

GEORGIA LAW ENFORCEMENT

CERTIFICATION PROGRAM



STANDARDS MANUAL
Tier 1 CALEA Applicable Standards
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Standard

- 1.5 The agency shall have a written directive that requires the agency to remove from enforcement duties any personnel who fail to maintain minimum annual training requirements under law.

Commentary

The State of Georgia has many annual requirements for officers to maintain their certification. These requirements differ for officers depending on when they completed the police academy and include firearms training and requalification, training on the use of deadly force, in-service training, and other specific training determined by the Georgia POST council. Agencies should ensure all of their sworn personnel complete all required training each year and have a process for removing individuals from enforcement duties if they fail to maintain their law enforcement certification.

Standard

- 1.8 The agency shall have a written directive stating that only sworn law enforcement officers execute arrest warrants.

Commentary

Statutory mandates, plus the broader potential civil liability for citizens who effect arrests, make it essential that only sworn officers execute criminal process.

Standard

- 1.20 The agency shall have a written directive governing the use of agency material, photographs, images, recordings, etc., on social networking sites or through other electronic communication.

Commentary

This standard is not referring to cell phones, cameras, computers, etc., but the data, images, recordings or information that is distributed, viewed, or disseminated through those devices.

Standard

- 1.21 The agency shall have a written directive governing the use of agency and personal electronic devices.

Commentary

These devices include but are not limited to cell phones, computers, cameras, etc. This standard does not cover in-car cameras or body worn cameras and applies to both agency devices and personal devices used in the performance of the employee's duties.

Standard

- 1.23** When the agency Chief Executive Officer (CEO) leaves the agency, the new CEO shall ensure 100% accountability of all agency firearms.

Commentary

To ensure all firearms are accounted for in the agency, all agency CEOs should conduct a full inventory of all agency firearms within six (6) months of assuming command of the agency. This standard does not apply to interim or temporary assignments.

Standard

- 1.24** If agency personnel participate in formal, long-term, multi-jurisdictional investigative task force(s), a written agreement describes the task force activities, and shall contain:
- a. the purpose of the task force
 - b. the authority and responsibility of each agency
 - c. a statement that agency personnel will adhere to their agency's policies where task force policies don't exist; and
 - d. each agency CEO's or governing authority's approval.

Commentary

This intergovernmental agreement, at a minimum, should contain language that agency personnel should meet or exceed agency policy and standards. The criteria for the use of the task force should be specified in the directive and evaluated on a regular basis.

Standard

- 2.1** The agency has a written directive that requires each sworn officer receive annual training on:
- a. ~~legal updates~~
 - b. vehicle pursuits
 - c. authorized forcible stopping techniques

- ~~d. bias based profiling~~
- e. search and seizure; and
- ~~f. the agency's Critical Incident Plan.~~

Commentary

This annual training may be in the form of in-service, roll-call, or academy-based training. If the agency does not authorize any forcible stopping techniques (bullet c), the agency should indicate this in their written directive. The training in bullet f is designed to ensure all sworn officers have received training on the use of the agency's Critical Incident Plan described in Standard 6.16.

Standard

- 2.2** The agency has a written directive that requires all employees receive annual training on:
- a. off-duty conduct
 - b. sexual harassment
 - c. the agency's policy on citizen complaints/Internal Affairs
 - d. ethics
 - ~~e. dealing with the mentally ill or persons with diminished capacity; and~~
 - f. the agency's policies on domestic violence incidents involving employees of the agency.

Commentary

This annual training may be in-service, roll-call, or academy-based training.

Standard

- 2.4** If the agency authorizes use of neck restraints or similar weaponless control techniques with a potential for serious injury, all authorized personnel shall attend annual training on approved techniques.

Commentary

The intent of this standard is to require training on the use of neck restraints or similar control techniques if used by the agency. If neck or similar control techniques are not allowed, it should be noted in policy.

Standard

- 2.9 All personnel that are authorized to transport detainees shall attend annual training on the agency's policy on transporting detainees.

Commentary

This annual training may be in the form of in-service, roll-call, or academy-based training.

Standard

- 2.10 All assigned Field Training Officers must receive annual FTO in-service training.

Commentary

This annual in-service training may be in the form of a roll-call setting or a meeting of FTOs. The purpose of the training is to provide professional development to the FTOs and/or discuss the status of the program and any future improvements.

Standard

- 2.11 All personnel used to conduct background investigations are trained in collecting required information.

Commentary

A comprehensive background investigation is crucial in evaluating a potential employee. Training should include all local, state, and federal requirements and provide the investigator the knowledge, skills, and abilities to conduct a quality investigation. Training should also include the agency's policy on the selection process and ensure the investigator is knowledgeable about the Equal Opportunity Plan.

Standard

- 3.3 Each organizational component is under the direct command of only one supervisor.

Commentary

None

Standard

3.4 Each employee is accountable to only one supervisor at any given time.

Commentary

None

Standard

3.5 The agency shall have a written directive stating that supervisory personnel are accountable for the activities of employees under their immediate control.

Commentary

None

Standard

3.7 The agency shall have a written directive requiring all complaints against the agency or its employees be investigated, and specifies:

- ~~a. the types of complaints to be investigated by line supervisors;~~
- ~~b. the types of complaints that require investigation by the internal affairs function; and~~
- c. an annual review of all complaints received by the agency.

Commentary

This standard does not require the establishment of an Internal Affairs Unit. However, the function is important. Investigations may be assigned to an individual on an as-needed basis or may be conducted by the chief executive officer. Nothing in this standard precludes an agency from asking for outside assistance on internal investigations. However, the agency remains responsible for this function. Agencies should define the difference between formal and informal complaints, and all inquiries conducted by the agency should be included in the annual review.

Standard

4.1 The agency shall have an equal employment opportunity plan.

Commentary

The equal employment opportunity plan should ensure equal opportunities for employment and employment conditions. The equal employment

opportunity plan (EEO) should be based on an annual analysis of the agency's present employment policies, practices, and procedures relevant to their effective impact on the employment and utilization of all employees (i.e., includes non-sworn employees). The EEO plan, which may be produced in the form of a written directive, may contain such provisions as: (1) a strongly worded statement from the agency's CEO that it is agency policy to ensure that all individuals should be given equal opportunity for employment, regardless of race, sex, creed, color, age, religion, national origin, or physical impairment; (2) a procedure for filing complaints relating to EEO; and (3) specific action steps that the agency should take to ensure equal employment opportunity is a reality, such as advertising as an "equal opportunity employer" or providing applications or testing processes at decentralized, easily accessible locations. The policies related to sexual harassment in the workplace may also be incorporated into the agency's overall EEO effort.

Standard

- 4.3** The agency shall have a written directive requiring that all elements of the selection process for all sworn personnel be administered, scored, evaluated, and interpreted in a uniform manner. The process for sworn personnel shall include:
- a. medical examination, including drug screening
 - b. psychological screening
 - c. oral interview
 - d. background investigation; and
 - e. testing for deception (e.g. polygraph, voice stress analyzer, etc.).

Commentary

Operational elements of the selection process including time limits, oral instructions, practice problems, answer sheets, and scoring formulas should be clearly set forth and carried out identically for all candidates. Failure to do so may preclude validation of the process and make the agency susceptible to legal challenges.

Standard

- 4.4** A written directive requires a background investigation of each candidate for all sworn positions and all full-time non-sworn positions is conducted prior to appointment to probationary status, and includes:
- ~~a. verification of qualifying credentials~~
 - ~~b. a review of any criminal record; and~~

- c. verification of at least three personal/professional references.

Commentary

It is more reliable to conduct the inquiry in person, although telephone and mail inquiries are appropriate in obtaining criminal history and driving records. The investigation should routinely involve a home visit with the candidate and his or her family and interviews with neighbors. Background investigations are generally listed among the final stages in the selection process only to suggest that this is when they should be completed; they are likely to have commenced much earlier.

Standard

- 4.5** The agency shall have a written directive requiring all new personnel to receive information regarding:
- a. the agency's role, purpose, goals, policies, and procedures
 - b. working conditions and regulations; and
 - c. responsibilities and rights of employees.

Commentary

None

Standard

- 4.8** The agency shall have a written directive that defines the agency's performance evaluation system that includes at a minimum:
- a. measurement definitions
 - b. procedures for use of forms
 - c. rater responsibilities; and
 - d. rater training.

Commentary

A central personnel agency may or may not incorporate performance evaluation as part of its overall management activities. Where it does, some features of the evaluation system may not suit the needs of the law enforcement agency. Although policies and procedures may be developed by a centralized agency, it remains the responsibility of the chief executive officer to adapt and amplify those guidelines to meet the agency's needs.

Standard

- 4.9** All elements used to evaluate candidates for promotion are job related and non-discriminatory.

Commentary

The intent of this standard is to ensure that candidates are evaluated by a promotion process that measures traits or characteristics that are a significant part of the job. It is not sufficient for an agency to merely say in a directive that its procedures are job related. However, there is a variety of means by which job-relatedness can be shown.

An agency may choose, for example, to demonstrate that an oral examination measures traits that are shown by the job analysis to be significant or necessary to perform the job. An assessment center may be shown to measure the performance tasks or skills that a job description has shown to be essential job functions.

The agency may also demonstrate job-relatedness by validation of a testing element. For example, an agency may demonstrate statistically that a written test is a predictor of future job success by correlating test scores with the performance of individuals on the job. If high test scores can be associated with individuals that are successful, and vice versa, then the process may be legally considered a valid means of measurement if the correlation is statistically significant. Agencies will normally need competent professional assistance from personnel specialists before undertaking a validation study of this type. Many commercially available tests have done validation studies that may be helpful to agencies.

Nothing in this standard should be interpreted as preventing an agency from using a combination of methods to document the job-relatedness of its promotion process. The goal of this standard is to ensure that the agency has the documentation necessary to make a logical and persuasive case in the event of a legal challenge and that the elements of the promotional process measure skills, knowledge, abilities, and traits needed to perform that job.

Standard

- 4.10** The agency shall have a written directive describing the procedures used for each element of the promotion process, including those for:
- a. evaluating the promotional potential of candidates
 - b. administering written tests, if utilized
 - c. using assessment centers, if utilized

- d. conducting oral interviews prior to appointment to probationary status
- e. providing procedures for review and appeal of results for each promotional element by candidates
- f. establishing procedures for re-application
- g. determining promotional eligibility for vacancies where lateral entry is permitted, and
- h. security of promotional material.

Commentary

The directive should describe all elements and procedures used in each promotional process and may be incorporated within a comprehensive personnel management or general policy and procedures manual.

Promotional potential ratings may replace or supplement on-the-job performance evaluations and may be used to determine an employee's initial eligibility for promotion or to rank candidates on a list. Written examinations (including answer keys, cut-off scores, passing points, and/or numerical rankings) may be administered for each classification, position, or rank. If Assessment Centers (either internal or external) and Written Tests are not conducted by the agency, the agency may obtain a waiver if the agency's policies state that agency does not use them. Simply stating they are not in use is not sufficient to waive bullets b and c. Promotional criteria for lateral entry may include both eligibility qualification and formal procedures for carrying out the process. Oral interviews should include uniform questions and rating scales and assess a defined set of personal attributes; the interview results should be recorded on a standardized form.

The right of the candidates to review and to challenge all aspects of the promotion process is an integral part of the process itself. Candidates should be allowed to review and appeal all scores and evaluations related to their performance in the process to ensure fairness and impartiality. The administrative review and appeal process may be conducted by individuals from within and outside the agency. An impartial review and appeal process should reduce or eliminate litigations.

Standard

4.11 The agency shall have a written directive which:

- a. Specifies appearance guidelines for all agency personnel
- b. specifies the type of clothing and equipment authorized for use by agency personnel; and
- c. describes the agency's provision and replacement of authorized clothing and equipment.

Commentary

Certain employees are required to wear the agency's uniform and others are required to wear civilian clothes in law enforcement activities. Equipment is also needed by certain employees in the performance of their duties. The agency may also authorize the wearing of personal attire and use of personal equipment in the course of their duties. All clothing and equipment authorized by the agency should be included in the written directive. The written directive should specify those eligible for clothing and equipment issue or allowances, specify the amount to be provided, and indicate the period for which it will be provided. If an item becomes damaged or un-serviceable, the agency should describe the procedure for replacing the item. Written directives about appearance guidelines should be specific for all employees and address tattoos, body piercings, hair style, etc.

Standard

- 4.12 The agency shall have a written directive governing the types of off-duty and extra-duty employment in which agency personnel may engage, and the process for approval.

Commentary

Agencies may want to consider expressing the prohibition of certain types of off-duty/extra-duty employment in general terms, such as proscribing off-duty/extra-duty employment that, in the opinion of the agency, would constitute a conflict of interest or would tend to bring discredit to the agency. Alternatively, the prohibition could be quite specific, such as focusing on specific jobs or locations.

Standard

- 5.2 The agency shall have written directives that address:

- a. confessions and admissions
- b. timely preliminary hearings / first appearance; and
- c. informing defendants of their rights.

Commentary

None

Standard

- 5.3 If the agency has a civil process function, the agency shall have a written directive to govern the service of civil process documents.

Commentary

Where applicable, the written directives should describe the role of the process servers and their general responsibilities relating to the methods of service and the actions required of the servers. Additionally, each type of process in the jurisdiction may be identified, and any specific requirements unique to that individual process should be explained. The directive should also contain details for service on partnerships and corporations as well as civil process received from, or served, outside of the agency's jurisdiction.

Standard

- 5.5 The agency shall maintain a record on the execution or attempted service of legal process documents that includes:
- a. date and time service was executed/attempted
 - b. name of officer(s) that executed/attempted service
 - c. name of person on whom legal process was served/executed
 - d. method of service/reason for non-service; and
 - e. address of service/attempt.

Commentary

Legal process documents include criminal warrants and search warrants.

Standard

- 5.6 The agency shall have a written directive requiring the execution of orders for civil arrest or writs requiring the seizure of real or personal property is performed by a sworn law enforcement officer.

Commentary

Restricting the individual's "present right to personal liberty" is best performed by an arresting officer who has proper authority and training. The seizure of property pursuant to a court order involves a potential for resistance. In the execution of such writs, the agency should ensure that the officer assigned has the power to keep the peace and that sufficient officers are assigned to deter breach of the peace during each execution.

Standard

- 5.7 The agency shall have a written directive requiring that all property acquired through the civil process function is accounted for in agency records and is disposed of by the agency pursuant to legal authority.

Commentary

Any property obtained through asset forfeiture proceedings, condemnation, or abandonment is covered under this standard.

Standard

- 6.1 The agency shall be available to respond to emergencies 24 hours a day, seven days a week within its service area.

Commentary

None

Standard

- 6.3 The agency shall have a written directive requiring the use of occupant safety restraining devices for all occupants in agency vehicles.

Commentary

The use of seat belts can have a significant effect in reducing the number of deaths and the severity of injuries resulting from traffic crashes, and can assist officers in maintaining proper control of their vehicles during pursuit or emergency high-speed operations. The directive should require use of occupant safety restraining devices by the driver and all passengers, to include detainees (with exceptions noted).

Standard

- 6.5 The agency shall require that vehicles used in routine or general patrol service be conspicuously marked and equipped with at least operational emergency lights and siren.

Commentary

Conspicuously marked patrol cars are readily identified as law enforcement agency vehicles from every view and from a long distance. Conspicuous marking increases safety, serves as a warning to potential violators, and provides citizens with a feeling of security. It is recommended that patrol cars be equipped with a mobile transceiver, public address speaker, exterior spotlights, and alley lights.

Standard

- 6.6 The agency shall have a written directive governing pursuit of motor

vehicles, to include:

- a. evaluating the circumstances
- b. initiating officer's responsibilities
- c. designating secondary unit's responsibilities
- d. specifying roles and restrictions pertinent to marked, unmarked, or other types of police vehicles involvement in the pursuit
- e. assigning dispatcher's responsibilities
- f. describing supervisor's responsibilities
- g. using forcible stopping techniques/roadblocks including circumstances authorizing use
- h. specifying when to terminate pursuit
- i. engaging in inter- and intra-jurisdictional pursuits involving personnel from the agency and/or other jurisdictions
- j. detailing a procedure for reporting and an administrative review of the pursuit
- k. annual written review of vehicle pursuit reports; and
- l. completion and submission of the GACP Pursuit Data Collection Form to the GLECP Director by March 1st for the preceding calendar year.

Commentary

The agency should have clear cut policy and procedures for pursuits. The policy should be cross-referenced with the agency's policy on deadly force. All sworn personnel should be provided this directive. Agencies may wish to consider frequent discussion and review of these policies/procedures during roll call and/or in-service training sessions. A review of incidents involving vehicle pursuits may reveal patterns or trends that indicate training needs and/or policy modifications.

The extreme dangers inherent in the use of roadblocks mandate guidelines for their use. The directive should specify the types of roadblocks authorized for use, e.g., moving, fixed, or circle system, and the circumstances justifying their use, e.g., to stop a fleeing felon. The procedure should specify who has authority to implement and/or cancel a roadblock and the person in charge at the scene. Whenever possible, planning should take place prior to implementation of the roadblock. Officers should be trained in roadblock techniques and properly equipped to set them up.

The Georgia Association of Chiefs of Police (GACP) Pursuit Data Collection Form was instituted to collect state-wide pursuit information to assist in the formulation of policies, rules, and regulations.

If the agency has had no pursuits within the assessment period, a letter on agency letterhead can be submitted in lieu of the written annual report, indicating no pursuits have occurred.

The data provided to GACP on this form is not maintained for each individual agency, but tabulated for the entire state.

This standard does not apply to traffic safety checkpoints.

Standard

- 6.9** The agency shall have a written directive which establishes under what conditions a transporting officer may interrupt a detainee transport for necessary stops and/or to render emergency assistance.

Commentary

The primary duty of the transporting officer is the safe delivery of the detainee in his or her care. This directive should stipulate circumstances under which the transporting officer can stop to respond to the need for law enforcement services while transporting a detainee, if allowed. However, the directive should caution that diversionary incidents, whether or not instigated by persons attempting to free the detainee, may divert the transport officer and place the detainee in jeopardy or enhance chances for escape. General principles of tort law impose a duty of care on the transporting officer to protect the detainee from injury. Only when the risk to third parties is both clear and grave, and the risk to the detainee is minimal, should the officer stop to render assistance.

During long distance transports, care should be taken when stopping for fuel and meals or for allowing the detainees reasonable opportunities to use toilet facilities. Locations should be alternated and randomly selected. Normally, no stops will be made while transporting from the point of arrest to the booking/processing location.

Standard

- 6.11** The agency shall have a written directive with procedures for transporting sick, injured, or disabled detainees.

Commentary

If a detainee becomes sick or is injured incidental to arrest, the arresting officer should seek medical attention at that time, if at all possible. If the detainee is not provided care in a medical facility or is not transported to a medical facility initially, but is taken to the booking point, the directive should define the actions to be taken at that time for providing medical attention to the detainee.

Disabled detainees present conditions for the transport that dictate special

care and attention. For example, the type of vehicle used would be a consideration when transporting non-ambulatory detainees or those requiring wheelchairs, crutches, or prosthetic devices. It may be necessary to transport medicine, insulin, and other special items for certain detainees during transport. The safety of the detainee and the transporting officer requires due care when transporting disabled detainees.

Standard

- 6.12** Vehicles used primarily for patrol and transporting detainees shall have the driver separated from the detainee by a safety barrier.

Commentary

The safety barrier prevents the detainee from having access to the driver's compartment of the vehicle. Communications between the front and rear compartments should not be impaired to the point that precludes conversation. Installation of such a barrier should be done in a manner that promotes the safety of occupants in the front and rear compartments. (COMPLIANCE MAY BE OBSERVED)

Standard

- 6.14** The agency shall have a written directive establishing procedures for directed traffic enforcement based on review of the jurisdiction's crash data, requests for traffic enforcement, crime data or trends, school zones, or roadway conditions, which justify the need for directed enforcement in a specific location.

Commentary

None

Standard

- 6.20** The agency shall have a written directive that establishes steps to be followed in conducting follow-up investigations to include at a minimum:

- a. reviewing and analyzing all previous reports prepared in the preliminary phase, departmental records, and results from laboratory examinations
- b. conducting additional interviews and interrogations
- c. seeking additional information from uniformed officers, informants, etc.

- d. planning, organizing, conducting searches, and collecting physical evidence
- e. identifying and apprehending suspects
- f. determining involvement of suspects in other crimes
- g. checking suspects' criminal histories
- h. preparing cases for court presentation
- i. scheduling line-ups, interviews, and other required appearances at the convenience of the victim/witness and, at the option of the agency, providing transportation, if feasible; and
- j. returning promptly victim/witness property taken as evidence (except for contraband, disputed property, and weapons used in the course of the crime), where permitted by law or rules of evidence, if feasible.

Commentary

These procedures should be used only in the event they are found to be necessary. For example, every follow-up investigation may not include a search. The written directive should be intended as a guide. Maintaining contact with principals in any investigation is valuable in building public confidence in the agency as well as indicating that the law enforcement officers are genuinely concerned about the welfare of the victim and other citizens associated with the case.

Standard

6.21 The agency shall have a written directive establishing procedures for the use of eyewitness identifications involving:

- a. show-ups
- b. photographic identifications; and
- c. physical lineups.

Commentary

This is not inclusive of composite sketches or images. Prudent agencies have sound policies consistent with established O.C.G.A. and case law governing the use of show-ups, photographic identifications, and physical lineups to ensure they have identified person(s) in the most professional manner available.

Standard

6.22 If the agency does not provide 24-hour coverage for the criminal investigation function, an on-call schedule of investigators shall be maintained.

Commentary

In agencies where investigators are not assigned to duty shifts throughout a 24 hour period or on weekends, the criminal investigation function should publish an on-call investigator duty roster, which is furnished to the communications center and the commander of the patrol force. The intent of the standard is to ensure constant availability of investigative resources. Personnel from other agencies may be utilized to fulfill the intent of this standard.

Standard

- 6.26** The agency shall have a written directive that establishes a system for the authorization, distribution, and use of electronic surveillance and undercover equipment.

Commentary

The intent of this standard is to establish a system of controls, policies, and procedures that should prevent unauthorized use and loss of often expensive and sophisticated electronic surveillance equipment.

Standard

- 6.28** The agency shall have a written directive that specifies procedures to be followed when using informants to include:

- ~~a. a master confidential informant file~~
- ~~b. information to be included in the file, to include at a minimum biographical and background information, criminal history records, and identifier of the informant~~
- ~~c. maintenance and security of files~~
- ~~d. procedures for compensating informants~~
- ~~e. safeguards and precautions to be taken with informants~~
- ~~f. procedures for juveniles; and~~
- g. procedures for probationers and parolees.

Commentary

The use of confidential informants is important to the satisfactory completion of many investigations, including patrol-related investigations; drug, vice, and organized crime control functions; and intelligence functions. Procedures should be established to provide for this resource within a controlled system to avoid abuse. A master file on informants should be maintained with an emphasis on security and rigid access control.

Standard

- 6.29** The agency shall distribute a copy of the agency's child abuse protocol to all sworn personnel. The protocol will detail the procedures to be followed for processing cases involving abused and/or neglected children.

Commentary

This standard does not apply to sworn jail personnel.

Standard

- 6.30** If the agency conducts follow up investigations of incidents involving the abuse, neglect, or molestation of children, agency personnel who conduct interviews with the victim shall have received specialized training in interviewing children.

Commentary

Agencies whose personnel do not have the specialized training to meet this standard should seek assistance from outside agencies. The intent of this standard is to ensure that services are delivered by personnel who have received specialized training in these areas.

If the agency utilizes a Child Advocacy Center (CAC) for interviews in the follow up investigation, the agency may apply for a waiver for this standard. The waiver must include documentation the CAC is being used by the agency and the CAC has been approved by the local prosecuting attorney.

Standard

- 6.34** The agency shall have a written directive governing procedures for the custodial interrogation of juveniles, to include provisions for the following:
- a. conferring with parents or guardians
 - b. limiting the duration of the interrogation and limiting the number of officers involved in the interrogation; and
 - c. explaining agency and juvenile justice system procedures to juveniles being interrogated.

Commentary

None

Standard

- 6.35 The agency shall have a written directive describing the procedures for conducting traffic safety checkpoints.

Commentary

Traffic safety checkpoints are accepted more readily by the public when conducted by the agency in a manner that improves rather than exacerbates normal traffic flow and are conducted within appropriate legal guidelines. The written directive should clearly outline the procedures approved by the agency and must be in accordance with State, Federal, and Constitutional guidelines.

Standard

- 6.36 The agency shall have a written directive describing the procedures for responding to a domestic violence incident involving an employee of the agency.

Commentary

The intent of this standard is for the agency to have a policy in place for how to respond to domestic incidents that occur in its jurisdiction involving its employees. It would be prudent to also consider adding policies for how the agency would handle employees as either suspects or victims of a domestic violence incident that occurs outside of its jurisdiction. When officers respond to incidents of domestic violence involving employees of the agency, the agency must have established procedures for how agency members respond. At a minimum, the agency should state in its written directive that a supervisor should be dispatched or notified, applicable reporting requirements, and a statement that no special consideration will be given to employees involved in such incidents.

Standard

- 7.2 The agency maintains records to include at a minimum:
- a. incidents by type
 - b. incidents by location
 - c. stolen, found, and recovered property files; and
 - d. evidentiary property files.

Commentary

The incident by type records provides information on experience relative to categories of activity. The agency should identify those activities

constituting the prevalent activity for categorization, usually UCR Part I offenses and principle offenses in the Part II category.

The location of incident records facilitates measuring caseloads relative to geographic distribution.

Common practice is to maintain one property file by the type of property involved and separate property files using serial numbers. It is highly desirable to have serial numbers of stolen and recovered property sequenced to facilitate comparison.

Standard

- 7.4** The agency shall have a system for assigning a unique identification number for each person custodially arrested.

Commentary

An identification number is a person-oriented number and is assigned to a specific person. Once a person has been assigned an identification number, all subsequent arrests and information concerning that person should be referenced to his or her identification number. Each person who has been arrested should have only one identification number, although the individual may have been arrested on a number of different occasions and thus have different case and arrest numbers relating to them. The system should include a procedure ensuring that identification numbers are not duplicated or skipped.

The agency may use a number assigned by another agency (e.g. the local sheriff's department).

Standard

- 7.5** The agency shall have a written directive establishing crime analysis procedures to include:
- a. collection of data
 - b. procedures for conducting analysis on collected data; and
 - c. dissemination of findings.

Commentary

Crime analysis should provide currently useful information to aid operational personnel in meeting their tactical crime control and prevention objectives by identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, and providing analyses of data from

field interrogations and arrests. Also, crime analysis can be useful to the agency's long-range planning effort by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

Knowledge of police hazards within the community helps officers perform more effectively. Though hazards may be permanent or temporary and may vary hourly, daily, or seasonally, the agency should attempt to identify as many as possible. Identification and understanding contribute to patrol techniques that most effectively counteract the hazards.

This standard is not inclusive of jail operations or agencies who do not have first responder responsibility.

Standard

- 7.6 The agency shall have a written directive that establishes and describes the reserve officer program to include:
- a. ~~the selection criteria for reserve officers are the same as full-time officers~~
 - b. ~~requiring and maintaining Georgia Peace Officer Certification~~
 - c. reserve officers' uniforms and equipment are the same as full-time officers when performing like functions; and
 - d. reserve officers are bonded and/or provided with public liability protection equal to that provided to full-time officers.

Commentary

Equipment and uniforms for reserve officers, except for insignia, patches, or badges, should not be distinguishable from those of full-time officers.

Standard

- 7.7 The agency shall have a written directive that establishes and describes the agency's auxiliary program to include:
- a. a statement that auxiliaries are not commissioned with sworn officer status
 - b. a description of the duties of auxiliaries
 - c. a requirement that if auxiliaries wear uniforms, the uniform will clearly distinguish them from sworn officers; and
 - d. a requirement that auxiliaries receive training for duties to which they are assigned.

Commentary

Auxiliaries are not law enforcement officers, but may be assigned to law enforcement-related community service functions. They can also be used as a resource in emergencies and large-scale special events. However, if the agency chooses to involve them in various activities to assist in the day-to-day delivery of law enforcement services, it should ensure that their duties do not require the status of a sworn officer. This standard includes law enforcement explorer programs and chaplains.

Standard

- 7.8** A written directive requires all affected agency personnel to share responsibility for achieving the agency's community relations objectives.

Commentary

Law enforcement agencies should establish direct contacts with the community served. Without "grass roots" community support, successful enforcement of many laws may be difficult, if not impossible. A well-organized community relation function can be an effective means of eliciting public support, can serve to identify problems in the making, and may foster cooperative efforts in resolving community issues. Input from the community can also help ensure that agency policies accurately reflect the needs of the community.

Because the conduct of each employee reflects on the agency as a whole, the burden of achieving the agency's community relations objectives should be shared. A unified, coordinated effort should require the participation, enthusiasm, and skills of all agency personnel.

Standard

- 7.12** All personnel assigned to the property and evidence function shall receive training commensurate with their duties.

Commentary

Since the property and evidence function is such a high liability area, all personnel assigned to the property and evidence function should attend training on professionally established guidelines and best practices associated with the function. While the standard does not include refresher training, the agency should ensure that all employees assigned to the function receive information or refresher training on a regular basis.

Standard

7.13 The agency shall conduct and present to the CEO the following documented inspections, inventories, and audits of in-custody property and evidence:

- ~~a. an inspection to determine adherence to procedures used for the control of property is conducted semi-annually by the person responsible for the property and evidence control function or his/her designee~~
- ~~b. an inventory of property occurs whenever the person responsible for the primary control of the property and evidence function is assigned to and/or transferred from the position and is conducted jointly by the newly designated property custodian and a designee of the CEO to ensure that records are correct and properly annotated~~
- ~~c. an annual audit of property held by the agency is conducted by a designee of the CEO who is not routinely or directly connected with control of property; and~~
- d. If any items are found to be missing, the CEO shall initiate a written action plan to correct the deficiency.

Commentary

The inspection is conducted to determine that the property room is being maintained in a clean and orderly fashion, that the integrity of the property is being maintained, that provisions of agency orders or other directives concerning the property management system are being followed, that property is being protected from damage or deterioration, that proper accountability procedures are being maintained, and that property having no further evidentiary value is being disposed of promptly.

The purpose of the inventory is to ensure the continuity of custody and not to require the accounting of every single item of property. The inventory should be sufficient to ensure the integrity of the system and the accountability of the property. During the joint inventory, a sufficient number of property records should be reviewed carefully with respect to proper documentation and accountability. The person assuming custody of the property should ensure that all records are current and properly annotated. All discrepancies should be recorded prior to the assumption of property accountability by the newly appointed custodian.

The purpose of the standard is to ensure the integrity of the system, not to require an accounting for every item of property. The annual audit should be a random sampling of property held to satisfy the auditor that policies and procedures are being followed. The person named to conduct the inventory should be appointed by the agency's chief executive officer. Under no circumstances should that inspector be appointed by supervisory or command officers having the property function under their control.

Standard

- 7.14** A written directive defines victim/witness assistance services to be rendered during the preliminary investigation, to include at a minimum:
- a. giving information to the victim/witness about applicable services, e.g., counseling, medical attention, compensation programs or emergency financial assistance, and victim advocacy
 - b. advising the victim/witness about what to do if the suspect or the suspect's companions or family threatens or otherwise intimidates him or her
 - c. informing victims/witnesses about the case number, if known by the agency, and subsequent steps in the processing of the case; and
 - d. providing a telephone number that the victim/witness may call to report additional information about the case or to receive information about the case.

Commentary

Much of the information for the victim/witness can be on a card that the patrol officer or investigator gives to the victim/witness. Information about the case can be included, with directions on how to receive information about the status of the case.

Standard

- 7.15** A written directive defines victim/witness assistance services to be provided during the follow-up investigation, if any, to include, at a minimum:
- a. re-contacting the victim/witness to determine whether needs are being met, if, in the opinion of the agency, the impact of a crime on a victim/witness has been unusually severe and has triggered above-average need for victim/witness assistance
 - b. explaining to victims/witnesses the procedures involved in the prosecution of their cases and their role in those procedures, if not an endangerment to the successful prosecution of the case; and
 - c. assigning a victim advocate, if needed, to the victim/witness during follow-up investigation.

Commentary

Regarding bullet (a), the agency should consider re-contacting victims/witnesses within ten days of the follow-up investigation's initiation. The explanation called for by bullet (b) may be printed on cards given to victims/witnesses and is intended to orient them and relieve their possible anxiety about their continued involvement in their cases.

If the agency utilizes victim/witness services associated with their court system or district attorney's office, the agency may apply for a waiver. To apply for a waiver, you must submit a letter from the victim/witness service outlining what services they provide.

Standard

7.18 The agency has a written directive describing the agency's role and/or authority for court security, and includes:

- ~~a. procedures for court security for agency personnel assigned/contracted to the function~~
- ~~b. identification of a position/employee responsible for court security and/or assigning personnel~~
- ~~c. required equipment for courtroom security~~
- d. documented security inspections of facilities immediately prior to court sessions; and
- ~~e. plans/procedures based on a documented survey conducted every three (3) years.~~

Commentary

The intent of this standard is to provide clear direction to all employees that participate in the court security function; whether the function is provided by the agency, the court, or another entity. The agency's policy must contain language indicating the responsibilities and expectations for its employees that are assigned, contracted, or otherwise present providing security at the court function.

If the court security function is shared by two or more agencies, a memorandum of agreement should identify the responsibilities of each.

"Facilities" refers to interior and exterior doors/windows, interior and exterior lighting, emergency lighting and power, fire/smoke detection and suppression equipment, alarms (intrusion, fire, duress), circulation patterns, secure areas, restricted areas, key control, ADA (Americans with Disabilities Act) accessibility, and communications.

"Plan/procedures" refer to the establishment of plans and or procedures to deal with emergencies (fire, medical, hostage, bomb, and disaster), high risk trials, search (area, person), weapons, use of restraining devices, detainee movement, and circulation pattern.

"Required equipment" includes fire suppression, medical supplies, restraining devices, communications, weapons (ammunition, gas), magnetometers, and alarm.

Standard

- 8.5 The agency has a written directive establishing a procedure for meeting the agency's need for language translation services.

Commentary

It is important for the agency to include TDD capabilities in their written directive and account for all languages in their translation service capabilities.

Standard

- 9.2 The agency shall have a written directive which governs access of nonessential persons to the holding facility.

Commentary

If nonessential persons are granted access to holding facilities, their presence should not violate a detainee's privacy, impede facility operations, or obstruct or frustrate acquisition and development of information for presentation in court by either the prosecution or the defense. Access of all nonessential persons should be prohibited in emergency situations.

Standard

- 9.3 The agency's holding facilities shall provide the following minimum conditions for detainees:

- a. adequate lighting as required by local code or ordinance
- b. circulation of fresh or purified air in accordance with local public health standards
- c. access to a toilet and drinking water
- d. access to wash basin or shower for detainee held in excess of eight hours; and
- e. a bed and bedding for each detainee held in excess of eight hours.

Commentary

Sufficient air, lighting, and sanitary facilities are essential to the health of detainees. Bedding issued to detainees held overnight should be clean, sanitary, and fire-retardant. The directive may provide exceptions for detainees who are deemed to be suicidal.

Standard

- 9.4** The facility has an automatic fire alarm, heat/smoke detection system, fire suppression equipment approved in writing by state or local fire officials, and a written directive prescribing fire prevention practices and procedures to include:
- a. a monthly documented visual inspection of fire suppression equipment
 - b. an annual documented testing of fire suppression equipment; and
 - c. a weekly documented testing of the automatic fire detection devices; and alarm systems to include a visual inspection as required by local fire code.

Commentary

Reasonable provisions for testing and or self-testing of the technology employed should be established to ensure the integrity and reliability of the system. The agency should plan and execute all reasonable procedures for the prevention and prompt control of fire, e.g., the current Life Safety Code as published by the National Fire Protection Association.

Standard

- 9.5** The agency shall have a written and posted emergency evacuation plan for the holding area and a designated and signed emergency exit directing evacuation of persons to hazard-free areas.

Commentary

If possible, two separate means of emergency exit should be provided. The evacuation plan should specify route of evacuation and subsequent disposition and housing of detainees. The plan also should include provisions for first aid and hospital transportation.

Standard

- 9.7** The agency shall have a written directive requiring a security check including searching for weapons and contraband, prior to each use of an unoccupied cell.

Commentary

A security check, including a search for weapons and contraband, should be made of each unoccupied cell prior to use. In addition, a cell should be checked when it becomes unoccupied. The written directive should indicate who is responsible for making this security check and require that any

conditions observed be reported immediately to supervisory personnel either verbally or in writing.

Standard

- 9.8** The agency shall have a written directive that prescribes procedures to be followed in the event of an escape.

Commentary

The procedures to be followed if an escape occurs should be made known to all personnel. They should include provisions for sounding alarms, alerting officials, mobilizing resources, and ending the alert.

Standard

- 9.9** The agency shall have a written directive that establishes procedures for a search of the detainee to include:

- a. an inventory search of the detainee at the time of booking and prior to entry to the holding facility; and
- b. an itemized inventory of property taken from the detainee.

Commentary

The written directive should precisely identify the types and scope of searches to be conducted by agency personnel. The directive should be consistent with current legal standards concerning the conduct of strip searches and body cavity searches. The written directive should also specify which items may be retained by the detainee and which may not. It is important to record carefully all property pending its return at the time of release. Unauthorized items and confiscated contraband should be shown on the inventory along with the detainee's signature, and a copy placed in the detainee's file. If possible, this process should be witnessed. If the detainee refuses to sign the inventory, it should be so noted.

Standard

- 9.10** The agency shall have a written directive that prescribes methods for handling, detaining, and segregating persons under the influence of alcohol or other drugs or who are violent or self-destructive.

Commentary

The holding facility is not normally equipped to provide treatment to persons under the influence of drugs or alcohol. Such persons should be detained

in other facilities, when available. When these facilities are not available, special consideration should be given to ensuring that the potential for detainees to injure themselves or others is minimized. Such detainees should remain under close observation by facility staff.

Standard

- 9.11** The agency shall have a written directive that identifies the policies and procedures to be followed when a detainee is in need of medical assistance.

Commentary

Arrangements for detainee emergency health care should be made with a local medical facility. If possible, a licensed health care professional should be identified as the emergency health care contact person. At least one on-duty person should be certified in first aid. The intent of this standard is to ensure that staff recognize, take immediate action on, and report all detainee medical emergencies.

Standard

- 9.12** The agency shall have a first aid kit available in all holding areas that is subjected to a documented monthly inspection and replenished, as necessary.

Commentary

*First aid equipment available to agency personnel should provide a capability for proper response to a broad range of anticipated emergencies.
(COMPLIANCE MAY BE OBSERVED)*

Standard

- 9.13** The agency shall have a written directive that requires that detainee "receiving screening" information be obtained and recorded when detainees are admitted to the holding area and before transfer to another facility. Receiving screening shall include an inquiry into:

- a. current health of the detainee
- b. medications taken by detainee
- c. behavior, including state of consciousness and mental status; and
- d. body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.

Commentary

The purpose of the screening is to determine whether medical attention is required. Female detainee screening should take into account the special needs of women.

Receiving screening may be performed by allied health personnel or by trained correctional officers at the time of booking. The information obtained may be recorded on a separate form designated for this purpose or recorded with other information obtained during the booking process. In addition, a record should be kept of all treatment and medication administered to a detainee, including circumstances or events necessitating such treatment.

Standard

- 9.14** The agency shall have the procedures for gaining access to medical services posted in areas used by detainees, in the language(s) prevalent to the area.

Commentary

It is important that detainees know that emergency health care services are available to them. The procedures for requesting emergency health care should be posted in conspicuous places in English and in any other languages that may be prevalent in the area. Access procedures should be explained orally to detainees unable to read. Signs should be permanently mounted and legible. (COMPLIANCE MAY BE OBSERVED)

Standard

- 9.15** The agency shall have a written directive which sets forth procedures regarding a detainee's rights, that include at a minimum:
- a. ensuring a timely court appearance of the detainee
 - b. ensuring that the detainee's opportunity to make bail is not impeded
 - c. ensuring that detainees have confidential access to attorneys
 - d. ensuring the detainee's access to a telephone
 - e. alerting the detainee to monitored or recorded telephone conversations, to include signs in the language prevalent in the area and/or an audible signal on the phone line; and
 - f. ensuring meals are provided to detainees no more than fourteen hours apart.

Commentary

None

Standard

- 9.16** The agency shall have a written directive which requires 24-hour supervision of detainees by agency staff, including a count of the detainee population at least once every shift, and establishes procedures to ensure that the detainee is visually observed by agency staff at least every thirty minutes.

Commentary

Twenty-four-hour supervision is essential for maintaining security and ensuring the safety and welfare of detainees. Supervision, as used in this standard, assumes agency staff is present in the same building that houses the holding facility and not at a remote location. One intent of this standard is to prohibit delegating supervision to a trustee. In addition to a count of the detainee population at least once every eight hours, other counts may be necessary prior to and following certain activities, such as night lockup, recreation, and meals. Care should be taken during physical checks that the detainee does not anticipate the appearance of agency staff. Detainees who are security risks should be under closer surveillance and require more frequent observation. This classification includes not only detainees who are violent but also those who are suicidal or mentally ill or demonstrate unusual or bizarre behavior.