VILLAGE OF GEORGETOWN, OHIO

RESOLUTION NO. 1188

A RESOLUTION ADOPTING A POLICY AND PROCEDURE MANUAL
FOR THE GEORGETOWN POLICE DEPARTMENT

WHEREAS, The Village of Georgetown, Ohio (the “Village”) seeks to adopt a new Policy
and Procedure Manual for the Georgetown Police Department.

BE IT RESOLVED by the Council of the Village of Georgetown, Brown County, Ohio,
a majority or more of all members thereof concurring as follows:

SECTION 1: Council of the Village of Georgetown does hereby adopt a new Policy and
Procedure Manual for the Georgetown Police Department, a copy of which is attached as Exhibit
A.

SECTION 2: That the Council hereby finds and determines that all formal actions relative
to the passage of this Resolution were taken in an open meeting of the Council, and that all
deliberations of this Council and of its Committees, if any, which resulted in formal action, were taken
in meetings open to the public, in full compliance with applicable legal requirements, including
Section 121.22 of the Ohio Revised Code.

SECTION 3: This Resolution shall be in full force and effect from and after the earliest
date allowed by law.

Passed and adopted at a legally convened meeting of Council held on the 28th day of March,
2019.

Dale E. Cahall, Mayor

Attest:

Natalie K. R. Newberry, Fiscal Officer
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Georgetown Police Department
Policy and Procedure Manual

Effective Date: 10/1/2018

Chapter One – Department Management

1-100 Mission Statement – We the Georgetown Police Department are committed to work in partnership with our community to safeguard the lives and property of its citizens in accordance with all applicable laws and while protecting the rights of all people, thereby enhancing the quality of life for our citizens.

1-200 Written Directive System – The Georgetown Police Department Policy and Procedure Manual will be issued to every Georgetown Police Department employee upon their employment. All employees are expected to read and understand its provisions and any changes that may be made to it from time to time. Updates or changes to the manual will be posted in the GPD pass-on book or sent by Departmental Email, as well as issued as a hard copy to add to an employee’s manual. GPD departmental directives and orders will also be posted in the GPD pass-on book.

1-201 This manual is general in scope and is meant to inform and guide all employees on matters of department-wide concern. All employees of the Georgetown Police Department (GPD) will be expected to act in accordance with these policies, procedures and rules. This manual has been restated in its entirety; any inconsistent provision in a prior manual is hereby rescinded.

1-202 Because no policy manual could ever anticipate all of the infinite situations that an employee could face in the course of organizational and human affairs, it is understood that employees may be confronted with an unique situation that may not be covered or may call for an unique response.

If an employee reasonably and honestly believes that following a policy in this manual would cause an unjust or significantly inappropriate outcome, the employee may use his or best judgment to deviate from the policy or procedure in question. However, the burden will be on the employee to explain why the circumstances made it unreasonable to follow the policy manual. If the employee can establish that such was the case, the employee’s deviation from the policy manual will be excused. It is recommended that employees contact a supervisor for direction, if possible, prior to acting in these circumstances.

1-203 If an employee finds any part of this manual ambiguous, the employee is responsible for consulting with a supervisor for clarification.
1-300 **Rank Structure and Supervision** – The Georgetown Police Department is under the direction of the Chief of Police. The Chief of Police reports to the Mayor.

1-301 **Rank Structure** – All employees are expected to adhere to the following chain of command:

- Chief of Police
- Captain/Assistant Chief
- Lieutenant
- Sergeant
- Corporal
- Patrolman

1-302 Employees shall be assigned specific job duties for which they are responsible.

A. The Chief of Police is ultimately responsible for the management of the Georgetown Police Department, including all administrative, personnel and budgetary issues.

B. The following job duties and responsibilities may be assigned to department employee:

1. Officer in charge of scheduling
2. Officer in charge of internal affairs investigations
3. Officer in charge of record keeping and filing
4. Officer in charge of special details
5. Officer in charge of firearms / Firearms Instructor
6. Officer in charge of Axon/Tasers
7. Officer in charge of training
8. Officer in charge of vehicle maintenance and repair
9. Officer in charge of computers
10. Officer in charge of equipment
11. Officer in charge of the in-car video cameras
12. Officer in charge of body cameras
13. Officer in charge of evidence / Property Room Manager
14. Officer in charge of investigations
15. Officer in charge of field training.

1-303 All employees are required to obey all legal, ethical and appropriate directions and orders from supervisors. All employees are expected to be honest and forthcoming with other employees and supervisors at all times. Employees will cooperate, communicate and work together in a pleasant manner. Frequent communication among all employees is encouraged.

1-304 **Full-Time Police Officers** – Georgetown Police Department full-time police officers are scheduled to work 80 hours in a two-week period. Full-time employees are provided health insurance benefits and life insurance benefits, disability insurance benefits, retirement benefits, vacation benefits, holiday benefits and sick time benefits.

A. Qualifications for Full-Time Police Officers
1. High School Graduate or equivalent.
2. Valid Ohio Driver’s License.
3. Completion of Ohio Basic Training Academy.

B. New hires as full-time Police Officers are required to successfully complete a 1-year probationary period to the satisfaction of the Chief of Police, during which time the employee may be terminated for any reason.

1-305 **Part-Time Police Officers** – Georgetown Police Department employs part-time police officers who are not required to work a set numbers of hours per month. The number of hours Part-Time employees are scheduled is determined in the sole discretion of the Department. If a part-time officer is repeatedly unavailable to cover shifts when needed, the Chief of Police may remove that officer from the pool of Part-Time Officers. Part-Time Officers will be provided a coverage under the OPERS retirement system.

A. Qualifications for Part-Time Police Officers.

1. High School Graduate or equivalent.
2. Valid Ohio Driver’s License.
3. Completed Ohio Basic Training Academy.

B. Part-Time employee are required to complete a Field Training program with an assigned FTO (Field Training Officer)

1-306 **Time Sheets** - Employees are paid bi-weekly on Thursday. Time sheets must be placed in the Time Sheet Bin in the police office by end of day on the last Tuesday of the payroll period.

1-307 **Special Paid Details** - The Chief of Police may authorize special paid details (ex: Oglethorpe, Georgetown High School sporting events, etc.) subject to the following procedures:

A. The employer must contract services with the Georgetown Police Department.
B. Scheduling shall be made by the Officer in Charge of Special Details.
C. Payment shall be secured by the Officer in Charge of Special Details.
D. Officers will receive an IRS Form 1099 Tax form for special details worked during the calendar year.
E. Officers will be selected to work the special details at the sole discretion of the Chief of Police.
F. Officers that are on sick-leave or FMLA (Family & Medical Leave Act) are not eligible for assignment to a special detail.
G. To ensure the safety of officers and quality of service to those we protect, an officer who works any shift (Patrol, Special Detail, or Moonlighting) that exceeds 6 hours. They must have a minimum of an 8-hour break between shifts. Any exceptions, must be cleared by the Chief of Police.

1-308 **Off-Duty “Moonlighting” Employment** - All employees who wish to work off-duty/outside employment shall receive prior approval from the Chief of Police. In all cases of outside
employment, the primary duty, obligation, and responsibility of an employee is, at all times, to the Georgetown Police Department. Because the nature of law enforcement requires employees to work irregular duty schedules, and certain occupations inherently conflict with an employee's primary responsibility to the Georgetown Police Department. The Chief of Police may impose restrictions on outside employment. Additionally, if an employee is on sick-leave or FMLA, (Family & Medical Leave Act) it is not acceptable to work other outside employment.

Chapter Two – Personnel Administration

2-100 Performance Evaluations

Supervisors shall ensure that employees are evaluated regarding job performance and work habits using an approved evaluation form. The evaluating supervisor will meet with the employee to discuss the evaluation. The employee will sign the evaluation, indicating that they have seen the evaluation at the time of the discussion. The frequency of these evaluations will be at the discretion of the chief of police but will be at least annually.

The written evaluation will be placed in the employee's personnel file.

2-200 Complaints

2-201 All complaints should be reported to a supervisor. Complaints about supervisors should be reported to the next line supervisor or to the Chief of Police.

2-202 Complaints will be investigated differently depending on whether they are classified as administrative, criminal, or both.

2-203 The Chief of Police will assign an officer or officers to investigate any complaint and take appropriate action as determined after the investigation.

2-300 Discipline

2-301 Verbal Counseling / Reprimands – When appropriate, supervisors may conduct verbal counseling with employees for minor policy violations presenting ways to improve the employee's skills or job performance. Supervisors are required to document verbal counseling for personnel file.

2-302 Written Reprimand – Supervisors may issue written reprimands to employees for policy violations or after a verbal counseling has been ineffective. For serious violations, supervisors may relieve the employee from duty with pay. The Chief of Police or his designee will meet with the employee within 5 working days to discuss the written reprimand. The Chief of Police may dismiss the written reprimand or let the reprimand stand in the employee's personnel file. The Chief of Police may also issue a suspension without pay up to 3 days or place the employee on Administrative Leave without pay, or recommend employment termination.

2-303 Duration of Records
A. Upon the written notification to the Chief of Police, the employee may request that the following types of discipline be removed from his/her police department personnel file for the purposes of progressive discipline. However, it is to be removed only at the direction of the Chief of Police.

1. Verbal counseling Sessions can be removed, upon the request of the employee (12) months after the date of such action was taken, provided that at the time of such record removal no further action of the same or similar nature has occurred and the with the approval of the Chief of Police.

2. Written reprimands can be removed, upon the request of the employee (24) months after the date of such action was taken, provided that at the time of such record removal no further action of the same or similar nature has occurred and with the approval of the Chief of Police.

B. Any record of suspension, reduction in pay or rank will remain a part of the employee’s personnel jacket permanently.

2-304 Administrative Leave

A. A supervisor may place an employee on temporary Administrative Leave and relieve an employee from duty with pay when an employee is involved in a serious or traumatic event such as a fatal accident or shooting, a supervisor initiates a complaint involving potential disciplinary action in a serious matter, or when ordered to do so through the chain of command.

B. When a supervisor relieves an employee of duty, the supervisor will document the incident and reason for leave and forward copies to the Chief of Police.

C. Supervisors shall notify the Chief of Police as soon as reasonably possible when an employee is placed on Administrative Leave.

D. An employee placed on Administrative Leave will be given a date to meet with the Chief of Police or his designated supervisor within 5 working days to discuss further action regarding the Administrative Leave (ex: written reprimand, suspension, termination, another hearing, etc.). The Chief of Police may dismiss the written reprimand, let the reprimand stand in the employee’s personnel file, or issue a suspension up to 3 days, Administrative Leave, or recommend termination to the Mayor.

E. The Chief of Police may also extend the Administrative Leave with pay until a future specified date.

F. While on Administrative Leave, employees must remain available for investigative needs and attend all Court hearings per subpoena.

2-305 Suspensions – The Chief of Police can suspend employees without pay for a period of up to 3 days as a result of written reprimands. The Chief of Police may also recommend a longer suspension or employment termination to the Mayor.
A. Within 5 working days the Mayor will meet with the Chief of Police and the employee to discuss the situation.

B. The Mayor may dismiss the written reprimand, reduce the number of days of suspension and reinstate pay, issue a longer suspension up to 30 days, or terminate employment.

2-306 Termination – The Chief of Police may recommend that the Mayor terminate an employee after a serious policy violation, repeated policy violations or a criminal conviction. Within 5 days the Mayor will meet with the Chief of Police and the employee to discuss the situation. The Mayor may dismiss the written reprimand, reduce the written reprimand to a verbal reprimand, issue a longer suspension up to 30 days, or terminate employment.

A. Employee's may appeal a termination to the Village Council.

B. When the Village Council upholds the termination, the employee may appeal the termination to the Brown County Common Pleas Court as provided by law.

2-400 Employee Recognition

A. Written Commendations – An employee may receive a written commendation from the Chief of Police or Supervisor for outstanding job performance. The employee will receive a copy of the written commendation and a copy will be placed in the employee's personnel file.

2-401 Training – The Georgetown Police Department strives to have well trained employees.

A. Mandatory Training – GPD requires employees to attend and participate in mandatory training. Whenever possible, employees will be scheduled for training during their assigned work times. On other occasions, employees will attend mandatory training outside of their assigned work times and will be compensated with standard overtime. When necessary, the Chief of Police and/or Supervisor in charge of scheduling may change an employee's work hours so the employee may attend training.

B. Non-Mandatory Training – GPD maintains a budget for training and education. Employees may request to attend any relevant training approved by the Chief of Police. Officers will still be paid for this training, but scheduling may be adjusted to prevent overtime or excessive overtime.

Chapter Three – Work Rules

3-100 Office Cleanliness

1. The offices are to be kept clean at all times. Supervisors are responsible for seeing that waste cans are emptied and all forms and citations are properly filed. All evidence is to be logged in, tagged, and stored in its proper place.

The simple rule is "NOTHING OUT OF PLACE OR DIRTY". Dirty not only applies to floors, but table and desk tops, including but not limited to, dust, sugar, salt, ashes, and other
material. Supervisors are responsible for addressing all unacceptable conditions before going off duty.

3-200 Personal Appearance – All employees must present a professional image to the community. Consistent with this policy, all employees must be appropriately attired and well groomed. Special assignments such as SWAT, undercover, narcotics, plain-clothes and surveillance operations may require departure from the policy with knowledge of a supervisor. Supervisors will make decisions regarding an employee’s appearance if deviates from this policy.

3-201 Hair – Employees shall maintain their hair in a neat, clean, well-groomed and properly trimmed manner at all times.

A. Male employee’s hair may not lap or curl over the ear or cover any part of the face below the eyebrows. Hair may not touch, lap or curl over the top of the uniform shirt collar.

B. Female employees may wear hair that is shoulder length or shorter down, but hair may not cover any part of the face below the eyebrows. Hair longer than shoulder length must be worn off the collar and properly secured.

3-202 Mustaches shall be neatly trimmed. Beards, goatees, long sideburns, stubble, etc. are not permitted.

3-203 Jewelry and Cosmetics

A. One watch, one ring per hand, and medical alert bracelets are allowed. If worn, neck jewelry shall not be visible on uniformed officers. Earrings may be worn by female employees, but are limited to small “post” type earrings.

B. While in uniform, officers shall not wear other facial or body piercings that are visible.

C. While in uniform, any other ornamentation, including but not limited to hair devices (i.e.: pins, combs, barrettes and bands) shall be navy blue, brown, black, gold or silver in color. No bows, beaded decorations, or other decorative items may be worn.

D. Female employees may wear cosmetics in moderation.

3-204 Eyewear – Eyeglass frames, cords and chains must be navy blue, black, brown, silver or gold. However, contacts are recommended, as the village will not be responsible for damaged eye wear.

3-205 Tattoos – Any visible tattoos shall not be offensive, crude, or pornographic in nature. If the Chief of Police feels that a tattoo does not meet this criterion, the employee will be required to wear long sleeves or specialized tattoo covering arm sleeves.

3-300 Uniforms – All uniforms are to be clean, wrinkle free and odor free. Employees will wear appropriate uniforms outlined in this policy while on duty. Special assignments such as undercover, narcotics, plain-clothes and surveillance operations may require departure from the policy with permission from a supervisor.
Required Summer Uniforms – April 15 thru October 15. (Optional – 1 Month Prior/After)

A. Issued navy blue short-sleeve uniform shirt with an official Georgetown Police Department patch on the top of the sleeves (Rank Chevrons will not be worn on this uniform sleeve). Issued badge, name-plate, whistle chain, and two collar tabs are required on each uniform shirt. Any additional brass must be approved by a supervisor.

B. A white or black T-shirt may be worn underneath the uniform shirt.

C. It is required that all employees wear the bullet resistant vest issued by the GPD for their own safety, the safety of other officers and the safety of civilians. Officers are will wear the bullet resistant vest under the uniform shirt or an outer carrier approved by the chief of police.

D. Issued navy blue uniform pants.

E. Black duty boots or shoes and black or navy-blue socks. White socks are acceptable with boots.

F. Body Worn Camera (Axon Flex)

G. All employees will wear an approved black duty belt. Basket weave is the preferred design. GPD issues duty belts to all full-time employees.

   1. All officers must carry a holster designed for their specific duty weapon, a double magazine pouch with two full magazines, at least one handcuff case with handcuffs, radio holder with police radio and an Axon/Taser holster with Axon/Taser when available. GPD issues these holders to full-time employees.

   2. Officers may also carry an extra handcuff case with handcuffs, flashlight holder with flashlight, glove pouch with latex gloves, key holder with keys, cell phone holder with cell phone, asp holder with asp (if training permits), a chemical weapons holder with Axon/Taser safe pepper spray or mace, as well as any other items that are able to place on their gun belt with their supervisor’s approval.

H. Issued headgear may be worn: Black ball cap or gray straw campaign hat. Any other headgear must be approved by the police chief or a supervisor.

I. A black or reflective orange raincoat may be worn when appropriate.

J. An approved black police coat / jacket may be worn when appropriate.

K. Black gloves may be worn.

L. Reflective Traffic Vest is required when directing traffic. One is issued to every Georgetown Police vehicle.
3-302 **Required Bike Patrol Uniforms** – April 15 thru October 15. The bike patrol uniform is an alternate summer uniform to be worn only when utilizing the bike.

A. Issued black and blue short sleeve bike patrol shirt with reflective stripe with an official Georgetown Police Department patch on the top of both sleeves.

B. A white or black T-shirt may be worn underneath the bike patrol shirt.

C. Bullet resistant vests are issued by the GPD to every officer. It is required that all employees wear the bullet resistant vest for their own safety, the safety of other officers and the safety of civilians. Officers shall wear the bullet resistant vest under the bike patrol shirt.

D. Issued black bicycle shorts or black BDU pants.

E. Black tennis shoes with white socks not to extend past the calf.

F. Body Worn Camera (Axon Flex)

G. All employees will wear an approved black nylon duty belt with the bike patrol uniform. GPD issues nylon duty belts to all full-time employees who work bike patrol.

1. All officers must carry a holster designed for their specific duty weapon, a double magazine pouch with two full magazines, at least one handcuff case with handcuffs, radio holder with police radio and an Axon/Taser holster with Axon/Taser when available. GPD issues these holders to full-time employees.

2. Officers may also carry an extra handcuff case with handcuffs, flashlight holder with flashlight, glove pouch with latex gloves, key holder with keys, cell phone holder with cell phone, asp holder with asp (if training permits), a chemical weapons holder with Axon/Taser safe pepper spray or mace, as well as any other items that are approved by a supervisor.

H. An issued black bicycle helmet must be worn while riding the bicycle. A black Georgetown Police Department issued baseball hat may be worn when not riding the bicycle.

I. A black or reflective orange raincoat may be worn when appropriate.

J. An approved black or yellow police coat / jacket may be worn when appropriate.

K. Black gloves may be worn.

3-303 **Required Winter Uniforms** – October 15 thru March 15. (Optional 1 Month Prior/After):

A. Issued navy blue long sleeve uniform shirt with an official Georgetown Police Department patch on the top of both sleeve (Rank Chevrons will be worn on both sleeves 1 inch below the department patch). Issued badge, name-plate, whistle chain,
and two collar tabs are required on each uniform. Any additional brass must be approved by a supervisor.

B. An issued black uniform tie and tie tack or a black turtleneck or mock turtleneck underneath the uniform shirt.

C. Bullet resistant vests are issued by the GPD to every officer. It is required that all employees wear the bullet resistant vest for their own safety, the safety of other officers and the safety of civilians. Officers may wear the bullet resistant vest under the uniform shirt or an approved uniform outer vest.

D. Issued navy blue uniform pants.

E. Black duty boots or shoes with white, black or navy-blue socks. White socks are acceptable with boots.

F. Body Worn Camera (Axon Flex)

G. All employees will wear an approved black duty belt. Basket weave is the preferred design. GPD issues duty belts to full-time employees.

1. All officers must carry a holster designed for their specific duty weapon, a double magazine pouch with two full magazines, at least one handcuff case with handcuffs, radio holder with police radio and an Axon/Taser holster with Axon/Taser when available. GPD issues these holders to full-time employees.

2. Officers may also carry an extra handcuff case with handcuffs, flashlight holder with flashlight, glove pouch with latex gloves, key holder with keys, cell phone holder with cell phone, asp holder with asp (if training permits), a chemical weapons holder with Axon/Taser safe pepper spray or mace, as well as any other items that are approved by a supervisor.

H. Issued headgear may be worn. Navy blue campaign hat or black toboggan.

I. A black or reflective orange raincoat may be worn when appropriate.

J. An approved black police coat / jacket may be worn when appropriate.

K. Black gloves may be worn.

3-304 K9 Handler Uniform and Equipment - The K9 uniform will follow the standard uniform procedure with the following exception:

A. "K9" collar tabs may be worn with the summer and winter uniform in place of the standard collar tabs.

B. At the approval of the Chief of Police, a cover-all type K-9 uniform may be worn in place of the standard uniform along with all other required safety equipment.
Polo shirt – Any polo shirt or other shirt with GPD logo or identifying marks may be worn to training, Mayor’s Court, and meetings. These shirts are not to be worn while on patrol or any activity that is not work related.

3-400  **Work Rules** – All employees are to perform any assigned or implied job duties to the best of their ability.

Shift hours – The officer in charge of scheduling (Chief of Police or his designee) is responsible for all scheduling. All employees are to be in the Police Department prepared to begin shift 5 minutes prior to the start of shift.

A.  Part-time employees - Part-Time officers primary function is to cover shifts when full-time officers utilize, vacation, holiday, sick-time, or other days/hours offered by the Village of Georgetown.

B.  Work hours may be varied due to special circumstances (ex: Court, training, meetings, etc.) with the approval of a supervisor.

C.  Employees may take a paid meal break up to one hour per shift, but not within the first or last hour of their shift.

D.  The Chief of Police may approve Special Duty. Special Duty time is when an employee is excused from regular duties to perform special activities (ex: training, undercover work, etc.).

3-401  Every employee will be expected to exhibit good behavior and efficient service. It is impossible to write rules to cover every situation, however, bad behavior will result in disciplinary action. The following lists examples of behavior warranting disciplinary action, but is not intended to be the only unacceptable behavior. The degree of discipline, up to and including termination will vary depending on the severity and/or frequency of the infraction(s):

A.  Stealing or intentionally destroying or damaging any property of the Village, it’s residents, customers, visitors or personnel.

B.  Insubordination to supervisors or refusing to comply with order and direction from a supervisor.

C.  Disorderly, immoral or indecent conduct while on duty.

D.  Reporting to work or attempting to report to work while under the influence of any mood-altering chemical, including but not limited to alcohol, or in a physical condition making it unsafe or unsatisfactory to continue employment. Drugs prescribed by a personal physician may be taken only to the extent that they do not impair the employee’s ability to work in a safe and efficient manner.

E.  Falsification of time sheets.

F.  Failure to exercise proper custodial responsibility of any Village property.

G.  Permitting an unauthorized person to use any Village property.

H.  Willful or careless disregard of, or inattention to working directions and instructions.
I. Unapproved absences from work or failure to obtain permission from a supervisor to leave the jurisdiction for reasons that are not work related during work hours.

J. Abuse of the Village's telephones for personal matters.

K. Discourteous conduct toward the public or other employees.

L. Inefficiency, inability and/or gross or repeated negligence in job performance.

M. Altering or falsifying any job or work record.

N. Repeated unexcused absenteeism or tardiness.

O. Failure to appear for a hearing under subpoena or arriving late for a hearing under subpoena.

P. Sleeping while on duty.

Q. Failure to provide a professional attitude toward the public and fellow employees.

R. Sexual Harassment—Employees, customers, and the public will remain free from unwelcome sexual advances, physical and/or verbal conduct of a sexual nature, as well as any unreasonable interference with work performance and/or situations creating an intimidating, hostile, or offensive working environment. Police personnel conduct shall conform to the terms of the Village sex harassment policy.

S. Dishonesty.

T. Smoking in any public buildings, village vehicles, or while completing any police task (taking reports, traffic stops, etc.) or in view of the public.

3-402 Drug and alcohol testing—Police Department employees will abide by the Village drug and alcohol testing policy as well as submit to drug and alcohol testing when ordered by a supervisor and/or the Village Administrator in compliance with the Village Drug and Alcohol Abuse Policy.

Chapter Four - Administrative Procedures

4-100 Police Duties—Employees are required to protect and serve the public while enforcing local, state and federal laws.

4-101 Employees are expected to keep a detailed log/call record of all activities while on duty.

At the beginning of each shift, employees will report to the Police Department and check previous logs, reports, and entries in the pass-on book and online pass-on. If available, employees will carry a GPD cell phone and Axon/Taser on the employee’s person while on duty. If available, employees will carry a camera in the vehicle. Officers may use their personal cell phone to take photos. However, the village will not be liable for damaged cell phones and they may become evidence in court cases.

4-102 Equipment and Supplies - All employees are responsible for the department equipment they use. Employees will check to ensure that all GPD equipment is functioning properly at the beginning of each shift.

4-103 Patrol vehicles

Patrol vehicles are assigned to full-time employees by the officer in charge of vehicle maintenance and repair or a supervisor.
A. If a part-time officer is working a shift assigned to a full-time officer, then the part-time officer is to drive that full-time officer’s assigned vehicle.

B. If an officer’s assigned vehicle is unavailable due to repairs or a breakdown, then the officer is to drive a vehicle that is assigned to an officer that is off-duty.

4-104 Vehicle Checks — Patrol vehicle will be inspected at the beginning of each shift by the officer using the vehicle. Officers must check for missing equipment, defects, unsecured weapons, items left in the backseat, oil level, and to ensure that all equipment is functioning properly along with checking oil and coolant levels.

All Vehicles will be equipped with the following:

A. Interior — Radar units, mounted laptop computers, mounted firearms, and police radios are in all patrol vehicles.
   1. If equipped, employees will use the in-car video camera during shift.
   2. Interiors are to be clean and free of clutter.

B. Trunk— The trunk of each patrol vehicle will contain a trunk organizer, AED, first aid kit, fire extinguisher, flares, latex gloves, paper and plastic evidence bags, fingerprint kit, spike strips, and a lockout kit.

4-200 Village Owned Vehicles

4-201 Cruiser Maintenance and Repair - All officers are expected to keep their assigned vehicle in an orderly/clean condition and ensure that all fluids are topped off. Cleaning supplies, oil, antifreeze etc. are stored in the Police Garage.

   A. The officer in charge of vehicle maintenance and repair will schedule inspections to check the condition of the vehicle.

   B. Any needed repairs should be forwarded to the officer in charge of vehicle maintenance and repair using a maintenance repair form. For any serious maintenance or repair, employees will contact the officer in charge of vehicle maintenance and repair for instructions on the needed repairs.

   C. Employees shall not alter, add or remove equipment in or out of any Georgetown Police Department vehicle without permission from the officer in charge of vehicles or a supervisor.

4-202 Fueling Department Vehicles — Employees using GPD vehicles will fuel the vehicle at the end of each shift. The village has its own fuel pumps located in front of the Brown County Fair Grounds. Each police vehicle is equipped with a “Fuel Card” to activate the village pumps.

4-203 Vehicle Storage - A garage is provided to store police vehicles. Employees are permitted to park personal vehicles in the garage when space is available. Employees will park all police vehicles in the garage when space allows.

4-300 Police Reports and Criminal Charges

4-301 Specific Documentation Policies and Procedures — All documentation is to be completed before the end of the employee’s shift. (If the employee is working the next day and
paperwork is not under a time constraint, paperwork may be completed the following day.) Supervisors will check documentation for completeness and accuracy. Supervisors may return it to the reporting officer for further information and investigation if necessary. The officer in charge of record keeping and filing will file all documents. Employees are expected to document activities using the following:

4-302 **Call Records** – All employees will document their activity during each shift utilizing the OHLEG call record program.

A. Employees will document the dispatch, arrival, and clearance times. The location of the occurrence, any citation numbers, Caller information, and the names of individuals involved in an incident.

B. Any other pertinent information regarding officer’s activity, and the time that the activity is completed for activities that involve lengthier time to complete may also be documented.

C. Night shift employees are expected to provide and document security checks for assigned businesses. Security checks will be completed between midnight and 05:00 when employees are not engaged in more pertinent police duties.

4-303 **OHLEG Records Management System** - Officers shall make reports for criminal allegations, and when appropriate, non-criminal incidents occurring or originating in the Village of Georgetown.

A. Employees shall complete all pertinent fields of the report and complete, validate, and submit reports for supervisor approval before the end of shift. Reports will be submitted to a supervisor for review.

B. Narratives will be completed for all Criminal Incident Reports, thoroughly documenting elements of the investigation, what the specific officer observed or heard, what action the officer took, any seizures of personal property, rationale and legal justification for the initial stop as well as justification for subsequent search / seizure. The Investigator Notes include what the officer can testify to in Court.

C. Any reporting officer requesting follow-up investigation from an officer on a subsequent shift, will indicate so in the Narrative, print a copy of the Narrative, highlight the requested follow-up, and give it to the follow-up officer on a subsequent shift to assist with the investigation. The reporting officer shall also leave a copy of the highlighted investigator notes for their supervisor, who will insure the follow-up is completed.

D. Employees are to check and see if reports have been returned to them for issues upon login to OHLEG RMS.

4-304 **OLEIS Crash Reporting System** – Employees will document all vehicle crashes using this report form. Employees will validate the report, print it and place it in the report bin before the end of shift.

A. Crash reports must be completed on the computers in the police department or laptops. Note: Crashes prepared on a laptop, must be uploaded to the server at the office, via the wireless network.

B. All crash report must have a completed diagram.

C. Private property crashes will be completed on a OHLEG RMS non-incident report.
4-305 **OHLEG - Criminal Incident Report** – when appropriate, employees will use OHLEG RMS Non-Criminal Incident Report to document non-criminal incidents.

4-306 **OHLEG Call Records** – Will be utilized to document any call that results in the response of the Georgetown Police Officer.

4-307 **OHLEG Field Cards** – when appropriate, employees will use OHLEG Field Cards to identify where and when an officer made contact with a person of interest. Field interviews and interrogations shall be conducted with the appropriate regard for constitutional rights and personal dignity.

4-308 **Bond Payment** – Officers are required to take bond and fine payments when the Village Clerk is not available. When taking a bond payment, officers will document the payment on their Daily Log / Call Record, fill out a receipt for payment and provide the payee with a copy. Officers will document the payment on the payment sheet, seal the payment and a copy of the receipt in an envelope and drop it in the drop box.

4-309 **Pass-On Book/On-Line Pass-On/E-mail** – GPD utilizes a book to pass on information from one officer to the next and from one shift to the next. Any officer may place any information regarding officer safety, criminal activity, drug activity, departmental activities, and any other pertinent information in the pass-on book to be observed by other officers.

A. Changes and additions to the policy and procedure manual will be placed in the pass-on book as well as indicated on all GPD computers.

B. Any new or updated written directives or orders will be placed in the pass-on book.

C. Officers are expected to check the pass-on book/On-Line Pass-On for new information at the beginning of each shift.

D. Every officer will be issued a department email and is expected to utilize and check the email on a regular basis.

4-400 **Procedures for Filing Charges** – When Officers have probable cause, they may file charges on suspected violators.

4-401 **Traffic Citations** – Officers may issue citations to Georgetown Mayor's Court, Brown County Municipal Court and Brown County Juvenile Court when appropriate.

A. The Georgetown Police Department utilizes OLEIS for traffic citations. If OLEIS is down, a paper citation may be issued and entered into OLEIS at a later time.

B. The offender’s copy will be printed and issued to them at the time of the stop.

C. Citations issued via OLEIS must be uploaded to the office server, printed (in the office) and left in the citation bin for the Mayor’s Court Clerk.

D. Citations must include an attached statement of facts.

E. Officers will document the citation number on a Call Record.

F. Juvenile Court citations must include parent's names and the Juvenile Traffic Offender Code 2152.02.

G. Repeat adult DUI offenders must be filed in Municipal Court.
H. Employees will place completed traffic citations in the appropriate bin before the end of shift.

4-402 Misdemeanor Summons / Minor Misdemeanor Citations – Officers may issue summons and minor misdemeanor citations to Georgetown Mayor's Court.

A. Summons / Citations must include a statement of facts attached to the summons /citation.

B. Employees will place completed summons / citations in the citations bin before the end of shift.

C. Officers will document the summons / citation number in the daily log.

D. Domestic Violence may not be filed in Georgetown Mayor's Court.

4-403 Probable Cause Affidavit – Officers may file cases in Brown County Municipal Court and Brown County Juvenile Court via the Brown County Prosecutor's Office utilizing the MATRIX computerized software.

A. Officers will attach a copy of the OHLEG RMS, copies of statements, photographs and other pertinent information to the MATRIX computerized software. Video evidence will require a CD/DVD copy to be relayed to the Prosecutor’s Office.

B. Officers will leave a copy of the MATRIX Probable Cause Affidavit and Criminal Complaint in the Court bin before the end of shift.

C. Night shift officers shall utilize the drop box in front of the Municipal Court, if the charges have been notarized. Otherwise, day-shift officers will relay the documentation to the Brown County Prosecutor's Office or appropriate Court when necessary.

4-404 Pre-indictment Offense Report – All adult felony offenses must have a completed PIOR submitted along with the information in 4-403 before Grand Jury presentation. Officers may submit felony cases to the Brown County Prosecutor’s Office for direct grand jury presentation by using the PIOR in lieu of the PCA form.

4-500 Media Relations/Public Record Requests

4-501 Inspection of Records and Reports by the Media and the Public:

A. Members of the news media may inspect police records as allowed by law. These records are available during 8:00 am until 4:00 pm, Monday through Thursday and must be obtained from the Chief of Police or his designee. Certain reports may be photocopied at cost established in accordance with guidelines and only under police supervision.

B. In recognition of the media's need for information, the Call Record, and OHLEG RMS, may be reviewed by the media. Juvenile names, all social security numbers, all date of births and other personal information will be omitted or redacted from these documents.

C. No information that may compromise an ongoing criminal investigation will be released to the media or the public.
D. The identity of a juvenile suspect or arrestee can only be released with an order from the Brown County Juvenile Court Judge.

E. Investigator Note Narratives are not public record and are not available for media or public review.

F. Photographs and videos that are part of an active case investigation are not public and shall not be released to any individual or agency.

G. Photographs and videos, which are part of an inactive case investigation involving the following situations are private and may not be released to any individual or agency except as provided by state law:
   - Sexual assault victim
   - Child abuse victim
   - Juvenile
   - Depiction of images which are clearly offensive to the common sensibility

Photographs and videos that reveal the identity of undercover law enforcement personnel and paid or unpaid informants.

4-600 Department Personnel Records – The Chief of Police and Village of Georgetown maintains a personnel file on all Georgetown Police Department employees. All employees are allowed access to their own personnel file by contacting the Chief of Police. Personnel files are public records, however, certain documents are exempt from disclosure under federal and state law. Each personnel file will contain the following information:

A. The EMPLOYMENT SECTION contains the employee's employment application and/or resume as well as promotions, suspensions, information regarding disciplinary actions against the employee, and personal data.

B. The COMMENDATIONS SECTION contains a record of any awards received by the employee during their career with the Georgetown Police Department.

C. The TRAINING SECTION contains the employee's training records.

D. The MEDICAL SECTION contains medical information about the employee such as sick leave, injury reports, and physician(s) reports Which is kept in a separate file.

E. The PERFORMANCE SECTION contains copies of the employee's performance evaluations.

All employees are expected to keep a file of all training certificates related to law enforcement.

4-700 Evidence – Officers will collect evidence to assist in criminal prosecution. An OHLEG RMS report will be generated on the incident where evidence is collected. All collected / seized evidence will be entered into the property section of the OHLEG RMS Criminal Incident Report the box check next to any property to be submitted and the on screen “Upload” button must be pressed.

Evidence must be bagged appropriately and tagged by the investigating or collecting officer. Every item should be documented, along with the time and date taken as evidence. To omit repetitive documentation, the officer can simply number the packaging and put the description on the Property Room Report.
When evidence requires additional testing to be carried out, this must be noted at the time of submission using the proper form (ex: BCI, Ohio State Patrol Lab, etc.). Employees will attach the proper submission form and synopsis to the Property Room Report and submit the forms to the officer in charge of evidence. This is the employee's responsibility and testing will only be submitted after the proper paperwork is completed.

All evidence must be listed on a Property Room Report and signed over to the officer in charge of evidence. (It is sufficient to print the property section of the report and attach it to the Property Room Report form.)

Once items have been taken into evidence, any testing or results of that testing will be reported to the investigating officer by the officer in charge of evidence.

Evidence will be submitted to the officer in charge of evidence either personally or by using evidence lockers. Officers may secure evidence in the locker using the locks provided and leaving the Property Room Form in the evidence locker with the evidence.

Proper packaging of evidence:

A. Paper bags or cardboard boxes will be used to package any evidence that might contain body fluids or moisture. For extreme moisture, the item should be allowed to dry before final packaging. The air flow that the paper allows should prevent molding or decay of chemical evidence.

B. Plastic bags will be used for any evidence where moisture is not a factor (ex: narcotics, etc.).

The investigating officer will inform the officer in charge of evidence in the court process when a case has been completed and the property has been released by the court for its return, destruction, or forfeiture.

**Chapter Five – Code of Conduct and Use of Force**

5-100 **Code of Conduct** – Any officer receiving an administrative or criminal complaint regarding another Georgetown Police Officer will advise an immediate supervisor and/or the Chief of Police as soon as practicable.

5-101 **Truthfulness** - The integrity of police service is based on truthfulness. Georgetown Police Department employees shall not knowingly make an untruthful statement or knowingly omit pertinent information whether or not intended for a supervisor. Officers shall not make any false statements to justify a criminal or traffic charge or seek to unlawfully influence the outcome of any investigation.

Employees are obligated to respond fully and truthfully to questions from a supervisor about any situation that relates to the employee's employment or position regardless of whether such information is requested during a formal investigation or during the daily course of business.

5-102 **Code of Ethics** – Employees shall conduct themselves in a professional, honest, and ethical manner at all times.

5-200 **Professional Code of Conduct**
A. All officers are required to take appropriate police action toward aiding a fellow officer exposed to danger or in a situation where danger may be impending.

B. On-duty officers shall, at all times, take appropriate action within their jurisdiction, to protect life and property, preserve the peace, prevent crime, detect and arrest violators of the law, and enforce all federal, state and local laws and ordinances.

C. Officers shall use their best judgment in carrying out their duties and responsibilities, taking into account the consequences of their actions.

D. Employees shall not interfere with any criminal investigation being conducted by this department or any other law enforcement agency. Employees shall not knowingly communicate in any manner, either directly or indirectly, any information that may assist persons suspected or accused of criminal acts to escape arrest or punishment or which may enable them to dispose of evidence.

E. Officers may not violate any local, State or Federal laws or ordinances. Any personnel charged, arrested, or cited for Driving Under the Influence (DUI) or a criminal offense is required to immediately notify the Chief of Police.

F. Employees shall never be under the influence of alcohol while on duty.

G. No employee shall be under the influence of any drug while on duty. If an employee intends to take prescribed medication that may have a negative effect, that employee must notify his/her supervisor.

5-201 On-Duty Code of Conduct

A. Officers shall respond without delay to calls for police service. While emergency calls for service shall take precedence, all reasonable dispatched calls shall be answered as soon as possible.

B. Officers shall provide emergency medical care when necessary. The care provided shall be consistent with their EMS or first aid training.

C. Employees shall remain alert, observant, and occupied with police business while on duty. When on duty, employees shall devote their entire attention to Georgetown Police Department business.

D. On-duty officers shall be armed with their duty weapons at all times except where prohibited.

E. Officers shall have prior approval of the Chief of Police before initiating any undercover investigations.

5-202 Procedural Code of Conduct

A. No officer shall arrest any person or search any premises except with a warrant or where such arrest or search is authorized without warrant in compliance with State and Federal laws.

B. No officer willfully mistreat any person held in custody.

C. Officers shall not render aid or assistance in civil cases except to prevent an immediate breach of the peace or to quell an existing disturbance or when required by court order. Officers may inform any citizen of the steps necessary to institute a civil suit or advise citizens on protecting their rights.
D. Employees shall not use any law enforcement computer system or information from such for any purpose other than official police business.

E. Employees shall not disclose any information concerning an open investigation to any person not authorized to receive such information.

5-300 **Use of Force** - The Georgetown Police Department expects all Officers to use appropriate force to neutralize a situation. An officer involved in a physical altercation with a subject in order to gain control shall end physical contact as soon as reasonably possible, for example: when backup arrives. The officer can still handle reports, paperwork, etc., but allow a fellow officer shall transport or initiate any required physical contact. The following use of force continuum is generally applicable, but may be adjusted for appropriate level of threat presented at the time of the incident.

5-301 **Use of Force Continuum:**

A. **Officer Presence** – The mere presence of a police officer in uniform or in a marked police vehicle is often enough to stop a crime in progress or prevent most situations from escalating by the simple use of body language and gestures. Gestures should be non-threatening and professional. This level of force is the recommended way to resolve a situation, if possible.

B. **Verbal Commands** – Used in combination with a visible presence, the use of the voice can achieve the desired results. The content of the message is as important as demeanor. Start out calm, but firm and non-threatening. Your choice of words and intensity can be increased as necessary or used in short commands in more serious situations. The right combination of words in combination with officer presence can de-escalate a tense situation and prevent the need for a physical altercation. Training and experience improves the ability of a police officer to communicate effectively with everyone he/she comes in contact with.

C. **Soft Empty Hand Control** – In situations where words alone do not reduce the aggression, police officers may need to get involved physically. This is a level of control employed by police officers without the aid of equipment or weapons. Minimal force would involve the use of bare hands to guide, hold, and restrain applying pressure points and take down techniques that have a minimal chance of injury.

D. **Axon/Taser** – This should be employed when the suspect is violent, threatening, or physically resisting arrest or whenever more extreme, but non-deadly measures are required to bring the suspect under control or affect an arrest.

E. **Hard Empty Hand Control** – At this level the use of force includes kicks, punches or other striking techniques such as the brachial stun or other strikes to key motor points that have a moderate chance of injury.

F. **Lethal Force** – If a police officer has reason to believe that a suspect poses a significant threat of death or serious physical injury to the officer or others, then the use of deadly force may be justified.

5-302 **Electronic Control Devices** – It is the policy of the GPD to use only that level of force that is reasonably necessary to control or otherwise subdue violent or potentially violent individuals. ECD’s may be used by any officer who has satisfactorily completed the GPD’s approved training course in accordance with the use of force policy and additional guidelines
established herein. The ECD's utilized by the Georgetown Police Department is the Axon/Taser X2 and X26.

5-303 Definitions

A. Electronic Control Device (ECD): A weapon designed to disrupt a person's sensory and motor nervous system by deploying a battery powered electrical energy sufficient to cause uncontrollable muscle contractions and override voluntary motor responses.

B. Anti-Felon Identification Tags (AFIDs): Confetti-like pieces of paper that are expelled from a cartridge when fired. Each AFID contains an alphanumeric identifier unique to the cartridge used.

5-304 Weapon Readiness

A. The device will be carried in an approved holster on the side of the body opposite the service handgun to avoid weapon confusion.

B. The device shall be carried fully armed with the safety on in preparation for use when authorized.

C. ECD will be tested at the beginning of the officer's shift for a 5 second period.

D. Only Axon/Taser approved power sources will be used.

5-305 Deployment

Axon/Tasers shall be deployed in compliance with current trained methods. Only officers that are current with training may deploy them.

5-306 Aftercare

A. The ECD darts may be removed from the suspect after the suspect is restrained following the procedures outlined in training.

B. The following persons shall be transported to a medical facility for examination following exposure to an ECD. Any suspect who:

1. requests medical attention. Officers shall ask suspects if they desire medical attention.

2. is hit in a sensitive area such as the face, head, female breasts, genitals, etc.

3. from whom officers have difficulty removing the probes.

4. does not appear to recover properly after being hit.

5. has been energized more than three times.

6. had more than one ECD effectively used against him / her in any given incident.

7. has been subjected to a continuous energy cycle of 15 seconds or more.

C. Photographs of the affected area should be taken after the darts are removed.
D. When the device has been used the officer shall collect the cartridge, wire, leads, darts and AFIDs as evidence.

5-307 Reporting

A. The deploying officer shall notify a supervisor as soon as practical after using the device and complete the Supervisory Axon/Taser Use Report.

B. Officers shall specifically articulate the rationale in their OHLEG RMS Criminal Incident Report or OHLEG RMS Non-Criminal Incident Report for any instance in which an ECD is used.

5-400 Firearms Requirements and Policies - The officer in charge of firearms may inspect all duty weapons, off-duty weapons, back-up weapons, or rifles at any time to ensure that the weapon is safe, operable and in compliance with this policy.

5-401 Duty Handguns

A. The Georgetown Police Department does not issue firearms. Each OPOTA certified officer working for this department must supply their own firearms for duty use.

B. The duty sidearm must be revolvers or semi-automatic pistols of a “double-action”, “safe action”, or similar design and of a modern, safe, reliable make and model.

C. The duty sidearm will be of a 9mm parabellum, or a .40 caliber.

D. The suitability of duty weapons and ammunition will be determined by the Georgetown Police Department firearms instructor.

E. All officers are required to re-qualify with their duty sidearm yearly. Officers who desire to carry a different duty handgun before scheduled re-qualification, must qualify with that handgun before carrying it on duty.

F. Ammunition for training, re-qualification, and duty use for the duty handgun will be supplied by the department for 9mm para., or .40 S+W. Each officer will be issued enough duty ammunition for an administrative loading of their sidearm and two reloads. Individual cartridges will be issued to those officers that have used their sidearm in the course of their duties.

G. For the safety of all officers and the public, ammunition for handgun duty use will be of hollow point design, approved by the Firearms Instructor. No ball types ammunition will be used for duty or off duty carry except in an emergency situation where hollow-point ammunition is not available.

5-402 Conditions of Carry for Duty Handgun

Two things are constant for carry:

1. Muzzle must be pointed in a safe direction.
2. Finger must be off of the trigger and indexed along the frame above the trigger.

5-403 Loaded Carry

All Georgetown Police Department employees will carry their duty handgun in loaded carry mode.

Steps to load the handgun into this condition:
1. Firearm must be pointed in a safe direction and trigger finger indexed.
2. Full magazine (minus 1 rounds) must be in the weapon.
3. Work the slide to load a round into the chamber.
4. Conduct a press check to confirm a round was chambered.
5. Place weapon into duty holster for service.

5-404 Safe Carry

Handgun will be put into safe carry mode anytime the firearm is out of service or out of the holster for administrative purposes while on duty.

The steps to load into this condition:

1. Point muzzle in a safe direction trigger finger indexed.
2. Remove the magazine.
3. Open the slide and let the round eject (do not try and catch it). Visually and physically inspect the chamber to ensure the weapon is unloaded.
4. Lock the slide to the rear.

5-405 Off-Duty Carry – Under Federal Public Law # 108-277 a law enforcement officer may carry a handgun concealed off duty. Georgetown police officers wishing to carry a handgun for off duty safety must complete a re-qualification course quarterly for each weapon. Officers must supply their own training, re-qualification, and carry ammunition for their off-duty weapons. It is recommended that the training and re-qualification ammunition be a ballistic equivalent to the carry ammunition.

5-406 Secondary / “Back-up” Weapon – Officers may carry a secondary, “back-up” firearm concealed on their person while on duty.

A. The secondary weapon may be of any reasonable make, model, and caliber.
B. The officer is required to re-qualify with the secondary weapon yearly.
C. The officer must supply their own ammunition for training, re-qualification, and duty use if other than 9mm or .40 Caliber.

5-407 Patrol Rifles

A. Officers that wish to have access to a rifle and carry it on patrol must:

1. use a rifle supplied by the Georgetown Police Department or supply their own rifle which has been approved by the firearms instructor.
2. show proof of having completed and passed a course approved by the firearms instructor covering the manual of arms, handling, firing, and care for that rifle to OPOTA standards semi-annually.
3. If officer owned, the police department will supply ammunition as long as it is of the same type that the department currently utilizes.
4. keep the rifle in the police vehicle while on duty, except when it is being used in the course of their duties.
B. More than one officer may use a particular rifle, or an officer may use more than one rifle if the qualification standards are met for each type of rifle. Firearm qualifications, re-qualifications, and training will be scheduled by the Firearms Instructor.

C. Conditions of carry for a Patrol Rite:
   1. Muzzle must be pointed in a safe direction.
   2. Finger must be off of the trigger and indexed along the frame above the trigger.
   3. Safety must be “ON.”

5-408 Action/Loaded Carry

A. If the rifle is in use and out of the car, then the safety will remain on at all times unless coming onto selected target. After engagement, safety is to be immediately be re engaged.

B. Steps to load the rifle:
   1. Muzzle must be pointed in a safe direction with the safety “ON” and trigger finger indexed.
   2. Full magazine (minus 2 rounds) must be in the weapon.
   3. Work the action to load a round into the chamber.
   4. Conduct a press check to confirm a round was chambered.
   5. Dust cover must be closed if applicable.

5-409 Cruiser/Transport Carry

A. If the rifle is on the vehicle rack:
   1. The bolt is forward/closed on an empty chamber.
   2. The safety is “ON” (which requires the hammer to be cocked).
   3. The dust cover is closed on an AR.
   4. A full magazine is inserted (minus 2 rounds) and locked in place.

B. To load the rifle into this condition:
   1. Point muzzle in a safe direction with the safety “ON” and trigger finger indexed.
   2. Remove the magazine.
   3. Open the action and lock the bolt to the rear.
   4. Visually and physically inspect the chamber to ensure the weapon is unloaded.
   5. Close the bolt on the empty chamber.
   6. Seat a loaded magazine (full minus 2 rounds) into the rifle utilizing PUSH/PULL motion.
   7. Close the dust cover on an AR.

C. Conduct checks to confirm a proper transport carry condition:
   1. Safety is ON.
   2. Chamber is empty (press check).
   3. Full Magazine is seated (minus 2 rounds).
   4. Dust cover is closed on an AR.
5-410 Safe Carry Mode

A. Rifle will be put into safe carry mode and stored in the police department any time the cruiser is out of service or in possession by someone other than Georgetown Police Department employees. For example, when the rifle is prepared for short-term LE storage or other administrative use.

B. The steps to load the rifle into this condition:
   1. Point muzzle is pointed in a safe direction with the safety ON and trigger finger indexed.
   2. Remove the magazine.
   3. Open the action and visually and physically inspect the chamber to ensure the weapon is unloaded.
   4. Lock the bolt to the rear with a hi-vis chamber block, or let the bolt go forward on a hi-vis chamber flag.
   5. Ensure safety is left ON.

Chapter Six – Relations with Other Agencies

6-100 Mutual Aid and Other Agency Relationships – Georgetown has agreed to the following:
   1. Brown County Mutual Aid Agreement terms as amended from time to time.
   2. Officers will render assistance to any requesting law enforcement agency during an emergency.
   3. Officers will render reasonable assistance to Georgetown Fire Department and Georgetown Life Squad when requested to do so.
   4. Officers will render reasonable assistance to any government agency when requested.

6-101 Media Relations – Media relations will be handled by the Chief of Police or his designee.

Chapter Seven – Field Operations

7-100 Communications (MARCS Radio System)

A. Brown County Communications Center dispatches the GPD on radio channel #1 or XLA008DP.

B. GPD officers can communicate with other GPD officers using channel #2 or XGEO-08.

C. Officers will use call numbers assigned by the Chief of Police when using the police radio.

D. Officers will advise the Brown Co. Communications Center (BCCC) immediately upon arrival to a dispatched call. Officers will advise BCCC of non-dispatched activity, giving assigned unit numbers, location and the nature of the activity.

E. Brown County Communications Center and GPD use “plain talk” when communicating. Codes and signals are not required.

7-200 Vehicle Operations

7-201 Normal Vehicle Operation – Under normal conditions, personnel will operate police vehicles in the same manner as required for the public. Violations of motor vehicle laws,
when not authorized, or careless and abusive use of police vehicles or vehicular equipment may result in disciplinary action.

7-202 **Vehicles in Emergency Response** – When responding to emergency calls, employees will use overhead lights and sirens in a continuous manner for any emergency driving. Overhead lights and sirens do not alleviate employees of all liability during emergency driving; employees must still yield at intersections and traffic control devices, stay alert of surroundings, and pedestrians to avoid accidents as much as possible.

7-203 **Pursuit Policy** – In the event that a suspect attempts to flee from the police in a motor vehicle, GPD officers may initiate a pursuit. Recognizing that every vehicle has the potential to cause serious bodily injury to innocent third parties, officers shall use reasonable professional judgment in deciding when, where, and to what extent they will initiate pursuit of suspects in motor vehicles. The initiation and continuation of any pursuit are predicated on factors known to the officer such as the seriousness of the violation, the consequences of not apprehending the suspect, the probability of apprehending the suspect without undue risk to the public at large, and the potential for continued criminal activity, if not apprehended.

7-204 **Weigh the Risks** - Officers shall always be aware of the inherent danger to the public and to themselves in vehicle pursuits or emergency responses. The officers must take into account factors such as traffic volume, time of day, weather, circumstances of the emergency and the type of violation when becoming involved in pursuits.

A. Officers involved in a vehicular pursuit shall exercise caution and due consideration for the safety of the public. Only fully marked police vehicles may initiate a pursuit.

B. Officers shall use red lights and siren in a continuous manner for any emergency driving or vehicular pursuit.

C. Pursuit is justified after an offender has engaged in evasive tactics only when an officer knows or has reasonable grounds to believe that the fleeing offender committed an offense and there is a reasonable expectation of a successful apprehension of the offender.

D. Officers shall not initiate a pursuit or shall discontinue a pursuit in progress whenever any of the following conditions exists:

1. The pursuit poses an unreasonable risk to the officers, and/or the general public, or the seriousness of the offense(s) is such that continued pursuit creates an unreasonable risk to the officers and/or the public.

2. Risks due to weather, road conditions, vehicle and/or pedestrian traffic outweigh the necessity to immediately arrest the suspect.

3. Immediate medical assistance is needed by anyone injured as a result of the pursuit and there is not a secondary pursuit vehicle to provide assistance.

4. When prisoners are in the pursuit vehicles.

5. When there is malfunction of police emergency equipment or radio communication.

6. When the distance between the primary pursuit squad and the offender is so great that further pursuit is futile.

7. Situations in which the primary pursuit marked squad loses visual contact of the offender for a significant period of time (approximately 10-15 seconds).
8. Whenever a supervisor orders the pursuit terminated.

E  **Primary Pursuit Vehicle** - Officers in the primary pursuit marked squad shall:
   1. Activate red lights and siren.
   2. Notify dispatcher by radio of the location, speed, direction of travel, and reason for the pursuit.
   3. Identify the vehicle and its occupants as completely as possible.
   4. If there is no secondary pursuit vehicle, call out the location and direction of the pursued vehicle as frequently as possible.
   5. Notify or acknowledge via radio whenever the pursuit has been terminated.

F. **Secondary Pursuit Vehicle(s)** - Officers in the secondary pursuit vehicles shall:
   1. Activate red lights and siren.
   2. Notify dispatcher by radio of involvement in the pursuit.
   3. Identify the vehicle and its occupants as completely as possible.
   4. Take over all radio traffic. Call out the location and direction of the pursued vehicle as frequently as possible.
   5. Maintain a safe distance from the primary pursuit vehicle but remain close enough to provide back-up assistance when needed. At no time shall the secondary pursuit vehicle pass the primary pursuit vehicle unless requested by the primary pursuit vehicle.
   6. Be prepared to take over as the primary pursuit vehicle if the existing primary pursuit vehicle becomes disabled or is unable to continue the pursuit.

G. **Tactical Options and Procedures**

1. **Roadblocks** - Procedures for setting up roadblocks are as follows:
   a. Obtain approval from the pursuit supervisor to set up a roadblock. The pursuit supervisor may cancel a roadblock at any time.
   b. Only marked squads will be used. The marked squads used to set up the roadblock will be unoccupied. Officers from those vehicles shall be a safe distance away from the roadblock in case the pursued vehicle strikes a police vehicle.
   c. Marked squad used in the roadblock will have all emergency lighting activated. When possible, there shall also be a reasonable distance to allow the driver of the pursued vehicle to stop before striking a police vehicle.
   d. The number of police vehicles used in a roadblock shall be limited to only those necessary to cause the offender to stop and a lane must be left open in the roadway. This also creates an opening for spike strip utilization.

2. **Spike Strips** – Spike strips may be used to deflate the tires of a fleeing suspect's moving vehicle during a pursuit. Trained GPD Officers may use
spike strips to assist in terminating a pursuit. Spike strips are only to be used in accordance with training and if they can be deployed in a safe manner for the officer.

7-300 **Vehicle Impounding and Towing** – Officers may tow and impound vehicles in accordance with the Ohio Revised Code. All towed vehicles will be documented and inventoried using the GPD Tow Sheet. Employees will leave the completed GPD Tow Sheet in the citations bin with any citations before the end of shift. Officers will not order a tow from private property unless the vehicle is blocking driveway access from the roadway.

7-400 **Arrests.**

Officers may make arrests in accordance with the US Constitution, Federal law and the Ohio Revised Code.

Officers will handcuff all arrestees behind the back before transporting the arrestee in a vehicle. Officers may use their own discretion if the circumstances justify cuffing in the front and document the reasoning on his/her OHLEG Call Record.

After handcuffing, Officers will search arrestees for weapons and contraband before transporting the arrestee in a vehicle.

7-401 **Search and Seizure**

7-402 **Officer Safety Search** – Officers may frisk/search persons when appropriate to insure the safety of any Officer(s) in compliance with State and Federal laws. Officers will search any person getting into a patrol vehicle for officer safety reasons in compliance with State and Federal laws.

7-403 **Search Incident to an Arrest** – When anyone is arrested, they will be searched for officer safety and to ensure that no contraband or weapons are taken into the jail.

If an arrestee is of the opposite sex, the officer shall handcuff the arrestee and make a reasonable attempt to have an officer of the same sex respond to the scene to perform the search. If an officer of the same sex is not available, then the arrestee will still be searched before transport. When practical, witnesses should be present during such a search.

7-404 **Consent Searches** – When reasonable, officers will use a Permission to Search Form when completing consent searches.

7-405 **Search Warrants** – Search Warrants may be obtained when legally necessary as set forth by State and Federal laws.

7-406 **Probable Cause Searches** – Officers may search people, residences and vehicles under certain circumstances in compliance with State and Federal law.

7-500 **Drug Interdiction** – All Officers are expected to enforce criminal drug offenses in compliance with all State and Federal Laws.

7-600 **Warrants** – All Officers may serve warrants within the State of Ohio.

7-700 **Investigations**
7-701 **Serious Violent Offenses** – Officers will notify their supervisor as soon as possible regarding all homicide, questionable death, rape, aggravated robbery and other serious violent offenses. The supervisor will notify the Chief of Police regarding all homicide and questionable death cases.

7-702 **Crime Scene Processing** – Officers will process crime scenes to the best of their ability and training. Officers may contact their supervisor to request assistance in processing a crime scene.

7-703 **Investigative Procedures** – Officers will investigate all criminal allegations to the best of their ability and training. Officers may contact a supervisor to request assistance investigating a criminal allegation.

7-704 **Statements** - Officers will be expected to procure victim statements, witness statements, confessions, photographs, video documentation, laboratory reports, and documentary evidence as necessary for successful investigations.

7-705 **Miranda Warnings** – In compliance with State and Federal law and case law, officers must issue Miranda Warnings to suspects to be questioned regarding criminal activity in order for the statement to be admissible in court.

A. Officers will read from an approved Miranda form or an approved Miranda card whenever possible.

7-800 **Canine Operations** - The Georgetown Police Department assigns officers with proper training as K9 officers. The K9 officers will work with a trained canine to work as a K9 Unit.

7-801 The Georgetown Police Department uses properly trained police service dogs as a cost effective and reliable asset to law enforcement by utilizing the canine acute olfactory and hearing senses. The police service dog also provides a physiological deterrent at the scene of a potential conflict or disturbance.

7-802 Areas of potential deployment for K9 teams by Georgetown Police Department employees may include, but are not limited to:

- Building Searches
- Open Area Searches
- Evidence Searches / Article Recovery
- Tracking
- Narcotics / Controlled Substances Detection
- Back-Up for Violent / Potentially Violent Calls
- Back-Up for Felony Arrest
- Crowd Control and Disbursement
- Pursuit / Apprehension at Vehicle/Foot Pursuits and warrant attempts
- Protection of Law Enforcement Personnel

7-803 **Authority and Responsibility**

A. The acting supervisor is responsible for the general supervision of the K9 unit to support patrol functions within the Department.
B. In circumstances where the use of a K9 team is being considered, the final decision to deploy a K9 shall rest with the individual K9 handler, as only the handler truly knows the abilities and limitations of their canine and their ability to safely and legally perform the task at hand.

C. Once the K9 handler has made the decision to deploy his patrol dog; the K9 handler shall assume the responsibility for the control and operational management of the scene until they are properly relieved. The perimeter and back up officers will redeploy to new positions according to directions from the K9 handler during a k9 deployment.

7-804 Law Enforcement K9 Team Deployment

A. Building/Area Searches and Tracking - Ground scent tracking can be useful for following fleeing suspects or lost individuals when the presence of other persons, vehicles or extreme weather conditions do not impair the scent. Personnel requesting the assistance of a K9 team to assist in this type of search, should secure an appropriate perimeter to avoid contamination of the scent trail.

Canines can be effectively used to search areas and buildings for hidden suspects that might be detected by scent or sound. Canines can also be utilized to search open areas for, suspects or evidence/articles that a suspect may have discarded.

When a suspect has fled the scene of a crime and a canine is en route, officers should not pursue unless a reasonable chance of success exists. If the pursuing officer loses sight of the offender, the pursuit should be immediately terminated, the last point seen should be marked with an item, and a perimeter should be secured and held for the K9 team's arrival. Officers involved in the initial pursuit should note the last direction of travel, obstacles or hiding places and other potential hazards so that they may brief the K9 team upon arrival.

Prior to starting any search of a building by a K9 team, a series of verbal warning and commands shall be made by the handler, if practical and safe to do so. A suggested warning is as follows:
"Georgetown Police Department Canine Unit. Anyone inside the building, announce yourself now and surrender or a police dog will be used to find you."

This warning may be modified to suit the situation by the handler, and only serves as a sample of an appropriate warning. The handler may choose to have this or other warnings issued via public address systems or by other officers as necessary or practical.

If, after a reasonable amount of time passes and no response is heard or no person(s) surrender themselves, the handler may release the canine into the building to begin the search, the handler may choose to conduct the search on-lead or off, as appropriate to the situation.

The primary duty of personnel supporting the K9 team in a search shall be the protection of handler and to take custody of any person located by the canine, at the direction of the handler.
B. **Crowd Control and Civil Disturbances** - In the case of civil disturbances, labor disputes or other types of non-routine crowd control, the K9 Unit will be deployed at handler discretion.

C. **Pursuit and Apprehension** - Pursuit and apprehension of fleeing suspects makes use of the canine's speed and maneuverability to affect a capture without the use of deadly force. K9 pursuits and apprehensions shall be conducted at the handler's discretion. Assisting personnel shall allow the K9 team primary access to the area and path of flight, prior to conducting any search if practical.

1. The deployment of a police service dog to locate and apprehend a suspect is a use of force that must follow the principles of escalation and de-escalation of force.

2. Decisions to deploy a police service dog should be guided by consideration of the following:
   
   a. The severity of the crime.
   b. Whether the suspect poses an immediate threat to the safety of the officers or others.
   c. Whether the suspect is actively resisting arrest or attempting to evade arrest at the time.

3. Additional factors may be considered, depending on the circumstances of the deployment and environmental conditions. These factors include:
   
   a. Whether there is a risk to officers or to other persons if the police service dog is deployed.
   b. The probability that the suspect will escape if a police service dog is not deployed.
   c. The probability that officers of other persons may be harmed or threatened with imminent harm if a police service dog is not deployed.

D. **General Search Guidelines**: Searches may be conducted on or off leash at the discretion of the handler. The handler must be able to maintain control of their assigned canine for the duration of the search.

7-805

**Narcotics Detection**

A. **Types of Controlled Substances**: Handler's equipped with certified narcotics canines are prepared to assist in the detection of Cocaine, Cocaine Base (Powder and "Crack" Cocaine), Hashish, Heroin, Marijuana, Methamphetamine, Ecstasy, and Other controlled substance containing derivatives of each.

B. **Areas of Deployment**: Narcotics detector canines may be deployed in the following situations:

- Exterior sniff during vehicle stops
- To build probable cause for a Search Warrants
- Drug interdiction in public areas
Searches relative to Search Warrant executions
Community relations demonstrations
Assistance of other, law, enforcement agencies in any of the above
Other searches of private businesses and homes that are legally authorized.

C. Possessing Controlled Substance for Training: No officer shall possess controlled substances for training purposes unless the K9 handler possesses a valid Drug Enforcement Agency License to keep and store controlled substances, or the controlled substances have been seized by a law enforcement agency and are legally possessed and made available for the purposes of training by that agency and the Georgetown Police Department Supervisor of Evidence / Property Room Management in writing.

7-806 General Operational Procedures

A. The K9 team is subject to callout for the above area of uses by the Georgetown Police Department if the handler is available to respond.

B. K9 teams may assist any outside law enforcement agencies at the K9 handler’s discretion. K9 teams may assist outside law enforcement agencies at the request of that agency.

C. K9 handler can make the decision to take the K9 anywhere the officer is legally allowed to be for handler protection; merely having the K9 with the officer is not a use of force.

D. K9 teams can respond to the area of any foot or vehicle pursuits to assist in apprehension, search or other deployment. K9 teams involved in a vehicle pursuit shall attempt to engage any fleeing suspect using the canine prior to engaging in a foot pursuit or other potentially dangerous contacts with a suspect.

7-807 Dog Bite Procedures - If an apprehension involves a dog bite the following procedure shall be followed:

A. The injured person shall be afforded medical care as soon as possible.

B. The immediate supervisor shall be notified.

C. Using the Canine software a standard K9 report and use of force report shall be completed.

D. The canine involved in the bite shall be taken to the veterinarian for an exam at the handler’s discretion.
E. Photographs shall be taken of the bite, if possible. Photographs shall be taken following cleaning of the wound area so that the photographs accurately reflect the extent of injury in a non-prejudicial manner.

7-808 Training and Compensation

A. K9 handlers will receive .5 hours compensation per day for care and maintenance as mandated by Fair Labor Standards Act. (Unless Otherwise Waived)

B. All K9 teams will train a minimum of 4 hours per-week.

C. K9 handlers shall maintain training files on their dogs using approved Canine software. Files shall be made available at supervisor’s request.

D. It is the handler’s responsibility to keep up and maintain state certificate.

7-809 General Procedures

A. The handler is responsible for ensuring that their canine is maintained in a healthy environment. This includes proper feeding and routine physical inspections. The handler is responsible for ensuring that their canine receives prompt medical care from either the veterinarian or contract emergency veterinarian services.

B. The handler will ensure that no unauthorized people tease or otherwise harass their canine, unless specifically directed to do so in a training environment.

C. The handler will ensure than nobody pets or attempts to pet a department canine without the specific permission of the dog’s handlers. Handler shall advise the person that the K9 is a serious working dog and can be dangerous if improperly approached.

D. A Georgetown Police Department canine will be retired from duty due to age or injury. A veterinarian will make the final determination when each dog is to be retired from service.

1. At the approval of the Chief, a dog handler may take personal possession of his dog when the dog is retired from duty.

2. In the event that a dog handler does not take personal possession of his dog, the dog will be adopted using a reputable pet adoption agency.

Chapter Eight – Department Body & In-Car Camera Policies

8-100 Body Worn Cameras Policy

8-101 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 in accordance with the law.
8-102 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 and law. This policy does not govern the use of surreptitious recording devices used in undercover operations.

8-103 Procedure

1. The primary objectives for use of BWC are as follows:
   a. Accurate documentation of police-public contacts, arrests, and critical incidents to enhancement of the accuracy of officer reports and testimony in court.
   b. Enhance the ability to review probable cause for arrest, officer and suspect interaction, and the evidence for investigative and prosecutorial purposes and to provide additional information for the officer evaluation and training.
   c. Documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.

2. When and How to Use the BWC
   a. Officers shall activate the BWC to record all contacts with citizens in the performance of official duties, including Life Squad Assist. (Note: HIPAA privacy rules do not apply to law enforcement in these circumstances)
   b. Officers shall activate the BWC when operating vehicles in emergency response mode. (In most cases the Vehicle Recording Equipment or VRE will document this type of information.)
   c. Officers shall activate the BWC any time they are involved in a vehicle or foot pursuit for duration of the pursuit.
   d. Officers shall activate the BWC, if possible, upon being involved in an on-duty crash in a department vehicle. While BWCs generally do not have a good recording angle for activities occurring outside of a patrol car while the operator is seated, activation of the BWC after a crash could preserve the events leading up to the crash though the 30-second buffering period. These pre-crash recordings may limit liability to the village and assist in the investigation of the crash. (This may also be covered by the VRE)
   e. Upon response to a crime scene, officers should record their initial response to the crime scene, as well as any encounters with witnesses, suspects or other involved parties. However, if the scene requires the assistance of BCI&I or another crime scene processing agency, recordings can be stopped, since these agencies have their own procedures for documenting crime scenes.
   f. Should an officer assigned to secure a crime scene or perimeter position become involved with a member of the public at their post, (i.e. persons crossing barricades, protesting, causing disorder, or other misconduct) the affected officers may reactivate their BWCs at that time. The BWC may be deactivated after the encounter has concluded.
   g. The BWC shall remain activated until the event is completed in order to ensure the integrity of the recordings unless the contact moves into an area restricted by this policy (see Section 3. A-D Restrictions on Using the BWC below).
h. If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recordings, the officer shall document why a recording was not made, was interrupted, or was terminated.

i. Civilians shall not be allowed to review the recordings at the scene.

j. BWC equipment is issued primarily to uniformed personnel as authorized by this agency. Officers who are assigned BWC equipment must use the equipment unless authorized by supervisory personnel. 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 this agency. The Georgetown Police Department will utilize the Axon Flex Body camera manufactured by Axon/Taser International as its authorized BWC.

k. Police personnel who are assigned BWCs must use it as instructed by the officer in charge of managing the cameras and the video/files that they produce. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.

l. BWC equipment is the responsibility of the individual officers 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 for repairs and/or replacement.

m. Officers shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their supervisor or officer in managing the cameras, of any problems.

n. If BWC battery is depleted, if the memory filled, or it becomes otherwise inoperable, the officer’s supervisor shall be notified and the BWC returned to the station as soon as it is practical to recharge or upload the videos to the storage system.

o. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the Chief or his designee. The requirement for written authorization to share a recording does not apply in the case of a request for recordings originating from the prosecutor’s office employees or other law enforcement agencies as part of a court proceeding or an official investigation.

p. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.

q. If an officer is suspected of wrongdoing which may result in criminal prosecution, the department reserves the right to limit or restrict an officer from viewing a video file.

r. Requests for deletion of portions of the recordings (e.g., in the event of a personal recording) must be submitted in writing and approved by the Chief or his or her designee in accordance with state record retention laws. All requests and decisions will be kept on file.

s. Officers shall note in an incident, arrest, and related reports when recordings were made during the incident in question. However, BWC recordings are not a replacement for written reports.

t. Officers using a BWC during an incident which results in a citation (both Mayor’s Court and Municipal Court) shall indicate its use on the front of any citation by writing “BWC – 90 days.” This will notify the court or prosecutor’s office that a
BWC recording exists for 90 days after the date of the citation and will allow them to make a request for the file, if necessary.

3. Restrictions for Using the BWC

a. BWCs shall be used only in conjunction with official law enforcement duties. The BWC shall not generally be used for:

1. Non-incident-related communications with other police personnel without the permission of the Chief of Police.
2. Encounters with undercover officers or confidential informants.
3. When on break or otherwise engaged in personal activities.
4. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.
5. Inside an officer’s home or residence, unless they are summoned there for law enforcement purpose.
6. During court proceedings.

4. Storage

a. All files (all sounds, images, and associated metadata) shall be securely uploaded to the agencies storage system as directed by the BWC manager. This should be done no later than the end of each shift.

b. All access to BWC data (images, sounds, and metadata) must be specifically authorized by the Chief or his designee, and all access is to be audited to ensure that only authorized users are accessing data for legitimate and authorized purposes.

c. Files should be securely stored in accordance with state records retention laws and kept no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender in no longer under control of a criminal justice agency.

d. It is the investigating officer’s responsibility to save or request video files that they may need for pending cases.

e. All files that are not part of a pending case, records request, or other type of criminal procedure generally will be destroyed after a 90-day retention period.

5. Supervisory Responsibilities

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

b. On a monthly basis, supervisors will randomly review at a minimum, three BWC recordings for officers under his/her command 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.

In-Car Camera Policy

8-200 Purpose
This policy is intended to provide officers with instructions on when and how to use Vehicle Recording Equipment (VRE) so that officers may reliably record their contacts with the public in accordance with the law.

8-201 Policy

It is the policy of this department that officers shall activate the VRE when such use is appropriate to the proper performance of his or her official duties, where the recordings are consistent with this policy and law. This policy does not govern the use of surreptitious recording devices used in undercover operations.

8-202 Procedure

1. This agency has adopted the use of VRE to accomplish the following primary objectives:
   
   a. Accurate documentation of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.
   
   b. Enhancement of this agency’s ability to review probable cause for arrest, officer and suspect interaction, and the evidence for investigative and prosecutorial purposes and to provide additional information for the officer evaluation and training.
   
   c. Documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.

2. When and How to Use the VRE
   (Note: In most cases, the VRE will activate automatically with overhead light switched on)
   
   a. Officers will use the VRE along with the paired “body mic” wireless microphone.
   
   b. Officers shall activate the VRE to record all traffic related stops with citizens in the performance of official duties.
   
   c. Officers shall activate the VRE when operating vehicles in emergency response mode.
   
   d. Officers shall activate the VRE anytime they are involved in a vehicle pursuit for duration of the pursuit. Officers shall activate the VRE, if not incapacitated or injured, upon being involved in an on-duty crash in a department vehicle.
   
   e. If an officer fails to activate the VRE, fails to record the entire contact, or interrupts the recordings, the officer shall document why a recording was not made, was interrupted, or was terminated.
   
   f. Civilians shall not be allowed to review the recordings at the scene.

3. Procedures for VRE Use

   a. VREs are installed in a fixed position in most, but not all road patrol vehicles owned by this agency. Officers using patrol vehicles equipped with a VRE must use the equipment unless otherwise authorized by supervisory personnel. Police personnel shall use only VREs issued by this department. The VRE equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of this agency.
b. Police personnel who use the VRE must use it as instructed by the officer in charge of managing the cameras and/or the video/files that they produce. Police personnel will undergo additional training at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.

c. Officers shall inspect and test the VRE prior to each shift in order to verify proper functioning.

d. VRE equipment is the responsibility of the individual officers 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 for repairs and/or replacement.

e. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner VRE recordings without prior written authorization and approval of the Chief or his designee unless a request for recordings originating from the prosecutor's office employees or other law enforcement agencies as part of a court proceeding or an official investigation.

f. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.

g. If an officer is suspected of wrongdoing which may result in criminal prosecution, the department reserves the right to limit or restrict an officer from viewing a video file.

h. Requests for deletion of portions of the recordings (e.g., in the event of a personal recording) must be submitted in writing and approved by the Chief or his or her designee in accordance with state record retention laws. All requests and decisions will be kept on file.

i. Officers shall note in an incident, arrest, and related reports when recordings were made during the incident in question. However, recordings are not a replacement for written reports.

j. Officers using a VRE during a traffic violation which results in a citation (in either Mayor's Court or Municipal Court) shall indicate its use on the front of any citation by writing “VRE / 90 days.” This will notify the court and/or prosecutor's office that a VRE recording exists and its call record number, allowing them to make a request for the file.

4. Restrictions for Using the VRE

a. VREs shall be used only in conjunction with official law enforcement duties. The VRE shall not generally be used to record:
   1. Non-incident-related communications with other police personnel without the permission of the Chief of Police.
   2. Encounters with undercover officers or confidential informants.
   3. Communications while on break or otherwise engaged in personal activities.

5. Storage

a. All files (all sounds, images, and associated metadata) are automatically written to a DVD (WatchGuard Video System). Once a DVD is full or is needed for evidence purposes, it will be exchanged for a blank DVD and the full DVD will
be turned into the Chief or is designee for storage. (Care should be taken not to scratch or damage the surface of the DVD)

b. All access to VRE data (images, sounds, and metadata) must be specifically authorized by the Chief or his designee, and all access is to be audited to ensure that only authorized users are accessing data for legitimate and authorized purposes.

c. Files should be securely stored in accordance with state records retention laws generally for no longer than useful for purposes of training or use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender in no longer under control of a criminal justice agency.

d. It is the investigating officer’s responsibility to save, tag, or request video files that they may need for pending cases.

e. All files that are not part of a pending case, records request, or other type of criminal procedure will be destroyed after a 90-day retention period.

6. Supervisory Responsibilities

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

b. No less frequently than on a monthly basis, supervisors will randomly review at least, 2 VRE recordings for officers under command to ensure that the equipment is operating properly, officers are using the devices appropriately and in accordance with policy, and to identify any areas in which additional training or guidance is required.

Chapter Nine – LEADS / NCIC Communication

9-100 Purpose - This is a procedure that defines our use of Ohio Law Enforcement Automated Data System (“LEADS”) and National Crime Information Center (“NCIC”).

9-101 Policy - The Georgetown Police Department has access to the LEADS in order to enable the police personnel to access information for criminal justice reasons. The procedures for use of this system are governed through the LEADS STEERING COMMITTEE and the department of Public Safety.

9-102 Access to information systems

1. The Communication Center has access to the federal criminal justice information through the National Crime Information Center and to state and local criminal justice information as well as Bureau of Motor Vehicle records through Ohio’s Law Enforcement Automated Data System.

2. Employees may access LEADS, NCIC, NLETS, and other Criminal Justice Information Systems (CJIS) only for purposes for which they are authorized under LEADS Administrative Rules and only for agency related purposes. The use of any of these systems and/or information for personal use is strictly prohibited.
3. Any employee who violates LEADS, NCIC, or other CJIS policy or takes any action results in disclosure of sensitive or classified information to unauthorized individuals shall be subject to disciplinary action up to or including termination. Disciplinary sanctions may take into consideration extent of loss or injury to the system, agency, or other person(s) upon release or disclosure of the information. Any employee whose actions result in unauthorized modification or destruction of system data, loss of computer system processing capability or loss by theft of any computer system media shall be subject to immediate administrative suspension pending investigation and subject to discipline up to or including termination from this agency.

4. Any criminal activity shall be reported to LEADS immediately. Failure to do so, may result in disciplinary action against the person(s) who become aware of that activity and fail to report it. Suspected criminal activity by agency personnel will be investigated by this agency as per appropriate directives and shall result in administrative suspension pending said investigation and discipline up to or including termination from this agency.

9-103 LEADS Security

1. All operators and practitioners of LEADS will be fingerprinted and have their CCH run before use of LEADS data.

2. Operators may never share their username and/or password with another operator/officer.

3. A current list personnel with access to the LEADS data will be maintained and LEADS will be notified when changes occur.

4. Current security software will be kept on Mobile LEADS computers to ensure that the data accessed is secure.

5. In areas where LEADS data may be kept and Mobile LEADS access points exist, visitors must be escorted and monitored to ensure that the data is secure.

6. Any printed documentation from LEADS will be promptly shredded when it is no longer needed. The hard drive of any computer that has been used as a Mobile LEADS access point that is no longer needed shall be physically removed and destroyed. Destruction will be documented with a witness sign off.

7. LEADS material may not be uploaded to any website, including the Matrix Crime System.

Chapter Ten – Social Media/Networking Policy

10-100 Policy

All Georgetown Police Department personnel shall use agency computers, computer applications, computer programs, Internet resources and network/internet communications in a responsible, professional, ethical, and lawful manner. The conduct of its employees on and off-duty reflects on the department. This policy is intended to guide employee conduct when it relates to their employment or representations of the employment through the numerous social networking venues.
Coverage

This policy is intended to address use of any social network site that use internet services to allow individuals to construct a public or semi-public profile within that system, define a list of other users with whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design vary from site to site.

Public Employees and The First Amendment

1. A government employer may impose certain restraints on speech of its employees, restraints that may be unconstitutional if applied to the general public.

2. When public employees make statements/postings pursuant to their official duties, employees are acting as representatives of the government for First Amendment purposes, and the Constitution does not insulate their communications from employer discipline, if applicable.

3. If a public employee statement/posting is of “public concern”, may lead to disruption in the workplace, be detrimental to the mission, may impair discipline by superiors or harmony among co-workers, or interfere with the regular operation of the Georgetown Police Department, an employee may be accountable and face disciplinary action.

Social Network Policy Guidelines

A) Self-Identification - Employees may identify themselves on a social network site as an employee of the Village of Georgetown. However, they may not specifically state that they work for the Georgetown Police Department or post any documentation, photos, or video related to the Georgetown Police Department. Since Georgetown Police Department is a small department and most employees’ “friends”, “contacts”, “associates” are aware of the employee’s profession, this fact should also be considered when making statements/postings of conduct.

B) Confidential and Law Enforcement Information - Employees shall refrain from public criticism of any employee or order, action, or policy of the Georgetown Police Department except as officially required. Public employees must take proper care not to purposely or inadvertently disclose any information that is confidential or law enforcement sensitive. Employees will also honor the privacy rights of other public employees by seeking their permission before making statements or postings involving internal agency happenings. Any employee who violates these policies regarding confidentiality will be subject to disciplinary action.

C) Productivity - Agency employees need to comply with general internet use policy and recognize that all time spent on their personal site should be done on their personal time and should not interfere with their job duties.

D) Disciplinary Action - Employees should use common sense in all communications, particularly on a website or social networking site accessible to anyone. If you would not be comfortable with your supervisor, co-workers, or the management team reading your words or posting, do not write or post them. Recognize that you may be legally or civilly liable for anything you write or present online. Employees can be disciplined by the agency for commentary, content, or images that are in violation of
agency policies, defamatory, pornographic, harassing, libelous, or otherwise create a hostile work environment.

E) **Investigative Activities** - Social media sites can be a good source of information on suspect activities, whereabouts, or circle of friends. However, officers are prohibited from creating fake accounts on social media sites, using false names or posting fake information. Use caution in utilizing social media and upon obtaining sufficient probable cause, use the court system or other proper channels to obtain the information about the account user/group and their activities.

**Chapter Eleven – Medical Transports**

11-100 **Policy**

A. Georgetown Police Officers will transport suicidal patients that appears in good physical health and only state their condition as "suicidal or homicidal". There is no need for a life squad in this incident.

B. Georgetown Police Officers will transport patients with minor injuries and who have been medically cleared by the life squad.

C. Georgetown Police Officers will not transport patients if a medical emergency also exists which requires the life squad's assistance. In this instance, an officer will either follow the life squad or ride along in the life squad to assist with a combative patient.