2. COURTROOM SECURITY

- a) A thorough, documented search of the courtroom should be completed by the officer assigned to court security prior to each court session. This will ensure that there are no weapons, contraband, or other items that may affect the security and operation of the court.
- b) Do not allow attorneys or anyone else who is not part of staff to go back to the Judge's chambers without first clearing it with the Judge or his/her staff.
- c) At least one (1) officer shall remain in the court room when the court is open for business.
- d) The officer's primary responsibility is to protect the judge and to control the conduct of all persons within the courtroom. Therefore, the officer should be positioned to carry out this responsibility.

D EMERGENCY PROCEDURES

1. MEDICAL EMERGENCIES

When arriving at the scene of any medical emergency, decide the extent of the injury, and notify Communications of the information by radio. Communications will contact appropriate medical help.

2. EMERGENCY EVACUATION - FIRE, GAS LEAK, BOMB, ETC.

In the event of a declared emergency:

- a. The courtroom must be secured. This includes securing evidence.
- b. Inmates, employees, and visitors will be evacuated.
- c. Reentry will be prohibited until the proper authority permits.

3. BOMB THREATS/SEVERE WEATHER

In the event of a bomb threat or severe weather, the officer tasked with providing security must then execute the safe and speedy evacuation of employees and visitors, when requested to do so by the presiding judge.

4. HOSTAGE SITUATIONS/CIVIL DISTURBANCES

These shall be handled in accordance with Agency policy.

E REQUIRED EQUIPMENT

The courtroom shall be stocked with the following required equipment at all times and it shall be the duty of the assigned court security officer to ensure that all items

are present and in working order before court.

1. Fire Extinguisher.
2. Handheld magnetometers.
3. Stationary magnetometer.
4. Communications Equipment;
5. First Aid Kit; and
6. Restraining Devices.

F OTHER RESPONSIBILITIES

Every three (3) years, a survey of this policy will be conducted. The survey shall be completed by a Lieutenant or higher. The survey shall include a check of compliance with policy, the functionality and applicability of required equipment used for courtroom security, as well as an inspection of the courtroom to include, but not limited to the doors, windows, lighting, alarms, key control access, ADA accessibility, and secure/restricted areas. The survey should be submitted to the Chief of Police with any recommendations for changes to policy.

STANDARD OPERATING PROCEDURE
EFFECTIVE: 11/21/08

S.O.P. 16-13 ROAD SAFETY CHECKS

I. PURPOSE

The purpose of this policy is to provide guidelines and directions for the safe operation of Road Safety Checks; for the initiation or discontinuation of safety checks; and to address the responsibility of participating officer's and supervisors.

II. DEFINITION

Road Safety Check - A Planned event on a roadway to provide for the safety of the motoring public by detecting and deterring specific traffic/safety violators. Officers may check and monitor driver condition, driver's licenses, vehicle equipment, vehicle registrations and other state motor vehicle and operation requirements. It cannot be set up for the sole purpose of deterrence or crime control.

III. ROAD SAFETY CHECKS

1. No road safety check will be initiated unless road and weather conditions allow visibility in both directions for a minimum of 500 feet.
2. All Road Safety Checks will be planned by the on-duty supervisor, but shall receive approval from the Watch Commander or higher authority. A Pre-Approval Safety Checkpoint form must be submitted and signed prior to implementation.
3. Officers assigned to a road safety check will wear their body armor and reflective traffic vest at all times. Officers will activate their Body Worn Camera.
4. When conducting a road safety check, there will be no less than two officers and one supervisor assigned to the location. The supervisor is to remain at the location at all times during the road safety check. One marked unit will be monitoring traffic for any vehicles using evasive action to avoid the road safety check. A minimum of two marked units will be at the road safety check locations with blue lights activated.
5. During the road safety check the following areas will be examined:
 - a. All persons operating a motor vehicle on the streets and highways of the City of Fairburn must have a valid driver's license. A license, which appears to be valid on its face, should be considered Prima Facie evidence that the driver is in compliance with state law.
 - b. All vehicles being operated on the streets and highways of the City of Fairburn must have a current license plate/tag displayed on the vehicle being operated.
 - c. All vehicles operated on the streets and highways of the City of Fairburn must be in safe operating condition at all times. This includes tires, windshields, exhaust systems and all lighting

equipment.

- e. Officers are to be alert for any signs that the driver of a vehicle being checked is under the influence of drugs or alcohol.
6. If the checking officer believes the driver to be in violation of the law he will send the driver to a second screening area for further investigation. The exception is if the officer believes the subject to be under the influence, the driver will not be allowed to operate his vehicle past the original stop point.
7. The Supervisor on scene will be responsible for the opening and closing of the road safety check. The road safety check may be closed prior to the scheduled time due to the number of arrests, inclement weather, or any other reason the Supervisor on site decides is appropriate.
8. The road safety check should abide by the following established points:
 1. Supervisor must be on scene for the duration of the safety checkpoint
 2. All vehicles must be stopped and checked, rather than stopping random ones. If the roadblock causes an extensive traffic delay or hinders driver safety, the officers must shut the checkpoint down and resume only once the congestion has cleared.
 3. The existence of the safety checkpoint should be clearly identified, such as the use of signs, emergency lights active, use of traffic cones, officers in reflective traffic vests and use of flashlights.
 4. The screening officers must have sufficient training and experience and understand which motorists require field sobriety assessments
 5. Initial interaction with a driver must be brief unless articulable reasonable suspicion exists for further investigation

**STANDARD OPERATING PROCEDURE
EFFECTIVE: 09/01/2011**

S.O.P. 16-14 RESERVE OFFICER UNIT

I. PURPOSE

The primary purpose of the Fairburn Police Department Reserve Unit shall be to provide a source of qualified, POST certified Law Enforcement personnel to assist in the normal functions of the Fairburn Police Department. Fairburn Police Department Reserve Unit members serve on a voluntary basis in the Department or on any special detail assigned by the Chief of Police or his designee.

II. ORGANIZATION

The Fairburn Police Department Reserve Unit serves under the direction of the COPS Sergeant. The Reserve Force members take direction from the COPS Sergeant while assigned to assist with Divisional duties.

III. DUTY RESPONSIBILITIES

1. Reserve Force members shall work assignments that require police officer security. Assignments include City Council meetings, Planning and Zoning meetings, and primarily Court Services security during court sessions.
2. Each Reserve Force member shall work a minimum of eight (8) hours per month.
3. Reserve Force members shall serve in any special operation undertaken by the Fairburn Police Department as may be needed and requested by the Chief of Police, or his/her designee.

IV. RULES AND REGULATIONS

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

1. Satisfying Commitments

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

2. Part-Time Employment

Members of the Reserve Force of the Fairburn Police Department will be required to obtain permission, in writing, from the Chief of Police in order

to participate in outside employment related to their status as a police officer. All part-time employment must meet the requirements set forth in the Off Duty Employment Policy of the Fairburn Police Department.

VI. QUALIFICATIONS FOR RESERVE STATUS

Participation in the Reserve Force of the Fairburn Police Department shall be open to all who are United States citizens and residents of the State of Georgia regardless of race, creed, sex, age, religion, or national origin, except as noted below with respect to minimum age, individual suitability, potential conflict of interest, and providing the applicant is a Georgia POST Certified Peace Officer. All reserve officer applications will be processed in accordance with SOP Chapter 3, Hiring Practices. The ultimate decision on each applicant will be made by the Chief of Police.

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

Individual suitability shall be determined by the Fairburn Police Department. No applicant shall be complete without all of the following:

1. Criminal record and driving record background check.
2. Documentation from Georgia POST or Regional Police Academy showing compliance with the minimum (20 hour) annual training requirements and Current Peace Officer Certification.
3. Psychological examination
4. Polygraph examination
5. Drug screen
6. Personal interview.

The standard for determining individual suitability shall be as stringent as those used for employment as a full time paid officer.

Potential conflict of interest situations may be identified at any stage of the processing. Unless waived by the Chief of Police, the following categories of applicants shall not be eligible to join the Reserve Force.

1. Employees of any Federal, State, or Local Government agency which prohibits acceptance of appointment as an officer.
2. Officials serving in any elected office.
3. Candidates for elected office.
4. Owners or employees of any Private Detective Agency, Private Security Agency, Repossession Business, or Bonding Company.
5. Persons employed as a Peace Officer, Detention Officer, or in a Private Guard/Security position.

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

F. RESERVE UNIT FTO PROCESS

Reserve Force members do not complete a formal FTO Program since no member of the Reserve Unit works patrol or investigative duties.

However, the COPS Sergeant is responsible for ensuring that every new reserve officer receives proper training and instructions for each specific security detail prior to release on his/her own. Instructional training will be submitted on inter-office letterhead to the Support Services Lieutenant and documented within the Reserve Officer's personnel file.

G. EQUIPMENT/UNIFORM

Reserve Force members will be required to wear the same equipment and uniforms as full-time sworn officers, as outlined in the agency SOP, Chapter 7 Uniform-Dress Code.

H. TRAINING

A minimum of twenty (20) hours of in-service training is required of all sworn personnel each year. Any sworn officer failing to meet these minimum requirements will be removed from enforcement duties and is subject to disciplinary actions under city policy. Additionally, all reserve officers are required to attend all mandatory annual in-service training.

I. LIABILITY/WORKERS' COMPENSATION

Reserve Force members will be provided with public liability protection equal to that provided to full-time officers. Reserve Force members will also be provided coverage under workers' compensation through the GMA workers' compensation self-insurance fund.

STANDARD OPERATING PROCEDURES
EFFECTIVE: 08/14/09

S.O.P. 16-15 CANINE (K-9) UNIT

I. PURPOSE

To establish guidelines for the proper utilization of the Fairburn Police Department's canine (K-9) unit.

II. STATEMENT OF POLICY

It shall be the policy of the Fairburn Police Department to develop and maintain a highly trained canine unit to assist police department in the accomplishment of four main objectives: (1) to track suspects; (2) to deter criminal activity; (3) to aid in the locating of illegal drugs that may otherwise go undetected; (4) to maintain high visibility within the community and build a sense of security among the citizenry. The police canine unit will be used in the following situations:

- A. Tracking persons who have escaped or who are in the process of escaping from crime scenes, felony arrests or correctional institutions.
- B. Tracking lost or missing persons.
- C. Searching for criminals, evidence and controlled substances.
- D. To provide a strong psychological deterrent to certain types of criminal misconduct.
- E. To provide assistance to other law enforcement agencies.

III. LEGAL ISSUES

- A. The use of a specially trained dog is a valid investigative tool. The courts have held that the use of certain scent-enhancing instruments (dogs) to aid in the detection of contraband or evidence in unprotected areas is a permissible search under the Fourth Amendment.

IV. PROCEDURES

- A. The canine unit shall consist of canine-trained handler(s) and certified, trained police dog(s) (K-9).
- B. Ownership of dog.

1. All dogs accepted for use by the Fairburn Police Department are the sole property of the Fairburn Police Department. Proper care and maintenance is the responsibility of the handlers. The officers assume this responsibility at the time the officers accept an assignment to the canine unit.
2. All medical needs of department dogs will be provided by an approved veterinary service as designated by the Chief of Police.
3. K-9s will not be used for any purpose other than official duties. Prohibited uses include, but not limited to:
 - a. Use for personal gain.
 - b. Entry in any dog show or exhibition, or registration with any society or organization without approval from the Chief of Police or his designee.
 - c. Use or permit the use of K-9 for breeding.
4. The K-9 will not be utilized in areas where conditions exist that are adverse to the K-9's health or welfare (i.e. hazardous materials, dangerous chemicals, etc).
5. Upon determination that a K-9 can no longer perform a police service, the Chief of Police will make a determination on the disposition of the dog.
6. Selection of Canine Handlers
 1. The K-9 handlers will be the rank of patrol officer to qualify.
 2. Service as a K-9 handler shall be voluntary.
 3. Prospective K-9 handlers should:
 - a. Have an interest in dogs and their use in law enforcement.
 - b. Realize that K-9 handlers must devote more than merely assigned on-duty time.
 - c. Realize that, due to the time and expense involved in training of the handler and dog, changes in duty assignment will not ordinarily be made.
 - d. Maintain themselves in such physical condition as to enable them to perform the more strenuous assignments given to the canine teams.

- e. Have the ability to make sound decisions exhibit self-motivation.
 - f. Have adequate space at residence to place kennel provided by the department.
4. Handlers may be provided a take home vehicle based on availability and approval of the Chief of Police.

V. CANINE HANDLER RESPONSIBILITIES/TRAINING

- A. The K-9 unit shall satisfactorily complete the required training and be certified by the law enforcement oriented K-9 trainer selected by the Fairburn Police Department.
- B. Handlers will maintain a regular training program. The minimum maintenance training will be four (1) hour sessions weekly, at a minimum. The commander of the unit or shift the K-9 is assigned to will maintain records of the training. The K-9 handlers will document all training activities on appropriate agency forms.
- C. The handlers must be willing to use off-duty time to practice techniques and strengthen skill levels.
- D. Requests for additional training will be handled according to departmental policy concerning training.
- E. When the K-9 officer checks out drug contraband for training purposes, he will abide by the following rules:
 - 1. The K-9 officers will sign out the drug contraband from the K-9 Evidence safe using the evidence log book located in the safe.
 - 2. Narcotics being used for training will be individually logged and weighed by both the K-9 officer making the request and the evidence custodian. Narcotics checked out for training purposes will also be accompanied by an agency authorization letter.
 - 3. Proper narcotics storage/handling/securing will be the sole responsibility of the K-9 officer making the request.
 - 4. When the K-9 officer finishes training with the narcotic contraband, he/she will individually weigh the narcotics in the presence of the evidence custodian and sign it back into the secured K-9 evidence drop safe as required by the Evidence SOP.

VI. CANINE VEHICLE

- A. The K-9 vehicle will be a marked patrol unit equipped to transport the dog and maintain security for the animal.

- B. The K-9 vehicles will be assigned to the K-9 handlers. The K-9 handlers are the only persons authorized to operate the K-9 vehicle, under normal circumstances.
- C. The K-9 handlers will be responsible for ensuring that the K-9 vehicle is maintained as needed for departmental use. The K-9 handlers understand that the K-9 vehicle is a privilege and it may be taken away for any misuse or negligence.
- D. The K-9 handler must possess, at a minimum, a class C Georgia Motor Vehicle Operator's license.
- E. The K-9 vehicle will be used, whenever possible, for the transportation of the police dog.
- F. The K-9 vehicle will also be equipped with any special items that may be required for canine operations and care.
- G. Only K-9s are to be transported in the K-9 unit vehicle. Transporting other animals in this vehicle will increase the potential of police dog contracting various diseases. **This restriction applies to all types of animals, not just dogs.**

VII. CANINE HANDLER ASSIGNMENT AND DUTIES

- A. The K-9 handlers will be assigned to the Patrol Division and are available to work with any unit or on any shift as needed.
- B. All rules, regulations, policies and procedures pertaining to patrol officers also apply to the K-9 handlers.
- C. The K-9 handlers have the responsibility of maintaining the K-9 at an acceptable level of proficiency. If at any time the handler becomes aware that his K-9 is not at an acceptable level of proficiency his immediate supervisor will be contacted so that corrective action can be taken.
- D. The K-9 handlers will work assignments and shifts as assigned by the supervisor.
- E. The K-9 will not be used in any manner to cause or appear to cause a threat to the general public.
- F. The K-9 handlers can only conduct public demonstrations with the authorization of the Chief of Police.
- G. Handlers will be held accountable for the actions of their assigned K-9, unless relieved of this responsibility by a supervisor.

VIII. REQUEST AND USE OF CANINE TEAMS

IN INCIDENTS CONCERNING APPREHENSION OF PERSONS WANTED FOR VIOLENT ACTS, THE K-9 HANDLER SHALL UTILIZE A BACK-UP OFFICER, WHO WILL ACCOMPANY THE HANDLER ON THE SEARCH OR TRACK.

- A. Officers requesting K-9 assistance during the K-9 unit's on-duty hours shall be made through their supervisor.
- B. Requests for K-9 assistance during off-duty hours will be made through the on-duty supervisor. Being called in on off-duty hours will be considered as emergency callback.
- C. The supervisor requesting K-9 assistance must ensure that the request is canceled if it becomes apparent that the need no longer exists.
- D. Requests for the K-9 unit by other law enforcement agencies shall be made to the on-duty supervisor.
- E. The K-9 teams may also be used in certain situations not specified by SOP. In these situations, approval must be obtained from either the Patrol Division Commander or the Chief of Police.
- F. K-9 handlers will, at all times, follow the guidelines for use of force in SOP Chapter 11.
- G. The Fairburn Police Department's K-9's shall be trained only in the methods of tracking and narcotics detection. At no time will any Fairburn Police Department K-9 be trained in the apprehension, bite and hold, or attack techniques.
- H. The K-9 handlers shall keep the police dog on a short leash or a tracking leash and under control at all times with the following exceptions:
 - 1. Certain building searches.
 - 2. To protect a citizen or police officer from physical harm.
 - 3. During training exercises.
 - 4. Providing for the K-9's needs.
- I. The K-9 handlers, in conjunction with the watch supervisor, shall have exclusive control over the use of the K-9 in a tracking situation. The supervisors must bear in mind that a decision not to use the K-9 is based on the handler's assessment of the situation and the knowledge of the dog's capabilities.
- J. Handler incapacitated:
 - 1. In the event the handler becomes incapacitated and it becomes necessary to remove the K-9 from the scene, the watch supervisor will be notified immediately.
 - 2. It will be the watch supervisor's responsibility to determine the method of removing the K-9.

3. Any attempt to remove the K-9 that may result in the K-9 being harmed or destroyed should be considered **ONLY AS A LAST RESORT**. If time permits, Animal Control should be contacted to assist in safely removing the K-9.
4. The safety of the handler, other officers and the public shall be the prime consideration in the method and timeliness of removing the K-9.
5. In the event the handler is incapacitated, any officer at the scene should attempt to divert the dog's attention in order for another officer to reach the injured officer and move that officer to safety, if possible.

IX. DRUG DETECTION

- A. The K-9 unit will be available for detecting and locating narcotics or identifying narcotics contaminated contraband.
- B. During building/structure and vehicles searches for the detection of drugs, the following procedures shall be followed for maximum effectiveness and the safety of the dog handler:
 1. All persons on the premises shall be removed or placed in one room prior to the dog search commencing.
 2. All plain view drugs shall be secured prior to the dog search.

X. TECHNICAL PROCEDURES

The utilization of the canine unit is authorized without additional supervisory approval if an offense involves the apprehension of a fleeing suspect that has committed a crime or poses a threat to human life, occurs in the presence of the K-9 handler and is within the boundaries of the City of Fairburn. Proper handler control procedures shall be utilized at all times. The police K-9 unit may also be utilized for the following purposes:

- A. Tracking Operations
 1. The pursuit of suspects fleeing the scene of a crime is initially the responsibility of the first officer on the scene. Once the officer has lost sight of the suspect, and justification exists, the officer may request K-9 assistance through the watch commander or supervisor.

It is important that the officer(s) mark the location where the suspect was last seen, so that the K-9 can pick up the scent as soon as possible. The area where the track is to begin must remain uncontaminated. Therefore, unnecessary walking over the area shall be avoided.
 2. The canine unit can be used to great advantage in searching for missing persons, physical evidence, or property which may have been recently handled. The principles regarding the marking of the location and protection of the scene are the same as indicated above.

3. Prior to searching wooded areas, the area should be isolated by establishing a perimeter. This will assist in preventing unauthorized persons from entering the search area and prevent a suspect from fleeing.

B. Building Searches

1. The K-9 unit may be utilized to search buildings believed burglarized and buildings occupied by a suspect endeavoring to escape police apprehension. Using the K-9 unit to search a building minimizes the probability of an officer being injured.
2. Prior to using any K-9 unit to search a building, an announcement must be given indicating the intent to use the K-9, unless it is tactically unsafe in a given situation.
3. During the search of a building, no one will be allowed to enter the building except at the direction of the handler performing the search.
4. Officers should not search a building if a K-9 unit is responding. Officers should secure the perimeter and should not enter the building, unless ordered to do so by a supervisor.

C. Arrest/Apprehension of Suspects

1. The police canine unit may be utilized in the following:
 - a. To prevent the escape of a person(s) the police officer has reasonable belief has committed a crime.
 - b. A crime in progress call, should the suspect flee on foot or remain hidden in a building or structure or any other area that poses a threat to officer safety.

XI. SWAT AND TACTICAL OPERATIONS

The K-9 teams may be utilized in certain operations to maintain perimeter control or clear a building of suspects. The K-9 **will not** be utilized in any tactical situation that requires the physical apprehension of any suspect.

XII. PUBLIC RELATIONS

All requests for public relations demonstrations will be routed through the commander responsible for the K-9 assignment or the Patrol Division Commander.

XIII. CANINE BITES

Any dog bites inflicted by the K-9 shall be documented on an incident report/use of force

form and a supervisor will be summoned to the scene for investigative purposes. Victims will be afforded medical treatment as soon as possible.

XIV. GENERAL PROCEDURES FOR K-9 OFFICERS AND OTHER OFFICERS

- A. Officers shall refrain from approaching, petting or agitating the police dog, except during training and upon approval of the handler.
- B. Physical contact ("horseplay") between anyone and the handler shall be avoided in the presence of the dog, as it could be perceived by the dog as an attack on the handler.
- C. Officers assisting the K-9 unit shall keep loud noises, excessive talking or radio traffic to a minimum while the K-9 teams are actually working. If at night, avoid lighting up the canine teams with spotlights or flashlights.
- D. Any time the K-9 unit initiates a traffic stop and a search of the suspect vehicle becomes likely, a back-up officer shall be summoned to the scene to serve as a back-up for the K-9 officer.

STANDARD OPERATING PROCEDURES
EFFECTIVE: 01/19/2010

S.O.P. 16-16 USE OF CONDUCTED ENERGY WEAPONS (CEW)

I. PURPOSE

It is the policy of this Agency to provide training, certification, use, decontamination and maintenance of Conducted Energy Weapons (CEW).

The Agency will provide officers with an approved CEW so that officer(s) may successfully defend against combative, resisting, and/or violent individuals while reducing the risk of inflicting or receiving injury. The CEW is not necessarily a replacement or substitute for other authorized devices and techniques. Therefore, CEW should only be used when the officer believes it is the best choice for the circumstances. As with any use of force, officers are accountable for the use of a force. The use of a CEW is classified as a use of force and officers will complete an incident report any time a CEW is used. (See S.O.P. 11-3 Use of Non-Deadly/Internal Procedures.)

II. AGENCY APPROVED CONDUCTED ENERGY WEAPONS
Only Agency issued CEWs are authorized for officers to use/carry.

III. TRAINING

Officers must successfully complete the Agency approved CEW training prior to being issued any device. The Agency Training coordinator or Armorer will maintain the serial numbers of the device and cartridges issued to each officer on the appropriate website (Axon). Appropriate training will be conducted on an annual basis to insure proper use and efficiency of the Conducted Energy Weapons.

IV. PROCEDURES

- A Function Check Procedures - Only a properly functioning and charged CEW shall be carried in the field. In order to insure the proper functioning, officers will conduct a test at the beginning of their tour of duty. Below is the proper CEW testing procedure:
1. Remove the CEW from the holster, finger off of the trigger;
 2. Activate the CEW using the safety switch and pressing the arc switch to activate the unit (1–2 seconds only), observing that the unit is arcing and discharging (This will be done away from any other persons and while the device is pointed away from anyone so as to avoid an accidental contact);
 3. Upon completion of the test, the officer will deactivate the CEW with the safety switch and holster the device (the officer will not place fingers on the trigger during this phase).
- B Defective/Damaged Unit - If at any time an officer or supervisor determines that an CEW or any part of the device is defective and/or damaged the unit shall be taken out of service immediately. Once out of service, no part of the defective unit shall used until such time as it has been repaired and/or replaced by the Agency Armorer.

Officers will not carry the Conducted Energy Weapon and holster on the firearm side of their body. It will be secured in a cross-draw fashion for weapon hand

deployment or carried to be drawn by off hand, and will remain holstered at all times unless it is being tested or being used to respond to an incident.

C Utilization Procedures – A Conducted Energy Weapon shall only be used in accordance with established Agency procedures as instructed during the training/certification session(s). Trained officers may utilize an CEW under appropriate circumstances.

1. The following are examples of situations CEW may be used:
 - a. Where verbal direction is ineffective or inappropriate;
 - b. Where passive resistance techniques have failed and officers may have to use physical force to maintain control;
 - c. Where the officer could reasonably use an impact weapon and/or;
 - d. Where the officer could reasonably use deadly force.

Conducted Energy Weapons may be used to affect the removal of a person(s) from a vehicle who refuses to exit when lawfully commanded to do so by an officer and physical resistance is used by the person(s).

Prior to use, when practical, a warning to the subject(s) and other officer(s) should be given.

2. The following are examples of situations CEW may not be used:
 - a. For punitively or coercion purposes;
 - b. To intimidate an individual into compliance with simple requests or directives by an officer;
 - c. To escort or prod subjects;
 - d. To awaken unconscious or intoxicated subjects;
 - e. When the officer knows the subject has come in contact with explosive materials, liquids, or vapors (vapors include gases found in methamphetamine labs);
 - f. When the subject is in a position where a fall may cause substantial injury or death;

D Procedure for Use - Aim at center mass of the back, or the abdominal and pelvic region (also called “splitting the belt”), if possible. Avoid the chest area. The Conducted Energy Weapon should not be aimed at and/or discharged at the eyes, genitals or face of a subject.

E Use of the “Drive Stun” – The Drive Stun is discouraged except in situations where the “probe” deployment is not possible. As with the “probe” deployment, if initial application is ineffective, the officer(s) will reassess the situation and consider other available options.

1. Unless exigent circumstances are present an officer shall not “drive stun” a subject

in the head, throat, back of the neck or groin region or chest.

2. No more than three applications of the "Drive Stun" method shall be administered to an individual.
- F Decontamination Procedures - After control has been established and/or resistance ceased, the officer will make reasonable efforts to allow the affected subject relief from the discomfort associated with the application.
1. After the suspect has been brought under control, restraints applied, and the suspect no longer presents a threat to the officer or others, the officer will render appropriate first aid to the suspect;
 2. Arrange for professional medical attention (EMS) as soon as practical. The EMS personnel should determine if the suspect needs to be transported to a hospital or other medical facility for further medical evaluation.
 3. The CEW prongs should be removed at the earliest opportunity. Prongs shall only be removed by officers who have completed agency approved training;
 4. Prongs that have struck the face, eyes, neck, genitals or female breasts, shall only be removed by fire/rescue or medical personnel.
 5. CEW prongs that have struck a person's body shall be treated as a "Bio-hazard." The cartridge and prongs shall be packaged and disposed of in an approved sharps container by fire/rescue or medical personnel, or placed in a spool bay and disposed of.
 6. In the event of serious injury or death, the prongs shall be placed in a spool bay and placed in evidence.
- G Documentation Procedures - On each occasion of CEW use an Incident Report will be completed (S.O.P. 11-3 Use of Non Deadly Force/Internal Procedures) and the subsequent procedures will be followed:
1. Photograph(s) shall be taken by a supervisor of all prong marks on the subject and any other related injury. Photographs will then be submitted into evidence.
 2. Injuries or the absence of them shall be noted on the Officer's incident report.
 3. Officers shall take the offender to receive a medical clearance from a hospital prior to jail transport.
 4. Detention personnel shall be notified at the time of booking that the subject has been stunned using probes or by drive stun.
 5. An incident report will also be completed even when the subject was not struck, if the discharge was accidental, or if the CEW was used on an animal.
 6. The Departmental Training coordinator or designee will download data from the CEW as soon as possible after any non-training usage.
 7. The battery should be docked monthly for data download/upload and charging.

STANDARD OPERATING PROCEDURES
EFFECTIVE: 01/01/2017

S.O.P. 16-17 SPECIAL OPERATIONS

I. PURPOSE

The purpose of this policy is to establish procedures regarding the function and deployment of Special Operations.

II. POLICY

The Fairburn Police Department recognizes the ever-changing needs of this growing community. In order to keep pace with an increasing traffic volume, increase in crime, and unique city structure, the department will deploy a unit designed to work in a specialized capacity for traffic safety and crime deterrence.

III. PROCEDURE

A Unit structure:

1. Special Operations will consist of a Sergeant and a select number of patrol officers. The Unit falls under Criminal Investigations Division. Officers are selected for the lateral transfer to Special Operations based on his/her level of experience, POST training records, employment and disciplinary records, as well as his/her track record regarding proactive policing cases.
2. The Unit's direct supervisor is the Criminal Investigation Division (CID) Lieutenant.
3. A monthly work schedule is constructed based on crime trends in order to deter further criminal activity.

B Unit's Priorities

1. Special Operations primary responsibility is to deter criminal activity. Officers are expected to develop and execute crime suppression plans of the Agency to reduce Part I Crimes within the jurisdiction.
2. Special Operations will augment Uniform Patrol Officers by responding to all calls of a serious nature such as in-progress calls or calls that involve officer safety. This will allow patrol units to maintain zone coverage in extended operations such as perimeters or extended crime scenes.
3. Officers will assist Detectives with securing of crimes scenes, locating individuals for interviews, serving warrants (search/arrest), and location of persons/property of investigative interest.
4. Drug Complaints: Officers will be expected to utilize any resource(s) available and investigate drug complaints in response to citizen complaints or requests from other city officials. Plainclothes operations can be utilized at the authorization of the Investigations Division Commander.
5. Speed Enforcement: Officers will be expected to utilize RADAR/LIDAR and

investigate traffic complaints in response to citizen complaints or requests from other city officials. Officers may utilize radar units in patrol vehicles and the hand-held LIDAR unit to accomplish this duty.

6. DUI Enforcement: Officers will be deployed in a DUI enforcement capacity. Such times may include holidays and special events. This can be handled independently, or with other local agencies.
7. Officers are expected to make felony arrests, to include locating wanted persons, felony narcotic arrests, and recovery of stolen vehicles. This also includes interstate interdiction efforts.

C Uniforms and Equipment:

1. Special Operations will wear uniforms in accordance with that of Criminal Investigations Division.
2. Any variation from assigned uniform must be approved by the Chief of Police or his/her designee

D Sergeant Responsibilities

1. Responsible for coordination and submission of monthly Special Operations working schedule
2. Responsible for participation in the Governor's Office of Highway Safety (GOHS) program and monthly submissions.
3. Will be primary contact for ensuring proper use and implementation of Agency speed detection trailer
4. Will complete all duties of which a Uniform Patrol Division Sergeant completes

STANDARD OPERATING PROCEDURES
EFFECTIVE: 01/01/2017

S.O.P. 16-18 Body Cameras

INDEX

I. PURPOSE

This policy is intended to provide officers with instructions on when and how to use body worn cameras (BWCs) so that officers may reliably record their contacts with the public. This policy is also intended to establish officer responsibility for the use of body worn cameras.

II. POLICY

It is the policy of this department that officers shall activate the BWC when such use is appropriate to the proper performance of his or her official duties, where the recordings are consistent with this policy. This policy does not govern the use of surreptitious recording devices used in undercover operations. Recordings made by the use of a BWC may be subject to the Open Records Act.

III. PROCEDURES

A. Administration

This department has adopted the use of the BWCs to accomplish several objectives. The primary objectives are as follows:

1. BWCs allow for video documentation of police-public contacts, arrests, and critical incidents. BWCs may serve to enhance the accuracy of officer reports and testimony in court.
2. Audio and video recordings also may enhance this department's ability to review probable cause for arrest, officer and suspect interaction, evidence for investigative and prosecutorial purposes, and to provide additional information for officer evaluation and training.
3. The use of a BWC may also be useful in documenting crime and accident scenes or other events which include the confiscation and documentation of evidence or contraband.
4. A BWC will be assigned to or made available to all sworn officers of this department.
5. All enforcement personnel will receive training on the use of and proper wearing of the body worn cameras during either the FTO training program or new hire training phase.

B. When and How to Use the BWC

1. Officers shall activate the BWC to record all contacts with citizens in the performance of official duties. This requirement includes all officers on a call for service or involved a citizen contact. The BWC will be activated prior to making contact with the citizen, when possible.

2. BWCs shall remain activated until the event is completed in order to ensure the integrity of the recording, unless the contact moves into an area restricted by this policy.
3. If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated. Any failure to record a citizen contact may be met with disciplinary action. Circumstances or events outside of an officer's control that cause a BWC to malfunction or fail to record will be taken into account. If an officer is found to have intentionally failed to record or in any way interfere with a body camera recording the officer will face disciplinary action up to and including termination.
4. Civilians shall not be allowed to review the recordings at the scene.

C. Procedures for BWC Use

1. BWC equipment is issued primarily to uniformed personnel as authorized by this department. Officers who are assigned BWC equipment must use the equipment unless otherwise directed by supervisory personnel.
2. Police personnel shall use only BWCs issued by this department. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the department.
3. Police personnel who are assigned BWCs must complete a department-approved and/or provided training program to ensure proper use and operation.
4. BWC equipment is the responsibility of the individual officer and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible.
5. Officers shall inspect and test the BWC equipment prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems in writing.
6. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings or portions thereof without prior written authorization and approval by the Chief of Police or his or her designee. Any officer who is found to intentionally violate this policy may face disciplinary action up to and including termination.
7. Officers are encouraged to inform their supervisor of any recordings which may be of value for training purposes.
8. If an officer is suspected of wrongdoing or involved in an officer-involved shooting or other serious use-of-force, the department reserves the right to limit or restrict an officer from viewing the video file.
9. Requests for deletion of portions of the recordings (e.g., in the event of a personal recording that is obviously accidental) must be submitted in writing and approved by the Chief of Police, or his or her designee, in accordance with state record retention laws. All requests and final decisions shall be kept on file.

10. Officers shall note in incident, accident, arrest, and related reports when recordings were made during the incident in question.
11. Officers will wear BWC equipment during all extra duty law enforcement employment jobs and be prepared to record citizen encounters during the course of their extra duty employment.
12. For any failure of BWC activation, the officer shall notify the proper chain-of-command of the date, time, case number, location and pertinent details of the interaction.

D. Restrictions on Using the BWC

BWCs shall be used only in conjunction with official law enforcement duties. The BWCs shall not generally be used to record:

1. Communications with other police personnel;
2. Encounters with undercover officers or confidential informants;
3. When on break or otherwise engaged in personal activities; or
4. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.

E. Storage

1. All files shall be securely uploaded periodically and/or no later than every three days. Each file shall contain information related to the date, BWC identifier, and assigned officer.
2. All images and sounds recorded by the BWC are the exclusive property of this department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.
3. All access to BWC files must be specifically for official law enforcement functions.
4. Files shall be securely stored in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution.
5. Body cameras will be returned to police headquarters or CID building at the end of each shift. Officers will not bring any BWC home with them without supervisor approval.

F. Supervisory Responsibilities

Supervisory personnel shall ensure that officers equipped with BWC devices utilize them in accordance with the policy and procedures defined herein.

At least on a monthly basis, supervisors will randomly review BWC recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required. Supervisors shall focus on officer actions that indicate non-compliance to training, lack of training, improper supervision,

rudeness, or policy non-compliance.

G. Retention of Video

1. All BWC recordings will be kept in accordance with state records retention laws. The following additional retention schedules will be adhered to:
 1. Use of force incidents 5 years
 2. Arrests 3 years from adjudication
 3. Traffic citations 1 year from adjudication

**STANDARD OPERATING PROCEDURE
EFFECTIVE: 05/19/2008**

S.O.P. 16-19 ALARM RESPONSE PROCEDURES

INTRODUCTION

The Agency recognizes the hazards encountered when officers respond to crimes-in-progress calls. Officers shall assume all alarms are bona fide crimes-in-progress. When approaching the scene, officers shall use caution to determine if a suspect(s) is still present. A confrontation at the scene will not only place the officer in danger but may escalate the incident into a hostage situation.

I. PROCEDURE

a. Patrol Unit Response - When notified of an in-progress alarm:

- i. An emergency response may be initiated or canceled by the on-duty supervisor, responding officer, or the communications operator.
- ii. If an emergency response has been initiated, the officer is to operate the vehicle in compliance with Agency policy, and state law, regarding emergency vehicle operation.
- iii. The patrol unit(s) responding to the scene will approach with caution. A single officer shall not enter the building until a back-up arrives and shall observe all activity prior to entry.
- iv. If no suspicious activities have been observed at an open business/house, the officer can have the communications operator contact the manager/owner or authorized representative and have him/her meet the officer alone outside the establishment/house.
- v. When the communications operator telephones the location of the alarm and there is no answer, or unusual circumstances are detected during the course of the conversation, it will be assumed that a crime is in progress. Upon confirmation or assumed confirmation the appropriate responses below will be initiated.

In the event a robbery is in-progress, the responding officer shall secure the perimeter and call for additional units as needed. When appropriate, vehicular and pedestrian traffic will be detoured from the area. The on-duty supervisor shall establish a command location. The safety of citizens, as well as law enforcement personnel, will be the highest priority in robbery occurrences. No unauthorized action will be taken that threatens the lives of others.

NOTE: See Chapter 18 - Unusual Occurrences/Tactical Response.

In the event of a burglary is in progress, the responding officer shall secure the perimeter, call additional units as necessary, and locate the point of entry. Entry into the structure shall be made when appropriate.

- vi. If the suspect(s) has fled the scene, the primary unit will continue to the scene to:
 1. Check for injuries;

2. Notify the Communications Center and patrol units of any additional information;
 3. Secure and protect the scene;
 4. Detain and separate the witnesses for interviews; and
 5. Obtain names, business and home addresses, and telephone numbers of all persons on the premises. To establish proper identity, officers shall use driver's licenses or other valid identification.
 6. Obtain pertinent information and; initiate an incident report.
- vii. Other Unit Response - Any officer who monitors an alarm or in-progress dispatch and is in the general vicinity of the incident location will notify the communications operator of his/her location. The on-duty field supervisor will be responsible for coordinating the response of all law enforcement units.
- b. Duties of The On-Duty Field Supervisor - Upon receiving information that a crime is in progress, the on duty field supervisor shall:
- i. Ensure primary and back-up units are in response;
 - ii. Position additional units as needed, and return any units to service that are not needed;
 - iii. Travel to the scene to supervise and coordinate activities;
 - iv. Notify any specialty units as needed; and
 - v. Coordinate action based on the situation (stabilize the situation).