

# DISTRIBUTION

This manual is intended to provide guidelines for the general operation of the department and its employees. It should not be used, nor is it intended, to supersede the judgment of an officer or other employee during an emergency as deemed necessary to protect the lives of others or that of the employee.

Each employee is required to have a copy of this manual and to ensure that it is maintained and in good order. Upon request, this manual is subject to inspection.

This S.O.P. is the property of the Oxford Police Department and has been issued to the below listed officer. If found, please return to the Chief of Police at the Oxford Police Department.

Issued to: \_\_\_\_\_

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

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## Oxford Police Department's Mission Statement

The mission statement of the Oxford Police Department is to provide superior law enforcement protection and service to the citizens of the City of Oxford. In addition to this statement, the members of the police department must function together as a team to provide quality, timely, professional services to the citizens of Oxford.

## Department Goals

Our Daily goals as members of a professional police department are as follows: Preservation of human life; crime prevention; professional investigations and reconstruction of crimes; the arrest and detention of offenders; crime reduction through progressive officer patrols; to facilitate the safe movement of traffic and citizens; professional investigation and reconstruction of traffic collisions; the provision of emergency services; the provision of general public services; the protection of constitutional rights; serve the public in a professional manner.

# Oxford City Government | 2017

Mayor Alton Craft

*City Council:*

Chris Spurlin - Council President

Steven Waits

Phil Gardner

Charlotte Hubbard

Mike Henderson



# 1 Introduction

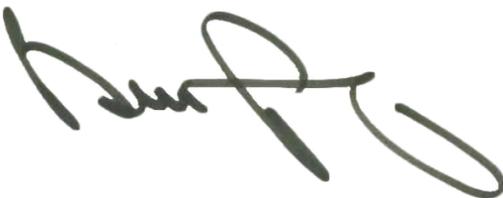
These Standard Operating Procedures are published for the information and guidance of the members of the Police Department in the City of Oxford, Alabama. The value of an individual police officer, to the City of Oxford, will be measured by his/her ability to exercise discretion and judgment, as well as by his/her zeal and activity in properly performing his/her duty on all occasions.

As a law enforcement officer, you should fully realize that you are not “THE AUTHORITY” but instead are the “VOICE OF AUTHORITY”. You are entrusted by the people and given the power and responsibility necessary to preserve the public peace, enforce the law, protect life and property, prevent and detect crime and arrest violators of the law. Do not abuse this authority, or neglect this responsibility, but endeavor to perform your sworn duty in a manner that you as a citizen would expect it to be performed.

Your Superior Officers are delegated by the Chief of Police to supervise, direct and instruct subordinates in the proper performance of their duties. You are required to respect the rank held by your Superior Officers by giving them unqualified obedience, promptly carrying out their orders and honestly and efficiently performing all duties that are assigned to you. When your orders are written, read them carefully and be sure that you understand them. If you are not sure, ask; don't take the chance of making a mistake.

To enforce the law, you must know what acts and omissions are prohibited by the law. If there is any doubt in your mind regarding any federal or state law and/or city ordinance, consult with your Commanding Officer.

Maintain your self-respect and gain the respect of others by presenting a neat and clean physical appearance, and by observing the basic rules of military conduct at all times. Keep sober, study, work hard, take pride in your profession and you will become a good law enforcement officer.

A handwritten signature in dark ink, appearing to read "Bill Partridge", written in a cursive style.

- Chief Bill Partridge

### **§ 1.1. Law Enforcement Code of Ethics.**

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

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

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

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

... law enforcement.

### **§ 1.2. Responsibility.**

#### **DO NOT LOSE, MISPLACE OR LEND THIS MANUAL**

This manual is assigned to you and will be indicated as such in your personnel file. Upon separation from the Police Department it must be returned with other police equipment issued; otherwise, you will be charged with its replacement value. The manual must be available for inspection by your commanding officer or other competent authority at any time. It is your responsibility to become familiar with the Rules and Regulations contained within this manual (SOP).

### **§ 1.3. Definitions.**

Department:

All members collectively facilitating the mission of the organization.

Divisions:

Subsidiaries of the department which are tasked with accomplishing the organization's mission through a categorized function.

Units:

Comprised of those whose specialties necessitate the formation of a team, and, where members of that team's subdivided specialties can be collectively combined to accomplish an overall function.

Assignments:

Any member of the department whose specialty may be used to carry out functions, individually, and with specificity.

## **2 Standard Operating Procedures**

### **§ 2.1 General Regulations**

#### **§ 2.1.1 Agency Responsibilities and Relationships.**

The Oxford Police Department's responsibilities and relationships to other agencies are enumerated in the following numbered sections. All personnel shall be cognizant of these responsibilities and strive to maintain good relationships with all criminal justice agencies and their components.

#### **§ 2.1.2 Primary Objective of the Oxford Police Department.**

The role of the Oxford Police Department is to enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of police authority and the constitutional rights of all persons. It is required, furthermore, that each member become familiar with the mission statement of the Oxford Police Department.

#### **§ 2.1.3 Functional Objective of the Oxford Police Department.**

The following are functional objectives of the Oxford Police Department:

1. Protection of life and property.
2. Maintenance of public order.
3. Preventive patrol.
4. Criminal investigation.
5. Apprehension of offenders.
6. Crime prevention/deterrence.
7. Service to the public.
8. Traffic direction/control and accident investigation.
9. Development of good public relations.
10. Recovery and return of property.

#### **§ 2.1.4 Oath of Office.**

All personnel, prior to assuming the status of a sworn police officer with the Oxford Police Department, shall take an oath administered by the Chief of Police to enforce the laws of the City of Oxford, State of Alabama, the United States of America, and to uphold the Constitutions of the United States of America and the State of Alabama.

**§ 2.1.5 Abide by the Code of Ethics.**

All sworn officers of the Oxford Police Department shall abide by and adhere to the Code of Ethics adopted and published by the International Associations of Chiefs of Police.

**§ 2.1.6 Limits of Authority.**

The limits of authority for all sworn officers of the Oxford Police Department are enumerated in the following sections. All personnel of the Oxford Police Department shall adhere to these guidelines in the performance of their duty.

**§ 2.1.7 Use of Discretion of Sworn Officers.**

All sworn officers of the Oxford Police Department shall have discretion to arrest or utilize other alternatives to arrest, i.e., issue citations, summonses, warnings. Discretion shall be utilized within the parameters indicated by policy, rules and regulations, and written or verbal orders. Discretion shall be utilized in keeping with the highest standards of professional conduct and in a manner which ensures fairness and equity of action toward all citizens.

**§ 2.1.8 Geographical Boundaries.**

Geographical boundaries of the Oxford Police Department's service area have been established by the City of Oxford in conjunction with the Oxford Police Department. The official map outlining these boundaries shall be located in the Communications Office (dispatch).

**§ 2.1.9 Mutual Aid.**

Mutual aid shall be provided in emergency situations or any circumstance as deemed necessary by the Chief of Police. The Oxford Police Department shall have mutual aid agreements where possible and these shall be maintained by the Chief's Executive Officer.

### **§ 2.1.10 Liaison with Other Agencies.**

Liaison shall be maintained with other law enforcement agencies in the interest of assuring information flow and coordination/cooperation between agencies. The liaison effort shall encompass law enforcement agencies, courts, corrections, fire departments, social services agencies, and any other agencies necessary to ensure effective delivery of emergency services to the public.

### **§2.1.11 Out-Processing Upon Retirement / Resignation.**

(1) Notice of retirement and / or resignation shall be submitted at least two weeks prior to effective date of the termination of employment. It shall be submitted in writing, via the chain of command, to the Chief of Police. Personnel shall turn in all issued clothing and equipment as directed by the Division Commander or Chief of Police.

(2) All departmental clothing and equipment shall be turned in as required and the Personnel Clothing and Equipment Record shall indicate the items have been turned in. It shall be signed/dated and forwarded to the employee's immediate supervisor, Division Commander, and Chief of Police.

(3) Upon receipt of the personnel Clothing Equipment Record the Chief of Police shall submit it to the City's Finance Department. A letter of authorization to release all pay to which the employee is entitled shall be submitted by the Chief of Police at this time as well.

### **§ 2.1.12 Lock Jock Assistance.**

Lock Jocks are provided for personnel so they may assist motorists who have accidentally locked their keys in a vehicle. Any employee attempting to unlock a vehicle must first accurately complete the Vehicle Liability Release Form, which the owner/driver of the vehicle must sign.

### **§ 2.1.13 Conducting Official Business with a licensed medical/healthcare facility**

(1) When employees of the OXPB require information involving admitted patients, released patients or hospital employees, members of the department will obtain requested information, if available, by contacting hospital staff personnel in the Administrative Division.

(2) When information is required by members of the department involving investigations at the Emergency Room (ER), the officer will contact the Charge Nurse in the Emergency Room, or a Charge (Head) Nurse. Per the HIPA law, a court order or subpoena may be required in order to first obtain the requested information

#### **§ 2.1.14 Residence Checks.**

Personnel of the Uniform Patrol Division shall provide the service of residence checks to our residents. These checks shall be completed once per shift or as often as deemed necessary by the shift supervisor(s).

#### **§ 2.1.15 Activities on Behalf of the Oxford Police Department.**

All personnel giving speeches, lectures, etc., or conducting public relations programs on/off duty on behalf of the Police Department shall obtain prior approval from the Chief of Police. A memorandum giving date/time and circumstances shall be forwarded to the Chief of Police by the requesting officer.

#### **§ 2.1.16 Off-Duty Responsibilities.**

(1) Officers of the Oxford Police Department are responsible for the enforcement of the criminal statutes of the City of Oxford and State of Alabama. Each officer shall be ready to respond promptly to any call for assistance whether on or off duty. Generally off duty personnel shall observe the following guidelines:

(a) On-duty personnel shall make arrests whenever possible rather than off-duty personnel.

(b) Off-duty personnel shall make arrests when life or property is threatened and the situation cannot wait for the arrival of on-duty personnel. Furthermore, off-duty officers will notify dispatch if they have made an arrest. An on-duty officer will respond to transport the arrestee and complete both the incident/offense report and arrest report. The off-duty officer, however, shall always be listed as the primary arresting officer during these types of incidents.

#### **§ 2.1.17 Care of Intoxicated Persons.**

(1) Each individual officer, on occasion, will arrest intoxicated or disorderly persons. Some of these persons have poor equilibrium and are unsteady on their feet. Even when such persons are disorderly, it is each officer's responsibility to protect them from accidental injury, which can be caused by falling. Any person who is intoxicated and unsteady or has trouble walking on his/her own, shall be assisted by an officer or officers. Any officer physically incapable of preventing an arrested person from falling, shall obtain assistance. In all cases "reasonable care" shall be taken to protect such persons from injury.

(2) For all intoxicated persons being placed in the department's detention facility, it shall be mandatory that they be housed within a cell located on the bottom tier.

(3) No part of this section shall be construed as such that will place the officer in danger. Should the intoxicated subject display such resistance that would prevent the officer/employee from providing reasonable assistance, then the officer shall restrain the subject as needed and within the guidelines of the Use of Force Policy.

#### **§ 2.1.18 Walk-In Reports.**

(1) Walk-in reports shall be completed as necessary, by the following, and in order of priority:

(a) Uniformed Patrol Division Supervisors.

(b) Uniformed Patrol Division Officers.

(c) Criminal Investigations Division Officers. Note: It shall be appropriate under certain circumstances for investigators to take walk-in reports, i.e., rapes, homicides, robberies; or where a patrol officer may not have reasonable response times to the police department.

#### **§ 2.1.19 Sexual Harassment.**

The Oxford Police Department shall conform to the Sexual Harassment and Discrimination policy as set forth in the City of Oxford's Rules Handbook.

#### **§ 2.1.20 Domestic Violence.**

(1) Domestic Violence is a preventable crime, and with a strong policy, good leadership in the community, and a top priority when dealing with domestic

violence, not only can calls to domestic violence be reduced, but lives can be saved. The purpose for a policy on domestic violence is to:

- (a) Establish Guidelines
- (b) Establish Responsibility
- (c) Establish Procedures
- (d) Reduce Liability

(2) As a matter of policy, the Oxford Police Department and its personnel, when dealing or responding to a domestic violence call shall:

- (a) Terminate the conflict
- (b) Arrest person(s) when probable cause exists
- (c) Provide safety and security for victims
- (d) Refer participants to appropriate agencies to help prevent future occurrences

(3) Domestic Violence Definitions

Domestic Violence Definitions shall be those as defined by the Alabama Criminal Code, Articles 7 through 7A.

(4) Shelters/agencies: Services provided for men/women and children who have been physically or emotionally abused or threatened with abuse by family members to include crisis intervention, counseling, shelter, and transportation.

(5) General Responsibilities

(a) Dispatchers:

- (1) Will give domestic violence calls the same priority as any other life threatening call and when possible dispatch two officers. The priority will be based on seriousness of injuries, threatened harm, and whether or not the assailant is on the premises.

(2) Will relay any and all information gathered, which may be helpful to responding officers in assessing the situation.

(3) Will, upon receiving a second call, to cancel the original call, advise the responding officers of the second call and instruct them to continue the investigation to assure that all parties are safe.

(b) Officers

(1) Will restore order by separating the parties and calming them down.

(2) Assess the need for medical attention

(3) Interview separately (victims, offenders, witnesses, and children in a manner appropriate to their age).

(4) Decide if an arrest should be made and/or other action taken.

(5) Collect and record evidence and, if necessary, take photos of injuries and property damage.

(6) Take I&O report, even if neither party wishes to sign, then the reporting officer will become the complaining party and sign the report.

(7) Officers should wait to be invited in, but should not hesitate to make a forced entry if it is necessary to protect a victim.

(a) Probable cause for this entry exists when the facts and circumstances within an officers knowledge and of which you have reasonable and trustworthy information are sufficient to warrant a person of reason - able caution in believing the safety of a victim may be in jeopardy.

(6) Officers will not consider the following when determining whether an arrest should be made.

- (a) Marital status
- (b) Disposition of previous calls
- (c) Victims unwillingness to prosecute the case
- (d) Verbal assurances by either party that the violence will stop
- (e) Denial by either party that violence occurred when evidence exist.
- (f) The race, ethnic background, sexual preference, social class or occupation of either party

(7) Officers will arrest when probable cause warrants such action. If the assailant is present at the scene, and no arrest is made, Officers will document their reasons on the incident/offense report

(a) When the assailant is not present Officers will:

- (1) Provide transportation to safety, if necessary
- (2) Refer to social agencies
- (3) Explain warrant procedures to the victim regarding the necessity to consult with the magistrate should prosecution be desired.

(b) This department promotes a policy of arrest when:

- (1) Serious, intense conflict or
- (2) Use of a weapon or
- (3) Previous injury or damage or
- (4) Previous court appearance or
- (5) Previous attempt to sever relationship or
- (6) Second call for police or
- (7) When a felony has occurred or

- (8) Evidence of drugs or alcohol at assault or
- (9) Offenses committed with Officer present or
- (10) Valid warrants on file

(8) Supervisory Personnel Responsibilities:

- (a) When possible a supervisor will respond to the location for the purposes of providing additional safety, monitoring of the situation, and advice.
- (b) In situations where a supervisor is not available to respond, inquiry will be made as soon as practical as to whether the responding officers followed proper procedures.

**§ 2.1.21 Employee Recommendations.**

Purpose: The purpose of this policy is to establish procedure under which the Oxford Police Department will act when called to give employee recommendations.

Definition: Employee recommendations for employment other than the City of Oxford.

(1) It is the official policy of the City of Oxford that its department heads and all other employees are not to give a job recommendation, either good or bad, for present or past employees. This policy is made necessary due to the growing number of lawsuits, which are being filed because of recommendations being given by city personnel. Since recommendations would ordinarily come from an employees' personnel file, this information is protected by the Federal Right of Privacy law, and cannot be disclosed without the employee's consent or by court order. When an inquiry is made concerning a present or past employee, you should inform the requester that it is the official policy of the City not to give out information concerning a present or former employee.

**§ 2.1.22 Post High-Stress Event Procedures.**

(1) Purpose:

The purpose of this policy is to provide guidelines that shall be uniformly applied following any high stress event that has resulted in death or serious bodily injury. This policy is intended to enhance the internal and external investigations, to inform

the public as to the details of the incident as soon as practical, and to minimize any possible acute stress disorder of involved personnel.

(2) Policy:

(a) Agency Welfare:

It shall be the policy of this department to internally investigate any agency personnel involved in a high stress event and report findings to the people the department serves as soon as practical. Any use of force involving serious protracted injury or death to a subject shall be investigated by an outside agency. Findings of the outside agency may be presented to an appropriate prosecutor by that agency. Internal investigations shall remain a personnel issue and shall not be disseminated to the public except by consent of all parties and each individual person involved. Compliance with Open Records and Freedom of Information Acts is required.

(b) Personnel Health:

It is the policy of this department to reduce symptoms of Acute Stress Disorder by adequately caring for each officer involved in high stress events. It is the responsibility of this law enforcement agency to provide personnel with training on stress disorders and to guide and assist in the reduction of stress related illnesses, injuries, and effects on post event performance. Therefore, it shall be the policy of this agency to take immediate and long term actions after such incidents to safeguard the continued mental and physical health of all involved personnel.

(3) Definitions:

- (a) *Acute Stress Disorder (ASD)*: An exposure to an actual or threatened death, serious or protracted bodily injury, or extreme emotional abuse either by being directly involved, witnessing, or learning of a high stress event when such exposure has the potential to cause a significant change in physical, cognitive, relational, emotional, and psychological function. This is further defined in the Diagnostic and Statistical Manual Fifth Edition (308.3) of the American Psychiatric Association.
- (b) *High Stress Event (HSE)*: An incident which causes death or serious bodily injury to any person, an accident involving a death or serious bodily injury to any person, the natural death of any person who is closely emotionally tied to agency personnel, or any situation deemed to

be a high stress event by command personnel.

- (c) *Officer Involved Shooting (OIS)*: a High Stress Event (HSE) in which any officer discharges a firearm outside of pre-designated training and results in death, injury, property damage, or public exposure of the discharge.

(4) Procedures Following High-Stress Events:

- (a) Any Officer Involved in a High Stress Event shall:
  - (1) Make themselves safe and call dispatch for assistance in plain English.
  - (2) Remove and secure all weapons from suspects if ample assistance is unavailable. If assistance is available, all weapons shall be treated as they would be at any crime scene.
  - (3) Secure all suspects with restraining devices as soon as safely practicable, even if the suspects are wounded.
  - (4) Render aid to any injured person within the limits and expectations of training the officer has received. Emergency medical services shall be called immediately after officer safety issues have been resolved and the scene is secured. . If an officer is injured, the officer should conduct as many steps in this policy as possible after they have taken the necessary actions to minimize the effects of their injury(ies).
  - (5) The first responding non-involved supervisor shall notify the Chief of Police of the incident. All other notifications to other department personnel will then be made through reverse chain of command.
  - (6) Secure the scene with scene tape as soon as safely practical. The scene supervisor or their designee shall maintain a log of ALL personnel who enter the scene.
  - (7) If the High Stress Event caused death or serious injury, the Chief of Police shall designate department investigative personnel to contact an appropriate outside agency to begin an immediate independent investigation.
  - (8) Internal investigators shall proceed immediately to the scene to begin their investigation.
  - (9) All officers involved shall be removed from the scene as soon as evidence is identified and a 10 second synopsis of the event

is provided to responding supervisors. In no situation will any officer involved provide a statement to any person, which takes longer than 10 seconds until a complete 3 Hour Break (see below reference in this policy) is completed. Officers are also prohibited from discussing the event, via telephone, text, smart phone application, or any other media with anyone.

- (10) A 3 hour break from being interviewed or talking about the incident shall be taken by all officers involved. No statements will be given or taken during this break period by the officers involved, supervisors, or investigators. Officers involved will hydrate with non- caffeinated and non-stimulant liquids such as “Gatorade” and will be encouraged to consume food during this 3 hour period.
- (11) Following the 3 hour break, and only after defusing is conducted by peer support officer/s, supervisors, internal investigators and outside agency investigators may be allowed no more than a 10 minute time limit to obtain a statement from officers involved in the high stress event. Interviews may not occur in the same room as criminal interviews occur unless the officer involved is under arrest. As with any internal investigation, the officer involved and any other involved agency personnel must be given written Garrity warnings and signed by the involved officer and any other agency personnel involved.
- (12) Any evidence in the possession of officers involved shall be surrendered to internal or external agency investigators when appropriate. An internal or external investigative supervisor may determine if the officer's duty weapon be taken for laboratory analysis. If it is not taken, then the serial numbers on the weapon and barrel shall be noted at the scene. Supervisors will make arrangements for laboratory analysis of the weapon as soon as practicable if needed. Where the duty weapon is taken, the supervisor shall:
  - (a) Take custody of the officer's weapon in a discrete manner; and
  - (b) Immediately replace the officer’s firearm with another weapon, or advise the officer that it will be returned or replaced at a later time, as appropriate.

Any video or audio evidence shall be secured. Duplications of the

video or audio evidence shall be provided to internal and external investigators. All officers involved shall be allowed to review any electronic evidence prior to providing a formal statement or in-depth interviews.

- (13) All officers involved shall not discuss the incident outside of an agency “need to know” basis. Exceptions are permitted with licensed behavioral health and medical professionals as well as certified and/or designated peer support personnel, the officer’s attorney, and a close family member (e.g., spouse, parent, or guardian). No agency personnel, other than those designated by the Chief of Police shall discuss the event with any member of the news media. This policy prohibits releasing the names of the officers and other agency personnel involved to the media.
- (14) All personnel are reminded of the policy regarding social media. High stress events are department related and any discussion or cause of discussion in social media realms is strictly prohibited and any violation shall be cause for disciplinary action up to and including dismissal.
- (15) All officers involved may be placed on administrative leave for a time as designated appropriate by the Chief of Police. Court appearances should be continued (postponed) and all other duty related work may be postponed if needed. Following this any period of leave, all officers will be interviewed by internal and external investigators and formal statements or reports will be submitted. No detailed interview shall be permitted prior to any period of leave. No detailed interview shall be conducted prior to a “defusing” by peer support personnel.
- (16) Any agency investigation of the incident shall be conducted as soon as practical and findings made known to the officers involved immediately after the results are made known to the chief of police.
- (17) Internal investigators should brief other agency members concerning the incident so that false information and rumors are minimized. It is recommended that outside agency investigators conduct a briefing of their findings to all officers involved, and as many agency personnel who have a need to know as soon as practicable for similar reasons.
- (18) In the instance the High Stress Event was a shooting, all officers involved in the incident will complete firearms training prior to the return to duty. This should be conducted with a member of

the peer support team present in order to evaluate as to psychological and emotional ability to return to duty.

**(5) Procedures for Personnel Health Following High-Stress Events:**

(a) Post-Incident Procedures

(1) Immediately remove involved personnel from line duties pending evaluation. They shall remain available for any necessary investigations.

(2) All personnel directly involved in a High Stress Event shall be required to contact an agency designated peer support officer for an immediate defusing and assessment. Involved personnel should also be encouraged to contact such licensed mental health professionals after a high stress event if deemed *potentially* necessary by peer support officer or supervisor. If a peer support officer or supervisor deems contact with a licensed mental health professional absolutely necessary, the officer involved shall visit a department approved licensed mental health professional prior to returning to duty.

(3) A member of the command staff or a peer support officer should encourage families of the involved officers to take advantage of available counseling services (e.g., EAP, peer counselors, chaplains).

(4) This department also recognizes that dispatchers are affected in High Stress Events as well. All procedures relating to an officer will also include any dispatcher who was engaged in duties at the time of the event.

(b) Daily Stress Recognition:

(1) As post-traumatic stress signs and symptoms may not arise immediately, or the officers may attempt to hide such symptoms, each supervisor is responsible for monitoring the behavior of members for symptoms of the potential post incident psychological injuries.

(2) A supervisor may request to the chief that an officer to seek assistance or counseling from a licensed health professional upon a reasonable belief that stress may be disrupting the officer's job performance.

### **§ 2.1.23 Card Access Systems and Card Distributions.**

The purpose of this policy is to provide guidelines, which determines the use, care, and user privileges of the Card Access System.

(1) All employees with administrative privileges to the system shall be approved by the Chief of Police. At no time shall an employee be trained on the system without the prior approval of the Chief of Police.

(2) If a card is lost, it should be reported immediately to the officer's immediate supervisor.

(3) Officers Shall be limited to only two access cards

(2) Door access shall be granted at the discretion of the Chief of Police. If deviations are made, a short confirmation describing the access shall be signed by the Chief of Police or Division Commander and placed in the folder located in the Card Access Room.

### **§ 2.1.24 Inventory of Impounded Vehicle**

All vehicles towed or impounded by officers of the Oxford Police Department shall be inventoried on the Vehicle Inventory Sheet. This shall be accomplished without delay for the protection of the property of the offender and to afford the City of Oxford maximum protection against Civil Liability claims.

(1) The following criteria shall be met prior to the towing of vehicles:

(a) When traffic hazards exist the vehicle may be towed and an incident/offense report giving details of the circumstances shall be prepared and a case number assigned. In the case of "abandoned vehicle", list the offense/violation under City of Oxford Ordinance 42-120. A photo of the vehicle displaying the traffic hazard shall be attached to the incident/offense report when possible.

(b) Abandoned motor vehicles are defined in State Code 32-13-1(c)(a) and City of Oxford Ordinance 42-120. Unattended vehicles shall not be towed as "abandoned" unless they meet the criteria of abandonment in the definition cited above. Officers called to investigate vehicles left unattended on private property shall check the vehicle for stolen reports and inform the property owner about their right to have the vehicle removed.

- (c) Vehicles may be towed from the scene of a crash should they present a traffic hazard or obstruction. All personnel shall complete a Vehicle Inventory Form.
- (d) A vehicle may be towed if the driver has been arrested. If the vehicle is to be held for further investigation, the procedure outlined under Investigative Holds below shall be followed.
- (e) If the vehicle is a recovered stolen vehicle, the recovery shall be reported on a Supplement Report under the original case number. If the vehicle was stolen outside Oxford, but is recovered within the city limits, then it will be reported on an Incident/Offense Report.
- (f) An officer impounding a vehicle for investigative purposes (investigative hold) shall prepare an Offense Report providing details of the case. The victim on the Offense Report shall be the "City of Oxford" and the offense shall be "Impounded for investigation." Supervisors shall not authorize impoundment probable cause unless the fact that a vehicle is stolen can be clearly established.
- (g) An officer shall have the discretion to drive a vehicle to the secured area behind the Oxford Police Department in lieu of towing it when:
- (1) It is a recovered stolen vehicle and it can be safely operated.
  - (2) It is to be held for further investigation.
  - (3) The driver is subjected to a full-custody arrest and it is practical to do so. However, this shall not routinely occur.
- (h) Special Instructions in the instance a driver is charged with a misdemeanor traffic violation, to include driving while license revoked or suspended, shall not be taken into full custody unless he/she refuses to provide required information and/or sign the **HAND WRITTEN** Uniform Traffic Citation. D.U.I. offenders shall be subjected to full custodial arrest and thus vehicles during these cases may be towed. Drivers shall be handled in the same manner unless involved in an accident where serious injury or death occurs (Morton v State of Alabama - 1985).
- (i) All officers shall denote the following information on arrest reports relative to vehicles.

(1) Location of which the vehicle was towed and by whom.

(2) Any other pertinent information regarding the safekeeping of the vehicle.

### **§ 2.1.25 Condemned Vehicles / Designated Storage Locations**

(1) All vehicles to be condemned may be placed in an impound lot approved by the Chief of Police or Division Commander when seized. The key to the impound lot shall be maintained in the patrol room. The impounding officer shall complete an inventory of the vehicle. An incident report shall be made for all condemned vehicles. A statement of condemnation shall be provided within the narrative of the original Incident/Offense report and shall include the reasons of the seizure and the basis condemnation is sought.

(2) Large items (other than vehicles) which cannot be stored in authorized locations inside the police building may be stored in the impound lot.

### **§ 2.1.26 Off Duty Jobs.**

(1) No off-duty job shall be accepted by personnel of the Oxford Police Department without express approval of the Chief of Police. The following procedure shall be adhered to by all personnel.

(a) The Division Commander and/or Chief of Police shall be notified as soon as possible of the off-duty job. Approval must be granted prior to acceptance of off-duty work.

(b) Personnel shall not work at any business establishment which sells alcoholic beverages for on premise consumption and whereas the sole purpose of that establishment is to provide alcohol and entertainment (i.e. bar, nightclub, etc.).

(c) Personnel shall not work any off-duty jobs, which may create a conflict of interest (bondsman, divorce investigation, property repossession, etc.).

(2) Athletic Events:

School administrators often select personnel to work at athletic events subject to approval of the Chief of Police. The selected supervisor shall:

(a) Notify the Chief of Police giving date/time and names of personnel working such events.

(b) Endeavor to provide work opportunities on an equal and impartial basis with the intent to involve as many personnel as possible.

### **§ 2.1.27 Active Shooter Incidents.**

It is the scope of this policy to provide general guidelines on the handling of ACTIVE SHOOTER situations. Officers responding to an active shooter incident will accomplish this by immediately using any available resources at their disposal to make contact with the active shooter(s) and stop them.

The philosophy driving this policy recognizes the active shooter(s) must be stopped before they can kill and/or severely injure additional innocent person(s). This will be the duty and responsibility of the initial responding officers. The prioritization of activities, in the order of importance is:

1. Stop the active shooter.
2. Rescue victims.
3. Provide medical assistance.
4. Preserve the crime scene.

While it is important to provide medical treatment to the wounded, it is our duty as law enforcement officers to first protect all innocent life by stopping the actions of the active shooter(s).

#### **Policy**

In active shooting situations or ongoing violent events, it will be the policy of this agency to consider the lives of persons and officers involved to be of the utmost importance. Whenever possible, agency personnel will strive for incident stabilization and resolution through a combined team effort of administration, patrol and emergency response personnel.

Personnel will develop and maintain the ability to utilize alternative approaches to resolve the incidents should normal standard operating procedures fail to prove adequate due to the action(s) of the suspect(s) involved.

#### **Definitions**

Active Shooter: Suspect(s) activity is immediately causing death and/or serious

bodily injury. The activity is not contained and there is immediate risk of death or serious bodily injury to potential victims. The term "active shooter" will also include anyone who uses any other deadly weapon (knife, club, bow and arrow, explosives, etc.) to systematically or randomly inflict death or great bodily harm to innocent person(s).

Rescue Team: A minimum of two (2), up to four (4), police officers working as security for fire department personnel to locate and rescue injured persons.

Barricade Suspect: A criminal suspect who has taken a position in a physical location, most often a structure or vehicle, fortified or not, that does not allow immediate police access and is refusing police orders to exit. A barricaded suspect may be known to be armed, thought to be armed, have access to weapons in the location, or be in an unknown weapons status.

Barricaded Subject: A person not suspected of committing a crime; but is the focus of a legitimate police intervention effort, most often involving threats of suicide and/or self-destructive behavior of the mentally ill. The subject has taken a position in a physical location, most often a structure or vehicle, fortified or not, that does not allow immediate police access and is refusing police orders to exit. The barricaded subject may be known to be armed, thought to be armed, have access to weapons in the location, or be in an unknown weapons status.

Hostage Incident: An incident where a suspect is holding a person against their will as security for a certain demand or pledge; OR a victim held against their will by threats or the actual use of force.

Contact Officer: The first responding officer will go in pursuit of the active shooter. The focus is to make contact as soon as possible to stop the active shooter.

Suppressive Fire: The discharge of agency authorized firearms toward the active shooter in an effort to gain advantage for rescue or team movement.

Supervisory Officer: Rank of sergeant or above.

On-Scene Commander: Officer temporarily in charge because of the situation.

Command Protocol: The first supervisory officer, regardless of rank, that is not part of a contact or rescue officer(s), who arrives at the scene of any active shooter situation, will become the On-Scene Commander and remain in charge until its conclusion unless he/she is:

1. Relieved.
2. Incapable of assuming/continuing command.

The On-Scene Commander will establish a command post and ensure the following:

1. Determine response and staging area for arriving personnel.
2. Request additional resources, i.e., Emergency Services Unit, Critical Incident Negotiator Team, Crime Lab, etc.
3. Arrange a safe staging area for medical units and triage area.
4. If suspect is arrested or incapacitated, agency policy and procedure will be followed regarding the investigation and crime scene preservation.

Responsibilities: Oxford Police officers not on an emergency call will respond to the scene of the active shooter incident.

Contact Officer: The first responding officer will go in immediate pursuit of the active shooter. The focus is to stop the active shooter as soon as possible. The officer will be subject to 360-degree vulnerability and will not do a thorough room-by-room clearing. The location of victims will be radioed to rescue teams.

Rescue Team: A minimum of two (2), up to four (4), police officers working as security for fire department personnel to locate and rescue injured persons. Uninjured persons will be directed out of the location to a safe area as designated by command. Personnel are to be aware that uninjured persons may be in shock, paralyzed with fear or otherwise fail to respond to verbal commands. Rescue team members must be alert to the constantly changing dynamics of the incident, which may put them in direct contact with the suspect and expose them to 360-degree vulnerability.

If contact officer(s) or rescue team encounters an explosive device they must report it to the command post and determine if they will post an officer nearby, or mark it and continue on.

Officers should make location entry other than through the main entrance, if possible, as this is the most likely place for suspect erected barricades, explosives or an ambush.

Suppressive Fire: The use of target specific suppressive fire toward the active shooter may be necessary, especially if a position of advantage has been gained, due to height or barricade. Suppressive fire toward an active shooter is permissible; when it appears that no innocent victims are in the line of fire or beyond, and it is deemed necessary to rescue injured person(s), or move across open areas to effect rescue.

Training: The Oxford Police Department will train all sworn personnel in "response to active shooters."

### **§ 2.1.28 Notice of Incident or Claim.**

Definitions: An incident is defined as any in which damages has or will cause the department a significant monetary loss, or any in which injury has occurred. A significant monetary loss shall be those which may cost the City of Oxford or the Oxford Police Department in excess of Three Hundred and Zero Dollars (\$300.00).

Any employee involved in an incident as defined shall immediately notify his/her supervisor. The officer or employee shall complete the Notice of Incident or Claim, if possible.

In an event an injury has accompanied the incident, an Employer's First Report of Injury or Occupational Disease shall be completed as well.

These reports, along with an incident offense report, accident report, and applicable photographs, shall be forwarded to the officer's immediate supervisor, and ultimately to the Administrative Captain.

All documentation shall be submitted to the City of Oxford's Safety Director within twenty-four (24) hours of the incident or claim.

### **§ 2.1.29 Change of Address / Telephone Number.**

Upon a change of address/telephone number, all police department personnel shall immediately forward it via the chain of command to the Chief of Police, Training Coordinator, and Communications Office.

### **§ 2.1.30 Requests for the Forensics Unit.**

The Forensics Unit is on an On-Call Monthly Schedule. In after hour cases of Burglary, B&E Auto and other similar type routine / non-violent crimes, when evidence may not be compromised, inform the victim / complainant that a Crime Lab Investigator will contact them as soon as possible to schedule a time to permit the processing of the crime scene.

Patrol Officers should possess, within their patrol vehicles, the appropriate evidence bags and tape to retrieve any item(s) of evidence to be submitted to the evidence locker for processing.

If in doubt of the circumstances that exist at a crime scene the responding officer should notify their immediate supervisor to respond and assess the elements of the

scene. The patrol supervisor should then determine the need to consult with and/or call out the on-call Investigator. The responding officer and/or shift supervisor should remain on scene to await the arrival of the on-call Investigator.

In after hour instances, when needed, the patrol supervisor should first contact the (on-call) Investigator for assistance. Upon the assessment of the crime scene the responding Investigator will in turn notify the Forensics Unit in instances where the collection of evidence is too complex and/or should require specialized equipment to process.

In the event of a major crime scene, however, (i.e. homicides, suspicious death investigations, kidnapping, rapes and other complicated scene work, the Forensics Unit, as well as the on-call Investigator shall be notified to respond to the scene. The on-call Investigator upon assessing the scene will immediately notify and inform the C.I.D. Supervisor to permit the call out of additional personnel if needed. In such instances the scene should be immediately secured with crime scene tape once medical intervention is complete. No one will be permitted within the scene lines, to include the Coroner's Office and/or medical personnel, until cleared by the responding Crime Lab Investigator(s). Communications will not contact the Coroner's Office until told to do so by the Forensics Unit and/or by the on-call Investigator on scene.

This directive should in no way be misconstrued to overlook the necessity to respond under exigent circumstances where evidence may be lost or in ANY instance where the Forensic Unit's response is requested / ordered by the Chief of Police.

### **§ 2.1.31 Coroner to be Notified.**

Any death, occurring within the City of Oxford, and where the victim was not a hospice patient and/or medical personnel were not present, shall require the presence of the coroner, and/or his/her designee, of the county in which the death occurred. Subsequently, a Death Investigation report shall be made documenting such cases of death. If foul play is suspected, standard procedures shall be followed and the Investigation's Division Commander shall be notified.

### **§ 2.1.32 Discontinuing Backup.**

Officers shall not discontinue dispatched backup units until both units arrive and assess the situation. Once both units determine the situation doesn't warrant additional officers, then no backup shall be required.

### **§ 2.1.33 Expense Reporting of Vouchered Checks/Monies**

Officers who receive vouchered funds for expenses related to training, or any unforeseen activity/duty not cited herein, shall report all expenditures upon completion of the duties in which the funds were intended on an expense report approved by the City of Oxford. It is the employee's responsibility to ensure the expense report is completed and shall bear the name and signature of the officer or employee in which the funds were distributed. It is more often a circumstance where the allotted amount is unused for the given training or duty assignment, therefore, any unused funds shall be promptly delivered to the Chief's Administrative Assistant as soon as practicable, along with the completed expense report. The Chief's Administrative Assistant will ensure the report and excess funds are collected and forwarded to the Finance Department of the City of Oxford.

Furthermore, as an employee of the Oxford Police Department it is expected that sound judgement be made while utilizing vouchered funds. You shall be reminded of policy sections § 2.6.2 Personal Conduct (5) & (7) and shall always adhere to the professional standards impressed upon you by this organization and your profession.

Any neglect to properly follow the protocols set forth in this policy shall result in automatic suspension or termination.

## **§ 2.2 Warrants**

### **§ 2.2.1 Search Warrants.**

Personnel shall not apply for or obtain search warrants without the knowledge/consent of their immediate supervisor.

- (1) Prior to the execution of any search warrant during a formal briefing, the department's use of force policies (Chapter Eight of the S.O.P.) shall be reviewed and read aloud and in the presence of those officers whom are responsible for and/or scheduled to be present for its execution.

### **§ 2.2.2 Warrant Acquisition and Filing Procedure.**

Upon obtaining a warrant, the officer shall ensure a judge or magistrate has properly validated and recorded the warrant prior to it being entered into the department's in-

house system or NCIC/ACJIC. Subsequently following, the officer shall notify the department's Warrant Officer via phone, email, or in person that a warrant has been obtained. It is the responsibility of the officer to ensure the original warrant has been delivered to the communication's office at this time. It shall then be the responsibility of the communications officer to enter the warrant into NCIC/ACJIC, without delay if possible. The original warrant shall then be placed in a designated location in the communications office for retrieval by the department's Warrant Officer. The Warrant Officer shall retrieve daily the warrants as to permit entry into the department's in-house system. Once the Warrant Officer, or his/her designee, has entered the warrants into the in-house system, it is the responsibility of the on-duty Communications Officer to file/house the original warrant in the Communications Office. A copy of the warrant(s) may be made to ensure attempts of execution are made. Upon the arrest of the offender(s) the original warrant will be retrieved and executed accordingly.

### **§ 2.2.3 Processing Wanted Persons / Prisoners**

Definition: Wanted persons and prisoners includes persons sought for felony and misdemeanor charges. They may be wanted by agencies within the State of Alabama or outside the State of Alabama. When computer (ACJIC-NCIC) reveals persons are wanted by other law enforcement agencies:

(1) Persons wanted on felony charges may be arrested on probable cause based upon the ACJIC-NCIC "printouts" whether our department has any separate charges against the person or not.

(a) Therefore, unless our department has separate charges against the person (s) an arrest cannot be made for a misdemeanor which is based solely upon ACJIC "printout". Instead, officers should obtain detailed information about the person (s) concerning address, employment, etc., and forward this information to the wanting agency via TTY. The agency may then forward their warrant for enforcement.

(b) If our department has separate charges on a person(s) and an ACJIC "printout" reveals the person is wanted by another agency, a "hold" can be placed on the individual for the other agency and the procedure established regarding prisoners wanted by other police agencies is to be followed.

(c) It would be reasonable to hold a person(s) for a very short limited period of time who is found to be wanted

for a misdemeanor if our department does not have separate charges against the person(s).

## (2) Prisoners wanted by other Police Agencies

### 1. Agencies outside the State of Alabama

(a) If a prisoner will waive extradition, complete an extradition waiver form in two (2) copies and have the prisoner sign both copies. Leave both copies with dispatch personnel. Notify the agency by TTY that the prisoner will waive extradition, and when the prisoner can be released. Have the agency forward a copy of their warrant to this department to file in records. Dispatch personnel will have both copies of the waiver signed by officials picking up the prisoner, forward the original to records, and give the second copy of the waiver to the officials.

(b) If the prisoner will not waive extradition, notify the agency by TTY, instructing them to send a certified copy of their warrant to this department immediately and to begin extradition proceedings. Upon receipt of a certified copy of the warrant, attach it to, and obtain a fugitive from justice warrant from a District or Circuit Court judge, which shall be served. The prisoner should be housed in the County Jail after being served with the fugitive from justice warrant. A copy of each warrant is forwarded to Central Records.

### (3) Agencies within the State of Alabama

Notify agency by TTY or telephone when a prisoner can be released and have the agency forward a certified copy of their warrant to this department immediately. A copy of the warrant served is to be forwarded to Central Records.

*Note: Agencies within a close proximity of this department should be notified to bring original warrant and be allowed to serve the warrant on the prisoner. A copy of the warrant served is to be forwarded to Central Records.*

### (4) Warrant Verification

The indication of a warrant in the wanted person file is not in itself sufficient grounds for arrest. The communications officer/s in conjunction with the shift supervisor (if needed) is responsible for verification of all such wanted persons. The

verification procedure shall in no case exceed ten minutes in duration. If verification cannot be promptly made, the inquiring officer/agency shall be informed the warrant cannot be verified and the indicator shall be immediately removed from the appropriate system (local/state/national) until such time as the status of the warrant can be determined.

#### **§ 2.2.4 Wanted Persons File**

The Communications Office and Warrant Officer is responsible for maintaining an accurate listing of persons wanted by the Oxford Police Department. The procedure for entry of wanted persons in the state/national computer system is described in the TTY operations manual in accordance with ACJIC/NCIC regulations.

### **§ 2.3 Infectious Diseases**

#### **§ 2.3.1 Infectious Disease.**

**PURPOSE:** To advise personnel of routine precautionary measures and establish guidelines to be followed in the event an employee is exposed to an infectious disease.

**DEFINITION:** An infectious disease is defined as a communicable disease capable of being passed to another by contact with an infected individual or their body fluids.

(1) Routine precautionary measures are as follows:

- (a) Treat all blood and body fluids as though contaminated.
- (b) Do not handle blood or other body fluids if you have a cut, sore, dermatitis, or any break in the skin of your hands or forearms.
- (c) Where possible, avoid the generation of mists, splashes, spills, and splattering of blood or other body fluids.
- (d) Exercise caution and whenever possible, wear rubber gloves when doing any of the following:

(1) Handling items which may contain contaminated blood, body fluids products, hypodermic needles, and syringes.

(2) Packaging and handling these items as evidence.

(3) Searching arrestees.

(4) Avoid placing fingers in anyone's mouth or open wounds.

(5) Cleaning up blood or other secretions from floors, seats, equipment, etc.

(2) If an officer believes that he/she has been in contact with blood or bodily fluids that are possibly contaminated, they should utilize the following guidelines.

(a) Thoroughly wash their hands after removing gloves and thoroughly wash other parts of the body which may have been soiled. The recommended cleaning solution in addition to soap and water are a 10% solution of household bleach or a 70% solution of alcohol or Lysol.

(b) Should the eyes come into contact with a possible contaminant they should be rinsed immediately with water only.

(c) Clothing that has been contaminated should be immediately removed and washed or laundered.

(3) Should an officer receive a human bite, needle stick, or similar skin exposure to an infectious disease, the following procedure should be followed:

(a) Immediately notify their supervisor.

(b) Seek immediate medical attention.

(c) Complete a detailed written report concerning any suspected exposure to a communicable and/or infectious disease.

(d) The immediate supervisor shall ensure that all the proper reports are filed. Supervisors shall also ensure that any arrestee who has bitten and/or injured a member of this department is asked to submit a blood test. Furthermore, a Critical Incident Report shall be completed and forwarded to the officer's immediate supervisor.

(4) A physician will coordinate any necessary medical testing or treatment of any employee.

(5) Upon refusal by an arrestee or suspected carrier to submit to a blood test, the refusal will necessitate consultation with the Calhoun County District Attorney's Office to seek the issuance of a subpoena and/or search warrant to retrieve a blood specimen requested for testing.

### **§ 2.3.2 Exposure to Acquired Immune Deficiency Syndrome (AIDS)**

Acquired Immune Deficiency Syndrome (AIDS) is caused by a virus that does not survive well outside the body. The two main ways it is spread is by sexual contact and sharing of contaminated needles and syringes among users of illegal intravenous drugs. AIDS is not spread from casual contact with saliva and tears, a cough, sneeze, handshake, food, or sharing of toilet facilities.

### **§ 2.3.3 Precautions Taken if Suspected Exposure has Occurred**

(1) Avoid wounds from weapons and punctures from hypodermic needles used by drug abusers. Blood on these articles could cause infection.

(2) Use disposable gloves while handling contaminated articles.

(3) Place contaminated articles in a cut-proof evidence bag to be taken to a laboratory for examination or disposal.

(4) Clean up blood spills promptly with freshly diluted household bleach (one part bleach to ten (10) parts water). Disposable gloves shall be worn during the cleanup process. Thereafter, they shall be removed and placed in a cut-proof bag for disposal. Hands shall then be thoroughly washed.

(5) If mouth-to-mouth resuscitation is necessary an "S-tube" or a hand-operated resuscitator bag shall be utilized.

(6) Wash your hands after exposure to any possible source of infection. Hand washing reduces the chance in the spread of infection.

(7) Wear protective masks and gloves if there is a chance of exposure to blood or body fluids from a known AIDS carrier.

(8) If you believe you have been exposed to the AIDS virus, notify your supervisor immediately. Supervisors will notify the Division Commander and the Chief of Police.

## § 2.4 Equipment Use

### **§ 2.4.1 Official Departmental Equipment / Instrument for the Testing of Breath-Alcohol Content.**

The established guidelines needed for personnel to conduct chemical analysis of breath / blood samples should be followed pursuant to 32-5A-194 Code of Alabama, 1975 as amended, and to the rules and regulations of the Alabama Department of Forensic Sciences Chapter 370-1-1.01.

The Chief's declaration letter approving the device used for ascertaining the alcohol content of one's blood through the chemical analysis of breath samples shall be placed at or near the approved device.

### **§ 2.4.2 Requisition of Supplies.**

All supplies shall be requisitioned through the Office of the Chief, his Administrative Assistant, or designated employee.

### **§ 2.4.3 Bullet Resistant Vests.**

Definition: Body armor is considered a vest that is to protect the officer's life in life threatening situations where firearms, sharp instruments, and automobile accidents are involved.

(1) Officers assigned to the Uniformed Division of the Oxford Police Department shall wear their assigned protective vest when on duty. The vest shall be considered part of the uniform and must be worn anytime an officer is in uniform.

(2) Officers assigned to the Criminal and Special Investigations Divisions shall be required to wear their assigned vest in all situations that could be life threatening and any situation that, in the officer's opinion, could escalate to a life-threatening situation.

## § 2.4.4 Special Purpose Vehicle HMMWV (Humvee)

### I. Policy

It shall be the policy of the Oxford Police Department to train its personnel in the use of the Department's HMMWV (Humvee) vehicles to conduct reactive limited patrol, emergency response situations, parades and special events. The purpose of this directive is to establish guidelines and policy in this regard, with an emphasis on conditions and limitations, access and availability within and outside the Department, vehicle maintenance and maintaining uniformity with other policies concerning Departmental vehicles.

### II. Procedure

#### A. Conditions and Limitations

1. The Departmental HMMWV shall be made available to any Oxford Police Officer under the following conditions:

- a. A verbal request and approval from the officer's immediate supervisor.
- b. Requesting officer must be trained and instructed on this policy, the proper use of and the limitations of the HMMWV.
- c. At the conclusion of the HMMWV operation, an inspection of the vehicle will be conducted by that officer to ensure cleanliness and that all equipment is functional.

2. The following limitations are to be followed at all times during HMMWV operation:

- a. If an emergency situation arises while operating the HMMWV, officers should respond in accordance with Oxford Police Department Policy & Procedures.
- b. Only those officers, who have received training on the HMMWV, are allowed to operate HMMWV.
- c. If it becomes necessary to operate outside of jurisdictional boundaries, permission must be obtained from a supervisor.
- d. There must be adequate officers to cover the shift in order for the HMMWV to be operated, with exceptions of inclement weather or if an emergency should arise and the use of the HMMWV would enhance the officer's ability to assist.

## B. Outside Agency Request

1. Outside agencies may use the HMMWV after signing the "Special Vehicle Request" Form and receiving approval by the Chief of Police or his designee. These are determined on a case-by-case basis and only to enhance the safety of officer and/or citizens of that respective jurisdiction.
2. Outside agencies requesting the use of the HMMWV will be trained on the proper usage, care, and maintenance of the vehicle/ equipment prior to its release.
3. Upon return of the equipment by an outside agency, an inspection of the vehicle/ equipment will be conducted by the receiving supervisor or his designee to ensure cleanliness and that all equipment is functional.

## C. Tactical Considerations

1. During any HMMWV operation, the officer must keep in mind that personal safety and maintaining operational integrity are the two main objectives to consider when using the HMMWV. The following tactical considerations are submitted as a guideline to follow and not meant to be totally inclusive. Common sense should be used as well:
  2. This is an extra wide (wide body) vehicle. Be aware of your surroundings
  3. As this vehicle is wider and heavier than your normal patrol vehicle, consideration should be taken when responding to emergencies or off-road usage.

## D. Vehicle Maintenance

1. The HMMWV will be inspected before and after each use. The vehicle's condition will be noted on any reports completed by the Department's Fleet Manager. A list of equipment dedicated to the vehicle will be maintained by the Fleet Manager and the Department's designated Asset Officer.
2. Any maintenance required will be coordinated through the Fleet Manager.

## E. Equipment List

1. The items contained in the following list shall be kept as dedicated equipment with respect to the HMMWV.

- a. City and County radios
- b. Siren / light control box
- c. Emergency lights & siren
- d. Wench & control
- e. Tow strap
- f. Tie-down straps
- g. Wheel chalk
- h. Fire extinguisher
- i. First aid kit

#### **§ 2.4.5 Unmanned Ariel Systems**

This policy is intended to provide personnel who are assigned responsibilities associated with the deployment and use of unmanned aircraft systems (UAS) with instructions on when and how this technology and the information it provides may be used for law enforcement and public safety purposes in accordance with law. The department's Unmanned Aircraft Systems shall be operated within the Aviation Support Unit and in further accordance with their policies and procedures. Please see the Aviation Unit's S.O.P. for further details regarding the operation of the department's UAS.

#### **§ 2.4.6 Mobile Radio Use**

All plain clothed officers and investigators shall have with them while out of the vehicle a mobile 800 radio for communications. The only exception will be covert or undercover investigations.

When using the police radio you will be professional at all times. Use only codes when speaking, do not carry on conversations on the police radio even on tac channels, example: having to use the restroom or asking to pick up food. Use a cell phone for those conversations. Do not have an attitude on the radio this is very unprofessional. Do not explain a call to dispatch when going in-service from a call, just say 10-8. Keep radio traffic short. Remember other agencies monitor our traffic. Keep it professional.

#### **§ 2.4.7 Safety Vests**

All personnel when working in or around a road or roadway, shall wear a departmental compliant reflective vest that meets or exceeds federal regulations.

## **§ 2.4.8 Care and Use of Phone and Mobile Radios**

(1) Mobile Radios and Cellular phones shall be assigned to designees by the Chief of Police and/or Division Commanders.

(2) Cellular phones and mobile radios shall not be used by any persons other than the assignees without consent of the Chief of Police or Division Commander.

(3) Each person assigned a cellular phone shall have the unit on or about his/her person all times.

(4) If the radio and/or cellular phone is lost or stolen as a result of negligence, the person to whom the radio or cellular phone is assigned shall be subject to disciplinary action.

(5) Keep radios and cellular phones, and chargers, away from water, oil & grease.

(6) Never use the radio and/or cellular phone for any reason other than it's intended use.

(7) Alterations to the design of the radio and/or cellular phone are prohibited.

(8) Calls to city issued cellphones may not be forwarded to privately owned cell/telephones, unless you reside and/or are stationed, for a lengthy period of time, in an area with little to no cellular service/coverage. In such instances, it would be permissible to forward a city issued cellphone to a privately owned cellphone to ensure constant telecommunication availability. A working voice mail, to include a greeting containing the officer's name and rank, should also be established on each city issued cell phone.

## **§ 2.5 Correspondence**

### **§ 2.5.1 Departmental Emails.**

(1) To establish procedures for the creation, dissemination, and storage of all electronic mail messages and to set guidelines for their consent and use. Members using the e-mail system will do so in an appropriate and professional manner.

(2) All messages generated on or handled by the Department e-mail system, including back-up copies, are considered property of the Department.

(3) It is the responsibility of each employee to maintain the content of their email. Each employee shall check their email during every shift to ensure that all departmental notifications are received. Such information would include: routine messages, announcements, notices, or other information that previously would have been disseminated via memorandum through the chain of command. Please note that emails may require receipt. It is important that members reply to confirm a receipt of the email and its content if requested.

(4) The department email system should only be used for official business. The dissemination of content is strictly prohibited unless otherwise approved by the Chief of Police or Division Commander.

(5) Employees will not use obscene, racist, or sexist language in e-mail and will not transmit threatening or harassing materials, (i.e., jokes, photographs, or programs forwarded as attachments), nor engage in any form of sexual harassment.

(6) E-mail messages sent or received by department employees are not private and the department reserves the right to monitor all email messages without notification to the employee; however, it is not the department's intent to monitor all e-mail messages.

(7) It is a violation of this policy for any user, including the system administrator or any supervisor, to access the email system or message merely to satisfy curiosity about the affairs of others. E-mail messages created in the course of public business are, for the most part, a public record. Those messages are subject to inspection by the news media and other members of the public, unless the sender has marked them confidential.

(8) Employees have the right to create their own passwords for their email address; however, in the event an inquiry is made by the Chief of Police or his designee, the employee shall disclose the password for access.

### **§ 2.5.2 Departmental mail and directives**

(1) The memo board in the roll call room is to be read on a daily basis, along with the mail given to employees in their mail box. This is to keep employees up to date with current activities within the department. Employees must check their mail and read the bulletin board in roll-call prior to leaving the building for duty.

(2) Employees are required to keep their mailboxes clean and orderly, and shall not store case files or evidence. Documentation needed for judicial proceedings shall be housed in the Central Records office in an appropriate case file.

### **§ 2.5.3 Official Correspondence.**

All official correspondence shall be approved by the Chief of Police.

## **§ 2.6 Personnel Conduct**

### **§ 2.6.1 Internet Postings/Social Networking**

Purpose: The purpose of this policy is to direct the employees of this agency with respect to the use of the internet, the world-wide web, and social networking as a medium of communication impacting this department.

(1) The internet, blogs, twitter, the worldwide web, social networking sites and any other medium of electronic communication shall not be used in a manner which is detrimental to the mission and function of this agency.

(2) It is essential for every employee of this agency to recognize that the proper functioning of any law enforcement agency relies upon the public's confidence and trust in the individual officers and this agency to carry out the law enforcement function. Therefore, any matter which brings individual employees of the agency into disrepute has the corresponding effect of reducing public confidence and trust in our agency, thus, impeding our ability to work with and serve the public. Professionalism is the most significant factor in high level performance which in turn builds the public confidence and trust. While employees have the right to sue personal/social networking pages or sites, as employees of this agency, they are public servants who are held to a higher standard than that of the general public with regard to standards of conduct and ethics. As such, the policy of this agency is to maintain a level of professionalism in both on-duty and off-duty conduct that fulfills the mission of our agency. Any publication, through any medium which is potentially adverse to the operation, morale or efficiency of this agency will be deemed a violation of this policy.

(3) Procedure:

- (a) Employees of this agency are prohibited from using agency computers for any unauthorized purpose including surfing the internet or participating in social networking sites.

- (b) Employees of this agency are prohibited from posting, or in any other way broadcasting, without prior agency approval, information on the internet, or other medium of communications, the business of this agency to include but not limited to:
  - (1) Photographs/images relating to any investigation of this agency.
  - (2) Video or audio files related to any investigation of this agency.
  - (3) Video, audio, photographs, or any other images etc. which memorialize a law enforcement related action of this agency.
  - (4) Logos/uniforms/badges or other items which are symbols associated with this agency.
  - (5) Any other item or material which is identifiable to this agency.
- (c) Employees of this agency who utilize social networking sites, blogs, twitter or other mediums of electronic communication in their off-duty time shall maintain an appropriate level of professionalism and appropriate conduct so as not to broadcast in a manner which is detrimental to the mission and function of this agency.
  - (1) Employees shall not use references in these social networking sites or other mediums of communication that in any way represent themselves as an employee of this agency without prior approval. This shall include but not be limited to:
    - (a) Text which identifies this agency.
    - (b) Photos that depict the logos, patches, badge or other identifying symbol of this agency.
    - (c) Accounts of events which occur within this agency.
    - (d) Any other material, text, audio, video, photograph or image which would be identifiable to this agency.

(4) Employees shall not use a social networking site or other medium of internet communication to post any materials of a sexually graphic nature.

(5) Employees shall not use a social networking site or other medium of internet communication to post any materials which promote violence or weaponry.

(6) Employees shall not use a social networking site or other medium of communication to post or broadcast any materials which would be detrimental to the mission and function of this agency.

- (a) Employees of this agency are prohibited from using their title as well as any reference to this agency in any correspondence to include emails, postings, blogs, twitter, social network sites such as Facebook, unless the communication is of an official nature and is serving the mission of this agency. This prohibition also includes signature lines in personal email accounts. An employee may seek agency approval for such use.
- (b) New employees: All candidates seeking employment with this agency shall be required to complete an affidavit indicating their participation in any social networking sites. This affidavit shall include the name of the sites. The candidate shall provide this agency with access to their site as part of any background examination.
- (c) Administrative Investigations: Employees who are subject to administrative investigations may be ordered to provide the agency with access to the social networking site when the subject of the investigation is directly, narrowly and specifically related to the employee's performance or ability to perform his or her function within the agency or when the subject of the investigation is potentially adverse to the operation, morale or efficiency of the agency.

## **§ 2.6.2 Personal Conduct**

### **(1) Loyalty:**

In the performance of his/her duty to serve, an officer is often called upon to make difficult decisions. He/she must exercise discretion in situations where his/her rights and liabilities, and those of the department, hinge upon his/her conduct and judgment. An officer's decisions are not easily made and occasionally they involve a choice which may cause him/her hardship and discomfort. An officer must be faithful to his oath of office, the principles of professional police service, and the objectives of the Oxford Police Department, and in the discharge of his/her duty, he/she must not allow his/her personal motives to govern his/her decisions and conduct.

### **(2) Respect for Constitutional Right:**

Personnel have no constitutional rights to violate the law; neither may any person be deprived of his/her constitutional rights merely because he/she is suspected of having committed a crime. The task of determining the constitutionality of a statute lies with an appellate court of proper jurisdiction, not with an officer who seeks to properly

enforce the law as it exists. Therefore, an officer may enforce any state, federal, or local statute which is valid on its face without fear of infringing on the constitutional rights of the person violating that statute. An officer who lawfully acts within the scope of his/her authority does not deprive persons of their civil liberties. He/she may within the scope of his/her authority make reasonable inquiries, conduct investigations, and arrest on probable cause. However, when an officer exceeds his/her authority by unreasonable conduct, he/she violates the sanction of the law which he/she is sworn to uphold.

(3) Responsibility of Personnel:

Personnel shall assume responsibility for their own acts. In no instances shall they attempt to shift the burden of their responsibility for executing, or neglecting to execute, a lawful order, regulation, or duty.

(4) Personnel to be Truthful:

Any employee who departs from the truth, either in giving false testimony, or in connection with any official order received by him/her, or in his/her official duties, shall be considered in violation of policy, and subject to disciplinary action. Employees are required to speak the truth at all times and under all circumstances, whether under oath or otherwise, except in cases where they are not allowed by policy to divulge facts within their knowledge, in which case they will say nothing.

(5) Conduct unbecoming an Officer:

A police officer is the most conspicuous representative of government and to the people he/she is a symbol of stability and authority upon whom they can rely. An officer's conduct is closely scrutinized and when his/her actions are found to be excessive, unwarranted, or unjustified, they are criticized far more severely than comparable conduct of persons in other walks of life. Since the conduct of an officer, on duty and/or off duty may reflect directly upon the department, an officer must at all times conduct him/herself in a manner which does not bring discredit to him/her, the department or the city.

(6) Insubordination:

Employees shall not commit acts of insubordination. The following specific acts are prohibited by this section:

- (a) Failure or deliberate refusal to obey a lawful order given by a superior officer.
- (b) Any disrespectful, mutinous, insolent, or abusive language or action toward a superior officer.

(7) Integrity:

The public demands that the integrity of its law enforcement officers be above reproach and the dishonesty of a single officer may impair public confidence and cast suspicion upon the entire department. Succumbing to even minor temptation can be the start of a malignancy, which may ultimately destroy an individual's effectiveness and may contribute to the corruption of others. An officer must absolutely avoid any conduct which might compromise the integrity of him/herself, his/her fellow officers or the department.

(8) Courtesy:

Effective law enforcement depends on a high degree of cooperation between the department and the public it serves. The practice of courtesy in all public contacts encourages understanding and appreciation; discourtesy breeds contempt and resistance. Most of the public are law abiding citizens who rightfully expect fair and courteous treatment by police department employees. While the urgency of the situation might preclude the ordinary social amenities, discourtesy under any circumstance is indefensible. The practice of courtesy by an officer is not a manifestation of weakness; it is on the contrary, entirely consistent with the firmness and impartiality that characterizes a professional police officer.

(9) Refusal to Work:

The alternative to law and its' enforcement is anarchy and its' resulting devastation. An officer's commitment to public service and professional ethics precludes his/her engaging in strikes or similar concerted activities. For these reasons police officers do not have the right to strike or to engage in any work stoppage or slow down. It is the policy of Oxford Police Department to seek the removal from office of any officer or civilian employee who plans or engages in any such strike or work stoppage.

### **§ 2.6.3 Disciplinary Action**

Departmental employees, regardless of rank, shall be subject to disciplinary action, according to the nature or aggravation of the offense, for violating oath and trust by committing an offense punishable under the law or statutes of the United States, the State of Alabama, or municipal ordinances, or for failure, either willfully or through negligence or incompetence, to perform the duties of their rank or assignment, or for misconduct in office, or for violation of any general order or rule of the department, or for failure to obey any lawful instruction, order, command of a superior officer. Disciplinary action in all cases will be decided on the merits of each case and in conformity with controlling State Law, Civil Service Rules, regulations of the City of Oxford, and those of the Oxford Police Department.

(1) Establishing Elements of Violation:

Existence of facts establishing a violation of the law, ordinance or rule is all that is necessary to support any allegation of such violation as a basis for disciplinary

action. Nothing in this manual prohibits charging or disciplining employees merely because the alleged conduct or omission that supports the charge or disciplinary action does not appear herein, in department order, or in laws and ordinances with the cognizance of the department.

(2) Penalties:

The following penalties may be assessed against any employee of the department as disciplinary action;

- a. Oral reprimand
- b. Written reprimand
- c. Suspension
- d. Demotion
- e. Removal from the Department

(3) Disciplinary Action:

Whenever it shall be deemed necessary for the preservation of good order, efficiency, and discipline, a supervisor may relieve subordinate personnel from duty, pending a prompt reporting of such action to the Chief of Police. The report shall be accomplished in the required manner, and shall immediately be forwarded through channels to the Chief of Police. The supervisor's report shall contain his/her recommendation concerning disciplinary action.

(4) Supervisory Personnel May Take Action:

Supervisory personnel may take the following disciplinary measures:

- a. Oral reprimand
- b. Written reprimand (subject to approval by the Chief of Police)
- c. Emergency Suspension until the next business day with pay.
- d. Written Recommendations for other penalties.

(5) Emergency Suspension:

A supervisor may "Emergency" suspend any employee under his charge necessary for the safety of the public and/or the welfare of the department. Employees shall not suffer any loss in benefits until after the employee has had a departmental hearing and has been found guilty. The supervisor will then immediately notify the

Chief of Police by the fastest means possible and then submit a written report before the next business day.

(6) Follow-up Emergency Suspensions:

An employee receiving an emergency suspension by a shift supervisor, shall be required to report to the Chief of Police on the next business day at the time established by that supervisor. The command or supervisory officer imposing the suspension shall report to the Chief of Police on the next business day at the time so ordered by Supervisor or Chief of Police.

(7) Reports of Disciplinary Action Taken or Recommended:

Whenever disciplinary action is taken or recommended (except for oral reprimand), a written report must be submitted immediately to the Chief of Police containing the following information;

- a. The name, rank, badge number, of the person being disciplined.
- b. The date and time of the misconduct and location.
- c. The section number of the violated rule and common name of the infraction.
- d. A complete statement of the facts or misconduct, including any statements available.
- e. A list of witnesses if available.
- f. The punishment recommended by the supervisor.

(8) Repeated Violations:

Repeated violations of the rules of conduct shall be indications of an employee's disregard of the obligations of all employees and shall be cause for discipline. This shall apply regardless of the severity of the offenses, regardless whether these violations are the same type or not, and the offenses occurred within a month or so.

(9) Causes for disciplinary action:

Any one of the following shall be cause for disciplinary action:

- a. Neglect of duty
- b. Incompetency or inefficiency
- c. Insubordination or serious breach of discipline

- d. Intoxication while on duty
- e. Chronic or excessive absenteeism
- f. Disorderly conduct
- g. Willful violation of the provisions of the civil service statutes, rules, regulations or other statutes relative to the employment of public employees
- h. The conviction of any criminal act or offense (except for minor traffic offenses)
- i. Negligence of or willful damage to public property or theft of public supplies
- j. Conduct unbecoming an employee in the service of the Oxford Police Department.
- k. The use or attempt to use one's authority or official influence to control or modify the political action of any person or personal gain.
- l. Or any other action deemed necessary by the Chief of Police.

#### **§ 2.6.4 Inter-Departmental Cooperation**

Cooperation is required of all personnel always. Personnel must act together and protect each other. Personnel must share and will share information on criminal cases and criminal activities that are of concern to this department. Police work is not a one person effort, it takes a team effort and therefore employees of the Oxford Police Department will consider other employees of the department as his/her teammates.

#### **§ 2.6.5 Gossip**

An employee of this department shall not divulge or tolerate gossip which is detrimental to any other employee of the department. It shall be his/her duty to report to his/her immediate supervisor any information concerning actions or allegations, neglect or disobedience of rules, regulations or policies which may affect the reputation and integrity of the Oxford Police Department and/or its employees.

### **§ 2.6.6 Personal Recording devices**

Purpose: To restrict the unauthorized recording of members or employees of the police department

The use of personal recording devices to record audio or video of members of the Oxford Police Department not sanctioned by the Chief of Police for internal investigations is strictly prohibited. Anyone using such a device without proper authorization by the Chief of Police in writing will be in violation of this order and subject to disciplinary action up to termination of employment.

### **§ 2.6.7 Talking and/or writing about Internal Business**

Talking and/or writing about internal operations or business of the police department with any person outside of the department without prior approval of the Chief of Police is a violation of Department Policy.

### **§ 2.6.8 Failing to take Necessary Police Action**

Failure to report or take necessary police action in a known violation of law or a city ordinance except in those matters where a police officer must exercise discretion is a direct violation of departmental policy. Never attempt to talk a victim/complainant out of a written/typed report.

## **§ 2.7 City Vehicle Regulations**

### **§ 2.7.1 Search of Police Vehicles after Transporting Prisoners.**

All police officers, or transporting personnel, shall search their police vehicle after transporting any prisoner(s). This shall be done for protection of the officer and to prevent prisoners from hiding contraband, fruit of a crime, or instrumentations of a crime in the vehicle.

### **§ 2.7.2 Emergency Response / High Speed Pursuit Driving.**

Definition: Emergency responses involve responses to crimes in progress and those where the potential for serious injury or loss of life are present. High speed pursuit

driving involves vehicular pursuit of felons and/or misdemeanors that present a clear and present danger to the general public. All departmental personnel shall comply with Alabama State Code 32-5A-7 when operating a police vehicle in response to an emergency call or when in pursuit of an actual or suspected violator of the law.

(1) Emergency responses and high speed pursuit driving are required under certain circumstances in the regular operations of the department. This directive will establish policy and procedures for members of the Oxford Police Department when responding to emergency situations and involvement in high speed pursuit driving.

(2) The following factors must be considered when engaging in a high speed pursuit:

1. Type of violation committed.
2. Weather and road conditions.
3. Visibility
4. Dangers to other motorists and pedestrians.
5. Availability of assistance
6. Probability of successful apprehension considering the risk factors involved.

(3) The following procedures will be adhered to:

(a) Emergency responses shall be made by units when directed or approved by the radio dispatcher or a supervisor.

(b) Pursuit situation requires that the unit notify the radio dispatcher immediately.

(c) Officers will not shoot at a fleeing vehicle unless his own life or that of another is in danger.

(d) Emergency lights and sirens will be used in all situations involving emergency responses and pursuit situations.

(e) Officers will not use police vehicles to ram, bump or block the paths of fleeing vehicles unless his own life or that of another is in danger.

(f) The shift supervisors and the division commander shall monitor pursuit situations and use their discretion relative to its continuation or termination. If termination is ordered, the pursuing officers shall immediately comply.

### **§ 2.7.3 Use of City Vehicles**

City vehicles shall be driven in accordance with State law at all times. Reckless/negligent driving shall result in disciplinary action being taken against the driver. Vehicles shall not be utilized for personal endeavors. All personnel shall care for and maintain vehicles in a good state of appearance/repair.

#### **§ 2.7.4 Seat Belts**

Seat Belts shall be utilized by all drivers / passengers when vehicle is in motion.

#### **§ 2.7.5 Pursuit Driving Policy**

The pursuit driving policy for the Oxford Police Department is established within these approved procedures. It shall be adhered to by all personnel.

#### **§ 2.7.6 Take Home Vehicles**

Police personnel shall take city vehicles home only upon authorization of the Chief of Police or Mayor. Under emergency circumstances division commanders, and/or supervisors may authorize temporary usage and notify the Chief of Police as soon as possible. City vehicles authorized to be taken home shall only be used for official business. They shall not be used for personal business. City vehicles shall be driven in a safe and cautious manner and in accordance with departmental rules and regulations. Abuse of city vehicles or the use of them shall result in immediate revocation of the authority to take them home. Accidents occurring after normal duty hours involving such vehicles shall be reported and investigated.

#### **§ 2.7.7 Accident Review Board**

(1) Any member of the Oxford Police Department involved in an accident while operating a city vehicle, may be required to appear before the Accident Review Board to explain in person the circumstances surrounding the accident. After review, the board shall make one of the following determinations.

- (a) That the employee was negligent/not negligent in the operations of a city vehicle.
- (b) That the employee involved did/did not comply with departmental rules and regulations pertaining to automobile accidents.

(2) The Chief of Police shall review the accident report, the findings of the Accident Review Board and the driving record of the employee involved. Actions to be taken by the Chief of Police are as follows:

- (a) Notice to the involved employee that no disciplinary action shall be taken, the employee is absolved of fault, and the investigation is closed.
- (b) Issuance of a written reprimand.
- (a) Recommendation to the Mayor for suspension / termination of the involved employee.

### **§ 2.7.8 Smoking in City Vehicles**

Smoking in department issued vehicles is prohibited.

### **§ 2.7.9 Vehicle Identification Requirements**

Prior to the use of any marked department vehicle, for routine shift work or any detail, all officers using such vehicle shall radio to dispatch that he or she is “10-41” and will identify the vehicle being used.

## **§ 2.8 Crowd Control and Management**

### **§ 2.8.1 Crowd Control and Management**

#### **I. Policy**

The Oxford Police Department crowd management and crowd control policy is to

- apply the appropriate level of direction and control to protect life, property, and vital facilities;
- maintain public peace and order; and

· uphold constitutional rights of free speech and assembly while relying on the minimum use of physical force and authority required to address a crowd management or crowd control issue.

## II. Definitions

### A. Crowd Management

Crowd management is defined as techniques used to manage lawful assemblies before, during, and after an event for the purpose of maintaining the event's lawful status. Crowd management can be accomplished in part through coordination with event planners and group leaders, permit monitoring, and past event critiques.

### B. Crowd Control

Crowd control is defined as those techniques used to address unlawful public assemblies, including a display of formidable numbers of police officers, crowd containment, dispersal tactics, and arrest procedures.

### C. First Amendment Activities

First Amendment activities include all forms of speech and expressive conduct used to convey ideas and/or information, express grievances, or otherwise communicate with others and include both verbal and non-verbal expression.

Common First Amendment activities include, but are not limited to, speeches, demonstrations, vigils, picketing, distribution of literature, displaying banners or signs, use of puppets to convey a message, street theater, and other artistic forms of expression. All these activities involve the freedom of speech, association, and assembly and the right to petition the government, as guaranteed by the United States Constitution (First Amendment).

All persons have the right to march, demonstrate, protest, rally, or perform other activities protected by the First Amendment of the United States Constitution and the State of Alabama.

The government may impose reasonable restrictions on the time, place or manner of protected speech, provided the restrictions are justified without reference to the content of the regulated speech, that they are narrowly tailored to serve a significant governmental interest, and that they leave open ample alternative channels for communication of the information.

### D. Demonstration

Demonstration is used generically in this Training Bulletin to include a wide range of First Amendment activities which require, or which may require, police traffic control, crowd management, crowd control, crowd dispersal, or enforcement actions in a crowd situation.

As used in this Training Bulletin, the term, demonstration, means a public display of a group's or individual's feeling(s) toward a person(s), idea, cause, etc and includes, but is not limited to, marches, protests, student walk-outs, assemblies, and sit-ins. Such events and activities usually attract a crowd of persons including participants, onlookers, observers, and other persons who may disagree with the point of view of the activity.

#### E. Crowd Event or Crowd Situation

This covers all crowd events or crowd situations, including sporting events, festivals, concerts, celebratory crowds, and demonstrations as defined above.

### III. General Principles

The Oxford Police Department's Crowd Management/Crowd Control Policy consists of the general principles discussed below.

#### A. Planning

1. Command staff shall be notified immediately of large or potentially disruptive demonstrations and/or crowd events.
2. The Incident Commander shall be responsible for the development of a written operations plan.
3. The Incident Command System shall be used for management crowds and acts of civil disobedience.
4. OPD shall make every effort to follow the principle of establishing contact and communication with the event or demonstration planners.

Stakeholder involvement is critical to the overall success of managing crowd events and/or civil disobedience during demonstrations. If knowledge exists that a demonstration or crowd event may happen or will happen, OPD shall proactively and repeatedly make every reasonable attempt to establish and to maintain communication and cooperation with representatives or leaders of the demonstration or crowd event, without regard to whether a permit has been applied for or issued.

When planning for and responding to demonstrations, crowd events, and civil disobedience situations, Incident Commanders assigned to these incidents shall facilitate the involvement of stakeholders. If and when communication is established, personnel shall make every effort to identify representatives or leaders of the event and identify a primary police liaison. The primary representative, preferably the Incident Commander or someone with continuous access to the Incident Commander.

A group's failure to respond to OPD attempts to establish communication and cooperation prior to the demonstration shall not mitigate OPD's efforts to establish liaison and positive communication with the group as early as possible at the scene of the demonstration or crowd event.

5. Spontaneous demonstrations or crowd events, which occur without prior planning and/or without prior notice to the police, present less opportunity for OPD planning and prevention efforts. Nonetheless, the same policies and regulations concerning crowd management, crowd control, crowd dispersal, and police responses to violence and disorder apply to a spontaneous demonstration or crowd event situation as to a planned demonstration or crowd event. Incident Commanders shall involve representatives of demonstrators or crowd events when planning and responding to both planned and spontaneous events.

## B. Deployment

1. Decisions about crowd dispersal and general strategies about crowd containment or crowd redirection, multiple simultaneous arrests, planned individual arrests, or planned use of force shall be made at the level of the Incident Commander or higher.

- a) If such decision are made by higher ranking off-site OPD officials, it is required that the Incident Commander first be consulted about the state of affairs in the field and the potential consequences of the decision.
- b) All such decision shall be documented in writing with regard to time, the identity of the person making the decision, and the precise decision and directions given. Such documentation shall be made at the time of the decision or as soon thereafter as possible and included in an After Action Report.

This directive shall not preclude individual commanders, supervisors, and officers from defending themselves or others from imminent danger when the delay in requesting permission to take action would increase the risk of injury.

2. OPD recognizes that the designated police liaison may change during the course of an event and that leadership of certain groups may not exist nor desire to be

identified. No retaliatory practices or adverse action shall be taken by OPD against a group because it has failed or refused to appoint a police liaison or otherwise establish lines of communication with OPD.

3. Communication with the identified police liaison shall continue even if enforcement actions commence.

4. As staffing permits, officers shall be deployed to the best available vantage points to observe and report crowd actions.

5. Lines of control should be established, especially in events that involve protesters with opposing views. Whenever possible, hostile factions should be separated.

6. Considering the type of crowd involved is an important factor in responding properly to its behavior.

Crowds may vary from cooperative or celebratory to non-compliant, hostile, and combative. Organized demonstrations in which some engage in coordinated, nonviolent civil disobedience should be distinguished, to the extent possible, from crowds in which substantial numbers of people are engaged in other types of unlawful acts.

### C. Policing a Crowd

1. Sufficient resources to make multiple simultaneous arrests should be available at demonstrations where such arrests are a reasonable possibility. However, this need must be balanced against the fact that a large and visible police presence may have a chilling effect on the exercise of free speech rights.

Where additional resources are needed, they should be deployed to the greatest extent possible so they are not readily visible to the crowd. When possible, officers should be at their posts well in advance of arriving participants. If possible, officers should be positioned at a reasonable distance from the crowd to avoid a perception of intimidation.

2. In general, OPD officers shall work together in squads or platoons when policing a demonstration.

3. Each officer shall wear a badge, nameplate, or other device on the outside of his or her uniform or on his or her helmet which bears the identification number or the name of the officer.

4. Crowd control and crowd dispersal, as well as a show of force in crowd control situations, should be accomplished whenever possible using specialized units of OPD rather than on duty patrol officers.

5. Regardless of whether a parade permit has been obtained, OPD officers will try to facilitate demonstrations that may temporarily block traffic and/or otherwise use public streets subject to time, place, and manner of circumstances, by regulating and/or rerouting traffic as much as practical.

For a demonstration without a pre-planned route, the Incident Commander shall evaluate the size of the crowd with regard to whether demonstrators should be required to stay on the sidewalk or whether demonstrators should be allowed to be in one or more lanes of traffic.

This directive does not mean demonstrations must be allowed to deliberately disrupt commuter traffic and/or bridge approaches.

The Incident Commander shall balance the level of disruption to traffic against the OPD policy of facilitating First Amendment activity, the practicality of relegating the crowd to sidewalks or an alternate route, the expected duration of the disruption, and the traffic disruption expected in making a mass arrest if demonstrators refuse to leave the street.

OPD shall seek to communicate with organizers through their police liaison to resolve a problem if possible. Traffic control may also be essential at varying points in a demonstration and may help accomplish crowd containment, crowd isolation, or crowd dispersal.

6. It is essential to recognize that all members of a crowd of demonstrators are not the same.

Even when some members of a crowd engage in violence or destruction of property, other members of the crowd are not participating in those acts. Once some members of a crowd become violent, the situation often turns chaotic, and many individuals in the crowd who do not want to participate in the violent or destructive acts may be blocked from leaving the scene because the crowd is so large or because they are afraid they will move into a position of heightened danger.

This understanding does not mean OPD cannot take enforcement action against the crowd as permitted under this policy, but OPD shall seek to minimize the risk that force and arrests may be directed at innocent persons.

7. OPD officers shall avoid negative verbal engagement with members of the crowd.

Verbal abuse against officers shall not constitute a reason for an arrest or for any use of force against such individuals.

8. Officers must not be affected by the content of the opinions being expressed nor the race, gender, sexual orientation, physical disabilities, appearances, or affiliation of anyone exercising their lawful rights.

9. Department personnel must maintain professional demeanor and remain neutral in word and deed despite unlawful or anti-social behavior on the part of the crowd members. Unprofessional police behavior can inflame a tense situation and make control efforts more difficult and dangerous.

Strong supervision and command are essential to maintaining unified, measured, and effective police response. A response incorporating strong leadership and based upon teamwork is crucial to maintaining control and safety. Impulsive or independent actions by officers are to be avoided.

10. Officers in non-violent crowd situations shall not display weapons before a dispersal order is given or other enforcement action is implemented.

11. OPD officers shall not be sent into an obviously hostile crowd solely for the purpose of communication. OPD officers shall not penetrate a crowd for an individual arrest unless the targeted individual is involved in serious criminal conduct and the decision to move into the crowd is made by a supervisor or commander.

12. The Incident Commander and supervisors shall make every effort to ensure that the police mission is accomplished as efficiently and unobtrusively as possible with the highest regard for the human dignity and liberty of all persons and with minimal reliance on the use of physical force.

The use of force shall be restricted to circumstances authorized by law and to the degree reasonably necessary in light of the circumstances confronting members. This directive does not preclude police officers from taking appropriate action to direct crowd and vehicular movement; enforce ordinances and statutes; and employ the physical force necessary to maintain the safety of the crowd, the general public, law enforcement personnel, and emergency personnel.

#### IV. Responses to Crowd Situations

##### A. Spontaneous Event or Incident

1. The Watch Commander shall respond to the scene of spontaneous events, when practical, and take command of the incident as the Incident Commander until relieved by a ranking officer.

The Incident Commander shall declare over the police radio that he or she has assumed command of the incident. When practical, a command post shall be established as soon as possible.

2. An immediate assessment of the situation is essential for effective police response. The Incident Commander must ascertain the following information at the earliest possible time;

- a. The location and type of event.
- b. First Amendment activities will be evaluated by the Incident Commander to determine lawfulness of the actions by groups and individuals.
- c. The approximate number of specific individuals engaged in unlawful conduct.
- d. The likelihood that unlawful behavior will spread to other crowd participants (mimicking).
- e. Immediate threats to the safety of the public and/or police officers.
- f. The number of structure(s) or vehicle(s) involved.
- g. The size of the involved area.
- h. The number of additional officers and police resources needed as well as requirements for specialized units (Traffic, Tactical Operations Team, Crime Reduction Teams, etc.).
- i. The appropriate manner of response (Code 2 or 3).
- j. The staging area.
- k. The location for a media staging area.
- l. The ingress and egress routes.

- m. Additional resources needed (paramedic, fire department, outside agencies, etc.)

**§ 3.1 General Management**

**§ 3.1.1 Management of the Oxford Police Department**

Management shall be oriented toward planning, organizing, coordinating, and controlling the internal organizational environment. The Chief of Police and his designees shall institute cost effective programs and set goals for employees which are performance oriented. Supervisory personnel shall expect and require that all employees be productive and utilize time on duty constructively.

**§ 3.1.2 Duties and Responsibilities.**

All duties and responsibilities of the various divisions and units within the Oxford Police Department are specified in the applicable areas of this manual.

**§ 3.1.3 24 Hour Service.**

The Oxford Police Department provides a twenty-four-hour-a-day service.

**§ 3.1.4 Annual Evaluations.**

Each employee of the Oxford Police Department shall receive an annual employee evaluation as prescribed by the City of Oxford's rules and regulations.

**§ 3.2 Structure of the OXP**

**§ 3.2.1 Chief of Police.**

The Chief Executive Officer of the Oxford Police Department shall be the Chief of Police. He shall be responsible for and have the authority to manage, direct and control the operation and administration of the Oxford Police Department.

### **§ 3.2.2 Order of Command.**

(1) The order of command authority in the absence of the Chief of Police is as follows:

- (a) Captains working in cooperative efforts
- (b) Lieutenants working in cooperative efforts
- (c) Sergeants working in cooperative efforts

### **§ 3.2.3 Organization of the Oxford Police Department**

The organization of the Oxford Police Department shall be established by the Chief of Police with the approval of the Mayor and City Council. Further configuration of the Oxford Police Department (it's internal subsidiaries) shall be established to provide a more organized and efficient framework for the employees.

Detailed Configuration Explained:

Department

All members collectively facilitating the mission of the organization.

Division

Subsidiaries of the department which are tasked with accomplishing the organization's mission through a categorized function.

Units

Comprised of those whose specialties necessitate the formation of a team, and, where members of that team's subdivided specialties can be collectively combined to accomplish an overall function.

Assignments

Any employee of the department whose specialty or experience is used to carry out tasks based on the needs of the Department and/or the Division in which they are assigned.

### **§ 3.2.4 Chain of Command.**

Each member of the Oxford Police Department is charged with the knowledge of the chain of command generally, and specifically with those contacts that lead to and from the individual member or employee. Every member and employee of the

Oxford Police Department shall conduct himself/herself in a manner that will maintain the integrity of the chain of command; however, this is not to be interpreted to mean there will be no lateral or informal exchange of information. It does require that, where there is lateral communication, such information shall also be provided to the individual's supervisor. Emergency or urgent circumstances may dictate a supervisory officer giving orders to a subordinate not directly assigned to his command/shift. In such a situation, it is the responsibility of both supervisor and subordinate officer to advise the subordinate's supervisor of the facts and circumstances surrounding the incident as soon as practical. The following diagram denotes the chain of command for Oxford Police Department personnel:

Chief of Police  
Captain  
Lieutenant  
Sergeant  
Officer  
Support Staff / Communications Officers

### **§ 3.2.5 Departmental Divisions**

The following shall be the official divisions within the Oxford Police Department:

Administrative Division  
Uniformed Division  
Criminal Investigations Division  
Special Investigations Division

## **§ 3.3 Supervisors and Officer Interactions**

### **§ 3.3.1 Payroll Records.**

All unit supervisors shall prepare a payroll sheet and submit it on a biweekly basis. The report shall be submitted to the Chief of Police and shall accurately reflect work hours of all personnel assigned to the division/unit. All leave time shall be posted thereon.

### **§ 3.3.2 Unity of Command**

Each employee is accountable to only one supervisor at a time in order for employees to become aware of what is expected of them, and to promote efficiency and responsibility.

**§ 3.3.3 Delineation of Responsibility.**

The delineation of responsibilities of each individual assigned to the Oxford Police Department is established by the Oxford Civil Service Board in Job Description.

**§ 3.3.4 Authority and Responsibility.**

(1) Responsibility and Commensurate Authority:

Authority shall be delegated to supervisors within the Oxford Police Department by the Chief of Police. Supervisory personnel shall be given the authority to make decisions necessary for the effective execution of their responsibilities.

(2) Accountability for Use of Delegated Authority:

Each supervisor shall be held fully accountable for the use of delegated authority as well for failure to use it.

**§ 3.3.5 Accountability of Supervisory Personnel.**

In order to achieve effective direction, coordination, and control, supervisory personnel shall be accountable for the performance of employees under their immediate supervision. This standard shall apply to each level of supervision within the Oxford Police Department.

**§ 3.3.6 Requirement to Obey Lawful Order.**

To ensure effective supervision, direction, and control, employees shall promptly obey any lawful order of a superior.

**§ 3.3.7 Conflicting Orders.**

(1) Employees receiving conflicting orders shall:

(a) Attempt to inform the supervisor issuing the order for resolution of the conflict,

(b) Follow the most recent order. In the event a conflicting order is not altered or retracted, the employee shall not be responsible for disobedience of the order previously issued.

### **§ 3.3.8 Staff Meetings.**

Agency staff meetings shall be held as required by the Chief of Police or his designee.

## **§ 3.4 Authorized Leave and Requests**

### **§ 3.4.1 Determining Off Days.**

Each employee of the Oxford Department shall be given off time in accordance with the established schedule approved for usage by the Chief of Police. Supervisors shall have the flexibility to adjust time off schedules to accomplish the established mission of this agency. The City of Oxford, furthermore, establishes leave benefits within its employee handbook.

### **§ 3.4.2 Granting Time Off.**

At no time shall accrued leave be granted when it hinders the efficiency or effective operations of the department.

### **§ 3.4.3 Compensatory Time Records.**

Compensatory records shall be maintained by the shift supervisors.

### **§ 3.4.4 Authorized / Unauthorized Leave**

(1) Emergency Personal Leave may be granted at the discretion of the Chief of Police.

(2) Authorized Sick Leave:

Sick leave shall be granted in conformance with the City of Oxford's rules and regulations. Supervisors shall monitor sick leave and assure that the sick leave is not

being abused by the employee. Any employee absent in excess of two days must provide a physician's report before returning to work.

**(3) Unauthorized Absence:**

Any employee of the Oxford Police Department who is unable to report for scheduled work, shall notify his/her immediate supervisor at least thirty minutes prior to his/her scheduled shift.

**(4) Tardiness:**

No employee of the Oxford Police Department shall be tardy reporting for work. Under certain circumstances, tardiness may be acceptable with prior notification and approval of a supervisor.

**§ 3.4.5 Request for Transfer.**

Sworn personnel of the Oxford Police Department may submit requests for transfer at any time. It shall be submitted to the Chief of Police via the chain of command. The transfer request shall be held in the officer's personnel file for a minimum of one (1) year.

**§ 3.4.6 Request for Light Duty.**

All requests for light duty, regardless of cause, shall be made in writing (memorandum) and accompanied by a physician's report specifically outlining the nature of the disability, and any job restrictions necessitated by the disability. The request shall follow the chain of command to the Chief of Police for evaluation.

**§ 3.4.7 Compensatory Time for "On-Call" Employees**

Employees who have responsibilities which require an "on-call" schedule/status to be maintain shall receive a stipend in the form of compensatory time. These employees shall receive Six (6) compensatory days per year as a stipend for their on-call status which shall be referred to as an "on-call day". This time shall be kept/managed separate from other accrued compensatory time and each day shall be taken in its entirety. Example: An investigator shall not be allowed to use four hours of an "on-call day". Furthermore, these days shall be granted in accordance with section § 3.4.2 of the Operating Procedures Manual. The granted time shall take affect beginning the first day of each year (January 1<sup>st</sup>) and shall be available immediately; however, these days are not accumulative and shall expire on the last day of the year. "On-call Days" are an incentive provided internally and employees shall be conscientious of the adverse effects to other employees and the overall

mission of the department through taking excessive time off. This granted time, additionally, shall be taken periodically throughout the year, not in a consecutive fashion, and shall not be used to supplement allotted vacation leave. Employees with “on-call” positions or assignments shall be determined by the Chief of Police.

### **§ 3.4.8 Notification of Open Positions**

When openings for assignments or positions exist, the Division Captain, his/her designee, or the Unit Commander for which the prospective officer or civilian employee will be assigned shall provide a notification of the vacancy, details, and consideration requirements to all members of the department. The notification shall be sent via email to all members of the Oxford Police Department and the official “sign up” sheet shall be posted within the roll-call room. A digital application and/or “sign-up” form, however, may replace any printed format so long as the notification email contains a link to the appropriate form. The notification shall be sent at least 10 days prior to fulfilling the opening. No part of this section shall mandate the manner in which employees are ultimately assigned as delineated in section § 3.2.1 of the Oxford Police Department’s Policy Manual.

## **§ 3.5 Specialized Units**

### **§ 3.5.1 Specialized Units.**

- (1) Any specialized unit within the department may be assigned a Unit Coordinator/Commander by the Chief of Police. This coordinator, which may or may not be a ranking officer, is responsible for the operations and coordination of unit activities. His/her responsibilities as coordinator shall not conflict with the day-to-day operations of the department nor should it conflict with his/her primary responsibilities.
- (2) For those Unit Coordinators who are non-ranking officers, supervisory authority over personnel outside the realm of the specialized unit shall not be granted.
- (3) Responsibilities of Unit Coordinators may vary depending upon unit specialties; however, generally those functions shall be assumed as follows:
  - (a) Scheduling of specialized training pertinent to carry out missions and activities.

(b) Acting as the liaison between the unit and Division Commanders and the Chief of Police.

(c) Developing unit policies and procedures

(d) Coordinating unit resources and ensuring assigned equipment is deployable

(4) Each unit coordinator shall provide policies and procedures for the operations of their respective units to the Chief of Police for approval. Any amendments to the approved policy shall also be forwarded and approved. Special unit policies shall not conflict with any part of the Department's Standard Operating Procedures.

(5) The Chief of Police is the final authority for all specialized units.

(6) The following list shall indicate the Department's Special Units and their division attachment. This list will consist of both current and proposed units. All members of specialized units shall have an on-call status unless otherwise dictated by the Chief of Police.

(a) Administrative Division Units:

- ESU (SWAT)
- Aviation Unit
- E.O.D Unit

(b) Uniform Division Units:

- Criminal Interdiction Unit
- Traffic Homicide Unit
- K-9 Unit

(c) Investigations Division Units:

- Forensic Unit

### **§ 3.5.2 Aviation Unit's Heli Pad Use.**

The Oxford Police Department's Helipad is a valid FAA (Federal Aviation Administration) heliport and may be used by air medical service providers. When directing these providers to the helipad, please refer to the following information.

**FAA Identifier: 7AL3**

**Helipad Lighting Frequency: 122.75**

Advise service providers of the power lines to the South of the helipad along U.S. 78. Even though the lines are marked, still advise the aircraft's crew.

### § 3.6 Special Assignments

#### **§ 3.6.1 Departmental Assignments**

Special assignments shall ultimately be made by the Chief of Police. Division Commanders have, as well, the authority to assign employees based on the needs of the Division. Assignments are traditionally extra duties and are rarely permanent. Based on the needs of the department, however, the Chief of Police may declare an assignment as a permanent duty. Furthermore, assignment duties may be generalized in nature. Employees with special assignments, however, may be tasked with specific duties in conjunction with general duties.

The following list shall indicate the Department's Special Assignments and their division attachment. This list will consist of both current and proposed assignments. Those which have an asterisk before the title denote an on-call position.

(a) Administrative Division Assignments:

Training Coordinator/Officer: The training coordinator/officer(s) are responsible for ensuring all aspects of training are facilitated; both logistically and through course curriculums.

Honor Guards: These officers hold the primary responsibility of honoring public safety officials, our Nation, State, and local governments through designed techniques as established by the National Honor Guard Academy (NHGA) or the Oxford Police Department.

\*Animal Control Officer: An Animal Control Officer responds to animal related calls when possible, enforces the ordinances established by the City of Oxford pertaining to animal abatements, and captures or attempts to capture stray or otherwise nuisance animals.

Communications Officer: Communications Officers are to dispatch calls to officers as needed, field incoming telephonic communications, aid in certain aspects of the jail and its inmates, and to monitor the access and camera systems of the department.

Corrections Officer: Corrections Officers monitors jail activities and facilitates the care, processing, and release of prisoners of the Oxford Police Department.

Reserve Officer: These officers are volunteer support officers, sworn by the Chief of Police, and who have the authority to complete tasks under the direction of the Unit Coordinator/Commander in which they are assigned.

Firearms Instructor: These instructors work under the direction of the Training Coordinator and facilitate all aspects of firearms training.

Recruiting Officer: Recruiting Officers manage the department's recruiting efforts through social media, special events, and other platforms where information may be disseminated to prospective employees.

Morale Committee Member: These Committee Members are chosen to act as liaisons to the Morale Officer on issues or suggestions which may enhance the morale of officers.

Morale Officer: The Morale Officer acts as the liaison between the Morale Committee and the Chief of Police for all relevant matters brought before the Morale Committee by the officers of the department.

Policy Officer: The Policy Officer implements and develops new policies as directed and approved by the Chief of Police. The Policy Officer is also responsible for maintaining a master copy of the department's policy and the distribution of new manuals as they become available.

\*Intelligence Officer: The Intelligence Officer reports directly to the Chief of Police and disseminates gathered information as may be crucial to the safety of the citizens of Oxford and the Oxford Police Department. The Intelligence Officer shall also be the liaison for critical information sharing to other law enforcement organizations.

\*Executive Officer to the Chief: The Executive Officer to the Chief works directly for the Chief of Police and ensures his policies and projects are accomplished.

Administrative Compliance Clerks: Clerks of the department who aid in the compliance of administrative strategies through assisting departmental administrators.

Chief's Administrative Assistant: The Chief's Administrative Assistant ensures his directives are met through direct assistance. The Chief's Administrative Assistant works directly for the Chief of Police.

Property Control Officer: These officers work to ensure accountability measures are met in regards to the department's assets. The Executive Officer to the Chief shall administer all property accountability protocols.

\*Peer Support Officer: The officers assist fellow employees in post high-stress events by providing support to the employee, and the employee's family if needed, through methods acquired through training and approved by the Chief of Police.

Chief Firearms Instructor: This officer coordinates all aspects of departmental firearms training and regulates and inspects firearms used by officers of the department while on duty.

Training Instructors: Instructors assist the department's Training Coordinator by ensuring all aspects of training are facilitated at the direction of the Training Coordinator.

Public Information Officer: This officer is responsible for releasing information to the news media outlets under the direction of the Chief of Police.

\*Chaplain: The Chaplain shall be the Clerical representative for members of the Oxford Police Department.

(b) Uniformed Division Assignments:

Bike Patrol: These officers are temporarily assigned to patrol events and other details as specified by the Chief of Police or Division Commander while utilizing patrol bikes provided by the department.

Park Patrol: Officers who are tasked with patrolling and servicing calls for assistance to the City of Oxford's Parks and their visitors.

Field Training Officer: FTOs are officers whose primary responsibilities are to train new officers as they are hired.

Street Crimes: Officers assigned to Street Crimes report directly to the Uniformed Division Captain and work street-level crimes as well as any special responsibilities deemed necessary by the Chief of Police or Uniformed Division Captain.

Drug Recognition Expert: This officer shall be properly certified and responsible for the designation and/or classification of suspected drugs/intoxicants as he/she primarily provides assistance to the department's officers.

(c) \*Investigations Division Assignments:

Office of Professional Standards: Officers assigned to the O.P.S. report directly to the Chief of Police and facilitate all matters of suspected officer misconduct.

Warrant Officer: Warrant Officers ensure wanted persons (those with valid local warrants) are sought in an efficient manner; and the process of arresting and processing these subjects are completed properly.

Incendiary Investigations: An investigator whom, when assigned, ensures all incidents of arson and explosive device detentions are investigated.

CVSA Operator: An operator of the department's Computer Voice Stress Analyzer device.

Sex Offender Registration and Notification Officer: An investigator whose responsibility is to ensure sex offenders comply with all State and Federal laws pertaining to the registration and notification requirements. It is also the responsibility of this investigator to ensure the public is sufficiently notified of the offender's residence location and the details of their crimes as allowed by law.

Sex Crimes Investigations: This investigator(s) is responsible for the investigation of all sexual crimes as assigned by the Investigations Division's Commanders.

Juvenile Crimes Investigations: This investigator(s) is responsible for the investigation of all crimes involving juveniles, or those as assigned by the Investigations Division's Commanders.

### **§ 3.6.2 Morale Committee.**

Purpose:

The purpose of the Morale Committee is to serve as an advisory board to assist the Chief with recommendations on employee morale. The committee is tasked with bringing about suggestions which may improve and/or create the policies and practices needed to strengthen the morale of employees. The formulation of this committee is to provide an avenue for officers to voice their concerns on matters which they feel need improvement.

#### **(1) Committee Membership:**

The committee will consist of five employee representatives; four Uniformed Division members (one per each shift), and one within the Criminal Investigation's Division. The committee shall have a Morale Officer which will serve as the Chairperson of the committee. The Morale officer will be an existing member of the committee and voted upon by all sworn officers of the department. Committee members shall not hold the rank sergeant or above.

#### **(2) Committee Membership Selection:**

Each of the four uniformed division members shall be chosen by their respective officers from the shift in which they will represent through a formal or informal voting process. Consequently, the Criminal Investigation's Member will be chosen in the same manner. Ranking officers (Sergeant and above) may not vote or chose the committee members. Committee members shall be chosen no later than the last week in September of each year. The names of newly elected members shall be presented to the Executive Officer to the Chief no later than the last Friday in September.

#### **(3) Morale Officer Selection:**

As the Chairperson of the committee, the Morale Officer will be voted upon by all non-ranking officers of the department and shall be an existing member of the Morale Committee. The Chair is required to hold an unbiased opinion of the suggestions brought before the committee and will act only as the liaison between the Committee and the Chief of Police. In choosing a Chairperson it is suggested that he/she be able to communicate concisely the suggestions of the officers within the department. A formal vote will be cast over a five day period beginning the first Monday in October each year and ending the following Friday at 3PM. Votes will be

cast in a designated location in the patrol room. Votes will be counted at this time by the Executive Officer to the Chief and the newly elected Morale officer shall assume his/her position beginning the second Monday in October.

(4) Committee Meetings:

The Committee shall meet at the end of each quarter to discuss the information/suggestions to be brought before the Chief of Police. The Morale Officer shall be responsible for the scheduling of the Committee meetings. These officers shall be provided the time necessary to meet by their shift's/division's supervisors. The Morale Officer will then have no later than ten working days to schedule a meeting with the Chief of Police where such matters will be discussed. If the discussions bring about policy changes/creations, the Morale Officer shall meet with the Chief's Executive Officer within five days and have the policies drafted. From there, the Executive Officer will submit the policies to the Chief of Police for final approval.

(5) Proposal Submissions:

It is suggested that officers work closely with their Committee representative on matters that may affect morale. The committee does not take precedence in instances where policies need to be immediately changed, however. Supervisors and command staff still, and will always have the ability and authority to change existing policies with the approval of the Chief of Police. Committee members are to be responsive and acquire often the practices which may need to be changed and consideration will be given to items which are most beneficial to the morale of the department. Officers, therefore, have an inherent responsibility to make their suggestions known to their committee representative at the time they arise.

(6) Commencement:

As this policy was drafted in early 2017, the commencement of the Morale Committee shall take effect on Monday, April 10<sup>th</sup>, 2017. Committee member selections shall be submitted to the Chief's Executive Officer no later than 2PM on March 31<sup>st</sup>, 2017. The election for Morale Officer will take place the week of April 3<sup>rd</sup> and votes shall be counted on April 7<sup>th</sup> at 3PM. A memo will be sent notifying members of the department the results of the Moral Officer Election on April 7<sup>th</sup> no later than 5PM.

### **§ 3.6.3 Reserve Officers**

The purpose of this directive is to provide guidelines on the utilization of reserve police officers as well as to describe their authority and requirements.

- (1) Oxford's Reserve Police Officers shall be utilized to provide support in accomplishing departmental functions. These officers

shall be an option for utilization by the Chief of Police or Division Commander to provide supplemental manpower assistance.

- (2) The selection process for Reserve Police Officers with respect to age, medical examinations, psychological examinations, CVSA/polygraph examinations, and background investigations will be the same as for full-time police officers.
- (3) Reserve officers consists of civilian volunteers who have been appointed by the chief of police. These volunteers have police authority only when assigned on active duty and when under the direct supervision and/or guidance of a full time police officer, or when carrying out a specific assignment as directed by a supervisor of the department.
- (4) Reserve officers will be assigned to a Division/Unit by the Chief of Police based on the needs of the department. Upon approval of the Chief of Police, an order will be generated assigning the reserve officer to a specific area of the department. Any special skills that the reserve officer possesses will be taken into consideration in determining the appropriate area of assignment. An employee file will be derived and maintained in the Office of the Administrative Captain on each reserve officer and it will contain similar information as is retained for all employees. Reserve officers may be assigned to any law enforcement task.
- (5) Reserve officers are prohibited from working police related secondary employment. Only officers, who retire from the Oxford Police Department, request to be placed on reserve status and are approved, will be eligible to work police related secondary employment.
- (6) Reserve officers must work a minimum of eight (8) hours per month or ninety-six (96) hours per year. Reserve officers are allowed 16 hours per year (two months) of which they are not required to satisfy.
- (7) The officers shall note their time served where appropriate and it shall be forwarded to their immediate supervisor. The supervisor shall then forward the form to the Administrative Division Commander where he/she will place the information within the officer's personnel file.
- (8) Monthly, the Administrative Division Commander shall forward all times worked by reserve officers to the Chief of Police as well as any other pertinent information regarding the Reserve Officers.
- (9) Retired reserve officers who satisfy requirements will adhere to the same standards of conduct as full time officers in accordance with the

policies and procedures of the Department. Failure of retired reserve officers to adhere to the rules and regulations as outlined in this policy will result in the officer having their secondary privileges revoked.

(10) Reserve officers must work enough hours to remain consistently proficient in the performance of law enforcement duties, maintain a high degree of familiarity with the operations of the Police Department, and maintain confidence in their abilities to properly perform the job.

(11) When not on active duty, a reserve police officer is deemed to hold that authority of a citizen of the State of Alabama and shall not be authorized to take any law enforcement action outside of that which is empowered to citizens by constitutional guarantees and state laws.

(12) Reserve police officers may be assigned to perform any function for which they have been trained, or which may be most beneficial for successfully accomplishing missions.

(13) The reserve program shall be coordinated by the Executive Officer to the Chief. The Chief of Police shall be the ultimate authority when accepting and assigning reserve police officers.

(14) Reserve officers will be bonded with the same coverage provided for full-time police officers. They will be provided the identical liability coverage protection as that of a full-time Police Officer.

(15) Reserve officers will perform all assigned duties without the benefit of monetary compensation (5 U.S.C. Section 8102-8191). Worker's Compensation will be provided if an injury is incurred in the line of duty. No life insurance or other benefits will be provided.

(16) Reserve officers are considered probationary for their first year of reserve service. During the probationary period, the reserve officer's direct supervisor is responsible for completing periodic evaluations, which shall be submitted in paragraph form to the Administrative Division Commander. Sworn employees who resign/retire and request to work as a reserve officer are exempt from probationary time requirements.

(17) The direct supervisor, and or unit coordinator for which the reserve is assigned, shall be responsible for the reserve officers if and/or when they are needed.

(18) Reserve officers will adhere to the established uniform policy.

Each reserve officer will be issued police credentials indicating the status of "Reserve Officer." Reserve officers are equipped the same as full-time officers performing similar functions. Equipment may be reduced to reflect the level of activity of the reserve officer.

(19) Class A Uniforms:

The class A uniform shall consist of both polyester shirt and pant just as worn by officers within the Uniform Division; however, the pant shall be sewn with a .5" grey stripe. Name bar and other insignia shall be nickel in color. All other insignia shall be approved by the Chief of Police

(20) All other on-duty dress will be approved by the Chief of Police and shall be appropriate with the officer's assignment.

(21) Reserve officers are not allowed to wear any part of the Oxford Police Department Uniform while "off-duty"; including the badge.

(22) No apparel or equipment will be worn or carried except as issued by the department or authorized by the Chief of Police.

(23) Reserve officers shall be mandated to attend the training courses within a reasonable amount of time after their appointment. Failure to successfully complete training will result in dismissal. Previous training completed at other outside certified resources may satisfy the training requirements for reserves; however, the Oxford Police Department's Training Coordinator shall evaluate any course work for a final determination. In addition to the basic training requirements, reserve officers shall receive a minimum of 24 hours of continual law enforcement education. Specific continual education courses may be determined by the reserve officer's immediate supervisor, the Division Commander, or the Chief of Police.

## **Departmental Regulations**

### **Firearms**

### **First Aid**

### **Legal Issues**

### **Civil Issues**

### **Use of Force**

(24) Reserve officers shall become familiar with, and abide by, the directives of the Oxford Police Department.

## **§ 3.6.4 Police Custodian.**

The Police Department Custodian shall be responsible for all housekeeping and custodial duties assigned to him/her by the division commander and/or Chief of Police.

**§ 4.1 Division Structure and General Operations**

**§ 4.1.1 Directive Establishing a Uniformed Division.**

Within the Oxford Police Department there shall be a Uniformed Patrol Division.

**§ 4.1.2 Objectives and Purpose.**

(1) The following are functional objectives of the Uniformed Division:

(a) Preventive Patrol which encompass the following:

- (1) Inquiry and inspections service oriented toward prevention of crimes and accidents.
- (2) Protection of life and property.
- (3) Maintenance of public order.
- (4) Service to the public
- (5) Discovery of hazardous and delinquency causing situations.

(2) Crime Prevention/Deterrence:

Deployment of patrol units shall be done in a manner which inspires public confidence and is designed to curtail the incidence of criminal activities. Personnel shall investigate any behavior which appears to be criminally directed.

(3) Apprehension of Offenders:

Once a crime has been committed, the duty of the Uniform Division personnel is to identify, arrest, and obtain facts/evidence necessary to successfully prosecute the offender.

(4) Response to Calls-For-Service:

Response to calls-for-services shall be prompt. Investigation of crimes, offenses, incidents, and conditions shall be initiated immediately.

(5) Traffic Direction/Control, Crash Investigation:

Personnel shall perform this function routinely as it is a necessary service to effective division performance.

(6) Development of Good Relationships between Citizens:

All Uniformed Division personnel shall be conscious of the need for good public relations. Courtesy, tact, diplomacy, and a professional demeanor shall be displayed/practiced continuously. Uniformed patrol officers are the most recognizable representatives of our government. Actions taken by personnel shall always be in accordance with the highest standards of professional conduct.

**§ 4.1.3 Uniformed Division Structure.**

The Uniformed Division shall consist of the following:

1. A Uniformed Division commander who carries the rank of Captain
2. Four (4) shift watch commanders with each maintaining the rank of Police Lieutenant.
3. Eight (8) shift supervisors with each maintaining the rank of Police Sergeant.

**§ 4.1.4 Procedures for Assigning Officers to Patrol Shifts.**

The commander of the Uniformed Division, with the approval of the Chief of Police, shall assign officers to patrol shifts. Shifts supervisors shall be assigned to shifts by the Uniform Division Commander. In all cases, assignments shall depend upon the effectiveness and productivity of the employee, and the needs of the desired shifts.

**§ 4.1.5 Uniformed Division Shift Hours.**

Uniformed Division shifts shall be designated as follows:

A/B Shifts - 6:00 am. - 6:00 p.m.

#### **§ 4.1.6 Patrol Vehicles and Equipment.**

All Uniformed Division vehicles shall be white in color, marked with the Oxford Police Department logo, and must be minimally equipped with emergency lighting, PA / siren, radio, security cage, and fire extinguisher. Patrol officers shall inspect assigned vehicles daily. Inoperative blue lights, PA / sirens / radio/ brakes/ headlights / taillights shall be repaired prior to any usage. This responsibility rests on each patrol officer since his/her safety and generally that of the public is at risk. Supervisors shall not assign any officer a vehicle for usage which he/she knows to be defective or is a safety hazard.

Exception: A supervisor may assign a vehicle with inoperative headlights for usage, when it is not raining, in daylight hours. He/she may assign a vehicle with an inoperative radio, for usage provided a portable radio is available to maintain communication.

#### **§ 4.1.7 Use of Emergency Equipment.**

(1) The proper use of emergency equipment is essential to the safety of the officer and other motorists when unusual conditions exist. Procedures are dictated by State Law, as well as this manual, and are as follows:

(a) Emergency Lights:

This equipment is used to signal other users of the traffic way that emergency conditions exist and the right-of-way would be relinquished to the patrol vehicle. The lights are used to signal violators to drive to the extreme right of the roadway and stop.

(b) Siren:

The siren shall be used simultaneously with the emergency lights. The siren may have a startling effect on other motorists resulting in erratic and unpredictable driver behavior. It shall be understood by all officers that anytime a driver of an authorized emergency vehicle is responding to an emergency call or is in pursuit of an actual or suspected violator of the law, he/she may exercise the privilege of exceeding the speed limits. However, he/she must slow down enough to safely operate his/her vehicle and not endanger life or property. Before these privileges are legally effective the officer must be operating within the scope of Alabama Code 32-5A-7.

(c) Spotlight:

Following a traffic stop, the spotlight should be used to illuminate the interior of the violator's car so that all occupants are kept within view and at a distinct disadvantage when looking back toward the police vehicle. The spotlight should not be used to signal violators to stop due to the possibility of temporary blindness of the violator and other drivers.

#### **§ 4.1.8 Procedures for Roll Call / Supervisory Duties.**

All assigned personnel shall be present prior to the beginning of their shift. Roll call shall be limited to information, zone assignments, watch orders, instructions, and equipment issues provided by shift supervisors. Periodic inspections of personnel and equipment may be conducted during this time as well.

#### **§ 4.1.9 Procedures for Shift Change.**

Shifts shall change on the hour. The shift going off duty shall remain in the field until 15 minutes prior to the hour. A minimum of one early car per shift shall begin thirty (30) minutes prior to the regularly scheduled shift, and shall end thirty (30) minutes prior to the regularly scheduled shift's end.

#### **§ 4.1.10 Procedures for Assigning Patrol Zones.**

The city shall be divided within six (6) approved patrol zones and assignments shall be rotated among personnel periodically. Shift supervisors shall be flexible in allowing for the best utilization of personnel resources in providing services.

#### **§ 4.1.11 Patrol Zone Rotation.**

Zone assignments shall be rotated at the discretion of shift supervisors. This practice will allow an officer to become better acquainted with persons, businesses, organizations, and hazards in his zone and places responsibility for the events which occur therein on a specific officer. Patrol zones shall be established by the Uniform Division Commander and the official description outlining each zone shall be posted in the patrol room.

#### **§ 4.1.12 Span of Control of First Line Supervisors.**

Sergeants are first-line supervisors in the Uniformed Division. In times of necessity, their span of control shall vary. The shift lieutenant shall have the flexibility of

assigning duties to sergeants to ensure adequate supervision, guidance, and coordination of patrol officers.

#### **§ 4.1.13 Determining Off Days.**

Each officer assigned to a Uniformed Division shift shall be given off time in accordance with a rotating schedule approved by the Chief of Police. The approved schedule shall be three days on, two days off, two days on, and three days off. The division commander shall have the flexibility to determine officer's shift assignments.

#### **§ 4.1.14 Call Signs / Badge Numbers.**

Uniformed Division officers are assigned badge numbers to be utilized during radio transmissions. Unit Identifiers for the Uniformed Division shall be 700 series numbers.

#### **§ 4.1.15 Number of Officers Responding to Calls for Service.**

Normally a primary and a back-up unit shall be dispatched on a call-for- service, unless a back-up is not necessary based on the nature of the call. Shift supervisors shall control the number of officers responding to a call. Their decision shall be based upon the nature of the call, potential danger involved, scope of the problem, and generally the totality of circumstances known.

#### **§ 4.1.16 Conducting Preliminary Investigations of Crimes and Incidents**

Definition: Preliminary investigation is defined to mean the activity which begins when officers arrive at the scene of an incident/crime and remains until an investigator or responsible party arrives. The following action will be taken to ensure efficiency in preliminary investigations:

##### **(a) Responsibility of Primary Officer for Preliminary Investigations**

1. Proceed to the scene promptly and safely.
2. Render assistance to the injured.
3. Effect the arrest of the offender.
4. Locate and identify witnesses.
5. Interview the complainant and witnesses.
6. Maintain the crime scene and protect the evidence.

7. Note all conditions, events and remarks.
8. Arrange for the collection of evidence.
9. Report the incident fully and accurately.
10. Yield the responsibility to the follow-up investigator.

(b) Scope of Action

The preliminary investigation officer –

1. Must go beyond the simple practice of filling out necessary spaces on a departmental form.
2. Must not accept without question anything he is told. Good investigation demands more than this.
3. Must determine the seriousness of the crime, identify and locate the perpetrator when possible.
4. Must accurately report all vital information. Write it down clearly so that anyone reading it for the first time will know what the preliminary investigative officer is saying.
5. May request, via the shift supervisor, an immediate follow-up investigation if a lapse in investigation will hamper or jeopardize the case, or cause the loss of valuable evidence.

(c) Duties

1. Preserving The Crime Scene

Determine the crime scene area and make it secure. Do not disturb anything in the crime scene area. Weapons will not be touched or moved. If such weapons present a threat to general safety, a guard will be established. The physical means used in safeguarding the scene will depend upon the nature of the area. Indoors, officers will secure rooms and stand guard. Outdoors, crime scene tape will be used. A supervisor will assign additional personnel as guards in large crime scene areas.

2. Take a description of the crime scene.

3. Take complete notes on what knowledge subjects at the scene may possess.

4. Restrict questioning to basic information required for a report and leave interviews to investigators.

5. All requests for services of investigators will be made by shift supervisors.

#### **§ 4.1.17 Follow-Up Investigations.**

Follow-up investigation by Uniformed Division officers shall be authorized by shift supervisors or the division commander only when unique circumstances dictate immediate investigation to be necessary. Otherwise follow-up investigations shall be conducted by the Criminal Investigations Division or the appropriate support unit.

#### **§ 4.1.18 Responding to Routine Calls.**

Uniform Division units shall respond to dispatched calls for service. All State laws and local ordinances relative to driving an automobile shall be adhered to in proceeding to the scene. Traffic control devices shall be obeyed and speed of vehicle shall be within posted limits as well as based on what is safe due to road/weather conditions. Officers who are closest to a dispatched call, and are in service, shall assume responsibility of said call in order to decrease the response time and thus increase the efficiency of the uniformed division.

#### **§ 4.1.19 Police Escorts.**

Uniformed Division personnel shall provide escort service (within the City limits) for funerals and military convoys. Escorts of business personnel may be provided whenever circumstances indicate a potential safety risk for the employee. Such escorts will be provided upon consideration of the facts and approval of the Chief of Police.

#### **§ 4.1.20 Control of Authorized Assemblies.**

(1) The Uniformed Division shall be responsible for control at the scene of a labor dispute. The supervisor or his/her designee shall meet with representatives of the parties involved and shall inform them of their rights and responsibilities.

(a) Neither force nor violence shall be tolerated and the law will be enforced with impartiality.

(b) Rights of the public to use the streets and sidewalks shall be protected.

(c) Conditions or acts which lead to disorder are prohibited.

(d) Rights of employees to conduct orderly picketing shall be protected.

(e) Rights of non-striking employees and management to continue normal operations shall be protected. Uniform Patrol Division personnel assigned to locations affected by a labor dispute shall be alert to prevent violations of law and unlawful assembly of persons.

#### **§ 4.1.21 Shift Personnel Records.**

Each shift Lieutenant of the Uniformed Division shall prepare and maintain a personnel record of each employee under his supervision.

#### **§ 4.1.22 Notification of Next of Kin.**

1. Serious injury
2. Seriously ill
3. Deceased

Generally, the responsibility for notifying the next-of-kin is that of the coroner. However, Uniformed Division personnel are often required to notify the next-of-kin in the types of situations denoted. All officers shall thoughtfully approach this type of action and endeavor to ease the emotional crisis it will create. Often, other relatives, (if known) clergy, friends, shall be contacted to be present during notification. They can provide moral support and calm the individual being notified. Elderly or sick persons shall be notified in a cautious manner so as not to create a medical crisis for them.

#### **§ 4.1.23 Gas Drive Offs.**

The following action shall be taken when dealing with a gas-drive-off.

1. Obtain all information pertaining to suspect and/or vehicle involved.
2. If vehicle is located:
  - a. Stop said vehicle.

b. Inquire why payment was not made, and advise subject to return to make payment.

c. If subject is unable to make restitution, obtain pertinent information in order for the business/complainant to obtain a warrant if prosecution is desired.

3. If vehicle is not located:

a. Return to the business and fill out appropriate paper work. (theft report)

b. If the suspect's tag number was obtained then an incident/offense report shall be taken.

b. Felony laws of arrest may be implemented and an incident/offense report shall be made in all cases where the costs meets or exceeds the amount prescribed by state law regarding thefts.

## **§ 4.2 Field Training Officers**

### **§ 4.2.1 Field Training Program.**

Uniformed Division personnel utilized as field training officers shall adhere to the approved Field Training Officer (F.T.O.) Program Manual. A master copy of the F.T.O. manual shall be maintained by the F.T.O. Program Coordinator. Any changes made to the program/manual shall be approved by the Uniformed Division Commander and the Chief of Police prior to implementation.

### **§ 4.2.2 Intent of the Field Training Officer.**

The intent of the field training program is to provide performance oriented training which stresses the evaluation of observed acceptable levels of performance in specified tasks. By observing and documenting the demonstrated abilities of the new officer, the training officer can direct his/her energies and resources toward the areas where they are most needed for that individual probationary officer.

### **§ 4.2.3 Selection of the Field Training Officer.**

The Field Training Officer must not have excessive disciplinary violations, be professional in appearance, and must be able to act with minimal supervision. Furthermore, the officer must reflect an attitude of willingness to professionally complete the tasks assigned as an officer. His/her communication, investigative, and report writing skills must be exemplary in order to effectively train new officers.

### **§ 4.3 Traffic, Vehicles, and Crashes**

#### **§ 4.3.1 Traffic Enforcement.**

The purpose of traffic enforcement is to reduce traffic collisions and injuries and to facilitate the safe and efficient flow of traffic through compliance with traffic regulations. Officers shall take enforcement action should an illegal and potentially hazardous act occur. Enforcement action may consist of a warning, citation, or physical arrest. Furthermore, under no circumstances should an individual without a driver's license be allowed to drive off from any traffic crash or call where police are involved. This includes: suspended, revoked, cancelled or denied licenses.

#### **§ 4.3.2 Uniform Traffic Citation Procedures.**

(1) All personnel of the Uniformed Division shall adhere to the following procedures:

(a) The adopted method for issuing and transferring traffic citations is through eCite, the State of Alabama's digital citation system.

(b) A printed copy generated by eCite shall be issued to every offender. In the event an offender refuses to accept the copy, the issuing officer shall then amend the citation and document in the notes section the offender's refusal to accept. This is an evidentiary measure which could be used during court proceedings.

(c) An officer shall have in his/her possession a book of hand-written citations in the event eCite access is unavailable.

(2) The following protocol shall be followed for hand-written citations:

(a) Obtain Uniform Traffic Citation booklets from the Division Commander as needed.

(b) Complete the uniform traffic citation legibly, entirely and in black ink. The violator shall be issued the appropriate copy.

(c) Remaining copies shall be affirmed before a court magistrate within forty- eight hours of issuance or as soon as possible.

(d) Voiding of uniform traffic citations shall be accomplished by the issuing officer. He/she shall complete a statement giving reason(s) for voidance on a supplemental report form and all copies of the uniform traffic citation shall be attached. He/she shall forthwith submit it to the court's magistrate.

(3) Lost or damaged uniform traffic citations shall be accounted for by the completion of a supplemental report form stating all facts including ticket numbers. Damaged uniform traffic citations shall be attached to this report. This report and any copies shall be submitted to a shift supervisor as soon as possible.

(4) Procedures for Alabama uniform traffic citations are set forth in ALABAMA RULES OF JUDICIAL ADMINISTRATION (Rule 19).

(5) Intentional acts designed to negate the effects of a uniform traffic citation shall not be tolerated.

### **§ 4.3.3 Enforcement Actions.**

(1) Officers shall take appropriate enforcement action for each violation of traffic laws in the State of Alabama. Such action shall be accomplished in a business like, firm, impartial, and courteous manner using one of the three following methods:

(a) Warning:

Officers shall be professional and courteous in giving a verbal warning.

(b) Notice to Appear (Citation):

The issuance of a traffic citation is applicable in the majority of cases. The citation should be issued to all violators who jeopardize the safe and efficient flow of vehicular and pedestrian traffic.

(c) Physical Arrest:

Officers shall make an arrest of any person in violation of those traffic laws pertaining to driving under influence, traffic offenses committed in commission of other crimes (possession of contraband, etc.), and where individuals refuse to sign a uniform hand-written traffic citation. There may be other incidents in which a violator should be physically

arrested. The decision to affect a physical arrest should be based upon sound legal principles.

#### **§ 4.3.4 Unique Traffic Law Violators.**

(1) Nonresident:

Rarely are nonresidents subjected to unfamiliar traffic signs or inconsistent regulations. Therefore, unless the traffic regulation is unique to our area, no immunity should be granted because a person is a nonresident.

(2) Juvenile:

Should an officer issue a citation to a juvenile sixteen years old or older, licensed or not, the facts surrounding the offense shall be heard in the Oxford Municipal Court. If an officer issues a citation to a juvenile fifteen years old or younger, licensed or not, the officer must refer the citation to the Calhoun County Juvenile Probation Office.

(3) Foreign Diplomats and Military Officers:

If a foreign diplomat or a consular officer is stopped for a moving traffic violation, the officer on the scene, upon being advised by the driver that he is a diplomat or consular and ascertaining that he possesses the proper credentials, should exercise discretion based on the nature of the violation and excuse the driver with a warning. Should the offense involve driving under the influence, the primary consideration should be to determine that he/she is not a danger to themselves or to the public. Based upon a determination of the circumstances, the following options are available:

- (a) Call a taxi for him/her.
- (b) Transport him/her to their destination.
- (d) Contact his/her diplomatic representative.

(4) Military Personnel:

At peacetime no immunity should be given to any military personnel even when the driver is in a military vehicle convoy.

#### **§ 4.3.5 Providing Information to Violator.**

At the time a motorist is issued a citation the officer shall inform him/her of the information on the reverse side of the violator's copy of the uniform traffic citation concerning the specific charge. The officer shall also inform the motorist of the date

and time the hearing of his/her case has been set, plus the address and telephone number of the Municipal Court. Should the violator inquire about the cost of a fine, the officer shall direct the violator to the court and avoid any conversation regarding fines.

#### **§ 4.3.6 Visible Traffic Control.**

Any tendency of a motorist to knowingly violate traffic laws is ordinarily deterred by open and visible patrol, with the number of traffic accidents being correspondingly reduced. However, when there is an unusual or continuing enforcement problem at a particular location officers shall park in a conspicuous location and observe traffic. Off street (private property) observation is prohibited except in extremely unusual circumstances and only upon the direction and approval of the shift supervisor.

#### **§ 4.3.7 Officer / Violator Relations.**

(1) The ability of the officer to take appropriate enforcement action and to favorably alter the violator's future driving behavior depends upon the officer's ability to evaluate the violator's position. This requires a thorough understanding of human relations and demands flexibility of the officer. The following procedures shall be used to minimize conflict which may develop between the officer and violator.

- (a) Be alert at all times for the unexpected, but do not be obviously apprehensive.
- (b) Be absolutely certain the observation of the traffic violation was accurate - without reservation.
- (c) Present a professional image in dress, grooming, language, bearing, and emotional stability.
- (d) Be prepared for the contact by having the necessary equipment and forms immediately available.
- (e) Decide on appropriate enforcement action based upon the violator's driving behavior, not attitude. In most cases, it is advisable to have the form of enforcement action decided prior to the initial contact with the violator.
- (f) Greet the violator with an appropriate title and in a courteous manner.

- (g) Inform the violator of the specific law he/she has violated and the intended enforcement action; the violator should not be kept in suspense, nor ask if he/she is aware of the reasons for the stop.
- (h) Ask for the violator's driver license, vehicle registration, and insurance if needed.
- (i) If the driver has no license, obtain another document of identification.
- (j) Allow the driver to discuss the violation. Do not argue, berate, belittle or otherwise verbally abuse the violator.
- (k) Complete the uniform traffic citation for the enforcement action or exercise a verbal or written warning.
- (l) Explain to the violator the information set forth in "Providing information to violator" section of this article.
- (m) Return the violator's driver's license, registration and a copy of the citation.
- (n) Assist the violator in safely reentering traffic flow.
- (o) Do not follow the violator.

#### **§ 4.3.8 Recommendation for Reexamination.**

Should an officer deem it necessary for a motorist to be examined for reasons which affect the motorist's driving ability, the officer may contact the Department of Public Safety.

#### **§ 4.3.9 Abandoned Vehicles.**

Uniformed Division officers shall be cognizant of parked vehicles which appear to be abandoned. When these vehicles are located, officers shall utilize the Tow-in-Notice form/sticker. This form shall be completed and placed on the front windshield of the abandoned motor vehicle. Notification shall be made to the dispatcher and an M# assigned. After three days, the supervisor or officer shall check the motor vehicle to ascertain if the vehicle has been moved. If the vehicle has not been moved a wrecker shall be summoned and the vehicle towed. Should an officer locate a vehicle which presents a traffic hazard due to mechanical problems or out of gasoline, the

officer shall make every reasonable effort to locate the driver/owner. If the driver/owner cannot be located or the vehicle posing the traffic hazard cannot be moved within a reasonable period of time, a wrecker shall be summoned to tow the vehicle. For Incident/Offense purposes, abandoned vehicle is described/defined in section 42-120 of the City of Oxford Municipal Code.

#### **§ 4.3.10 Traffic Crash Investigations.**

(1) Traffic crash investigations is an attempt to determine causes and circumstances so that appropriate enforcement action may be implemented, and to obtain data for traffic engineering improvements as well as protect the rights of individuals involved. Only accidents which occur within the city limits of Oxford shall be investigated by Uniformed Division personnel.

(2) It shall be the duty of each member of the Uniformed Division to arrive at a traffic crash scene in an expedient, but safe manner.

(a) When responding to a vehicle crash with injuries, responding units are authorized to use emergency lights and sirens.

(3) Park the police vehicle in such a manner as to provide maximum protection to the scene.

(4) Be alert to hazards including fire, chemicals and electric utility lines.

(5) When the first officer arrives at the scene and determines that the crash is a hit and run he/she shall:

(a) Notify his/her supervisor of the circumstances.

(b) Protect the scene by keeping other vehicles and unnecessary people away from the accident area.

(c) Summon assistance for handling traffic and crowd if needed.

(d) Attempt to locate drivers, witnesses and parties involved, and request that they remain at the scene to talk to investigating officers.

(e) Question principal parties to get the best possible description of the car, probable damage to the car, the driver, passengers, and direction of travel.

(f) If a license number is received in the description, the dispatcher should check for registration and broadcast the information. Units in the

neighboring zones and registration location information zone should search for the suspect.

(g) Physical evidence should be obtained from the scene utilizing the rules of evidence.

(h) The officer shall indicate on the crash report the color of both vehicles, if possible, areas damaged, and any other factors such as driver's description.

(i) If the hit and run is of an extremely serious nature, the officer shall notify his/her supervisor who shall make a determination if a Traffic Crash Investigations Unit should be contacted.

(6) When an officer arrives at the scene of an accident and he/she determines that there is hazardous material involved he/she shall:

(a) Protect the scene by isolating the immediate area, notifying the supervisor, and the Fire Department.

(b) If the hazard currently exists, rescue persons in the area of the hazard, if possible, and attempt to avoid physical contact with dangerous substances.

(c) Eliminate the possibility of sparks from smoking, electricity, etc.

(d) Maintain isolation until the supervisor assumes command of the situation.

(e) The officer shall obtain the names of any witnesses when possible. The Supervisor on the scene shall be responsible for the distribution of copies of the report to the:

(1) Chief of Police

(2) Uniformed Division Commander.

(7) The first officer at the scene shall render medical assistance (based on limits of his/her qualification). He/she shall call for the assistance of paramedics when requested or needed.

(8) Locate the drivers, witnesses, and parties involved. Officers shall request witnesses to remain at the scene to talk with investigating officers. Summon towing, in accordance with the wrecker rotation policy, if vehicles are disabled or obstructing traffic.

(9) The first officer to arrive at the traffic crash will not have the vehicles moved until the investigation officer arrives, unless a life-threatening situation exists or arises.

(10) Investigating officers shall question witnesses and parties involved as soon as possible so as not to detain them any longer than is necessary.

(11) The roadway shall be cleared as soon as possible.

(12) The drivers of vehicles involved shall be instructed in completing proper reports with the State of Alabama.

(13) The officer shall ensure that the accident scene is free of any debris left as the result of a traffic crash. If a vehicle is towed state law mandates that the towing vehicle operator clean the debris. Should the debris consist of items that the officer cannot remove, the city's Street Department shall be summoned for assistance.

(14) After completing the investigation and clearing crash scene, the investigating officer shall then formulate in his/her own mind, based on information provided and personal observation, how he/she thinks the accident occurred. This information shall then be used to complete the Alabama Uniform Traffic Crash Report.

(15) Before an officer makes an arrest at the scene of a traffic crash caused by the driver operating under the influence, the following must be known:

(a) Suspect must be the driver/operator of an involved vehicle.

(16) Should an officer determine that the crash occurred on private property and there is no injuries or extensive damage the crash information shall be placed on an incident report. The officer shall assist the drivers in completing and exchanging the Private Property Accident Form.

(17) When an officer is driving a departmental vehicle and becomes involved in an accident he/she shall:

(a) Notify the dispatcher and his/her supervisor of the location and seriousness of the crash.

(b) The officer shall not move either vehicle until the investigating officer arrives.

(c) The officer shall assist any injured person(s).

(d) The officer shall direct traffic if the need arises.

### **§ 4.3.11 Officer in Charge at Traffic Crash Scenes.**

The first officer arriving at the scene of a traffic crash shall take charge, and exercise control until he/she relinquishes the scene to the investigating officer. Should a fire or hazardous material threat be present the highest ranking fire official shall be in charge of the scene. Once the threat has passed, command shall return to the Investigating Officer.

### **§ 4.3.12 Late / Delayed Traffic Crash Reports.**

(1) Delayed crash reports shall be made only in instances where the extenuating circumstances exist. All delayed accident reports shall be completed at the police department.

(2) If the accident occurs on private property:

(a) and is a hit and run, an incident report shall be completed

(b) and if there is injury or excessive damage, an Alabama Uniform Traffic Crash Report shall be made,

(c) and if there is only property damage, a “Private Property Accident Form” shall be completed and given to the motorist/s.

(3) If the crash occurs on the highway:

(a) and is a hit and run, an Alabama Uniform Traffic Crash Report, along with an Incident/Offense Report shall be made.

(b) and is a one-vehicle accident, an Alabama Uniform Traffic Crash Report shall be made,

(c) and is a two or more vehicle crash the officer shall have all drivers present before the Alabama Uniform Traffic Crash Report shall be made so as to enable each participant to give his/her statement.

(4) When a motorist leaves the scene of an accident to follow a hit and run driver, or leaves the scene to report the accident to the police, the incident shall not be perceived to be a delayed report. Such report shall be taken immediately and the motorist shall not have to appear at the Police Department.

(5) If the investigating officer determines that all parties involved does not wish an accident report completed, and there are no injuries, fatalities or excessive property damage, the officer shall notify communications as to log the driver information. If either driver wants a report, regardless of damage, a Alabama Uniform Traffic Crash Report shall be completed.

### **§ 4.3.13 Classification of Traffic Crashes.**

The purpose of this section is to promote uniformity in reporting types of accidents and incidents.

Listed below are types of incidents that might occur and the type of report(s) required:

(1) Motor vehicle in transport collision on highway. All shall use Alabama Uniform Traffic Crash Report,

- (a) Two or more motor vehicles collide on highway
- (b) One motor vehicle runs off road and overturns or collides with fixed object.
- (c) One motor vehicle overturns on road.
- (d) One motor vehicle in transport strikes fixed object.
- (e) Motor vehicle pedestrian on highway.
- (f) Motor vehicle train collision at crossing.
- (g) Motor vehicle bicycle collision on highway.
- (h) Motor vehicle animal collision on highway.
- (i) Parts and load from moving vehicle strikes fixed object or other vehicle causing damage.
- (j) Vehicle catches fire while in transport on highway.

(2) Motor vehicle in transport collision on private property with public access, i.e., Wal-Mart parking lot, Mall parking lot, a service station lot.

(a) Collision of any vehicle with any object or other vehicle where there are no injuries, no excessive damage, and the accident is not a hit and run.

Action: Incident Report with exchange of information.

(b) Hit and run, collision of motor vehicle with injuries or excessive damage. (Alabama Uniform Traffic Crash Report)

(3) Motor vehicle in transport collision on private property without public access, i.e., an individual's back yard, open field, school yard.

(a) Action: Incident/Offense Report (I/O) - "damage to property".

Example: Pickup truck riding down railroad tracks hunting animals and is struck by a train; two motorcycles racing in a pasture and collide injuring riders.

(4) Hit and run:

Action: Incident/Offense Report (I/O).

(5) Motor vehicles sets in motion a loose implement on the highway which strikes another vehicle or person.

Action: Incident/Offense Report - "damage to property".

Example: Road Hazard.

(6) Non-transport device sets in motion a loose implement on the highway which strikes another vehicle or person.

Action: Incident/Offense Report - "damage to property". - i.e.

Lawnmower slings a rock striking a vehicle; dump truck with spreader slings slag into vehicle causing damage.

(7) Injuries or damage caused by motor vehicle.

Action: Incident/Offense Report (I/O) - i.e., person injured while using a power saw which is powered by a pickup truck; person injured when tow truck is using its winch; person injured when transit-mix concrete truck is discharging its load.

(8) If any person deliberately causes damage or injury by means of a motor vehicle or deliberately refrains from prudent acts which would prevent occurrence of the event, such acts regardless of the location, shall be reported on an Incident/ Offense Report (I/O).

(9) When a law enforcement officer intentionally causes damage or injury by means of a motor vehicle during the course of an arrest or attempt to arrest someone, suppressing a disturbance or other legal action, such event shall be classified as legal intervention and shall be reported on an Incident/Offense Report (I/O).

(10) When there is damage or injury due to a motor vehicle and the primary cause of the accident is flood, lightning, tornado, or torrential rain, the event shall be classified as a cataclysm and shall be reported on an Incident/Offense Report (I/O).

#### **§ 4.3.14 Drug Recognition Expert | Incident Response**

Any Officer designated as a Drug Recognition Expert (DRE) shall obtain certification through the International Association of Chiefs of Police (IACP), and will also remain in compliance with IACP policies regarding active DREs once certified. Failure to maintain active status shall result in removal from the designation as a DRE.

(1) Any incident where an officer suspects an individual to be under the influence of a substance other than or in conjunction with alcohol while operating a motor vehicle; that officer may request, through his or her immediate supervisor, a Drug Recognition Expert. The DRE may respond to the scene of the incident, or the Oxford Municipal Jail providing the impaired subject has already been subjected to Standardized Field Sobriety Tests and placed under arrest.

(2) Incidents where a DRE can be utilized include but are not limited to: traffic stops, traffic crashes, and suspicious occupied vehicles.

(3) A designated DRE with this agency may respond to assist additional agencies should it not conflict with, nor hinder the effective operations of the Oxford Police Department. Should the DRE designated to respond be an on-duty officer, his/her response shall receive prior approval from his/her immediate supervisor. If the DRE is off-duty, however, he/she may respond so long as he/she notifies the communications office.

**§ 5.1 C.I.D. Structure and Organization**

**§ 5.1.1 Mission**

The mission of the Criminal Investigations Division (CID) is to provide the highest quality criminal investigative support to the Oxford Police Department by conducting timely and thorough criminal investigations using advanced investigative techniques and forensic equipment. Motivated only by a search for the truth, CID Investigators will search out and collect all available evidence surrounding each case to exonerate the innocent and substantiate the culpability of the guilty. As professional fact finders, CID Investigators will not form conclusions in advance, rather will be committed to investigating all criminal allegations in a systematic, methodical, ethical and impartial manner to determine what findings the evidence supports.

**§ 5.1.2 Objective**

The objective of the Criminal Investigations Division (CID) is to provide professional investigative services to the City of Oxford. CID is responsible for the supervision and conduct of all Oxford Police Investigations of serious crimes, less serious crimes upon request or as needed and to conduct sensitive or special interest investigations, as directed by the Chief of Police. CID Investigators primarily investigate felony level crime and provides criminal investigative support to the Uniformed Division. CID searches out the full facts of a situation, organizes the facts into a logical summary of investigative data and presents this data to the District Attorney's Office for prosecution.

**§ 5.1.3 Sworn Positions in the Investigations Division**

The Criminal Investigations Division shall be staffed as follows:

1. Division Commander – Captain
2. Division Assistant Commander – Lieutenant
3. Division First-Line Supervisors – Sergeants
4. Case Investigators – Criminal Investigators

#### **§ 5.1.4 Organization**

Within the Criminal Investigations Division, the following units shall exist:

1. Forensics Unit

#### **§ 5.1.5 Division Commander Responsibilities**

The Criminal Investigations Division Commander shall have the following duties/responsibilities.

1. Supervision of subordinates assigned under his/her command to ensure all divisional units and assignments achieve efficient/effective performance of all investigative functions or tasks.
2. Discipline of subordinates.
3. Daily case assignments to individual investigators if needed.
4. Keep the Chief of Police advised of all on-going investigations.
5. Inform subordinates of current orders and directives.
6. Delegation of authority/tasks to subordinates.
7. Respond to major crime scenes.
8. Inspect personnel and ensure assigned officers to the Criminal Investigations Division maintain compliance with orders/directives and instructions.
9. Evaluate or approve evaluations annually on the performance of all subordinates in his command.
10. Other duties/responsibilities assigned to him/her by the Chief of Police.

#### **§ 5.1.6 Duties and Responsibilities of Investigations Lieutenant**

1. Supervision of subordinates assigned under his/her command to ensure all divisional units and assignments achieve efficient/effective performance of all investigative functions or tasks.
2. Discipline of subordinates.
3. Daily case assignments to individual investigators if needed.
4. Distribution and up-keep of assigned equipment.
5. Inform subordinates of current orders and directives.
6. Inspect personnel and ensure assigned officers to the Criminal Investigations Division maintain compliance with orders/directives and instructions.
7. Review and maintain awareness on the status of all cases under investigation.

#### **§ 5.1.7 Duties and Responsibilities of Investigations Sergeant**

The Investigative Division Sergeant(s) is responsible to ensure accomplishment of the mission assigned to the division by the Division Commander and Chief of Police and for the conduct of all criminal investigative activity. He/she ensures compliance with investigative division policies, procedures and standards and is responsible for strategic planning related to investigative services. Duties/responsibilities include, but may not be limited to:

1. Supervision of subordinates.
2. Discipline of subordinates.
3. Daily case assignments to individual investigators.
4. Inform subordinates of current orders and directives.
5. Respond to major crime scenes.
6. Inspect personnel to ensure each investigator within the division maintains compliance with orders/directives and instructions.
7. Conduct annual employee evaluations on the performance of all subordinates in his/her command.
8. Assist, review and maintain awareness of the status of all cases under investigation.
9. Delegation of authority/tasks to subordinates.
10. Other duties/responsibilities assigned to him/her by the Division Commander and/or Chief of Police.
11. Review and maintain awareness on the status of all cases under investigation.

### **§ 5.1.8 Duties and Responsibilities of Investigators**

1. An Investigator shall receive a case assignment in one of two ways:
  - a. When called to respond to a scene he/she may assume responsibility upon arrival.
  - b. Upon order/assignment of the Division Commander or Unit supervisor.
2. Upon case assignment the Investigator shall take the following actions:
  - a. Make an initial review of the case.
  - b. Make/attempt personal contact with victim/complainant on the date the case is assigned.
  - c. Personally interview all known witnesses and suspects.
  - d. Complete a typed supplement within three (3) working days, to enable review by his/her supervisor. The supplement shall indicate date and time

contact was made or attempted with the victim/complainant/witness/suspect. All pertinent details of the investigation shall be included in the report.

3. All active cases shall be kept current. Supplements shall be completed as soon as it is feasibly possible to outline progress of the investigation until the case is concluded.
4. Obtain an arrest warrant when probable cause/culpable evidence is established and make every effort to execute the arrest warrant, as well as to interview the suspect after the arrest, if an interview has not been previously conducted. The names of pertinent persons involved/needed for court shall be listed on the warrant.
5. Successfully concludes the case by ensuring that all investigative leads are pursued documented and all appropriate persons interviewed (with appropriate documentation of interviews).
6. Communicate with the District Attorney's Office. Ensure that they have all available information necessary to prosecute the case.
7. Court Appearance. Appear in court as summoned on the correct date and time. All pertinent case information shall be carried and available for court testimony. The investigator shall be familiar with all aspects of the case.
8. Ability to communicate during duty hours by radio/ phone/email.
9. Complete new hire background investigations.

### **§ 5.1.9 General Duties of All Sworn Investigative Personnel**

All personnel shall have general duties as follows:

1. Maintain good working relationships with fellow-employees.
2. Take an interest in cases other than those specifically assigned to you, and be willing to participate in instances requiring additional assistance.
3. Cultivate and maintain good informants.
4. Tactfulness when communicating with the public and promote good public relations.
5. Ensure care of proper maintenance of city equipment assigned.

6. Maintain good personal appearance and professional conduct. A tie shall be worn by all male personnel while attending Grand Jury. A dress coat and tie is required while attending any Circuit Court trial. Females shall wear attire which observes propriety and is appropriate to all business atmosphere. Dress requirements may be waived by the division commander based upon seasonal weather conditions or special details.

7. Maintain communication with all units/divisions of the Department.

8. Complete all assignments from the division commander/unit supervisor.

9. Personnel of the Criminal Investigations Division shall report for duty at their scheduled time of duty as set by the Criminal Investigations Division Commander and approved by the Chief of Police.

#### **§ 5.1.10 Case Status Control System**

The Criminal Investigations Division Commander and/or Assistant Commander shall maintain an updated case status record via an in-house computer program (records management system). This system shall have the capability to print a manual record maintained by the Administrative Compliance Clerk assigned to records in a ledger form which includes, but is not limited to, the following information:

1. Name of victim.
2. Investigator assigned.
3. Date of offense.
4. Case numbers.
5. Type of offense.
6. Known suspects.
7. Disposition.

#### **§ 5.1.11 On Call Schedule / 24 Hour Coverage**

The Criminal Investigations Division Commander or his/her designee shall maintain and provide an on call/work schedule for personnel so that 24 hour coverage is provided. A copy of the on-call/work schedules shall be furnished to the Communications Office and the commander of the Uniformed Division.

#### **§ 5.1.12 Breaks and Meals**

All personnel of the Criminal Investigations Division shall take breaks as time permits, which shall be reasonable.

## § 5.2 Investigative Procedures

### **§ 5.2.1 Administrative Designation of Cases**

The Division Commander, or Criminal Investigations Supervisor, shall determine the status of each case assigned to the Investigative Division by categorizing cases as follows:

1. Active. The case is assigned to an investigator/officer and investigative efforts are on-going.
2. Inactive. All available leads have been exhausted, but the case has not been brought to a satisfactory conclusion and investigative efforts may be resumed.
3. Closed. The case has been satisfactorily concluded.

### **§ 5.2.2 Preliminary Investigations**

Patrol officers of the Uniformed Division shall accomplish the preliminary investigation of criminal cases. Exceptions shall be made when it is advantageous to utilize investigators to respond initially. Division supervisors shall have the option to utilize investigators as first responders upon approval of the Criminal Investigations Division Commander or supervisor.

### **§ 5.2.3 Case File Maintenance**

Case files shall be maintained on all cases in which investigative activities are on-going. The case file shall provide an immediate information resource to investigators. The case file shall contain the following:

1. A copy of the preliminary report
2. Records of statements
3. Results of examinations of physical evidence
4. Case status reports
5. Any other records/reports needed for investigative purposes and/or required by the division commander and/or supervisor.

#### **§ 5.2.4 Procedure for Informing Crime Victims of the Status of their Case**

Crime victims/complainants shall receive official notification any time there is a change in the status of their case. Complainants/victims shall be contacted as soon as feasible upon receipt of the complaint or upon knowledge of the commission of a crime. In all instances, contact shall initially be made between the investigator and the complainant/victim within three working days of the receipt of the Incident/Offense report and advised of his/her case status. Investigators shall document each contact in the incident/offense report supplement.

#### **§ 5.2.5 Steps Used in Follow Up Investigations**

1. Reviewing and analyzing all previous reports prepared in the preliminary investigation.
2. Conducting additional interviews.
3. Reviewing departmental records.
4. Seeking additional information from Uniformed Division Officers and Informants.
5. Reviewing results of laboratory examinations, requesting additional services as necessary.
6. Arranging dissemination of information as appropriate.
7. Planning, organizing, and conducting searches.
8. Preparing cases for court presentation.
9. Assisting in prosecution.
10. Identifying and apprehending suspects.
11. Collecting physical evidence.
12. Determining involvement of suspects in other crimes.
13. Checking suspect's criminal histories.

All steps may not be necessary in each investigation and should be used when necessary to effectively investigate the case.

### **§ 5.2.6 Accountability for Follow up Investigations**

Sworn personnel of the Criminal Investigations Division shall be responsible and held accountable for accomplishing the follow-up investigation in cases assigned to them for investigation.

### **§ 5.2.7 Criteria for Suspending Investigative Efforts**

Investigative efforts on cases shall not be suspended until approved by the Criminal Investigations Division Commander. Criteria to be utilized in making a decision are:

1. Absence of further leads or solvability factors
2. Unavailability of investigative resources and
3. Degree of seriousness.

### **§ 5.2.8 Use of Informants**

The use of confidential informants is important to the satisfactory completion of many investigations. Investigators shall take precautions when dealing with informants to protect their identity and prevent retaliation against them by the criminal element.

## **§ 5.3 Office of Professional Standards**

### **§ 5.3.1 Office of Professional Standards (O.P.S.)**

Internal affairs investigations are those investigations which involve:

1. Allegations of any type of misconduct on the part of any police department employee through a formal written complaint.
2. Incident(s) in which a police department employee has been killed or injured in the line of duty.
3. Incident(s) in which an officer kills another person.

4. Any situation involving the discharge of a firearm.
5. Allegations of the use of excessive or unnecessary force by an officer.
6. Any situation in which a person is seriously injured or dies while in custody.
7. Allegations of sexual harassment, racial discrimination, or other allegations involving civil rights.
8. Other investigations the Chief of Police may direct.

### **§ 5.3.2 Internal Investigation's Procedures**

1. Personnel shall cooperate with O.P.S. personnel in the conduct of an internal affairs investigation. All written or oral reports submitted shall include:

- (a) Officer's use of force
- (b) Supervisor's use of force
- (c) Interviews
- (d) Other memorandum or documents shall be strictly confidential. Only the original shall be prepared and maintained.
- (e) All written or oral reports shall be obtained and filed in the Chief of Police's Office. Access to files shall be limited to:
  - (1) Chief of Police
  - (2) Division Commanders
  - (3) City attorney

2. Reports, records, comments, information, and other documents derived during the course of an internal affairs investigation shall be deemed confidential and shall not be discoverable by any organization, agency, corporation, or person for use in any manner. Such information and reports are deemed internal records necessary to the maintenance of integrity of the Oxford Police Department. Confidentiality of the files is essential to the effectiveness of such investigations.

3. Personnel of the Oxford Police Department may be required to take a polygraph examination and/or a computer voice stress analyzer examination and/or any other means of truth evaluation in conjunction with an Internal Affairs Investigation. Any employee of the Oxford Police Dept. who refuses to cooperate in the investigation and submit to the examinations requested, as defined by the “Garrity Notice”, will be subject to disciplinary action up to and including dismissal.

## **6 Special Investigations Division**

Within the Oxford Police Department there shall be a Special Investigations Division.

### **§ 6.1.1 Responsibilities**

Members of the Special Investigations Division shall be responsible for any cases assigned by the Division Supervisor/Commander, as well as, law enforcement action relative to:

1. Illegal sale and distribution of controlled substances (possession).
2. Burglary related offenses
3. Illegal sale/distribution of synthetic controlled substances, liquor and tobacco.
4. Intelligence gathering/gang investigations
5. Prostitution and pornography.
6. Illegal gambling operations.
7. Other assigned functions as deemed necessary by division command.

### **§ 6.1.2 Receiving and Processing Complaints**

Each complaint received by the Special Investigations Division shall be recorded via an I/O report within the agency in-house records management system. Complaints unresolved and without any additional leads shall be documented as such and closed.

### **6.1.3 Records / Prepared Reports**

Prepared reports of the Special Investigations Division shall be maintained by the case agent/originator within the Special Investigations Division office. These records/reports shall be assigned a case number, but shall be maintained under the control of the Special Investigations Division who shall be accountable for them. Access to these records/reports, under investigations, shall be limited to Division personnel, division supervisor/commander and the Chief of Police. Upon the completion of any case investigations all pertinent documents, records and report(s) shall be appropriately filed within the central records clerk's office.

The Investigation/Drug Division shall maintain a confidential file on each paid informant to include:

1. Biographical and background information.

2. Criminal History record, if any.
3. Payments made to the informant.
4. Information received from the informant.
5. Informant's involvement in operations.
6. Code name or number of each informant.
7. Secured, restricted and controlled access.

#### **6.1.4 Confidential Fund to Support Investigative / Drug Operations**

1. Request for funds prior to payment.
2. Submissions of receipt after payment to include the amount and purpose of payment; officers name; informants name, if any; information or material purchased; subsequent law enforcement action, if any; dates and case number.
3. Approval by the Chief of Police for payments.

#### **6.1.5 Authorization, Distribution and Use of Surveillance and Undercover Equipment**

The use of surveillance and undercover equipment shall be authorized by the Chief of Police and supervised by the Division supervisor. Unauthorized use which violates the individual's right to privacy and due process is prohibited. Responsibility and accountability for proper use of equipment shall be that of the Division supervisor.

#### **6.1.6 Surveillance and Undercover Operations**

Special surveillance and undercover operations shall be authorized by the Chief of Police and supervised by the Division supervisor. The Division supervisor shall plan such operations by making provisions for the following:

1. Identifying and analyzing suspects.
2. Making contacts with the suspect.
3. Analyzing areas where officer(s) will work.
4. Supplying officers with false identifications and credentials (covers).
5. Supplying officers with expense money.

6. Supplying officers with necessary equipment.
7. Establishing means for routine/emergency communications.
8. Determining legal ramifications.
9. Providing back-up security for officers.
10. Providing guidelines for arrest.
11. Providing for close supervision.

### **6.1.7 Conducting Search Warrants**

The Division supervisor shall plan the conduct of a raid by making provisions for the following:

1. Granting authorization for the search warrant.
2. Supervise the search warrant.
3. Developing strategies and tactics for approaching, entering, securing, and leaving the search target.
4. Searching for and seizing evidence and/or contraband.
5. Selecting equipment.
6. Selecting and communicating with support Divisions.
7. Arresting suspects.
8. Authorizing appropriate use of force.
9. Requesting medical assistance when needed, and providing appropriate documentation.

### **6.1.8 Intelligence Activities**

The Division shall gather, analyze, and disseminate intelligence information to the proper sources.

### **6.1.9 Legality and Integrity of the Intelligence Effort**

The legality and integrity of the intelligence effort shall be observed by adherence to the following:

1. Ensuring anonymity of informants.
2. Ensuring information collected is limited to suspected/known criminal conduct and relates to activities that present a threat to the City.
3. Ensuring that procedures are established for the utilization of personnel, equipment, and techniques of intelligence gathering, analyzing, and dissemination.
4. Ensuring that the types of qualities of information included in the system are appropriate.
5. Ensuring that out-of-date information is purged from records on a systematic basis.
6. Ensuring that access to the intelligence files is granted to law enforcement officers and/or criminal justice agencies on a need-to-know basis.

#### **6.1.10 Intelligence Records**

Responsibility for the security of intelligence records shall be vested in the Division supervisor.

#### **6.1.11 Liaison with Federal, State and Local Agencies for Exchange of Intelligence Information**

Liaison with state, federal, and local agencies for the exchange of intelligence information is the responsibility of the Division supervisor.

#### **6.1.12 Operational Rules for Special Investigations Division**

The following operational rules shall apply to the Division:

1. Activities shall primarily be conducted within the City limits of Oxford, Alabama.
2. Other agencies shall be provided assistance upon request of the agency head and approval of the Chief of Police.
3. Requests for assistance from State and Federal agencies shall be made to the Chief of Police when it involves Division personnel working outside the City limits of

Oxford, Alabama. Assistance shall routinely be provided when the work is to occur inside the City limits and as workloads permit.

4. The Division supervisor shall notify the appropriate agency head when the investigations cross jurisdictional lines into their coverage area. This shall be done as soon as possible to facilitate good working relationships between agencies. Information developed, which involves other jurisdictions, shall be transmitted to the appropriate agency for action.

5. The Division supervisor shall act as the liaison with other components of the Oxford Police Department. Briefing with division commanders shall be conducted as needed/required to provide for communication, coordination and cooperation. Briefings shall be confidential and conducted in the interest of effectiveness and efficiency of operation throughout the Oxford Police Department.

6. The Division supervisor shall submit a written comprehensive report of the previous month's activity on the first workday of each month. The report shall be confidential in nature and only the original shall exist. He/she shall keep the Chief of Police advised daily of all activity.

7. Rules, regulations, orders, and directives shall be followed by personnel assigned to the Division. It shall be the responsibility of the Division supervisor to report and recommend discipline to the Division Commander/Chief of Police for violations committed by personnel assigned to the Division.

## **7      Communications**

### **§ 7.1.1    Communications Office Functions**

Communications is multifaceted, to include receiving and transmitting radio, telephonic, and teletype messages. The office is also responsible for monitoring all emergency alarms installed in the communications control room. This unit provides information for the operational divisions on a 24- hour basis. A digital record of all telephonic and radio transmissions shall be made for each 24-hour period. A printed copy of all teletype messages pertinent to local operations shall be maintained in the Communications Office.

### **§ 7.1.2    Authority for Operation**

Dispatchers transmit with the authority of the Chief of Police and the Federal Communications Commission. Operations involving radio transmissions are performed in accordance with FCC regulations. Operations involving teletype transmissions are conducted in accordance with NCIC and ACJIC regulations.

### **§ 7.1.3    Communications to be Recorded**

All radio and telephone transmissions shall be recorded. The master recorder shall be located on the department's digital storage device. Access shall be limited to supervisory members of the department as deemed necessary by the Chief of Police.

### **§ 7.1.4    Information Security**

The Communications Office has the capability to communicate within the State of Alabama (ACJIC) and the FBI (NCIC). Information derived from any of these sources is for law enforcement use only and shall not be shared with any other agency. There are severe penalties for violation of the Federal Privacy and Security Regulations (Title 28, Part 20). The regulations apply to state and local agencies and cover the collection, storage, and dissemination of information. Alabama Code (1975) 4 1-9-620 through 4 1-9-648 also provides additional guidelines.

### **§ 7.1.5    Operational Procedures**

A list of on-duty personnel shall be maintained in the control center at all times.

### **§ 7.1.6 Response to Emergencies**

The Communications Unit shall be responsible for the immediate disposition of all emergency calls for service. If this department is called and an emergency exists for another agency, it shall be the responsibility of the on-duty dispatcher to contact the appropriate agency and provide them with all known information.

### **§ 7.1.7 Record of Response to Calls**

The dispatcher shall be responsible for information such as date, time of call for service, type of incident, location, time of dispatch, time of arrival, time called back in service. The dispatcher shall maintain an information log (radio log). The status of all out-of-service units, except units out on a call, shall be reflected on the log. Any activity not documented shall be placed on the log.

### **§ 7.1.8 Case Number Assignment**

All calls for service which require an incident offense report, whether originated by an officer or the request of a citizen, shall be assigned a case number. These numbers shall be assigned by the on duty dispatcher.

### **§ 7.1.9 Dispatch Procedure by Priority**

All calls for service shall be answered. The department uses the zone car and priority dispatch system. The first priority shall always be when a life is threatened. The second area of priority shall always be when the property of a person(s) or corporation is directly in danger of destruction or theft. The third area of priority is service to the public.

### **§ 7.1.10 Listing of Emergency Service Agencies**

There shall be maintained, in the communications room, a current listing of all local emergency service agencies. It shall be the responsibility of the day shift dispatcher to keep this listing current.

### **§ 7.1.11 Radio Use during Power Failures**

If there should be a power failure within the police building, the dispatcher shall immediately utilize the Backup radio located in the control center. He/she should then contact the ranking on duty uniform supervisor and advise him/her of the existing problem.

#### **§ 7.1.12 Dispatcher to Monitor Field Unit's Radio Transmissions**

It shall be the primary duty of the dispatcher on duty to monitor the location and activity of all units at all times.

#### **§ 7.1.13 Response to Calls not Inside the City Limits**

When communications receives a call and there is question as to whether or not the caller is within the city limits, the communication's officer shall not advise the caller they are not in the City of Oxford. An officer is to be dispatched immediately to the call and he/she, along with the communications officer on duty, will make the determination if the location is inside the city limits. If the location is not within the city limits, the officer shall standby, on scene, until an appropriate agency responds.

#### **§ 7.1.14 Stolen Hit Files**

An NCIC printout shall be placed in the Investigations mailbox of all stolen hit files, whether it is a case from our agency or a possible recovery from a different agency. All files that are associated with the item/person shall be attached and a notation of the Oxford Police Department's case number on the printout.

#### **§ 7.1.15 Emergency Alert Tones**

An Emergency Alert Tone will be used by Oxford Police Dispatchers. This alert tone will be activated before an emergency call is dispatched. This tone is to ensure that all officers on duty will hear the call dispatched. These are some examples:

Accident with injuries  
Shooting/stabbing  
Robbery

## **8 Use of Force**

### **§ 8.1.1 Use of Force**

Officers are confronted daily with situations where control must be exercised to affect an arrest and to protect the public safety. Control may be achieved through advice, warnings and persuasion, or by the use of physical force. While the use of REASONABLE physical force may be necessary in situations which cannot be otherwise controlled, force may not be resorted to unless other reasonable alternatives have been exhausted or would clearly be ineffective under the particular circumstances. Officers are permitted to use whatever force is reasonable and necessary to protect others or themselves from bodily harm. (See appendix F)

### **§ 8.1.2 Degree of Force to be used in making an arrest**

In making an arrest, an officer must be careful not to use more force than necessary to affect the arrest and transport the suspect to the jail for booking and incarceration. State statutes require him/her to be as considerate as the circumstances will permit. The officer must remember that he/she is responsible for any person in his/her custody and is required to do what is necessary to secure him/her. An officer must use his/her own discretion. If he/she does his/her duty in a consistent, careful, and prudent manner, he will be justified. While the officer is required to be as tolerant and considerate in making an arrest as circumstances permit, he/she must also remember that he/she represents the law. All citizens are required to submit to the power that compels such submission. Officers are required to treat all persons with as much human dignity as the situation will permit.

### **§ 8.1.3 Unnecessary Force**

Personnel shall not use unnecessary force or violence in dealing with a prisoner or any person. Officers shall not strike or use any other form of physical force on a prisoner, or other person, except when necessary to prevent an escape, or in self-defense, or to overcome actual physical resistance, or to prevent violence to another person. However, he/she must be firm, resolute and energetic, exercising all means necessary to properly perform his/her duty.

### **§ 8.1.4 Deadly Force Policy**

This directive is for departmental use only and does not apply in any criminal or civil proceeding. The department policy should not be construed as a creation of higher

legal standard of safety or care in an evidentiary sense with respect to third party claims. Violation of this directive will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

#### **§ 8.1.5 "Deadly Force"**

Deadly Force as used in this policy is defined as that force which is intended to cause death or grave injury or which creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or grave injury. The value of human life is immeasurable in our society. Police officers have been delegated the awesome responsibility to protect life and property and apprehend criminal offenders. The apprehension of criminal offenders and protection must at all times be subservient to the protection of life. The officer's responsibility for protecting life must include his/her own.

#### **§ 8.1.6 Discharge of Weapon - Protect Life**

An officer may use deadly force to protect him/herself or others from what he reasonably believes to be an immediate threat of death or (near death) critical bodily harm.

#### **§ 8.1.7 Discharge of Weapon - Prevent Escape**

An officer may use deadly force to affect the capture or prevent the escape if the officer has probable cause to believe that the suspect poses a significant threat of death or serious physical injury to the officer or others.

#### **§ 8.1.8 Discharge of Weapon – Defense**

No distinction shall be made relative to the age of the intended target of deadly force. Self-defense and imminent threat shall be the policy guideline for employing deadly force.

#### **§ 8.1.9 Discharge of Weapon - Not Justified**

a. A police officer is not justified in using his/her firearm to fire a warning shot.

- b. Officers are prohibited from discharging firearms when it appears likely that an innocent person may be injured.
- c. Officers should not discharge a firearm at or from a moving vehicle except as the ultimate measure of self-defense or defense of another when the suspect is using deadly force by means other than the vehicle.
- d. When a suspect is retreating or fleeing from apprehension. And does not pose a threat of deadly force to the officer or public.

### **§ 8.1.10 Discharge of Weapon – Exception**

1. The killing of an animal is justified:

(a) For self-defense

2. To prevent substantial harm to the officer or another

3. When the animal is so badly injured that humanity requires its relief from further suffering.

(b) A seriously wounded or injured animal may be destroyed only after all attempts have been made to request assistance from the agency or department responsible for the disposal of animals. The destruction of vicious animals should be guided by the same rules set forth for self-defense and safety of others.

### **§ 8.1.11 When Weapon may be Un-holstered**

Except for general maintenance, storage, or authorized training, officers should not draw or exhibit their firearms unless circumstances create strong reasonable cause to believe that it may be necessary to lawfully use the weapon in conformance with other sections of this policy.

### **§ 8.1.12 Loss of the Firearm**

Loss of a firearm, whether on or off duty shall be reported to the Chief of Police during normal business hours as soon as practical.

### **§ 8.1.13 Discharge of Firearm – Report**

Any employee of this department who discharges any firearm in a police capacity or self-defense shall by the quickest means of communication available, notify the appropriate shift supervisor and/or Chief of Police, and promptly make a report.

- (a) Whether on or off duty, as well as, during an authorized absence from duty.
- (b) Whether intentional or accidentally causing injury or not.
- (c) This reporting requirement shall not apply to firearms routinely discharged in the course of training, target shooting, or hunting.

#### **§ 8.1.14 Discharge of an EMD**

Any officer or employee of this department who discharges an EMD in a police capacity or in self-defense shall, by the quickest means of communication available, notify the appropriate shift supervisor and/or Chief of Police, and promptly make a report.

- a. Whether on or off duty, as well as, during an authorized absence from duty.
- b. Whether intentional or accidentally causing injury or not.
- c. This reporting requirement shall not apply to an EMD routinely discharged in the course of training, requested demonstration by the public, without firing a cartridge, or the testing prior to the beginning of your shift

#### **§ 8.1.15 Report To Be Made - Non-lethal Control Devices Force Used**

A Non-lethal Control Devices Incident Report (NCDIR) will be completed any time you discharge an EMD on a suspect. The officer/employee should report that force used as soon as possible to his/her supervisor, and submit a written report to the Chief of Police, through proper channels, relating all the circumstances and specifics. This report should include a copy of the arrest report, 1/0 report, and medical reports. (See Appendix C)

#### **§ 8.1.16 Handcuffs - Use of Force**

1. Any time you stop and place your hands on someone to restrict their movement or not allow them to leave freely, you have done two (2) things.

1. You have seized them according to the Fourth Amendment.

2. You have used force on them by placing your hands on them and if you handcuffed them you have escalated that force.

2. The Supreme Court has ruled that you cannot place handcuffs on everybody you stop for just officer safety. The mere "Terry Stop" and pat down does not rise to the level of placing handcuffs on a subject for officer safety. There must be more to the stop!

3. The Supreme Court has also ruled that when an officer can articulate through the suspects' action, words, and situation; the officer on the street can detain and if need be apply handcuffs as a means of temporary restraint for the safety of the officer, the public, and the suspect.

### **§ 8.1.17 Completion, Distribution and Routing of Use of Force Reports.**

(1) The following policy is instituted to establish procedural guidelines for all personnel to utilize in the completion, distribution and routing of Use of Force Reports.

(a) Use of force reports shall be prepared by each officer involved in any incident and submitted immediately to his/her supervisor.

(b) The immediate supervisor receiving the use of force report shall immediately review the report, interview the officers involved, and prepare a written Supervisors Use of Force. The report shall be factual, objective, and include verification that he/she has read each officer's Use of Force report, interviewed each officer, and shall be concluded with a recommendation.

(c) The Use of Force Report, both that of the Officer and Supervisors, shall be directed to the Chief of Police via the chain of command without delay.

(d) The Use of Force report shall include: list of names, address, telephone number, and the place of employment of each witness.

(e) Use of Force reports, both that of the Officer and Supervisors, shall consist only of the original. Duplicate copies shall not be made.

(f) Use of Force reports shall be stored for permanent record in the Chief's Office.

## **9 Training**

There shall be a Training Coordinator within the Oxford Police Department. This assignment shall be staffed by assigned personnel at the discretion of the Chief of Police.

### **§ 9.1.1 Objectives**

The primary objective of the Training Unit shall be:

- (1) Training (Recruit, Academy, In-Service, Roll Call, Specialized and Advanced)
  - (a) Planning and developing training programs.
  - (b) Notifying personnel of required training, and training which is available.
  - (c) Maintaining training records.
  - (d) Assuring that required training programs are attended.
  - (e) Implementing training programs.
  - (f) Selecting instructors.
  - (g) Evaluating training programs.
  - (h) Coordinating training programs.

### **§ 9.1.2 Request for Training**

When a request from the Oxford Police Department's Training Coordinator is made for training purposes, all supervisors will respond in a timely manner to that request. This is to ensure that all officers are registered, shifts are covered and any adjustments to department schedules can be made. Also all training will be brought to the attention of the Training Coordinator before any training is scheduled. This training includes but not limited to: Meth lab, K-9, Honor Guard and aviation training. This is keeping with the best interest of the department to prevent training from overlapping on any given day.

**§ 10.1 Use of Intoxicants and General Guidelines**

**§ 10.1.1 Responsibility**

It is the desire of the City of Oxford to provide a drug free working environment for its employees. In addition, the City is responsible to the citizens to provide safe and productive government functions. It is the employee's responsibility to follow all policies and procedures and the use of illegal drugs and/or the abuse of alcohol is strictly prohibited. Any violation of this policy shall result in disciplinary action up to and including termination is possible.

**§ 10.1.2 Statement of Need**

As employees who abuse drugs or alcohol have a medical problem which could lead to a safety risk to co-workers and to the public, which decreases productivity. The City of Oxford has developed these policies and procedures to test the employees and job applicants for drug and alcohol abuse.

**§ 10.1.3 Position Statement**

It is the position of the City of Oxford that the following constitute violation of a drug free working environment and violation of this policy and will be dealt with accordingly:

- 1) A detectable of illegal drug(s) in the urine.
- 2) A detectable quantity of scheduled drugs without evidence of duly authorized prescription or in excess of prescribed levels as determined by a medical or toxicological authority.
- 3) A detectable quantity of alcohol.
- 4) Possession of illegal drugs and/or alcohol.

**§ 10.1.4 Use of Intoxicants and/or Drugs:**

There is an immediate lowering of self-esteem and suspicion of ineffectiveness when there is public contact by a department employee evidencing the use of intoxicants and/or drugs. Additionally, the stresses of law enforcement require an employee to be mentally alert and physically responsive. The consumption of intoxicants and/or drugs, legal or illegal, are not permitted while employees are on duty, nor is an officer to consume intoxicants and/or drugs legal or illegal, to such a degree, before reporting for duty that it impairs his/her on duty performance.

*Note – legal drugs are those drugs that have been prescribed by a doctor, but impair your ability to operate machinery, drive a vehicle, etc., and would endanger yourself and/or others.*

(1) Use of Intoxicants – Exceptions:

Except as necessary in the performance of official assigned duty requiring its use, even then the consumption should be tempered to maintain good judgment.

(2) Drugs:

Employees of this department shall not take any drugs not prescribed by a doctor, or is an over the counter medication, that may impair your ability to perform your job safely. This department will maintain a drug free environment by city ordinance.

(3) Alcohol:

Employees shall not consume intoxicating beverages or other intoxicants while in uniform.

(4) Intoxicating beverage in Police Building:

Intoxicating beverages shall not, at any time, be consumed in police buildings.

(5) Use on duty – Intoxicants and/or Drug:

Personnel on duty shall not drink intoxicating beverages, except as described above. An employee of this department who reports for duty under the influence of:

- a. Alcohol and/or other drugs (legal or illegal)
- b. Or is unfit for duty as a consequence of excessive use
- c. Or who has the odor of an alcoholic beverage on his/her breath when reporting for duty
- d. Or while on duty, has the odor of an alcoholic beverage on his/her breath shall be deemed in violation of the policies of this department and is subject to disciplinary action.

(6) Use Off Duty – Intoxicants and/or Drug:

Personnel while off duty shall not consume any alcoholic beverage and/or legal or illegal drugs to the extent which would result in the commission of any offensive behavior which might tend to bring discredit upon themselves and/or the department or use intoxicating liquors to an extent which renders him/her unfit to report for his/her next regular tour of duty.

(7) In Police Facilities – Use Off Duty – Intoxicants and/or Drug:

No alcoholic beverages should be brought into, or kept in any police facility or vehicle, except as evidence when officially seized, or in an urgent necessity upon the advice of a physician, or upon order of a supervisor.

(8) Frequenting Places Where Furnished – On Duty:

Personnel on duty shall not frequent or loiter in any place where intoxicating liquor is sold or furnished except to eat or perform an official duty requiring such action. The Chief of Police may restrict certain places where intoxicating liquor is sold, furnished or distributed.

### **§ 10.1.5 Rehabilitation / Counseling**

1. If a positive confirmation is received, the Mayor will be immediately notified.

a. First offense employees will be given an opportunity to provide documentation of any prescription medication taken and amounts prescribed if positive confirmation test is for FDA scheduled medication. The employee will still be subject to disciplinary action if no notice was given to his/her immediate supervisor and if medication taken and documented is of such a nature that job duties would normally have been restricted.

b. Second offense employees will be terminated.

2. Drug or alcohol rehabilitation (inpatient, resident, or outpatient per rehabilitation center recommendation) through the Employee Assistance Program at the employee's expense. If the employee chooses this option, attendance and completion of the course of rehabilitation will be mandatory. The employee will be allowed to use sick leave, vacation leave or leave without pay during this period. The employee will be drug tested before returning to work. The employee must also remain drug free for the remainder of his/her employment with the City. This is to be determined by random urine screens. The employee's continued employment will be dependent upon the employee following through with all the rehabilitation center's recommendations.

- a. If the employee does not attend or complete rehabilitation to the satisfaction of the rehabilitation specialist, this will be considered a second offense.

## **§ 10.2 Testing Procedures**

### **§ 10.2.1 Drug and Alcohol Testing**

The goal of this policy is to establish a drug testing program for the employees of the City of Oxford. Action taken against an employee shall be determined by the individual circumstances of each case, and disciplinary action up to and including termination is possible.

### **§ 10.2.2 Conditions Allowing Testing**

1. Applicants for all City of Oxford positions shall be tested for drug usage as part of their pre-employment medical examination as a condition of employment.
2. Pre-employment drug testing will occur at or near the final stage of the hiring process for certified applicants.
3. Applicants will be notified of the policy and procedure prior to drug testing.
4. Refusal to take the test or test results reporting a presence of illegal drugs or the illegal use of controlled substances shall be a basis for rejecting an applicant from the selection process.
5. Employees may be subjected to drug testing if the city has a reasonable suspicion that during working hours the employee is
  - a. using illegal drugs
  - b. using prescription drugs without a prescription or in excess of the prescribed doses, or
  - c. using or under the influence of alcohol.
6. The City shall require drug/alcohol testing of an employee:

- a. based on reasonable suspicion,
- b. when involved in an accident
- c. who is providing safety-sensitive services
- d. who operates motor vehicles or dangerous machinery

7. Reasonable suspicion shall mean suspicion based upon specific objective facts and reasonable inferences drawn therefrom. One or more of the following may exist as determined by the department head and/or Mayor:

- a. Having more evidence for than against. (e.g.: slurred speech, alcohol on breath, inability to walk a straight line, an incident involving physical damage to City property or personal injury without reasonable explanation, physical altercation, verbal altercation, behavior which is so unusual that it warrants summoning a supervisor or anyone else with authority, or possession of alcohol or drugs with the exception of sworn law enforcement officers in the line of duty performing evidence seizures or undercover operations of the Oxford Police Department). This list is not all inclusive.
- b. The City may conduct searches for illegal drugs or alcohol on City premises based on reasonable suspicion. This might include lockers, city vehicles, personal vehicles parked on city premises, and searches of employees when there is a reasonable basis upon which to believe that illegal drugs or alcohol have been brought on to city property and the search is conducted on city premises.
- c. An apparent state of facts and/or circumstances which would lead a reasonable person to believe an individual was using drugs/narcotics or alcohol.
- d. Written documentation stating the grounds for reasonable suspicion shall be provided by the department head to the Mayor or by the Mayor to the testing personnel prior to the collection of the specimen.

8. Refusal to take the drug screen shall be the basis of disciplinary action in accordance with the due process provisions of the City of Oxford Civil Service Board.

9. The use, sale, purchase, transfer or possession of alcohol in the city workplace is prohibited, provided however, that employees who sell, purchase, transfer or possess alcohol within the scope of their prescribed duties shall not be deemed to violate this section.

### **§ 10.2.3 Testing Procedures**

Detailed testing procedures shall be developed by the City to accomplish the following:

1. Inform all employees of the policies and procedures prior to the testing.
2. Positively identify employees prior to testing.
3. Provide for employee privacy and security of samples.
4. Establish if an employee is taking any drugs legitimately under medical supervision.
5. Any specimen testing positive in the urinalysis shall be subject to confirmatory testing to verify results.
6. Any employee refusing to submit to a drug test will be subject to disciplinary action up to and including immediate termination.

### **§ 10.2.4 Testing Agent**

The laboratory selected to conduct the analysis must be experienced and capable of quality control, documentation, chain of custody, technical expertise, and demonstrated proficiency, as well as adhering to Federal guidelines.

**§ 11.1.1 Directive Establishing Departmental Forms**

All personnel of the Oxford Police Department shall utilize the standard forms developed by the Alabama Criminal Justice Information Center for the reporting of all incidents, offenses, and arrests. Additionally, locally developed forms are specified, listed and described in the appendixes and shall be used as appropriate. These interdepartmental forms shall be numbered and accessible on the employee section of the official website of the Oxford Police Department. Furthermore, the policy officer shall keep, in digital format, a copy of all locally generated forms. Anytime a local form is changed, amended or created, the policy officer shall be notified as to update the master digital copy of such document.

The Chief of Police is the final approving authority for all standardized local forms.

Within the Oxford Police Department, there shall be a Central Records Office tasked with maintaining the department's vital files and documentations.

**§ 11.1.2 Organization**

The Central Records Office shall consist of civilian employees and they shall fall within the Administrative Division's Chain of Command.

**§ 11.1.3 Functions**

Central Records is designated as the primary storage area for all documents pertaining to police investigations and requests for police service. This office is responsible for the distribution, indexing, filing, and retrieval of information resulting from police investigations and service requests.

**§ 11.1.4 Records and Services Provided**

The Central Records Office shall maintain a record of service provided by the Oxford Police Department which may include the Incident/Offense Report, Investigative Case Files, Etc.

**§ 11.1.5 Forms Used in Reporting**

The Oxford Police Department uses the standardized forms developed by the Alabama Criminal Justice Information Center for the reporting of all incidents, offenses and arrests within the City of Oxford. In addition, the Police Department uses a number of locally developed special purpose forms.

The Oxford Police Department may implement the use of special software for its reporting, storage, and general function capabilities as approved and deemed necessary by the Chief of Police.

### **§ 11.1.6 Supervisory Review of Reports**

Supervisors shall review reports for completeness and accuracy; however, Central Records may additionally review all incoming reports in the best interests of completeness and accuracy as well. The primary focus of this secondary review of the report is:

1. Ensuring that all needed NCIC/ACJIC entries are promptly made for stolen property and vehicles.
2. Ensuring proper offense classifications are recorded to maintain an accurate accounting of offenses reported for UCR purposes.
3. Ensuring “cleared” and “unfounded” cases meet the requirements for the case status requested. In the event other errors are found on a report submitted, the central records clerk shall have a copy of the problem report returned to the unit of origination for any necessary corrective action. The original shall be processed normally so that an investigation shall not be delayed.

### **§ 11.1.7 Distribution of reports by members of the Oxford Police Department**

Copies of unapproved reports shall not be distributed outside of the agency except as approved by the Office of the Chief or Division Captains. Those reports approved as required by section §11.1.6 of this manual may be distributed for the following circumstances:

1. Copies delivered to another law enforcement agency for investigative purposes.
2. Copies delivered to the district attorney’s office as needed for investigation, prosecution, and other judicial proceedings.
3. Cover sheet (1st page) of offense reports may be obtained by the reporting person/victim. A copy of the remainder of the case file (officer’s work product) is not to be released without court order.

4. Copies of traffic accident reports may be obtained by the insurance companies involved upon payment of the fee for photocopy cost. Victims may also obtain a copy, however, at no cost.

5. One copy of an arrest warrant shall be provided to the defendant, upon his/her request, without fee. If Central Records or other personnel are required to bring original documents to court, a copy of each document shall also be taken so that the original may be inspected, and the copy submitted as evidence.

### **§ 11.1.8 Criminal History Information**

The collection, storage and dissemination (release) of criminal history information is restricted by Federal Privacy and Security Regulations (Title 28, Part 20 U. S. Code). Criminal history information includes the following records:

1. Master name index (cards/computer files/printouts).
2. Criminal history jackets (folders).
3. Fingerprint files.
4. Mug shot files.
5. MO Files

The following are not considered criminal history record information:

1. Wanted posters or lists.
2. Police dockets (blotters).
3. Daily arrest sheets.
4. Court records.
5. Records of traffic offenses.

### **§ 11.1.9 Dissemination of Criminal History Information**

The release of criminal history information is restricted to the following:

1. Law Enforcement Agencies

- a. Conviction and non-conviction data can be released in person or by mail without restriction for adults. Juvenile records shall not be released.
- b. All information released shall be photocopied or written and stamped "For Official Law Enforcement Agency Use Only".
- c. Telephone inquiries are permitted, however, the caller, if not known shall be called back at an official law enforcement agency number. Only then shall the information be provided to the requesting agency.
- d. Radio transmission of criminal history information is prohibited unless necessary to protect the safety of an officer.
- e. All written, photocopy, or telephone dissemination of criminal history information shall be logged. Verbal face-to-face dissemination need not be logged.

## 2. Other Agencies

- a. Conviction information for adults may be released without restriction. Photocopies of records shall not be used to provide information. The information shall be written (typed) in letter format or on forms provided by other agencies. The signature of the clerk checking the records shall be indicated on the form. Juvenile records shall not be released.
- b. Non-conviction and non-disposition information shall not be released unless authorized by statute, ordinance or executive order. (Example - The Federal Civil Service Commission).

## 3. Individuals

- a. Individuals desiring an official "No Record" statement from the Police Department regarding their personal in-house record may be granted.
- b. An individual must be allowed to review his/her criminal history record. The procedure for such a review is as follows:
  - 1. All reviews are to be conducted Monday through Friday, between 8:00 AM. and 4:30 P.M.
  - 2. Sufficient identification shall be provided by the individual to confirm his/her identity.

3. Only local records are to be checked during the review. Individuals are to be referred to the Alabama Department of Public Safety to review statewide records, and to the FBI for national records review.

4. No photocopies of the records are to be released to the individual.

#### **§ 11.1.10 Automated Data Processing**

Many of the Police Department's index files and other records are stored using digital storage database software. The records office has primary responsibility for the entry and maintenance of information in the system.

#### **§ 11.1.11 Uniform Crime Reports**

The Central Records Office has the responsibility for the collection, recording, tabulation and distribution of the information used for Uniform Crime Reports.

#### **§ 11.1.12 Maintenance / Storage of Official Police Records**

Definition: Official police records are defined as those records which are generated by personnel in the routine course of their police duties.

(a) All official records of the Oxford Police Department shall be kept on an internal digital server. Furthermore, incident/offense reports shall be printed and kept within the central records office as a means of backup should any part of the digital storage fail.

(b) All records shall be maintained, stored, and secured in accordance with the Privacy Act.

#### **§ 11.1.12 Routing Reports**

I/O's and Arrest Reports shall be routed to the uniform supervisor for approval on the date of completion to enable forwarding to investigations, as so not to delay follow-up investigations and/or property entry into NCIC when applicable.

Additionally, it is of utmost importance that all stolen articles be entered into NCIC without delay; regardless of a report's approval status.

It shall be the uniformed supervisor's responsibility to account for all reports completed daily and to ensure such reports are reviewed, approved and forwarded to investigations in a timely and consistent manner. Furthermore, it shall be the responsibility of the supervisor to forward all relevant information to the Chief of Police and all Division's Captains regarding incident/offense reports and arrests of any significance or unusual occurrence.

## **12 Municipal Jail, Corrections, and Inmates**

Within the Oxford Police Department, there shall be a Municipal Jail under the control of the Administrative Division Commander. Responsibility for management and administration of the Municipal Jail shall be that of the Administrative Captain.

### **§ 12.1 General Guidelines for the Jail**

#### **§ 12.1.1 Purpose**

The purpose of the Municipal Jail is to house individuals arrested for violation of federal, state, county and local laws.

#### **§ 12.1.2 Evacuation Plan**

1. The Administrative Division's Captain is responsible for the implementation, supervision, and proper execution of the emergency evacuation plan to ensure the safeguarding of lives and property of, and within, the municipal jail.

2. The Administrative Captain or his/her designee shall be responsible for:

a. Requesting additional personnel assistance to implement the effective evacuation of all prisoners from the city jail.

b. Notifying the Chief of Police of the emergency.

3. Members of the communications office, corrections officers, and all shift supervisors shall be trained by the Administrative Captain and/or his/her designee, in conjunction with the Training Coordinator, on how to carry out the designated evacuation plan. A Copy of this plan shall be posted in strategic locations throughout the Detention Facility and the Communications Office.

4. Shift Supervisor

a. The Shift supervisor will evaluate any emergency during the absence of the Administrative Division Captain and make a decision on evacuation.

b. The Shift Supervisors will summon adequate personnel to secure all prisoners if evacuation occurs.

c. The Shift supervisor will notify the Chief of Police concerning any emergency in the Jail which occurs when the Administrative Captain is absent.

5. The dispatcher/s will notify the Fire Department of any fire in the jail.

6. After evacuation of the jail, all prisoners will be collected in a safe location as determined by the Commanding Officer. An officer will utilize the Arrest Log to account for all prisoners. The Shift supervisor will see that adequate personnel are kept available to secure prisoners until they can be returned to the Jail or arrangements are made to house them elsewhere. He/she shall also determine the extent of any injuries to personnel and prisoners and arrange transport of any injured person(s) to a medical facility for treatment as necessary.

### **§ 12.1.3 Weapons in Jail**

1. All prisoners shall be searched by arresting officers prior to submitting them to jail.

2. All law enforcement officers of the Oxford Police Department, and any other agency, will remove their weapons prior to entering the Municipal Jail. Weapons removed by law enforcement personnel will be stored and secured in an appropriate place prior to entry.

### **§ 12.1.4 Holds**

No holds shall be accepted on any prisoner housed in the Oxford City Jail unless the hold has been authorized by a specific law enforcement officer. The requesting officer's name, law enforcement agency, and if possible, the case number is to be logged by the officer on duty at the time of request. If a hold is placed on a prisoner by another law enforcement agency, a copy of the teletype, if applicable, should accompany the request.

### **§ 12.1.5 Housekeeping Services**

Trustees shall perform housekeeping services inside the Jail. The Shift supervisor shall have the discretion to utilize other prisoners as necessary to maintain cleanliness and sanitary conditions therein. All other maintenance duties shall be set forth by the Administrative Division Commander and posted in the trustee bay area of the municipal jail.

## **§ 12.1.6 Maintenance Service**

All major maintenance issues pertaining to the city jail shall be coordinated by the Administrative Captain and/or his/her designee.

### **§ 12.2 Corrections and Sworn Officer Responsibilities**

#### **§ 12.2.1 Supervisor of Daily Operations**

1. The Administrative Division Captain shall have the responsibility for the daily supervision of the municipal jail and may delegate this responsibility to a Patrol Supervisor.

2. Each shift Sergeant shall submit a weekly municipal jail report to the Administrative Captain to include the following:

a. A listing of all prisoners receiving medical treatment. Give (1) name, (2) date, (3) nature of treatment, and (4) continuing medical requirements.

b. A listing of all significant problems occurring with prisoners and give a brief concise explanation. Include attempted/actual assaults, attempted/actual escapes, attempted/actual suicides, contraband and weapon seizures, destruction of city property, disciplinary problems, additional charges against prisoners due to crimes committed in jail, and other incidents of major importance. Indicate action taken/requested in each instance.

c. A listing of all complaints received relative to alleged/actual misconduct or inappropriate activity occurring within the jail. Indicate action taken/requested to correct problems.

3. The Administrative Captain shall forward all weekly and other routine jail reports to the Chief of Police in a timely manner.

#### **§ 12.2.2 Responsibility of Corrections Officers**

The on-duty shift supervisor shall act as the immediate supervisor for any on-duty corrections officers. It shall be the responsibility of the immediate shift supervisor to

ensure all duties and functions outlined below are carried out by corrections personnel. The duties of the corrections officers and immediate shift supervisors are as follows:

1. Adhering to all guidelines set forth in these procedures.
2. Enforcing and implementing all guidelines.
3. Supervision of arrestees.
4. Internal security and control of all log books, keys, tools, and equipment. Prisoners shall never be allowed control of keys.
5. Reception/Booking, orientation, and release of prisoners.
6. Property control.
7. Classification of prisoners.
8. Medical and health care service.
9. Food services.
10. Safety, sanitation, general maintenance within the Municipal Jail.
11. Mail and visitation service.
12. Notifying the Administrative Captain of any/all management, supervision/inmate problems.
13. Searching all prisoners entering the Jail.
14. Thoroughly searching all items being brought into the Jail.
15. Periodic shakedowns of all prisoners, cells and the entire area shall be made as necessary.
16. Making checks of intoxicated persons, drug addicts, physical and mental health risks and suicidal risks every thirty minutes. All other prisoners shall be checked at least once per hour. These checks (rounds) shall be documented. Any problems discovered shall be noted and a memorandum filed and provided to the Administrative Captain.

17. Observe television monitors periodically and check smoke alarms for safety and security purposes.

*NOTE: Smoke alarms are located in each cell block area.*

18. Metal cans and cups shall not be allowed in jail cells.

19. Issuing one blanket to each prisoner. Additional blankets shall be issued if needed. Laundering of items and exchange of them shall be implemented and controlled as necessary for sanitary and health considerations.

20. Issuing and taking in soap and towel.

21. Issuing prisoners their personally obtained disposable razor and taking it back after use. (Prisoner shall not retain razors or razor blades.)

22. Seeing that no firearms are brought into the City Jail.

24. Arranging access of visiting attorney, or other judicial personnel to prisoner/client. This shall be done by utilizing the visitation room. If needed, the immediate supervisor shall provide additional areas for the inmate to visit with his/her attorney.

25. Bonding representatives requesting to talk to a particular prisoner shall be allowed to do so in order to arrange his/her bail. This shall be done by utilizing the visitation room. Bonding representatives shall not be provided names of prospective prisoner/clients, nor given any information relative to a prisoners background or criminal history. Officers shall not become involved in the bonding business since it poses a potential conflict of interest.

26. Feeding prisoners in their assigned cells.

27. Keeping secure all interior doors, cell block doors and other access locations considered part of the municipal jail.

28. Weekenders shall be checked in and out of the jail one at a time. They shall only be allowed items authorized for prisoners.

29. State law requires that D.U.I. prisoners be held until sober.

30. Prisoners of other municipal agencies shall be handled like all other prisoners. However, bonds shall be approved or fines accepted by the agency arresting them. Personal belongings shall be kept by the arresting agency. Release shall be granted only when it is authorized by the arresting agency.

31. Shift supervisors shall be responsible for ensuring inmates who have been released from the municipal jail are also removed from the digital storage systems.

### **§ 12.2.3 Special Instructions for Officers in Charge of Jail**

All officers and Oxford Police Department personnel shall adhere to the following guidelines regarding inmates and the municipal jail:

1. Maintain detachment from any objectivity toward prisoners. Relationships shall only be professional in nature and consist of detention, care for, and security of prisoners.
2. Shall not barter, borrow, nor lend merchandise or money to/from prisoners. They shall not sell food, merchandise, nor purchase items for prisoners or exchange property between prisoners. Any breach of these instructions shall constitute an illegal, immoral, or unethical act.
3. Shall not play cards or any other games of skill or chance with prisoner(s).
4. Officers shall not authorize trustees to leave the jail to make purchases (ex. cigarettes, cokes or snacks).
5. Medical treatment for prisoners and purchase of prescriptions shall only be authorized by the Administrative Captain or Shift Supervisor. Prescription medicines paid for by the City of Oxford may not leave the Municipal Jail unless approved by the Chief of Police or Division Commander.
6. Officers shall be familiar with the Fire Evacuation Plan, maintain its posting and know the location of fire extinguishers and smoke alarms.
7. Officers shall report all escapes or attempts to escape to the shift supervisor on duty at that time. They shall complete an incident/offense report immediately and take appropriate steps to obtain a warrant of escape for the prisoner.
8. Officers shall initiate action to obtain formal reports of all criminal activities by prisoners. An officer shall complete an incident/offense report and obtain a warrant for the prisoner.
9. Officers shall take one transaction at a time and not attempt to perform multiple tasks at one time due to security and control reasons.

10. External doors to the jail shall never be left unlocked except when an officer is present allowing legitimate entrance and exits.

11. In situations not covered by the guidelines established in these procedures, personnel shall utilize common sense and make the best judgment possible when the Shift Supervisor, Division Commander or Chief of Police is unavailable.

### **§ 12.3 Prisoner Intake and Housing Regulations**

#### **§ 12.3.1 Prisoner Identification Procedure.**

All individuals arrested by Oxford Police Department personnel shall have their fingerprints obtained and photograph taken. This responsibility shall primarily be that of the arresting officer.

#### **§ 12.3.2 Prisoner Medical Screening / Intake Form.**

Each officer making an arrest shall complete the prisoner's medical screening portion of the prisoners medical/intake form.

#### **§ 12.3.3 Booking Procedures**

- Upon entering the booking room inmate(s) should be searched thoroughly
- Mugshot and pictures of scars, marks, tattoos and amputations should be taken
- Inmate property should be inventoried and sealed for safekeeping
- Jail card with inmate personal information and medical should be completed
- Inmate should be given the opportunity to make a phone call (if cooperative)
- Fingerprint cards should be filled out and completed as long as inmate is not intoxicated or uncooperative
- Arrest report should be completed and routed to patrol supervisor
- Inmate should dress out in property fitted jail uniform
- Inmate should be assigned a blanket, wash rag, towel and bar of soap
- All inmates should be searched again prior to being placed in the detention block

- Inmates are to be assigned a cell per arresting officer or corrections officer
- All inmates are to be locked down for 24 hours prior to being placed into detention block for monitoring of behavior
- Inmates should be placed into detention block according to policy
- Arresting officer or C.O. should log the name of the inmate on the white board posted outside of the detention block doors
- Inmate jail card and property will be stored in communications office
- Fingerprint cards will be turned into shift basket in patrol division
- Corrections officer should complete jail log, medicine log (if necessary) and spread sheet for inmate placement (if C.O. is absent jail log, medicine log and spread sheet should be completed by communications officer on duty)

### **§ 12.3.5 Screening and Classification of Prisoners**

Screening and classification of prisoners shall be accomplished by the Shift Supervisor or the on-duty Correctional Officer. Prisoners shall be classified as follows:

- (1) All prisoners shall, remain locked within their cell during the first 24 hours of their incarceration. This is to ensure personnel may properly observe the prisoner for any abnormal behavior or safety concerns.
- (2) All intoxicated prisoners/inmates, or those which show signs of physical or mental illness, shall be housed in a cell located on the bottom floor of the municipal jail. At no time shall these inmates be allowed a cell located on the second floor tier of the cell blocks. It shall be the responsibility of the shift supervisor, or the on-duty correctional officer, to ensure these individuals are observed for potential safety risks.
- (3) Felons shall be locked in their assigned cells at all times. All felons shall be transported to the county jail as soon as feasibly possible. Felons who are involved in an ongoing investigation, however, may remain so long as they are cooperative and beneficial to the investigation.
- (4) At no time should a male be placed in the female block of the municipal jail, nor should a female be housed in the male block of the municipal jail.
- (5) Any inmate who displays or threatens a physical health risk shall be treated as such:

(a) Placed in the padded cell located in the booking room to mitigate the risk of physical injury to self or that of Oxford Police Department personnel.

(b) Any person placed in the padded cell shall be monitored as to ensure the safety of the inmate. No personal items, including clothing, shall accompany an inmate into the padded cell. A “Smock”, however, may be placed on the prisoner.

*\*Note: A “Smock” is a single piece outer garment used to cover the prisoner.*

(c) Dispatch shall be notified of the placement of any inmate in the padded cell and the booking room camera/s shall be focused on that cell/inmate at all times.

(d) A detailed statement of such behavior shall be noted on the arrest report of said inmate should he/she be placed in the padded cell.

(e) Officers and Supervisors shall use their better judgment when releasing a prisoner from the padded cell. Prisoners recently released from the padded cell may not initially be placed into general population within the municipal jail. They should be restricted to a regular cell for a period of 24 hours to further observe their behavior. The Supervisor, or on-duty Corrections Officer may make the determination to release the prisoner into general population.

(6) Juveniles shall not be housed in the city Jail unless adjudicated adults by court order, or pursuant to the articles found in section 12-15-204 of the Alabama Code that outline the offenses which necessitate automatic adjudication. They shall be segregated from other prisoners when housed after such adjudication. A sign shall be placed on the cell door which reads “Juvenile” in an attempt to prevent contact with adult prisoners.

(7) Prisoners with contagious diseases shall be isolated from other inmates. The Calhoun County Health Department shall be contacted as soon as possible to determine protective measures for all exposed inmates and Police Department personnel. Oxford Police Department Personnel shall wear protective gear while dealing with prisoners who are infected with contagious diseases.

### **§ 12.3.6 Allowing Prisoners outside the Jail**

Prisoners shall not be allowed outside the jail after a time approved by the on-duty shift supervisor or Chief of Police. When outside the jail for an extended time, the shift supervisor shall arrange supervision of their activities. Prisoners shall be returned to the jail immediately upon completion of their tasks.

### **§ 12.3.7 Feeding**

Feeding service shall be the responsibility of the Corrections Officer/s or, in his/her absence, an assigned officer designated by the shift supervisor.

### **§ 12.3.8 Health Service**

Health services to an inmate shall be the responsibility of the Shift Supervisor on duty. The following procedures shall be followed:

#### **(1) Emergency Medical Conditions**

(a) Unconscious prisoners or prisoners lapsing into unconsciousness shall not be housed in the municipal jail. Arresting officers shall transport such prisoners directly to the hospital or summon the EMS for transportation.

(b) A prisoner experiencing serious medical problems which pose known/suspected threats to his/her life shall be transported to a hospital immediately by EMS.

#### **(2) Questionable/Routine Medical Conditions**

(a) Any member of the Oxford Police Department shall summon Emergency Medical Service Personnel and the Shift Supervisor on duty for evaluation of questionable medical conditions experienced by an inmate. The Shift Supervisor shall determine action to be taken based on his/her own judgment. In any case where doubt exists, the prisoner shall be transported to a medical services facility.

(3) The Shift Supervisor and/or Correctional Officer on duty shall evaluate routine medical conditions of prisoners by summoning EMS personnel as necessary.

#### **(4) Dental or Medical Treatment**

(a) A prisoner may call his/her family doctor/dentist for dental or medical treatment to obtain an appointment and/or availability to be seen and may

be transported by police personnel when circumstances necessitate such actions.

(5) Prescription medication shall be administered to prisoners. Medication must indicate prisoner's name, doctor's name, type of medication by name, prescribed dosage, and date of prescription. Medications shall be stored in a locked file cabinet and administered by the on-duty corrections officer as prescribed/needed. A log shall be kept showing the time and dosage given to each prisoner.

### **§ § 12.3.9 Mail Service**

The following procedures shall be adhered to regarding mail for inmates:

(1) All outgoing/incoming mail shall be opened and inspected by the Shift Supervisor on duty or his/her designee. Articles in the mail not authorized for acceptance by prisoners shall be placed with the prisoner's personal property. The prisoner shall be notified. All legal correspondence shall be given to the prisoner immediately.

### **§ 12.3.10 Telephone Service**

All prisoners shall be allowed one telephone call, as feasible, after an arrest. They shall be sober at that time. Any calls made thereafter shall be granted as a privilege. Any costs of out-of-town (long distance) calls placed by the prisoner shall not be incurred by the City of Oxford.

### **§ 12.3.11 Visitation Service**

Visiting days for Jail inmates are Sundays from 1:00 p.m. to 2:00 p.m. only. Doctors, lawyers, mental health and Department of Human Resources personnel, and other law enforcement officers officially involved in case investigation, may visit an inmate any time.

### **§ 12.3.12 Approved Inmate Property**

All approved property allowed to be housed in the cell by an inmate shall be approved by the Administrative Division Commander and Chief of Police. A list of approved items shall be kept in the communication's room and distributed as needed. The list shall bear the date of approval and the signature of the Administrative Division Commander and the Chief of Police.

### **§ 12.3.13 Federal Prisoners**

Federal prisoners shall be housed on a temporary basis. AWOL prisoners for the military shall be accompanied by an arrest report form completed by military authorities and must file a voucher with the City Finance Director for reimbursement of expenses to the city. U.S. Marshals must furnish retainers for other Federal prisoners to be held. Such prisoners shall be processed in the same manner as others. Fingerprints and photographs shall not be made in such cases unless necessary.

### **§ 12.3.14 Other Municipal Prisoners**

Prisoners from other municipalities are housed on a contract basis. The Officer on duty shall search such prisoners thoroughly before housing them. All personal property of such prisoners shall be retained by the arresting officer. Personal property shall not be accepted except for prescription medicines. Each municipality shall maintain its own property retention and disposition system for prisoners.

### **§ 12.3.15 Conditional Bond Forfeitures**

#### **(1) Contempt of Court**

In order for a bail bondsman to return a defendant to jail on a conditional bond forfeiture, the bondsman must provide to the arresting officer a certified copy of the bond and a conditional bond forfeiture. The police officer shall obtain the Contempt of Court warrant, arrest the defendant, prepare an arrest report, attach all the forms together, and route them to the Municipal Court.

#### **(2) Withdrawn Bail – Misdemeanor**

In order for a bail bondsman to withdraw bail posted for a client and have him readmitted to jail he must present a certified copy of the bond to the Shift Supervisor and present the prisoner for confinement at that time.

#### **(3) Withdrawn Bail – Felony**

(a) Prior to preliminary hearings, a bondsman may seek re-commitment of a client to jail and release from the posting of the bond. They shall present a certified copy of the bond to the Shift Supervisor and present the defendant at that time.

(b) After preliminary hearings, a bondsman must submit the certified copy of the bond and the client to the County Sheriff

*NOTE: Alabama law does not allow usage of this law for debt collection by a bonding company.*

### **§ 12.3.16 Appeals**

No defendant shall be denied the right to file notice of an appeal, provided the period for filing an appeal has not expired. The period of filing an appeal is fourteen (14) days from the day of conviction. Indigent defendants shall not be denied the right of appeal.

### **§ 12.3.17 Jailed Inmates**

No inmate who is under the influence of alcohol or any substance or suicidal will be housed on the top floor of the detention center. These inmates will be placed on the bottom floor of the detention center only. Inmates who do not pose a risk to themselves or others, and are not under the influence will be housed on the upper floor (i.e. old fines, jailed by the judge)

- (a) It will be the responsibility of the shift supervisor and/or Correctional Officer to make sure order is maintained in the detention center always. Communications will notify the shift supervisor/Correctional Officer immediately if a problem arises. The supervisor/Correctional Officer on duty will handle the problem immediately.
- (b) Inmate visitation will be Sundays from 1 pm until 2 pm and will be held in the non-contact visitation room. No one persons visitations will occur without prior approval. No items will be allowed in the detention center without being searched and approved.
- (c) Officers will be held responsible for searching inmates prior to placing inmates in the detention center.
- (d) No inmate will be allowed to leave detention lock-up for any reason without prior approval.
- (e) No tobacco products are allowed in the detention center.
- (f) On duty shift supervisors and/or Correctional Officers will be held responsible for execution of this order.

### **§ 12.3.18 Prisoners' Property**

The arresting officer and/or Correctional Officer shall properly record on the jail envelope of any person arrested the exact amount of all personal property, including money, that is taken from him/her at the time of arrest or booking, as well as to document any damage to personal property at the time of receipt.

The Shift Supervisor or Corrections Officer shall release to the proper person, without unnecessary delay, all property, including money, at the time of the prisoners' departure from the facility. This, however, would not include any items having been sized as evidence for judicial proceeding purposes.

## **§ 12.4 Prisoner Release Procedures**

### **§ 12.4.1 Release Procedures**

Release procedures for the Municipal Jail are as follows:

1. The authority for release is the Shift Supervisor or his/her designee. Officers shall not release any prisoner without proper authorization/documentation of the proper court(s) or situations.

2. Computation of sentence shall be indicated by the Court on the Record of Judgment and shall be received from the Court at the time of trial. Time credited prisoners shall be given at the rate established by the City of Oxford's Municipal Court System.

(a) Dismissal of Charges

The Judge of the Municipal or District Court shall be the authority for dismissal of charges. Release of the prisoner shall be accomplished as soon as possible after dismissal of charges.

(b) Payment of fines.

Fines shall be paid in accordance with the procedures of the City of Oxford's Municipal Court System.

(c) Cash or Property Bonds

Bonds must be approved by authoritative personnel only.

(d) District Court Bonds

Bonds must be verified and approved prior to prisoner discharge.

(e) Release by Recognizance Bonds

These bonds may be approved by the shift supervisor or warrant officer and shall be forwarded to the court.

(f) Not Guilty Court Verdict

Prisoners found not guilty shall be released as soon as possible after the court notifies municipal jail personnel.

(g) The Shift Supervisor, or correctional officer on duty shall have the responsibility to determine the need for medical treatment, when treatment is necessary. The Shift Supervisor shall make the determination of transport in questionable situations. Upon decision to transport, he/she shall have an officer transport the prisoner to the hospital. If treated and released, the officer shall return the prisoner along with a release form signed by a doctor to the Shift Supervisor. If admitted, the officer shall obtain security instructions from his/her supervisor. Emergency Medical Service Personnel shall be summoned in dire medical emergencies for transfer of the prisoner to the hospital. In such cases, the supervisor shall notify the Administrative Division Commander.

(h) Transfer to Another Institution

Prisoners to be transferred to another institution for law enforcement purposes or other criminal proceedings shall be transported by approved personnel upon coordination with their immediate supervisor. Transportation of prisoners held for another agency, shall be provided by that agency.

### **§ 12.4.2 Documents Required for Release**

Documents required for prisoner release are:

- (1) Approved bond
- (2) By showing that fines, sentences, or charges have been satisfied
- (3) Summons
- (4) Order of the Municipal or District/Court Judge.

### **§ 12.4.3 Return of Personal Property**

All personal property shall be returned to prisoners and signed for by them at the time of release.

### **§ 12.4.4 Cash Bonds**

(1) During business hours, all persons wishing to make cash bonds shall be directed to the Oxford Municipal Court Personnel.

(2) Persons wishing to post a cash bond for a prisoner after the court is closed must have a money order in the exact amount needed.

(3) Surety, County, District Court Bonds

Such bonds shall be returned to the court by the approving supervisor on duty at the time of the prisoner's release. If the court is closed they shall be returned as soon as possible.

## **13 Evidentiary and General Property Control**

### **§ 13.1 General Guidelines and Structure**

#### **§ 13.1.1 Evidentiary Property Control**

The Forensics Unit at the direction of the Investigation's Division Commander shall be responsible for all evidentiary property received by the department whether condemned, abandoned or found. Appropriate records will be maintained and subject to inspection by the Chief of Police at his discretion.

#### **§ 13.1.2 Property Control Officers to be Designated**

The Chief of Police shall establish a secure location, within the building, to store all property not of evidentiary value. The Executive Officer to the Chief shall be the designated authority responsible for maintaining a record of all property assets of the police department.

### **§ 13.2 Evidentiary Property Control and Storage**

#### **§ 13.2.1 Forensic Investigator to be Held Accountable**

The members of the department's Forensics Unit shall be held accountable for all evidentiary property received and stored in the property control area.

#### **§ 13.2.2 Property to be Stored in Secure Area**

All property of evidentiary value taken in by this agency should be submitted/secured in the black evidence lockers located within the Crime Lab. Recovered and found property, likewise, shall also be submitted/secured in the black evidence lockers. In such cases where property is too large for the black lockers, it shall be stored outside the vault in a locked and secured location designated by the Chief of Police or the Division Commander.

### **§13.2.3 Items in Property Locker**

The Forensic Investigator shall promptly remove all property stored in the locker designated as property locker and store same in the vault area.

### **§13.2.4 Audits and Inspections to be Conducted**

The Criminal Investigations Division Commander and/or his/her designee shall conduct periodical audits and inspections to verify accuracy of records and to ensure compliance with all policies and directives applicable to evidentiary property control. In addition, the Chief shall have the authority to conduct unannounced inspections of all facets of property control.

### **§ 13.2.5 Inventory Required for Personnel Reassignments**

The Criminal Investigations Division Commander may, at his/her discretion, conduct an inventory of the Property Room in the event of a personnel change. Both the incoming and the out-going Forensic Investigator(s) will be present during this inventory.

### **§ 13.2.6 Access to Property Room Restricted**

The Criminal Investigations Division Commander and his/her designated Forensic Investigator are responsible for the security of all evidence and recovered items stored in the property room. No one is permitted access to the property room without the Forensic Investigator being present.

### **§ 13.2.7 Status of Property to be Documented**

All property turned in to the Forensic Investigator shall be logged.

### **§ 13.2.8 Abandoned, Condemned or Found Property**

#### **(1) Abandoned or Condemned Property**

All property that is considered abandoned or condemned shall become the property of the City of Oxford and shall be stored in the property room. This property shall either be sold through a City auction or converted to use by the City.

#### **(2) Found Property**

The Oxford Police Department shall make every effort possible to locate/identify/return found property to the original owner. After 30 days the found property shall be considered abandoned and undergo the process outlined in section 14.9 (1) of this policy.

### **§ 13.2.9 Destruction of Property**

The destruction of property shall only be done upon approval of the Investigations Division Captain and/or the Chief of Police.

### **§ 13.2.10 Transfer of Evidence from a licensed medical/healthcare facility to the Oxford Police Department**

(1) The department's Criminal Investigations Division's Forensic Unit will transfer all evidence from the licensed medical/healthcare facility to the Oxford Police Department unless otherwise approved by an Investigations Division Supervisor, Division Commander, or the Chief of Police.

(2) All departmental personnel instructing medical/healthcare facility's personnel to collect evidence from any patient will notify the investigator on call by the following methods:

- (a) On duty investigations personnel shall be notified by the most expeditious means available, i.e., radio, telephone or in person.
- (b) Off duty investigations personnel shall be notified in the same manner.

### **§13.2.11 Evidentiary Property**

All property confiscated/received/recovered during the course of investigations shall be recorded on the appropriated report (s) and secured. It shall be placed in an evidence locker or crime lab vault and immediately be entered into the department's approved RMS system.

### **§ 13.2.12 Procedure for Releasing Evidentiary Property**

(1) All evidence will be appropriately signed for by the respective owner of any item(s) prior to release.

(2) The Forensics Unit will furnish a copy of the evidence release / receipt to the assigned case agent who will then complete a supplement in the case documenting the release in the report. The narrative should include to whom and/or to what representative the item(s) were released to. An effort will also be made by the assigned case agent and/or the Forensics Unit to notify the victim, if applicable, in instances involving the release of recovered property that is being released to a second party, company, firm etc., which holds a legal interest /ownership of the property being released. In all cases, however, the initial victim will be contacted if possible and advised of the status update to their case.

(3) Inspection of evidence for judicial proceedings may be permitted at the discretion of the District Attorney, the Criminal Investigations Division Commander, and the Chief of Police. Protocols for the handling of the evidence/property shall be outlined in the Alabama Rules of Procedure. The case agent shall be made aware of all evidence/property inspections prior to the inspection.

### **§ 13.2.13 Securing and Submitting Drug Evidence**

1. ALL drug evidence MUST have an “evidence” label detailing pertinent information affixed to the bag as per Alabama DFS rules of submission. THIS includes Misdemeanor Marijuana and prescription drugs.
2. ALL drug evidence is to be “double” bagged to prevent leakage into the main bag. This includes All drug evidence aside from items in a solid container such as a pill bottle or glass vial.
3. When SEALING bags with Tamper proof tape please make sure there are no overlapping edges of adhesive exposed. This often creates a problem when stored with other items as it sticks to the bags and causes a defect when pulled apart.

### **§ 13.3 General Property Control and Storage**

#### **§ 13.3.1 Maintenance of Property**

All equipment assigned to officers shall be cared for in a manner as to maximize its longevity, effectiveness, and efficiency. In cases where equipment has been assigned to specialized units, then that unit’s supervisor or coordinator is responsible for the proper maintenance of the equipment. When extensive maintenance or replacement of major components is required, the supervisor or coordinator shall note the

required maintenance and forward such information to the Administrative Captain or the Chief of Police.

### **§ 13.3.2 Replacement of Lost, Stolen, or Damaged Personal Property**

Definition: Property is defined as any item which belongs to an employee to include apparel, jewelry, issued uniforms and leather items, flashlights, shoes, eyeglasses, and others which are required by the officer to effectively complete his/her assigned function within the department.

(1) Property may be replaced when lost, stolen or damaged in the line of duty without negligence on the part of the employee. A statement of facts shall be submitted by the employee to his/her immediate supervisor. Approval for reimbursement shall be determined by the Chief of Police.

(2) Personal items of property other than those items listed above shall not be replaced by the City of Oxford except at the discretion of the Chief of Police.

### **§ 13.3.3 Transfer of Evidence from a licensed medical/healthcare facility to the Oxford Police Department**

(1) The department's Criminal Investigations Division's Forensic Unit will transfer all evidence from the licensed medical/healthcare facility to the Oxford Police Department unless otherwise approved by an Investigations Division Supervisor, Division Commander, or the Chief of Police.

(2) All departmental personnel instructing medical/healthcare facility's personnel to collect evidence from any patient will notify the investigator on call by the following methods:

(c) On duty investigations personnel shall be notified by the most expeditious means available, i.e., radio, telephone or in person.

(d) Off duty investigations personnel shall be notified in the same manner.

### **§ 13.3.4 Property Accountability**

For accountability and audit purposes, all property, prior to being distributed, shall be logged into the department's in-house database system with the exception of uniform and office related items; i.e. boots, clothing, duty gear, consumable office supplies, etc. In such cases, the Chief's Administrative Assistant and/or other

personnel designated by the Chief of Police shall retain such information in the employee's uniform and equipment log. Property such as computers, cameras, and other division specific items shall be logged by the department's Executive Officer or his/her designee, prior to distribution. In some cases, the Administrative Division may require certain items be signed for prior to taking possession. For example: A camera assigned to an individual officer may require a physical custody card (affirmation of acquisition) be signed. The signed physical custody card shall be accompanied by a distribution receipt that shall be provided to the receiving employee. If property requiring a physical custody card is assigned to a division, then the immediate supervisor distributing the property, or the division commander may sign the physical custody card.

*The following pertains to equipment received through the DoD 1033 Program:*

- (a) No officer shall have 1033 equipment unsecured in their city vehicle unless while on duty. All equipment shall be secured in a locked storage unit (which has been approved by the chief of police) at the end of the officer's shift, or when the officer releases their vehicle for maintenance or any other circumstance which would cause the officer not to be in a or around the vehicle for prolonged periods of time.
- (b) A copy of the physical custody card of all controlled 1033 property should be filed with the department's 1033 program coordinator and made available at the request of the defense logistics agency. The custody form should include the following:

- Date of issue
- Officer's name
- Serial number if applicable
- Quantity of items
- Model of item
- Make of item
- Item name
- Item's original acquisition value
- Officer signature

- (c) Equipment which has been received through the 1033 program may not be issued to any vehicle unless approved by the Chief of Police. Should equipment be placed in vehicles without being issued to an individual, the item shall be placed in the department's property accountability system and shall

indicate which vehicle was issued the equipment (vehicle number, make, year, vin#).

- (d) A property accountability system (PAS) shall be made available to the Executive Officer or other designated personnel in which a record of all property received and issued shall be kept. The PAS shall indicate the following:

The issuance and return of property to and from officers  
DLA specific information  
Date added to inventory  
Serial numbers  
DLA site in which property was received  
Condition  
Department issued item number  
Original acquisition value  
Make and Model  
Quantity of items  
Condition  
Disposition information  
Storage location

## **14 Uniforms and Appearance Standards**

### **§ 14.1.1 Uniforms.**

The police uniform, when worn, shall be worn in its entirety and in keeping with standards set in rules and regulations or policy.

The following uniform regulations and specifications shall be adhered to by all Uniformed Division personnel:

(1) Shoes:

Black oxford's or boots with round toes and no stacked heels. Wearing of other types of footwear shall be authorized by the Chief of Police on an exceptional need basis, i.e., severe winter weather, etc.

(2) Socks:

Black which extend above the hem of the pant when in a seated position.

(3) Pants:

Dark blue with 3/8" wide blue stripe for non-ranking officers.

Dark blue with 1/2" wide old-gold stripe for ranking officers.

Pant length shall be no shorter than 3" above bottom of heel.

(4) Under Belt:

Black belt shall be worn underneath Sam Browne belt and should not have a visible buckle.

(5) Leather Gear:

Black, basket weave.

(6) Shirt:

Dark (navy) blue with Police Department patch to be worn on both sleeves. The uniform shirt shall consist of a polyester class A style shirt with sewn epaulettes and military creases. Gold/Brass metal buttons may be worn by supervisors on epaulettes or pockets.

(7) Undershirt:

All undershirts shall be black in color. V-Neck undershirts are not allowed.

(8) Bullet resistant Vest:

Bullet resistant vests shall be worn in a manner so as not to be visible.

(9) Tie:

The approved tie shall be clip-on or Velcro style in navy blue. The tie is optional and shall be worn only with the winter uniform.

(10) Hat:

The approved hat shall be an Air Force style in dark blue with a black polished rim. The bands shall be silver for non-ranking officers and gold for ranking officers. Ball style caps are also allowed. These caps shall be embroidered to read "Oxford Police" on the front and shall be silver lettering for non-ranking officers and gold for ranking officers. All ball style caps not furnished by the police department shall be approved by the division commander prior to use.

(11) Winter Jacket:

Dark blue with silver buttons on pocket flaps and gold/brass for ranking officers. The jackets shall have the approved departmental patch sewn on both sleeves. A deviation of this subsection may be made upon approval of the Chief of Police.

(12) Handcuffs:

Department issue. Other handcuffs utilized shall be of equal quality.

(13) Accessories:

Only accessories as listed below, or those listed in the appendices, shall be worn on the uniform:

(a) Name Plate - Centered and on line with top seam of the right pocket. The name plate may also be attached to a "serving since" bar.

(b) Tie clasps and pins shall be the Alabama State Seal or plan with no design. The pin/clasp shall be centered on tie between pocket flaps. Other pins may be acceptable upon approval of the Division Commander and the Chief of Police.

(c) Badge to be worn in the space provided by the shirt manufacturer above the left pocket where the bottom of the badge shall rest upon the top of the pocket.

(d) Hash Marks/Stripes:

(1) Service Stripes shall be worn on the left sleeve of the long sleeve shirt or jacket and shall indicate two years of service per stripe. The color shall be blue outlined in silver for non-ranking officers and gold outlined in black for ranking officers.

(2) Service Stars are to represent five years of service per star. They shall be worn on the left sleeve of the long sleeve shirt or

jacket and the color shall be blue outlined in silver for non-ranking officers and gold outlined in black for ranking officers.

(e) No necklaces shall be worn if visible with an open collar. Bracelets are not authorized except for medical bracelets or those issued by the department (i.e. silicon). Only one ring will be worn on each hand.

*Note: Females wedding and engagement rings shall be considered as one.*

*Note: Service emblems shall not be worn on summer uniform.*

(f) Ranking officers shall wear epaulette sliders on the uniform shirt indicating their rank. The epaulette slider shall be the same color as the shirt, or black, and the rank sewn in gold.

(g) Other approved pins and/or years of service pin centered on pocket button and name plate on pocket flap.

(h) All uniform accessories, insignia, or other related attachments for officers assigned to the Criminal Investigations Division shall be Gold in color. This includes but is not limited to nameplates, hatbands, designation bars, and the like.

(14) Oxford Police Department Uniforms / Equipment Provisions:

An initial issue of uniforms is provided by the City of Oxford for each officer at the time of employment (including belt, holster, handcuffs etc.)

(a) Uniform and Accessories:

All personnel shall wear only the uniform articles and equipment issued by the Department or approved by the Chief of Police.

(b) Uniforms:

Uniforms provided by the Department shall be kept clean, neat, and in good condition. Uniforms shall be buttoned, including pockets. Shoes, hats visor, leather items shall be shined and kept in good repair. Badge and all metallic items shall maintained with a high luster. Articles carried in the pockets of the uniform shall be concealed, with the exception of pen.

(c) Gloves may be worn during inclement weather or situations which protect the officer and must be black in color. White gloves may be worn for parades, funerals, etc., upon approval of the Uniform Division commander.

(15) After one year employment, each officer within the uniform division shall receive a \$350.00 annual clothing allowance and every year thereafter it shall be issued on the first day of the new fiscal year. This allowance will be maintained by the Chief's Administrative Assistant and shall not be provided in the form of check or other form of payment. Officers assigned to the Criminal Investigations Division shall receive a \$350.00 check each fiscal year for their clothing allowance. Investigators are not required to use their issued allowance for the Class A dress uniform and related equipment.

(16) Approved Pins, Insignia, and Commendations:

The list of approved insignia has been provided in the appendixes and shall be worn when appropriate. While in uniform, and not attending a special function, officers may only display two forms of insignia on the uniform (excluding the nameplate and Medal of Merit).

### **§ 14.1.2 Civilian Attire**

When civilian attire is required during duty hours, it shall be appropriate to a business atmosphere and keeping with the projection of a professional image. Clothing not keeping with the highest standards of propriety shall not be worn. In all cases where doubt exists concerning clothing worn on duty by personnel, the Chief of Police, or supervisor, shall make the final decision.

### **§ 14.1.3 Court Attire**

All personnel appearing in Municipal Court shall wear the Class A police uniform, business dress, or an approved departmental polo style shirt with dress or cargo pant. The Class A police uniform, or a dress coat and tie, is required while attending any circuit court trail; or in the case of females, appropriate business attire.

### **§ 14.1.4 Grooming Standards**

The following grooming standards shall be in effect for all personnel in the Oxford Police Department.

### **§ 14.1.5 Males**

(1) Sworn Officers

Hair must be neat with tapered sides with the back to conform to the shape of the skull not touching the collar of shirt or jacket arranged in an orderly fashion without excessive bulk. Hair on the side of the head must be trimmed and tapered to a length that will not cover the ear canal. Sideburns must be trimmed and tapered and shall not extend below the earlobe. Mustaches must be neatly trimmed and may extend down to the lip line of the upper lip and sideways to the corner of the mouth.

(2) Civilian Personnel

Hair shall be maintained in conformance with the requirements for sworn officers.

**§ 14.1.6 Females**

(1) Sworn officers-Uniformed Division Officers

Hair must be neatly arranged without excessive bulk and sufficiently short that it will not interfere with proper wear of headgear.

*Note: It may be pinned up, but shall not touch the collar of the shirt or Jacket, nor cover the ear canal.*

(2) Plainclothes Officers

Hair shall be neatly arranged and shall not be longer than shoulder length.

(3) Civilian Personnel

Hair shall be neatly arranged and shall be appropriate to a business environment.

**§ 14.1.7 All Personnel Grooming Standards**

All personnel are prohibited from wearing braids, ducktails, flips, mohawks and afros. Sworn personnel shall not have bulk of hair to exceed 1-1/2 inches regardless of length.

**§ 15.1 Use and Care of Weapons**

**§ 15.1.1 Use and Care of Weapons**

(1) Definition: Service weapons/Ammunition/Less Lethal Weapons is defined to mean those weapons and ammunition authorized for use by personnel in the conduct of their official duties as a police officer of the Oxford Police Department.

(2) The following policy is instituted to ensure that personnel carry and utilize authorized weapons and ammunition.

- a) Each officer will be responsible for the proper care and maintenance of his/her weapon.
- b) The weapon will be kept clean at all times.
- c) Weapons with defects, or in need of repairs, will be taken immediately for repairs.
- d) Weapons will not be altered in any way which could affect their intended use.
- e) Duty weapons will be approved by the Chief of Police. The Chief Firearms Instructor has the authority to inspect, at his/her discretion for cleanliness or operational readiness, any weapon intended to be used in the line of duty.
- f) All accessories to be placed on service weapons shall first be approved by the Chief Firearms Instructor.

**§ 15.1.2 Duty to Report the Discharge of a Firearm**

Any officer of the Oxford Police Department who discharges a firearm for any reason shall immediately notify his/her supervisor. A Use of Force Report shall be required in every instance. In the event of a death / injury from the discharge of any weapon, the supervisor receiving the report shall immediately notify the Chief of Police and Division Commander.

### **§ 15.1.3 Prohibited Use of Firearms**

(1) All sworn officers of the Oxford Police Department are specifically prohibited from using their firearms when:

- (a) A round is fired as a “warning shot”.
- (b) To shoot at or from a moving vehicle except in defense of life when all other means have been exhausted.
- (c) The risk to the public, generally and specifically, is greater than the threat posed by the assailant to the member, or other person or society in general.

### **§ 15.1.4 Use of Weapons Awarded To the Department**

Weapons awarded to the City of Oxford for use by the Police Department may be hand receipted to sworn officers upon request. Requests for use shall be approved by the Chief of Police. Weapons hand receipted to the officers shall be subject to periodic inventory.

## **§ 15.2 Approved and Prohibited Weapons/Ammunition**

### **§ 15.2.1 Duty Ammunition**

Only ammunition authorized for use shall be used by personnel of the Oxford Police Department. The training unit coordinator shall designate, in conjunction with the Chief of Police, the approved ammunition of the police department.

### **§ 15.2.2 Secondary Weapon**

A secondary weapon, or backup firearm, must be approved by the Chief of Police or Chief Firearms Instructor.

### **§ 15.2.3 Prohibited Weapons**

(1) The following are specifically prohibited for use by all sworn officers of the Oxford Police Department acting in the line of duty:

- a) Slapjacks
- b) Metal knuckle
- c) Nunchaku

### **§ 15.3 Use and Care of Patrol Rifles**

#### **§ 15.3.1 Patrol Rifles**

(1) Each member of the Oxford Police Department may be issued a patrol rifle that is owned by the Oxford Police Department. Each member can choose to have a patrol rifle issued to him/her, if he/she has completed a patrol rifle familiarization class and passed the Oxford Police Department's patrol rifle qualification course. Officer(s) that choose to carry a patrol rifle must conform to all parts of this policy. Any officer that violates any section of the patrol rifle policy, fails to attend rifle training, or commits a safety violation with the rifle may be removed from the patrol rifle program.

(2) Each member being issued a patrol rifle shall have his/her name recorded along with the issued patrol rifle make, model and serial number. Each member is responsible for the cleaning and maintaining of the patrol rifle that is issued to him/her. All patrol rifles issued by the Oxford Police Department shall remain at the police department except when approved by the Chief of Police or the Oxford Police Department's training officer. Patrol rifles will be inspected annually by a firearms instructor or armorer. All weapons that any member is approved to carry are subject to inspection at any time. Any weapon found to be unsafe, unsuitable for service or are found not to conform to this policy will be removed from service until such time that it is reinserted and deemed suitable for service.

(3) While the member is on duty the patrol rifle will be stored in a locked storage device manufactured specifically for rifles, or housed within a case in the rear of the patrol vehicle. While the member is off duty the patrol rifle will remain secured in that member's locker at the police department, or a secured location at the officer's residence. Approved cases may include, but may not be limited to, soft nylon or hard plastic cases with soft interior lining. It is recommended that all rifles be equipped with an approved rifle sling. A minimum of two (2) magazines are required to be carried with the rifle.

#### (4) Patrol Rifle – In Car Ready Condition

While the rifle is transported in a patrol car it is to stay in the following position: bolt forward, round not chambered, magazine loaded, magazine seated in the magazine well and safety selector on safe.

#### (5) Patrol Rifle – Storage Condition

While the rifle is secured in the officer's locker it will remain in the following position: bolt forward, round not chambered, magazine loaded, magazine removed from the magazine well and safety selector on safe.

#### (6) Deploying Patrol Rifles on Duty

The patrol rifle may be deployed in the following circumstances which include, but may not be limited to:

- (a) In a situation where a handgun or shotgun would be ineffective to neutralize the perceived threat.
- (b) When there is an ongoing critical incident with an armed suspect.
- (c) Where a suspect may be wearing body armor.
- (d) Where an officer needs to deliver accurate fire from longer distances.
- (e) At the direction of the Chief of Police, Division Commanders, or Supervisors.

(7) If an officer deploys their rifle that officer will be especially mindful to consider the area and surroundings that the rifle will be deployed in. If the rifle is fired a written report will be made. After the incident is resolved the rifle will be placed on safe and the rifle's condition will be maintained until it can be turned over to the appropriate investigative personnel.

(8) No part of this policy will prevent an officer from using any weapon that is taken, found, or issued to him/her in an immediate emergency situation.

(9) Each officer shall routinely inspect his/her rifle to ensure it is in proper working order and free of any rusty, carbon build up or any obstructions. If a member has a rifle that has malfunctioned or requires any armorer work, that rifle shall be taken to the department's armorer and removed from service. Only approved items can be attached or mounted to the rifle. Accessories may be approved by the chief of police or the department's armorer, which include but may not be limited to: flashlight, forward grip, etc. Department rifles will not have the barrels cut shorter, change the

stocks, change the gas block, change the upper receiver, or any other modifications without the prior approval of the Chief Firearms Instructor.

(10) Members will not use ballistic tip, frangible or tracer ammo.

(11) Members will qualify at least once a year with their rifle and must score 96 or higher to carry the rifle. All members will show good judgment when handling, qualifying, and deploying the rifles. If a member shows poor judgment with the rifle at any time he/she will have the rifle taken away. When a member needs to deploy his/her rifle while on duty the rifle may then be loaded and the safety selector moved from safe to semi-automatic. No member shall move the safety selector on full-automatic (if equipped) unless it is necessary.

(12) Members can carry their personally owned rifle once it has been approved by the Chief of Police, or the department's Chief Firearms Instructor. Members that choose to carry their personally owned rifles must conform to all the Oxford Police Department's patrol rifle policy.

### *§ 15.4 Use and Care of Shotguns*

#### **§ 15.4.1 Issuance, Use, Care, and Requirements of Departmental Shotguns.**

Definition: Departmental shotguns shall mean those which are issued by the Department for use in performing official police duties.

(1) Each patrol vehicle that has an approved weapon mounted lock will be assigned a department owned shotgun. It is the responsibility of the officer(s) assigned to that patrol vehicle to maintain the shotgun and keep it in good working order. In the event a shotgun is found to be neglected or not in good working order, disciplinary actions will be taken against the officer(s) assigned to that vehicle. If the patrol vehicle is taken out of service, the shotgun is to be removed, unloaded, and returned to the training coordinator or other appropriate supervisor. The Training Coordinator will maintain a list of the department's shotguns and their locations. If a possible problem is found with a shotgun the officer should notify the shift supervisor or the training coordinator.

(2) When preparing the shotgun to be secured in the patrol vehicle the officer will follow these steps:

1. Open the action and ensure the weapon does not have ammunition in the chamber or magazine tube.
2. Close the action.
3. Take the safety off.
4. Pull the trigger.
5. Put the safety on.
6. Load ammunition into the magazine tube.
7. Secure the shotgun in the mounted lock within the patrol vehicle.

(3) When the shotgun is being transported in the patrol vehicle it will be secured in the weapon mounted lock, safety on, no ammunition in the chamber, and ammunition loaded in the magazine tube. The shotgun will be loaded with five rounds of 00 buck shot ammunition in the magazine tube. An additional five rounds of slug ammunition will be issued along with the shotgun, which shall be readily accessible in a holder and manner approved by the department's Chief Firearms Instructor.

(4) Officers will inspect their assigned shotgun and ammunition at least once every three months.

Officers will unload the shotgun by removing the rounds from the magazine tube with the action open and feed ramp pushed in. Then inspect the weapon, do function checks and ensure the barrel is clear of any obstructions. If a problem is found the weapon should be taken to the training coordinator or a supervisor. If the weapon is in good working order the officer will apply a thin coat of gun oil / CLP to protect the weapon from rust. After inspecting the shotgun the officer will document the inspection on the vehicle's inspection report in the comment section. Example "shotgun inspected, good working order, oil applied."

(5) The patrol shotgun may be deployed in the following circumstances which include, but are not limited to:

- (a) In a situation where a handgun or rifle would be ineffective to neutralize the perceived threat.
- (b) When there is an ongoing critical incident with an armed suspect.
- (c) Where a suspect may be wearing body armor.

(d) At the direction of the Chief of Police, Shift Supervisor, or ESU Commander.

(6) If an officer deploys their shotgun, that officer will be especially mindful to consider the area and surroundings that the shotgun will be deployed. If the shotgun is fired, a use-of-force form is required. After the incident is resolved, the shotgun will be placed on safe and the shotgun's condition will be maintained until it can be turned over to the appropriate investigative personnel. No part of this policy will prevent an officer from using any weapon that is taken, found, or issued to him / her in an immediate emergency situation.

(7) Officers who use a shotgun are required to attend a familiarization course once per year. All officers will show good judgment when handling, qualifying, and deploying the shotgun. If an employee shows poor judgment with the shotgun at any time he / she will not be permitted to carry the weapon in the best interests of safety.

### **§ 15.5 Less Lethal Weapons**

#### **§ 15.5.1 Use of Chemical Agents**

Chemical agents shall be used by sworn officers of the Oxford Police Department only upon authorization of the Chief of Police. Chemical agents shall be used only in emergency situations and when all other reasonable efforts to control the situation have failed.

#### **§ 15.5.2 Electro Muscular Disruption Device Use Policy**

The purpose of this policy is to establish guidelines for the use of the Electro Muscular Disruption Devices (EMD) such as the Taser.

(1) An EMD is deployed as an additional tool and is not intended to replace firearms or other self-defense techniques.

(2) An EMD falls into the category of Less Lethal force technology and equipment, defined as:

- (a) Those items, when used properly, are less likely to result in death or serious physical injury than force commonly referred to as “deadly”.

- (b) Less Lethal Force is defined forced used to subdue or render a subject non-threatening, with a lower probability of effecting fatal consequences.

An EMD may be used to control dangerous or violent subjects when deadly physical force does not appear to be justified and/or necessary; or attempts to subdue the subject by other conventional tactics have been or *will likely be* ineffective in the situation; or there is reasonable expectation that it will be unsafe for officers to approach within contact range of the subject.

The EMD may have a data port which stores the date, time, duration and other data of each firing of the weapon. The data will be reviewed at periodic intervals to protect the Officer and Department from claims of excessive force by providing complete and accurate documentation of each firing.

(3) Training and Certification:

- a) The Department's EMD Instructor(s) will be appointed by the Chief of Police to oversee all aspects of the EMD. Department approved EMD instructors shall be certified by the approved EMD Manufacturer and shall conduct all Department Training in accordance with manufacturer recommendations.
- b) Only Officers who have successfully completed the Oxford Police Department's EMD training course shall be authorized to carry and use the equipment.
- c) EMD Instructors will be required to attend a Manufacturer Instructor Recertification every 2 years to maintain status as the Department's EMD Instructor. EMD users shall be recertified each year prior to continued use.
- d) All sworn officers using an approved EMD will be required to obtain certification prior to its use unless specifically exempted by the Chief of Police.

(4) Issue and Carry:

- (a) To avoid confusion with a duty sidearm, Officers shall carry EMDs so that they are drawn from the off side or cross draw carry.

Only personnel who have completed the Oxford Police Department User or Instructor training program may check out and use an EMD.

The approved EMD may be checked out from the beginning of the shift and returned at the end of the shift.

Upon checking out an EMD, the Officer shall conduct a systems check in accordance with training.

At no time will EMD be fired, except in an actual, documented field use, training, or at the direction of the Department EMD Instructor/s.

A) Standards for use of EMDs:

- 1) The Department's EMD Instructors shall ensure that all available EMDs are available for checkout.
- 2) The use of an EMD constitutes use of force. Whenever the EMD is deployed as a Use of Force a USE OF FORCE report must be completed detailing the facts of the situation. A copy of the report will be forwarded to the Chief of Police as well as the EMD Instructor for review and follow-up.

F) Parameters for Use:

The EMD may be used from up to 21 feet away when:

- 1) The suspect is punching or kicking; or
- 2) Threatening to punch or kick; or
- 3) Lesser force options are ineffective; or
- 4) Lesser force options are likely to be ineffective; or
- 5) The Officer reasonably believes the subject is a credible threat; or
- 6) The subject is a threat from a distance and the Officer is at risk of injury if he/she attempts to close the gap.
- 7) Other deployment considerations include:
  - a. Imminent threat to Officers or others
  - b. Suspect actively resisting arrest.
  - c. Circumstances are tense, uncertain, and rapidly evolving.

- d. Severity of the crime.
  - e. Attempting to evade by flight or flight
  - f. Pregnancy (avoid use if possible on late term women, as an EMD could cause complications secondary to a fall.)
  - g. Suspect is covered in a flammable liquid or in an environment containing flammable vapors or substances.
- 8) Once an Officer deploys an EMD, he/she should request backup and the on duty supervisor. Paramedics should also be notified if needed to respond to the scene. The Paramedics may be dispatched non-emergency unless circumstances dictate otherwise.
- 9) Never aim the laser sight into the eyes or face.

G) After Use Procedures:

- 1) Anyone who has been physically subjected to an EMD discharge, whether by Probe Firing or Drive-Stun, will be examined by Trained Medical Personnel. The officer shall look for signs of Excited Delirium and notify medical personnel so that extra steps can be taken for treatment.
- 2) After securing the subject in handcuffs, and other restraints as necessary, Paramedics shall be called to assess the subject.
- 3) In accordance with EMD Manufacturer recommendations, and the specific instructions and precautions as presented in required training, the Officer or medical personnel may remove the probe(s) from the body of the subject. OFFICERS SHALL NOT REMOVE PROBES FROM "SENSITIVE" AREAS, SUCH AS FACE, NECK, BREAST OR GROIN.
- 4) If deemed necessary by the Paramedics or Shift Supervisor, the subject will be transported to North East Alabama Regional Medical Center, or another hospital if medically necessary.
- 5) Officers shall complete a use of force report documenting the reasons for use, the Serial Number of the Taser used, the method (Probe or Drive-Stun), and the number of cycles, placement of probes or drive-stuns, and reaction of the subject. If an Air

Cartridge is deployed, the serial number of the cartridge will be recorded on the report.

- 6) Supervisor Response to EMD's use.
  - a. Supervisor shall be advised of any EMD use.
  - b. Supervisor should respond to the scene of the EMD use.
  - c. Supervisor shall review with the officers the circumstances under which the Taser was used.
  - d. Supervisor shall review and follow-up on the officer's use of force report.
  - e. As circumstances indicate, supervisor shall follow-up on forwarding the officer's use of force report as appropriate.
- 7) Photographs:
  - a) When lawful and appropriate to do so, photographs should be taken of probe impact sites and any other related injuries as soon as reasonable to do so.
  - b) In some instance photographs may *not* be taken, such as in some cases of juveniles or when the probes impacted genitals, female's breasts, etc.
- 8) Officers will package and document the Air Cartridge as presented in Training, and log it into Evidence. It will be turned over to the Department's EMD Instructor at the earliest possible time. At that time, a new Air Cartridge will be issued.
- 9) If a significant event occurs that involved the deployment of the EMD, i.e. medical problems or the allegations thereof, failure of the device to operate properly, unintentional discharge etc, a Supervisor shall be notified, and the EMD Units and all associated equipment will be removed from service pending research into the issue. The Supervisor receiving the complaint will notify the Department's EMD Instructor/s as soon as possible for assistance in the investigation.
- 10) The Department's EMD Instructor(s) are responsible for maintaining the serviceability of the units, and maintaining control of the stock of cartridges and supplies. He/she will also download the data from the EMD units at a minimum of once each calendar month or more often as he/she deems necessary to protect the

integrity of the data. Each Officer is responsible for the Day-to-Day inspection and functional testing of the weapons.

- 11) Any supervisor concerned about the use or misuse of any EMD Equipment should consult the Department EMD Instructor and request a data download of the requested units.

H) Privately Owned EMDs:

- 1) Officers are authorized to privately purchase an EMD and carry it on and off duty, if the following criteria are met. No other EMD Device is authorized without the permission of the Chief of Police.
- 2) Prior to carrying, officers will first submit the privately owned EMD to the Department's EMD Officer for inspection, documentation, and data downloading.
- 4) Officers will only carry cartridges issued by the Department EMD Instructor.
- 5) Officers will follow the same procedures as outlined for a Department owned EMDs, concerning downloading, pre-shift checks, and post-use actions and documentation.
- 6) Officers shall submit their privately owned EMDs and air cartridges for evaluation by the Department when:
  - a.) Deemed necessary in the course of an investigation.
  - b.) During a field inspection by a supervisor or Department EMD Instructor.
  - c.) When requested by an EMD Instructor during training or evaluation.

I) Use of EMDs on Animals:

- 1) Using an EMD against animals may reduce the need for greater, more injurious force against such animals. The use of an EMD on an animal should be based on the intent to provide a safer, more humane and less traumatic conclusion to the incident.
- 2) An EMD may be deployed on an animal when:

- a) The animal is threatening or is attacking a person, animal, or property.
  - b) The animal has threatened or attacked a person, including officers, another animal, or has caused a continuing public nuisance and the animal needs to be captured for reason of public peace or safety, preservation of property, or other legitimate purpose; and the animal poses an active threat to officers in their efforts to perform their duty.
- 3) Procedures for probe removal should take place as outlined herein. Personnel will take reasonable measures to consider that the animal's welfare is provided for, in the event that probes impact a sensitive area, or it appears the animal's health is in jeopardy. It is generally understood that as long as personnel acted appropriately, the animal's owner will be responsible for any medical attention needed for the animal.

## **16 News Media Relations**

The purpose of this policy is to establish guidelines for the release of information concerning operations/activities of the Oxford Police Department to the news media.

### **§ 16.1.1 Definition**

Press releases are defined to mean oral/written accounts of official police actions and investigations.

### **§ 16.1.2 Policy**

The following policy is instituted to establish procedural guidelines for all personnel to utilize in providing news press releases to the media:

- (1) Officers should divert all news media questioning to their immediate supervisor
- (2) Supervisors shall advise news media sources that the department's Public Information Officer (PIO), as established by the Chief of Police, may be contacted in regards to questioning.
- (3) The PIO may release material to the news media with fundamental responsibility of conveying the necessary information, as to not jeopardize any ongoing investigation/case, and to ensure citizens are informed of any safety concerns. The PIO, ultimately, is to report directly to the Chief of Police on all public information matters.

### **§ 16.1.3 Using News Media for Personal Gain**

An employee shall not indirectly, seek publicity or notoriety through the press, radio or television.

### **§ 16.1.4 News Media Credentials**

Representatives of the new media may be required to produce credentials prior to covering any scene of disaster, crime, accident, or similar occurrence; this coverage will be approved and coordinated by the officer in charge.

### **§ 16.1.5 Interviews with News Media**

The department's Public Information Officer may provide a detailed statement of an incident to the news media. In the absence of the Public Information Officer, a supervisor may advise the media that a statement will be prepared and delivered as soon as feasibly possible.

### **§ 16.1.6 Photographing an Employee**

An employee, except for applicable personnel working in plain clothes (under cover), may permit himself/herself to be photographed by the news media. In exceptional circumstances, an employee may elect to avoid being photographed.

### **§ 16.1.7 Courtesy to the News Media**

All courtesies shall be shown to the news media in the field, as well as within the facilities of the department. An employee, in turn, should expect the members of the news media to extend like courtesies, to which departmental personnel are entitled in the exercise of their duties.

### **§ 16.1.8 Preferential Treatment to News Media**

No preferential treatment will be shown to any of the news media; however, considerations should be given to deadlines.

### **§ 16.1.9 Photographing Deceased Persons**

Personnel of this department shall respect the dignity of the deceased by not authorizing motion or still images to be made of any uncovered body by the News Media. When the body is covered, photographing is permitted.

### **§ 16.1.10 Releasing Photographs**

Representatives of the news media may be provided with arrest pictures when the release of the photograph will not jeopardize the investigation.

### **§ 16.1.11 Releasing Names**

An employee shall not release the name of the person killed by a criminal act or accident until identification has been verified and the next-of-kin notified. The names of rape victims, juvenile offenders or suspect of an ongoing investigation in progress shall not be released.

### **§ 16.1.12 Releasing Information on Departmental Policy**

Releasing information to the news media concerning areas of departmental policy shall be done only by the Chief of Police.

**§ 17.1.1      Handling Toxic, Corrosive, Explosive and Radioactive Materials**

(1) Members of the Oxford Fire Department have received training relative to accidents involving toxic, corrosive, explosive, and radioactive materials. Such scenes shall be classified as fire scenes and the Fire Department notified.

(2) The senior ranking fire officer shall be responsible for establishing a command post and shall be in command of the scene.

(3) All police personnel shall adhere to the following:

(a) Rescue and assist injured persons.

(b) Clear the area to maximum of 2000 feet. Reroute traffic.

(c) Do not touch anything unnecessarily.

(d) Notify the shift supervisor and Fire Department as soon as possible indicating presence of such material.

(e) Shift supervisor and the Fire command officer shall coordinate continuing efforts.

(f) Assist in maintaining the scene until the incident and any relative circumstances have returned to normal.

**§ 17.1.2      Emergency Operation's Plan**

The City of Oxford's Emergency Operation's Plan was created to deal with the many issues that arise during an emergency or natural disaster. If this plan becomes activated, both the police and fire department will act as the coordinating and commanding agencies for all departments within the city. The police department, more specifically, ensures that both the street department and city garage are providing necessary resources throughout the city; therefore, the department heads for both of these city entities will report to the Chief of Police during the duration of the emergency situation. The main objective of the Police Department in times of distress is to grant safety, protect property, and keep civil order. All commands issued by department personnel are made in good faith with these objectives in mind.

(1) The Police Department is tasked with the following functions along with normal police operations. These are not limited to, but include:

- (a) Act as the central point of communications for all city departments
- (b) Provide the city's Emergency Operations Center (EOC) during times of activation
- (c) Coordinate resources of the Street Department and the City Garage
- (d) Replenish equipment and provide provisions to officers and other city employees as needed
- (e) Identify potential traffic hazardous and provide control and/or assistance as needed
- (f) Establish and maintain evacuation routes during an event
- (g) Coordinate volunteer efforts
- (h) Provide security to affected areas.
- (i) Provide a Media Briefing Area
- (j) Coordinate traffic and crowd control
- (k) Provide condition updates to personnel and citizens
- (l) Provide transportation resources for personnel and citizens as needed
- (m) Act as the liaison between law enforcement agencies

(2) Capabilities:

- (a) Depending on the nature of the incident, the police department may supply equipment to city agencies for the purposes of safety, rescue and to clear infrastructure. Equipment requests may be made prior to the onset of any natural disaster through designated chains within the city government. Equipment issued by the police department must remain accounted for at all times and any damage or loss should be reported as soon as feasible.

(b) The police department can provide transportation of personnel and/or citizens as needed. The department may elect to provide this service in one of many types of military or civilian vehicles. Transportation may be declined for any number of reasons which the Chief of Police or his designee determines interferes with ongoing efforts.

(c) The police department has areas in which to provide food and shelter to personnel should extended work hours persist. The department may also serve as a shelter for displaced persons or those in need. In the event the city's civic center or other relief areas are not available, the department may deem its facility available for this purpose.

(d) The police department is capable of supplying manpower and specialized equipment for the purpose of assisting city personnel in accomplishing any task necessary for the safety and welfare of the city and its citizens. This includes assisting efforts to control traffic and assess conditions, secure property, search and rescue, and provide supplies.

(e) The Chief of Police is the direct supervisor to all members of the police department, and the department heads of the city garage and street department during times of activation. In the event the Chief of Police is absent, his designee shall assume command.

### **§ 17.1.3 Emergency Preparedness Procedure**

The following guidelines are to be followed in the event of an emergency within the city of oxford. (Tornados, hurricanes, floods, civil unrest or any other emergency situation).

The police department will be responsible for maintaining order and safety for the citizens of Oxford.

In the event of an emergency, the police department will be placed on Tactical Alert and the following schedule will be used:

The police department will work 12 hour shifts until the emergency is over, this will include investigations personnel and shifts will work from 7am-7pm/7pm-7am. Communications will work 8 hour shifts with three communications officers working at all times.

Communications along with supervisors will ensure all personnel are informed of the tactical alert notification and when employees/officers shall report to headquarters for briefing.

## **18      Appendices**

The appendices are to further outline sections of the S.O.P. in greater detail. Please refer to the appendices as they are designed to provide visual representations of the regulations herein.

### **§ 18.1.1    Official Colors of the Oxford Police Department**

The colors below, along with their representations, shall be used to represent the Oxford Police Department in its entirety. This includes our commendations, special assignments, units, and other insignia, logos, or other facets of our organizations as deemed appropriate by the Chief of Police.



**Color: Red**  
**Representation: Protection**  
This is also used as an identifier for Training Personnel.

**Color: White**  
**Representation: Service**



**Color: Blue**  
**Representation: Loyalty**  
This is also used as an identifier for the Uniformed Division.



**Color: Old Gold**  
**Representation: Honor**  
This is also used as an identifier for the Administrative Division.



**Color: Grey**  
**Representation: This color represents our Special Operations.**



**Color: Green**  
**Representation: Meritorious service or action to fellow officers.**



**Color: Black**  
**Representation: Officers assigned to a specialized unit or assignment.**



**Color: Purple**  
**Representation: Line of Duty Injury**



**Color: Gold**  
**Representation: Identifier for the Criminal Investigations Division.**

### § 18.1.2 Official Symbols of the Oxford Police Department

The following shall symbolize the Oxford Police Department’s mission, specialized units, assignments, details, and/or functions.



**Symbol: Star**  
**Representation: The Star, in any form, is a representation of Law Enforcement Service.**



**Symbol: Badge**  
**Representation: The Badge, in any form, shall represent those assigned to special traffic related assignments and details.**

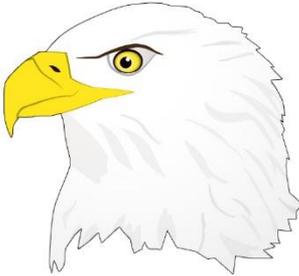


**Symbol: Olive Branch**  
**Representation: The Olive Branch, in any form, shall represent peace and truth.**



**Symbol: Cross**

**Representation:** The Cross, in any form, shall represent an officer's dedication to the lives of others.



**Symbol: The Eagle**

**Representation:** The Eagle, in any form, shall represent for the Oxford Police Department our Integrity as a law enforcement officers. It shall further stand to remind each member of the department that we are bound by our code of ethics.



**Symbol: Seal Border**

**Representation:** The peaked beveled edge found on our seals symbolizes the severe challenges confronting the Oxford Police Department serves as a steadfast barrier of protection.

**§ 18.1.3 Uniform Insignia (Commendations and Designations)**

The following Medals, Commendation, and Designation insignia are approved to be worn on the uniform. This article is a continuation of section § 14.1.1.

(a) The following are designations to be worn by personnel who have special assignments within the Administrative Division



**Animal Control Officer:**  
Blackinton A8711



**Chaplain:**  
Blackinton A10110



**Chief Firearms Instructor:**  
Blackinton A8709



**Executive Officer to the Chief:**  
Blackinton A7922



**Firearms Instructor:**  
Blackinton 8709



**Honor Guards:**  
Blackinton A11850



**Intelligence Officer:**  
Blackinton A7142-AH



**Morale Committee Member:**  
Blackinton 10800



**Morale Officer:**  
Blackinton A10802



**Peer Support Officer:**  
Blackinton A10850



**Public Information Officer:**  
Blackinton A10810-A



**Recruiting Officer:**  
Blackinton A8709



**Reserve Officer:**  
Blackinton A12350



**Training Coordinator:**  
Blackinton A10842



**Training Instructors:**  
Blackinton A8709



**ESU Members:**  
Center Mass, Incorporated

(b) The following are designations to be worn by personnel who have special assignments within the Uniformed Division



**Bike Patrol:**

Blackinton A10842



**Field Training Officer:**

Blackinton A8709



**Park Patrol:**

Blackinton A10810



**Street Crimes:**

Blackinton A7141



**Traffic Homicide:**

Blackinton A11408

(c) The following are designations to be worn by personnel who have special assignments within the Investigations Division



**Office of Professional Standards:**

Blackinton A11751



**Any Special Assignment within CID:**

Blackinton A11416

(d) The following designations and awards may only be worn by personnel who have received the commendation or designation by the Chief of Police, or as stated within the SOP.



**Medal of Merit:**  
Blackinton A7142

The Medal of Merit is the highest award given to a sworn officer of the Oxford Police Department for Valor in protecting the Citizens and fellow officers of the City of Oxford.



**FBI National Academy Graduate:**  
Liberty Emblem

This designation may only be worn by those who have successfully completed and graduated from the FBI's National Academy.



**Life Saving Award:**  
Blackinton A10110

This Award is available for officers who display actions which may have greatly contributed to saving one's life.

#### § 18.1.4 Official emblems of the Oxford Police Department

The following shall be the official emblems of the Oxford Police Department and its subsidiarized units.



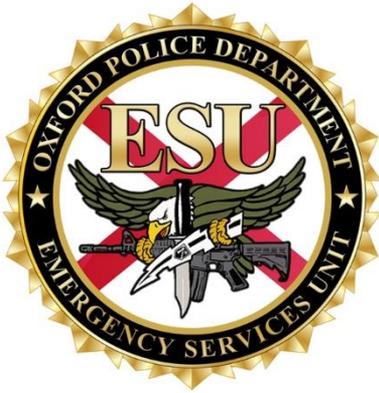
**The Official Seal of the  
Oxford Police Department**



**The Official Seal of the  
Criminal Investigations  
Division**



**The Official Seal of the  
Aviation Support Unit**



**The Official Seal of the  
Emergency Services Unit**



**The Official Seal of the  
Forensics Unit**



**The Official Seal of the  
Narcotics and Apprehension  
K-9 Handlers**



**The Official Seal of the  
Explosives Detection  
K-9 Handlers**



**The Official Seal of the  
Traffic Homicide Investigations  
Unit**