

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Article 1 Organization Chapter 1: Command Structure & Authority-

Authority in the Department shall be exercised with firmness and impartiality. Under no circumstances shall personal attitudes be permitted to influence decisions.

The Board of Works and Public Safety is responsible for approving the hiring, suspension, demotion, and dismissal of Department Police Officers. (However, the Board of Works and Public Safety may delegate the hiring, suspension, demotion, and dismissal of employees to the Chief.) The Board of Works and Public Safety must approve Rules and Regulations adopted by the Department and changes in the organization of the Department.

The Board of Works and Public Safety shall conduct hearings into the suspension, demotion, or dismissal of City Police Officers and expressly reserves the right to review and/or revise action taken by the Chief, including affirming, increasing, or decreasing such action.

Section A: Administration / Management

The Chief is responsible for the day-to-day functioning of the Department and the assignment of duties to members of the Department. The Chief may suspend a City Police Officer with or without pay for a period of five (5) days without hearing before the Board of Works and Public Safety, after notifying the officer of charges in writing. See the Position Description for Chief of Police, in chapter two of this Article, for further description.

The Assistant Chief is responsible for assisting the Chief with his/her duties, and specifically managing and supervising the Department Operations Commander of the Department. The Assistant Chief assumes the role of acting Chief in his/her extended absence or leave, such as due to medical condition or vacation leave. See the Position Description for Major, Assistant Chief of Police, in chapter two of this Article, for further description.

Section B: Operations Commander

The Operations Commander is assigned by the Chief to a ranking officer and is responsible for the Commanding of Department Operations under the direction and supervision of the Chief, Assistant Chief, and these Standard Operating Procedures. The Operations Commander's duties and responsibilities include; but are not limited to:

- the Department Operating Schedule;
- maintaining a log of all officer vacation, personal and sick leave; as well as approval of accumulated overtime and overtime leave;

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

- assists the Chief and Assistant Chief in supervising the operations of the police field operations, reviewing available and required shift reports, documents and forms to ensure they are complete, proper and correct in content as specified by department policy and state law;
- examines available and required reports, documents and forms for conformity with procedures, referring improper or incomplete work to appropriate personnel for correction or completion;
- assists in developing and implementing Department goals, objectives, policies, and procedures, including writing/revising and distributing general and specific orders, directives, training bulletins, and standard operating procedures;
- assists in developing various short- and long-term plans, including disaster plans, with consideration/projection of city changes and growth;
- coordinates Department activities with other agencies and organizations and supervises personnel at major incidents;
- identifies and monitors training for Department personnel. Periodically develops, coordinates and instructs specific training programs and sessions;
- is a liaison between Department management and rank/file personnel.

Section C: Division Commander

The Division Commander, as assigned by the Chief and normally the highest ranking officer assigned to a specific division, is responsible for its division management as directed by the Chief or Assistant Chief and these Standard Operating Procedures. Division management responsibilities shall include, but are not limited to, division specific annual budgetary proposals and expenditures; records and documents; equipment assignment, inventory and maintenance; and activities supervision. A division of the Department is made up of members who possess specialized training, certification or expertise in a particular focus area of law enforcement related to the operations of the Department, forming an authorized internal unit. Examples of department Divisions are or may be Investigations, Training, Canine, Emergency Response, Bike Patrol, and Reserves (personnel).

Section D: Shift Commander (Supervisor)

The highest ranking Department officer on duty at any given time, responsible for the command and supervisory duties of the shift and/or all other Department on-duty members and civilian employees at the same time. This authority shall be exercised with discretion, avoiding the issuance of direct commands to personnel not assigned to the ranking officer's control except where necessary, such as periods of emergency and/or serious breach of discipline. The Shift Commander reports to the Operations Commander and communicates reports of status, progress or any other necessary information or concerns on a weekly or as needed basis.

Charlestown Police Department Standard Operating Procedures

- TITLE II: Organization and Human Resources -

Section E: Exercise of Authority

A ranking officer should exercise the authority of his/her position under all conditions which require that he/she shall use such authority in the best interests of the Department. He/she shall not unnecessarily countermand any orders of officers below his/her rank or needlessly interfere with specific duties of such officers.

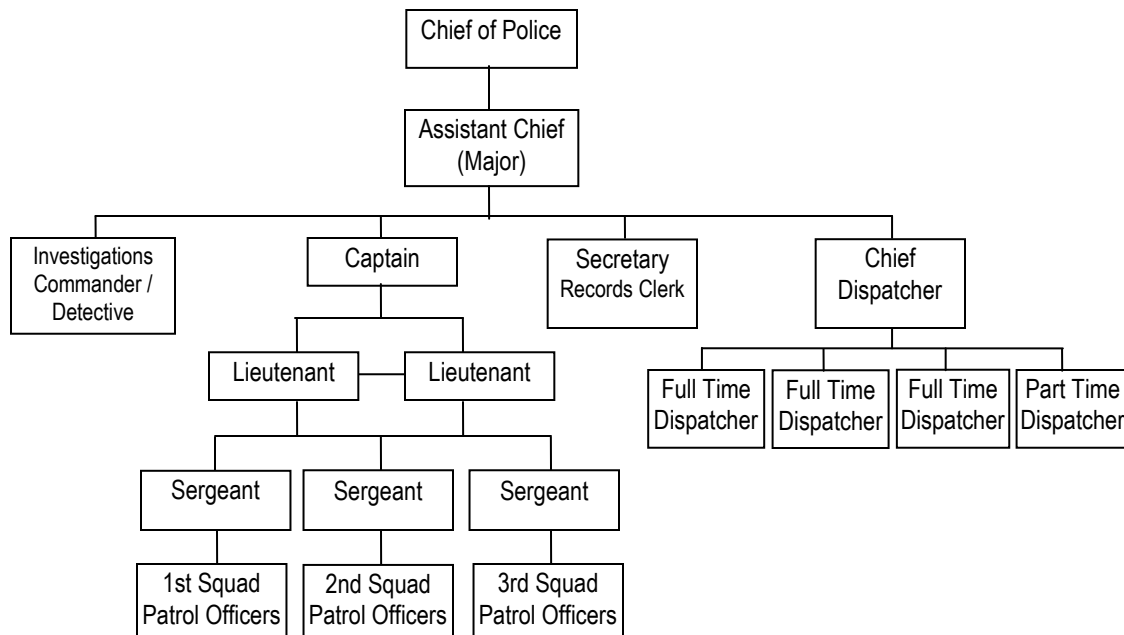
Section F: Command Authority

When a question of authority may arise regarding who shall be in command, such authority shall be determined:

1. First, by rank (and/or delegated or acting authority).
2. Second, if officers are equal rank, by the officer having the most Department seniority, who then is designated as in command.
3. Third, by the nature of the assignment for purposes of Division Commanders.

Section G: 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 and, up the line of authority, shall be preserved in order to maintain principles of sound administration. Ranks shall not be by-passed except in emergency or unusual situations which demand it by reasonable means, or as otherwise specified in this manual. The following is the official Chain of Command of the Department.



Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Article 1 Organization Chapter 2: Position Descriptions -

Section A: Chief of Police Position Description

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Chief for the Police Department, responsible for effectively and efficiently managing Department resources and workforce.

DUTIES:

Establishes effective policy and procedures, and directs and coordinates efforts to enforce local, state and federal laws, prevent and investigate crimes, and protect lives and property of the people.

Supervises and directs Department personnel, including interviewing, making hiring recommendations, making work and equipment assignments, authorizing personal leave, evaluating, and discussing/counseling job performance and morale as needed. Ensures maintenance of Department personnel records as required.

Ensures proper maintenance of building and related equipment, monitoring housekeeping and general working condition of equipment, and initiating improvements and/or repairs as needed.

Oversees administration of Department budget, including authorizing payroll and other costs, evaluating needs, and procuring equipment and supplies. Prepares annual Department budget, including determining needs, projecting costs and allocations for equipment, supplies and salaries, and submitting/presenting to Mayor and City Council as required or requested.

Initiates investigation and executes disciplinary action and/or suspension of any member of Department for cause, and recommends additional suspension for violation of rules and regulations governing Department operation and conduct of personnel. Reprimands, admonishes, assigns special details to, and withholds certain privileges from any member of the Department for breach of discipline and/or minor violations of Department rules and regulations.

Develops and implements Department goals, objectives, policies, and procedures, including writing/revising and distributing general and specific orders, directives, training bulletins, and standard operating procedures. Develops various short- and long-term plans, including disaster plans, with consideration/projection of city changes and growth.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section A: Chief of Police Position Description (continued)

Answers telephone and responds to citizen and media inquires and complaints concerning Department operations and personnel, and interacts and works with victims, witnesses and offenders, including providing detailed explanation of complaints and/or legal procedures, mediating citizen disputes, and referring persons to social service agencies.

Establishes clear-cut channels of communications, authority, and responsibility, including determining the order of ranking officers succeed to command in person's absence.

Develops an effective public relations program. Prepares and makes public relations presentations to various community groups, such as schools and civic organizations. Attends and represents the Department at various meetings, ceremonies, and community events with other city departments, outside law enforcement agencies, and the public.

Coordinates activity and maintains regular communication with other Department personnel and representatives of other law enforcement agencies regarding criminal activity in the area. Supervises police activity at major incidents.

Establishes an honest and accurate reporting communication with other Department personnel and representatives of other law enforcement agencies, and the Department themselves. Ensures prompt reporting to other city agencies on matters falling within their jurisdiction.

Prepares various written reports, documents and correspondence, and provides accurate oral descriptions and reports as necessary. Periodically prepares and submits grant applications, and administers according to funding source requirements upon grant award.

Visits all divisional property, bureaus, districts, and units at irregular and unannounced times.

Develops and implements a progressive program of training for employees. Trains key subordinates in the principles of organization, management of personnel, and administrative problem solving.

Monitors radio and other communication devices and responds to calls of distress and complaints of alleged unlawful activity, including assessing and bringing situations under control, taking statements from victims and witnesses, providing assistance, and calling social service organizations for assistance as needed.

Periodically performs certain duties of Patrol Officer, including patrolling the area in a vehicle or on foot, responding to emergency calls, and subduing and arresting individuals.

Stops drivers for traffic violations, verifying licenses and registration data, conducting field sobriety tests as necessary, issuing warnings/citations, and/or making arrests as warranted.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section A: Chief of Police Position Description (continued)

Responds to and investigates traffic accidents and complaints, including assessing extent of injuries, calling for emergency medical assistance, photographing / video taping and measuring accident scenes, taking statements from victims and witnesses, assisting reconstructionist, directing removal of damaged vehicles and ensuring area is clear. Periodically assists with accident victims, and lifting victims onto stretchers and into medical vehicles as needed.

Attends prescribed training programs for certification in specialized law enforcement areas as required.

Performed related duties as assigned.

I. JOB REQUIREMENTS AND DIFFCULTY OF WORK:

High school diploma or GED and certification or ability to be certified by the Indiana Law Enforcement Academy.

Ability to meet all Department hiring, promotion and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to meet all Federal and State laws regarding possession and carrying of weapons.

Ability to qualify by obtaining a passing score in the Handgun Course of Fire and Shotgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board.

Thorough knowledge of and ability to make practical application of customary practices, procedures, rules and regulations of the Department; and civil, criminal and juvenile justice systems.

Working knowledge of standard English grammar, spelling and punctuation, and ability to enter data on computer and effectively prepare and complete Department reports within established deadlines. Ability to maintain confidentiality of Department information and reports as required.

Thorough knowledge of standard principles of budget administration and ability to prepare and administer Department budget according to state and local requirements.

Working knowledge of city geography, and radio frequencies, codes, procedures and limitations.

Working knowledge of and ability to use and properly maintain all assigned uniforms, equipment and weapons.

Working knowledge of universal health precautions, high-risk environments, and signs and symptoms associated with bloodborne pathogens, and ability to apply such knowledge in the field to protect oneself against infection.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section A: Chief of Police Position Description (continued)

Ability to physically perform the essential duties of the position, including, but not limited to, sitting/driving/standing for long periods, close and far vision, hearing, pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

Ability to deal swiftly, rationally and decisively with potential violent individuals in precarious situations, de-escalate volatile situations by means of conversation/negotiation, and make arrests using appropriate physical force as situations demand.

Ability to effectively listen, comprehend and communicate with co-workers, other law enforcement agencies, emergency service providers, crime and accident witnesses and victims, news media, and the public by radio, telephone, in person or in writing, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to adapt to changing weather conditions, work environments, irregular and/or extended hours, and perform duties despite the stress of potential personal injuries and loss of life.

Ability to serve on 24-hour call and appropriately respond to emergencies from off-duty status as assigned or directed.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a broad range of duties, many of which are complex and demand original thinking and analysis. Guidelines are not always clear, requiring extensive analysis in selecting appropriate precedents or facts to apply to specific cases.

Incumbent has ultimate authority and responsibility regarding all Department operations and personnel. Errors in decisions or work may not be readily detected and could substantially jeopardize the welfare of the public, and, in some circumstances, could lead to injury or loss of life of co-workers, self and/or members of the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent communicates regularly with co-workers, other law enforcement agencies, emergency service providers, crime and accident witnesses and victims, news media, other City departments, Mayor, and the public for a variety of purposes, including exchanging and explaining information, supervising and directing personnel, coordinating operations, providing public assistance and enforcing laws. Incumbent's work periodically involves non-routine problem-solving to gain cooperation of law offenders in situations that may jeopardize the safety of the public and/or the incumbent.

Incumbent reports directly to the Mayor.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section A: Chief of Police Position Description (continued)

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an office environment and in the field, often in a vehicle, including; but not limited to, sitting / walking at will and for long periods, driving, close and far vision, lifting / carrying / pushing / pulling up to 50 pounds, depth perception, reaching, handling objects, hearing sounds, and wearing protective clothing. Incumbent is frequently exposed to normal hazards associated with law enforcement, traffic control and regular vehicle patrols, such as adverse weather conditions and traffic. No prolonged, extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous effort during emergency situations, such as pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

Incumbent serves on 24-hour call and occasionally works irregular and/or extended hours.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section B: Assistant Chief of Police Position Description

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Assistant Chief of Police for the Police Department, responsible for directing, coordinating and supervising personnel and serving as Chief in their absence. Incumbent is also responsible for enforcing federal, state, and local laws, serving and protecting individuals, their rights and property.

DUTIES:

Assists in the administering of daily Department operation, including establishing effective policy and procedures, and directing and coordinating efforts to enforce local, state and federal laws, prevent and investigate crimes, and protect lives and property of the people. Serves as Police Chief in his/her absence.

Supervises and directs Department personnel, including interviewing, making hiring recommendations, making work and equipment assignments, authorizing personal leave, evaluating, and discussing/counseling job performance and morale, and providing training and corrective instruction, and disciplining as needed. Transmits all orders of the Chief, insuring proper interpretation and full compliance.

Supervises and directs shift operations and personnel, including scheduling work assignments, providing field training and corrective instruction, and initiating disciplinary procedures as needed to ensure compliance with Department policies. Supervises personnel within the established chain of command or in the absence of superiors.

Examines reports for conformity with procedures, referring improper or incomplete reports to appropriate personnel for correction or completion. Examines daily assigned sheet, time reports, and all other miscellaneous reports concerning personnel.

Assists administration of Department budget, evaluating needs, and procuring equipment and supplies. Assists in preparing annual Department budget, including determining needs, projecting costs and allocations for equipment, supplies and salaries, and submitting/presenting to Mayor and City Council as required or requested.

Assists in developing and implementing Department goals, objectives, policies, and procedures, including writing/revising and distributing general and specific orders, directives, training bulletins, and standard operating procedures. Assists in developing various short- and long-term plans, including disaster plans, with consideration/projection of city changes and growth.

Performs continuous research and planning in order to maintain adequate procedures and policies to meet current demands.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -
Section B: Assistant Chief of Police Position Description (continued)

Visits all assigned units at irregular and unannounced times, inspecting them for conditions and efficiency.

Responds to emergency calls from off-duty status as needed.

Prepares various written reports, documents and correspondence, and provides accurate oral descriptions and reports as necessary. Periodically prepares and submits grant applications, and administers according to funding source requirements upon grant award.

Prepares public relations materials, such as brochures and news releases. Organizes and participates in community events.

Coordinates Department activities with other agencies and organizations and assists in supervising personnel at major incidents.

Makes public relations presentations to various community groups, such as schools and civic organizations. Attends and represents the Department at various meetings, ceremonies, and community events with other city departments, outside law enforcement agencies, and the public.

Identifies and monitors training for Department personnel. Periodically develops, coordinates, and instructs specific training programs and sessions.

Answers telephone and responds to citizen and media questions and complaints concerning Department operations and personnel.

Assigns, coordinates and ensures proper and timely execution of investigations, including initiating investigations, taking charge of crime/incident scenes, documenting and photographing crime/incident scenes, collecting, preparing and maintaining integrity of evidence, developing informants and intelligence sources, detecting and corroborating leads, tracking and interrogating suspects, and conducting surveillance.

Conducts various investigations, including citizen complaints, traffic accidents, crimes against persons and property, and misdemeanor and felony violations. Locates and interviews/interrogates witnesses/suspects, and secures and controls suspects placed under arrest.

Periodically performs duties of Patrol Officer, including patrolling the area in a vehicle or on foot, responding to alarms and domestic disturbances, regulating and directing traffic, identifying laws being violated, and searching, subduing and arresting individuals.

Maintains current knowledge of applicable laws, and occasionally attends prescribed training programs for certification or recertification in specialized law enforcement areas as required.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -
Section B: Assistant Chief of Police Position Description (continued)

Monitors radio and other communication devices and responds to calls of distress and complaints of alleged unlawful activity, including assessing and bringing situations under control, taking statements from victims and witnesses, providing assistance, and calling social service organizations for assistance as needed.

Stops drivers for traffic violations, verifying licenses and registration data, conducting field sobriety tests as necessary, issuing warnings/citations, and/or making arrests as warranted.

Conducts proactive and reactive patrol of City streets and other designated areas, maintaining high visibility, and ensuring security of residences and businesses. Investigates and reports suspicious or unlawful activities, and takes appropriate action to enforce applicable laws.

Responds to and investigates traffic accidents and complaints, including assessing extent of injuries, calling for emergency medical assistance, photographing / video taping and measuring accident scenes, taking statements from victims and witnesses, assisting reconstructionist, directing removal of damaged vehicles and ensuring area is clear. Periodically assists with accident victims, and lifting victims onto stretchers and into medical vehicles as needed.

Works with other emergency personnel during weather emergencies, notifying appropriate individuals, including City departments and utilities, regarding dangerous conditions, such as downed trees and power lines.

Participates in formal investigation of crimes, including searching crime scenes, collecting, preserving and protecting evidence according to prescribed procedures, and interviewing victims and witnesses. Conduct legal searches of persons and property with and without a warrant.

Pursues, apprehends, searches and arrests suspects using only necessary physical force, advising them of rights and transporting to detention area. Prevents individuals from injuring themselves or others by using physical restraint or appropriate weapons. Intervened, mediates and assists in resolving citizen disputes.

Periodically testifies and gives evidence in court as required, including meeting with Prosecuting Attorney, preparing documentation, and reviewing case materials.

Maintains appearance and serviceability of assigned vehicles, uniforms, equipment, and weapons.

Performs booking procedures of detained individuals, including obtaining background information, photographing, and searching individuals.

Performs related duties as assigned.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -
Section B: Assistant Chief of Police Position Description (continued)

JOB REQUIREMENTS AND DIFFCULTY OF WORK:

High school diploma or GED and certification or ability to be certified by the Indiana Law Enforcement Academy.

Ability to meet all Department hiring, promotion and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to meet all Federal and State laws regarding possession and carrying of weapons.

Ability to qualify by obtaining a passing score in the Handgun Course of Fire and Shotgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board.

Thorough knowledge of and ability to make practical application of customary practices, procedures, rules and regulations of the Department; and civil, criminal and juvenile justice systems.

Ability to supervise and direct operations and personnel, including interviewing applicants, making hiring recommendations, making work assignments, training, evaluating and discussing job performance, providing training and corrective instruction, and implementing discipline procedures to ensure compliance with Department policies.

Working knowledge of city geography, and radio frequencies, codes, procedures and limitations.

Working knowledge of and ability to research and enforce applicable state and local laws, perform standardized patrol operations and take authoritative action as needed.

Working knowledge of and ability to use and properly maintain all assigned uniforms, equipment and weapons.

Working knowledge of universal health precautions, high-risk environments, and signs and symptoms associated with bloodborne pathogens, and ability to apply such knowledge in the field to protect oneself against infection.

Working knowledge of standard English grammar, spelling and punctuation, and ability to enter data on computer and effectively prepare and complete Department reports within established deadlines. Ability to maintain confidentiality of Department information and reports as required.

Ability to physically perform the essential duties of the position, including, but not limited to, sitting/driving/standing for long periods, close and far vision, hearing, pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section B: Assistant Chief of Police Position Description (continued)

Ability to deal swiftly, rationally and decisively with potential violent individuals in precarious situations, de-escalate volatile situations by means of conversation/negotiation, and make arrests using appropriate physical force as situations demand.

Ability to effectively listen, comprehend and communicate with co-workers, other law enforcement agencies, emergency service providers, crime and accident witnesses and victims, news media, and the public by radio, telephone, in person or in writing, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to adapt to changing weather conditions, work environments, irregular and/or extended hours, and perform duties despite the stress of potential personal injuries and loss of life.

Ability to serve on 24-hour call and appropriately respond to emergencies from off-duty status as assigned or directed. Ability to work irregular and extended hours during emergency situations. Ability to occasionally travel out of town for training, sometimes overnight.

Ability to work alone and with others in a team environment with minimum direct supervision, and ability to obey all written and oral orders and directives from superior officers.

Possession of a valid driver's license and demonstrated safe driving record.

RESPONSIBILITY:

Incumbent performs a wide variety of supervisory, administrative, patrol and public assistance duties according to established Department policies and standard police procedures, making independent decisions and taking authoritative action to ensure proper administration of operations and personnel as well as in response to situational demands. Incumbent possesses authority to require response of any or all off-duty Police Department personnel to crime scenes, other emergencies or other assignments. Errors in decision or work may not be prevented by prior instructions from supervisor or readily detected by standard bookkeeping checks. Errors may result in adverse effects on Department operations, inconvenience for other agencies and members of the public, and/or injury or loss of life to self, co-workers, or the public. Incumbent assists Chief with determining Department priorities.

Incumbent's work is periodically reviewed at critical phases for soundness of judgment and compliance with legal requirements. Errors in decision or work are generally prevented through legally defined procedures and are detected through supervisory review. Undetected errors could substantially jeopardize the welfare of the public, and, in some circumstances, could lead to injury or loss of life of co-workers, self and/or members of the public.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section B: Assistant Chief of Police Position Description (continued)

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other law enforcement agencies, emergency service providers, other City departments, and the public for a variety of purposes, including exchanging and explaining information, supervising and directing personnel, coordinating operations, providing public assistance and enforcing laws. Incumbent's work periodically involves non-routine problem-solving to gain cooperation of law offenders in situations that may jeopardize the safety of the public and/or the incumbent.

Incumbent reports directly to the Chief of Police.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an office environment and in the field, often in a vehicle, including; but not limited to, sitting / walking at will and for long periods, driving, close and far vision, lifting / carrying / pushing / pulling up to 50 pounds, depth perception, reaching, handling objects, hearing sounds, and wearing protective clothing. Incumbent is frequently exposed to normal hazards associated with law enforcement, traffic control and regular vehicle patrols, such as adverse weather conditions and traffic. No prolonged, extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous effort during emergency situations, such as pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

Incumbent is exposed to violent/irate individuals and must perform duties and take appropriate action in emergency situations, despite the stress associated with potential injury or loss of life to self or others. Incumbent regularly works irregular, weekend, evening, and/or extended hours, and occasionally travels out of town for training.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -
Section C: Captain Position Description

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves at the rank of Captain for the Police Department, responsible for enforcing federal, state and local laws, serving and protecting individuals, their rights and property and supervising assigned personnel. Incumbent assists the Chief and Assistant Chief in supervising the operations of the police field operations, and reviewing reports and documents pertaining to his/her shift, to ensure they are complete, proper and correct in content as specified by department policy and state law.

DUTIES:

Assists in the administering of daily Department operation, including establishing effective policy and procedures, and directing and coordinating efforts to enforce local, state and federal laws, prevent and investigate crimes, and protect lives and property of the people.

Supervises and directs shift operations and personnel, including scheduling work assignments, providing field training and corrective instruction, and initiating disciplinary procedures as needed to ensure compliance with Department policies. Supervises personnel within the established chain of command or in the absence of superiors.

Examines shift reports for conformity with procedures, referring improper or incomplete reports to appropriate personnel for correction or completion. Examines daily assigned sheet, time reports, and all other miscellaneous reports concerning personnel.

Assists in developing and implementing Department goals, objectives, policies, and procedures, including writing/revising and distributing general and specific orders, directives, training bulletins, and standard operating procedures. Assists in developing various short- and long-term plans, including disaster plans, with consideration/projection of city changes and growth.

Prepares various written reports, documents and correspondence, and provides accurate oral descriptions and reports as necessary.

Coordinates Department activities with other agencies and organizations and supervises personnel at major incidents.

Makes public relations presentations to various community groups, such as schools and civic organizations.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -
Section C: Captain Position Description (continued)

Periodically develops, coordinates, and instructs specific training programs and sessions.

Answers telephone and responds to citizen and media questions and complaints concerning Department operations and personnel.

Assigns, coordinates and ensures proper and timely execution of investigations, including initiating investigations, taking charge of crime/incident scenes, documenting and photographing crime/incident scenes, collecting, preparing and maintaining integrity of evidence, developing informants and intelligence sources, detecting and corroborating leads, tracking and interrogating suspects, and conducting surveillance.

Conducts various investigations, including citizen complaints, traffic accidents, crimes against persons and property, and misdemeanor and felony violations. Locates and interviews/interrogates witnesses/suspects, and secures and controls suspects placed under arrest.

Periodically performs duties of Patrol Officer, including patrolling the area in a vehicle or on foot, responding to alarms and domestic disturbances, regulating and directing traffic, identifying laws being violated, and searching, subduing and arresting individuals.

Maintains current knowledge of applicable laws, and occasionally attends prescribed training programs for certification or recertification in specialized law enforcement areas as required.

Monitors radio and other communication devices and responds to calls of distress and complaints of alleged unlawful activity, including assessing and bringing situations under control, taking statements from victims and witnesses, providing assistance, and calling social service organizations for assistance as needed.

Stops drivers for traffic violations, verifying licenses and registration data, conducting field sobriety tests as necessary, issuing warnings/citations, and/or making arrests as warranted.

Conducts proactive and reactive patrol of City streets and other designated areas, maintaining high visibility, and ensuring security of residences and businesses. Investigates and reports suspicious or unlawful activities, and takes appropriate action to enforce applicable laws.

Responds to and investigates traffic accidents and complaints, including assessing extent of injuries, calling for emergency medical assistance, photographing / video taping and measuring accident scenes, taking statements from victims and witnesses, assisting reconstructionist, directing removal of damaged vehicles and ensuring area is clear. Periodically assists with accident victims, and lifting victims onto stretchers and into medical vehicles as needed.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section C: Captain Position Description (continued)

Works with other emergency personnel during weather emergencies, notifying appropriate individuals, including City departments and utilities, regarding dangerous conditions, such as downed trees and power lines.

Participates in formal investigation of crimes, including searching crime scenes, collecting, preserving and protecting evidence according to prescribed procedures, and interviewing victims and witnesses. Conduct legal searches of persons and property with and without a warrant.

Pursues, apprehends, searches and arrests suspects using only necessary physical force, advising them of rights and transporting to detention area. Prevents individuals from injuring themselves or others by using physical restraint or appropriate weapons. Intervened, mediates and assists in resolving citizen disputes.

Periodically testifies and gives evidence in court as required, including meeting with Prosecuting Attorney, preparing documentation, and reviewing case materials.

Maintains appearance and serviceability of assigned vehicles, uniforms, equipment, and weapons.

Performs booking procedures of detained individuals, including obtaining background information, photographing, and searching individuals.

May be given special assignments, such as providing police escorts, and may serve on specialized law enforcement teams, such as K9, SWAT, etc..

Performs related duties as assigned.

JOB REQUIREMENTS AND DIFFCULTY OF WORK:

High school diploma or GED and certification or ability to be certified by the Indiana Law Enforcement Academy.

Ability to meet all Department hiring, promotion and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to meet all Federal and State laws regarding possession and carrying of weapons.

Ability to qualify by obtaining a passing score in the Handgun Course of Fire and Shotgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board.

Working knowledge of and ability to make practical application of customary practices, procedures, rules and regulations of the Department; and civil, criminal and juvenile justice systems.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -
Section C: Captain Position Description (continued)

Ability to supervise and direct operations and personnel, including interviewing applicants, making hiring recommendations, making work assignments, training, evaluating and discussing job performance, providing training and corrective instruction, and initiating discipline procedures to ensure compliance with Department policies.

Working knowledge of city geography, and radio frequencies, codes, procedures and limitations.

Working knowledge of and ability to research and enforce applicable state and local laws, perform standardized patrol operations and take authoritative action as needed.

Working knowledge of and ability to use and properly maintain all assigned uniforms, equipment and weapons.

Working knowledge of universal health precautions, high-risk environments, and signs and symptoms associated with bloodborne pathogens, and ability to apply such knowledge in the field to protect oneself against infection.

Working knowledge of standard English grammar, spelling and punctuation, and ability to enter data on computer and effectively prepare and complete Department reports within established deadlines. Ability to maintain confidentiality of Department information and reports as required.

Ability to physically perform the essential duties of the position, including, but not limited to, sitting/driving/standing for long periods, close and far vision, hearing, pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

Ability to deal swiftly, rationally and decisively with potential violent individuals in precarious situations, de-escalate volatile situations by means of conversation/negotiation, and make arrests using appropriate physical force as situations demand.

Ability to effectively listen, comprehend and communicate with co-workers, other law enforcement agencies, emergency service providers, crime and accident witnesses and victims, news media, and the public by radio, telephone, in person or in writing, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to adapt to changing weather conditions, work environments, irregular and/or extended hours, and perform duties despite the stress of potential personal injuries and loss of life.

Ability to serve on 24-hour call and appropriately respond to emergencies from off-duty status as assigned or directed. Ability to work irregular and extended hours during emergency situations. Ability to occasionally travel out of town for training, sometimes overnight.

Ability to work alone and with others in a team environment with minimum direct supervision, and ability to obey all written and oral orders and directives from superior officers.

Possession of a valid driver's license and demonstrated safe driving record.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -
Section C: Captain Position Description (continued)

RESPONSIBILITY:

Incumbent performs a wide variety of supervisory, patrols and public assistance duties according to established Department policies and standard police procedures, making independent decisions and taking authoritative action to ensure proper administration of operations and personnel as well as in response to situational demands. Incumbent possesses authority to require response of any or all off-duty Police Department personnel to crime scenes, other emergencies or other assignments. Errors in decision or work may not be prevented by prior instructions from supervisor or readily detected by standard bookkeeping checks. Errors may result in adverse effects on Department operations, inconvenience for other agencies and members of the public, and/or injury or loss of life to self, co-workers, or the public.

Incumbent's work is periodically reviewed at critical phases for soundness of judgment and compliance with legal requirements. Errors in decision or work are generally prevented through legally defined procedures and are detected through supervisory review. Undetected errors could substantially jeopardize the welfare of the public, and, in some circumstances, could lead to injury or loss of life of co-workers, self and/or members of the public.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, suspects/offenders, court personnel, other law enforcement agencies, emergency agencies and personnel, crime/accident victims and witnesses, and members of the public for a variety of purposes, including exchanging and explaining information, supervising and directing personnel, coordinating operations, providing public assistance and enforcing laws. Incumbent's work periodically involves non-routine problem-solving to gain cooperation of law offenders in situations that may jeopardize the safety of the public and/or the incumbent.

Incumbent reports directly to the Assistant Chief of Police.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an office environment and in the field, often in a vehicle, including; but not limited to, sitting / walking at will and for long periods, driving, close and far vision, lifting / carrying / pushing / pulling up to 50 pounds, depth perception, reaching, handling objects, hearing sounds, and wearing protective clothing. Incumbent is frequently exposed to normal hazards associated with law enforcement, traffic control and regular vehicle patrols, such as adverse weather conditions and traffic. No prolonged, extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous effort during emergency situations, such as pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

Incumbent is exposed to violent/irate individuals and must perform duties and take appropriate action in emergency situations, despite the stress associated with potential injury or loss of life to self or others. Incumbent regularly works irregular, weekend, evening, and/or extended hours, and occasionally travels out of town for training.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -
Section D: Detective Position Description

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as a Detective for the Police Department, responsible for investigating crimes, enforcing federal, state and local laws, serving and protecting individuals, their rights and property.

DUTIES:

Prepares various written reports, documents and correspondence, and provides accurate oral descriptions and reports as necessary.

Periodically develops, coordinates, and instructs specific training programs and sessions.

Answers telephone and responds to citizen questions and complaints concerning Department operations and personnel, specifically regarding the Detective Division.

Assigns, coordinates and ensures proper and timely execution of investigations, including initiating investigations, taking charge of crime/incident scenes, documenting and photographing crime/incident scenes, collecting, preparing and maintaining integrity of evidence, developing informants and intelligence sources, detecting and corroborating leads, tracking and interrogating suspects, and conducting surveillance.

Conducts various investigations, including citizen complaints, traffic accidents, crimes against persons and property, and misdemeanor and felony violations. Locates and interviews/interrogates witnesses/suspects, and secures and controls suspects placed under arrest.

Conducts internal investigations as needed and maintains confidentiality and security of Department information.

Coordinates criminal intelligence information for the department.

Maintains regular communication with other Department and court personnel, Prosecutor and other law enforcement and related agency representatives to coordinate investigations, serve as Department liaison, obtain warrants and advise, and share information pertaining to criminal activity in the area, including conducting follow-up investigations, giving depositions, attending pre-trial hearings, reviewing case records and testimony, and testifying during trial.

Assists in maintaining and managing the department crime laboratory, as well as evidence security, storage, inventory and documentation.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section D: Detective Position Description (continued)

May be required to perform duties of patrol officer during unforeseen emergencies or manpower shortages. Patrol duties may include, but are not limited to, patrolling in a vehicle or on foot, responding to alarms and domestic disturbances, regulating or directing traffic, identifying violations of law, and searching or subduing and arresting suspects. Stopping drivers for traffic violations, verifying licenses and registration data, conducting field sobriety tests as necessary, issuing warnings/citations, and/or making arrests as warranted. Conducts pro-active and reactive patrol of city streets and other designated areas, maintaining high visibility, and ensuring security of residences and businesses. Investigates and reports suspicious or unlawful activities, and takes appropriate action to enforce applicable laws.

Maintains current knowledge of applicable laws, and occasionally attends prescribed training programs for certification or re-certification in specialized law enforcement areas as required.

Monitors radio and other communication devices and responds to calls of distress and complaints of alleged unlawful activity, including assessing and bringing situations under control, taking statements from victims and witnesses, providing assistance, and calling social service organizations for assistance as needed.

Participates in formal investigation of crimes, including searching crime scenes, collecting, preserving and protecting evidence according to prescribed procedures, and interviewing victims and witnesses. Conduct legal searches of persons and property with and without a warrant.

Pursues, apprehends, searches and arrests suspects using only necessary physical force, advising them of rights and transporting to detention area. Prevents individuals from injuring themselves or others by using physical restraint or appropriate weapons. Intervened, mediates and assists in resolving citizen disputes.

Periodically testifies and gives evidence in court as required, including meeting with Prosecuting Attorney, preparing documentation, and reviewing case materials.

Maintains appearance and serviceability of assigned vehicles, uniforms, equipment, and weapons.

Performs booking procedures of detained individuals, including obtaining background information, photographing, and searching individuals.

Performs related duties as assigned.

JOB REQUIREMENTS AND DIFFCULTY OF WORK:

High school diploma or GED and certification or ability to be certified by the Indiana Law Enforcement Academy.

Ability to meet all Department hiring, promotion and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -
Section D: Detective Position Description (continued)

Ability to meet all Federal and State laws regarding possession and carrying of weapons.

Ability to qualify by obtaining a passing score in the Handgun Course of Fire and Shotgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board.

Working knowledge of and ability to make practical application of customary practices, procedures, rules and regulations of the Department; and civil, criminal and juvenile justice systems.

Thorough knowledge of surveillance and investigation techniques, photography and taking latent prints.

Ability to supervise and direct operations and personnel, including making work assignments, training, evaluating and discussing job performance, providing training and corrective instruction, and initiating discipline procedures to ensure compliance with Department policies.

Working knowledge of city geography, and radio frequencies, codes, procedures and limitations.

Working knowledge of and ability to research and enforce applicable state and local laws, perform standardized patrol operations and take authoritative action as needed.

Working knowledge of and ability to use and properly maintain all assigned uniforms, equipment and weapons.

Working knowledge of universal health precautions, high-risk environments, and signs and symptoms associated with bloodborne pathogens, and ability to apply such knowledge in the field to protect oneself against infection.

Working knowledge of standard English grammar, spelling and punctuation, and ability to enter data on computer and effectively prepare and complete Department reports within established deadlines. Ability to maintain confidentiality of Department information and reports as required.

Ability to physically perform the essential duties of the position, including, but not limited to, sitting/driving/standing for long periods, close and far vision, hearing, pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

Ability to deal swiftly, rationally and decisively with potential violent individuals in precarious situations, de-escalate volatile situations by means of conversation/negotiation, and make arrests using appropriate physical force as situations demand.

Ability to effectively listen, comprehend and communicate with co-workers, other law enforcement agencies, emergency service providers, crime and accident witnesses and victims, news media, and the public by radio, telephone, in person or in writing, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section D: Detective Position Description (continued)

Ability to adapt to changing weather conditions, work environments, irregular and/or extended hours, and perform duties despite the stress of potential personal injuries and loss of life.

Ability to serve on 24-hour call and appropriately respond to emergencies from off-duty status as assigned or directed. Ability to work irregular and extended hours during emergency situations. Ability to occasionally travel out of town for training, sometimes overnight.

Ability to work alone and with others in a team environment with minimum direct supervision, and ability to obey all written and oral orders and directives from superior officers.

Possession of a valid driver's license and demonstrated safe driving record.

RESPONSIBILITY:

Incumbent performs moderately complex investigative duties according to established Department policies and standard police procedures, making independent decisions and taking authoritative action in response to situational demands. Incumbent possesses authority to require response of any or all off-duty division personnel to crime scenes, other emergencies or assignments. Errors in decision or work may not be prevented by prior instructions from supervisor or readily detected by standard bookkeeping checks. Errors may result in adverse effects on Department operations, inconvenience for other agencies and members of the public, and/or injury or loss of life to self, co-workers, or the public.

Incumbent's work is periodically reviewed at critical phases for soundness of judgment and compliance with legal requirements. Errors in decision or work are generally prevented through legally defined procedures and are detected through supervisory review. Undetected errors could substantially jeopardize the welfare of the public, and, in some circumstances, could lead to injury or loss of life of co-workers, self and/or members of the public.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, suspects/offenders, court personnel, other law enforcement agencies, emergency agencies and personnel, crime/accident victims and witnesses, and members of the public for a variety of purposes, including exchanging and explaining information, supervising and directing personnel, coordinating operations, providing public assistance and enforcing laws. Incumbent's work periodically involves non-routine problem-solving to gain cooperation of law offenders in situations that may jeopardize the safety of the public and/or the incumbent.

Incumbent reports directly to the Assistant Chief of Police.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section D: Detective Position Description (continued)

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an office environment and in the field, often in a vehicle, including; but not limited to, sitting / walking at will and for long periods, driving, close and far vision, lifting / carrying / pushing / pulling up to 50 pounds, depth perception, reaching, handling objects, hearing sounds, and wearing protective clothing. Incumbent is frequently exposed to normal hazards associated with law enforcement, traffic control and regular vehicle patrols, such as adverse weather conditions and traffic. No prolonged, extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous effort during emergency situations, such as pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

Incumbent is exposed to violent/irate individuals and must perform duties and take appropriate action in emergency situations, despite the stress associated with potential injury or loss of life to self or others. Incumbent regularly works irregular, weekend, evening, and/or extended hours, and occasionally travels out of town for training. Incumbent responds to emergencies from an off-duty status and serves 24 hour call on rotation basis as needed.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -
Section E: Lieutenant Position Description

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves at the rank of Lieutenant for the Police Department, responsible for enforcing federal, state and local laws, serving and protecting individuals, their rights and property and supervising assigned personnel. Incumbent assists the Captain in supervising the operations of the police field operations, and reviewing reports and documents pertaining to his/her shift, to ensure they are complete, proper and correct in content as specified by department policy and state law.

DUTIES:

Assists in the administering of daily Department operation, directing and coordinating efforts to enforce local, state and federal laws, prevent and investigate crimes, and protect lives and property of the people.

Supervises and directs shift operations and personnel, including scheduling work assignments, providing field training and corrective instruction, and initiating disciplinary procedures as needed to ensure compliance with Department policies. Supervises personnel within the established chain of command or in the absence of superiors.

Examines shift reports for conformity with procedures, referring improper or incomplete reports to appropriate personnel for correction or completion. Examines daily assigned sheet, time reports, and all other miscellaneous reports concerning personnel.

Assists in developing and implementing Department goals, objectives, policies, and procedures, including writing/revising and distributing general and specific orders, directives, training bulletins, and standard operating procedures.

Prepares various written reports, documents and correspondence, and provides accurate oral descriptions and reports as necessary.

Makes public relations presentations to various community groups, such as schools and civic organizations.

Periodically develops, coordinates, and instructs specific training programs and sessions.

Answers telephone and responds to citizen and media questions and complaints concerning Department operations and personnel.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section E: Lieutenant Position Description (continued)

Assigns, coordinates and ensures proper and timely execution of investigations, including initiating investigations, taking charge of crime/incident scenes, documenting and photographing crime/incident scenes, collecting, preparing and maintaining integrity of evidence, developing informants and intelligence sources, detecting and corroborating leads, tracking and interrogating suspects, and conducting surveillance.

Conducts various investigations, including citizen complaints, traffic accidents, crimes against persons and property, and misdemeanor and felony violations. Locates and interviews/interrogates witnesses/suspects, and secures and controls suspects placed under arrest.

Periodically performs duties of Patrol Officer, including patrolling the area in a vehicle or on foot, responding to alarms and domestic disturbances, regulating and directing traffic, identifying laws being violated, and searching, subduing and arresting individuals.

Maintains current knowledge of applicable laws, and occasionally attends prescribed training programs for certification or re-certification in specialized law enforcement areas as required.

Monitors radio and other communication devices and responds to calls of distress and complaints of alleged unlawful activity, including assessing and bringing situations under control, taking statements from victims and witnesses, providing assistance, and calling social service organizations for assistance as needed.

Stops drivers for traffic violations, verifying licenses and registration data, conducting field sobriety tests as necessary, issuing warnings/citations, and/or making arrests as warranted.

Conducts proactive and reactive patrol of City streets and other designated areas, maintaining high visibility, and ensuring security of residences and businesses. Investigates and reports suspicious or unlawful activities, and takes appropriate action to enforce applicable laws.

Responds to and investigates traffic accidents and complaints, including assessing extent of injuries, calling for emergency medical assistance, photographing / video taping and measuring accident scenes, taking statements from victims and witnesses, assisting reconstructionist, directing removal of damaged vehicles and ensuring area is clear. Periodically assists with accident victims, and lifting victims onto stretchers and into medical vehicles as needed.

Works with other emergency personnel during weather emergencies, notifying appropriate individuals, including City departments and utilities, regarding dangerous conditions, such as downed trees and power lines.

Participates in formal investigation of crimes, including searching crime scenes, collecting, preserving and protecting evidence according to prescribed procedures, and interviewing victims and witnesses. Conduct legal searches of persons and property with and without a warrant.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section E: Lieutenant Position Description (continued)

Pursues, apprehends, searches and arrests suspects using only necessary physical force, advising them of rights and transporting to detention area. Prevents individuals from injuring themselves or others by using physical restraint or appropriate weapons. Intervened, mediates and assists in resolving citizen disputes.

Periodically testifies and gives evidence in court as required, including meeting with Prosecuting Attorney, preparing documentation, and reviewing case materials.

Maintains appearance and serviceability of assigned vehicles, uniforms, equipment, and weapons.

Performs booking procedures of detained individuals, including obtaining background information, photographing, and searching individuals.

May be given special assignments, such as providing police escorts, and may serve on specialized law enforcement teams, such as K9, SWAT, etc..

Performs related duties as assigned.

JOB REQUIREMENTS AND DIFFCULTY OF WORK:

High school diploma or GED and certification or ability to be certified by the Indiana Law Enforcement Academy.

Ability to meet all Department hiring, promotion and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to meet all Federal and State laws regarding possession and carrying of weapons.

Ability to qualify by obtaining a passing score in the Handgun Course of Fire and Shotgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board.

Working knowledge of and ability to make practical application of customary practices, procedures, rules and regulations of the Department; and civil, criminal and juvenile justice systems.

Ability to supervise and direct operations and personnel, including interviewing applicants, making hiring recommendations, making work assignments, training, evaluating and discussing job performance, providing training and corrective instruction, and initiating discipline procedures to ensure compliance with Department policies.

Working knowledge of city geography, and radio frequencies, codes, procedures and limitations.

Working knowledge of and ability to research and enforce applicable state and local laws, perform standardized patrol operations and take authoritative action as needed.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section E: Lieutenant Position Description (continued)

Working knowledge of and ability to use and properly maintain all assigned uniforms, equipment and weapons.

Working knowledge of universal health precautions, high-risk environments, and signs and symptoms associated with bloodborne pathogens, and ability to apply such knowledge in the field to protect oneself against infection.

Working knowledge of standard English grammar, spelling and punctuation, and ability to enter data on computer and effectively prepare and complete Department reports within established deadlines. Ability to maintain confidentiality of Department information and reports as required.

Ability to physically perform the essential duties of the position, including, but not limited to, sitting/driving/standing for long periods, close and far vision, hearing, pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

Ability to deal swiftly, rationally and decisively with potential violent individuals in precarious situations, de-escalate volatile situations by means of conversation/negotiation, and make arrests using appropriate physical force as situations demand.

Ability to effectively listen, comprehend and communicate with co-workers, other law enforcement agencies, emergency service providers, crime and accident witnesses and victims, news media, and the public by radio, telephone, in person or in writing, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to adapt to changing weather conditions, work environments, irregular and/or extended hours, and perform duties despite the stress of potential personal injuries and loss of life.

Ability to serve on 24-hour call and appropriately respond to emergencies from off-duty status as assigned or directed. Ability to work irregular and extended hours during emergency situations. Ability to occasionally travel out of town for training, sometimes overnight.

Ability to work alone and with others in a team environment with minimum direct supervision, and ability to obey all written and oral orders and directives from superior officers.

Possession of a valid driver's license and demonstrated safe driving record.

RESPONSIBILITY:

Incumbent performs a wide variety of supervisory, patrols and public assistance duties according to established Department policies and standard police procedures, making independent decisions and taking authoritative action to ensure proper administration of operations and personnel as well as in response to situational demands. Incumbent possesses authority to require response of any or all off-duty Police Department personnel to crime scenes, other emergencies or other assignments. Errors in decision or work may not be prevented by prior instructions from supervisor or readily detected by standard bookkeeping checks.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section E: Lieutenant Position Description (continued)

Errors may result in adverse effects on Department operations, inconvenience for other agencies and members of the public, and/or injury or loss of life to self, co-workers, or the public.

Incumbent's work is periodically reviewed at critical phases for soundness of judgment and compliance with legal requirements. Errors in decision or work are generally prevented through legally defined procedures and are detected through supervisory review. Undetected errors could substantially jeopardize the welfare of the public, and, in some circumstances, could lead to injury or loss of life of co-workers, self and/or members of the public.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, suspects/offenders, court personnel, other law enforcement agencies, emergency agencies and personnel, crime/accident victims and witnesses, and members of the public for a variety of purposes, including exchanging and explaining information, supervising and directing personnel, coordinating operations, providing public assistance and enforcing laws. Incumbent's work periodically involves non-routine problem-solving to gain cooperation of law offenders in situations that may jeopardize the safety of the public and/or the incumbent.

Incumbent reports directly to the Captain.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an office environment and in the field, often in a vehicle, including; but not limited to, sitting / walking at will and for long periods, driving, close and far vision, lifting / carrying / pushing / pulling up to 50 pounds, depth perception, reaching, handling objects, hearing sounds, and wearing protective clothing. Incumbent is frequently exposed to normal hazards associated with law enforcement, traffic control and regular vehicle patrols, such as adverse weather conditions and traffic. No prolonged, extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous effort during emergency situations, such as pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

Incumbent is exposed to violent/irate individuals and must perform duties and take appropriate action in emergency situations, despite the stress associated with potential injury or loss of life to self or others. Incumbent regularly works irregular, weekend, evening, and/or extended hours, and occasionally travels out of town for training.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section F: Sergeant Position Description

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Sergeant/Shift Supervisor for the Police Department, responsible for enforcing federal, state and local laws, serving and protecting individuals, their rights and property and supervising assigned personnel.

DUTIES:

Supervises and directs shift operations and personnel, including scheduling shift work assignments, providing field training and corrective instruction, and initiating disciplinary procedures as needed to ensure compliance with Department policies. Supervises personnel within the established chain of command or in the absence of superiors.

Assigns, coordinates and ensures proper and timely execution of investigations, including initiating investigations, taking charge of crime/incident scenes, documenting and photographing crime/incident scenes, collecting, preparing and maintaining integrity of evidence, developing informants and intelligence sources, detecting and corroborating leads, tracking and interrogating suspects, and conducting surveillance.

Examines shift reports for conformity with procedures, referring improper or incomplete reports to appropriate personnel for correction or completion. Examines daily assigned sheet, time reports, and all other miscellaneous reports concerning personnel.

Prepares various written reports, documents and correspondence, and provides accurate oral descriptions and reports as necessary.

Assists in coordinating Department activities with other agencies and organizations and supervises personnel at major incidents.

Identifies and monitors training for Department personnel. Periodically develops, coordinates, and instructs specific training programs and sessions.

Answers telephone and responds to citizen questions and complaints concerning Department operations and personnel.

Responds to and investigates traffic accidents and complaints, including assessing extent of injuries, calling for emergency medical assistance, photographing / video taping and measuring accident scenes, taking statements from victims and witnesses, assisting reconstructionist, directing removal of damaged vehicles and ensuring area is clear. Periodically assists with accident victims, and lifting victims onto stretchers and into medical vehicles as needed.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -
Section F: Sergeant Position Description (continued)

Conducts various investigations, including citizen complaints, traffic accidents, crimes against persons and property, and misdemeanor and felony violations. Locates and interviews/interrogates witnesses/suspects, and secures and controls suspects placed under arrest.

Monitors radio and other communication devices and responds to calls of distress and complaints of alleged unlawful activity, including assessing and bringing situations under control, taking statements from victims and witnesses, providing assistance, and calling social service organizations for assistance as needed.

Maintains current knowledge of applicable laws, and occasionally attends prescribed training programs for certification or recertification in specialized law enforcement areas as required.

Stops drivers for traffic violations, verifying licenses and registration data, conducting field sobriety tests as necessary, issuing warnings/citations, and/or making arrests as warranted.

Regularly conducts proactive and reactive patrol of City streets and other designated areas, maintaining high visibility, and ensuring security of residences and businesses. Investigates and reports suspicious or unlawful activities, and takes appropriate action to enforce applicable laws.

Directs vehicular and pedestrian traffic when congestion occurs or as assigned. Works with other emergency personnel during weather emergencies, notifying appropriate individuals, including City departments and utilities, regarding dangerous conditions, such as downed trees and power lines.

Participates in formal investigation of crimes, including searching crime scenes, collecting, preserving and protecting evidence according to prescribed procedures, and interviewing victims and witnesses. Conducts legal searches of persons and property with and without a warrant.

Pursues, apprehends, searches and arrests suspects using only necessary physical force, advising them of rights and transporting to detention area. Prevents individuals from injuring themselves or others by using physical restraint or appropriate weapons. Intervened, mediates and assists in resolving citizen disputes.

Periodically testifies and gives evidence in court as required, including meeting with Prosecuting Attorney, preparing documentation, and reviewing case materials.

Maintains appearance and serviceability of assigned vehicles, uniforms, equipment, and weapons.

May be given special assignments, such as providing police escorts, and may serve on specialized law enforcement teams, such as K9, SWAT, etc..

Performs booking procedures of detained individuals, including obtaining background information, photographing, and searching individuals.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section F: Sergeant Position Description (continued)

Regularly performs duties of Patrol Officer, including patrolling the area in a vehicle or on foot, responding to alarms and domestic disturbances, regulating and directing traffic, identifying laws being violated, and searching, subduing and arresting individuals.

Performs related duties as assigned.

JOB REQUIREMENTS AND DIFFCULTY OF WORK:

High school diploma or GED and certification or ability to be certified by the Indiana Law Enforcement Academy.

Ability to meet all Department hiring, promotion and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to meet all Federal and State laws regarding possession and carrying of weapons.

Ability to qualify by obtaining a passing score in the Handgun Course of Fire and Shotgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board.

Working knowledge of and ability to make practical application of customary practices, procedures, rules and regulations of the Department; and civil, criminal and juvenile justice systems.

Ability to supervise and direct operations and personnel, including interviewing applicants, making hiring recommendations, making work assignments, training, evaluating and discussing job performance, providing training and corrective instruction, and initiating discipline procedures to ensure compliance with Department policies.

Working knowledge of city geography, and radio frequencies, codes, procedures and limitations.

Working knowledge of and ability to research and enforce applicable state and local laws, perform standardized patrol operations and take authoritative action as needed.

Working knowledge of and ability to use and properly maintain all assigned uniforms, equipment and weapons.

Working knowledge of universal health precautions, high-risk environments, and signs and symptoms associated with bloodborne pathogens, and ability to apply such knowledge in the field to protect oneself against infection.

Working knowledge of photography, taking latent prints, and evidence collection/preservation techniques.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section F: Sergeant Position Description (continued)

Working knowledge of Standard English grammar, spelling and punctuation, and ability to enter data on computer and effectively prepare and complete Department reports within established deadlines. Ability to maintain confidentiality of Department information and reports as required.

Ability to physically perform the essential duties of the position, including, but not limited to, sitting/driving/standing for long periods, close and far vision, hearing, pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

Ability to deal swiftly, rationally and decisively with potential violent individuals in precarious situations, de-escalate volatile situations by means of conversation/negotiation, and make arrests using appropriate physical force as situations demand.

Ability to effectively listen, comprehend and communicate with co-workers, other law enforcement agencies, emergency service providers, crime and accident witnesses and victims, news media, and the public by radio, telephone, in person or in writing, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to effectively operate and maintain equipment, including radio, vehicle, breathalyzer, handgun, shotgun, mace, audio recorder, computer, typewriter, radar, baton, camera, and drug/narcotic identification kit.

Ability to adapt to changing weather conditions, work environments, irregular and/or extended hours, and perform duties despite the stress of potential personal injuries and loss of life.

Ability to serve on 24-hour call and appropriately respond to emergencies from off-duty status as assigned or directed. Ability to work irregular and extended hours during emergency situations. Ability to occasionally travel out of town for training, sometimes overnight.

Ability to work alone and with others in a team environment with minimum direct supervision, and ability to obey all written and oral orders and directives from superior officers.

Possession of a valid driver's license and demonstrated safe driving record.

RESPONSIBILITY:

Incumbent performs a wide variety of patrols and public assistance duties according to established Department policies and standard police procedures, making independent decisions and taking authoritative action in response to situational demands. Errors in decision or work may not be readily detected by periodic supervisory review and may result in adverse effects on Department operations, inconvenience for members of the public, and/or injury or loss of life to self, co-workers, or the public.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section F: Sergeant Position Description (continued)

Incumbent's work is periodically reviewed at critical phases for soundness of judgment and compliance with legal requirements. Errors in decision or work are generally prevented through legally defined procedures and are detected through supervisory review. Undetected errors could substantially jeopardize the welfare of the public, and, in some circumstances, could lead to injury or loss of life of co-workers, self and/or members of the public.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, suspects/offenders, court personnel, other law enforcement agencies, emergency agencies and personnel, crime/accident victims and witnesses, and members of the public for a variety of purposes, including exchanging and explaining information, supervising and directing personnel, coordinating operations, providing public assistance and enforcing laws. Incumbent's work frequently involves non-routine problem solving to gain cooperation of law offenders in situations that may jeopardize the safety of the public and/or the incumbent.

Incumbent reports directly to Department Lieutenants.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an office environment and in the field, often in a vehicle, including; but not limited to, sitting / walking at will and for long periods, driving, close and far vision, lifting / carrying / pushing / pulling up to 50 pounds, depth perception, reaching, handling objects, hearing sounds, and wearing protective clothing. Incumbent is frequently exposed to normal hazards associated with law enforcement, traffic control and regular vehicle patrols, such as adverse weather conditions and traffic. No prolonged, extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous effort during emergency situations, such as pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

Incumbent is exposed to violent/irate individuals and must perform duties and take appropriate action in emergency situations, despite the stress associated with potential injury or loss of life to self or others. Incumbent regularly works irregular, weekend, evening, and/or extended hours, and occasionally travels out of town for training.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -
Section G: Patrol Officer Position Description

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Patrol Officer for the Police Department, responsible for enforcing federal, state and local laws, serving and protecting individuals, their rights and property.

DUTIES:

Monitors radio and other communication devices and responds to calls of distress and complaints of alleged unlawful activity, including assessing and bringing situations under control, taking statements from victims and witnesses, providing assistance, and calling social service organizations for assistance as needed.

Stops drivers for traffic violations, verifying licenses and registration data, conducting field sobriety tests as necessary, issuing warnings/citations, and/or making arrests as warranted.

Regularly conducts proactive and reactive patrol of City streets and other designated areas, maintaining high visibility, and ensuring security of residences and businesses. Investigates and reports suspicious or unlawful activities, and takes appropriate action to enforce applicable laws.

Responds to and investigates traffic accidents and complaints, including assessing extent of injuries, calling for emergency medical assistance, photographing / video taping and measuring accident scenes, taking statements from victims and witnesses, assisting reconstructionist, directing removal of damaged vehicles and ensuring area is clear. Periodically assists with accident victims, and lifting victims onto stretchers and into medical vehicles as needed.

Conducts various investigations, including citizen complaints, traffic accidents, crimes against persons and property, and misdemeanor and felony violations. Locates and interviews/interrogates witnesses/suspects, and secures and controls suspects placed under arrest.

Directs vehicular and pedestrian traffic when congestion occurs or as assigned. Works with other emergency personnel during weather emergencies, notifying appropriate individuals, including City departments and utilities, regarding dangerous conditions, such as downed trees and power lines.

Participates in formal investigation of crimes, including searching crime scenes, collecting, preserving and protecting evidence according to prescribed procedures, and interviewing victims and witnesses. Conducts legal searches of persons and property with and without a warrant.

Pursues, apprehends, searches and arrests suspects using only necessary physical force, advising them of rights and transporting to detention area. Prevents individuals from injuring themselves or others by using physical restraint or appropriate weapons. Intervened, mediates and assists in resolving citizen disputes.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section G: Patrol Officer Position Description (continued)

Periodically testifies and gives evidence in court as required, including meeting with Prosecuting Attorney, preparing documentation, and reviewing case materials.

Maintains current knowledge of applicable laws, and occasionally attends prescribed training programs for certification or recertification in specialized law enforcement areas as required.

Maintains appearance and serviceability of assigned vehicles, uniforms, equipment, and weapons.

Prepares various written reports, documents and correspondence, and provides accurate oral descriptions and reports as necessary.

May be given special assignments, such as providing police escorts, and may serve on specialized law enforcement teams, such as K9, SWAT, etc..

Performs booking procedures of detained individuals, including obtaining background information, photographing, and searching individuals.

Performs related duties as assigned.

JOB REQUIREMENTS AND DIFFCULTY OF WORK:

High school diploma or GED and certification or ability to be certified by the Indiana Law Enforcement Academy.

Ability to meet all Department hiring, promotion and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to meet all Federal and State laws regarding possession and carrying of weapons.

Ability to qualify by obtaining a passing score in the Handgun Course of Fire and Shotgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board.

Working knowledge of and ability to make practical application of customary practices, procedures, rules and regulations of the Department; and civil, criminal and juvenile justice systems.

Working knowledge of city geography, and radio frequencies, codes, procedures and limitations.

Working knowledge of and ability to research and enforce applicable state and local laws, perform standardized patrol operations and take authoritative action as needed.

Working knowledge of and ability to use and properly maintain all assigned uniforms, equipment and weapons.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -
Section G: Patrol Officer Position Description (continued)

Working knowledge of universal health precautions, high-risk environments, and signs and symptoms associated with bloodborne pathogens, and ability to apply such knowledge in the field to protect oneself against infection.

Working knowledge of photography, taking latent prints, and evidence collection/preservation techniques.

Working knowledge of standard English grammar, spelling and punctuation, and ability to enter data on computer and effectively prepare and complete Department reports within established deadlines. Ability to maintain confidentiality of Department information and reports as required.

Ability to physically perform the essential duties of the position, including, but not limited to, sitting/driving/standing for long periods, close and far vision, hearing, pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

Ability to deal swiftly, rationally and decisively with potential violent individuals in precarious situations, de-escalate volatile situations by means of conversation/negotiation, and make arrests using appropriate physical force as situations demand.

Ability to effectively listen, comprehend and communicate with co-workers, other law enforcement agencies, emergency service providers, crime and accident witnesses and victims, news media, and the public by radio, telephone, in person or in writing, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to effectively operate and maintain equipment, including radio, vehicle, breathalyzer, handgun, shotgun, mace, audio recorder, computer, typewriter, radar, baton, camera, and drug/narcotic identification kit.

Ability to adapt to changing weather conditions, work environments, irregular and/or extended hours, and perform duties despite the stress of potential personal injuries and loss of life.

Ability to serve on 24-hour call and appropriately respond to emergencies from off-duty status as assigned or directed. Ability to occasionally travel out of town for training, sometimes overnight.

Ability to work alone and with others in a team environment with minimum direct supervision, and ability to obey all written and oral orders and directives from superior officers.

Possession of a valid driver's license and demonstrated safe driving record.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section G: Patrol Officer Position Description (continued)

RESPONSIBILITY:

Incumbent performs a wide variety of patrols and public assistance duties according to established Department policies and standard police procedures, making independent decisions and taking authoritative action in response to situational demands. Errors in decision or work may not be readily detected by periodic supervisory review and may result in adverse effects on Department operations, inconvenience for members of the public, and/or injury or loss of life to self, co-workers, or the public.

Incumbent's work is periodically reviewed at critical phases for soundness of judgment and compliance with legal requirements. Errors in decision or work are generally prevented through legally defined procedures and are detected through supervisory review. Undetected errors could substantially jeopardize the welfare of the public, and, in some circumstances, could lead to injury or loss of life of co-workers, self and/or members of the public.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, suspects/offenders, court personnel, other law enforcement agencies, emergency agencies and personnel, crime/accident victims and witnesses, and members of the public for a variety of purposes, including exchanging and explaining information, supervising and directing personnel, coordinating operations, providing public assistance and enforcing laws. Incumbent's work frequently involves non-routine problem solving to gain cooperation of law offenders in situations that may jeopardize the safety of the public and/or the incumbent.

Incumbent reports directly to Department Sergeants/Shift Supervisors.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an office environment and in the field, often in a vehicle, including; but not limited to, sitting / walking at will and for long periods, driving, close and far vision, lifting / carrying / pushing / pulling up to 50 pounds, depth perception, reaching, handling objects, hearing sounds, and wearing protective clothing. Incumbent is frequently exposed to normal hazards associated with law enforcement, traffic control and regular vehicle patrols, such as adverse weather conditions and traffic. No prolonged, extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous effort during emergency situations, such as pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

Incumbent is exposed to violent/irate individuals and must perform duties and take appropriate action in emergency situations, despite the stress associated with potential injury or loss of life to self or others. Incumbent regularly works irregular, weekend, evening, and/or extended hours, and occasionally travels out of town for training.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Article 1 Organization Chapter 3: Promotions & Honor Awards -

Section A: Promotions

The following establishes the promotional requirements and guidelines for full-time officers of the Charlestown Police Department that ensure capable, experienced, qualified officers are promoted to supervisory / command positions.

It is the policy of the Department that officers who desire to aspire to a higher rank shall meet certain minimum standards of experience and shall be evaluated to determine the officer's fitness to command prior to any promotion.

The minimum standards of experience that officers of the Department must possess to be considered for evaluation of the officer's ability to aspire to the next rank of supervision or command are:

<i>From: Patrol Officer</i>	<i>To: Sergeant</i>	Three (3) years continuous sworn full-time law enforcement service.
<i>From: Sergeant</i>	<i>To: Lieutenant</i>	One (1) year continuous service in the rank of Sergeant.
<i>From: Lieutenant</i>	<i>To: Captain</i>	One (1) year continuous service in the rank of Lieutenant.
<i>From: Captain</i>	<i>To: Major</i>	One (1) year continuous service in the rank of Captain.

The Assistant Chief of Police, at the rank of Major, will be appointed by the Chief of Police, as approved by the Board of Works and Public Safety. The minimum standard of experience shall be three (3) years of continuous sworn full-time service to the Department, unless exempted by a 2/3rds approval vote of current ranking staff in addition to the approval of the Board of Works and Public Safety.

The Chief of Police will be appointed by the Mayor of the City, as approved by the Board of Works and Public Safety, and as required in Indiana Code IC 36-8-4-6.5 *et al.*

The number of Department ranking positions shall be dependent upon Department growth, annual budgetary constraints, and the supervisory and/or managerial needs of the Department, as determined by the Chief of Police and Board of Works and Public Safety. Rank position vacancies for Sergeant, Lieutenant, and Captain will be posted by the Chief on Department Bulletin Boards for at least seven (7) days specifying:

1. The rank;
2. The required qualifications;
3. The deadline for applications.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Interested employees shall file a letter of application and resume by the stated deadline, to be considered for the rank vacancy.

Candidates for promotion will be evaluated to determine the most qualified on the following basis, showing the highest possible points possible for each in parentheses:

1. Quality and substance of the written application and resume (20 pts.).
 2. Review of past evaluations and disciplinary actions (20 pts.).
 3. Department Supervisory Panel Interview, consisting of at least three (3) current ranking officers in good standing (40 pts.).
 4. Chief of Police Interview (20 pts.).
- Point Schedule for review of past evaluations and disciplinary actions:
 - Poor evaluation within the past two years = (-5) pts. each
 - Satisfactory evaluation within the past two years = (+5) pts. each
 - Good evaluation within the past two years = (+10) pts. each
 - Written Reprimand within the past two years = (-5) pts. each
 - Suspension within the past two years = (-10) pts. each
 - No disciplinary actions within the past two years = (+10) pts.

Promotion candidates may be required to submit to any of the following: reference checks, interviews, background checks, job-related promotional examinations, psychological evaluations, and/or any other job-related evaluation.

Candidates may be eliminated from consideration if they:

1. do not possess the minimum qualifications;
2. have made a false statement of material fact on any forms or materials (i.e. resume, letters of commendation, certificates) submitted for consideration.
3. have committed or attempted to commit a fraudulent act at any stage of the selection process.

The promotional candidates will be ranked on an eligibility list based on their total score in descending order. Such list will remain valid for one (1) year from the date of the test.

The application and resume letter, process results and all other supporting documentation will be maintained in a secured file and shall be confidential; open to inspection only by the employer, the applying officer, or the applying officer's fully authorized representative. Officers may request their results and scores from the Chief at the completion of the process.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Officers who meet the minimum job-related qualifications must be able to perform the essential functions of the position, outlined in the position description. An officer who requires a reasonable accommodation shall not be classified as less qualified than those who do not. However, if the Chief of Police cannot provide a reasonable accommodation or the accommodation causes undue hardship or possess a direct threat to the health and safety of other individuals, the candidate may be disqualified. The Chief, when necessary, may require an officer selected for promotion to pass an appropriate examination as a condition for promotion to determine whether the applicant can physically and/or mentally perform the essential functions of the position with reasonable accommodation.

The Charlestown Police Department expects a high level of professional conduct from all employees. An official commendation as well as the arrangement of appropriate publicity will be provided by the Department to give public recognition to those who have brought honor to themselves and the Department.

Section B: Honor Awards

The purpose of this directive is to define awards and recognition given to police officers (sworn full-time and reserve) for performance in the line of duty or acts of public service considered over and above the call of duty.

An officer or civilian having knowledge of an incident involving a police action or act of public service by an officer may recommend that person(s) for a honor award.

The recommendation shall be made in writing to the Chief of Police including all documentation of the act. The letter shall be concise, completely describing the action of each person involved.

Officers receiving approved Honor Awards shall have such documentation placed in his/her personnel file.

Review and Evaluation:

An Award Committee shall be designated by the Chief of Police. The Committee members shall be (1) all members of the sworn full-time Department excluding officers receiving recommendations, (2) the Mayor, and two City Councilmen designated by the Chief. The time and place for the Award Committee shall be determined by the Chief.

Officers submitting recommendations are permitted to participate on that particular recommendation.

The committee shall evaluate each request, selecting award recipients by the criteria specific to each Honor Award category.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

The committee shall vote on each request and the category of each Honor Award. In case of a tie vote, the Chief of Police shall decide the tie-breaker.

The Chief of Police shall give committee members the nature and contents of the documentation for award, but shall not give the name of the person recommending the award.

Honor Award Ceremonies:

Honor Award Ceremonies shall be held at the discretion of the Chief of Police. If a ceremony shall be held, the date and time of the ceremony shall be determined by the Chief of Police with notification of officers to receive the awards made through the Chief's Office. Procedures for the ceremony are established by the Chief of Police.

Honor Award Categories:

The purpose of this section is to define Honor Awards for conformity of issuance. Honor Awards are not to be construed as automatic, but shall be awarded after a thorough evaluation of each request.

Medal of Honor = The Medal of honor shall be awarded to any sworn or reserve member of the Department who conspicuously performs an act of gallantry and valor involving extreme risk of his/her own life while performing a police or related action. The deed performed shall have been one of personal bravery or self-sacrifice so conspicuous as to clearly distinguish the individual above his fellow officers. Incontestable proof of performance shall be exacted and each recommendation for the award shall be considered on the standard of extraordinary merit.

Valor = This category requires the nominee to be considered for a commendation for Valor to be awarded on the basis of performance for gallantry and extraordinary heroism. The officer distinguishes him/her self courageously at the risk of his life while confronting a potentially dangerous adversary or an armed adversary.

Bravery = This category requires the nominee to be considered for a commendation for Bravery to be awarded on the basis of any action by an officer involving personal hazard or danger on the basis of an attempted saving or saving of a human life.

Merit = This category requires the nominee to be considered for the commendation for Merit to be awarded on the basis of the officer's performance and must have been such as to merit recognition for service rendered to the Department in an outstanding manner excelling in his/her duties through dedicated effort.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Memorial Commendation = In this category, a memorial commendation shall be awarded by the Chief of Police to any employee or member of the Charlestown Police Department who is killed in the line of duty. The immediate family of the officer shall receive an appropriate presentation on behalf of the Department and the Board of Works and Public Safety, and the citizens of the City of Charlestown.

Article 1 Organization Chapter 4: Inspections and Control -

Inspection and control are necessary to determine if command policies, procedures, and rules are adequate and are being adhered to, whether Department resources are adequate and are being properly utilized, and to evaluate the overall performance and attitude of the Department. It is the responsibility of the Chief to continually conduct inspections within his/her command to ensure the proper performance of assigned personnel and the most efficient use of assigned equipment. The Charlestown Police Department will make organizational adjustments to meet changing needs to obtain the maximum benefit from assigned resources. However, to ensure stability, the basic department structure will not be changed in the absence of a demonstrated need or to satisfy temporary requirements. In addition, each commanding officer has the responsibility to constantly evaluate his/her operations.

Article 1 Organization Chapter 5: Duty Assignments -

Duty Assignments, for purposes of these SOP's, refers to the assignment to specialized divisions of the department, as well as special details, regardless of being temporary or permanent within the foreseeable future. Allocation of personnel to specific assignments is made with the objective of establishing optimum Departmental effectiveness while recognizing the needs, abilities, and preference of individual employees. Duty assignments shall be approved by the Chief, prior to implementation, and can be requested by any employee/member.

Article 2 Personnel & Employment Chapter 1: Equal Employment Opportunity

The Charlestown Police Department does not discriminate on the basis of race, color, gender, national origin, religion, age, veteran status, or disability in employment or the provision of services.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -
Article 2 Personnel & Employment Chapter 2: Authorized Alien Status -

All employees are subject to verification of employment eligibility. All applicants must cooperate with the City of Charlestown in its compliance with the Immigration Reform and Control Act of 1986. Applicants who refuse to supply the documentation necessary to prove that they are an American citizen or alien authorized to work in this country will be dropped from consideration for the position. The City Clerk-Treasurer's Office shall see that the I-9 form is properly completed and retained as required by law.

Article 2 Personnel & Employment Chapter 3: Americans with Disabilities Act

It is the policy of the Charlestown Police Department that qualified individuals with disabilities not be excluded from participating in or benefiting from the services, programs, or activities of the Department. It is the policy of the Department not to discriminate against a qualified individual with a disability in job application procedures, hiring decisions, advancement or promotions, discharge of employee compensation, job training, and other terms, conditions, and privileges of employment. It is the intent of the Charlestown Police Department to comply with all applicable requirements of the Americans with Disabilities Act (ADA).

If a person is not able to perform the essential functions of a job, even with reasonable accommodation, then the person is not qualified for the position.

The Department will reasonably accommodate persons with a disability. Such reasonable accommodation may include making facilities readily accessible to individuals with a disability, restructuring jobs, modifying work schedules, modifying equipment, or other similar accommodations.

Accommodations may not create an undue hardship for the Department or other employees. An employee who cannot be reasonably accommodated for a job, without undue hardship, will not remain on the Department.

All employees are required to comply with safety standards. Those employees who pose a "direct threat" (i.e. significant risk) to the health or safety of self or other individuals in the workplace, which cannot be eliminated by reasonable accommodation, will be placed on appropriate leave or relieved of employment with the Department.

The City Personnel Director is designated as the City's "ADA Coordinator." All complaints involving ADA related matters shall be directed to the Personnel Director.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -
Article 2 Personnel & Employment Chapter 4: Appointment to Department -

The Charlestown Police Department is an Equal Opportunity Employer. The Department is interested in good citizens who are seeking a career in law enforcement. From time to time the City will have openings for police officers. The active pool of applicants will include all individuals who have submitted an application prior to the posted deadline and who meet the minimum qualifications for the position.

Section A: Qualifications and Requirements

The minimum initial requirements for appointment as a regular full-time police officer of the Department shall be:

1. Applicant must be a citizen of the United States of America per Indiana Code 36-8-3.5-12 (a) (1);
2. Applicant must be at least twenty-one (21) years of age to apply and not have reached their 36th birthday by the date of appointment;
3. Applicant must have a high school diploma or GED certificate;
4. Applicant cannot have a felony conviction;
5. Applicant cannot have a misdemeanor conviction involving domestic violence under [18 USC §922 (g)];
6. Applicant must be drug-free, and have no convictions for driving under the influence of drugs;
7. Applicant cannot have a conviction for operating a vehicle while intoxicated (OWI), or operating a vehicle with a breath alcohol content (BrAC) in excess of 0.10%;
8. Applicant must be of good moral character;
9. Applicant shall not have received other than an honorable discharge from the military, or other discharge with honorable conditions;
10. Applicant shall, if appointed, establish residency as required by state law or local ordinance.
11. Applicant must possess a valid driver's license from their state of residence;
12. Applicant must submit to a background investigation, including but not limited to, a credit check, reference check, and/or complete criminal history inquiry;
13. Applicant must submit to a physical fitness evaluation, parallel with the Indiana Law Enforcement Training Board's Basic Course Academy exit standards.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section B: Appointment Process

It is the policy of the Charlestown Police Department to conduct an open, extensive hiring process which identifies and retains highly qualified persons for the position of police Patrol Officer. When police officer positions become available, the department will conduct an appointment process for purposes of creating a hiring list. The hiring list will consist of the top scoring process applicants, in descending order from highest process point total. The first position vacancy shall be offered to the first position on the hiring list, the second position vacancy shall be offered to the second position on the hiring list, and so on and so forth. The length and expiration date of hiring lists shall be determined by the Chief, pending anticipated position vacancies, and announced with its posting. Hiring lists shall expire a maximum of year (1) calendar year of posting unless otherwise specified by the Chief. The appointment process shall be conducted in the following manner:

1. The position vacancy shall be advertised in at least one newspaper of general circulation, the department web site, and at prominent locations at the department and City Hall, including the minimum job qualification, application deadline, how to apply, and general description of position vacant;
2. All applications shall be reviewed by the Office of the Chief of Police for minimum requirement qualification. Those applicants not meeting the minimum qualifications and requirements (as outlined in section A of this chapter), shall be notified in writing;
3. All applicants, who meet the minimum qualification requirements review, shall be administered a physical fitness evaluation, parallel with the Indiana Law Enforcement Training Board's Basic Course Academy exit standards. Failure to meet the current Academy Basic Course exit standards for physical fitness will result in process dismissal;
4. All qualifying applications, proceeding the fitness evaluation, will be assigned by the Office of the Chief, to a ranking department officer for completion of a thorough and structured background investigation;
5. All qualifying applicants shall be scheduled for formal interview with the department hiring committee, consisting of the City Executive or his/her designee, the Chief and Assistant Chief or other department ranking officer designated by the Chief. The interview will be scored using a scoring system set in advance of all interviews. The hiring list shall be generated according to scoring results as explained in this section;

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

6. The Chief shall, in accordance with position vacancy availability, present for approval to the Board of Works the name and information of all applicants, eligible for employment, before offering the position;
7. The Chief shall, upon Board of Works approval, offer available officer positions according to the process hiring list;
8. Upon acceptance of an officer position, the applicant shall then be scheduled for physical and mental evaluation, prescribed by and for membership in the Public Employees Retirement Fund (1977 Police and Firefighters Fund or as required by Indiana law);
9. Upon membership approval into the proper PERF program, and as reviewed and approved by the Office of the Chief, the applicant shall sign and receive one copy of an agreement with the Chief (on behalf of the City) for conditions of employment, prerequisite of the oath of office/hiring. The conditions of employment shall include, but are not limited to, the successful completion of the Indiana Law Enforcement Training Board Basic Course within one (1) year of hire, as required by Indiana law, and a minimum of one (1) year employment probationary period, beginning the date of hire;
10. The applicant shall then be scheduled for administering of the department oath of office, by the city executive, during an official Board of Works meeting. The department oath of office, for the full-time employment position of police officer, is shown on the following page (included within this chapter). The oath of office shall represent the applicants beginning of employment or otherwise referred to as the hire date;
11. All new employees of the Department are required to meet with the designated City payroll and employment records administrator within two (2) regular business days of the hire date; and make arrangements for the completion of all necessary employment and benefit paperwork including, but not limited to, the proper tax, citizen verification, and insurance enrollment forms;
12. The Office of the Chief, shall make arrangements with the new officer for initial uniform and uniform accessory fitting and issue, as well as, initial equipment assignment and issue.
13. The new officer will then begin his/her probationary field training period, as prescribed in Section C of this Chapter. The new officer will be enrolled in the next available academy basic course, beginning within the first year of employment, as directed by the Chief, pending personnel availability.

**Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -**

The following is the official department oath of office for police officers:

Appointment

I, _____, Mayor of the City of Charlestown, Indiana, do hereby appoint
_____ as a member of the Charlestown Police Department, effective
this ____ day of _____.

Signature: _____
Mayor of Charlestown, Indiana

Oath of Office

State of Indiana:

SS

County of Clark:

I, _____, do solemnly swear and affirm that I will support, protect, and defend the Constitution of the United States of America and the Constitution of the State of Indiana, and that I will discharge the duties of my office with fidelity: That I have not paid or contributed money or any other valuable thing, either directly or indirectly, to procure my appointment, except for necessary and proper expenses expressly authorized and provided by law, and: That I will not knowingly receive money or any other valuable thing, directly or indirectly, for the performance or non-performance of acts or duties pertaining to my appointed office, other than that compensation allowed for and provided under law.....SO HELP ME GOD!

Signature: _____ Date: _____
(Appointee Signature)

(Signature of Chief of Police)

(Witness Signature)

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section C: Probationary Period / Field Training Program

The initial probationary period of a new full time police officer of the department shall start on the day (date) of hire and last for a period of time no less than twelve (12) consecutive months. The initial probationary period, as agreed to and outlined in the new officer's Conditions of Employment agreement, is an employment probationary period necessary for:

1. the determination and evaluation of the new officer's abilities to perform the duties, responsibilities and ethics of a professional law enforcement officer/police Patrol Officer;
2. allow for the satisfactory completion of the Indiana Law Enforcement Training Board mandated academy basic course by the new officer;
3. allow time for the new officer to adjust and adapt to life as a career law enforcement officer for the department, with minimal investment.

Take-Home Car Assignment:

New Officer assignment of a Department take home vehicle, in accordance with the Department Take Home Vehicle Policy (*see Title III, Article 7, Chapter 1, Section A*), during the initial probationary period, may be made based on the approval of the Chief, including but not limited to restrictions such as *to and from duty only*, or *in-jurisdiction use only*. Determination shall be made based on, but not limited to, prior police experience of the new probationary officer, current residency location of the new officer, availability of Department take home vehicles, and prior police vehicle operation training. The assignment of a take home vehicle presents issues regarding the new officer's ability to recognize and deal with issues regarding operating a department vehicle while off duty, even when on a restricted basis of back and forth to duty. An example of one of those issues would be whether or not the new officer has received enough training to be able to manage being flagged down by a citizen regarding a situation such as a violent domestic disturbance while driving to or from duty, especially outside of the department jurisdiction.

Use of Police Powers While Off Duty:

New officers, especially during the initial probationary period, should refrain from taking police actions while off duty, unless the situation involves a direct or imminent threat to someone's personal safety or a significant amount of property damage and/or loss.

Phases of Probationary Period:

The initial probationary period generally will consist of two (2) different phases of training, identified in the following paragraphs as Phase One and Phase Two.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

FTO Phase One:

New full time officers, from the beginning of employment extending for a period of time no less than two (2) consecutive months, shall be assigned to work with an assigned Field Training Officer(s) (FTO), known as phase one. The training of a new full time officer and the Field Training Officer Outline is prescribed and supervised by the Department Training Division Commander. The new officer will receive hands on and situational training at the side and under the direct supervision of their assigned FTO and structured according to the approved department Field Training Officer Outline. The Field Training Officer Outline includes documentation of training acknowledge and evaluation of the various aspects of the position duties and responsibilities, as well as department operating procedures and policies. Upon completion of the FTO Outline, the new officer will be evaluated, again using the FTO Outline as a general guide, by the Department Training Division Commander.

FTO Phase Two:

Upon completion of the initial evaluation of the FTO Outline; of which the Department Training Division Commander concludes that the new officer is sufficiently prepared and capable of performing his/her duties and responsibilities with more independence. Phase Two enables the new full time officer to patrol and perform duties and responsibilities independently but under the supervision of superior officers. During this phase, new officer on duty activities and actions are supervised and evaluated from a distance, determined by the nature of the activities and actions for purposes of the safety of all involved, from a designated FTO or the Shift Commander. The new officer, during this phase, is required to confer with his/her FTO or Shift Commander, whenever possible, before taking actions which are unfamiliar or least practiced and especially when such actions will affect a person's constitutional liberties. Close on-duty supervision of new officers during this phase is paramount, especially until the completion of the academy basic course. Upon satisfactory completion (certificate attainment) of the ILETB prescribed Basic Course; but, before the twelve (12) month date of hire anniversary date, and as stipulated by the new officer's Conditions of Employment, a total evaluation shall be performed by evaluation committee, consisting of his/her assigned FTO, Training Division Commander, and the Chief. The evaluation will be compiled and considered collectively, with the final judgment for purposes of completion or extension resting in the authority of the Chief. The evaluation results shall be documented via report by the Training Division Commander, and determine completion of the new officer's initial probationary period or extension of the new officer's existing probationary period. The evaluation report may be reviewed by the new officer upon request, and in conjunction with a follow-up meeting between the Training Division Commander and the new officer. The follow-up meeting will officially inform the new officer of the decision of the evaluation committee and outline in writing the committee's reasoning, suggestions and exact time period of extension, if necessary.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Completion of the terms of the Conditions of Employment, including but not limited to the probationary period and academy basic course, shall result in the promotion from the pay and benefits of a Rookie Patrol Officer to that of the pay and benefits of a First Class Patrol Officer.

Section D: Change of Personal Status

Members shall be required to notify the Chief regarding any change in personal status, including changes in marital status, number of dependents, residence, telephone numbers, and related changes. Notification shall be submitted in written form to the Chief during the next tour of duty following such change.

Section E: Resignations

An officer wishing to resign from the Department shall forward a written resignation to the Chief. The written notification of resignation shall include the current date, the effective date (or last day of active service) and the officer's printed or type name and signature.

Article 2 Personnel & Employment Chapter 5: Personal Conduct-

Section A: Standard of Conduct

Members and employees of the Charlestown Police Department are employed or appointed to provide service to the citizens of Charlestown and the public in general. They are expected to conduct themselves in a manner that will reflect credit on the City government, public officials, fellow employees, and themselves. Members and employees must avoid any action which might result in or create the impression of using public office for private gain, giving preferential treatment to any person, or losing impartiality in conducting public business. The Charlestown Police Department subscribes to the Law Enforcement Code of Ethics utilized by the Indiana Law Enforcement Academy. All employees shall take an oath of office to uphold the Constitution of the United States prior to employment.

Discretionary power is the power of free decision, or latitude of choice within certain legal bounds. When this power is poorly exercised, discretionary power may be viewed by the public as favoritism, bias, or corruption. Therefore, it is imperative that officers take into consideration when exercising discretionary power the goals and objectives of the department, the best interests of the public they serve, any mitigating circumstances, and the volatility of the situation at hand.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Political Activity:

All employees are entitled to exercise their rights as citizens to express their opinions on all political subjects and candidates, to vote as they choose, to hold membership in and support a political party, to maintain political neutrality, and to attend political meetings. Members and employees of the Department may participate fully in public affairs to the extent that the participation does not impair the neutral and efficient performance of official duties, or create real or apparent conflicts of interest.

Indiana Statute (I.C. 36-8-3-12) allows members of the City police departments to:

1. be candidates for elective office and serve in that office if elected;
2. be appointed to any office and serve in that office if appointed; and,
3. as long as they are not in uniform and not on duty, solicit votes and campaign funds and challenge voters for the office for which they are candidates.

Members and employees covered under these Policies and Procedures shall not:

1. When in uniform or on duty make public statements regarding a partisan election or candidates involved therein.
2. Participate in the management, affairs, or political campaign of any candidate, including him/herself, for political office during on duty or work hours.
3. Solicit any assessments, contributions, or service for any political party during on duty or work hours.
4. Use any official authority or influence for the purpose of interfering with, or affecting the results of, an election or nomination for office.

Gifts & Gratuities:

No member or employee shall solicit or accept any gift, gratuity, favor, entertainment, loan, or any other item of monetary value from any organization, business, firm, or person who has or is seeking to obtain business with the City of Charlestown or from any organization, business, firm, or individual whose interests may be affected by the employee's performance or non-performance of official duties. This restriction does not prohibit employees from obtaining loans from recognized lending institutions.

Acceptance of normal gifts in keeping with special occasions, such as marriage, retirement or illness, food and refreshments in the ordinary course of business meetings, unsolicited advertising or promotional material, such as pens, note pads, calendars, etc., or social courtesies which promote good public relations is permitted.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Immoral Conduct:

Members or employees shall not conduct themselves in an immoral and/or indecent manner which impairs their ability to perform as police officers or causes the Department to be brought into disrepute.

Business Activities and Solicitation:

No member or employee shall engage in any gainful employment or business other than their regular duties during on duty or work hours.

Section B: Loyalty, Integrity & Courtesy

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

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

Effective law enforcement depends on a high degree of cooperation between the Department and the public it serves. The majority of the public are law-abiding citizens who rightfully expect fair and courteous treatment by Department members and employees. The practice of courtesy by an officer is an indication of self-control, and is consistent with the firmness and impartiality that characterizes a professional police officer.

The practice of courtesy in all public contacts encourages understanding and appreciation; discourtesy breeds contempt and resistance. While the urgency of a situation might preclude ordinary social amenities, discourtesy under most circumstances is indefensible.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section C: Conduct Unbecoming an Officer

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

Section D: Respect for Constitutional Rights

No person has a constitutional right to violate the law, neither may any person be deprived of his/her constitutional rights merely because he/she is suspected of having committed a crime. The task of determining the constitutionality of statute lies with the appropriate court, not with an officer who seeks to enforce the law as it exists. Therefore, an officer may enforce any federal or state statute, or local ordinance which is valid on its face without fear of abrogating the constitutional rights of the person violating that statute.

An officer who lawfully acts within the scope of his/her authority does not deprive persons of their civil liberties. He/she may within the scope of his/her authority make reasonable inquiries, conduct investigations, and arrest on probable cause. However, when an officer exceeds his/her authority by unreasonable conduct, he/she violates the sanctity of the law which he/she is sworn to uphold.

Section E: Compliance with Lawful Orders

The Department is an organization with a clearly defined hierarchy of authority. The obedience of a superior's lawful command is essential for the safe and prompt performance of law enforcement operations. The most desirable means of obtaining compliance are recognition and reward of proper performance and the positive encouragement of a willingness to serve. However, negative discipline may be necessary where there is a willful disregard of lawful orders, commands, or directives.

Section F: Attention to Duty/Refusal to Work

Since most police work is necessarily performed without close supervision, the responsibility for the proper performance of an officer's duty lies primarily with the officer. An officer has the responsibility for the safety of the community, and fellow officers, and discharges that responsibility by the professional performance of his/her assigned duty. Anything less violates the trust placed in him/her by the people.

Charlestown Police Department officers do not have the right to strike. It is the policy of this Department to seek the removal of any officer or civilian employee who plans or engages in any such strike, work stoppage, or slow-down.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section G: Outside/Secondary Employment

The nature of law enforcement tasks require Department employees to have the ability to work irregular duty schedules which are subject to change in meeting employment needs. Additionally, it is necessary that an employee have adequate rest to be alert during his/her tour of duty. For these reasons and because certain occupations inherently conflict with an employee's primary responsibility to the Department, the Department may impose conditions on outside employment or may prohibit it altogether. The degree of limitation will be based upon furthering professionalism, protecting the reputation of the employee and the Department, and ensuring that the Department receives full and faithful service in return for its expenditure of resources. All outside employment must be approved in writing by the Chief or Assistant Chief, in advance.

If the Chief determines that an officer's outside employment interferes with performance or ability to meet requirements of the position, as it is modified from time to time, or the Chief determines that the outside employment is in conflict with its ethics code or other code of conduct directly or indirectly applicable to the officer, the officer may be required to terminate the outside employment or employment with the Charlestown Police Department.

No member or employee shall engage in any employment other than his/her employment as a police officer during the time he/she is on duty.

Members or employees shall return to duty immediately if called to duty by the Chief or the command duty officer, and shall remain ready to be called to duty at any time.

Members or employees may engage in employment outside the Police Department. No member or employee, however, shall engage in employment other than his/her employment with the Department to the extent that this other employment interferes with the conduct of his/her duties as a member of the Department. No member or employee shall knowingly work in a place where a statute of the State of Indiana or an ordinance of the City of Charlestown is regularly violated.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section H: Conflict of Interest

Outside employment or other activities will present a conflict of interest if it has an actual or potential adverse impact on the City of Charlestown. Officers are required to file a conflict of interest statement with the City Clerk-Treasurer and Indiana State Board of Accounts whenever the officer's outside business activities are directly or indirectly linked to the City of Charlestown in a business relationship such as a vendor, supplier, contractor, or independent sub-contractor.

No employee shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor or service that:

1. Would cause a reasonably prudent person to be influenced in the discharge of official duties.
2. Is based upon any understanding that the action or judgment by the employee should be influenced thereby.

No employee, spouse, or minor child shall at any time accept any compensation, payment, or thing of value when such employee knows or with the exercise of reasonable care should know, that it was given to influence the action in which the employee was expected to participate in their official capacity. No employee shall use or attempt to use their official position, any property or resource which may be within their trust, or perform official duties to secure a special privilege, benefit, or exemption for themselves or others. No employee shall disclose or use information not available to members of the general public gained by reason of their official position or benefit for the personal gain of any person or business entity.

Section I: Problem Resolution

It is the sincere intent of the Charlestown Police Department to be fair and reasonable with all employees and members at all times. However, in the relationship of employee to employee, or employee to employer, problems may develop. Generally, satisfactory solutions to any problems employees may encounter are not found by discussing it with fellow employees or other members of the Department, especially when they are not directly involved or affected. This type of behavior shall be considered *negative instigation*, and conduct unbecoming an Officer providing grounds for disciplinary action by the Department. Fair handling of a problem or complaint cannot be given if employees do not let the proper people know of its existence, at its onset.

If employees or members have questions about interpretation or application of Department policies, operations and procedure, or rules and regulations, or if employees/members are in disagreement with another member of the Department, feels that he/she has been treated unfairly, or some problem has not been resolved to his/her satisfaction, an officer may follow the problem resolution procedure as established in this section.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -
Article 2 Personnel & Employment Chapter 6: Drug-Free Workplace -

In accordance with the Drug-Free Workplace Act of 1988, the State of Indiana Drug-Free Workplace Executive Order No. 90-5 of 1990, and City of Charlestown Ordinance 1994-11 (including subsequent revisions and addendums, the Charlestown Police Department must maintain a drug-free workplace. Failure to comply with these laws could jeopardize government funds this organization receives. Members and employees of the Department holding safety sensitive positions will be subject to drug and alcohol testing as prescribed by policies and procedures; which shall include incidents of probable cause, post-accident, and post-shooting.

Section A: Drug Screenings

Members and employees of the Department shall submit to random drug screenings, mandated by City Ordinance and/or provided for by the City.

Section B: Alcohol Use

No member or employee shall drink any alcoholic beverage while on duty, unless otherwise specified in this section.

No member shall report for duty with any detectable trace of alcoholic beverages.

Members and employees in undercover assignments may drink alcoholic beverages while on assignment with the permission of the Chief and after taking the proper precautions concerning officer and public safety.

No member or employee shall have any alcoholic beverage in his/her possession in a Department vehicle or on Departmental property, except when seized as evidence, or as otherwise approved by the Chief.

Breath Analyzer Examination:

Any member or employee who is suspected of drinking intoxicating beverages while on duty or upon reporting for duty, or against whom a complaint is filed alleging that he/she has been drinking intoxicating beverages while on duty, shall be ordered immediately by the Chief to submit to a breath analyzer test as soon as the Chief becomes aware of the complaint or reasonably should realize that the member may have been drinking.

A member or employee who refuses to take a breath analyzer examination is subject to disciplinary action. The breath analyzer examination shall be administered by a qualified breath analyzer operator.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section C: Controlled Drug Substances and Other Drug Agents

No member or employee shall, while on duty, use any drug agent which impairs his/her judgment or renders him/her incapable of performing his/her duties.

No member or employee shall use any controlled substance or drug agent, while off duty, which would render him/her unfit for duty status, unless properly prescribed by a medical physician.

No member or employee shall report for duty under the influence of any controlled substance or drug agent which impairs his/her judgment or renders him/her incapable of performing his/her duties.

No member or employee shall have any controlled drug substance or illegal drug agent in his/her possession in a Departmental vehicle or on Departmental property unless:

1. The drug has been prescribed for the officer's use by a licensed physician; or
2. The drug has been seized as evidence.

Article 2 Personnel & Employment

**Chapter 7: Racial, Sexual &
Other Unlawful Harassment -**

It is a violation of local, state and federal law for any member or employee to discriminate against or harass any other member or employee. The Department is committed to providing a work environment that is free of discrimination and unlawful harassment and it will not tolerate verbal or physical conduct which harasses, disrupts or interferes with another's work performance, or which creates an intimidating, hostile, abusive, or offensive work environment.

Verbal or physical conduct that may constitute discriminatory harassment includes, but is not limited to, actions, words, flirtations, advances, propositions, verbal abuse, jokes, verbal commentaries, or degrading words used to describe an individual, based on an individual's sex, race, color, age, religion, disability, national origin, veteran status, or any other legally protected characteristic. Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, abusive, or offensive work environment.

Prohibition against such conduct covers any officer, manager, member, fellow employee, or non-employee (*such as a vendor or the general public*) who has business with the Department.

Because some conduct may be considered offensive by some and not by others, employees/members should advise fellow employee or members or supervisors if they are offended by their conduct or comments which could be perceived or found to be discriminatory harassment. If the conduct or comments continue, the employee/member should report the matter to any supervisory or managerial employee with whom the employee/member feels comfortable discussing the matter.

When a charge of harassment is made, an investigation will be conducted. The confidentiality and privacy of all members and employees involved will be respected to the extent possible. Any member or employee making such a report will not be discriminated or retaliated against by reason of having made the report. Any member or employee who is found, after appropriate investigation, to have engaged in actionable harassment of another employee will be subject to appropriate sanctions depending upon the circumstances, which may include termination of employment.

Article 2 Personnel & Employment Chapter 8: Criminal Activity & Improper Conduct -

Section A: Officers Arrested/Felony Charges

If an officer is arrested because of federal or state indictment of information alleging a felony, the following action shall be taken:

1. In the line of duty – If the officer's arrest is a result of actions taken in the course of carrying out his/her duties as a police officer, regardless of whether the officer was actually on duty or in uniform at the time:
 - a. The officer shall not automatically be suspended without pay.
 - b. At the discretion of the Chief, the officer may continue in his/her regular duty status, be reassigned, or be temporarily relieved from duty or suspended.
 - c. The incident leading to the officer's arrest will be investigated and appropriate action may be taken.
2. Not in the line of duty – If the officer's arrest does not result from actions taken in the course of carrying out his/her duties as a police officer, the officer shall be suspended immediately without pay, pending a determination by the Chief and the Board.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

3. If the officer is acquitted of the felony, he/she may be reinstated and may be entitled to back pay.
4. If the officer is convicted of the felony, he/she shall be dismissed from the Department.
5. Appeal – An officer may appeal his/her suspension under the preceding sections of this chapter.
 - a. The officer making an appeal shall provide the Board of Works with written notice of his/her appeal within ten (10) days of his/her suspension, excluding time periods of officer incapacitation. That notice shall include a brief statement of the facts leading to his/her arrest.
 - b. The Board, at its next regular meeting, shall set a date within thirty (30) days of that meeting, to conduct a hearing on the appeal.
 - c. The appeal will address the question of whether the arrest resulted from actions taken in the line of duty or not, whether the action which resulted in arrest would constitute a felony under the statutes of the State of Indiana, and/or what action, if any shall be taken against the officer, pending judicial resolution of the charges.
 - d. If there are mitigating and extenuating circumstances and the felony is not one which is deemed dangerous to the City, the public, or the Police Department, the Board may postpone any action regarding the officer until judicial resolution of the charges.

Section B: Preliminary Determination

The Chief shall make the preliminary determination of whether an officer's arrest resulted from action taken in the line of duty.

Section C: Conviction of a Misdemeanor

If an officer is convicted of a misdemeanor, a hearing shall be held by the Board to determine whether that conviction warrants disciplinary action.

Section D: Improper Conduct

No member or employee shall:

1. Consistently refuse to pay his/her lawful debts, so long as he/she is able to pay them;
2. Associate with convicted criminals, where such association creates or potentially creates a conflict or interferes with the duties, responsibilities, and integrity of sworn duties as a law enforcement officer;
3. Attempt to influence any person to a particular course of action because of a member's association with the Department;
4. Publicly criticize the Department, or a member of the Department, if that criticism is based upon false or inaccurate information or facts.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section E: Privileged Information

Employees and members may have information with respect to plans, programs and other matters of significant public interest. Employees/members must not use this privileged information for their own financial advantage, or to provide any other person with financial advantage, or with information which could be used for financial advantage. If an employee/member finds that they have an outside financial interest which could be affected by City plans or activities, they must immediately report the situation to their supervisor. Use of privileged information for private gain is just cause for dismissal.

Information received via the NCIC/IDACS computer shall be considered as FOR OFFICIAL USE ONLY. Most information obtained from the NCIC/IDACS may NOT be released outside law enforcement channels. All potential releases to any person outside law enforcement channels should be directed to the Department NCIC/IDACS coordinator for prior approval.

Article 2 Personnel & Employment Chapter 9: Neglect of Duty -

Employees and members shall give full attention to the performance of their duties. Neglect of duty includes, but is not limited to, the following:

1. Failure to take police action when such action is needed.
2. Unnecessary absence from an assigned-duty or post.
3. General indifference toward one's duties.
4. Failure to follow the SOP of the Department.
5. Cowardice.

Each employee and member shall be familiar with the statutes of the State of Indiana, the ordinances of the City of Charlestown, the rules, regulations, policies, and procedures provided for under the Charlestown Police Department Standard Operating Procedures Manual, and all orders applicable to the employee or member. Employees and members shall, upon return from an absence of any duration, familiarize themselves with any changes that may have occurred during such absence.

Employees and members shall enforce the statutes of the State of Indiana and the ordinances of the City of Charlestown whenever violations of those statutes and ordinances are observed.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

An employee or member who receives information or has knowledge of the violation of a statute, ordinance, or Department regulation committed by another employee/member of the Department, shall transmit that information or knowledge promptly to a Department supervisor according to the Chain of Command.

Employees and members shall carry out the instructions of the radio dispatcher. Each employee/member shall acknowledge calls from the radio dispatcher and shall respond to the assigned call without delay. An officer shall notify the dispatcher of arrival time at the scene. An officer must at all times while on duty, upon leaving his/her assigned vehicle, carry on his/her person a portable radio.

Article 2 Personnel & Employment Chapter 10: Insubordination -

Failure or deliberate refusal of any employee or member of the Department to obey a lawful order given by a superior officer shall be considered insubordination. Each employee/member must carry out promptly and exactly the lawful orders of his/her superiors.

Unlawful Orders:

An employee or member shall not carry out an unlawful order. Responsibility for refusal to carry out an order on the grounds that it is unlawful rests with the employee/member. Employees/members should bring orders which they believe to be unlawful to the attention of the Office of the Chief as soon as possible after receiving the order.

Unjust and/or Orders Contrary to Regulations:

If an employee or member believes an order given him/her to be unjust or unreasonable, he/she must immediately advise the superior officer issuing the order of his/her objection to it. Upon being told a second time to carry out the order, the employee/member shall carry out the order and subsequently notify the Office of the Chief of his/her objection to the order.

Conflicting Orders:

If an employee or member receives an order which conflicts with an order previously given him/her, the employee/member shall inform the superior officer issuing the second order of the conflict. Responsibility for disobedience to the first order then shifts to the officer issuing the second order. If the officer giving the second order directs the employee/member to carry out that order that employee/member shall do so.

Oral or Written Orders of the Chief:

Any written or oral order posted or communicated over the signature or name of the Chief shall have the same effect and be construed as a part of the rules and regulations of the Department.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

General and Special Orders:

All Departmental orders shall have the effect of rules and regulations. General and special orders are either specific orders or specific extensions of areas covered in rules and regulations, or orders which address matters not covered in the current rules and regulations. They shall be issued on the authorization of the Chief.

All Department general orders and special orders which have not been specifically revoked in writing are to be considered valid and in full effect.

Violations of general or special orders shall be considered violations of Department rules and regulations and shall be treated in the same fashion for disciplinary purposes.

Respect Toward Superior Officers:

Superior officers shall be treated with respect and may be addressed by their rank.

Respect Toward Subordinates:

Superior officers shall treat their subordinates with courtesy and respect. Superiors shall not abuse or degrade their subordinates.

Article 2 Personnel & Employment

**Chapter 11: Complaints
Against Department Members -**

Section A: Immediate Action

Employees or members of the Department who are notified of a complaint against any other Department employee or member, named or unknown, from any source, citizen or agency, oral or written, signed or anonymous, shall refer the complaint or complainant to the on-duty Shift Commander or the Office of the Chief.

1. Supervisors who receive a complaint against Department personnel shall follow the following procedures, and do so in a professional and concerned manner at all times. Conversation with complainants shall be conducted with the integrity of the complaint in mind, in a controlled setting and never in a public place exposing the issue to unrelated citizenry whenever feasible. No complaint shall ever be ignored or refused by any employee/member of the Department. Questions regarding proper action should be directed to the Office of the Chief, by the receiving Department supervisory authority.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

2. Notify the complainant that one of two actions may be taken, at their discretion:
 - a. Verbally - General complaints can be made verbally to the on duty Shift Commander; or if the complaint is directly involving or toward a Department employee/member, the complaint can be made verbally to the Department employee/member's immediate supervisor. Examples: Verbal complaints against a communications officer should be directed to the Chief Communication Officer. Verbal complaints against Patrol Officers (including Sergeant-Shift Supervisors) should be directed to the Operations Commander or Major-Assistant Chief. The complainant shall be given two options, in writing, for contacting the proper Department supervising authority, if not immediately available, including but not limited to department voice mail contact telephone extension number and/or next scheduled tour of duty times. Verbal personnel complaints shall be received by the proper supervisor, in privacy and never in the presence of a subordinate. Verbal complaints shall be investigated and/or followed-up by the receiving Department supervising authority. The Department supervising authority shall take any immediate action as would be appropriate depending upon the nature of the complaint and current Department procedures.
 - b. Written – General complaints may be made in writing, at the discretion of the complainant, and shall be submitted/forwarded confidentially to the Major-Assistant Chief or Chief of Police. Department Personnel complaints may be made in writing, at the discretion of the complainant, and must be completed on the proper forms provided by the Office of the Chief. The complainant shall be directed to the Major-Assistant Chief or Chief of Police, or given two options, in writing, for contacting the either, including but not limited to department voice mail contact telephone extension number and/or next scheduled tour of duty times. Written complaints shall be investigated at the discretion of the Chief, upon review. The Chief shall take any immediate action as would be appropriate depending upon the nature of the complaint and current Department procedures.

Section B: Serious Complaints

If the complaint is of a serious nature, including but not limited to an officer under arrest, or suspected or charged with a crime, the Chief shall immediately notify the Board of Works and Safety and/or Mayor.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section C: Failure to Take Proper Action

Failure to obey the Department rules and regulations regarding the receipt and handling of complaints will be considered a serious violation of Department regulations.

Article 3 Attendance & Benefits

**Chapter 1: Work Shifts
& Scheduling**

Section A: Duty Time & Shift Assignment

Employees and members shall be present for duty and assigned shifts. Employees and members shall not leave duty assignments without notifying the next available superior officer in advance. Every officer or civilian who fails to appear for duty at the date, time and place specified and so doing without the consent of proper authority is "absent without leave."

Work Shift and Schedule Configuration:

Department full time Patrol Officers, unless assigned to a special assignment or position detail by the Chief of Police, shall be assigned to a continually rotating work schedule comprised of four (4) consecutive "work" days followed by two (2) consecutive "off" days. Patrol Officers assigned to the four and two shift schedule rotation shall be scheduled an average (due to annual rotation differences) of two hundred forty-four and a half (244.5) work shifts per calendar year.

All Department work days (shifts) shall be comprised of eight and a half (8 ½) hours of on-duty "work" time. All Department full time Patrol Officer shall be scheduled an average (due to annual rotation differences) of two thousand seventy-eight and a quarter (2,078.25) shift / work hours per calendar year (based on 244.5 work shifts per calendar year).

The Department Officer Schedule, also known as the "street schedule", shall be published upon the approval of the Chief, on at least a monthly basis and no more than a twelve month period. The Street Schedule shall be prominently posted within the Department Communications Room to provide current personnel scheduling information for the Department Command Center and all Department personnel. The Street Schedule shall be managed, maintained and revised as needed, by the assigned ranking Department officer, titled Schedule OIC. The Schedule OIC shall normally be the Operations Commander or Assistant Chief.

The Schedule OIC:

The Schedule OIC (Officer in Charge) shall be responsible for scheduling and maintaining on-duty personnel needs and requirements as mandated by the Chief. The Schedule OIC shall be submitted all requests for leave and vacation in accordance with Title II, Article 3 of these Policies and Procedures.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Leave and vacation requests, in accordance with Department policy, shall be approved or denied by the Schedule OIC pending current personnel needs and requirements. The Schedule OIC should work with department full-time officers, especially those providing sufficient advance notice, to fulfill leave requests while satisfying personnel needs and requirements whenever possible.

The Schedule OIC is responsible for maintaining secure and accurate records regarding all leave and vacation requests, approved and denied, as well as the accumulation and use of overtime in accordance with Department policy. The Schedule OIC shall also ensure that the City payroll clerk/department has all information necessary to properly compensate and maintain proper payroll and benefit records of all Department full-time officers.

The Schedule OIC shall report personnel and schedule problems needing administrative attention to the Office of the Chief.

Section B: Emergency Service

When an emergency condition exists as deemed by the Office of the Chief, officers may be subject to the following:

1. regular tour of duty may be extended; and/or,
2. days off, vacations, and leaves of absences of Department personnel may be canceled; unless otherwise protected under Indiana Code.

Article 3 Attendance & Benefits

Chapter 2: Vacations

Vacation Scheduling:

The Chief of Police, or Schedule OIC, shall be responsible for the scheduling, or overseeing of, all full time police officer vacations. Vacations shall be approved on a seniority basis, as outlined in this section, and figured on a January through December calendar year. No vacations will be granted to a probationary full time police officer.

Vacation Periods and Restrictions:

Vacation periods may be taken in one (1) or more week increments, at the discretion of the Chief of Police; however, if broken up into the desired minimum week increments, seniority shall not have preference of pick of a second segment over that preference of another officer's first pick.

One (1) vacation increment refers to a one (1) week segment, equaling five (5) calendar days. Vacation periods may not be broken up or taken in single or multiple day (less than the 5 day week minimum) increments.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Vacations shall be submitted by each full time police officer before February 1st of that year. Failure to comply will not result in loss of vacation, but will result in loss of seniority pick.

All vacation requests shall be submitted in writing for approval, to the Chief of Police or the Schedule OIC, within a minimum of thirty (30) days in advance, and on the approved form. Exceptions may be made and approved by the Chief of Police, pending extenuating circumstances and adequate scheduling provisions.

Vacation time accumulated and not taken within the appropriate calendar year shall not be carried over to the following calendar year. Situations resulting from circumstances beyond the control of the officer can be reviewed for appropriate compensation, upon written request to the Common Council, submitted before its final regularly scheduled December (of the same calendar year) meeting.

Vacations – Accumulated based on Time of Service:

All sworn full time police officers of the Charlestown Police Department who have completed twenty (20) years service shall receive five (5) weeks of vacation time each calendar year.

All sworn full time police officers of the Charlestown Police Department who have completed fifteen (15) years service shall receive four (4) weeks of vacation time each calendar year.

All sworn full time police officers of the Charlestown Police Department who have completed ten (10) years of service shall receive three (3) weeks of vacation time each calendar year.

All sworn full time police officers of the Charlestown Police Department who have completed two (2) years of service shall receive two (2) weeks of vacation time each calendar year.

All sworn full time police officers of the Charlestown Police Department who have completed one (1) year of service but less than two (2) years shall receive one (1) week of vacation time each calendar year.

Vacation time for officers appointed mid-year shall be figured on a prorated basis (1 vacation day for every 52 calendar days remaining in the calendar year). Prorated vacation time shall only be taken after completing one (1) year of service, but before December of the same calendar year.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Article 3 Attendance & Benefits

Chapter 3: Holidays

The following shall outline the policy for establishing and acquiring Department full time police officer bonus holiday time off during each calendar year, January through December.

All full time police officer bonus holidays shall be designated and authorized via ordinance, by the Common Council for the City of Charlestown. Bonus holidays are awarded to compensate for the services the Department must give during the year on nationally recognized holidays.

The benefit of bonus holidays shall solely be awarded by time off in the amount of one (1) workday per holiday.

The current annual authorized holidays, as designated by the Common Council for the City of Charlestown, are as follows:

New Years Day	Labor Day
Martin Luther King's Birthday	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Eve Day
Employee Birthday	Christmas Day

Realizing the manpower structure of the Charlestown Police Department and the need for consistent 24 hour protection, all City authorized bonus holiday days off must be requested by the officer, in writing (on the approved form), and submitted to the Chief of Police or his/her designee before the day(s) requested. Bonus holiday time off request approval shall be based on scheduling availability and on a first-submit-first-review basis.

Bonus holiday time-off shall be permitted in single work day increments only, never by the hour. Unused bonus holiday time off can not be carried over to the following calendar year.

Article 3 Attendance & Benefits

Chapter 4: Personal Days

The following shall outline the policy for establishing and acquiring Department full time police officer personal day time off during each calendar year, January through December.

Personal Days are awarded to allow and compensate for non-employment-related obligations and personal events throughout a calendar year, January through December.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

The benefit of personal days shall solely be awarded by time off, in the increment of one (1) workday (never work hours).

During a calendar year, January through December, each full time police officer shall be permitted five (5) personal days off, with regular compensation.

Unused personal days shall not be carried over to the following calendar year.

All personal days off must be requested by the officer, in writing (on the approved form), and submitted to the Chief of Police or the Schedule OIC before the day(s) requested.

Personal Day request approval shall be based on scheduling availability and on a first-submit-first-review basis.

Full time police officers hired mid-year shall be awarded personal days on a pro-rated basis, one (1) personal day for every three (3) months of service within the remaining calendar year.

Article 3 Attendance & Benefits

**Chapter 5: Sick Leave
and Incentive Policy**

Whereas police officers are exposed to extraordinary risks during the execution of their appointed duties; and, whereas the performance of such duties often demands prolonged exposure to extreme or inclement weather conditions; and, whereas such duties routinely involve direct contact with individuals of less or hazardous health, the probability of illness and injury is greater than normal, giving justification for the importance of adequate sick leave benefits. The following outlines the policy and procedure for full time police officer sick leave benefits, as well as an incentive to reward maintaining good health and practices which reduce on and off the job illness and injury.

Full time police officer sick leave and incentive balance accounting shall be performed by the Chief of Police and/or Schedule OIC.

Full time police officers, during the first twelve (12) months of employment as a probationary officer, are not eligible for sick leave benefits; as outlined in this policy, unless otherwise approved by the Chief of Police.

Full time police officers shall be allotted forty-two and a half (42.5) hours (the equivalency of five (5) work shifts/days) of sick leave time on January 1st of each calendar year. The balance of unused sick leave hours at the end of each calendar year, for each full time police officer, shall be carried over and added to the newly allotted sick leave hours on January 1st of each new calendar year.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

The unused balance of sick leave hours, for a retiring full time police officer, may be utilized as time off immediately preceding the date of retirement up to a maximum of 30 days.

Unused balances of sick leave hours may not be reimbursed monetarily.

Procedures for sick leave use:

Upon the use of sick leave hours, according to this policy, the full time officer shall submit written documentation on the approved form and within a reasonable period of time, to the Chief of Police or Schedule OIC.

The use of sick leave hours must be approved by the on-duty police shift commander (at the time of notification), Operations Commander, or Office of the Chief of Police, at least four (4) hours prior to the affected scheduled shift start time. Reasonable and/or uncontrollable circumstances preventing a minimum four (4) hour notice MAY be acceptable at the discretion of the Chief of Police or Operations Commander.

The consecutive use of twenty-four (24) or more sick leave hours requires the submission of an medical physician's release to work to the Office of the Chief of Police, prior to returning to regular duty (work).

In the event of an on duty injury, a maximum of twenty-four (24) sick leave hours shall be initially used, as needed, for recovery. Injuries (and recovery) effecting more than twenty-four (24) hours of scheduled work time, are regulated in Chapter 6, entitled "On-Duty Injury Policy & Procedure".

Sick Leave Incentive Program:

As a reward for maintaining good health and practices which reduce on and off the job illness and injury, a full time police officer will accumulate two (2) additional sick leave hours for every three (3) month period (calendar quarters, beginning at January) of time in which no sick leave hours were used.

Sick leave incentive hours shall be calculated, documented and managed by the Chief of Police or the Schedule OIC.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Article 3 Attendance & Benefits

Chapter 6: On-Duty Injury

The following procedure shall govern the policy regarding full-time police officer employees of the City of Charlestown, who sustain a physical injury while:

1. on-duty as documented by department operating communications log and/or as authorized by the Office of the Chief of Police; and,
2. performing duties and responsibilities within the scope of their assigned position as a Charlestown Police Officer; and,
3. when said duties and responsibilities are performed in the absence of reckless negligence and/or policy and procedure violation, without just and reasonable cause.

Failure of an injured employee, as outlined in this policy, to adhere (if physically capable) to the following procedure, may result in disciplinary action and/or loss of eligibility under this policy.

Section A: On-duty Injury Procedure

1. In the event a full-time police officer, is physically injured while on-duty as outlined in Section A of this policy, he/she shall document the incident via case narrative, including all surrounding circumstances, witness and suspect names, nature of injury and action taken, at the earliest possible opportunity. The completed narrative should be immediately reviewed by the shift commander at the time of the incident and forwarded to the Office of the Chief of Police.
2. If the sustained injury is serious or severe in nature and/or appears upon onset to require hospital admittance or loss of work time beyond the current shift, the Chief and/or Assistant Chief of Police should be immediately contacted.
3. All medical attention (hospital/physician/EMS) shall be documented properly, within 24 hours of the incident, per worker compensation incident reporting guidelines, as directed by the Charlestown Safety Director or his/her designee, with the oversight and assistance of the Office of the Chief of Police.
4. The Charlestown Board of Public Works and Safety, in compliance with the Worker Compensation Policy, reserves the right to approve or disapprove, with cause, the involvement (including treatment) by any medical physician, during the term of the injury, its recovery and rehabilitation process.
5. All injuries of which initial physician diagnoses suspects that the period of recovery and release for return to work will likely affect the officer's schedule beyond the next three (3) regularly scheduled work shifts, shall require the immediate notification of the Office of the Chief of Police. The Office of the Chief of Police will then initiate an internal investigation surrounding the circumstances of the officer injury.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section A: On-duty Injury Procedure (continued):

6. Department Internal Affairs Investigations of on duty injuries, as initiated as a result of the conditions outlined in policy, shall concentrate on answering the following questions:
 - a. was the officer injured on-duty, as properly authorized?
 - b. was the officer injured performing duties and responsibilities within the scope of their position as a Charlestown Police Officer?
 - c. was the cause of the officer's injury a result of or involve reckless negligence and/or policy and procedure violation by the injured officer, without just and reasonable cause?
 - d. do witness statements and evidence generally agree with the nature and severity of the injury?
7. The first three (3) regularly scheduled shifts affected by the injured officer's recovery, from the date of the incident, shall require the use of the injured officer's sick time balance. Subsequent medical leave approval shall be determined according to this section, as soon as possible, based upon the Internal Affairs Investigation results, Chief of Police and Board of Works review and approval.
8. The Internal Affairs Investigation results shall be documented in report form and submitted to the Office of the Chief of Police for review. Upon Office of the Chief of Police review, a determination is made as to whether or not the investigation and evidence satisfy this policy's requirements and warrant the submission to the Board of Public Works for medical leave approval.
9. Upon review and medical leave approval by the Charlestown Board of Public Works and Safety, of which qualification is based upon the eligibility requirements set forth in this policy, the injured officer shall:
 - a. receive the normal salary and benefit compensation allowed for his/her position by ordinance, as received prior to the affected injury; during the term of the medical leave as set forth in this section.
 - b. receive any normal salary and benefit compensation withheld pending the completion of the administrative (Internal Affairs Investigation, Office of the Chief of Police and Board of Works) medical leave approval processes outlined in this section.
 - c. provide to the Office of the Chief of Police, on at least a bi-weekly basis, a verbal or authorized medical physician written statement of update regarding the injury recovery/rehabilitation status; including the expected return to full duty date. Failure to provide this verbal or written information may result in the suspension of the approved medical leave, pending Board of Works review and/or investigation.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Section A: On-duty Injury Procedure (continued):

- d. follow all of the authorized medical physician's orders regarding injury treatment, recovery and rehabilitation. Failure to do so may result in suspension of the approved medical leave, pending Board of Works review and/or investigation.
10. The Office of the Chief of Police shall report to the Board of Public Works and Safety, at least once within every thirty (30) day period after and throughout the term of medical leave, for injury treatment and rehabilitation update, review and continuation approval.
11. The term of any medical leave, in compliance with the terms of this policy, shall not exceed eight (8) consecutive calendar months. Injury recovery and rehabilitation exceeding eight (8) consecutive calendar months shall then be submitted as a form of disability, within the confines of the injured employee's PERF enrollment.
12. The term of active medical leave shall continuously be dependent upon the adherence of this policy, in its entirety.

Article 3 Attendance & Benefits

**Chapter 7: Absence due to
Off Duty Injury**

Duty absences due to employee or member injuries while off duty shall be treated individually according to the type of injury; and how it relates to the employee or member's fitness for return to duty. Upon occurrence of an off duty injury which affects the employee or member's fitness for duty, notification to the Office of the Chief shall be made at the earliest possible convenience by the injured employee or his/her spouse. During a period of time in which an employee or member is unable to work due to an off duty injury, he/she shall be considered on inactive (unpaid) leave from duty. The employee or member has the option of utilizing any remaining balances of department benefits while absent due to off duty injury to remain active and on regular salary. The injured employee or member must submit physician documentation regarding satisfactory fitness for return to duty to the Office of the Chief for approval before return to work. The fitness for return to duty documentation must be made by the physician who initially evaluated and treated the off duty injury, or the specialist physician for whom the employee or member was thereafter referred to for same injury treatment and evaluation. The injured employee is responsible for making any and all arrangements, in conjunction with the City payroll department, for his/her disability benefits as well as maintenance of department health insurance, retirement, any supplemental insurances while on inactive leave from duty. An employee or member on inactive leave of duty is not permitted to operate or use any department vehicle or weapon, exercise any powers of arrest, or participate in any police related training unless extenuating circumstances permit it's approval by the Chief.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Article 3 Attendance & Benefits Chapter 8: Critical Incident Leave

Any officer directly involved in a critical incident in which there is a serious injury and /or death involved, shall be placed on paid administrative leave until the appropriate reviews of the incident have been made. The officer will be required to successfully complete a fitness for duty evaluation by the Police Psychologist/Psychiatrist before being allowed to return to duty. This evaluation will be at the Charlestown Police Department expense. In addition, the officer involved and their spouse/significant other will be afforded the opportunity to speak with a separate psychologist for counseling at the Charlestown Police Department expense. Any counseling under this policy will be held in the strictest of confidence by the health care professional, and the results will not be made available to anyone unless expressly agreed to by the officer and their spouse/significant other. Leaves of absence with pay may be granted by the Board of Works when physical/psychological injury/illness preclude an officer's ability to work, based on a line of duty injury/illness, or when an officer has been involved in a work related critical incident. The Chief of Police may authorize this leave with pay until the Charlestown Board of Works has an opportunity to meet.

Article 3 Attendance & Benefits Chapter 9: Overtime Policy

Whereas the City of Charlestown does not routinely monetarily compensate full time police officers for work performed over and above the scheduled per week described in Chapter 1 of this article; and, whereas police officers often are required to remain on duty beyond scheduled shift ending times; and, whereas the demands of 24 hour police protection scheduling, state mandated and professional training, court and legal system paperwork deadlines, among others, often result in unavoidable overtime hours for all full time police officers. This policy governs the procedure for the accumulation of full time police officer overtime hours; as well as, the procedure for time back compensation of approved accumulated overtime hours.

Section A: Accumulation of Overtime

The accumulation of full time police officer overtime hours requires the approval of the Chief of Police or the Schedule OIC, and compliance with the stipulations of this policy. Full time police officer overtime accounting and management, specifically it's accumulation and time off use, shall be performed by the Chief of Police and/or the Schedule OIC.

1. As a general rule, overtime accumulation shall be approved for but not limited to the following circumstances:
 - a. mandatory approved overtime training, including reasonable travel time.
 - b. mandatory approved department meetings or functions.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

- c. specialty area (K9, evidence technician, etc.) call out and officer needs assistance requests.
 - d. direct continuation of a Felony investigation or case requiring and/or demanding immediate attention or completion as approved by a ranking department police officer.
 - e. the completion of report and arrest paperwork requiring legal system submission before the officer's next regularly scheduled shift time.
 - f. criminal court subpoena for testimony, including but not limited to depositions.
 - g. miscellaneous circumstances or details, upon prior approval by the Office of the Chief of Police or the Schedule OIC.
2. Full time police officer on duty time submitted for overtime approval consideration MUST be supported with proper department radio operating log documentation, indicating both on and off duty times, detail description, and location.
 3. Approved full time police officer overtime shall be compensated via time back compensation, at a rate of one and one half times (1 ½), the amount of time worked over or in addition to regular scheduled duty time. Special circumstances may provoke the Chief of Police to approve a greater rate to not exceed double time.
 4. All time worked over or in addition to regular scheduled duty time, shall be rounded to the nearest half (1/2) hour for purposes of calculating actual overtime hours and compensation accumulation.
 5. Overtime accumulation balances should not exceed twenty-four (24) hours, scheduling permitted. Once significant overtime hours are accumulated, a request for its use (time off) should be submitted to the Chief of Police or the Schedule OIC, on the approved form, in a reasonable period of time.
 6. Accumulated overtime should be used, as scheduling and work load permits, within the same calendar quarter it was approved; additionally, accumulated overtime shall be properly claimed and submitted for approval within three (3) working days from the date it occurred.

Section B: Procedures for Overtime Use

The unscheduled use of overtime hours must be approved in advance by the on-duty police shift commander, Operations Commander, or Office of the Chief of Police, at least four (4) hours prior to the affected scheduled shift start time. Reasonable and/or uncontrollable EMERGENCY circumstances preventing a minimum four (4) hour notice MAY be acceptable at the discretion of the Chief of Police or the Schedule OIC.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

1. The approving shift commander, Operations Commander, or Office of the Chief of Police representative shall review to ensure that his/her approval of unscheduled overtime (as outlined in the policy) will not adversely effect:
 - a. any shift manpower requirements, as set forth by the Office of the Chief of Police; and/or,
 - b. details, assignments or situations during the shift the requesting officer was assigned to work.
2. Upon approval of the use of overtime hours for time off, according to this policy, the full time officer shall submit complete written documentation, on the approved form, within three (3) working days, to the Chief of Police or the Schedule OIC.
3. Requested in advance (scheduled) and unscheduled overtime use is subject to manpower and shift coverage requirements, set forth by the Office of the Chief of Police.
4. Overtime use shall not exceed three (3) consecutive shifts, or twenty-four hours, scheduled or otherwise, unless circumstances specially justify and warrant an exception upon the approval of the Operations Commander or Chief of Police.

Article 3 Attendance & Benefits Chapter 10: Bereavement Leave

In cases of death in the immediate family, including brothers, sisters, grandparents or spouse's parents and grandparents, bereavement leave will be granted for attendance of funeral matters and will be paid absences, however, this leave shall not exceed three (3) days.

Additional absences in connection with the funeral of a non-immediate family member or friend may be excused without pay and shall be at the discretion of the Chief of Police, in advance of any lost work time.

Article 3 Attendance & Benefits Chapter 11: Military Leave

This section shall define department policy regarding Military Leaves of Absence, for full time police officers that are a member of a reserve component of the Armed Forces of the United States of America, in accordance with Federal and Indiana Code 10-2-4-3.

Section A: Policy

Full time police officers that are members of a reserve component of the United States Armed Forces, requesting absence for purposes of reporting for military training, shall be granted such requests. However, there are two conditions the requesting officer shall satisfy:

1. The employee or member must request the leave, in writing, to the Chief of Police, and the Schedule OIC.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

2. The request must be accompanied by supporting valid military orders pertaining to the requested leave period.

The employee or member is required by law to report back to work following training at the beginning of his next regularly scheduled work shift after the end of the last day necessary to travel from the location of training, or within a reasonable time thereafter if delayed by circumstances beyond control.

This policy shall not supercede the requirements or limitations of any United States Federal or Indiana State law governing military leave benefits, or the rights and privileges expressly permitted there within.

Section B: Procedure

If a full time police officer is ORDERED to attend military training that interferes with normal department duties, he/she shall submit the following to the Office of the Chief of Police:

1. Written request of the military leave, for documentation purposes; and
2. A photocopy of the official written Military Order respective to the military leave being requested.

Failure to comply with these sections may result in the delay of benefits and/or disciplinary action.

Pending the satisfactory qualification and completion of the policy and procedure outlined in this chapter, the Department shall compensate the officer for fifteen (15) days of Military Leave of Absence.

Compensated time in excess of fifteen (15) days shall result from the use of any employee vacation, personal, and/or overtime benefit balances, to allow for subsequent leave with pay, at the employee/member's discretion and advance notification to the Chief.

Regular and normal employee payroll deduction contributions, such as insurance, pension, and court ordered support, shall be the financial responsibility of the employee while on unpaid leave of absence. Such arrangements shall be made in advance of the leave, with the Clerk-Treasurer's Office.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Article 3 Attendance & Benefits

**Chapter 12: Family Medical
Leave Act**

The Family and Medical Leave Act of 1993 requires the City of Charlestown to provide eligible employees with up to 12 weeks of unpaid leave for their own serious illness, the birth or adoption of a child, or the care of a seriously ill child, spouse, or parent. For an employee to be eligible for family medical leave, he or she must have been employed by the City of Charlestown for at least one year and have worked 1,250 hours within the previous 12 month period. In addition, any employee who completes a period of leave under this chapter must be returned either to the same position that employee was in prior to the leave, or to a position equivalent in pay, benefits, and other terms and conditions of employment.

Request for Family Medical Leave:

1. When an employee plans to take Family or Medical Leave under the Act, the employee is required to give the Department thirty (30) days written notice or, if this is not possible, as much notice as is practical. An employee undergoing planned treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to Department operations.
2. All requests for leave of absence under this chapter must be submitted, in writing, to the Chief and Schedule OIC.
3. The Department may require an employee to report periodically during the leave period on the employee's leave status and the employee's intention to return to work. The Department will consider an employee's failure to report to work at the end of the leave period as an employee resignation.

Medical Examination:

1. The Department may require medical certification to support a claim for leave for an employee's serious illness or the serious illness of a child, spouse, or parent. For an employee's own medical leave, the certification must include a statement that the employee is unable to perform the essential functions of his or her position.
2. For leave to care for a seriously ill child, spouse or parent, the certification must include an estimate of the amount of the employee's time that will be needed to care for the child, spouse or parent.
3. The City reserves the right to require a second medical opinion from an independent medical provider. The City must pay for the second opinion and must designate a provider who is not an employee of the City of Charlestown. If the two opinions conflict, the City must pay for a third opinion. The opinion of the third provider is final and binding on both the City and the employee.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Other Criteria:

The Family Medical Leave Act of 1993 shall govern the provisions of this policy.

1. The City reserves the right to require that all accrued sick leave and vacation leave be applied to FMLA leave for pay purposes.
2. The Department requires use of paid sick time during the leave period.
3. Accruals for benefit calculations, such as vacation, sick leave, or holiday benefits, may not be affected by the taking of family or medical leave.

Article 4 Evaluations

The key to successful operation of the performance evaluation system will be monitoring its functioning to ensure that it is fair, impartial, and is achieving objectives consistent with recognized personnel management concepts.

Section A: Policy

Employee performance evaluation and direction is the day to day responsibility of the supervisors to:

1. Assess fairly and accurately an employee's strengths, weaknesses, and potential growth.
2. Identify, encourage, and guide the employee's development of special skills and work interests.
3. Assure consideration for more complex work and possible promotion based on fitness, work performance, progress, productivity, attendance, willingness to learn and accept additional responsibility, successful completion of assigned tasks and schools. Provide a method for improving operational programs through employee input.
4. Identify training needs through employee input.

Evaluations will be given on an annual basis, to be completed by the thirtieth (30th) day of June each calendar year.

Evaluations will encompass a one (1) year period from June 1 to May 31st. Performance by the employee prior to or following the specified rating period shall not be reflected on evaluations.

The exception to annual evaluations will be probationary employees. They shall be evaluated by their immediate supervisor bi-monthly. Bi-monthly reports shall begin upon completion of the FTO program. Reports will be forwarded through the chain of command to the Chief of Police.

Evaluations will be completed by the employee's immediate supervisor. Evaluations will be completed on the evaluation form prescribed by the Office of the Chief.

Charlestown Police Department Standard Operating Procedures
- TITLE II: Organization and Human Resources -

Evaluations shall be specific to the employee's job description and duties.

Employees with unsatisfactory job performance shall be given written notification of deficiencies at least ninety (90) days before the end of the rating period. The supervisor should be prepared to substantiate unsatisfactory ratings and define actions that should be taken to improve employee performance. Unsatisfactory performance should be included in the evaluation report.

Any employee receiving the highest rating shall be cause for written notation of reason.

Each employee, at the conclusion of the evaluation, shall be counseled by the evaluator concerning the results of the evaluation, the level of performance expected, rating criteria, goals for the next reporting period, career counseling and specialization or training for the employee.

The intent is to ensure that at least once each year the immediate supervisor of each employee provides feedback regarding employee performance.

The employee signing the evaluation will be acknowledging only that they have read the evaluation as presented. The employee is not signing that they agree with the evaluation.

Each employee shall be provided a copy of evaluations received.

Each evaluation shall be forwarded to the Operations Commander. The Operations Commander shall consult with each evaluator to determine the quality of ratings and initial that they have reviewed the evaluation. The Operations Commander shall make any notations on the back of the evaluation form and forward all completed evaluations to the Chief of Police.

The employee may appeal an evaluation by making an appeal request in writing through the chain of command to the Chief of Police within forty-eight (48) hours of receiving the evaluation. Any requests for appeal may be denied by the Chief of Police. Such requests shall be attached to the evaluation and placed in the personnel file of the employee.

All completed evaluations shall become a part of the employee personnel file for a minimum of three (3) years.