

**Charlestown Police Department Standard Operating Procedures
- TABLE OF CONTENTS -**

Title, Chapter or Section Name page #

Title I: General Administrative

Article 1 Administrative

Chapter 1: Preface / Disclaimer	1
Chapter 2: Definitions / Glossary of Terms	3
Chapter 3: Rules of Construction	
Section A: Policies & Procedures	8
Section B: General Orders	8
Section C: Special Orders	9
Section D: Departmental Bulletins	9

Article 2 Vision

Chapter 1: Mission Statement	10
Chapter 2: Code of Ethics	10
Chapter 3: Department Objectives	11

Title II: Organization and Human Resources

Article 1 Organization

Chapter 1: Command Structure & Authority.....	13
Section A: Administration / Management	13
Section B: Operations Commander	13
Section C: Division Commander	14
Section D: Shift Commander (Supervisor)	14
Section E: Exercise of Authority	15
Section F: Command Authority	15
Section G: Chain of Command	15
Chapter 2: Position Descriptions	
Section A: Chief of Police	16
Section B: Major/Assistant Chief of Police	21
Section C: Captain	27
Section D: Detective	32
Section E: Lieutenant	37
Section F: Sergeant	42
Section G: Patrolman	47
Chapter 3: Promotions & Honor Awards	
Section A: Promotions	51
Section B: Honor Awards	53
Chapter 4: Inspections and Control	55
Chapter 5: Duty Assignments	55

**Charlestown Police Department Standard Operating Procedures
- TABLE OF CONTENTS -**

Title, Chapter or Section Name page #

Title II: Organization and Human Resources (continued)

Article 2 Personnel & Employment

- Chapter 1: [Equal Employment Opportunity](#)..... 55
- Chapter 2: [Authorized Alien Status and Citizenship](#)..... 56
- Chapter 3: [Americans with Disabilities Act](#)..... 56
- Chapter 4: Appointment to the Department
 - Section A: [Qualifications & Requirements](#)..... 57
 - Section B: [Appointment Process](#)..... 58
 - Section C: [Probationary Period/FTO program](#)..... 61
 - Section D: [Change of Personal Status](#)..... 63
 - Section E: [Resignations](#)..... 63
- Chapter 5: Personal Conduct
 - Section A: [Standard of Conduct](#)..... 63
 - Section B: [Loyalty, Integrity & Courtesy](#)..... 65
 - Section C: [Conduct Unbecoming an Officer](#)..... 66
 - Section D: [Respect for Constitutional Rights](#)..... 66
 - Section E: [Compliance with Lawful Orders](#)..... 66
 - Section F: [Attention to Duty/Refusal to Work](#)..... 66
 - Section G: [Outside/Secondary Employment](#)..... 67
 - Section H: [Conflict of Interest](#)..... 68
 - Section I: [Problem Resolution](#)..... 68
- Chapter 6: Drug-Free Workplace
 - Section A: [Drug Screenings](#)..... 69
 - Section B: [Alcohol Use](#)..... 69
 - Section C: [Controlled Drug Substances/Agent](#)..... 70
- Chapter 7: [Harassment Policy](#)..... 70
- Chapter 8: Criminal Activity & Improper Conduct
 - Section A: [Officers Arrested/Felony Charges](#)..... 71
 - Section B: [Preliminary Determination](#)..... 72
 - Section C: [Conviction of a Misdemeanor](#)..... 72
 - Section D: [Improper Conduct](#)..... 72
 - Section E: [Privileged Information](#)..... 73
- Chapter 9: [Negligent of Duty](#)..... 73
- Chapter 10: [Insubordination](#)..... 74
- Chapter 11: Complaints Against Department Members
 - Section A: [Immediate Action](#)..... 75
 - Section B: [Serious Complaints](#)..... 76
 - Section C: [Failure to Take Proper Action](#)..... 77

**Charlestown Police Department Standard Operating Procedures
- TABLE OF CONTENTS -**

Title, Chapter or Section Name page #

Title II: Organization and Human Resources (continued)

Article 3 Attendance & Benefits

- Chapter 1: Work Shifts & Scheduling
 - Section A: [Duty Time & Shift Assignment](#)..... 77
 - Section B: [Emergency Service](#)..... 78
- Chapter 2: [Vacations](#)..... 78
- Chapter 3: [Holidays](#)..... 80
- Chapter 4: [Personal Days](#)..... 80
- Chapter 5: [Sick Leave and Incentive Policy](#)..... 81
- Chapter 6: [On-Duty Injury](#)..... 83
- Chapter 7: [Absence due to Off Duty Injury](#)..... 85
- Chapter 8: [Critical Incident Leave Procedure](#)..... 86
- Chapter 9: [Overtime](#)..... 86
 - Section A: [Accumulation of Overtime](#)..... 86
 - Section B: [Procedures for Overtime Use](#)..... 87
- Chapter 10: [Bereavement Leave](#)..... 88
- Chapter 11: [Military Leave](#)..... 88
- Chapter 12: [Family Medical Leave Act](#)..... 90

Article 4 [Evaluations](#)..... 91

Title III: Rules and Regulations

Article 1 Police Actions

- Chapter 1: [On-Duty & Off Duty Responsibilities](#)..... 93
- Chapter 2: [Jurisdiction and Authority](#)..... 94
- Chapter 3: [Answering & Responding to Complaints](#)..... 95
 - Section A: [Priority of Complaints](#)..... 96
 - Section B: [Intervention](#)..... 96
 - Section C: [Action based on legal justification](#)..... 97
 - Section D: [Civil Disputes](#)..... 97
- Chapter 4: [Misdemeanor Complaints & Arrests](#)..... 98
- Chapter 5: [Felony Complaints & Arrests](#)..... 99
- Chapter 6: [Local Ordinance Complaints & Action](#)..... 100
- Chapter 7: [Warrants](#)..... 101
 - Section A: [Search Warrants](#)..... 101
 - Section B: [Arrest Warrants](#)..... 103
- Chapter 8: [Advise of Rights Policy](#)..... 105
- Chapter 9: [Vehicle Traffic Stops](#)..... 106
- Chapter 10: [Physical Arrests-Adults](#)..... 107
 - Section A: [Prisoner Transport and Security](#)..... 107
 - Section B: [Book-in Procedures](#)..... 108

**Charlestown Police Department Standard Operating Procedures
- TABLE OF CONTENTS -**

Title, Chapter or Section Name page #

Title III: Rules and Regulations (continued)

<i>Article 3 Department Relations (continued)</i>	
Chapter 4: Relationship with Justice System	153
Section A: Appearance in Court	153
Section B: False Testimony	153
Section C: Falsifying Departmental Records	153
Section D: Cooperation	153
Section E: Statement Required of Member	154
<i>Article 4 Use of Force</i>	155
Chapter 1: Parameters for Use of Deadly Force	163
Chapter 2: Parameters for Use of Non-Deadly Force	164
Chapter 3: Training & Qualifications	165
Chapter 4: Reporting Use of Force (Form)	166
Chapter 5: Departmental Response	167
<i>Article 5 Crime Scenes and Evidence</i>	
Chapter 1: Crime Scene Security	168
Section A: Preservation of Evidence	170
Section B: Detective Protocol	171
Chapter 2: Death Investigations	172
Chapter 3: Vehicle Fatality Investigations	173
Chapter 4: Sexual Assault Investigations	174
Chapter 5: Burglary Investigations	176
Chapter 6: Field Collection of Evidence	177
Section A: Evidence Submission	177
Section B: Evidence Technician Protocol	179
Section C: Evidence Court Transfer	179
Section D: Evidence Release (Non-Firearm)	179
Section E: Evidence Release – Firearms	180
Chapter 7: Evidence Property Room & Crime Lab	181
Chapter 8: Evidence Processing	182
Chapter 9: Property Found	182
<i>Article 6 Training Division</i>	
Chapter 1: Training Division Commander	183
Section A: Record keeping	184
Section B: Training Board reporting	185
Chapter 2: Annual Mandatory Training	185
Section A: Firearms	186
Section B: Emergency Vehicle Operation	186
Section C: Defensive Tactics/Handcuffing	187
Section D: Subjects directed by ILETB	187
Chapter 3: Non-Mandatory In-service Training	188
Chapter 4: Fitness Evaluation & Physical Condition	190

**Charlestown Police Department Standard Operating Procedures
- TABLE OF CONTENTS -**

Title, Chapter or Section Name page #

Title III: Rules and Regulations (continued)

Article 7 Department Equipment (other than motor vehicles)

Chapter 1: [Assignment & Care of Department Property](#)..... 192

 Section A: [Training & Certification Required](#)..... 194

Chapter 2: [Loss or Damaged Department Property](#)..... 194

Chapter 3: [Surrender of Department Property](#)..... 195

Chapter 4: [Uniform & Appearance Policy](#)..... 196

 Section A: [Appearance and Maintenance](#)..... 196

 Section B: [Official Uniform Specifications](#)..... 197

 Section C: [Wearing of the Uniform](#)..... 198

Chapter 5: [Body Armor](#)..... 199

Chapter 6: [Weapons](#)..... 199

 Section A: [Firearms Use and Safety](#)..... 199

 Section B: [Pepper Mace](#)..... 202

 Section C: [Straight Baton and PR-24](#)..... 203

 Section D: [Other Weapons Use](#)..... 203

Chapter 7: [Breathalyzer](#)..... 204

Chapter 8: [Portable Breath Test Use](#)..... 204

Chapter 9: [Moving and Stationary Radar Use](#)..... 204

Chapter 10: [Narcotic Test Kit Use](#)..... 204

Article 8 Department Equipment - Motor Vehicles

Chapter 1: [Use, Care, & Security](#)..... 205

 Section A: [Take Home Policy](#)..... 206

 Section B: [Civilian Ride-Along](#)..... 209

 Section C: [Inspection](#)..... 210

 Section D: [Security](#)..... 210

 Section E: [Traffic Accidents involving Dept. Vehicles](#)..... 210

Chapter 2: Emergency Vehicle Use

 Section A: [Emergency Operation](#)..... 211

 Section B: [Pursuits](#)..... 211

Chapter 3: Vehicle Equipment

 Section A: [Assignment of Vehicle Equipment](#)..... 217

 Section B: [In-Car Audio/Video Recording](#)..... 217

Chapter 4: Vehicle Maintenance

 Section A: [Routine Maintenance](#)..... 221

 Section B: [Mechanical Maintenance](#)..... 222

 Section C: [Inoperable Equipment](#)..... 223

**Charlestown Police Department Standard Operating Procedures
- TABLE OF CONTENTS -**

Title, Chapter or Section Name page #

Title III: Rules and Regulations (continued)

<i>Article 9 Canine (K9) Division</i>	
Chapter 1:	Canine Utilization 225
Chapter 2:	Qualifications and Training 226
Chapter 3:	Bites and Injuries 227
Chapter 4:	Building Searches for Suspects 228
Chapter 5:	Crowd Control 229
Chapter 6:	Drug Detection 229
Chapter 7:	Tracking 231
Chapter 8:	Canine Use and Care 232
Chapter 9:	Canine Handler Uniform Policy 232
 <i>Article 10 Bike Patrol Division</i>	
Chapter 1:	Use and Function 233
Chapter 2:	Assignment & Qualifications 233
Chapter 3:	Mandatory Training 234
Chapter 4:	Equipment & Maintenance 234
Chapter 5:	Duties and Responsibilities 235
Chapter 6:	Uniforms 236
 <i>Article 11 Reserve Division</i>	
Chapter 1:	Purpose & Authority 237
 <i>Article 12 Communications</i>	
Chapter 1:	Telephones 238
Section A:	Telephone Greeting Procedure 238
Section B:	Receiving Complaints 239
Section C:	Residential Telephone Required 239
Chapter 2:	Electronic Mail & Internet 240
Chapter 3:	Radio Communications 243
Section A:	Officer Assistance Procedure 244
Chapter 4:	Correspondences & Notices 244
Chapter 5:	Regulations of Communication Officers 245
Section A:	Definitions & General Rules 245
Section B:	Duties of Chief Com. Officer 248
Section C:	Duties of Communication Officer 252
Section D:	Communication of Information 256
Section E:	Shift Hours – Time of Duty 257
Section F:	Benefits & Disciplinary 257
Section G:	Enforcement of the Rules & Regulations 258
Section H:	Communication Room Operation & Security ... 258
Section I:	Communication Officer Uniform Requirements . 260

**Charlestown Police Department Standard Operating Procedures
- TABLE OF CONTENTS -**

Title, Chapter or Section Name	page #
Title III: Rules and Regulations (continued)	
<i>Article 13 Civilian Positions</i>	
Chapter 1: Secretary/Records Clerk.....	261
Section A: Duties & Responsibilities	261
Section B: Benefits & Disciplinary	263
<i>Article 14 Miscellaneous</i>	
Chapter 1: Department Headquarters Security	264
Section A: Security CCTV System	264
Section B: Station Lock-up Procedure	265
Chapter 2: Civil Depositions & Testimony	268
Chapter 3: Operation Pullover/Seatbelt Enforce	269
Chapter 4: Foot Patrols / Community Policing	271
Chapter 5: Disaster Action Plan	273
Title IV: Operational Protocols	
Article 1 Business or Residential Alarm	274
Article 2 Bank Alarm	275
Article 3 Bomb or Terrorism Threat	277
Article 4 Death Investigations	279
Article 5 Domestic Disturbance	280
Article 6 Officer Involved Firearm Shooting	281
Article 7 On the Job Injury	282
Article 8 Severe Weather-Tornado	283
Article 9 Suspicious Package or Substance	285
Title V: Complaints and Disciplinary Actions	
Article 1 Police Officer's Bill of Rights	287
<i>Article 2 General / Purpose</i>	
Chapter 1 Establishment of Discipline Penalty Guidelines	292
Chapter 2 Discipline by the Chief of Police	292
Chapter 3 Discipline by the Board of Works & Safety	293
Article 3 Complaint Procedure	294

**Charlestown Police Department Standard Operating Procedures
- TABLE OF CONTENTS -**

Title, Chapter or Section Name page #

Title V: Complaints and Disciplinary Actions (continued)

Article 4 Disciplinary Guidelines

Chapter 1	Effect of Article	295
Chapter 2	Offenses Not Listed	295
Chapter 3	Repeated Violations	295

Article 5 Discipline Penalty Guidelines

Chapter 1	Violations	296
Chapter 2	Oral Warnings	296
Chapter 3	Written Warnings	296
Chapter 4	Written Reprimand	297
Chapter 5	Suspensions	297
Chapter 6	Termination	297

Guideline A Neglect of Duty

Rule 1	Escape of Penalties – Class D.....	298
Rule 2	Alertness on Duty – Class E.....	298
Rule 3	Reporting Criminal Violation by Officers – Class E ...	298
Rule 4	Reporting Infraction of Rules/Rank – Class F	298
Rule 5	Submission of Reports – Class F.....	298
Rule 6	Personal Business – Class F.....	298
Rule 7	Guarding Prisoners at Hospitals – Class E.....	298
Rule 8	Subpoenas – Class F.....	298
Rule 9	Supervision – Class E.....	299
Rule 10	Back-up and Assistance – Class C.....	299
Rule 11	Abuse of city Property – Class F.....	299
Rule 12	Divulgence of Name – Class G.....	299
Rule 13	Confiscated Property – Class E.....	299
Rule 14	Person Taken into Custody – Class E.....	299
Rule 15	Bribery – Class F.....	299
Rule 16	Storage of City Owned Equipment – Class G.....	299
Rule 17	Names and Unit Numbers – Class G.....	299
Rule 18	Hospital Treatment of Arrestee – Class G.....	300

Guideline B Violation of Department Standard Operating Procedures

Rule 1	Outside Employment – Class F.....	300
Rule 2	Appropriate Communications – Class F.....	300
Rule 3	Public Statements – Class D.....	300
Rule 4	Posting Bond – Class G.....	300
Rule 5	Personal Quarrels – Class E.....	300
Rule 6	Gratuities – Class B.....	300
Rule 7	Limits of Patrol – Class F.....	301
Rule 8	Use of Tobacco – Class G.....	301
Rule 9	Telephone/Pagers – Class G.....	301

**Charlestown Police Department Standard Operating Procedures
- TABLE OF CONTENTS -**

Title, Chapter or Section Name page #

Title V: *Complaints and Disciplinary Actions (continued)*

Article 5 Discipline Penalty Guidelines (continued)

Rule 10	False Reports – Class B.....	301
Rule 11	Revealing Information – Class E.....	301
Rule 12	Off Duty ID – Class G.....	301
Rule 13	Purchases and Distributions – Class F.....	301
Rule 14	Radio Traffic – Class G.....	302
Rule 15	Drug Testing – Class G.....	302
 Guideline C Neglect or Disobedience of Orders (Insubordination)		
Rule 1	Obedience of Lawful Orders – Class E.....	302
Rule 2	Emergency Duty – Class E.....	302
Rule 3	Change of Orders – Class F.....	302
Rule 4	Training – Class F.....	302
Rule 5	Response to Dispatchers – Class G.....	303
Rule 6	Senior Officer at Scene – Class F.....	303
 Guideline D Incapacity (Fitness for Duty)		
Rule 1	Physical/Mental Condition – Class G.....	303
Rule 2	Drinking on Duty – Class A.....	303
Rule 3	Intoxicants (Appearance for Duty) – Classes E & G...	303
Rule 4	Drinking Off Duty – Class B.....	303
Rule 5	Possession and Use of Drugs on Duty – Class A.....	304
 Guideline E Absence Without Leave		
Rule 1	Absence with Leave – Class E.....	304
Rule 2	Reporting Late for Duty – Class G.....	304
Rule 3	Violation of Sick Leave – Class F.....	304
Rule 4	Outside Employment While on Sick Leave – Class D.	304
Rule 5	Reporting Late – Class G.....	304
 Guideline F Conduct Injurious to the Public Peace/Welfare		
Rule 1	Strike Duty – Class F.....	304
Rule 2	Emergency Run – Class F.....	305
Rule 3	Pursuit Policy – Class F.....	305
Rule 4	Training Drill – Class F.....	305
 Guideline G Conduct Unbecoming a Police Officer		
Rule 1	Sexual Activity – Class A.....	305
Rule 2	Improper Conduct – Class G.....	305
Rule 3	Prisoner Mistreatment – Class E.....	305
Rule 4	Physical Altercation – Class D.....	306

**Charlestown Police Department Standard Operating Procedures
- TABLE OF CONTENTS -**

Title, Chapter or Section Name page #

Title V: *Complaints and Disciplinary Actions (continued)*

Article 5 Discipline Penalty Guideline (continued)

Guideline H Breach of Discipline

 Rule 1 [Inquiries Through the Chain of Command](#)..... 306

 Rule 2 [Public Speaking](#) – Class G..... 306

Title VI: *General Orders*

(Issued subsequent and in addition of the original Standard Operating Procedures Manual, by the Office of the Chief of Police.)

Title VII: *Special Operations Division*

The policies and procedures of Title VII: Special Operations Division, contain information of a highly confidential nature and are not for dissemination to persons outside of the law enforcement community without permission from the Special Operations Division Commander or Chief of Police. Proper security and disposal of this section is imperative. Safeguard its location so it is not accessible to unauthorized persons.