

Charlestown Police Department Standard Operating Procedures
- TITLE I: General Administrative -

Article 1 Administrative Chapter 1: Preface / Disclaimer –

Policies and procedures have, as their purpose, the promotion of efficiency and economy of government, promotion of the morale and well being of employees, promotion of equal employment opportunity for all employment candidates and all City of Charlestown employees.

All personnel actions, including recruitment, selection and advancement of employees, shall be on the basis of knowledge, skill, and ability.

Employment in the service of the City of Charlestown shall be made attractive as a career. Each employee shall be encouraged to render his best service to the City.

Suitable and adequate compensation is provided to all employees. Training is provided, as needed, for high quality performance and to promote career development.

Retention of employees shall be on the basis of the adequacy of their performance, correction of inadequate performance, and separation of employees whose inadequate performance cannot be corrected.

Fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, physical disability, with proper regard for their privacy and constitutional rights as citizens shall be practiced.

Employees are protected against coercion for partisan political purposes, are free to exercise their rights as citizens, express their opinions, and to cast their votes.

The Charlestown Police Department is a drug free work environment.

Pursuant to the Americans with Disabilities Act (ADA), the Charlestown Police Department and the City of Charlestown commits to do all that is reasonably necessary to meet compliance requirements of the ADA.

Every police officer in the performance of his/her duties is confronted with an infinite variety of complex situations, which require police action. Established policies, procedures, rules and regulations, although allowing individual officers to think for themselves, seem to limit possible mistakes within manageable bounds, while the officer is performing his/her duty.

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Disclaimer:

This Standard Operating Procedures (SOP) Manual is designed to provide you with information about policies, procedures, rules and regulations of the Charlestown Police Department. You should read, understand, and comply with the provisions of the SOP as a member of the Charlestown Police Department.

Nothing in this SOP is intended in any sense to constitute a contract of employment or expectations of continued employment.

The SOP cannot anticipate every circumstance or question about policies, procedures, rules and regulations. As the City of Charlestown and the Charlestown Police Department change, the need may arise to change the items described herein. The Charlestown Police Department, therefore, reserves the right to revise, supplement, or rescind any portion of the SOP, as it deems appropriate. Employees will be notified of such changes in writing.

The policies, procedures, rules and regulations contained in this SOP are subject to all applicable Federal and Indiana State laws, and shall be interpreted wherever possible so as to comply fully with such laws, provision, or any judicial interpretations. If an article, chapter or section of this SOP shall be held invalid by operation of law or tribunal or competent jurisdiction, or compliance with or enforcement of any article, chapter or section of this SOP shall be restrained by such tribunal, the remainder of this and any amendments thereto shall not be affected and shall remain in full force and effect.

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Article 1 Administrative Chapter 2: Definitions/Glossary of Terms-

ABSENCE WITH LEAVE: A period of time when an officer is excused from active duty as authorized by the Chief, or his/her designee, with pay.

ACTING: Serving temporarily in a position to which the employee or member is not ordinarily assigned, usually in a position of higher rank. The acting employee or member shall have the authority, responsibility, and duties of the employee or member in the higher position.

APPOINTMENT: The designation of a person by the appointing authority to any position within the Police Department.

BOARD / BOARD OF WORKS: Shall refer to the Board of Works and Public Safety of the City of Charlestown, Indiana.

CHAIN OF COMMAND: The unbroken line of authority extending from the Chief through a single subordinate at each level of command down to the level of execution.

CHIEF: The Chief of Police; executive head of the City of Charlestown Police Department.

CITY: Land territory within the boundaries of the City of Charlestown, Indiana.

CIVILIAN: Any non-sworn employees of the department.

COMMAND DIRECTIVE: A written order issued by a commanding officer applicable only to those officers or members under his/her command.

COMMANDING OFFICER: A generic term applied to officers who have supervisory responsibilities. During the absence of the commanding officer, the officer designated to relieve him/her is in command and during that time is the commanding officer.

CONFIDENTIAL: Not to be revealed except to authorized persons, designated by the Office of the Chief of Police.

COUNCIL: Shall refer to the Common Council of the City of Charlestown, Indiana.

COURTESY TOW: Shall refer to the assistance given by the Department to an owner or operator of a motor vehicle which is inoperable and/or is in need of removal from a public thoroughfare or for reasons of property security or safety. Normally the owner or operator of the vehicle is given the opportunity to request a towing company of preference, if possible.

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CPD: Shall refer to the Department name, Charlestown Police Department.

DAYS OFF: Designated days of each week employees and members of the Department shall be excused from duty. The Chief or his/her designee shall determine the time and manner of the excusing employee/member.

DEMOTION: Disciplinary action taken by the Chief as a result of Department rule, regulation, order, policy, or standard operating procedure violation which includes reduction of the employee or member's permanent rank.

DEPARTMENT: The Charlestown Police Department.

DISCHARGE (Dismissal): The act of terminating the service of an employee or member of the Department.

DISTRICT: An area assigned for patrol purposes.

DIVISION: A select or assigned group of Department personnel specialized in a particular assignment or area of law enforcement.

DIVISION COMMANDER: Officer in charge and/or normally the highest-ranking officer assigned to a specific division of the Department.

EMPLOYEE: Any paid person of the Department, full time and part time, excluding volunteer members of the Reserve Department.

EVIDENCE COLLECTOR: Officer of a special detail, such as a search warrant team, responsible for the possession, packaging, sealing, marking of all items seized, and placing in evidence storage.

EVIDENCE TECHNICIAN: Officer with specialized training in the detection, collection, processing and recovery of any evidence of a criminal case.

FIREARM: Any handgun, shotgun, or rifle authorized by the Department for use by its members.

GENERAL ORDER: A permanent order issued by the Chief not relating to a specific circumstance or situation. General Orders relate to changes in organization, promotions, uniform regulations, reporting, regulations, and related matters.

IDACS: Indiana Data and Communication System.

ILEA: Indiana Law Enforcement Academy, located in Plainfield, Indiana.

ILETB: Indiana Law Enforcement Training Board.

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INCAPACITATED: Physically incapable of making legal decisions due to a medical condition or injury; unconscious.

INCOMPETENCE: Incapable of the satisfactory performance of the essential duties of an officer or of the position held in the Department.

INSUBORDINATION: The willful disobedience of any order lawfully issued by a superior, or any disrespectful, mutinous, insolent, or abusive language or behavior toward a superior.

INTER-DEPARTMENTAL MEMORANDUMS: Issued by or through the Chief to provide employees and members general information relating to their duties, including explanations, procedures, or circumstances.

LEAVE OF ABSENCE: An extended period during which an officer or member is excused from active duty as authorized by the Chief.

LINE OF DUTY: Any action taken by an employee or member while acting in his/her official capacity.

LENGTH OF SERVICE: The period of time from the date of which the oath of office was administered through the termination of those powers granted by the same oath.

MEMBER: Any sworn reserve officer of the Charlestown Police Department.

NCIC: National Crime and Information Computer.

NECESSARY FORCE: Any force used by an employee or member to effect an arrest or subdue an individual which is reasonable under the circumstances.

NEGLECT OF DUTY: Failure to give satisfactory attention to the performance of duty.

OBJECTIVE: An objective is a desired end for which effort is expended, and which, if attained, fulfills the purposes of the Department. Within each objective, there may be a number of ancillary objectives, each of which, if attained, contributes to the accomplishment of the police mission.

OFF DUTY: The state of being free of the responsibility of performing usual routine duties, such as "Days Off" or "Leave".

OFFICER / PATROL OFFICER: Any sworn member of the Charlestown Police Department.

OIC: Shall refer to the Officer in Charge.

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ON DUTY: When an employee or member is actively engaged in the performance of police duties, either on his/her regular tour of duty or when on duty by reason of an emergency or special assignment.

ORDER: Shall refer to a written or oral command or directive given by one in authority and directed to a subordinate.

POLICE ACTION: Activity expected or require by law, order, rule, regulation, and/or procedure.

PROMOTION: A change in the job responsibilities and/or status of an employee to a position of greater responsibility and/or of higher classification.

RANK: Each class of sworn officers of the Department is a rank. The titles of the ranks are - Chief, Assistant Chief, Major, Captain, Lieutenant, Sergeant, Corporal and Patrol Officer.

REGULATION: Order, policy, standard operating procedure, and/or rule of the Department.

REPORT: A written communication / document relating to police matters.

RULE: All specifically enumerated categories regulating conduct.

SEARCH PERSONNEL: Police officers and support personnel taking part in the execution of a search warrant.

SEARCH SITE: The premises or person to be searched, as explicitly stated in a search warrant and/or a consent to search.

SHIFT: The period of day during which a detail is on duty. The **FIRST**, is referred to as the "day shift"; the **SECOND**, as the "evening shift"; and the **THIRD**, as the "night shift". The precise hours of work for each are subject to change and are established by the Chief.

SHIFT COMMANDER: The highest ranking Department officer on duty at any given time, responsible for the supervisory duties of the shift and/or all other Department on-duty employees and members at the same time.

SICK LEAVE: Period of time between the time and date that an employee notified the Charlestown Police Department of his/her illness or injury and the time as that the employee reports, in person, back to duty.

SOP: The Standard Operating Procedures for Police Officers of the Charlestown Police Department or the manual containing the same.

SPECIAL ORDER: An order issued by the Chief to cover some specific circumstance or situation not permanent or continuing in nature. Special Orders

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are issued in connection with assignments and special details intended to meet a temporary or changing situation.

SUPERIOR: A general term applied to employees and members who have supervisory responsibilities either temporarily or permanently.

SUSPENSION: The act of temporarily denying a member of the Department the privilege of performing his/her duties in consequence of dereliction or violation of Departmental regulations. An employee or member of the Department while on suspension, although relieved of all police duties, is still considered an employee or member of the Department and is required to conduct himself/herself in such a manner as not to cause further embarrassment to the Department.

THROUGH OFFICIAL CHANNELS: Reporting through the Chain of Command.

TOUR OF DUTY: The shift during which an individual employee or member is on duty.

VIOLATION: Action or inaction that is contrary to rule, regulation, policy or standard operating procedure.

WEAPON: Any instrument used by an officer for defense or to control a crowd or individual, or to affect a lawful arrest.

WRITTEN REPRIMAND: Disciplinary action taken as a result of violation of rule, regulation, order, policy or standard operating procedure for which there is no loss of pay or police powers.

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Article 1 Administrative Chapter 3: Rules of Construction –

Section A: Policies and Procedures

The provisions of this manual shall be construed according to the normal usage of the language. Unless otherwise required by context: the present tense includes the future and past tenses, and the plural number includes the singular, and singular includes the plural.

Policies are established by analyzing objectives and determining those principles, which will best guide the Department in achieving its objectives. Thus, as policy consists of principles which guide the performance of a department activity. Policy, of its majority, is not a statement of what must be done in a particular situation; rather, it is a statement of guidelines, which should be followed toward the attainment of Department objectives.

Policies are established to inform the public and Department employees and members of the principles of which will be adhered to in the performance of the law enforcement function. Additionally, policies establish operational standards to assist Department employees and members in discharging their responsibility.

An officer in the performance of his/her duty is confronted with a variety of complex situations, which require police action. Since policies are objective rather than situation-oriented, they are broad in scope, wherever possible, to encompass most situations.

Procedure is a method of performing an operation or a manner of proceeding on a course of action. Procedure directs action in a particular situation to perform a task within the guidelines of a Policy.

A major responsibility of any professional organization is to develop and disseminate written Policy, Procedure, Rules and Regulations to guide its actions. Written formulation and distribution of this manual can guide and determine present and future Departmental decisions; as well as, provide the model for accreditation.

Section B: General Orders

The Charlestown Police Department will issue General Orders to establish policies, procedures, and rules for all members of the Department. General Orders will only be issued for changes, which are expected to be relatively permanent. General Orders will supplement the policies, procedures, and rules contained within this manual. General Orders will have the same force and authority as the material contained in this manual. Any violation of General Orders will be considered a violation of the Department Standard Operating Procedures (SOP) Manual.

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General Orders will be prepared in the Office of the Chief and approved by the Board of Public Works and Safety prior to promulgation. The same procedure will be followed in modifying or canceling a General Order. General Orders will be numbered for ease of reference, and will automatically become a part of the Charlestown Police Department SOP, specifically Title VI, entitled General Orders, for organizational purposes. A General Order number shall identify the year, month and date of the effective date of the order, for example; 05.0810c, would identify an order effective the tenth day of August, 2005. The final digit identifies multiply orders on the same day, starting with the letter "a" for the first order of the day issued.

Section C: Special Orders

The Charlestown Police Department will issue Special Orders, which affect activities on a temporary basis. Special Orders will involve personnel changes, procedures for a situation, which is not a permanent situation, personnel reassignments, etc. Special Orders will be prepared and issued by the Chief. Special Orders will not require approval of the Board of Public Works and Safety prior to implementation and become effective upon issuance by the Chief.

Section D: Department Bulletins

The Charlestown Police Department will issue Inter-Departmental Memorandums otherwise named Bulletins. These bulletins are informative communication and will be issued to notify employees and members within the Department of general or specific information, which will assist them in performing their police duties for the Department.

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Article 2 Vision Chapter 1: Mission Statement –

The mission of the men and women of the Charlestown Police Department is:

- Maintain the philosophies and practices of the highest levels of law enforcement professionalism.
- Provide courteous, quality service to the community at all times.
- Diligently preserve peace, investigate criminal activity, and prevent crime and disorder.
- Treat all members of society fairly and equally without regard for race, religion, gender or origin.
- Maintain the confidence and respect of the community we serve.
- Utilize and maintain the highest standards of training and law enforcement technology to ensure excellence in protecting our community.
- Strive for physical and mental fitness, enabling us to master this Mission safely, effectively, and professionally.

Article 2 Vision Chapter 2: Code of Ethics –

The Law Enforcement Code of Ethics is adopted as a general standard of conduct for the officers of the Charlestown Police Department.

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

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

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession.... Law Enforcement.”

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Article 2 Vision Chapter 3: Department Objectives –

The fundamental goal of the Charlestown Police Department is the protection of life and property consistent with the values of a free society. In pursuance of this goal, the Department is to enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitation of policing authority and the constitutional rights of all persons.

Peace and order in a free society can be achieved only through voluntary compliance with the law. Therefore, the primary responsibility for upholding the law rests not with the police, but rather, with the people. That society employs full-time professional police to deal with crime does not diminish or deny each citizen's obligation for crime prevention.

Although the Department cannot hope to cure the underlying causes of crime, it can and should interact with the community to generate mutual understanding and public support for crime prevention.

While certain crimes cannot be deterred, other such crimes against property and against innocent victims in public places can be significantly reduced by police patrol. High police visibility tends to deter potential criminal activity because they fear immediate apprehension or perceive an increased likelihood of detention. In addition, patrol visibility tends to reinsure a peaceful environment. However, the Department recognizes that there must be a balance between the desirable effects of visible patrol and any undesirable appearance of apprehension. In the end it is the people, not the Department, who determine the limitations of their freedom.

Administration of criminal justice consists of the identification, arrest, prosecution, punishment, and rehabilitation of a law violator, and it has as its objective the voluntary compliance with the law as an alternative to punishment. Once a crime has been committed, it is the duty of the Department to initiate the criminal justice process by identifying and arresting the perpetrators to obtain necessary evidence, and to cooperate in the prosecution of the case, but not attempt to impose their personal feelings or biases as to the proper punishment of the accused. As the certainty of swift and sure punishment serves as an effective deterrent to crime, the Department must diligently strive to solve all crimes and bring the perpetrators to justice.

The Department must make every effort within reason to recover lost or stolen property, to identify its owners, and to ensure its prompt return.

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To facilitate the safe and expeditious movement of vehicular and pedestrian traffic, the Department must enforce traffic laws and develop driver awareness of the causes of traffic accidents, the Department appropriately warns, cites, or arrests traffic law violators. Traffic accidents are investigated to protect the rights of those involved.

The Department assists in routine and emergency situations, often because there are no other public or private agencies available. The public relies upon the Department for assistance and advice in the many routine and emergency situations, which develop in an urban society. For this reason and because there is frequently a potential for crime, the Department regularly responds to incidents where it is not contemplated that an arrest will be made. Saving lives and aiding the injured, locating lost persons, keeping the peace, and providing for many other miscellaneous needs are basic services provided by the Department. To satisfy these requests, the Department responds to calls for service and renders such aid or advice as is necessitated or indicated by the situation.