

Eastern Greene Schools

Police Department Standard Operating Procedures



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ORGANIZATION AND ADMINISTRATION

CHAPTER ONE

EASTERN GREENE POLICE DEPARTMENT (EGPD) MISSION STATEMENT

To assist school administrators in providing a safe educational and working environment for all, free from the fear of crime and victimization.

GOALS

1. Officers of the department will uphold the EGPD Mission Statement and foster a safe, secure, and proper learning environment.
2. Officers of the department shall respect the dignity of individuals and groups.
3. Officers of the department shall perform their duties with professional knowledge and skills.
4. Officers of the department shall effectively and efficiently deliver professional services to students, staff, and citizens of this community.
5. Officers of the department will make every effort to ensure that crime prevention initiatives and school safety be their primary objectives.

CHAIN OF COMMAND

Eastern Greene Schools Board of Education

Superintendent

Chief of Police

AUTHORITY OF THE CHIEF

The Chief of Police shall be the Commanding Officer of the entire department; subject to the laws of the United States and the State of Indiana. The Chief is ordered to utilize the manpower and equipment of the EGPD to the best of his/her ability.

The Chief shall have control and custody of all books, records, tools, implements, and equipment used by and within the department. Further, the Chief shall maintain control and custody of public property, including all property confiscated by the department. The Chief may call upon officers of the department to assist in his/her responsibilities, or may delegate certain responsibilities to individual officers.

The Chief shall have the power to temporarily suspend with or without pay an officer of the department from duty for policy violation as permitted by Indiana Statute. He/she may relieve from duty any officer, pending the conclusion of any internal or criminal investigation.

ALL MEMBERS OF THE DEPARTMENT

All members of the department shall obey such lawful orders, directives and instructions of the Chief of Police and other proper governing bodies at all times. All officers of the EGPD shall take prompt, effective police action within the scope of the law, when the occasion so requires.

No member shall discriminate against, harass, or subject to ridicule, any person on the basis of that person's race, sex, age, creed, religion, national origin or human condition.

Members shall be tactful in the performance of their duties, and exercise patience and discretion. They shall conduct themselves at all times in a manner as to reflect most favorably on Eastern Greene Schools, EGPD, and the law enforcement profession.

The Eastern Greene Classified Employee Handbook supersedes and works in conjunction with all other policies.

PROFESSIONAL CODE OF CONDUCT

CHAPTER TWO

Rules cannot be drawn that will prescribe in detail the manner in which all the duties of law enforcement officers shall be performed. This code outlines the basic objectives sought and provides general rules for the performance of the magnitude of the duties of the law enforcement officer.

A well-disciplined public safety agency is a department whose officers willingly conform to all department policies, procedures, and rules. A violation of Eastern Greene Schools and the EGPD's policies, procedures, rules, or the law may result in disciplinary action, including termination.

PERFORMANCE OF DUTY/ACTION REQUIRED

Every sworn member of the EGPD is vested with enforcement authority, and shall enforce the laws of the State of Indiana. Federal Statutes as the law may prescribe in a just, impartial and reasonable manner. Officers shall respond without delay to all calls for police assistance. Officers shall be physically and mentally capable of performing such duties and actions.

INTOXICANT AND ILLICIT DRUG USE

Officers shall not possess, consume or be under the influence of an alcoholic beverage, illicit drugs, narcotics or any other intoxicant or controlled substances while on duty, or reporting for duty unless such drugs or narcotics are properly prescribed by an attending physician and pose no impairment. The odor of an alcoholic beverage on the officer's breath shall be considered presumptive evidence of consumption.

Officers that are in uniform, on or off duty, shall not purchase or consume alcoholic beverages.

CONDUCT UNBECOMING

Officers shall not conduct themselves in a manner which brings the department into disrepute, or reflects discredit upon themselves or other officers as a member of this department.

Officers shall not conduct themselves in a manner which impairs the operation or efficiency of the department or themselves.

Officers shall not participate in any incident which impairs their ability to perform their duties, or causes the department to be brought into disrepute.

Officers, while on or off duty, shall not take official action or actively participate in personal disputes or incidents involving close relatives or neighbors, except in an extreme emergency.

TRUTHFULNESS

No officer shall depart from the truth while giving court evidence, submitting official records and documents, or when questioned under official guidelines.

INSUBORDINATION

No officer shall be unwilling or refuse to submit to the proper, lawful authority of the Department Administration, Ranking Officers, Supervisory Officers, or fail to follow the instructions or intent of department policies by circumventing or ignoring said authority or policies.

GENERAL RULES OF OPERATION

CHAPTER THREE

GRATUITIES

No officer shall accept personal gifts, gratuities, bribes, or rewards from anyone in a position to benefit from the performance of the officer's duties and responsibilities, or for tasks performed as a part of the officer's duties.

PUBLIC COMMENT/PUBLIC RELATIONS

Officers shall not publicly criticize fellow officers, administration, department policy or practice, by any form of communication, when such communication is defamatory, obscene, unlawful, vengeful, impairs department operation or efficiency, or was made without regard for the truth.

Officers shall not communicate to any person or entity not entitled thereto, by law or policy, any information regarding department policies, operations, activities, or the contents of official documents or records.

COURT APPEARANCE

Officers conducting official business before the courts shall be punctual in attendance and professionally dressed either in uniform or proper civilian business attire. When testifying, officers shall speak only the truth. Officers shall display the utmost respect for proceedings and all persons in attendance.

STANDARD OPERATING PROCEDURES (SOPs)

CHAPTER FOUR

EGPD STANDARD OPERATING PROCEDURE NO. 1.1

UNIFORM SECTION PROCEDURES

PURPOSE- To establish minimum guidelines for Uniform Section duties.

POLICY- All officers assigned to the Uniform Section shall, to the best of their abilities, competently and responsibly serve the needs and interests of the school corporation and the community.

PROCEDURES-

ATTENDANCE

1. The Chief of Police, or Superintendent, will inform officers of any variance to the schedule.
2. The normal times for patrol duty will be 7:30am - 3:30pm.
3. Supervisors shall ensure that units are available to handle incidents when marked on duty. Officers going off duty should not be utilized to handle investigations that would require overtime.
4. The Chief of Police, or Superintendent, will be responsible to ensure that there is always an adequate number of officers scheduled to work, in accordance with minimum staffing requirements. When duties necessitate an officer working beyond his regularly scheduled duty hours, approval must be obtained from the Chief of Police. This requirement does not pertain to regularly scheduled court appearances as a result of your duties as an EGPD Officer wherein your appearance is commanded via subpoena.
5. It is the responsibility of the officer to arrive at work on time. An officer is considered tardy if they do not arrive on duty at the specified location at the specified time for Normal Duty Hours, Special

Duty Details, and Training or as directed.

- a. If an officer arrives late for work it shall be documented in their employee record.
- b. Officers arriving late for work a second (2nd) time shall receive a corrective interview, which will be documented in their employee record.
- c. Officers arriving late for work a third (3rd) time shall receive a one (1) day suspension, without pay, which will be documented in their employee record.
- d. Officers arriving late for work a fourth (4th) time shall receive a three (3) day suspension, without pay, which will be documented in their employee record.
- e. Officers arriving late for work, within the 12-month period, after receiving a three (3) day suspension will be referred to the EG Board of Education for disciplinary action.

*It should be noted that the outline is merely a guide, and the Chief of Police retains the ability to take disciplinary action that differs from the above. Progressive discipline is the primary practice.

SHIFT POLICIES

1. All officers, even when on break, are subject to answering calls and will do so immediately. All calls are handled in a timely and professional manner, as well as assign special duties as necessary, such as crime scene protection, directed patrol, assist office staff, etc. Officers are encouraged to initiate relationships with staff and students that will lay the foundation for collaborative efforts to ensure safety and security.
2. The first officer on the scene of an accident shall advise the dispatch or Central Office of any emergency equipment or personnel needed as well as any other necessary equipment. He/she shall give first aid to any injured victims until E.M.T.'s or other qualified medical personnel arrive and assist medical personnel further when required.
3. Officers are subject to call-in at any given time.

EGPD STANDARD OPERATING PROCEDURE NO. 1.2 MOTOR VEHICLE COLLISION INVESTIGATIONS

PURPOSE- This Standard Operating Procedure shall establish the proper method for the investigation of motor vehicle collisions.

POLICY- It is the policy of the EGPD that all investigations of motor vehicle collisions will conform to Indiana Codes 9-26; 9-30-5; 9-30-7; 35-33-1-1; and any other applicable state statutes.

PROCEDURE-

1. Whenever an officer of this department investigates a collision on public property that meets one of the following, an accident form provided by the State of Indiana shall be completed. The parties involved shall be advised to contact their insurance companies to provide proof of insurance to the Bureau of Motor Vehicles.
 - a. with damage exceeding \$2500.00
 - b. that involves one or more motor vehicles
 - c. where at least one motor vehicle was in motion
 - d. which occurred on a public street
 - e. where a death or injury to a person occurs
 - f. which was not a direct result of a cataclysm (act of nature),
2. Whenever an officer of this department investigates a collision on school property an EGPD crash form should be completed.
3. Requests for a report after the fact will require an information report. The officer must state in the narrative that the report was delayed and no officer was present at the scene. If an officer arrives on an accident scene and the officer observes that there is no damage to any of the vehicles

- involved, and if all parties involved decline a report, an accident report is not required. In all cases, the involved persons and vehicles will be added to the supplemental narrative.
4. Officers who investigate collisions shall observe for the involvement of alcohol or intoxicating drugs, treat the area of the collision as a crime scene, observe carefully for physical evidence, measure marks in the roadway, note transient or permanent view obstructions, etc. Serious personal injury accidents should be photographed. Whenever possible, the cameras provided for use by road units should be used. **IF REQUIRED**, assistance from surrounding agencies may be requested.
 5. All Hit and Run reports require an ARIES crash report according to the State Code.

EGPD STANDARD OPERATING PROCEDURE NO. 1.3 VEHICLE UNLOCKS

PURPOSE- To provide a guideline for assisting citizens with unlocking vehicles.

POLICY- Members of the EGPD may attempt to open locked motor vehicles by use of a "lock-jock" or other appropriate device under the conditions set forth below.

PROCEDURE- Any requests for the opening of a locked motor vehicle must conform to the following standards:

1. Confirm the owner of the vehicle and run a report on the vehicle and driver.
2. The operator must be present, and sign a waiver of responsibility for any damage incurred by the officer (See attached). Document in the report if any damage occurs during the unlock process.
3. The owner is required to be 16 years old or older.
4. The use of an auto wedge kit, a long reach tool, can be used for any year vehicle.
5. The officer should ensure that a license plate check return is included in the call, whether or not entry was actually gained.
6. When feasible, unlocks should be done on the passenger door.
7. The above may only be waived in the case of an emergency, such as a child locked in, fire, etc.

OFFICER'S NAME

Unit NO.

LOCATION OF UNLOCK

VEHICLE: YEAR MAKE COLOR

I hereby request and authorize the Eastern Greene Police Department (EGPD) to unlock my vehicle, (or the vehicle I am responsible for), which is described above. I also understand that the police department will do so as an accommodation to me but at my sole risk. Accordingly, I hereby release the EGPD, its Officers, and Eastern Greene Schools, from any claims for any damages whatsoever arising from the performance of such work.

* THIS PROCESS MAY CAUSE DAMAGE TO YOUR VEHICLE

(print) LAST NAME FIRST NAME MI

DATE OF BIRTH

SIGNATURE

TIME

NOTES:

EGPD Authorization Form

I, _____, authorize EGPD or its designee to unlock my vehicle. I understand that this method may cause damage to my vehicle. I will assume all responsibility for such damage should it occur and agree to release EGPD, its designee, and/or Eastern Greene Schools from any liability for damage that may occur. I also state that I am the registered owner and/or have the permission of the owner to have possession of the vehicle and to authorize the EGPD or its designee to unlock my vehicle.

Name

Date

DOB

Phone Number

Address

City

State

Zip Code

Drivers License Number

State of Issue

Year

Make

Model

Registration Number

State

Year

Signature of Person with Authorization

Responsible Officer

EGPD STANDARD OPERATING PROCEDURE NO. 1.4

JUVENILE OFFENDERS

PURPOSE- To establish guidelines concerning juvenile offenders.

POLICY- It is the policy of EGPD that officers who choose to physically arrest a juvenile will transport that juvenile to the Greene County Sheriff's Department. Those juvenile offenders who are not placed in physical custody must be released to a parent, responsible relative, guardian, a responsible adult, or released on their own recognizance, as appropriate. All officers should follow the procedures set forth.

PROCEDURE-

1. If an officer takes a report that alleges criminal activity by a juvenile, and the juvenile is not arrested, the initial officer's report should not be forwarded to Juvenile Probation unless the reporting officer has (A) performed a complete investigation that establishes illegal behavior by an identified juvenile(s), and (B) prepared a probable cause affidavit setting forth the particulars of the case.
2. Whenever a juvenile has been arrested, a case report documenting all pertinent times, dates, witnesses, parent or guardian information, and facts surrounding the incident must be completed. It will be forwarded to Juvenile Probation as soon as possible.
3. Juveniles who are taken to the Greene County Sheriff's Department will be supervised by our department and continue attempts to contact the child's parent or guardian until contact is made. Facility staff will not assist this department in making such contact. The arresting officer is completely responsible for the notification of parents or guardians. Dispatchers, and authorized school officials may be used, when possible, to assist in attempts to contact parents or guardians. All attempts to contact parents or guardians must be documented as to time and date. The Greene County Sheriff's Department will not accept "hold-overs."
4. If an officer desires to have a juvenile detained, the officer should attempt to first contact juvenile probation. The officer must attempt to contact the juvenile's assigned probation officer, or the probation officer on call if the juvenile is not on probation, or the juvenile's assigned probation officer is unavailable. Anytime a secure detention is made, a probable cause affidavit must accompany the officer's report. The original probable cause affidavit, and a copy of the case report as well as supporting statements, documents, etc. will be forwarded to juvenile probation. In the case of a holiday or weekend, the officer should leave the probable cause affidavit with the detention center so that a probable cause hearing may be held in a timely manner.
5. If it is necessary for an officer to take a juvenile who is in custody to the hospital, that officer should not sign for medical treatment. It is the responsibility of the parent(s), or guardian to determine if they will sign for the treatment. Officers must contact the parent(s), or guardian to make arrangements with regard to this. The Greene County Sheriff's Department will not accept a juvenile if medical treatment is needed. Except for Emergency Detentions as defined under I.C.12-26-5 and all subcategories. Dangerous is defined under I.C. 12-7-2-53, and Mental Illness or mentally ill is defined under I.C. 12-7-2-130. Parents/guardians should be notified as soon as possible. A DCS report should be generated as soon as possible.
6. See Procedural Instructions for holding juveniles below.
7. While it is recommended that juvenile suspects be taken to the Greene County Sheriff's Department, juveniles who are transported to the EGPD, SRO Office, or school office for the purpose of identification, investigation, interrogation, processing, release to parents or guardians, or while arranging transportation to an appropriate juvenile holding facility or court, will be held in the following manner:
 - a. The area where the juvenile is to be held will be unlocked.
 - b. The juvenile should not be physically secured to any stationary object while in custody at this department unless it is absolutely necessary for the protection of the juvenile or others from injury, or to prevent damage to property.

- c. An EGPD Police Officer, or authorized personnel, must stay with the juvenile at all times while the juvenile is on station. An EG administrator may also be used to supervise the juvenile.
8. While anyone who is a witness to an incident may be asked for a statement, a juvenile who is suspected of committing a crime can only be questioned in the presence of his parent(s) or guardian, and after the juvenile and his parent(s) or guardian have been advised of any pertinent warnings concerning self-incrimination and have had unrecorded meaningful consultation.

PROCEDURAL INSTRUCTIONS FOR HOLDING A JUVENILE
(Greene County Probation Department)

EGPD STANDARD OPERATING PROCEDURE NO. 1.5
BOMB THREATS

PURPOSE- To establish a procedure for safe and effective handling of bomb threat incidents.

POLICY- It shall be the policy of the EGPD that all reports of bomb threats shall be considered real threats until proven otherwise. Officers are directed to act with due regard for the safety of all persons involved.

PROCEDURES-

DISPATCH PERSONNEL- Upon receiving a report of a bomb threat, the dispatcher should obtain as much information as possible concerning the threat using the checklist and procedures in the [Emergency Management Guide](#).

UNIFORM RESPONSE- The senior uniform officer on duty, having received a complaint of a bomb threat, should respond to the general location of the threat. Based on the information provided to the dispatcher by the complainant, the officer should decide if he is to enter the premises or request the complainant to meet him outside in a safe location.

The senior officer should also, upon his arrival, designate a mobilization point, a safe distance from the threat, ideally visible from the threat area. All support services requested by the scene commander should report to the mobilization point. Such support services may include, but are not limited to:

1. Fire & Ambulance (will not routinely respond - must be requested by police personnel on the scene)
2. Additional police response
3. EOD teams
4. Utilities
5. Emergency Response Team's E.R.T.

It is recommended that personnel familiar with the premises make a rapid visual search of the premises for objects or devices that are unfamiliar if time permits.

If a suspicious article is not located, a decision to evacuate must be made by those responsible for the persons and property present.

If a time of detonation has been received, we recommend evacuation for a period of forty-five (45) minutes before and after the time specified. The decision to evacuate must be made by the authorities where the threat is received.

It is suggested that the senior uniform officer present request scene management through the office of the Chief of Police, or his available representative through the Chain of Command.

ADDITIONAL HAZARDS- If at any point during operations to assist complainants in bomb threat situations, the officer(s) perceive any actions by those present to constitute a danger to himself or others, the officer is directed to request that those offending persons comply with his requests or the police assistance should be terminated and police personnel removed to a safe location.

RADIO COMMUNICATIONS- Two-way radio communications will not be utilized within the immediate proximity of the premises receiving the threat. It is recommended that officers responding directly to the threat premises shut off both mobile and handheld radio transmission devices, including radar devices mounted or present in police vehicles, cellular telephones, etc., 30 seconds prior to their arrival. The mobilization point should be a safe enough distance away from the threat premises (1000 feet or more) to allow for radio communications. Communications from the senior officer present at the threat scene to those at the mobilization point should be made with hand signals, including a one-arm summoning motion to request personnel or a two-hand crossed-arm signal to request a fire department response to the mobilization point.

EGPD STANDARD OPERATING PROCEDURE NO. 1.6 RECOVERED PROPERTY AND EVIDENCE

PURPOSE- The purpose of this policy is to establish guidelines for documenting the recovery and chain of custody of all property and evidence taken into possession by members of the EGPD.

POLICY- It is the policy of the EGPD that all evidence and recovered property in its custody be properly secured, stored, and readily retrievable by proper authority and that any change in custody status be properly documented.

PROCEDURES-

COLLECTING OFFICER

1. Officers will take into custody **ONLY** those items/substances that are relative to the proper performance of their duties, such as found property, contraband, and evidence.
2. Property coming into the possession of an officer of the department, in the course of his/her duties, shall not be sold, given away, junked, destroyed, or disposed of in any manner other than what is specified in this Chapter.
3. All items/substances will be bagged, tagged, and/or marked as required by the collecting officer. Items/substances with different dispositions should be packaged separately.
4. All items/substances should be entered into the evidence system using the property table located on the involvements screen under the appropriate case number. The property should be entered with all relevant information about the property, and the record should be complete.
5. All recovered items/substances **MUST** be placed in the property locker or given directly to the property officer, along with the proper report(s) **PRIOR TO THE COLLECTING OFFICER ENDING HIS/HER SHIFT IF POSSIBLE.**

SPECIAL INSTRUCTIONS

1. **NO OFFICER SHALL TAKE INTO POSSESSION ANY ITEM/SUBSTANCE THAT CONSTITUTES A CLEAR HEALTH OR SAFETY HAZARD WITHOUT CONTACTING THE CHIEF OF POLICE OR SUPERINTENDENT FOR SPECIAL INSTRUCTIONS.**
2. All drugs should be weighed, and monies counted by the collecting officer, witnessed by another

- officer or witness if possible (Video will suffice).
3. Large amounts of drugs, or items of exceptional value, should be handled as any other evidence with proper documentation.
 4. All recovered syringes/needles shall be placed in "Sharps evidence tubes" when collected as evidence. When not used as evidence the syringes/needles shall be placed in the large Sharps container provided by the EGPD for destruction.
 5. Syringes/needles will not be submitted for testing except in capital case incidents, or by approval of the Chief of Police or his designee.
 6. Alcoholic beverages shall not be stored as evidence except in capital cases, or further examination is requested for prints or DNA analysis. When the containers need to be turned in, they will be photographed and destroyed.
 7. Firearms shall be labeled and shall be unloaded and cleared prior to being placed in a locker. If, for evidentiary purposes or other reasons, a firearm cannot be unloaded, a warning label shall be affixed to the outside of the locker and to the firearm.
 8. Bicycles being submitted as found property or evidence will be tagged. The bicycle will be secured in the designated storage area.

PROPERTY OFFICER

The Property Officer will be appointed by the Chief of Police and report directly to the Officer in Charge, or his/her designee, on matters related to property collection and storage.

The Property Officer will perform, in a competent manner, the following tasks:

1. Develop and maintain all property books, files, receipts, forms, invoices, evidence tags, and laboratory examination files and records.
2. Conduct an annual inventory of all recovered property, with a witness, no later than November 30th of each year.
3. Assist the officer in charge, his/her designee, or the Chief of Police with any unannounced audits.
4. Provide laboratory examination assistance to requesting officers.
5. Maintain a list of items to be sold at public auction.
6. Dispose of collected items/substances in accordance with State law.
7. Provide officers with proper receipts for collected property.
8. The Property Officer will not take into possession any item/substance not properly recorded, marked, or packaged by the recovering officer.
9. The Property Officer will take proper care, and exercise due caution when taking possession of any item/substance that may constitute a health or safety hazard
10. Whenever a new Property Officer who has access to the Evidence Room or Evidence is designated, or one resigns, an inventory and audit shall be conducted jointly by the newly assigned Property Officer and the outgoing Property Officer under the supervision of a superior officer. All records shall be reviewed relative to proper documentation and accountability.

RECOVERED PROPERTY REPORT

This report will be completed by the reporting officer to document the recovery or collection of all items/substances taken into custody. The report will be used to document any and all property being submitted to the EGPD.

1. The completed documentation shall include the Incident Number, Responsible Officer, Date/Time, Spillman property numbers, and a status for each item.
2. The Property Officer shall generate an Evidence Number and Item Number for all property listed on the documentation.
3. ALL DOCUMENTATION WILL BE TURNED IN WITH THE RECOVERED PROPERTY. This form is a SUPPLEMENT to and is not to be used in place of, the standard incident report.
4. State Police or other laboratory work will require approval from the Property Officer or higher

authority.

RECORDING TRANSFERS OF CUSTODY

The Property Officer shall be responsible for maintaining a file that documents all changes in custody of physical evidence. The file shall be capable of readily identifying the individual or organization currently maintaining custody of all evidence.

1. A record of all transfers of physical evidence shall be made.
2. Members of this law enforcement agency who assume custody of evidence from the evidence room bear full responsibility for ensuring its security, proper storage, and maintenance, and for the ready retrieval of such evidence upon demand.

RELEASE OF EVIDENCE

Evidence shall only be released by:

1. Court order of the appropriate court involved.
2. The Property Officer once it has been determined the evidence has no further value.
3. In the absence of the Property Officer and/or the direct supervisor, entry by other personnel will be authorized by the Chief of Police, and the entry shall be witnessed and documented.
4. The Collecting Officer if the property is considered found property and the owner can be located prior to the end of the collecting officer's shift.
5. All released property must be documented and photographed and a signature from the owner shall be kept on file with Records or the Property Officer.

DISPOSAL OF EVIDENCE

1. All weapons and drugs that are to be destroyed shall be done so with at least two persons and will be photographed.
2. The disposition of seized items properly admitted into evidence, sold or destroyed, will be in accordance with State law, IC 35-33-5-5.
3. After completion of any destruction process, the Property Officer shall submit a report to the Chief of Police. The report will include the date, time, and location of the destruction. It will also include an inventory of the items destroyed and the signatures of the Property Officer and one witness. Copies of the photographs will be forwarded with the report.

EGPD STANDARD OPERATING PROCEDURE NO. 1.7 REFERRALS TO PROSECUTOR

PURPOSE- To establish restrictions on the referral of victims to the Greene County Prosecutor's Office.

POLICY- It is the policy that EGPD officers should not refer a victim of any crime to the Greene County Prosecutor's Office.

PROCEDURE- Whenever an officer is dispatched to the scene of a crime, a report will be taken. The report will be listed as active, inactive, closed, suspended, etc.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.8 SUBMISSION OF REPORTS AND FORM

PURPOSE- To provide instruction regarding the submission of official reports and forms used by members of the EGPD.

POLICY- All official reports and forms will be submitted to the proper authority in a clear, legible, complete, accurate, and timely manner.

PROCEDURE-

SUBMISSION OF REPORTS AND FORMS

1. All incident reports must provide information concerning who, what, when, where, how, and why.
2. All official reports and forms should be completed and filed prior to the responsible officer's end of the tour. If justified, the ON DUTY supervisor may permit the responsible officer to delay the submission of a report until the next day. All officers are charged with ensuring that all information recorded on the incident report is complete and accurate.

RELATED DOCUMENTS/STATEMENTS

1. All documents related to each incident, including written statements of victims and/or witnesses, **MUST** be marked with the appropriate incident number on the upper right corner of the document. When appropriate, copies must also be forwarded to the Prosecutor's Office, Juvenile Probation, DCS, Court, etc.
2. The officer taking the statement(s) is required to ensure that the information is complete, legible, and signed by the person making the statement.
3. Because of the possibility of personal liability to, as well as the importance of timely documentation of calls handled by members of this department, every officer present at any arrest, serious felony crime scene, use of force, injury to a prisoner, serious incident, or any other call which may involve the filing of charges against a suspect, or circumstances which may lead a citizen to make accusations of improper conduct by our personnel, should complete a supplement to the report that is filed by the responsible officer. The supplement is to include but is not limited to, observations made, conversations overheard, evidence collected, etc.

SUPERVISOR RESPONSIBILITIES

1. OICs are responsible for reviewing all reports for accuracy and completion prior to the end of the shift and will acknowledge by initialing the report. The responsible shift OIC may request the oncoming OIC to accept the responsibility if necessary.
2. Because of the importance of accuracy with regard to police records, all reports or forms which are found to be defective will be brought to the attention of the Chief of Police for appropriate corrective action.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.9 POLICE VEHICLE OPERATIONS

PURPOSE- The purpose of this procedure is to set forth the guidelines for the operation of police vehicles in emergency, non-emergency, and pursuit situations in order to minimize the risk of death, injury, or property damage to police and citizens alike.

POLICY- It is the policy of the EGPD that all officers operate school corporation-owned/leased vehicles with due regard for the safety of all persons. Officers are reminded that State and Local provisions will not protect the officer from the consequences of any reckless disregard for the safety of others.

The traffic law exemptions, permitted under IC 9-21-1-8, are only allowable when the emergency vehicle is making use of audible or visual signals while responding to an emergency or when in pursuit of an actual or suspected violator of the law. Therefore, officers shall obey all traffic regulations while on patrol.

- A. EGPD vehicles will always be operated in a manner consistent with prevailing laws and with due regard for persons and property.
 - a. Both drivers and passengers will use seat belts or lap/shoulder belts when riding in EGPD vehicles.
 - b. Officers will secure other passengers with seat belts whenever possible.
 - c. Officers should not exceed speed limits or disregard other traffic control devices or laws while on normal patrol under routine conditions.
 - d. The use of unimproved median areas for patrol purposes should only be used for emergency situations.
 - e. Emergency responses (lights and sirens) do not absolve an officer from due care, nor give the officer absolute command of the right-of-way.
- B. Officers assigned to EGPD vehicles will care for and maintain such vehicles according to current Department maintenance standards.
- C. While operating an EGPD commission/vehicle the Officer should have their radio on and be dressed appropriately.
- D. EGPD Officers should use best practices and avoid transporting individuals as passengers, in custody, or as observers without first notifying the Central office and/or Dispatch. In cases of transporting officers of the opposite sex or juveniles, the Officer will advise the Center Office of:
 - a. Type of passenger
 - b. Reason for transport
 - c. Starting point and Vehicle Mileage
 - d. Ending point and vehicle Mileage
- E. Other authorized persons may, from time to time, be transported as observers or partners so long as appropriate permission has been obtained from the Superintendent of Schools and/or Chief of Police and the Central Office has been notified.
- F. Officers should not transport alcoholic beverages in EGPD vehicles unless such items are transported as evidence or for sufficient cause and with the permission of the Superintendent of Schools and/or Chief of Police.
- G. Officers will promptly and completely report all required information in case of damage or accident to an EGPD vehicle under their control. An officer should not investigate a vehicle accident in which she/he is involved as either a driver or a passenger or is otherwise directly involved in the accident.
- H. Officers involved in vehicle accidents in an EGPD vehicle will adhere to accepted procedures in such cases and will follow the instructions of the designee at the scene. An EGPD Officer involved in an accident could be requested to take a breathalyzer and/or blood draw and if requested shall comply.
- I. Officers should not intentionally misuse or abuse EGPD vehicles nor install any additional accessories or equipment without the permission of the Superintendent and/or Chief of Police.
- J. Officers should not leave EGPD vehicles unlocked when on a detail out of the vehicle, or when the vehicle is left unattended at any time.
- K. Officers should not leave engines running in EGPD vehicles unless absolutely necessary, and only if the vehicle is braked and secured, and if the Officer retains a spare set of keys for re-entering the vehicle.
 - a. The exception would be when it is necessary that the vehicle be left running due to continued activation of emergency lights, equipment charging, and/or weather conditions"
- L. Officers will ensure that vehicles under their control are in good working order.
- M. Officers will remove shotguns and all other weapons, and firearms >>>>from vehicles whenever vehicles are taken out of service for maintenance or repair.
- N. No officer should permit any vehicle to be operated by anyone other than an officer of EGPD except under emergency conditions, a school employee under extreme circumstances, or when

the vehicle is operated by the Director of Transportation to perform maintenance or repairs. In the event of an emergency operation by an unauthorized person, the EGPD officer who is involved will report such an incident to the Superintendent and/or Chief of Police.

- O. Officers are responsible for adequate maintenance of vehicles assigned to them and will report conditions requiring repair in writing to the Transportation Director.
- P. An Officer will be aware that she/he is liable to be cited or otherwise charged in vehicle accidents in which it is found that she/he is entirely or partially at fault by an investigation.
- Q. EGPD Officers should not be used to transport persons known to be suffering from contagious diseases or pose a risk to the personal safety of the officer or the general public.
- R. Any damage or loss of equipment should be properly documented and immediately reported to the Superintendent and/or Chief of Police. Officers should assume responsibility for all damaged or lost equipment not reported, while the vehicle and/or equipment are in their charge. The officer finding a vehicle or equipment damage that would render the vehicle or equipment unsafe for use should immediately notify the Superintendent and/or Chief of Police.

Emergency Calls

EGPD Officers responding to an emergency call shall proceed immediately and shall continuously operate the emergency vehicle lighting and siren as required by law (I.C. § 9-21-1-8). EGPD Officers should only respond to a call as an emergency response when dispatched or when circumstances reasonably indicate an emergency response is required. This includes, but is not limited to (I.C. § 9-19-14-3):

- A. When in pursuit or apprehending a violator or suspected violator.
- B. When responding to a reported emergency involving possible personal injury, death, or significant property damage.
- C. When immediate assistance is requested by an EGPD Officer or other law enforcement agency.

If an EGPD Officer believes an emergency response to any call is appropriate, the EGPD Officer should immediately notify the Central Office and/or Greene County Dispatch.

EGPD Officers not responding to a call as an emergency response shall observe all traffic laws and proceed without the use of emergency lights and sirens.

When requesting emergency assistance, the involved officer should reasonably believe there is an imminent threat to the safety of him/herself or another person, or that assistance is needed to prevent imminent serious harm to the public.

If circumstances permit, the requesting officer should provide the following information:

- 1. Identifying call sign
- 2. Location of the emergency situation
- 3. Suspect information, including weapons

SAFETY CONSIDERATIONS

EGPD Officers responding to an emergency call should proceed immediately as appropriate and shall continuously operate the emergency vehicle lighting and siren as required by law (I.C. § 9-13-2-6(1)(B)). Responding with emergency lights and sirens does not relieve the operator of an emergency vehicle of the duty to continue to drive with due regard for the safety of all persons and property, and does not protect the operator from the consequences of reckless disregard for the safety of others. However, the EGPD Officers may, when responding to a call with an emergency response, provided there is no endangerment or unnecessary risk to persons and property (I.C. § 9-21-1-8):

- 1. • Proceed past a red or stop signal or stop sign, but only after slowing down, or stopping, as may be necessary for safe operation.

2. • Exceed the speed limit.
3. • Disregard regulations governing the direction of movement or turning in specified directions.
4. • Park or stand in the roadway.
5. • Execute lawful intervention techniques.

Use of EGPD Police Vehicles During Off-Duty Hours

This policy is established for officers of the department who are assigned take-home vehicles. It is the policy of the department that those officers provided with a take-home care abide by the following:

- A. At all times, the use of the vehicle will be consistent with the high standards of Eastern Greene Schools, and nothing will be done with, or in, the vehicle that would in any way adversely affect the image or reputation of Eastern Greene Schools.
- B. No one other than a police officer or the Director of Transportation may operate any EGPD vehicle (see M above.)
- C. Generally, take-home cars may be used in the same manner that a privately owned vehicle of the officer when off duty, subject to the restrictive provisions of this policy.
- D. EGPD vehicles, whether marked or unmarked, should not be operated by any driver who is impaired. Impaired for the purposes of this section include, without limitation, any person who has a level of alcohol in his or her body that is detectable on an evidentiary instrument.
- E. EGPD take-home vehicles should only be operated in surrounding counties. The Superintendent and/or Chief of Police may authorize variances to this procedure.
- F. Family members are allowed as passengers in police vehicles when the officer is in off-duty status.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO 1.10 MOTOR VEHICLE INVENTORIES

PURPOSE- The purpose of this policy is to provide officers with guidelines for determining when and how a motor vehicle inventory should be conducted, as well as directing the completion of the "Abandoned/Impounded Vehicle Report."

POLICY- A motor vehicle inventory is an administrative measure designed to protect motor vehicles and their contents while in police custody; to protect the agency against claims of lost, stolen, or damaged property; and to protect departmental personnel and the public against injury or damaged property due to hazardous materials or substances that may be in the vehicle. It is the policy of this department to safeguard the above property and interests and to conduct motor vehicle inventories only in accordance with the following procedures.

PROCEDURE-

LEGAL AUTHORITY TO INVENTORY

Officers of this agency shall conduct a motor vehicle inventory when:

1. The vehicle has been seized or impounded pursuant to the arrest of the driver, after towing the vehicle for violations, after towing as permitted or required by law, or for related enforcement, safety, and/or caretaking purposes.
2. Examination of the contents of a motor vehicle pursuant to a criminal investigation, or for the specific purpose of discovering evidence of a crime, is a search, not an administrative inventory. Officers shall be guided by current law and court rulings when engaged in these actions.

SCOPE OF INVENTORY

1. The contents of ALL motor vehicles that are seized and/or impounded by this department SHALL be subject to inventory in accordance with the provisions of section 1.10.3A of this policy.
2. An inventory should be conducted in the location at which the vehicle is seized unless limited by reasons of safety or practicality. If so, the vehicle shall be inventoried as soon as possible following impoundment.
3. A motor vehicle inventory may extend to all areas of the vehicle in which personal property or hazardous materials may reasonably be found, including, but not limited to, the passenger compartment, trunk, and glove compartment.
4. All closed containers found within the vehicle SHALL be opened for purposes of the inventory. Closed and locked containers shall not be forced open but shall be logged on the impound report as such. If a key or lock combination is available, locked containers shall be opened and inventoried.
5. For ALL vehicles that are ordered towed by this department, abandoned, seized, etc., the responsible officer for the incident will do a Vehicle Report when completed.

PROPERTY CONTROL

1. All items of value shall be itemized on the Abandoned/Impounded Vehicle Report. Items of great value shall be turned over to the control of the property room for safekeeping (See SOP 1.6). If the number of articles located in a vehicle is so great that there is insufficient room on the Abandoned/Impounded Vehicle Report, officers are directed to list items on a statement form, marked at the top with the incident number and serial number of the Abandoned/Impounded Vehicle Report being used.
2. The control and safekeeping of hazardous materials shall be the responsibility of the property officer (See SOP 1.6).
3. Contraband and evidence discovered during the course of a motor vehicle inventory shall be deposited in the property in accordance with procedures outlined in SOP 1.6.
4. The EGPD Abandoned/Impounded Vehicle Report is completed.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.11 CUSTODIAL INTERROGATION

PURPOSE- To ensure compliance with the Indiana Supreme Court's amended Rules of Evidence which prohibits evidence of a suspect's statement taken during police station questioning unless it was electronically recorded. There are certain exceptions to this rule, as defined below.

1. "Electronic Recording" means an audio-video recording that includes at least not only the visible images of the person being interviewed but also the voices of said person and the interrogating officers.
2. "Custodial Interrogation" means an interview conducted by law enforcement during which a reasonable person would consider himself or herself to be in custody
3. "Place of Detention" means a jail, law enforcement agency station house, or any other stationary or mobile building owned or operated by a law enforcement agency at which persons are detained in connection with criminal investigations.

POLICY- It is the policy of the EGPD that all Custodial Interrogations conducted in a Place of Detention must be Electronically Recorded except upon clear and convincing proof that one of the noted (below) exceptions existed at the time of the interrogation. The Electronic Recording must be a complete, authentic, accurate, unaltered, and continuous record of a Custodial Interrogation. **EXCEPTIONS:**

1. The statement was part of a routine processing or "booking" of the person; or
2. Before or during a Custodial Interrogation, the person agreed to respond to questions only if his

- or her Statements were not Electronically Recorded, provided that such agreement and its surrounding conversation is Electronically Recorded or documented in writing; or
3. The law enforcement officers conducting the Custodial Interrogation in good faith failed to make an Electronic Recording because the officers inadvertently failed to operate the recording equipment properly, or without the knowledge of any of said officers the recording equipment malfunctioned or stopped operating; or
 4. The statement was made during a custodial interrogation that both occurred in and was conducted by officers of, a jurisdiction outside Indiana; or
 5. The law enforcement officers conducting or observing the Custodial Interrogation reasonably believed that the crime for which the person was being investigated was not a felony under Indiana law; or
 6. The statement was spontaneous and not made in response to a question; or
 7. Substantial exigent circumstances existed which prevented the making of, or rendered it not feasible to make an Electronic Recording of the Custodial Interrogation or prevent its preservation and availability at trial.

PROCEDURE-

Custodial Interrogations conducted at EGPD or other Places of Detention shall be audio-video recorded unless one of the aforementioned exceptions exists at the time of the Custodial Interrogation.

When conducting Custodial Interrogations at EGPD an introduction should be recorded at the beginning of the interview to include the day, date, time, person(s) present, and the appropriate incident number.

When conducting Custodial Interrogations at other Places of Detention, that facilities Electronic Recording devices should be utilized. If there are no Electronic Recording devices available, request a portable Electronic Recording device through investigations.

This SOP is in addition to, and does not diminish, any other requirement of law regarding the admissibility of a person's statements.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.12 ON-DUTY INJURY OR ILLNESS

PURPOSE- To establish uniform guidelines for reporting and properly documenting injuries and/or illnesses that are suffered by Police Department personnel in the course of, or as a result of, their official duties.

POLICY- It is the responsibility of the officer to report any instance of on-duty injury or work-related illness to the Officer in Charge and to follow

PROCEDURE-

WORKERS' COMPENSATION CLAIM PROCEDURE

1. Immediately notify your supervisor when an injury has occurred
2. All injuries (unless life threatening**) must be reported by calling the triage number 18552629879.
 - a. ** Immediately call 911 if an injury is life-threatening
 - b. [Click here](#) to view the claim reporting program.
3. Any paperwork received from the visit must be submitted to Human Resources within 24 hours.
4. If you have questions concerning your injury or the Workers' Compensation process, please contact Eastern Greene Schools Human Resources Department.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.13 MILITARY LEAVE

PURPOSE- The EGPD recognizes the need to have a policy that addresses the employment rights of employees who serve in the reserve components of the U.S. Military, including the Indiana National Guard.

POLICY- It is the policy of this Department to adhere to all federal and state laws regarding military leave, as well as comply with the Uniformed Services Employment and Reemployment Act of 1994. (USERRSA).

PROCEDURE-

1. All employees who are members of any reserve component of the armed forces of the United States or the Indiana National Guard shall be entitled to Military Leave from their duties for all periods of military service during which they are engaged in the performance of duty or training.
2. Each employee who is on Military Leave shall be paid his or her salary or compensation for a period, or periods, not exceeding fifteen (15) days of paid leave in any one (1) calendar year.
3. An employee who has exhausted the 15 days of paid leave in any one calendar year may elect to use accrued annual leave.
4. Military leave without pay shall be granted to employees for periods of active duty or training for periods beyond the fifteen (15) days of paid leave in a calendar year if the employee elects not to use accrued annual leave.

REQUESTING MILITARY LEAVE-

The employee requesting military leave shall submit a written request for authorized absence, listing the dates required to his/her supervisor who will then forward to the Chief of Police. The employee shall also attach military orders or written verification of assigned drill days to their written request.

1. Written requests shall be submitted for paid military leave of up to 15 days.
2. Written requests shall be submitted for the use of benefit time for military leave in excess of 15 days.
3. Written requests shall be submitted for unpaid military leave.

**EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.14
CRIMINAL AND ADMINISTRATIVE INVESTIGATIONS**

PURPOSE- This policy outlines the procedures Corporation Officers should follow when investigating delinquent and/or criminal acts committed within the school corporation. It is recognized that the specific actions of officers will be based on the circumstances that exist at that time and applicable state law.

POLICY- It is the policy of the EGPD to investigate crimes and other incidents within the corporation and file criminal charges when warranted. The Department will coordinate and work with administrators in reference to criminal incidents; however, the decision to file charges will ultimately lie with corporation officers.

PROCEDURE-

School policy violations are acts contrary to the rules and regulations contained in the Student Handbook/EG Classified Employee Handbook or deviations of approved policies, procedures, and accepted practices of Eastern Greene Schools. School policy violations may or may not be violations of state law.

1. ADMINISTRATIVE INQUIRIES OF SCHOOL POLICY/LAW VIOLATIONS

- A. Many times school administrators will become aware of school policy violations (that are also criminal incidents) before EGPD officers.

1. Administrators may conduct inquiries in reference to school policy violations to include the taking of statements, conducting interviews, taking photographs, etc.
 2. Administrators may request the presence of EGPD officers for safety purposes during their inquiries.
 3. If present during administrative inquiries, EGPD officers should limit their role to that of peacekeeper, one who maintains the safety of all persons present.
- B. If the school policy violation is also a violation of state statute, EGPD officers should "change hats" to that of a criminal investigator once school officials have completed their inquiries.
- C. School administrators are encouraged to complete their inquiries prior to directly involving EGPD officers whenever possible. However, EGPD officers should be made aware of incidents requiring law enforcement follow-up as soon as practical.

2. INVESTIGATIONS OF CRIMINAL INCIDENTS

- A. Although duplicating many of the tasks already completed by school officials, the police investigation should be a separate act, as law enforcement officers must abide by state statutes regarding criminal investigative procedures.
1. EGPD officers may use information provided by school officials as the basis for beginning their investigation as they would from any citizen reporting a possible law violation.
 2. School officials may have obtained statements and photos during their inquiry, however, officers should take original statements and photos (if necessary) to better the quality of their investigations and to ensure chain of custody and admissibility of evidence for court purposes.
- B. Officers shall not rely solely on the results of school administrative inquiries officers must conduct their own criminal investigations following proper police procedures.

3. INCIDENTS INVOLVING CONTRABAND

- A. Administrative Inquiries
1. Students suspected of possessing contraband must be kept under constant observation until, if necessary, a search is conducted.
 2. If an item is found or if the student volunteers an item of contraband, the school official must note the type, specific location, (in clothing, a personal item, etc.), and time of discovery. This information must be documented in a written statement completed by the school official and provided to EGPD officers.
 3. So that the chain of custody is properly maintained, the administrator should keep the item or secure it in a locked drawer or cabinet until turned over to corporation officers.
- B. Searches by Law Enforcement Officers
1. If EGPD officers conduct a search, they do so as law enforcement officers - not school officials.

4. ADULT VS. JUVENILE SUSPECTS

- A. If a high school student is involved in a criminal incident, officers must ascertain the age of the student involved.
1. If the student is a juvenile, and the student is in custody, he/she may not be interviewed with the object or likelihood of eliciting an incriminating response unless a parent or

guardian is present, the juvenile rights waiver form is read and signed, and the juvenile and parent or guardian are given the opportunity for a private conference prior to the interview in compliance with the provisions of IC 31-32-5-1.

2. In some cases, officers may have to conduct investigations outside normal school hours and away from school premises to abide by this requirement.
- B. If the student is 18 years of age or older, adult investigative procedures apply. In addition, if a student is incarcerated, issued a summons in lieu of incarceration, or if charges will be or are likely to be filed in the future, the officer will notify the student's parent or guardian as soon as it is practical to do so.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.15 TRAFFIC SAFETY ENFORCEMENT

PURPOSE- The purpose of this policy is to outline traffic safety enforcement, including traffic control, as it pertains to the EGPD.

POLICY- It is the policy of EGPD to provide safety to our students, staff, and visitors by actively participating in traffic safety enforcement.

PROCEDURES-

TRAFFIC SAFETY ACTIVITIES

The Department's traffic safety function will include procedures for analysis of traffic conditions that present special hazards to our students, staff, and visitors, as well as traffic crashes and traffic enforcement activities.

It also includes procedures for the implementation of traffic enforcement techniques and procedures. This procedure may include assigning officers to areas of greatest potential need and/or actual need as identified by an analysis of traffic records.

Officers may be assigned to directed patrols or stationary observation to identify certain hazardous traffic law violations in selected areas.

TRAFFIC SAFETY ENFORCEMENT

Selective enforcement activities shall be based on, but not limited to, the analysis of traffic crashes, hazards, and enforcement statistics.

ENFORCEMENT PROCEDURES

Generally, traffic enforcement action taken by officers will include:

1. Physical Arrest
2. Citation (notice to appear) - used to summon drivers into court
3. Written Warning - used to warn drivers of driving errors; and/or
4. Verbal Warning - used to verbally warn drivers of driving errors.

Officers shall exercise good judgment and take into account the degree and severity of the violation committed when determining which enforcement action is appropriate for the circumstances.

VIOLATOR PROCEDURES

1. Processing of non-resident traffic violators shall be handled as prescribed by the Greene County Prosecutor's Office.
2. The procedure for handling juvenile traffic law violators will generally be the same as for adults, except that Juvenile Court has jurisdiction over traffic violations if:
 - a. Any child under the age of 16 commits a violation of a traffic law, which is a misdemeanor

- (i.e. Operator never licensed; leaving the Scene of an Accident; Reckless Driving, etc.)
- b. Any child, regardless of age, is arrested for OWI (IC 9-30-5)
- c. Juvenile Court does not have jurisdiction over traffic violations that are infractions or in violation of the Town Ordinance. These juveniles shall be placed in the appropriate City Court for prosecution.
- d. Juvenile Court does not have jurisdiction over traffic misdemeanors for juveniles 16 years of age and older, except for OWI
- e. United States Senators, Congressmen, and Indiana Legislators, in all cases except treason, felony, and breach of peace shall be immune from arrest while going to, returning from, and attending sessions of their respective houses. (This section grants immunity from arrest but would not preclude the issuance of a traffic citation.)

TRAFFIC VIOLATION INFORMATION

At the time a motorist is charged with a traffic violation, the officer shall provide information to include but not be limited to:

1. Court appearance scheduled
2. Whether a court appearance is mandatory
3. Whether the motorist may enter a plea and/or pay the fine by mail.

UNIFORM TRAFFIC ENFORCEMENT POLICIES

Uniform enforcement supports the ultimate goal of traffic enforcement is to achieve voluntary compliance with traffic laws and regulations. The following procedures are to be followed whenever possible. However, specific circumstances may change the seriousness of the violation. Therefore, the provisions of this section should not preclude the use of good judgment by the officer in evaluating the seriousness of the violation in relation to the circumstances and conditions existing at the time.

1. Operating While Intoxicated
 - a. The department will take steps to train and equip its officers to detect and apprehend the alcohol/drug-impaired driver;
 - b. Officers shall file charges on alcohol/drug-impaired drivers whenever probable cause exists for the arrest; and
 - c. Officers shall also file a charge which establishes probable cause for the initial contact with the violator.
2. Commercial Carrier Violations
 - a. Commercial carrier violations shall be treated in the same manner as the general motoring public.
3. Hazardous Violations
 - a. This department adopts a policy of strict enforcement of hazardous violations, such as speeding, particularly in high-hazard and high-accident locations.
 - b. Officers are encouraged to issue citations or physically arrest, when appropriate, for hazardous violations.
 - c. The decision to warn or cite a violator will ultimately rely on the officer's judgment based on the conditions and circumstances at the time of the violation.
4. Equipment Violations
 - a. When only one violation exists, the officer should weigh the severity of the violation and issue a warning or citation.
 - b. The ultimate decision to warn or cite a violator will ultimately rely on the officer's judgment based on the conditions and circumstances at the time of the violation.
5. Non-Hazardous Violations
 - a. Non-hazardous violations are defined as violations of laws or ordinances affecting the use or protection of streets or highways but not enacted primarily to regulate the safe movement of vehicles and pedestrians.

- b. The decision to warn or cite a violator for a non-hazardous violation will ultimately rely on the officer's judgment based on the conditions and circumstances at the time of the violation.

6. Multiple Violations

- a. Enforcement of multiple violations will follow established citation and warning guidelines.
- b. The decision to warn or cite a violator for multiple violations will ultimately rely on the officer's judgment based on the conditions and circumstances at the time of the violations.

7. Newly Created Statutes

- a. It will be the policy of this department for officers to issue warnings for a period of two (2) weeks after the date a law becomes effective unless otherwise specified by law or orders to the contrary.

8. Suspended or Revoked Operators

- a. Officers frequently encounter drivers who are unable to produce a valid operator's license and whose driving privileges may be suspended or revoked.
- b. If the officer is certain that the violator's license has been suspended or revoked, he/she should determine if a physical arrest is lawful.
- c. If the officer is uncertain of the actual status of the violator's license or if the suspension is an infraction violation, he/she should issue a citation.
- d. Officers may request certified driver's license information from Dispatch for offenses of:
 - i. Never Obtaining a Driver's License- IC 9-24-18-1
 - ii. Driving While Suspended (Infraction) -IC 9-24-19-1
 - iii. Driving While Suspended (Misdemeanor)- IC 9-24-19-2 and IC 9-24-19-3
 - iv. Habitual Traffic Offender -IC 9-30-10-16
 - v. Operating While Intoxicated - IC 9-30-5
- e. If the violator has produced an operator's license that has been suspended or revoked, the officer should confiscate the license (attaching it to the court copies of the citation), complete a receipt for the license located on the back of the violator's copy of their citation and inform the violator of the status of their driving privileges.
- f. A copy of the "uncertified" BMV driving record must accompany the charging paperwork to the Prosecutor's office.

9. Other Guidelines for Enforcement Action

- a. Indiana Code permits an arrest to be made by a law enforcement officer for misdemeanors not occurring in the officer's presence when the officer has probable cause to believe a person has committed the offense (IC 9-30-2-6). Traffic misdemeanors in this category are:
 - i. Leaving the scene of a personal injury or property damage accident (IC 9-26-1-1, IC 9-26-1-2, IC 9-26-1-3, and IC 9-26-1-4)
- b. Operating a vehicle while intoxicated (IC 9-30-5 if the violation of IC 9-30-5 is coupled with an accident).
- c. A summons for a traffic infraction may be issued to the driver of a vehicle involved in a traffic accident if the investigating officer believes in good faith the person has committed the infraction (IC 34-4-32-2).

10. Uniform Traffic Enforcement Procedures

- a. Based on the principle that the most effective deterrent to traffic law violations is visible patrol in a marked vehicle, and in the interest of maintaining a posture of prevention as opposed to apprehension, traffic law enforcement activities will normally be conducted through visible traffic patrol.
- b. In those areas where fixed-post (stationary) observation is necessary to maximize the effectiveness of a selective enforcement effort, officers shall park in such a manner so that traffic flow is not impeded.
- c. Unmarked vehicles or unconventional vehicles may be used for traffic patrol.
 - i. All unmarked vehicles used for traffic patrol shall be equipped with emergency lights, sirens, and radios and shall be operated by an officer in full uniform.

11. Traffic Stop Procedures

- a. The department acknowledges that traffic stops are a vital function of the service we

provide for our school community. It is also recognized that officer safety is to be a priority during all stops because no two traffic stops are alike.

12. Officer Violator Relations

- a. Officers shall be courteous when greeting the driver and requesting documents. An officer's conduct and relations to a traffic violator should be, at all times, professional, courteous, tactful, and respectful. The officer should exercise the utmost patience and discretion when requesting the driver's license, registration, and/or other needed documents. Officers should not engage in argumentative discussion, even in the face of provocation. In the performance of their duties, officers should not use profane language or obscene gestures toward the violator.
- b. It should be noted however, that when an officer is threatened, in fear of physical danger, assault, or is assaulted, or must use force or deadly force to defend himself, officer/violator relations will be altered appropriately.

13. Speed Measuring Devices

- a. Equipment specifications for speed measuring devices shall meet or exceed National Highway Safety Administration standards.
- b. Officers will be responsible for the proper care and upkeep of their individually assigned radar units.
- c. Maintenance and calibration shall be routinely performed at least annually and shall be performed more frequently if needed.
- d. Maintenance and calibration records will be maintained by the Chief of Police. Operational procedures for radar use will be instructed by the Chief of Police or his designee

14. OWI Enforcement Countermeasures

- a. The Department will make every effort, within the scope of its resources, to reduce the number of alcohol-impaired drivers within the school corporation.
 - i. The department will attempt to have its officers trained in the use of breath test equipment, as soon as practical, based on the officer's current and/or projected shift assignment.
 - ii. Officers will be trained in OWI detection and field sobriety testing methods.
- b. The Department will take measures to train and equip its officers to prepare them to detect and apprehend the drug/alcohol-impaired driver.
- c. Officers shall be alert for signs of alcohol/drug impairment in all contacts with motorists.
- d. The Department supports its officers in the filing of charges on all alcohol/drug-impaired drivers.

15. OWI Arrest Procedures

- a. An officer's observations are crucial in detecting the alcohol/drug-impaired driver and in establishing the probable cause upon which an arrest decision is made.
- b. Officers should recognize, identify, and report specific driving behaviors that often indicate that a driver is impaired.
- c. Officers should write citation(s), if appropriate, for the driving behavior that initially drew the officer's attention to the vehicle.
- d. Officers should recognize, identify, and report other behaviors occurring during vehicle stops that provide further indications that the driver is impaired.
- e. The officer should make notes of the behavior(s) that led him/her to believe a driver was impaired and should include these notes as part of his/her arrest report and probable cause affidavit.
- f. Officers should exercise due care in stopping the impaired driver since their actions or reactions may be very unpredictable.
- g. The officer shall notify dispatch and if possible Central Office of the stop, location, license plate number, and/or vehicle description, indicating that the driver is possibly impaired.
- h. Communications personnel shall direct an additional unit to assist the initiating officer unless otherwise advised.
 - i. Once the vehicle is stopped, the officer will not allow the driver to move the vehicle again until the officer determines whether the driver is fit to drive.

- ii. Approach the vehicle with caution; obtain the driver's license, registration, and any other appropriate documents; and interview the driver and occupants.
- iii. Officers shall recognize, identify, and report physical appearance, behaviors, and attitudes, during face-to-face contact with the driver, that provide indications that the driver is impaired. Observations include, but are not limited to:
 1. The odor of alcoholic beverage;
 2. Nystagmus; and
 3. Manual dexterity in retrieving vehicle registration and driver's license.
 4. Officers shall note all observations leading to the suspicion that the driver is impaired and if the officer believes that there is reasonable suspicion that the driver may be intoxicated, the driver should be requested to exit the vehicle for further investigation.
- i. The driver should be directed to a safe (out of the roadway) location to conduct the field sobriety tests.
 - i. The officer should check the driver's mouth for any foreign substances at the onset of the observation period.
 - ii. Officers shall select, administer, and record the results of any appropriate field sobriety tests (FST) used to assess impairment such as, but not limited to:
 1. Eye gaze nystagmus - if properly trained;
 2. Walk and turn, when possible;
 3. One-leg stand, when possible; and
 4. PBT when possible
 - iii. It is extremely important to document how the driver performed during the SFST's
- j. The officer should document any voluntary statements made by the driver as well as any answers to questions asked by the officer during the investigation regarding topics such as:
 - i. Drinking -what, where, how much, with whom, etc.
 - ii. Eating
 - iii. Medications
 - iv. Physical impairments etc.
- k. The officer will formulate an appropriate arrest decision for the offense of "Operating a Vehicle While Intoxicated" (IC 9-30-5-2), based on the evidence accumulated (probable cause) from all the previous steps.
 - i. Proper arrest and processing procedures, including any chemical test(s) allowed by law (IC 9-30-6), are necessary to ensure the successful prosecution of an OWI case.
 - ii. If all elements of the OWI (IC 9-30-5-2) violation have clearly been established, the officer shall arrest the driver.
- l. Injured drivers should be treated by medical personnel prior to arrest.
- m. Officers may encounter situations where the driver's impairment is not evident (i.e. speeding). Under these circumstances, the driver may need to be tested before an arrest decision is made (IC 9-30-5-1).
- n. The officer shall notify the driver of his/her responsibilities concerning "Implied Consent". (IC 9-30-6-2)
- o. The subject shall be handcuffed, searched, and transported to the Greene County Jail for evidential testing and processing.
- p. Chemical test(s) shall be conducted in accordance with Indiana Department of Toxicology requirements and Indiana law.
- q. If the subject's BAC is at least 0.08%, but lower than .14999, the officer may arrest the subject for "Operating a Vehicle with .08%- .14999% BAC" (IC 9-30-5-1a) in addition to "Operation of a Vehicle While Intoxicated" (IC 9-30-5-2a) and any other applicable charges (i.e. original stopping charge). If the subject's BAC is .15% or higher, the officer may arrest the subject for "Operating a Vehicle with .15% BAC or more" (IC 9-30-5-1b) in addition to "Operation of a Vehicle While Intoxicated" (IC 9-30-5-2a) and any other applicable charges

(i.e. original stopping charge). If the subject's BAC does not substantiate the observed impairment, the officer should investigate further for drugs or a medical condition that may have caused the impairment.

- r. The officer may conduct, or cause to be conducted, supplementary testing in accordance with state law IC 9-30-6.
- s. Blood and/or urine sample(s) may be requested by the investigating officer. Samples shall be collected in accordance with IC 9-30-6-6. Officers shall follow the directions found inside the "Indiana State Police Blood/Urine Collection Kit for Alcohol and/or Drug Determinations". Completed "kits" shall be processed as evidence, following departmental procedures.
- t. If the subject refuses to submit to an evidential chemical test and all elements of the "Operation of a Vehicle While Intoxicated" (IC 9-30-5-2) violation have clearly been established, the officer shall arrest the driver for that offense.
- u. The officer shall write (REFUSED) on the citation in place of the normal % BAC.
- v. The prisoner should be transported to a medical facility, and examined by a physician if BAC is above .24
- w. The officer should remain with the prisoner or have an approved law enforcement personnel assist until the prisoner is released by medical personnel. A supervisor may authorize otherwise if the situation dictates that another officer relieve the arresting officer.
- x. The subject shall be handcuffed and searched.
- y. The officer will normally make arrangements to tow-in the violator's vehicle according to tow-in procedures.
- z. The officer may, in certain circumstances, release the vehicle to a licensed third party with the permission of the owner or driver.
- aa. The officer will arrange for the transportation or safety of any passengers.
- bb. All appropriate reports, forms, probable cause affidavits, citations, and BMV driving records shall be completed, thoroughly documenting the investigation, and forwarded to the Chief of Police at the end of the shift.
- cc. Juvenile offenders shall be handled in the same manner as adult offenders.

16. Referring Driver's for Re-Examination

- a. Routine enforcement, accident reporting, and investigation activities may lead to the discovery of drivers who have a suspected incompetency, through physical and mental disability, disease, or other conditions, that might prevent the person from exercising reasonable care over a motor vehicle. Officers detecting such a person should seek guidance from the Chief of Police to request a re-examination by the Bureau of Motor Vehicles.
- b. All requests for re-examination shall be directed to: the Deputy Director of Motor Vehicle Services Bureau of Motor Vehicles 100 North Senate - IGA North, Room 405 Indianapolis, IN 46204 317-232-2892

17. Parking Enforcement

- a. All existing parking regulations will be enforced reasonably and impartially throughout the school corporation by school administrators unless the parking issue violates the Indiana Code.

TRAFFIC DIRECTION AND CONTROL

The department, when possible, will work with other authorities, specifically those responsible for traffic engineering, and use these opportunities to improve traffic engineering within the Corporation.

1. Traffic Direction and Control Procedures

- a. Officers performing manual traffic control at an accident scene must ensure that their presence and purpose are well demonstrated to drivers and pedestrians. Officers should use police vehicles with operating emergency lights to protect the scene and alert approaching traffic.

- b. Officers should consider detour signs, barricades, and other, more permanent, measures if it is apparent that the roadway will have to be closed for a prolonged period of time for investigation or due to obstructions.
- 2. High Visibility Clothing
 - a. The department provides high-visibility outerwear to officers including, but not limited to, reflective vests. Officers shall wear high visibility outerwear, in addition to the full prescribed uniform, whenever conducting scheduled manual traffic direction and control.
 - b. Officers conducting unscheduled manual traffic direction and control due to unforeseen circumstances, such as traffic accidents or other emergencies, shall wear high-visibility outerwear when the situation is under control.
- 3. Using Temporary Traffic Control Devices
 - a. Temporary traffic control devices may be deployed in support of traffic direction and control activities.
 - b. As soon as practical following the need for the temporary control device, the supervisor authorizing the use of the device will see to its removal/deactivation.
 - c. Portable or part-time stop signs will only be used in an emergency and will be provided by the school maintenance department.
- 4. Directional and Control at Fire Scenes
 - a. The department will continue to maintain its close working relationship with the fire department and emergency service organizations that serve this community and will continue to work with them in developing and implementing plans and procedures for providing traffic direction and control support.
 - b. The fundamental task of this department's personnel engaged in traffic direction and control services at fire scenes will be to maintain access to and egress from the scene by fire and other emergency vehicles.
 - c. The department will work with the fire department and other emergency service agencies to develop specific protocols to ensure that private and other non-essential vehicles used by their personnel do not block access or egress from the scene by fire and other emergency vehicles.
- 5. Direction and Control during Adverse Weather Road Conditions
 - a. Adverse road and weather conditions may include but are not limited to:
 - b. Accidental hazards such as debris in the roadway or downed power lines;
 - c. Acts of nature such as snow or ice; and/or
 - d. Engineering hazards such as exposed guardrail ends or other damage to the roadway
 - e. The department will continue to maintain a close working relationship with other departments and agencies that share responsibility for coping with adverse road and weather conditions affecting traffic safety and will continue to cooperate with them in developing procedures to serve the public as effectively as possible.
- 6. Escorts
 - a. Traffic escort services will not normally be provided unless:
 - i. Upon request by EMS personnel, officers may provide emergency escorts for EMS vehicles to area hospitals.
 - ii. Approved by the Chief of Police well in advance in order to plan for needed personnel and/or equipment.
 - iii. Officers should not escort civilian vehicles under medical emergency circumstances.
 - 1. If a medical emergency exists, the officer will either request the appropriate assistance or render assistance until EMS personnel arrive or direct the motorist to the nearest emergency facility.
 - iv. Escorts for school functions or celebratory escorts need the approval of the Chief of Police.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.16

PRISONER TRANSPORT

PURPOSE- The purpose of this order is to establish a policy and procedure for the handling and transportation of prisoners by members of the EGPD.

POLICY- When transporting a prisoner the officer should use good practices with the safety and well-being of the officer and prisoner in mind.

PROCEDURE-

1. Any officer making an arrest or otherwise coming into control of a prisoner(s) should make an immediate and thorough physical search of the prisoner and all clothing immediately after handcuffing.
2. All prisoners transported in a patrol vehicle should be handcuffed, with handcuffs double locked behind their backs or in front if safe to do so, and will be up to the officer's discretion. In addition to being handcuffed, prisoners will be restricted with the vehicle's seat belt. The transporting officer shall visually inspect the vehicle's interior to ensure no weapons or other potentially hazardous materials are available to the prisoner. Officers should use discretion with medical conditions, age, or other aggravating circumstances. Persons in wheelchairs should not be transported in a police vehicle. They should be transported in a handicapped lift vehicle, jail van, or by ambulance. Officers transporting prisoners shall be seated in the vehicle in any position that optimizes officer safety and prisoner security.
3. Prisoners should not be left unattended in transportation vehicles. Prisoners transported in patrol cars shall be monitored frequently by the transporting officer to ensure their well-being.
4. An officer transporting a prisoner should stop to render assistance to another person only when there is clear, immediate, and grave risk of physical harm to a third party, and no other police unit is available to render assistance. The transporting officer should remain on the scene only until other emergency assistance has arrived.
5. Officers transporting prisoners are prohibited from participating in a pursuit, roadblock, or any other situation that might potentially cause harm to a prisoner.
6. Special circumstances may exist that require the use of restraints other than just handcuffs. Other restraints authorized for use include:
 - a. Flex cuffs
 - b. Leg shackles
 - c. Transport belt
7. Whenever a prisoner is transported, the transporting officer shall notify the Central Office and/or Dispatch of how many prisoners are being transported and to where; and the sex of the prisoner. If the prisoner is a juvenile or of the opposite sex, the officer will report the beginning mileage of the transport vehicle and upon arrival at the destination - the vehicle's ending mileage.
8. Juvenile prisoners shall not be transported with adult prisoners unless both are co-defendants in the same alleged crime or can be physically separated.
9. Transporting officers will not allow the prisoner(s) to communicate with family members, friends, or attorneys while being transported.
10. Upon arrival at a secure facility, the transporting officer shall be responsible for the following:
 - a. Secure his/her firearm in the trunk, or the lock-box provided.
 - b. Assist if requested by facility staff with the removal of restraint devices just prior to placing the prisoner in a holding cell.
 - c. Completion of forms and other book-in paperwork as needed
11. If a prisoner becomes sick or is injured incidental to arrest, the arresting officer should contact his/her supervisor when visible to do so and request necessary medical attention. If it is necessary to transport the prisoner to a medical facility prior to acceptance by the jail, the transporting officer shall remain with the prisoner and maintain the security of him/her until

- relieved by medical authority and/or by his/her supervisor or other law enforcement agency.
12. Transporting officers should notify the Greene County Jail Officers, or any other receiving agency, whenever a prisoner is considered a security hazard. This information may be used so the receiving agency can take appropriate action.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.17 VEHICLE TOWS

PURPOSE- The purpose of this order is to establish procedures for the towing of vehicles by members of the EGPD.

POLICY- It is the policy of the EGPD to follow Indiana state law governing the towing and/or impoundment of vehicles and to inventory the contents of all vehicles towed for the protection of the public, the Department, its members, as well as the owner of the vehicle(s).

Recognizing the hazards that could be involved concerning abandoned and improperly parked vehicles on school property, any such vehicle located may be towed immediately by any member of the Department. This portion of the Vehicle Tow policy has been adopted out of necessity for the safety of the Eastern Greene Community.

PROCEDURE- VEHICLE TOWING

1. Abandoned Vehicles
 - a. Officers shall have the responsibility of enforcing the state laws (IC 9-22) concerning abandoned and improperly parked vehicles.
 - b. The removal of abandoned vehicles shall be in accordance with the procedures set forth in IC 9-22 and this SOP
2. Removal and Towing of Vehicles
 - a. Any vehicle may be removed, towed, or otherwise impounded by Officers of the Department which:
 - i. Violates school policy,
 - ii. Violates State law; *
 - iii. Poses a traffic or safety hazard;
 - iv. Is stolen or improperly registered;
 - v. Is needed for evidence;
 - vi. Is seized for forfeiture proceedings;
 - vii. Is a vehicle where the arrest of the occupants leaves the vehicle unattended on a public roadway;
 - viii. Is a vehicle on private property and the owner of that property requests the removal (only if the vehicle is not posing an immediate problem and is not owned by the property owner). When possible, the vehicle should first be tagged for 72hrs;
 - ix. Is a vehicle where an arrest of the driver would leave the vehicle in the possession of an unqualified driver;
 1. Is a vehicle where the arrest of the individual would leave the vehicle exposed to theft or vandalism or cause the vehicle to become a nuisance if not impounded. In this case, the court would look at two primary factors to determine if this was a proper impoundment:
 - a. The degree to which the property upon which the vehicle was located was under the control of the defendant (an example of this is whether the vehicle is left in the driveway of the defendant's brother's house or is left parked in a dark alley.)

- b. The length of time that the impounding officer perceived that the car would be unattended. (Will the defendant be able to bond out quickly or have a friend come to pick up the car in a short period of time?)
 - c. *State law must enable this action
- x. If the vehicle is found unoccupied, the officer will make a reasonable attempt to contact the owner. Attempts will be documented on the tow form.
- xi. Officers shall contact the GCSO and request the assistance of an evidence technician if the vehicle has been used in a major crime for evidentiary processing purposes. The Chief of Police should be contacted prior to this request for his authorization.
- xii. Officers will normally use Greene County Sheriff's Office rotation with the following exceptions:
 - 1. The approved wrecker service is not available a long delay is anticipated; or
 - 2. The victim of an accident requests their own service and that service can respond in a reasonable amount of time.

2. Record of Towed Vehicles

- a. All vehicles towed at an officer's request, except accident tow-ins, shall be documented by a "Vehicle Tow Form."
- b. It should be the tow-in officer's responsibility to thoroughly and accurately complete a "Vehicle Tow Form" including a complete inventory, prior to taking the vehicle into custody. The form should contain, but not be limited to, the following information (if available):
 - i. Case number
 - ii. Name of driver
 - iii. Name and address of the registered owner
 - iv. Make, year, model, and color of vehicle
 - v. License number, year, and state
 - vi. VIN number
 - vii. Tow-in date and signature of wrecker driver
 - viii. Reason for tow
 - ix. Inventory of vehicle contents that have value
 - x. Existing damage to the vehicle
 - xi. Officer's signature
- c. All contents inventories, incident to tow-in, should be documented in the inventory section of the tow form and conducted as follows:
 - i. Contents of passenger and trunk compartment:
 - 1. Inspect, inventory, and document
 - 2. Closed containers (locked & unlocked):
 - 3. Open, inspect, inventory, document
 - 4. Place back in the vehicle or in the Department property room.
 - ii. Closed Containers (possible fruits of crime):
 - 1. The officer, with probable cause, should file all proper documents and secure a search warrant.
- d. "HOLD"s may be placed on towed vehicles under the following circumstances:
 - i. The vehicle is wanted by another law enforcement agency;
 - ii. The vehicle is evidence;
 - iii. The vehicle is improperly licensed or registered;
 - iv. The department is anticipating filing a civil forfeiture case;
 - v. The vehicle contains evidence or contraband and is being held until a legal search warrant is obtained
- e. All vehicles removed, towed, or otherwise impounded at the direction of an officer should not be held longer than necessary and shall be released to the lawful owner or (designee) as soon as possible.
 - i. Vehicle owners shall coordinate the release of the vehicle with the tow company that was utilized.

TOWING RESTRICTIONS

1. If a driver is arrested on his/her own property, the vehicle shall not be towed, unless the vehicle itself is evidence pursuant to the arrest.
2. If a driver is arrested in an apartment complex, and the driver resides in that complex, the vehicle shall not be towed if:
 - a. The vehicle is in a proper parking space.
 - b. The vehicle is not a traffic hazard.
3. If a student or school corporation employee is arrested and the use of their vehicle is not a part of the charge(s), their vehicle should not be towed from school property if it is properly parked, unless the arrested subject requests their vehicle to be towed.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.18 RELEASE OF RECORDS

PURPOSE- It is the policy of the EGPD to release all public records in compliance with Indiana's Public Access Laws. This general order outlines the guidelines the department will follow in the release of those records.

POLICY- The EGPD is a functional unit of Eastern Greene Schools. All student records and information are confidential under the Indiana State Statute. Any report released upon request will have ALL student information redacted. All officers will comply with school policy and federal law pertaining to FERPA.

PROCEDURE-

REQUEST FOR RECORD

Requests for Public Records must be made in writing. If the requestor does not have a written letter, the EPD will require that a form, Request for Record, be completed. The request must be stated with reasonable particularity. The EGPD will respond to an in-person request within 24 hours. The EGPD will respond to a mail or fax request within 7 days of receipt. This does not mean that records will be produced within the above-mentioned time periods.

RESPONSE TO REQUEST FOR RECORD

The EGPD will respond to all requests. The EGPD will contact the requestor, by telephone or in writing, notifying him/her of the records that will be made available and when they will be available. If access is denied, the EGPD will include an explanation for the denial. The denial will be in written form listing an explanation of any records that are confidential or not disclosed at the discretion of the EGPD, and a list of the statutes permitting nondisclosure.

WHAT CAN BE RELEASED?

1. Incident Report (Adult)- The initial case report, including the reporting officer narrative/supplemental narrative, (if not part of any ongoing or follow-up investigation) will be provided. The following information will be redacted: social security numbers, sex, race, date of birth, phone numbers, personal/employer address other than the location of the incident, driver's license number, any juvenile name, and any sex crime victim name.
2. Arrest Report (Adult)- The arrest face sheet and each probable cause affidavit will be provided. The following information will be redacted: social security numbers, sex, race, date of birth, phone numbers, personal/employer address other than the location of the incident, driver's license number, any juvenile name and information, and any sex crime victim name.
3. Incident and/or Arrest Report (Juvenile)- It is the policy of the EGPD to not release any portion of a juvenile incident and/or arrest report. The following information may be provided by the Chief of Police: date, location, time, reporting officer's name, juvenile age, juvenile city/state, and a synopsis of the circumstances reported. Requests must be made in person and the requestor

- must provide a photo ID to confirm their identity.
4. Arrest Report (Juvenile)- If the specific juvenile and/or guardian are the one asking for an arrest report, he/she may obtain the arrest report face sheet and each probable cause affidavit.
 5. Incident Report (Juvenile)-If the specific juvenile and/or guardian are the ones asking for an incident report, the initial case report, including the reporting officer's narrative, (if not part of any ongoing or follow-up investigation) will be provided. The following information will be redacted: social security numbers, sex, race, date of birth, phone numbers, personal/employer address other than the location of the incident, driver's license number, any juvenile name, and any sex crime victim name.
 6. Active Investigation Report- EGPD will not release any portion of any report that is actively being investigated. EGPD will release what is required by law.
 7. Vehicle Crash Report (Adult Drivers)- The entire initial crash report with a diagram (if done), will be provided. However, the Accident Investigator supplement or any Witness written supplement will not be released.
 8. Vehicle Crash Report (Juvenile Drivers)- EGPD will not release juvenile-involved reports. Exceptions: Parents of juveniles, juvenile drivers, and insurance companies of the involved vehicles.
 9. Calls for Service- EGPD will provide calls for service, also known as the run log. This log will contain the following information: date, time, location, brief synopsis of the incident, and department response.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.19 PERFORMANCE EVALUATIONS

PURPOSE- The purpose of this policy is to outline a measurement of an officer's job performance.

POLICY- To ensure that the evaluation is fair, accurate, timely, and consistent within the specified components of the Department. Evaluations are conducted annually.

PROCEDURE-

The objectives of the evaluation process:

1. Foster fair and impartial personnel decisions
2. Maintain and/or improve performance
3. Provide a process for personnel counseling
4. Facilitate proper decisions regarding probationary employees
5. Provide an objective and fair means for measurement and recognition of individual performance in accordance with prescribed guidelines
6. Identify training needs

Performance evaluations are issued and completed in accordance with their instructions including measurement definitions, procedures for use of forms, rater responsibilities, and rater training.

1. Evaluations are completed by the immediate supervisor. School corporation administrators who observe the performance of the officer may be asked for their input.
2. Explanations must be included in the narrative section when performance ratings are unsatisfactory, or superior.
3. Criteria used for performance evaluation are specific to the position occupied by the officer during the rating period.
4. In cases of recent transfers, the supervisor having the longest opportunity to observe performance criteria will complete the performance evaluation for the prescribed period.
5. The Chief of Police will forward complete performance evaluations to the Director of Operations for his/her review and filing in the officer's corporation master personnel file. Copies of completed evaluations may be placed in the officer's personnel file which is maintained by the Chief of Police

New officers must be familiarized with the appropriate evaluation forms and counseled concerning criteria for evaluation and expectations including but not limited to:

1. Job description and tasks of the position occupied
2. Level of performance expected
3. Evaluation criteria

Officers currently in the F.T.O. process will not participate in the annual school corporation evaluation process.

Written notification will be given to an officer whenever their performance is deemed unsatisfactory, at least ninety (90) days prior to the end of the rating period if possible.

1. Notification shall identify specific actions that should be taken to improve performance.
2. If unsatisfactory performance continues after notification it shall be noted in the evaluation report for the current period and may result in administrative action.

The supervisor is required to counsel the officer being reviewed regarding the evaluation, the level of performance expected, and the rating criteria utilized. The supervisor will also guide the officer on areas of advancement, specialized training, and other training that might be appropriate for the officer's current position. Each officer will be given the opportunity to review and sign the completed report indicating the report was read by and explained to the employee. The officer will also be given a copy of his/her evaluation report.

1. A signature does not indicate concurrence or non-concurrence with the content of the evaluation.
2. Written comments to current evaluations will be maintained with the evaluation and filed in the officer's personnel file.

An officer's performance as defined in the evaluation report assists management in forming the basis for information on the following:

1. Suitability for future assignment
2. Training needs
3. Ability to assume more responsibility
4. Effectiveness in a currently assigned position

Performance evaluation reports shall be retained for a period no less than three years and/or destroyed according to records destruction schedules as authorized by the Chief of Police.

PROGRESSIVE DISCIPLINE

If an escalating pattern of misconduct by an employee is identified, the Chief of Police shall notify the Superintendent. The Chief and Superintendent will discuss the misconduct issues and any remedial action will be determined (if needed).

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.20 TRAINING

PURPOSE- To establish procedures to ensure the officers of the EGPD receive all state-mandated and other applicable training. In addition, all officers will complete all required Eastern Greene Schools training.

POLICY- The most critical obligation of a professional law enforcement agency is to ensure quality service to the community it serves. It is the policy of the EGPD to develop, support, and advance the skills, knowledge, and abilities of its personnel through the training function. It is the ultimate goal of training to prepare department personnel to act decisively and correctly over a broad spectrum of situations and to work with greater productivity, effectiveness, and officer safety.

PROCEDURE-

ADMINISTRATION

The training function is under the direction of the Chief of Police. He/she is responsible for the administration and coordination of all Department training in accordance with Department goals, objectives, and state law. In developing, administering, and evaluating the various training programs, the Chief may call upon the skills, knowledge, and abilities of Department instructors or other personnel in their specific areas of expertise. Training can be broken down into two main sections:

Probationary Officer Training

1. Indiana Law Enforcement Academy (ILEA)
2. ILEA Pre-Basic Academy
3. In-service Training
4. Field Training Officer Program

In-Service Training, which includes, but is not limited to:

1. Roll-Call Training
2. In-House Training
3. Remedial Training
4. Advanced I Specialized Training

In order to keep training viable and relevant it must be evaluated, reviewed, and revised when necessary to maintain Department goals, objectives, and needs. The Chief will involve all department personnel to assist in developing and evaluating training needs. This process will include:

1. Review of current and past programs to include recommendations concerning past and future training
2. Discussion of specific training needs for the Department including;
 - a. training to enhance the effectiveness of personnel
 - b. remedial training
 - c. training for career development
 - d. review of new laws and court decisions
 - e. review of departmental directives that pertain to or require training
 - f. review of the training provided to be sure standards under IC 5-2-1-1 and 5-2-1-9 are met

TRAINING ATTENDANCE

Advance notice of training will be given and will specify whether the training is required or optional. The Chief of Police shall document the attendance of Department personnel.

All training shall be mandatory if indicated during advance notification; however, the Chief may allow exceptions due to excused circumstances. It will be the responsibility of individual officers to make up time missed as a result of an absence.

TRAINING REQUESTS AND REIMBURSEMENTS

Any officer may submit a request for Specialized Training to the Chief who will review the request and respond in a timely manner to the officer.

If approved, an expense report, including receipts, must be submitted for any reimbursement requested for training or travel expenses incurred by the employee for tuition, meals, mileage, parking, lodging etc. Employees will be compensated in accordance with school corporation policy.

IN-HOUSE TRAINING AND LESSON PLANS

As a part of the Department's in-service training, an in-house training curriculum may be developed, complete with lesson plans and evaluation testing procedures as approved by the Chief of Police. Training for the Department may be based on the following criteria:

1. Job relatedness and career development
2. Employee recommendations
3. Annual performance evaluations
4. Student course critique

An understanding as to what is to be learned from the course of instruction, including skills that must be demonstrated and circumstances under which the skills may be used.

Lesson plans are to be structured for in-house instruction. A lesson plan must be submitted for approval to the Chief of Police. Plans must include an outline containing the following:

1. A statement of performance and job-related objectives; what skills are to be learned and when may they be used
2. The content of the training and specification of the appropriate instructional techniques
3. Test questions and/or practical tests scored on a pass/fail basis, if applicable; and must be in compliance with the Indiana Law Enforcement Training Board and/or our local Training Committee Standards.

REMEDIAL TRAINING

Remedial training is defined as personalized training used to correct a specific job-related deficiency. The Department recognizes remedial training as a constructive tool to reinforce, maintain, and/or refine a member's skills, knowledge, and abilities in keeping with the goals and objectives of the Department.

The need for remedial training is normally identified through performance evaluations, evaluations during department training, during field training, observations of a supervisor during routine duties, testing, inspections, a change in assignments, or an internal investigation. An employee may be assigned to remedial training by the Chief of Police. Remedial training will be scheduled as soon as practical and will be required to be satisfactorily completed by the employee. Failure to complete and/or comprehend remedial training may result in disciplinary action.

Sworn officers who have obtained permanent status but have been absent from their duties for a period of ninety (90) days or more may be required to complete a refresher training course as identified by the Chief of Police. Failure to successfully complete any missed mandatory training may result in administrative action.

TRAINING RECORDS

As personnel complete elective and/or mandatory training, accurate records are maintained by the Chief of Police. No record of training will be released outside the Department without the permission of the Chief of Police. The Chief will maintain a training record of all in-service training for all personnel. The information recorded will include but not be limited to:

1. Date of course
2. Title of course
3. Instructor ID #; and d. Number of hours completed.

The Chief shall annually prepare a report listing each in-service training course attended by all Department personnel. A copy of this report must be submitted to the ILEA by March 31" of each year.

The Chief will maintain in-house training records to include at a minimum;

1. A copy of course content, when available
2. Names of attendees
3. Performance of individual attendees as measured by pre and post testing, if administered.

Officers' training records under subpoena shall only be released under the authority of the Chief of Police in consultation with the school corporation's attorney (IC 5-14-3-4). An officer whose training records and/or personnel records are under subpoena shall be notified prior to the release of any record(s) and be provided with a copy of the subpoena and copies of any records that may be released.

PROBATIONARY OFFICER TRAINING, Indiana Law Enforcement Academy (ILEA)

It is the policy of the EGPD to utilize the ILEA for basic probationary officer training and other specialized

training topics. The Chief of Police shall maintain a close working relationship with the staff of the ILEA, keeping the channels of communication open, in order to monitor the progress of recruits and provide input into the academy training program. Occasionally, the Department may receive a request from the ILEA for an officer to assist their staff with a training session. These requests shall be forwarded to the Chief, who will coordinate the officer's participation. Officers participating in these training sessions will be in an "on-duty" status. The Department will receive one hour of credit for each hour that the officer trains at the academy. These hours will be banked and may be exchanged for "tuition-free" attendance in a future academy course. Probationary officer candidates shall attend and successfully complete all phases of the Indiana Law Enforcement Academy within one year from the date of hire (IC 5-2-1-9). The Department may elect to send probationary officers to a Pre-Basic academy if attendance at the Basic Academy cannot be accomplished in a timely manner (IC 5-2-1-9). Prior to the successful completion of the Basic Academy or Pre-Basic Academy new personnel are considered to be probationary officers and are not permanent officers.

Under no circumstances shall a probationary officer be authorized to perform solo enforcement activities prior to graduating from the Indiana Law Enforcement Academy and successful completion of the Department field training process. All fees for this training are governed by [IC 5-2-1-15(±)]. Probationary Officers attending the ILEA's Pre-basic or basic academy are considered "on-duty" and shall abide by all Department policies, rules, regulations, directives, general and special orders as well as ILEA regulations.

1. Probationary officers shall not be assigned solo enforcement duties until successful completion of the Department field training process (see also: IC 5-2-1-1 through IC 5-2-1-12)
2. Probationary officers can carry duty weapons after completing training with the firearms instructor.
3. Probationary officers with prior law enforcement experience and successful completion of the Indiana Law Enforcement Academy requirements may be exempt from these requirements.

The Chief of Police shall make the final determination for probationary officers with prior law enforcement experience requesting to carry firearms off-duty. After a probationary officer completes pre-basic or basic academy training, he/she enters the field training process and will be authorized to perform basic law enforcement functions with proper supervision. A newly sworn officer is on probation for a period of one year from the time he/she successfully completes the ILEA and field training process.

PROBATIONARY OFFICER TRAINING CURRICULUM

Probationary officer training in the State of Indiana is mandated by IC 5-2-1-1 and the basic minimum curriculum requirements are set by the Law Enforcement Training Board. Academy policies and regulations and curriculum for all ILEA training programs are established by the academy staff and the law enforcement training board (as established in IC 5-2-1-9). Probationary officers shall also receive copies of, and instructions on the rules and regulations of the EGPD prior to field training.

FIELD TRAINING

The Police Department's Field Training and Evaluation Process is an extension of the hiring process that combines pre-field training with objective evaluations to ensure that the standards of a competent law enforcement officer are met. The Chief of Police will establish and be responsible for the Field Training Process for all probationary officers. The Chief will communicate and update the Superintendent in reference to the performance of all probationary officers throughout the field training process.

DISPOSITION OF FIELD TRAINING EVALUATIONS

Upon successful completion of the process, the Probationary Officers Field Training and Evaluation Process reports will be filed as follows:

1. Department personnel file
 - a. Field Training Completion Report
 - b. All other Field Training and Evaluation Program files shall be maintained in the Department Field Training Process files by the Officer's name.

The Training Tasks shall be removed from the Probationary Officer Manual and placed in the front of the

Probationary Officers DOR Notebook. The DOR Notebook shall be stored in the EGPD property room. Field Training and Evaluation Program files are confidential and shall be reviewed only by persons with a "need to know" upon approval of the Chief of Police. Field Training and Evaluation Process files of terminated employees consisting of the Daily Observation Reports and the Probationary Officer Manual shall be sealed/secured and maintained until such a time as the statute of limitations for personnel action has expired.

EMPLOYMENT STATUS PROCESS

At any time during the probationary period a Probationary Officer is not performing at a satisfactory level, a recommendation for termination may be initiated. The Chief of Police will affect the administration's decision regarding a termination of employment. The Chief will meet and discuss the issue with the Superintendent. If the Superintendent concurs that the termination should proceed, the Probationary Officers law enforcement status shall be "deactivated" by the Chief pending final approval by the school board. During this period the Probationary Officer shall remain on administrative leave with full salary and benefits.

In addition to the above, all policies and procedures of Eastern Greene Schools in reference to the termination of employees will be followed.

DEPARTMENT INSTRUCTORS

The Department will use the most qualified instructor available in each subject area. In order to achieve this goal, instructors will be selected from Department personnel, members of the community at large, and other criminal justice agencies. Instructors for the Department are selected based on their skills, knowledge, and abilities in their topical areas and/or have successfully completed a certified instructor development program prior to the commencement of instruction for this Department [IC 5-2-1-9.(a) (5)].

The certified instructor development course offers training in the following topics:

1. Lesson plan development
2. Performance objective development
3. Instructional techniques; d.Learning theory
4. Testing and evaluation techniques
5. Resource availability and use.

Instructors are normally tenured for the length of their certification assigned by the Indiana Law Enforcement Academy (usually three years). Instructors without certification but possessing exceptional knowledge and/or skills in a topical area may present programs to the Department upon the approval of the Chief of Police. Instructors are required to coordinate their training with the Chief of Police, including the submission of lesson plans and test information.

IN-SERVICE, ROLL CALL AND ADVANCED TRAINING

The Department will comply with the State-mandated 24 hours of in-service training per year (IC 5-2-1-9).

Roll call training may be used to supplement all other training. Roll-call training will be topics selected by the Training Director. The topics will be presented during the time allotted for this purpose. The Indiana Law Enforcement Academy basic curriculum may be used as a basis for roll-call training. Evaluation and/or requests for roll-call training may be submitted in writing to the Chief of Police. Each officer will sign off indicating they have participated in roll-call training and testing will be at the discretion of the Chief.

CIVILIAN TRAINING

Civilian personnel shall receive training consistent with their job tasks and responsibilities.

Training of new civilian personnel shall consist of the following as a minimum:

1. orientation to the agency's role, purpose, goals, policies and procedures
2. working conditions and regulations
3. job specific tasks

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.21 OFF DUTY & EXTRA DUTY EMPLOYMENT

PURPOSE- The purpose of this policy is to set guidelines for off-duty and extra-duty employment.

POLICY- It is the policy of the EGPD to allow off-duty and extra-duty requests for authorized details sanctioned by the school corporation, and approved by the Chief of Police.

PROCEDURE-

OFF-DUTY AND EXTRA DUTY EMPLOYMENT

Off-Duty Employment - any service rendered outside of the Department for work during the off-duty period for which goods, services, or pay are received in return and where the use of law enforcement authority is not anticipated. Extra-Duty Employment - any service rendered outside of the Department for work during the off-duty period for which goods, services, or pay are received in return and where the actual or potential use of law enforcement authority is reasonably anticipated.

GUIDELINES FOR OFF-DUTY AND EXTRA DUTY EMPLOYMENT

Extra-duty employment is presently only authorized for details that are sanctioned by the school corporation. The Chief of Police is responsible for staffing school-sanctioned extra-duty work details. The Chief of Police shall ensure that all officers working Off-Duty/Extra Duty Employment are adhering to all department rules, regulations, and General Orders. Any complaints regarding an officer's conduct at an Off-Duty/Extra Duty Employment assignment shall be directed to the Chief of Police.

Off-duty/extra-duty employment for officers of the EGPD may be permitted with certain restrictions including, but not limited to:

1. Any off-duty/extra-duty employment that adversely affects or impairs the morale, efficiency, or operation of the Department and any employment that has a tendency to adversely affect lower, or destroy public respect and confidence in the Department or the officer is strictly prohibited.
2. Officers shall give employment priority to the EGPD. Officer reports to work unfit for duty as a result of off-duty/extra-duty employment, the officer shall be subject to disciplinary action and be restricted or denied permission for that employment.
3. Off-duty/extra-duty employment that requires or encourages an officer to compromise departmental policy, rules, General Orders, or the officer's professional judgment is prohibited. This prohibition includes situations in which the employer directs or attempts to direct an officer to arrest or not arrest a person.
 - a. Officers while on sick leave shall not engage in off-duty/extra-duty employment. Sick leave begins when an officer is off work sick, and ends when the officer's shift begins the next day. If the officer is scheduled off the next day, sick leave will end at the beginning of the officer's assigned shift as if the officer were there.
 - b. Officers on suspension or limited duty are not permitted to accept any extra-duty employment.
 - c. Employees engaging in off-duty/extra-duty employment shall adhere to all Department rules, regulations, General Orders, special orders, and policies.
 - d. Officers working extra-duty as law enforcement officers shall have full authority as

sanctioned by the State of Indiana and Eastern Greene Schools. Officers shall not use this authority to enforce policies, procedures, or regulations of a company or organization that are not law enforcement in nature.

- e. Officers working authorized extra-duty employment shall be allowed the use of department-issued vehicles and equipment for school functions only.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 2.1 FIREARMS

PURPOSE- Establishes guidelines regarding agency-authorized firearms and ammunition.

POLICY- The policy of this agency is that members should exhaust every other reasonable means of apprehension before resorting to the use of firearms. The officer may discharge his/her firearm if there is danger of loss of life or serious bodily injury to him/herself or to another.

PROCEDURE-

AN OFFICER SHALL BE JUSTIFIED IN DISCHARGING HIS/HER FIREARM UNDER THE FOLLOWING CIRCUMSTANCES

1. In the necessary defense of him/herself from death or serious bodily injury.
2. In the necessary defense of another person from death or serious bodily injury.
3. To affect an arrest of an adult felon, to prevent the escape of an adult felon, or to recapture and adult felon escapee, when other means have failed provided:
 - a. The crime for which the arrest is sought, involved conduct including the use of, or threatened use of deadly force
 - b. There is a substantial risk that the person, whose arrest is sought, will cause death or serious bodily harm if his apprehension is delayed.
4. To kill a dangerous animal or one that is so badly injured that humanity requires its removal from further suffering and other disposition is impractical.
5. To call for assistance when no other means can be used.
6. For target practice.
7. The safety of citizens and fellow officers shall always be a consideration in any decision to use a firearm.

FIREARMS SHALL NOT BE DISCHARGED UNDER THE FOLLOWING CIRCUMSTANCES

1. As a warning
2. At or from moving vehicles unless the circumstances come within the provisions of section A, 1 and 2 as outlined earlier in this policy.
3. Into crowds unless the circumstances come within the provisions of sections 1 and 2 as outlined, and the officer has carefully considered section 7 as outlined.
4. Into buildings or through doors, windows, or openings when the person is not clearly visible, except in a tactical situation where conditions may require immediate action.

FIREARMS SHALL BE THE RESPONSIBILITY OF THE OFFICER

1. The officer shall keep safe and secure retention of all firearms issued to them by the agency.
2. Officers shall insure that firearms are safely secured away from all persons, when not in use.
3. In no event shall an officer be in a radio-equipped, agency operated vehicle or appear in public in uniform without their issued firearm.
4. An officer shall file a written report through established channels to the Chief and the firearms instructor immediately following the loss or disposition of a firearm issued by this agency. Said report shall list a complete description including the serial number and all facts concerning the loss (including theft) of an issued firearm.

5. Officers found to be negligent, may be subject to disciplinary action, reimbursement to the agency of the cost of the firearm, or both.

NOTIFICATION AND REPORT/FIREARM DISCHARGED

1. Whenever an officer discharges his/her firearm either, (A) accidentally, or (B) in the performance of his police duty, he/she shall verbally notify his/her on-duty supervisor immediately. If a supervisor is not on duty in his/her division at the time of the discharge, the officer shall verbally notify the ranking officer on duty at the time.
2. The officer who discharged a firearm shall file a written report of the incident through established channels with the Chief.
3. If the officer who discharged a firearm is hospitalized or fatally injured during the tour of duty and is incapable of filing the report, his/her supervisor shall be responsible for filing as complete a report as possible, pending further investigation.
4. After the initial investigation is completed a determination will be made by the command staff on the officer's return to duty. He/she may be assigned to return to work or may have restrictions (desk duty) imposed.

INVESTIGATION BY A COMMAND OFFICER

1. Each discharge of a firearm shall be investigated personally by the on-duty supervisor of the officer involved. If the officer involved is the supervisor then the Chief of Police or his/her designee will investigate.
2. Any police action shooting will be investigated by an outside agency, if available. If the discharge occurs when there is no supervisor on duty in the division to which the officer is assigned, the ranking officer then on duty shall personally conduct the investigation when notified that the discharge of the firearm has taken place.
3. After conducting a thorough investigation of the circumstances attending the discharge of firearm(s), the command officer shall submit a detailed written report of the results of the investigation to the Chief, through established channels.
4. When a firearm has been discharged in a police action shooting a replacement weapon will be issued to the officer(s) involved.

FIREARMS REVIEW BOARD

1. Membership of the Board
 - a. Firearms instructor
 - b. Superintendent
 - c. President of School Board
 - d. Chief
 - e. The Chief has the authority to assign or remove members from this board.
2. A meeting of the Board shall be called by the chairman within a reasonable time after the report of a firearms discharge comes to his/her attention.
3. The Board is authorized to review the circumstances attending each discharge of firearms by a member of the agency, and to recommend to the Chief, the officer cleared or disciplinary action. The Chief makes the final decision whether any action is to be taken against the officer, and the nature and extent of the action.
4. The Board may make recommendations for the modification of the agency's firearms use policy and may make recommendations concerning training necessary for the effective implementation of such policy.
5. No firearms review board will be necessary in instances where animals are put down to prevent further suffering. The only exception would be when the projectile causes damage to persons or property.

ALTERING FIREARMS

1. Any modifications must be approved by the Chief and the Firearms instructor.
2. If for any reason, a firearm is not working properly, or requires some type of adjustment, the

officer shall report to firearms instructor with said firearm. The supervisor shall make appropriate arrangements to secure a replacement firearm.

3. Only assigned members of the agency, authorized to work on EGPD firearms, shall make any type of adjustment or repair. The firearms staff may authorize necessary changes if the request is appropriately justified.

AUTHORIZED FIREARMS AND AMMUNITION

1. ON DUTY: All officers shall carry the agency issued or approved firearm(s) and ammunition.
2. ON DUTY BACKUP FIREARM: When in an on duty status and in uniform, EGPD shall carry the primary handgun. In Addition to the primary handgun, EGPD Employees may carry an authorized unissued backup handgun after completing a course of fire designed by firearm instructor of Chief.
3. OFF DUTY FIREARM: Officers off duty may carry their primary issued firearm, or an authorized non-issued firearm and ammunition in a discreet manner.

PERSONAL FIREARMS

1. Officer's wanting to carry an additional firearm on duty shall submit a request to the Chief and Firearms instructor for their approval. Make, Model, Caliber, Barrel Length, and Serial Number of the firearm shall be included in the request.
2. The School Corporation is not responsible for the loss or damage to personal-owned weapons.

TRAINING AND QUALIFICATION

1. All officers shall be required to successfully complete all training sessions throughout the year. This includes successfully passing the mandated qualification course required by EGPD. The certification courses will be determined by the firearms staff.
2. Every sworn officer shall be required to successfully complete the firearms qualification course with their department issued firearm in order to maintain their police powers.
3. If an officer desires to carry a backup/off duty weapon they will also need to successfully complete the qualification course with that weapon.
4. Prior to carrying any issued firearm by a member of EGPD in an official capacity, the officer must qualify with the firearm using the standards set forth by the EGPD.
5. If an officer fails to qualify, he/she will be given a chance to qualify again within 7 days after remedial training from the firearms staff. If the officer fails to qualify the second time, he/she will be placed on paid administrative leave pending a hearing in front of the School Board.

METHOD OF ACHIEVING REQUIREMENTS

1. All officers will report to the range for firearms training and/or qualifications on posted days, with the firearms and related equipment to be used.
2. Every officer will adhere to the EGPD Range Safety Rules and Procedures posted at the firing range.
3. Only the Chief, or his designee, may grant an excused absence.
4. Failure to comply with the requirements of training may result in remedial training or could result in disciplinary action.
5. The firearms instructor shall be considered the ranking officer while on the range.

TYPE OF AMMUNITION

Department issued ammunition ONLY should be used.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 2.2 IMPACT WEAPONS

PURPOSE- To provide police officers with guidelines to assist controlling potentially dangerous physical confrontations without use of deadly force, in an attempt to de-escalate incidents.

POLICY- This department recognizes the need for defensive tactics and means to compel a suspect to submit to arrest other than deadly force. Therefore, all officers of this department will be trained in the use of the impact weapon.

PROCEDURE-

All officers of this department are required to carry the impact weapon in the manner prescribed by this department in situations where a physical confrontation might take place.

1. Domestic
2. Fight
3. DUI Stop
4. Intoxicated Person
5. Mental Person
6. Foot Patrol
7. To prevent violence
8. To deescalate a hostile situation

However, it is strongly recommended that the impact weapon be carried at all times when out of the patrol vehicle.

1. Officers may use an authorized impact weapon in the following circumstances:
 - a. To protect themselves, or others, from harm.
 - b. To restrain or subdue physical resistance to law enforcement efforts
 - c. As a show of force in order to bring dangerous or unlawful situations under control.

The impact weapon carried or used must be approved by this department, and be of the size, configuration, and material type specified by the impact instructor.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 2.3 PERSONAL DEFENSE SPRAY

PURPOSE- To establish guidelines under which officers shall be permitted to use their personal defense spray (Oleoresin Capsicum OC spray)

POLICY- Officers of this department will be trained in the use of personal defense spray so that they may successfully defend themselves and others from combative, resisting and or violent individuals while reducing the risk of inflicting or receiving injury.

1. All officers of this department are required to carry the personal defense spray while in uniform and on duty.
2. Personal defense spray may be used in the following situations and under the following circumstances:
 - a. To protect themselves or another from physical harm
 - b. When verbal direction of a violent or resisting subject is ineffective or inappropriate
 - c. To restrain and control a resistant or violent individual
 - d. To restrain and control an individual who exhibits verbal or non-verbal signals that he/she immediately intends to resist or become violent.
 - e. To bring an unlawful situation safely and effectively under control
3. The personal defense spray carried or used must be approved by this department.
4. All officers of this department shall report the use of a personal defense spray incident to the Chief of Police within 24 hours.
5. All officers involved in a usage incident shall prepare a written report which shall include all the

- information required in a standard police report plus detailing the events leading up to the use of the personal defense spray. This report shall include the names of all police officers at the scene and all persons who were exposed directly or indirectly.
6. The first available Fire Medics shall be called to the scene of all personal defense spray usages for the treatment of persons exposed.
 7. Officers should refrain from utilizing the personal defense spray on any student that is not yet of high school age.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 2.4 K-9

PURPOSE- The purpose of this order is to establish the K-9 program, define its purpose and how it will be utilized.

POLICY- All personnel will follow the direction of the K-9 handler when the K-9 is involved in a specific situation. The K-9 handler will direct personnel in a tactical situation.

PROCEDURE- The K-9 team will be subject to off-duty call outs. Off duty call outs will only be authorized by the officer in charge. THIS PROGRAM IS TO BE USED IN CONJUNCTION WITH ALL RELEVANT DEPARTMENT REGULATIONS, RULES, POLICIES AND PROCEDURES.

UTILIZATION

The K-9 will be utilized in the following situations:

1. Building searches
2. Evidence recovery
3. Narcotics detection
4. Search for lost children/adults

All personnel must realize that a K-9 and its handler are a unique team. Although the K-9 is not infallible, the environment, weather conditions, and scene contamination all play important roles in the success of the program.

The K9 handler will be required to carry either a personal or Department issued cell phone at all times except for personal vacation.

DOCUMENTATION

K9 handlers shall obtain and maintain accurate and up-to-date records in the following areas:

1. Training records
2. Veterinarian and health records
3. Performance records

Detailed log of all call-outs, the responses used and the results in compliance with FLSA (Fair Labor Standards Act) the K-9 handler will mark out of service one (1) hour prior to the end of their tour of duty, and mark on their time sheet one (1) hour out of service for K-9 maintenance. The one (1) hour out of service standard is for every day worked. The time sheet should indicate zero (0) hours for days off and benefit days.

SELECTION and ASSIGNMENT

Selection of K9 handlers shall be made by the Chief of Police.

1. Prospective K9 handlers may be required to participate in an oral interview conducted by a Board partially composed of command personnel and certified K9 handlers.

- a. Applicants for K9 handler must meet the following:
 - i. Have demonstrated consistent and proficient traffic and criminal enforcement
 - ii. Be in good physical condition
 - iii. Be willing to deviate from a routine schedule and willing to work extended hours, including call-outs
 - iv. Have the ability to effectively communicate verbally and in writing
 - v. Be willing and capable of participating in the public relations aspect of this assignment
 - vi. Demonstrate patience and affinity for canine animals
 - vii. Possess resources for the proper care of canine animals and agree to properly care for the canine
 - viii. Agree that in case of conflict between the canine and other pets owned/possessed by the K9 handler that the other pets will be removed from the home.
- b. Department K9 handlers shall complete initial certification and annual recertification in the Department K9 program as required.
- c. The department canine and all associated equipment and supplies are, and will remain the property of the department.
 - i. When the department canine is no longer capable of performing at an acceptable level due to age, illness, injury or mental condition, it will be retired from service.
 1. Every attempt will be made to turn the canine over to the handler, if he/she desires, providing that the respective handler signs a release accepting all responsibility for the animal.
- d. All equipment and supplies the K9 handler believes necessary for the care and maintenance of the canine shall be discussed with the Chief of Police, and may not be purchased or obtained without prior approval of the Chief of Police.

SPECIAL INSTRUCTIONS

All personnel must be aware of the fact a K-9 reacts instinctively to certain situations. EGPD K9's are to be utilized for building and property searches and article searches. The K9 is considered working when in the schools and should not be subject to students or staff petting the K9, unless authorized by the handler. UNDER NO CIRCUMSTANCES SHOULD THE K-9 BE TEASED, AGITATED OR ABUSED. The K-9 officer is liable for any damages to the interior of their assigned vehicle and Department issued equipment in their assigned vehicle if the kennel is not used.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 2.5 USE OF FORCE

PURPOSE- To establish guidelines and procedures for use of force by enforcement personnel.

POLICY- It is the policy of EGPD that enforcement personnel shall use legally appropriate force to perform official duties. The use of force in all instances must be objectively reasonable.

It is also the policy of EGPD that all enforcement personnel, as professionals, shall endeavor to obtain ongoing training in legal updates and skills to comply with this policy.

PROCEDURAL DEFINITIONS:

"Deadly force" means force which is likely to result in death or serious bodily injury.

"Non-deadly force" means force which is not intended, and is not commonly known, to create a risk of death or serious bodily injury.

"Serious bodily injury" means bodily injury that creates a substantial risk of death, permanent

disfigurement, or prolonged loss or impairment of a bodily function or organ.

USE OF FORCE

1. Enforcement personnel are justified in using reasonable force if they reasonably believe that force is necessary to carry out a law enforcement function. Reasonable, sound, professional judgment will dictate the type and level of force to be employed in any given situation.
2. Enforcement personnel will use a type and level of force that is necessary and within the range of objectively reasonable options. Reasonable force will be applied only to bring a subject into compliance, to restore order, or to otherwise fulfill a law enforcement function, but never to punish.
3. Enforcement personnel shall assess each incident or set of circumstances to determine, based on policy, training, and experience, which type and level of force will bring the situation under control as expeditiously, and in as safe a manner as possible.
4. Once compliance has been achieved or order restored, enforcement personnel shall terminate the use of force or reduce force employed to a level necessary to maintain compliance or order.
5. Deadly force may be employed by enforcement personnel only when it is objectively reasonable to protect themselves or others from what is reasonably believed to be an imminent threat of death or serious bodily injury. Deadly force may also be employed by enforcement personnel to prevent the escape of a fleeing felon whom the officer has probable cause to believe has committed a violent felony and is an imminent threat to human life if escape should occur.
6. Non-deadly force may be employed by enforcement personnel when deadly force is not warranted but they reasonably believe that force is necessary to carry out a law enforcement function.
7. If feasible, enforcement personnel should identify themselves and issue a loud verbal warning prior to employing any force.
8. Enforcement personnel shall not discharge 'warning shots'.
9. Enforcement personnel shall not discharge 'disabling shots' to apprehend a subject.
10. Enforcement personnel shall not discharge shots at or from a moving vehicle unless necessary to terminate the use of deadly force against the officer or another person.
11. When employing force, enforcement personnel should use only department issued weapons and/or tools for which she/he has been trained and the Department has maintained. However, if circumstances require, enforcement personnel are authorized to employ non-traditional or 'field-expedient' weapons or tools.

POST USE OF FORCE PROCEDURES

1. Once force has terminated and enforcement personnel have asserted control of the situation, the subject shall be restrained to prevent further disruption of the investigative process and to help ensure the safety of enforcement personnel and others in the vicinity.
2. Enforcement personnel shall take any and all steps necessary to address any medical issues resulting from the incident (e.g., render first aid, summon emergency medical services, etc.).
3. Enforcement personnel employing force involving a weapon or tool, or resulting in any injury other than pain to the officer, subject, or other person, should immediately report the incident to his/her immediate supervising officer. In addition, a use of force report shall be completed on appropriate forms provided for such purpose. NOTE: the use of force report shall be completed in addition to any other reports submitted for the incident, including but not limited to a case report.
4. In addition to the foregoing reporting requirements, if the force employed by enforcement personnel involves deadly force, the officer shall immediately report the incident to the chief, and shall immediately surrender the weapon or tool to the first supervising officer to arrive on scene.

MISCELLANEOUS

1. Any enforcement personnel present at any event involving use of force by other enforcement

personnel and who determine that the force employed is clearly beyond that justified as objectively reasonable under the circumstances shall, when in a position to safely and effectively do so, intercede to prevent or terminate the use of such force.

2. This policy shall be read and followed in conjunction with all other department policies, and, to the extent possible, shall be read in harmony such that no provision of any one policy shall conflict with any provision of any other policy.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 3.1 AUTHORIZED UNIFORM APPAREL

PURPOSE- To establish a standard uniform of the EGPD.

POLICY- It is the policy of the EGPD that all personnel shall present themselves, by their dress when on duty, as nothing less than professionals.

PROCEDURES-

In an effort to maintain uniformity, the uniform as described below will be worn in its entirety when on duty:

1. Although uniform fabric specifications may change from time to time, the Chief of Police shall retain final authority as to what is acceptable with regard to authorized uniform items.
2. Only authorized departmental emblems and awards may be worn with departmental uniforms. Unit emblems may be worn only while assigned to the particular unit.
3. Officers are required to present a neat, clean and well-groomed appearance at all times while in uniform. Uniforms are to be kept clean and pressed, and may not be torn, faded, or frayed.
4. The gun belt, leather items, and footwear, must be in good repair. These items may not be torn, scratched, dirty, or cracked.
5. Officers are required to display their badge, nameplate, and rank insignia on the uniform shirt. A badge must be worn on the outermost garment at all times.
6. In respect for officers killed in the line of duty anywhere in the state of Indiana, black mourning bands can be worn across the badge from the date of death to the day following interment.
7. Class A Uniform - Summer uniform, Optional winter uniform

TROUSERS

Black in color There are no cuffs permitted on the trousers. Material may be Polyester, or Poly/wool blend as authorized by the Chief of Police at the approved vendors.

SHIRT

Black in color. The shirt may be short or long sleeved. Short sleeves will be worn open at the collar with either a white or black, clean and well-maintained crew neck -shirt. Long sleeves will be worn with a black necktie, or open collar with a black shirt. Department patches will be machine-sewn on each sleeve, not more than 112 inches from the shoulder seam. Material may be Polyester, or Poly/wool blend as authorized by the Chief of Police at the approved vendors.

FOOTWEAR

Authorized footwear shall be semi-pointed, plain toe style shoe with a smooth finish. Shoes will be black in color. Plain or high gloss leather finish is permitted. In inclement weather, black pullovers are approved. Quality tennis shoe style or boot footwear will be permissible. Black socks will be worn with duty shoes. If for medical reasons white bottom socks are worn, at no time shall the white portion be visible above the shoe.

Class B Uniform - Optional uniform

TROUSERS

BDU black, no braid. There are no cuffs permitted on the trousers.

SHIRT

Polo Shirts, long and short sleeves, will be authorized in conjunction with authorized BDU pants. The shirt will have an embroidered badge and embroidered name.

HAT

Baseball style cap (optional). Baseball hats are as authorized by the Chief of Police at the approved vendors.

Winter sock style hats may be worn in inclement weather.

Approved hats may be worn with the word 'POLICE', or EGPD POLICE.

FOOTWEAR

Authorized footwear shall be semi-pointed, plain toe style shoe with a smooth finish. Plain or high gloss leather finish is permitted. Inclement weather, black pullovers will be permissible. Quality tennis shoe style or boot footwear will be permissible. Black socks will be worn with duty shoes. If for medical reasons a white bottom sock needs to be worn, at no time shall the white portion be visible above the shoe.

Optional dress, Class A Uniform

If the class A uniform is worn for formal dress, it shall be worn with necktie, and high gloss shoes. Polished black, basket weave leather gun belt shall be worn, and all proper dress insignia and commendations shall be affixed. (See accessories)

DUTY JACKETS

Black leather "Chicago PD" style, or equivalent, jackets are permitted.

Winter jackets will be provided.

Windbreaker type jackets will be provided. Material will be as authorized by the Chief of Police at approved vendors.

Raincoats must readily identify officers by having a badge tab or the word "Police" affixed to the coat. Full or waist length is optional to the officer. Fluorescent colors of orange or yellow may be worn to maximize visibility of the officer.

SAFETY VEST: HIGH VISIBILITY GARMENT REQUIREMENT

In accordance with Federal Highway Administration, the safety vest shall be utilized by law enforcement personnel when duties involve directing traffic, investigating crashes, and handling lane closures, obstructed roadways, and disasters within the right-of-way or Federal-aid highways.

INSIGNIA AND ACCESSORIES

The color of insignia or accessories will correspond with the officer's rank. The rank of Patrolman shall wear silver. Sergeants and above will wear gold. This pertains to collar brass, nametags, ILEA pins, buttons, gun belt buckles and snaps.

The following are Mandatory uniform shirt accessories that officers shall wear. The department issued badge will be worn above the left breast pocket in the space provided, visible on the outermost garment being worn at the time. A nameplate with the officers' first name or initial, and or last name will be worn on the left pocket side, centered below the badge for Class A, and for the Class B (Polo shirt) the embroidered badge will be worn above the left breast and the name will be worn on the opposite side. Rank insignia will be worn on each shirt collar.

Rank insignia will be as follows:

Chief of Police- Star

Lieutenant - Single Bar

Sergeant -Three-Stripe Chevron Patrolman -No Insignia

The following are Optional uniform accessories, provided the class A uniform is not being used as formal dress. If formal dress is being observed, all corresponding accessories shall be worn.

Officers, who have graduated from the Indiana Law Enforcement Academy or a local Reserve Academy, may wear an academy pin, centered on the right side above the shirt pocket flap.

Time-Of-Service pins will be worn centered on the right side above the shirt pocket flap. The pins will be department-issued, and will have one star for each five (5) years of service with the department.

Certain other pins may be worn at the direction of the Chief of Police.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 3.2 BODY ARMOR

PURPOSE- To provide law enforcement officers with guidelines for the proper use and care of body armor.

POLICY- It is the policy of this department to maximize officer safety through the use of body armor in conjunction with the practice of prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for sound, basic safety procedures.

PROCEDURE-

ISSUANCE OF BODY ARMOR

1. All officers of EGPD shall be issued body armor.
2. Body armor that is worn or damaged shall be replaced by EGPD. Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer.

USE OF BODY ARMOR

1. All officers must wear the issued body armor while on duty.
2. Officers shall wear only EGPD approved body armor.

CARE AND MAINTENANCE OF BODY ARMOR

1. Each officer is responsible for the proper storage of body armor in accordance with manufacturer's instructions and daily inspection for signs of damage and general cleanliness.
 - a. As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning his/her body armor in accordance with the manufacturer's instructions.
 - b. Each officer is responsible for reporting any damage or wear to ballistic panels or cover to the Chief of Police.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 3.3 VEHICLE CARE AND INSPECTION

PURPOSE- To ensure proper care and maintenance of corporation owned vehicles, and to set guidelines for NON-EMERGENCY operation.

POLICY- All school corporation and EGPD owned vehicles will be maintained and operated in a responsible and lawful manner at all times.

PROCEDURE-

INSPECTIONS

1. Prior to 10-41 time, each officer must inspect his/her assigned vehicle's fluid levels and emergency equipment. Low fluid levels must be topped off as soon as possible, and defective equipment must be brought to the attention of the OIC.
2. Administration may order additional inspections. Spot-inspections may be made at any time by any supervisor.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 3.4 DIGITAL PHOTOS

PURPOSE- The purpose of this policy is to provide officers with guidelines for determining when and how to utilize digital photo documentation.

POLICY- It is the policy of the EGPD that officers will document by photo imaging as required by IC Codes, SOP's, Directives, and Rules and Regulations.

PROCEDURE-

1. Officers of this agency shall have the digital camera or work cell phone available and in good working order at all times.
2. When photographs are added to a case it will be listed in the narrative, or supplement field, a description of the photographs listed chronologically. All digital photographs added to the case shall be encrypted.
3. ALL photos are to be added as evidence.

USAGE GUIDELINES

The digital camera or work cell phone is the preferred instrument for use by the uniform division to document incidents so that the photographs can be available for Spillman.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 3.5 DEPARTMENT COMPUTERS/SOCIAL NETWORK SITES

PURPOSE- The purpose of this policy is to establish guidelines for the use and care of all Department computers and systems to include the use of Department email, the Internet, and the Intranet. Also, to set standards for social network sites.

POLICY- Department computers and all related systems shall be properly maintained and used as established in this procedure. All personnel shall maintain proper levels of security when utilizing Department computers to include the contents, transfer, and distribution of the contents.

Employees may only use Department computers for reasonable and limited personal use; and that use is de minimis (so minimal or insignificant that it does not give rise to a level of sufficient concern to be dealt with judicially).

PROCEDURE-

COMPUTER USE AND RESPONSIBILITY

1. All Department (owned or provided) computers, associated equipment, software, and all information developed while working and/or while using Eastern Greene facilities or resources is the exclusive property of the Department and the School Corporation.
2. This also includes information, data, and software downloaded, moved to or stored on personal external hard drives, flash drives, or other external storage devices.
3. Employees shall not have any expectation of privacy with respect to any computer files/data or electronic communication conducted with or through any Department computer.
4. The Department reserves the right to monitor the use of all Department computers, including the associated software, equipment, external storage devices, writable media, and information contained on any external device; including, but not limited to, in and out-going email, messaging, and Internet/Intranet usage to determine whether there has been a violation(s) of Department policy, breach of security, or an unauthorized action(s) on the part of an employee, or for any other lawful purpose.
 - a. Internal audits of software and data may occur at any time
5. All electronic business shall be conducted in a professional manner, consistent with all Department procedures.
 - a. Accessing or transmitting unauthorized messages/materials such as: obscene language, images, or jokes; sexually explicit messages/materials; messages/materials that disparage any person, group, or classification of individuals; or solicitations pertaining to buying or selling is strictly prohibited whether or not a recipient has consented to or has requested such message/material. The provisions of this section do not prevent the access or transmittal of the above described materials if done solely for legitimate Departmental business purposes.
 - b. De minimis use of Department computers for reasonable and limited personal use is permitted.

PROTECTION OF SENSITIVE INFORMATION

It is the responsibility of all employees to properly protect all sensitive information contained within a Department computer. Sensitive information includes, but is not limited to, the following:

1. Material that is law enforcement sensitive;
2. Criminal investigative information that is not publicly disclosable
3. Information that is not disclosable under Access to Public Records laws
4. Grand Jury material
5. Criminal intelligence information
6. Material that contains a Social Security Number, financial information, or any personal information that is protected from disclosure by law.

USE OF EMAIL, INTERNET, and INTRANET

1. All Department emails shall be written in a professional and courteous manner.
2. The Department also reserves the right to disclose any electronic message(s) sent or received by an employee for the use in an authorized investigation without prior notice to that employee.
3. No employee shall misrepresent themselves or another person as the author of an email message ("spoofing" sender identification), unless authorized to do so as part of an investigation.
4. Personnel shall not download programs from the Internet, unless authorized to do so.
5. Individuals authorized to download programs shall comply with copyright or licensing agreements.
6. The internet shall be used to explore information useful to the Department.
7. If an employee, who does not have a legitimate Department business purpose, accesses an inappropriate or questionable Internet site, the employee shall immediately notify their immediate supervisor with a brief description of the content and the address of the accessed site.
8. Any inappropriate use of the Department's email, Internet, or other electronic services may result in the loss of access privileges and/or disciplinary action.

SOCIAL MEDIA

1. USE OF SOCIAL MEDIA AND NETWORKING SITES

- a. Except in the performance of an authorized duty, employees shall not post, transmit, reproduce, and/or disseminate information (text, pictures, video, audio, etc.) to the internet or any other form (public or private) that would tend to discredit or reflect unfavorably upon the employee, Department, or any of the Department's employees.
- b. Employees shall not represent themselves as employees of the Department in a public forum with any information, opinion, or posture that would tend to discredit or reflect unfavorably upon the employee, Department, or any of the Department's employees.
- c. Employees shall not post images of the Department issued equipment or training on any social network sites.

2. RULES AND REGULATIONS- Unless granted explicit permission, officers of this department are prohibited from posting any of the following on any social networking platform, either on their own sites, the sites of others known to them, the sites of others unknown to them, new media pages, or other information exchange forums:

3.
 - a. Any text, photograph, audio, video, or any other multimedia file related to any investigation, both current and past, of this department.
 - b. Any text, photograph, audio, video, or any other multimedia file related to any past or current action of this department.
 - c. Logos, badges, seals, uniforms, vehicles, equipment or any item or symbol that is affiliated with this department.
 - d. Any item, symbol, wording, number, likeness or material that is identifiable to this department.
 - e. Any text, photograph, audio, video, or any other multimedia file that is related to any occurrence within the department.
 - f. Employees will be held responsible for the content that appears on their maintained social media or social networking sites and will be obligated to remove any posting or material contributed by others that reflects negatively upon the department.
 - g. Sexually graphic or explicit material of any kind shall not be posted by the officer on any form of social media or social networking site. Sexually graphic or explicit material posted by others to the officer's social media or social networking sites shall be immediately removed by the officer.
 - h. Weaponry, owned by this department and/or privately, shall not be displayed or referenced to, in any multimedia format, on social media or social networking sites if such displays or

- depictions promote or glorify violence.
- i. Any posting that detracts from the department's mission will be considered a direct violation of this policy.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 3.6 PERSONAL APPEARANCE

PURPOSE- The purpose of this directive is to provide personal appearance standards for members of the EGPD. Proper appearance is essential in establishing community confidence.

POLICY- It is the policy of this department to ensure that all its uniformed members, as well as non-uniformed civilian members whose duties place them in contact with the public, and school officials, present a neat, clean, professional appearance while on duty or otherwise representing the School Corporation. These grooming standards apply to uniformed members during on-duty/secondary employment, field force duties, special ceremonies, funerals and any other related police functions while representing the School Corporation and EGPD..

Shift supervisors may allow temporary exemptions from grooming standards for law enforcement purposes. Shift supervisors shall forward a written report of the exemption to the Chief of Police.

PROCEDURE-

GROOMING STANDARDS FOR UNIFORMED MEMBERS OF THE POLICE DEPARTMENT

1. Hair shall be neatly groomed, and its length and bulk shall not be excessive.
2. For uniformed members, the bulk of the hair shall not be so excessive as to prevent the issued head wear from being placed squarely on the head, nor shall the hair interfere with the wearing of personal protection equipment (i.e. gas mask).
3. Wigs or other hair pieces shall present a natural appearance and conform to the same standards as natural hair.
4. Extreme faddish hairstyles are prohibited, including but not limited to styles that incorporate designs or sculptures using the hair and/or cut into the hair, and any style that presents an unprofessional or disheveled appearance. Hairstyles that include unnatural hair coloring (i.e., purple, green) are prohibited.
5. Fingernails shall be trimmed to present a professional appearance. They shall not threaten safety, nor restrict job performance.
6. Unusual body adornment or jewelry is prohibited. Multiple or garishly colored rings, watches, bracelets, pins, large neck chains and earrings are prohibited.
7. Male members are prohibited from wearing any makeup unless the member can show cause that it is necessary for a duty related function (as approved by the member's commanding staff) or is otherwise doing so for a medically valid reason (severe acne, injury, scarring,).

GROOMING STANDARDS SPECIFIC TO MALE UNIFORMED MEMBERS

1. Fingernails shall not extend beyond the fingertip.
2. Hair shall be evenly tapered on the sides and back. The hair outline shall follow the contour of the ear, and shall not fall over the ears, nor touch the collar except for the closely cut hair on the back of the neck. Hair that has been styled into heavily matted coils of hair (dreadlocks) where the locks exceed inch in diameter (the approximate width of a standard pen or pencil) is prohibited, as well as any gathering of hair in a tie, clip, twist, lock, ponytail, or braid.
3. Sideburns shall be neatly trimmed, and their bulk shall not be excessive nor extend below the earlobe. The base of the sideburns shall be a clean horizontal line.
4. Mustaches and beards, to include goatees, are permitted.

5. Mustaches shall be neatly trimmed and shall not extend below the upper lip. Beards must be neatly trimmed and may not extend two (2) inches in length.

GROOMING STANDARDS SPECIFIC TO FEMALE UNIFORMED MEMBERS

1. Fingernails shall not exceed one-quarter inch beyond the fingertip. Nail polish colors must be conservative. Nail colors other than neutral flesh tones (pink, tan...) are prohibited.
 - a. The nails shall be free of designs and unnatural adornments.
2. Hair shall be kept in a short or medium style and shall not extend below the lower edge of the shirt collar.
 - a. Bangs shall be neat and maintained above the eyebrows.
 - b. Longer hair may be brought into compliance by being worn up.
 - c. Braiding, twisting and locking hairstyles are permitted provided they are conservative and professional in appearance. An example of a hairstyle that is not conservative is braided hair that has been sculpted to extend beyond the natural contours of the head or hair that has been styled into heavily matted coils of hair (dreadlocks) where the locks exceed 1/2 inch in diameter (the approximate width of a standard pen or pencil).
 - d. Pins, barrettes, bands, and clips are permissible to the extent that they are: inconspicuously placed for the sole purpose of holding hair in place, are conservative in design and color, and do not interfere with the wearing of issued headgear or personal safety equipment.
 - e. Sworn and civilian female personnel are exempt from hair length restrictions when they are in civilian dress.
3. Makeup shall be subtle and professional in appearance. Heavy or gaudy facial makeup is prohibited. Lipstick shall be subdued and flesh toned (pink, tan ...).

TATTOOS, PIERCINGS, AND OTHER BODY MODIFICATIONS

1. Tattoos or Body Markings
 - a. Any visible tattoos or body markings that are deemed offensive, profane, unprofessional, inappropriate or objectionable shall be covered while on-duty.
 - i. Examples of prohibited tattoos or body markings include:
 1. those that indicate a criminal gang affiliation
 2. depictions of sexually explicit art, nudity, or violence.
 3. words, art, or phrases that are considered vulgar; or symbols such as swastikas, pentagrams, SS thunderbolts, spider webs, and logos associated with hate groups.
 4. criminal or supremacist groups or initials, acronyms, or numbers such as KKK, "666", "MS-13", "14", and "88" that represent hate, criminal or supremacist groups.
 - b. Tattoos or body art on the face and/or neck are prohibited for all members.
 - c. Tattoos and body art that are prohibited or excessive will be covered by long sleeve shirts.
 - d. The Chief of Police is the final authority as to the appropriateness of any tattoo(s) or body art.
2. Piercings
 - a. Members shall not display, while on duty, any body piercings of any kind that may be visible to the public.
3. Body Modifications/Other Prohibited
 - a. Any body modification other than for medically necessary rehabilitative purposes or common cosmetic procedures is expressly prohibited.
 - b. Purposeful body modification that includes any outwardly visible branding, scarring, resection, subcutaneous implantation or other extreme forms of "body art" is prohibited.

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 3.7

IDACS USER POLICY

PURPOSE- To establish guidelines for the use of the IDACS/NCIC system; and the dissemination of data obtained from IDACS/NCIC.

POLICY- Department personnel shall not release data received from IDACS/NCIC to anyone other than authorized criminal justice agencies, and shall only release such data in the discharge of their official, mandated responsibilities. Further, employees shall not inquire into any IDACS files unless an inquiry is made in the discharge of their official mandated responsibilities.

DEFINITIONS

1. System- Refers to IDACS, NLETS, and/or NCIC terminals; equipment; including MDC's, and all data accessible from or stored therein.
2. Data- any BMV data or Criminal History Data obtained from IDACS/NCIC. It is information collected by criminal justice agencies or individuals consisting of identifiable descriptions and notations of arrests, indictments, information and other formal sentencing and correctional system intake, transfer and release. It includes information obtained from the Interstate Identification Index (III), Violent Gang and terrorist Organization File (VGTOF), Convicted Persons on Supervised Release, immigration Violator File (formerly the Deported Felon File), Convicted Sexual Offender Registry File, historical Protection Order File of the NCIC, and any other information obtained from the Federal Department of Justice Information system.
3. Criminal Justice Agency- Any agency of the department of any level of government whose principal function is the apprehension, prosecution, adjudication, incarceration, probation, or rehabilitation of criminal offenders.
4. Other data received via IDACS/NCIC -All data received and transmitted, through the computer terminals, from Central Records, the Bureau of Motor Vehicles (BMV) , Delayed Inquiry Hit Response Notifications and all response from IDACS/NCIC inquiries.

PROCEDURE-

1. The Department may provide Criminal History or BMV Data to, or receive Criminal History or BMV Data from any other Criminal Justice Agency. This includes any individual or agency:
 - a. For the purpose of criminal justice activities and criminal justice employment.
 - b. For any purpose authorized by state statute, executive order (and approved by the Attorney General of the United States) or court rules, decision or order as construed by state or local officials or agencies.
 - c. Pursuant to a specific agreement with a criminal justice agency to provide service required for the administration of criminal justice.
 - d. For the purpose of research, evaluation and statistical activities pursuant to an agreement with a criminal justice agency.
2. No agency shall confirm the existence or nonexistence of criminal history or BMV data to any person or agency that would not be entitled to receive the information itself.
3. Data received from Central records, IDACS/NCIC and NLETS through the system shall be released on to criminal justice agencies in the discharge of their official mandated responsibilities. These agencies include:
 - a. Police Departments at all government levels (including private college and national police departments as authorized by Indiana Code) responsible for enforcement of general criminal laws.
 - b. Hazardous material information may be released to the Indiana State Department of Health, fire departments, or other health care providers in emergency situations.
 - c. Prosecuting agencies and departments at all government levels.

- d. Indiana BMV data can only be released to law enforcement/ criminal justice agencies as defined in IC 9-14-3.5-10.
 - e. Courts at all government levels with a criminal or equivalent jurisdiction.
 - f. Confirmation of the entries into NCIC and IDACS of non-emancipated minors may be released to the parent, legal guardian or next of kin.
 - g. Correction departments at all government levels, including corrective institutions and probation departments.
 - h. Parole commissions and agencies at all government levels.
4. Agencies at all government levels which have as a principal function the collection and providing of fingerprint identification information by the Regional or local government organizations established pursuant to statute which collect and process criminal justice information and have been granted access to the Criminal Justice Information Services Division of the Federal Bureau of Investigation (FBI).

EGPD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 4.1 AWARDING DEPARTMENT COMMENDATION BARS

PURPOSE- The purpose of this SOP is to provide guidance to officers and civilians as to eligibility, recommendation, procedures, and requirements necessary for awarding EGPD Commendation Bars.

POLICY- It is the policy of the EGPD to recognize Officers and civilians who perform acts, achievements, or services worthy of recognition through the department commendation program. Further, it is both a responsibility and privilege for all Officers and Civilian personnel to report such acts to the proper authority in an accurate and timely manner. Recommendations **MUST** be based upon specific acts of achievement, service, or valor. Average or expected performance of duty does not by itself warrant a recommendation.

PROCEDURE-

GENERAL INFORMATION

Approved medals in order of precedence are:

1. Medal of Valor
2. Meritorious Conduct Medal
3. Life Saving Medal
4. Purple Heart
5. Police Commendation Medal
6. Police Shield
7. Community Service Medal
8. Advanced Certification
9. Military Service

In order to attempt a fair and equitable initial issuance of awards, all existing awards will be converted to its counterpart.

The final decision for any initial issuance based on existing official records rests with the Chief of Police.

RECOMMENDATION AND APPROVAL PROCEDURES

1. Who may recommend? Any officer or civilian employee of the EGPD may make a recommendation for any authorized commendations. Further, the administration of the Department considers it a duty of its officers and civilians who have personal knowledge of an act, service, or achievement believed to warrant a commendation to submit a recommendation.

2. Who may receive commendations? Any officer or civilian as outlined in each commendation's requirements. Further, only officers in good standing, who are not under suspension or investigation, may receive commendations. Civilians convicted of felonies, or under investigation for felony crimes, may not receive commendations.
3. What forms will be used? All recommendations will be typed in block letter format, addressed and forwarded to the Chief of Police. All supporting documents, statements, reports, etc. shall be attached. Each required element of the commendation must be outlined in detail. Dates, places, witnesses, etc. must be noted. **DOCUMENTATION IS REQUIRED.**
4. What is the time limit for submission? Six (6) months from the event.
5. Duplication of Awards - only one (1) commendation per act, except in the case of acts reflecting the awarding of the Meritorious Conduct Medal.
6. Approving Authority - All commendations shall be approved, disapproved, or amended by the Director of Chief of Police.
7. Revocation of Commendations - once awarded, a commendation may only be revoked by the Chief of Police, if facts later determine that the commendation should not have been issued under existing guidelines, or under conditions of individual dishonor to the law enforcement profession.
8. Recording of Commendations - upon approval, the recipient shall receive a formal letter (DC#) from the Chief of Police outlining the events of the act and the commendation by title. In the case of officers and civilian employees, a copy shall be placed in their personnel file.
9. Presentation of Commendations - the Medal of Valor shall be presented at the first available public meeting of the School Board. All other commendations shall be announced at the first available meeting of the School Board after an appropriate presentation prescribed by the Director of Safety and Security.

ORDER OF PRECEDENCE, ELIGIBILITY AND ELEMENTS OF COMMENDATIONS

1. The Medal of Valor - This medal may be awarded to an officer or civilian who distinguishes him/herself by conspicuous gallantry at the risk of life or serious injury while in the act of law enforcement, or in the protection of life or property, or in assisting a law enforcement officer of EGPD in his or her official duties. The act must be one of conspicuous personal bravery far beyond that expected of a law enforcement officer or civilian assisting a law enforcement officer.
2. The Meritorious Conduct Medal - This medal may be awarded to an officer, or civilian employee who distinguishes him/herself by outstanding service, achievement, fearlessness or tenacity. Service is intended to mean serving in an assignment authorized by the Department or other authority for a period of not less than one (1) year resulting in a noticeable improvement in operations or marked success in a series of missions. Achievement means a single act of accomplishment so noteworthy as to stand far above that which is normally expected. Fearlessness means an act of courage performed during an enforcement action, or in efforts to protect life or property with a lesser chance of death or injury to oneself than that which would be required for the Medal of Valor. Tenacity means a series of determined acts or noticeable effort over a period of time resulting in the successful accomplishment of an assigned task(s).
3. The Life Saving Medal - This medal may be awarded to officers who, through quick and decisive action, play a major role in the rescue of a person or persons from immediate danger or whose actions clearly result in prolonging the life of a sick or injured person, or whose actions assist in lessening permanent trauma or damage caused by illness or injury. The opinion of a medically qualified authority will be required for the issuance of this medal.
4. The Purple Heart - This medal may be awarded to officers who receive a wound or serious injury as a direct result of actions taken during criminal law enforcement efforts. The wound or injury must have required treatment by a licensed physician. Documentation as to the severity of the wound or injury shall be required.
5. The Police Commendation Medal - This medal may be awarded to an officer who distinguishes him/herself by noteworthy achievement in any documented area of a police related duty. **NO MORE THAN FOUR (4) AWARDS IN A CALENDAR YEAR SHALL BE AUTHORIZED.**
6. The Police Shield Medal - This medal may be awarded to any officer who distinguishes

him/herself by meritorious service to the department while acting in a supervisory capacity for a period of not less than six (6) months. The service rendered must have resulted in an improved level of operations, noteworthy acts of selfless leadership, or clear evidence of attempts to improve the professionalism, morale, well-being, or productivity of officers or civilians under his/her direct supervision. **THE CHIEF OF POLICE IS THE SOLE SUBMITTING AUTHORITY FOR THIS AWARD.**

7. Advanced Certification Medal - This medal may be awarded to any officer who attains advanced certification in any technical or police management related area. The certification must be issued by the L.E.T.B, or from a nationally known leader in police related education, such as the N.A., Northwestern U., etc.