

Charlestown Police Department Standard Operating Procedures
- TITLE III: Rules and Regulations -

Article 1 Police Actions Chapter 1: On Duty & Off Duty Responsibilities-

On Duty:

On-duty patrol officers within the Charlestown city limits, after considering the tactical situation, are to take all steps reasonably necessary and consistent with their assignment to enforce local ordinances and statutes of the State of Indiana and to protect life and property.

On-duty Department officers shall conduct assigned tasks and duties within the jurisdictional limits of the City, except when:

- a. completion of such tasks or duties, originating within the City jurisdictional limits, require officers to leave the same jurisdictional limits within a reasonable distance and for a reasonable amount of time;
- b. assistance to another law enforcement agency, Federal, State or local official, directly or indirectly, when warranted or requested and approved by the on duty Shift Commander in advance;
- c. performing approved and/or duty related tasks as directed and/or approved by the on duty Shift Commander in advance.

Off Duty:

Under Indiana law, both on-duty and off-duty officers have police authority as to any public offense committed or which there is probable cause to believe has been committed in his/her presence and with respect to which is immediate danger to person or property, or the escape of the perpetrator of such offense.

Off-duty Department officers should involve, whenever possible, the proper law enforcement agency having primary jurisdiction, when taking off duty law enforcement actions outside the City jurisdiction.

Off-duty Department officers, when privately contracted and/or privately compensated for security services or other like duties and responsibilities; and, exercise police powers according to State authority in conjunction with the same private compensation, shall do so as independent agents and not employees or representatives of the Department/City. The Chief reserves the right to approve and allow privately contracted and/or privately compensated security or police services work, within the jurisdiction of the City, where such duties and responsibilities shall be completed as independent agents but while identifiable as officers or representatives of the Department. Such approval must be made by the Chief in advance writing of the detail.

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Chapter 2: Jurisdiction & Authority-

The City of Charlestown has extended to its police officers all law enforcement officer powers as designated in the Indiana Code. Department police officers who are outside of the jurisdictional borders of the City of Charlestown shall temper these powers with exceptional judgment, care, and caution. An officer may act to prevent the loss of life and property pursuant to Indiana Statute. No officer shall initiate any traffic enforcement action outside the corporate limits of the City of Charlestown while he/she is in his/her personal vehicle.

The powers and authority of City of Charlestown Police officers do not extend beyond the State of Indiana except as provided for in case of "hot pursuit", as Department policy permits. Officers who are outside the boundaries of the State of Indiana for extradition of other matters of direct concern to the City are not to engage in police activities unless necessary in the performance of their duties as an agent of the City of Charlestown, and then only after consideration of safety and the tactical situation.

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Article 1 Police Actions Chapter 3: Answering & Responding to Complaints-

Employees and members of the Department, when notified of a criminal complaint, ordinance violation, or request for police assistance when a person's safety or property is or may be in jeopardy; shall promptly and efficiently respond to the complainant or location requested, investigate the complaint and/or violation, render assistance to preserve life and property, and take the proper law enforcement action, intervention or assistance to preserving or restoring order, safety and security. Complaints and requests for assistance may be received by any employee or member of the Department, but should be immediately directed to the Department Dispatch Center for proper triage, reporting documentation and case initiation if necessary.

When responding to and investigating complaints, officers shall initially determine the following:

1. Does complaint involve the violation or possible violation of an Indiana criminal statute?
2. What are the probable cause requirements of the violation, and is there supporting factual information or evidence?
3. Document and compare statements of complainant, witnesses, AND finally the violator/suspect.

Employees and members of the Department shall address each complaint, ordinance violation, and request for police assistance with the same attention, professionalism and courtesy as directed for by Department policy. Employees and members of the Department are commissioned to SERVE as well as protect the members and visitors of the community equally and impartially at all times. Serving the community may often times include providing non-police related assistance, including but not limited to providing the resources for directing and connecting individuals to needed area services. Serving the community may often include providing the compassion, understanding, and patience while helping individuals deal with hardship and controversy. Serving the community may also often include providing individuals information needed to address a civil issue, without direct police involvement.

The Charlestown Police Department will not normally take reports of incidents or crimes occurring outside the limits of the City of Charlestown. Persons requesting to make such reports should be referred to the agency having jurisdiction at the location of the incident or crime. The Charlestown Police Department will then render all assistance necessary, via and at the request of the agency having jurisdiction. The Charlestown Police Department may take action of assistance or reports of incidents or crimes, in areas adjacent to the jurisdiction of the City of Charlestown, at the request of the agency having jurisdiction, based on available resources and the approval of the on duty Shift Commander.

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Section A: Priority of Complaints

It is not always possible for the Charlestown Police Department to immediately respond to every call for service. Priority of call assignment depends on many factors. It is normally the responsibility of communications personnel to make such assignments, based upon Department procedures. Criminal and ordinance complaints; as well as, requests for police assistance shall be responded to by Department employees and members based upon comparative urgency and the risk of life and property as well as the availability of on-duty personnel. The on-duty Shift Commander shall be responsible for prioritizing and directing on-duty personnel response according to the following criteria:

1. the probability of injury or danger to any life and/or risk of significant property damage or loss, based on reported information or historical facts;
2. the current location of on-duty Department personnel in relation to the complaint, incident or assistance response location; and,
3. the experience and/or specialized training of Department personnel.

The on-duty Shift Commander may be required to call an officer off a lower priority detail or case to respond immediately to a higher priority investigation, complaint, violation or call for assistance. On-duty personnel capacity combined with priority requirements may dictate the request to State and/or County law enforcement agencies for assistance.

Section B: Intervention

Department employees and members, responding to and/or investigating complaints should consider intervention as a method of problem solving whenever permissible. Intervention techniques may be considered when:

1. the complaint does not involve a felony offense;
2. the complaint does not involve a misdemeanor offense that has resulted in injury or significant property damage to another individual;
3. the complaint does not involve a violation of domestic violence, drug, or alcohol statutes.

Intervention techniques involve officers acting as mediators to solve problems outside the initiation of criminal charges. Intervention techniques may most commonly be beneficial in cases of neighborhood disputes, where a lack of communication between parties has contributed to the dispute. Officers exercising intervention, whenever permissible, can often reduce further disturbances or disagreements and strain on the local justice system.

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Section C: Action based on legal justification

During the course of duties as law enforcement officers, the investigations of certain violations of state statutes require specific actions, such as physical apprehension and detention. Examples of such offenses include Operating a Motor Vehicle with a BrAC of .08% or more, Domestic Battery, and Invasion of Privacy (for violation of a protective order). Officers of the Department are responsible for maintaining a thorough knowledge of ever-changing state statute requirements and penalties. Otherwise, law enforcement actions, when discretion is permissible, should be based on the totality of all statements, facts and evidence. Officers should never base their actions on the opinion of how a prosecutor or judge will handle a criminal case, outside the realm of investigation and documentation requirements.

Section D: Civil Disputes

Officers may be called to the scene of civil disputes, where no crime has been committed. The presence of officers at such scenes is primarily to preserve the peace and to prevent a crime from occurring. Officers should avoid becoming unnecessarily involved in civil disputes and may suggest the parties involved seek the advice of legal counsel.

Officers must be able to determine the difference between a civil dispute and a criminal complaint. Employees and members of the Department are not authorized to take action along civil lines and outside of criminal violation of state statute or local ordinance.

Examples of civil disputes include but are not limited to, breach of contract, divorce, child visitation, and property line (borders) disputes. The test to determine whether a complaint is civil in nature or criminal in nature is to examine whether or not the facts of the complaint involve the violation or possible violation of an Indiana criminal statute. Doubt can ultimately provoke an officer to consult with a county prosecutor before taking a police action.

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Article 1 Police Actions Chapter 4: Misdemeanor Complaints & Arrests-

Officers of the Department are sworn to uphold and enforce Indiana criminal misdemeanor statutes. Officers assigned and/or investigating misdemeanor offenses are required to complete a proper investigation. A proper investigation shall include, but is not limited to, statements taken from all known victims (complainants) and witnesses, photos taken then collection (if possible and/or permissible) of any evidence relating to the offense, and finally, whenever possible, a statement from the suspect (violation). Misdemeanor offense investigations permit various avenues of law enforcement action, based on the offense, its severity and the strength of evidence (probable cause). Misdemeanor offenses generally require that a law enforcement officer witness the misdemeanor offense to affect an arrest, otherwise requiring the investigating officer to complete a proper investigation (as directed in this section) and submitting a thorough report to the prosecutor for arrest warrant request if the investigation results satisfy the probable cause requirements of the offense statute (and an arrest could be affected if not for the Misdemeanor witness rule). Misdemeanor witness rule offense cases where probable cause is questionable and/or solely based on conflicting stories of two parties (except when the documented injury of a person is involved), requires a proper investigation, the complainant obtaining a copy of the police report and meeting with a prosecutor for pursuit of criminal charges.

Misdemeanor witness rule exception offenses, such as Battery, Domestic Battery, Leaving the Scene of an Accident, Invasion of Privacy, Carrying a Handgun without a Permit, Operating While Intoxicated, Interference with Reporting a Crime, and Violation of Probation do not require that a law enforcement officer witness the offense. Such offenses allow an investigating officer to affect a physical suspect arrest based on probable cause, after proper investigation.

Individuals admitting, via proper police statement, to the commission of misdemeanor offenses according to probable cause requirements, may be physically arrested and charged as exception to the Misdemeanor Witness Rule.

Misdemeanor arrests, except Domestic Battery, should be cited into the Charlestown City Court. Misdemeanor Domestic Battery arrests must be cited into the countywide designated Domestic Violence Court. Misdemeanor arrests require the submission of a thorough narrative report, properly completed Probable Cause (and Charging if required) Affidavit, and any other associated evidence and documentation to the court in advance of the violators arraignment date and according to Department paperwork guidelines (see Article 2 of this Title).

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Article 1 Police Actions Chapter 5: Felony Complaints & Arrests-

Officer employees and members of the Department are sworn to uphold and enforce Indiana criminal felony statutes. Officer employees and members assigned and/or investigating felony offenses are required to complete a proper investigation. A proper investigation shall include, but is not limited to, statements taken from all known victims (complainants) and witnesses, photos taken then collection (if possible and/or permissible) of any evidence relating to the offense, and finally, whenever possible, a statement from the suspect (violation).

Felony offense investigations permit two avenues of law enforcement action, based on the offense, availability of the suspect, and the strength of evidence (probable cause). Felony offenses do not require that a law enforcement officer witness the felony offense to affect an arrest, rather satisfy the statutory probable cause requirements produced from statements and evidence. Felony arrests, upon satisfaction of probable cause requirements and absent of a suspect admission, should generally be made between eight (8) and twelve (12) hours of the commission of the offense; otherwise, the case narrative report with request for the issuance of an arrest warrant shall be timely forwarded to the prosecutor.

Felony arrests should be cited into the designed Clark County Superior or Circuit Court. Felony drug offenses should be cited into Clark Superior #2 Court. It is the arresting officer's responsibility to cite the offender into the proper court date and time. Felony arrests require the submission of a thorough narrative report, properly completed Probable Cause Affidavit, and any other associated evidence and documentation to the court in advance of the violators arraignment date and according to Department paperwork guidelines (see Article 2 of this Title).

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Article 1 Police Actions Chapter 6: Local Ordinance Complaints & Action-

Officers of the department are sworn to enforce ordinances of the City of Charlestown, and no other municipality or governmental entity. City of Charlestown ordinances are enacted, modified and rescinded solely by the Common Council of the City of Charlestown. The Department shall maintain a copy of all Ordinances within the headquarters facility, accessible to all Department personnel and are a matter of public record.

Some Charlestown City Ordinance violations, such as junk car, tall grass and other nuisance type violations, require the violator be officially notified of the violation and permitted a specified amount of “grace period” days to correct the violation. This notification should be made by the issuance of a Department written warning form (see example in Title VIII). The issuing officer is responsible for following up on the ordinance violation, after the specified grace period and the issuance of the written warning notice and document via department operating database that the ordinance violation has been corrected. A complaint and summons citation to appear in the Charlestown City Court should be issued if, after the warning “grace” period has expired, the ordinance violation has not be corrected. The responsible party, for purposes of the issuance of a warning and summons citation, is the person or persons in control of the property or action in violation of the respective ordinance. Property owners can also be held liable for ordinance violations if the person or persons in control of the property cannot be located for notification and/or action.

Charlestown ordinance violation complaint and summons citations must be cited into the Charlestown City Court, for the next scheduled Traffic Court date. It is the issuing officer’s responsibility to cite the violator into the proper court date and time. Ordinance violation citations do not require the submission of a Probable Cause or Charging Affidavit; although the submission of any supporting documentation, including but not limited to photographs and narrative supplements will assist the court in making a determination for ruling purposes.

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Chapter 7: Warrants-

Officers of the Department should remember that the execution of a warrant is an extension of a court of law, having jurisdiction over a particular matter. Warrants shall be carefully reviewed by the executing officer and whenever possible, the on-duty shift commander, before execution; whereas the terms and conditions of the warrant dictate the specific action or actions of the court, as directed via a law enforcement officer.

There are two types of warrants a Department officer is likely to utilize, a search warrant for purposes of searches and seizures in conjunction with specific criminal investigation, and an arrest warrant for purposes of apprehension of an individual on criminal charges or contempt of court. The following sections provide additional Department policy for purposes of dealing with Search and Arrest Warrants.

Section A: Search Warrants

It is the policy of the Department to (1) provide techniques to accomplish a thorough and legal search; (2) observe the constitutional rights of the person(s) the warrant is being served upon; (3) minimize the level of intrusion experienced by those who are having their premises or property searched; (4) provide for the highest degree of safety for all persons concerned; and (5) establish a record of the entire execution process. For purposes of this section, supervisory officer shall refer to the highest-ranking Department officer directly involved in the execution of a search warrant.

Applications for search warrant shall be submitted to a judge of a Clark County or municipal Court for approval, using the approved Department search warrant form (see example in Title VIII).

The execution of a search warrant requires a minimum of two (2) law enforcement officers when conducted in a controlled area or environment; and four (4) law enforcement officers when conducted in a non-controlled area or environment. The use of on-duty personnel shall be coordinated with the on-duty Shift Commander and the use of off-duty personnel coordinated with the Operations Commander or Assistant Chief of Police.

1. Uniform and Equipment Requirements – The search team shall at all times include at least one uniformed officer. All non-uniformed officers shall be clearly identified as police officers by wearing a distinctive arm band, jacket, or some other indicator of office.
2. Time Limitations on Search Warrant Execution – A search warrant shall be executed as soon as practicable within the conditions stated in state law. Circumstances that may necessitate a delay in executing a search warrant include, but are not limited to:

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- a. The need to have many searches occurs at the same time, which requires coordination and mobilization of the Department resources.
 - b. The seizable items have not arrived at the search site.
 - c. The probability that a substantial resistance will be encountered.
 - d. A particular person(s) is absent from the search site and the supervisory officer feels that the search would best be conducted if that person were present.
 - e. The need to protect an informant's identity.
3. Preparation for Execution of Warrant – Officers shall not obtain search warrants except with the knowledge of a Commanding Officer of the Department.
- a. Prior to entering the premises, the supervisory officer shall conduct a pre-entry briefing on the execution process with all search team personnel. The briefing shall include a review of the actual order of operations and procedures the search personnel will follow, a simulation of the conditions of the search site (using maps, charts, diagrams, when appropriate) and tactics and equipment to be used in the event of force entry.
 - b. The supervisory officer shall attempt to determine if any circumstances have changed that making executing the search warrant at that time undesirable.
 - c. The supervisory officer shall ensure that the entire search warrant execution process is documented, from beginning to end, and continued until the search team leaves the premises. A written record shall be supported, when permissible, by photographs and/or video of the entire search site from start to finish.
4. Entry Procedures – The approach to the scene may be executed without sirens. If a pre-execution surveillance team is on the scene, radio contact shall be made to ensure that it is an appropriate time to serve the search warrant.
- a. The supervisory officer shall be responsible for ensuring that the search warrant is valid and that the property about to be searched is the property listed on the warrant.
 - b. The search personnel shall position themselves in the following manner:
 1. Exits from the premises shall be covered.
 2. Uniformed officers shall be the most visible members of the search team, and shall conduct entry.
 3. Non-uniformed officers shall be the last members to enter the search site. (continued)

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4. If a secondary exit is to be covered, then an additional uniformed officer shall be the most visible member at that location.
 - c. Notification – The supervisory officer, or a uniformed officer, shall notify persons inside the search site, in a voice loud enough to be heard inside the premises, that he/she is a police officer and has a warrant to search the premises.
5. On Premises Activities – The supervisory officer shall ensure that a member of the search team conducts a security sweep of the search site.
 - a. After the search site has been secured, search personnel shall develop a prioritized strategy that details the likely whereabouts of the items to be seized and an order of operation for conducting the search.
 - b. Whenever possible, one person shall be designated as responsible for collecting, preserving, and documenting all items seized until possession is transferred to the evidence custodian.
 - c. If damage occurs during entry to premises that will be left vacant, and the damage may leave the premises vulnerable to security problems, arrangements shall be made to guard the premises until it can be secured.
 - d. If damage occurs, a special report shall be prepared on the actions that caused the damage and a detailed description of the nature and extent of the damage. This report shall be forwarded to the Office of the Chief by the next business date.

Section B: Arrest Warrants

The database for arrest warrants are maintained by the county sheriff's office of the county of which the issuing court has jurisdiction, which includes most arrest warrants active within the National Crime and Information Computer (NCIC). Department employees and members shall follow the following guidelines regarding arrest warrants.

1. The validity of all arrest warrants shall be verified in conjunction with and at the time of warrant service. Arrest warrants shall be verified by a Department representative via telephone to the county sheriff's office of the court the warrant was issued; and/or via the NCIC electronic confirmation process (if applicable). Arrest warrants shall NOT be considered valid or outstanding unless their validity has been verified as mandated in this section; and, applicable extradition restrictions satisfied, if the warrant originates from a court or agency outside of Clark County, in Indiana.

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2. The identity of all persons believed to have a valid or outstanding arrest warrant shall be verified by photo identification at the time of warrant service, preferable before physical apprehension takes place; but without sacrificing the safety and security of officers or civilians in the general area. A person not possessing photo identification should be challenged for his or her date of birth and social security number for purposes of identification, using methods such as driving record inquiries and law enforcement agency databases as verifiers.
3. All persons arrested on a warrant shall be transported to the Clark County Jail for bond, bail or extradition arrangements.
4. During Department arrest processing or at the Clark County Jail, an officer representative of the Department is required to read the arrest warrant aloud, from beginning to end, to the individual being served. Many warrant certificates require a signature, date and time be added for purposes of documenting that the warrant was properly read and served by a law enforcement officer.
5. Warrant arrests do not require the completion and submission of an officer's narrative report or court affidavits, unless additional charges are involved in the same arrest. A copy of the arrest warrant (or NCIC, regular arrest processing (including mug photo), and completion of Department arrest database information is required Department submission.

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Chapter 8: Advise of Rights Policy-

Officers of the Department, during the course of their official duties as law enforcement officers, shall read the Indiana Law Enforcement Academy approved version of the Miranda Warning (Advise of Rights) when:

1. An individual has been detained by a law enforcement officer and can not reasonably assume that they are free to leave the presence of the said law enforcement officer; AND,
2. The same individual is to be questioned in an official capacity by a law enforcement officer. *

* Said Miranda Warning (Advise of Rights) must be read before questioning begins by a law enforcement officer, outside of unprovoked outbursts by an individual being detained by a law enforcement officer.

Whenever possible, the Department Miranda Warning (Advise of Rights) form should be used to advise an individual of their rights under Miranda rule. Miranda should be read to the individual from the Miranda Advise of Rights form, and then given to the individual to read and sign in acknowledgement of understanding.

Documentation of the Advise of Rights should be included within the official investigation report, including the completed Advise of Rights form (see example in Title VIII).

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Chapter 9: Vehicle Traffic Stops-

For purposes of this Chapter, a Vehicle Traffic Stop refers to the action of stopping and detaining a motor vehicle and its occupants, upon a public thoroughfare, according to sworn authority as a law enforcement officer.

Officers shall only perform a vehicle traffic stop for purposes of the enforcement or investigation of Indiana state statutes and local ordinances when:

1. the officer is performing the vehicle traffic stop using a clearly marked Department patrol vehicle; or,
2. is wearing an official department uniform, clearly identifying themselves as a police officer, while using an unmarked Department vehicle. A vehicle traffic stop shall never be performed using a privately owned vehicle unless during an extreme emergency.

Vehicle traffic stops should be performed with due regard for the safety of citizens, including those inside the vehicle being stopped, as well as any officers associated with and in the general area of the traffic stop.

When initiating a vehicle traffic stop, an officer performing the stop shall radio dispatch notifying of the stop, its location, and the vehicle registration plate information. The location of the traffic stop should always be identified using street names and addresses, never business names or identifiers that are subject to change (example: "200 block of Market Street", "Main and Market Streets" or "235 Market Street", instead of "the parking lot of Business X").

For safety reasons, vehicle occupants should be required to remain inside their vehicles during traffic stops, unless instructed otherwise by the officers performing the traffic stop.

Department vehicle traffic stop tactic and procedure guidelines shall mirror and parallel that of the Indiana Law Enforcement Training Board's Strategies and Tactics Of Patrols (S.T.O.Ps) program.

Felony Traffic Stops:

Vehicle traffic stops of an officer or civilian safety sensitive nature, especially those involving or where the suspicion thereof exists, the use or possession of deadly weapons, or the commission of a serious felony offense, should be performed in a high-risk manner. High-risk traffic stops should be performed by at least two officers in tactical positions, and involve communicating instructions to the vehicle occupants, over a loud speaker whenever possible, for the safe and orderly evacuation of the vehicle.

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Chapter 10: Physical Arrests/Adults-

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

An arrest, by definition, is the stopping or detaining of a person by authority of the law. There are two avenues to affecting an arrest for a criminal charge on an adult, the first being a citation arrest and the second a physical arrest. Department officers shall affect a citation arrest for all state statute infractions or city ordinance violations; but, have the option of affecting a citation arrest for some misdemeanor offenses, depending on the circumstances and the offense (note that a citation arrest is never permissible for the charging of a felony offense).

A citation arrest is the use of a uniformed citation (UTT) form (see example in Title VIII) as the charging affidavit and violator promise to appear at the scene of the offense, without incarceration. A citation arrest is permissible for misdemeanor arrests when:

1. the court DOES NOT require a bail or bond for the charge; and,
2. the charge DOES NOT require a burn-off period, including but not limited to, Operating While Intoxicated, Public Intoxication or Domestic Battery.

A physical arrest is the apprehension for charging and incarceration of all felony offenses and misdemeanors when:

1. the court requires a bail or bond for the charge, or
2. the violator refuses to sign a promise to appear, or
3. the charge requires a burn-off period, including but not limited to, Operating While Intoxicated, Public Intoxication and Domestic Battery.

Section A: Prisoner Transport and Security

Individuals apprehended on a criminal charge and under physical arrest shall be considered prisoners. The following policies and procedures shall be adhered to by all Department officers concerning prisoner transport and security:

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1. No prisoner shall be left unattended or unsupervised by Department personnel for any length of time or any reason.
2. All prisoners shall be properly handcuffed, double-locked, at the wrists, and behind the back except for extenuating circumstances, and preferably with the approval of the on-duty shift commander.
3. A pat-down search for weapons shall be conducted of the body of all prisoners immediately following handcuffing, and again when transferred from the custody of one officer to another officer.
4. When seated or transported within a Department vehicle, all prisoners shall be seated and secured with a seatbelt.
5. When transporting a prisoner of the opposite sex in a Department vehicle, the transporting officer shall radio dispatch when starting the transport with vehicle starting mileage and radio dispatch when ending the transport with vehicle ending mileage.
6. When combative, a prisoner shall be shackled at the ankles and legs secured while seated within a Department patrol vehicle.
7. When combative or otherwise deemed necessary for documentation purposes by the arresting officer or shift commander, interaction with prisoners may be recorded using portable micro-cassette recorder, the book-in audio/video system or in-car audio/video camera.

Department prisoners shall be the total responsibility of their arresting officer or the officer, assigned by the arresting officer or shift commander, to take temporary custody of the prisoner for details such as transport or medical evaluation. Prisoner responsibility attaches until prisoner acceptance by the county jail or proper release based on a promise to appear.

Section B: Book-in Procedures

Individuals physically arrested by the Department shall be brought to Department headquarters to process their arrest, unless the individual is too combative and it is more reasonable to transport directly to county jail. In either event, Department book-in procedures must still be satisfied. Department book-in procedures shall include:

1. No prisoner shall be left unattended or unsupervised by Department personnel for any length of time or any reason.
2. Assignment of a Department arrest number, by completing the next entry in the Department Arrest Log with the prisoner's full name, date of arrest, PE # of arresting officer, and charges.
3. Completion of a Clark County Inmate Commitment form. Any information refused by the prisoner should be noted as refused on the Inmate Commitment form, as the jail may not accept the prisoner without a completed form.

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4. All physically arrested individuals processed at Department headquarters shall be digitally photographed. The digital photograph shall be a frontal mug (head and shoulders) shot type photograph in front of a wall height chart. Any prisoner sunglasses, hat or head covering should be removed for the photograph whenever possible. The digital photograph disk should be labeled with the appropriate arrest number and submitted to the records clerk with the Department copy of the Clark County Inmate Commitment form. The digital photograph will be added to the Department computer database arrest record by the Records Clerk, in conjunction with the arrest information contained on the Inmate Commitment form.

5. A pat-down search for weapons and contraband shall be conducted of the body of all prisoners immediately preceding transport or when transferred from the custody of one officer to another officer. Whenever possible, an Officer of the same gender as the prisoner should perform this step; otherwise, Officers performing this step when dealing with a prisoner of the opposite gender (sex), shall additionally:
 - a. Record all searches and interactions within the book-in room, using the designated CCTV system, as controlled by the on-duty dispatcher.
 - b. Utilize a witness, in the Book-in Room at the time of performing this step, for purposes of security and documentation.
 - c. Use the back of a flat open hand when checking the body surface areas of and adjacent to the groin and/or female breast. Due respect should be utilized, without making unjustified sacrifices in officer or prisoner security, by all department personnel in such situations.

6. Fingerprint prisoner if being charged with any Felony offense and/or according to known or suspected criminal activity. Completed fingerprint cards should be forwarded with department paperwork, before being forwarded to the Chief of Detectives by the Department Records Clerk.

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Article 1 Police Actions Chapter 11: Physical Arrests /Juveniles-

There are three types of arrests when dealing with an offender who is under the age of eighteen (18) years (juvenile) at the time of the commission of the offense, a Status Offense Arrest, a Traffic Offense Arrest, and an Criminal Offense Arrest. The procedures for each of juvenile arrests are as follows:

1. Status Offense Arrest: This type of offense is specifically juvenile in nature, such as incorrigibility, runaway, and curfew (offenses if committed by an adult would not be a crime). These offenses are violations and not infractions, misdemeanors or a felony. A juvenile arrested for a status offense, is normally based solely on the complaint from the juvenile's parent, guardian or school administrator. The juvenile should be transported to the Department, and the Juvenile Detention Center contacted to determine whether or not the juvenile is currently on probation.
 - a. If the arrest is the juvenile's first arrest, the arresting officer should complete a Juvenile Arrest Sheet, Narrative, assign a Department arrest number, may cite the juvenile into the Department Juvenile Community Service Program, and release the juvenile to his/her parent or guardian on a promise to appear in the Department Juvenile Community Service program. The parent or guardian should be given a Community Service program packet and advised that they will be contacted by the Youth Resource Officer.
 - b. If the juvenile has a prior arrest, including outside of Clark County, the arresting officer shall complete a Juvenile Arrest Sheet, Narrative, assign a Department arrest number, cite into the Clark Juvenile Probation Department, and release the juvenile to his/her parent or guardian on a promise to appear in the Clark Juvenile Probation Department. The parent or guardian should be advised that the Clark Juvenile Probation Department will contact them for a meeting with a probation officer.
 - c. If the juvenile is currently on probation, as verified and advised by the Juvenile Detention Center, the arresting officer should complete a Juvenile Arrest Sheet, Detention Narrative, assign a Department arrest number, and have the juvenile transported to the Detention Center (or Youth Shelter, as directed by the Detention Center intake personnel) by a Department officer with a copy of the arrest paperwork.

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2. Traffic Infraction Citation: This type of offense is a traffic related offense that is an infraction and affects the status of a juvenile's license to drive, if applicable. If the offense is a traffic infraction, the juvenile may be cited into city traffic court the same as if he/she were an adult. If the traffic offense would be a misdemeanor for an adult, the Detention Center should be contacted to determine if the juvenile is currently on probation.
 - a. If the juvenile is not on probation, the arresting officer shall complete a Juvenile Arrest Sheet, Narrative, assign a Department arrest number, cite into the Clark Juvenile Probation Department, and release the juvenile to his/her parent or guardian on a promise to appear in the Clark Juvenile Probation Department. The parent or guardian should be advised that the Clark Juvenile Probation Department will contact them for a meeting with a probation officer. Note that traffic citations are still issued and the appropriate copy forwarded with the paperwork for forwarding to the BMV for driver license action at the discretion of the probation officer.
 - b. If the juvenile is currently on probation, as verified and advised by the Juvenile Detention Center, the arresting officer should complete a Juvenile Arrest Sheet, Detention Narrative, assign a Department arrest number, and have the juvenile transported to the Detention Center (or Youth Shelter, as directed by the Detention Center intake personnel) by a Department officer with a copy of the arrest paperwork. Note that traffic citations are still issued and the appropriate copy forwarded with the paperwork for forwarding to the BMV for driver license action at the discretion of the probation officer.

3. Criminal Offense Arrest: Offenses that would be a crime (misdemeanor or felony) if committed by an adult (individual 18 years of age or older). In addition, the prosecutor's office may charge juveniles as adults for the commission of violent and most serious felony offenses...a list of those offenses shall remain posted in the squad and book-in rooms of the Department.
 - a. If the arrest is the juvenile's first arrest and not a charge that may cause charging as an adult, the arresting officer should complete a Juvenile Arrest Sheet, Narrative, assign a Department arrest number, may cite the juvenile into the Department Juvenile Community Service Program, and release the juvenile to his/her parent or guardian on a promise to appear in the Department Juvenile Community Service program. The parent or guardian should be given a Community Service program packet and advised that they will be contacted by the Youth Resource Officer.

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- b. If the juvenile has a prior arrest, including outside of Clark County, and the arrest charge is not one that may cause charging as an adult, the arresting officer shall complete a Juvenile Arrest Sheet, Narrative, assign a Department arrest number, cite into the Clark Juvenile Probation Department, and release the juvenile to his/her parent or guardian on a promise to appear in the Clark Juvenile Probation Department. The parent or guardian should be advised that the Clark Juvenile Probation Department will contact them for a meeting with a probation officer.
- c. If the juvenile is currently on probation, as verified and advised by the Juvenile Detention Center, and/or the arrest charge could or will be charged as an adult, the arresting officer should complete a Juvenile Arrest Sheet, Detention Narrative, assign a Department arrest number, and have the juvenile transported to the Detention Center (as directed by the Detention Center intake personnel) by a Department officer with a copy of the arrest paperwork.

Section A: Juvenile Prisoner Transport and Security

Juveniles detained and under physical arrest shall be considered juvenile prisoners. The following policies and procedures shall be adhered to by all Department officers concerning juvenile prisoner transport and security:

- 1. No juvenile prisoner shall be left unattended or unsupervised by Department personnel for any length of time or any reason.
- 2. No juvenile prisoner should be handcuffed under the age of sixteen (16) years of age, unless to protect themselves or others against uncontrollable behavior. A juvenile shall never be handcuffed to a fixed object for any reason.
- 3. A pat-down search for weapons shall be conducted of the body of juvenile prisoners immediately following arrest, and again when transferred from the custody of one officer to another officer.
- 4. When seated or transported within a Department vehicle, all juvenile prisoners shall be seated in the rear passenger side seat, and secured with a seatbelt (depending on combative or escape probabilities).
- 5. When transporting a juvenile in a Department vehicle, the transporting officer shall radio dispatch when starting the transport with vehicle starting mileage and radio dispatch when ending the transport with vehicle ending mileage.
- 6. When combative, a juvenile prisoner shall be shackled at the ankles and legs secured while seated within a Department patrol vehicle.

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7. When combative or otherwise deemed necessary for documentation purposes by the arresting officer or shift commander, interaction with juvenile prisoners should be recorded using portable micro-cassette recorder, the book-in audio/video system or in-car audio/video camera.

Department juvenile prisoners shall be the total responsibility of their arresting officer or the officer, assigned by the arresting officer or shift commander, to take temporary custody of the juvenile prisoner for details such as transport or medical evaluation. Juvenile prisoner responsibility attaches until acceptance by the county juvenile detention center or proper release to a parent or guardian based on a promise to appear.

Section B: Interviews and Statements

When obtaining criminal investigation information, including a statement, from a juvenile, the juvenile's parent or guardian must be present and approve of the questioning. If the juvenile is detained and questioned, both the juvenile and the juvenile's parent or guardian must be included in the Advise of Rights policy and procedure outlined in Chapter 8 of this Article and these SOP's.

Section C: Community Service Program

The following guidelines and procedures shall dictate how FIRST TIME juvenile offenders, who are arrested by the Charlestown Police Department, can be cited into the department Community Service Program. Juveniles arrested, even on a first time basis, for offenses that would be considered a felony if the juvenile was an adult, MUST be cited into the Clark County Probation Department.

The Community Service Program is designed to give first time juvenile offenders, of minor offenses (juvenile status offenses and offenses that would be considered a misdemeanor if an adult), the following options and services:

1. A second chance in preventing entry into the juvenile justice system.
2. A different form of punishment, other than detention or probation, that serves the community and the juvenile's civic pride.
3. The opportunity to interact with officers on a less formal level.
4. Problem solving counseling between the police, parents and juvenile.

Through a joint cooperation between the full time and reserve departments, first time juvenile offenders can receive one-on-one police interaction in a reinforcing positive manner. The ultimate goal is to prevent further violations through a realization of the consequences; as well as, development of a relationship between police and community.

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When a juvenile first time offender is arrested and the arresting officer verifies that the juvenile qualifies for the community service program, the following procedures shall be followed to initiate the juvenile into the Department community service program:

1. A Juvenile Arrest Report is completed (turned in with paperwork).
2. A Community Service Program Promise to Appear is completed (turned in with paperwork). Once the Promise to Appear is signed by the parent or guardian of the juvenile offender, the juvenile is released to their custody.
3. A Juvenile Community Service Program Contract & Rules (see example in Title VIII) handout is given to the parent or guardian at the time of release, with instructions that a department representative will be contacting them for a meeting.
4. The arresting officer completes a brief narrative summarizing the details and circumstances of the juveniles' arrest (turned in with paperwork).
5. The arresting officer documents the arrest within the department computer system as normally performed on all other arrests (Dispatch Ticket & Arrest Card).

Upon completion of the above, the arresting officer submits the arrest paperwork (Arrest Report, Promise to Appear, and Narrative) to the Department Paperwork tray. Once it is reviewed by the records clerk it is forwarded to the **Youth Resource Officer's mailbox**, located in the squad room. The assigned full time juvenile officer will then be responsible for completing the following:

1. One of the assigned full time Youth Resource Officers will then review the arrest paperwork, on their next work shift, make contact with the parent or guardian of the juvenile offender and schedule a meeting with the juvenile and parent/guardian.
2. Upon meeting with the juvenile and the parent, the Youth Resource Officer will discuss potential problems that may have resulted in the offense (arrest) and offer neutral party suggestions for eliminating the problem.
3. The Youth Resource Officer will discuss the rules and regulations of the program; as well as, complete the program contract. Ensuring that all waivers are signed properly. A file, documenting the juvenile's entrance, progress and completion of the program; as well as, any other pertinent information and waivers, shall be started and maintained by the Youth Resource Officer.
4. The Youth Resource Officer will then determine how many hours of community service is needed, using the following scale as a guideline, and schedule the work details assigned. The assignment schedule is then forwarded to the Work Detail Supervisor's mailbox, located in the squad room.

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5. The Youth Resource Officer will then photocopy all necessary arrest paperwork (arrest report and narrative) and submit the original arrest paperwork to the completed paperwork tray located in the communications room.

Juvenile Community Service Assignment Scale, by Offense:

The following is a general guideline for assigning community service program hours, depending on the type of offense. These guidelines indicate the minimum and maximum hours of assignment for each respective offense; hours may be added, at the discretion of the Youth Resource Officer, for violation of program rules, including program conduct and attendance. Assignment for multiple charges should be averaged using the scale below.

Offense Types:	Minimum to Maximum
a. Alcohol & Drug Related Offenses	16 to 60 hours
b. Runaway & Incurability Offenses	16 to 40 hours
c. Offenses that would be a misdemeanor if an adult	16 to 60 hours
d. Curfew and Truancy Offenses	8 to 20 hours

Offenses that would be a felony charge if the juvenile was an adult should be cited into the Clark County Probation Department (only exception: Theft, under \$300.00 value).

Juvenile work detail assignments, forwarded to the Work Detail Supervisor's mailbox, are then reviewed by the supervisors and:

1. Attendance records of all assigned juveniles are kept and maintained, by the detail supervisors, ensuring that the work detail assignments of the Youth Resource Officer are carried out as ordered.
2. Notifies the Youth Resource Officer of problems and violations of the program rules by assigned juveniles.
3. Ensures work details are completed on-time, as scheduled, and in a safe manner.
4. All new work detail types MUST be approved by the Chief or Assistant Chief, before implementation. Procedures and accommodations must be ensured to limit the level of liability to the department.
5. Maintains good communications with the assigned Youth Resource Officers regarding the status and operations of the program.

Upon successful completion of the assigned work details, the juvenile shall be released by the work detail supervisors, at the end of the last work detail assigned. All juvenile paperwork accumulated by the work detail supervisors should then be forwarded to the Youth Resource Officer's mailbox, including the verification of program completion.

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General Guidelines:

Detailed records of all juvenile work details must be maintained (including what type of work was performed, where it was performed, how long, and under who's supervision).

Detailed records must also be kept regarding work details assigned and canceled, for each juvenile, by the Youth Resource Officer.

The work detail supervisors shall post and maintain information regarding the scheduled work detail dates, times and supervisor in-charge, visibly in the communications room. The work detail schedule shall never include the names of any juvenile cited into the program for purposes of confidentiality.

Work details should be planned according to potential seasonal weather conditions, and a back-up detail planned in the event of in-climate weather conditions, preventing the completion of original plans, when necessary.

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Article 1 Police Actions

Chapter 12: Searches and Seizures-

Officer employees and members of the Department shall use caution in performing their duties as law enforcement officers as to not violate an individual's 4th Amendment rights (*"The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized."*). A search of a person or their property (outside the realm of a "Terry Stop Frisk", "lawful plain-view", search incident to arrest, or inventory of an impounded vehicle) shall require, whenever possible, a written agreement with the owner of the property or in the case of a motor vehicle, the person in control of the vehicle, on a Department Consent to Search form.

Searches of property, including vehicles, based on consent or warrant, shall be documented by the initiating officer via the Department operating database, including identification of the property searched, the date and time of the search, location of the search, and the reasoning, cause and outcome of the search.

The seizure of any property, by a Department officer, for purposes of evidence or safekeeping shall immediately or at least before shift end, be properly packaged (if possible), secured and properly logged into Department Property Locker B, located in the book-in room.

Section A: Vehicle Impound & Inventory

This section shall establish policy and procedure regarding the impounding (towing) and inventory of motor vehicles, by department police officers, in the performance of their law enforcement duties when:

1. the motor vehicle impounded is seized by the department as evidence during the initial crime scene processing of an official department criminal investigation; or,
2. the safety and/or security of the motor vehicle property and it's contents requires impoundment subsequent to the physical apprehension and arrest of it's owner and/or operator; or,
3. the motor vehicle operator has committed a violation of local, state or federal laws prohibiting further operation of a motor vehicle; and, no other reasonable means of legal operation are readily available for said vehicle as a means of avoiding impoundment.

Note: This section does not govern specific policy regarding the assistance a department officer may give to a citizen, where none of the before mentioned circumstances exist; and, no law enforcement action is necessary, except to summons a towing vehicle upon owner/operator request or to remove a motor vehicle impeding vehicular traffic on a public thoroughfare, when the owner/operator is not available to make said request (such as a vehicular injury accident).

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In addition, the purpose of this policy is also to provide a standardized method and procedure for motor vehicle impounding and inventory during the exercise of control over the property of another person or entity, during the performance of law enforcement duties, especially where issues of officer liability are involved. This policy and procedure provides a system of checks and balances, which help protect the personal property interests of owners, protect the Department against allegations of alleged loss; as well as an uniformed manner of handling most situations involving motor vehicle impoundment and/or evidentiary seizure.

Procedure / Authorized Towing Companies:

The Department shall maintain a group of local towing and impoundment companies which provide the following services:

1. twenty-four (24) hour, seven (7) day a week motor vehicle towing and impoundment services, which are appropriately insured and/or bonded,
2. at least two after hour contact telephone numbers; and,
3. compliance and agreement to the terms and conditions ordained in Charlestown City Ordinance regarding the vehicle tow-in fee policy for the Charlestown Police Department.

Authorized Towing & Impoundment Companies List shall be maintained within the communications division of the Charlestown Police Department. Department Towing Requests shall be documented by the on-duty radio dispatcher, using the Department Tow Log. Authorized towing and impoundment companies of the Charlestown Police Department shall be used on a rotating basis, including unavailable and denied requests for service. Department list rotation shall not be affected by owner/operator request of a particular towing company, and shall be documented as such on the Department Tow Log by the on-duty radio dispatcher.

Procedure / Department Tow-in Fee:

All motor vehicles ordered towed and impounded by the Charlestown Police Department, in compliance with this section and Charlestown Ordinance 2000-OR-11, shall be assessed a twenty-five (\$25.00) dollar tow fee. Motor vehicles towed through the Department, for reasons or circumstances out of the control of the owner/operator, and where no violations of local, state and federal laws are involved, shall NOT be subject to the Department Tow-In Fee. Department Tow-in Fees shall be collected by the towing and impounding company, with their respective storage and towing fee, at the time of motor vehicle release to the specified owner/operator. Department Tow-In Fees shall then be forwarded to the Charlestown Police Department (along with each "Law Enforcement Acknowledgment of Release" copy issued by the impounding police officer, at the time of impoundment. See "Police Officer Impounded Vehicle Report Directions" within this order) at least monthly.

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Simply, impounded motor vehicles issued a completed "Police Officer Impounded Vehicle Report" Indiana BMV Form 322B, (wrecker operator and motor vehicle owner/operator copy forwarded at the time of impoundment) shall be assessed the Department Tow-In Fee, as prescribed in this section and Charlestown Ordinance 2000-OR-11. All motor vehicles described in Section One of this order, shall be assessed the Tow-in Fee and be inventoried by the impounding department police officer.

Procedure / Impounded Vehicle Report Directions:

All motor vehicles ordered towed and impounded by the Charlestown Police Department, as outlined in Section One of this order, shall be assessed a twenty-five (\$25.00) dollar fee and inventoried before release to towing agents for impoundment. ***Courtesy tows of motor vehicles shall not be assessed the Department Tow-in Fee and will not be required to be inventoried by department officers.***

Upon impounding a motor vehicle, as prescribed in Section One of this chapter, the impounding officer must complete a department issued Police Officer Impounded Vehicle Report (BMV form 322B), at the time of impoundment. The Impounded Vehicle Report is made up of an original white cover page, attached by four (4) carbon-less copy sheets in the colors of pink, yellow and green.

Inventory / Impound Form Distribution:

White Original (BMV Copy) = retained & submitted with case paperwork, sent to the Indiana Bureau of Motor Vehicles by a Department records clerk.

Yellow (Impounding Agency copy) = submitted with case paperwork & filed in the case file by a Department records clerk.

Pink (2) (Towing & Law Enforcement Acknowledgment of Release Copies) = released to wrecker operator at the time of vehicle impoundment (towing) and retained by the towing company for their records.

Green (Impoundee Copy) = released to the owner/operator of the impounded vehicle at the time of impoundment (towing). Note: If the owner/operator is arrested and transported to county jail, the green copy should be included with the prisoner property and sent along to the county jail.

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The **Police Officer Impounded Vehicle Report** form should be completed in the following manner:

1. The respective case number should be entered into the top box labeled "District tow-in number"
2. All other sections of the report form are labeled in a self-explanatory way and should be completed as they apply to the situation.
3. Vehicle inventory should be completed in the Narrative section of the form (See Vehicle Inventory Procedure).
4. The bottom two lines, referring to rental property information, do not apply to situations of the Charlestown Police Department, and should be disregarded.
5. Complete the form legibly and in black ink, as with other paperwork.
6. Police Officer Impounded Vehicle Reports can be replenished by the Chief or Assistant Chief of Police.

Procedure / Impounded Vehicle Inventory Procedure:

All motor vehicles ordered towed and impounded by the Charlestown Police Department, as outlined in Section One of this chapter, shall be assessed a twenty-five (\$25.00) dollar fee and inventoried before release to towing agents for impoundment.

Courtesy tows of motor vehicles shall not be assessed the Department Tow-in Fee and will not be required to be inventoried by department officers.

While awaiting the arrival of the requested towing company wrecker, the impounding officer should complete the Police Officer Impounded Vehicle Report and conduct an inventory of the vehicle to be impounded.

REMEMBER: Always have an assisting/back-up officer on scene while conducting the vehicle inventory, if the prisoner is also still on-scene.

The Vehicle Inventory is a general list of property within the vehicle at the time of impoundment. The vehicle inventory list should be entered into the Narrative section of the Police Officer Impounded Vehicle Report. A brief description of property inside the vehicle should be included, for example:

"one pair jeans, yellow sweat shirt, red Craftsman tool box (filled with hand tools), and box of Pioneer Speakers in the rear passenger compartment"

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Serial and model number information do not have to be recorded unless the impounding officer feels necessary, for reasons of high value property. The example above lists a tool box of hand tools, it is not necessary to count the tools and specify each on them in the list of vehicle inventory. If the vehicle has a large amount of clothing about the vehicle, summarize the property by documenting “*several pairs of misc. men’s pants, shirts and coats*”. **BE CONSISTENT IN THE MANNER OF WHICH YOU SUMMARIZE VEHICLE PROPERTY INVENTORY.**

Questions of clarification, for case by case basis, should be directed to the on-duty shift commander for judgment and decision.

Impounded Vehicle Conditions of Release:

There are three (3) levels of release procedures for a vehicle which has been impounded by the department (logged on the department wrecker log):

Level #1: HOLD until authorized by the REQUESTING Officer:

This classification should be used when a vehicle is impounded by an officer of the department AND can not be accessed by or released to anyone until the requesting/investigating officer authorizes it directly. Examples of this type of situation may include: evidence processing, owners statement to investigating officers, criminal charges pending, etc. Once this HOLD is lifted by the Requesting Officer, the towing company is responsible for ensuring proof and proper (proof of vehicle ownership and proper vehicle license and insurance registration) release of the vehicle.

Level #2: Proof & Proper (License, Registration & Proof of Insurance):

This classification should be used when a vehicle is impounded by an officer of the department, where there is no basis or need is expressed by the requesting officer to place a HOLD on the vehicle for purposes described in level #1 above. Proof and Proper is NOT A HOLD, it is the standard condition of release, whereas the towing company is normally responsible for ensuring, in advance, that the individual the vehicle is released to:

- a.) displays a driver's license with his/her photo and information upon it,
- b.) provides proof of ownership and insurance for the impounded vehicle, and,
- c.) ensures that the plate upon the vehicle matches that of the registration certificate and which properly identifies the impounded vehicle by its VIN.

Level #3: No LE (Law Enforcement) Condition of Release:

This classification should be used when a vehicle is towed with the assistance of the department and without law enforcement action i.e. citation, arrest, or violation such as a courtesy tow. The department has no responsibility regarding the condition of vehicle release by the towing company.

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Article 1 Police Actions Chapter 13: Domestic Violence Policy-

Purpose:

The purpose of this chapter is to establish guidelines concerning, handling of domestic violence. (The procedures are described for domestic cases involving a person who is or was a spouse of the victim, or is or was living with the victim; or has a child in common with the victim).

Policy:

It is the policy of the Charlestown Police Department that officers shall take enforcement action necessary to ensure the safety and well being of all persons involved in or affected by the dispute. The Charlestown Police Department supports a “domestic battery” arrest with probable cause as the preferred response to domestic violence.

1. Dispatchers receiving domestic disturbance/violence complaints shall ascertain, or make every effort to do so, the following information from the complainant. Said information shall be immediately forwarded to the highest ranking responding officer.
 - a. the involvement or presence and **location of any type of weapons.**
 - b. the status of the situation regarding the disturbance being a **verbal argument or physical confrontation** (involving a battery).
 - c. the existence and **location of any injured persons.**
 - d. the **locations of known persons involved** in the disturbance.
2. All domestic disturbance/violence complaints shall require the assignment of a department case number, by the on duty dispatcher.
3. All domestic disturbance/violence complaints involving a report or indication of physical violence shall constitute emergency response by officers; AND dispatch to remain on the telephone line with the complainant until officer arrival.
4. Officers responding to and/or investigating incidents of domestic violence shall (before terminating initial contact with the incident victim) complete the following requirements, as mandated by IC 35-33-1-1.5, entitled “Preventing Further Violence”:
 - a. A law enforcement officer responding to the scene of an alleged crime involving domestic or family violence shall use all reasonable means to prevent further violence, including the following:
 1. Transporting or obtaining transportation for the alleged victim and each child to a designed safe place to meet with a domestic violence counselor, local family member, or friend.

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2. Assisting the alleged victim in removing toiletries, medication, and necessary clothing.
3. Giving the alleged victim immediate and written notice of their rights under Indiana Code 35-40. (This information is contained within the department Domestic Violence brochure)

Types of arrest possible:

1. There are a variety of arrest alternatives available to an officer to protect victims from an offender.
2. An arrest may be made for felony charges as in any criminal case. as provided in IC 35-42-2-1.3, the charge of Domestic Battery becomes a Class D Felony with a previous unrelated conviction under the Domestic Battery statute (IC 35-42-2-1.3) and/or Battery (IC 35-42-2-1), as documented via the suspect's **current** NCIC / IDACS Criminal History Record.
3. Warrantless arrest on misdemeanor charges is also possible with probable cause.

Warrantless arrest on misdemeanor charges of domestic battery: IC 35-42-2-1.3

1. Action permitted.
 - a. An officer may arrest a person when the officer has probable cause to believe the person is committing or attempting to commit a battery in the officer's presence.
 - b. An officer may arrest a person for a Class A Misdemeanor, or domestic battery NOT COMMITTED IN THE OFFICER'S PRESENCE, when the officer has probable cause to believe that the person has committed a battery resulting in bodily injury (any impairment of physical condition, including pain).
 - c. It shall not be necessary for the officer to:
 - i. Ask the victim whether he / she wants the offender arrested.
 - ii. Request the victim to sign an affidavit.
2. Procedure:
 - a. Upon arrival at a domestic violence / domestic disturbance situation, the officer shall interview victims and (if any) witness (s) to determine if probable cause exists to believe that a battery has occurred. Factors to consider include:
 - i. Visible signs of injury or impairment to the victim.
 - ii. Circumstantial evidence such as disheveled clothing, overturned furniture, etc...
 - iii. Threats overheard by an officer or dispatcher or relay to the officer by a victim and / or witness (s).

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- b. If the officer from his / her investigation has probable cause to believe that a battery with injury has occurred, he/she shall arrest the offender for battery unless circumstances call for some other action in the interest of victim security.
- c. The officer shall process the arrest as all other arrests by completing a proper arrest report and probable cause affidavit.

Warrantless arrest on misdemeanor charge "Invasion of Privacy" (IC 35-46-1-15)

- 1. An officer shall arrest a person for invasion of privacy when the officer has probable cause to believe the person knowingly, or intentionally violated:
 - a. A protective order
 - b. A temporary or permanent restraining order
 - c. An order issued as a condition of pretrial release or pretrial diversion requiring the person to refrain from any direct or indirect contact with another person.
- 2. It shall not be necessary for the officer to:
 - a. Ask the victim whether he / she wants the offender to be arrested.
 - b. Request the victim to execute an affidavit.
- 3. Procedure:
 - a. Upon arrival at a domestic violence / disturbance situation, the officer shall interview the victim (s) and any witness (s) to determine if probable cause exists to believe the offender knowingly, or intentionally committed invasion of privacy.
 - b. An arrest for invasion of privacy SHALL BE ENFORCED if the protective order or restraining order is issued by a circuit, superior, municipal, or county court.
 - c. If the officer is not satisfied that the violator knows the terms of the order, the officer can determine the terms of the order by having the radio dispatcher relay the terms listed on the copy of the order kept in the repository and then:
 - i. Advise the violator of the conditions of the order, and then insist on compliance based on the information provided to the violator.
 - ii. The officer shall then advise the dispatcher to note on the copy of the order in repository that the terms of the order were made clear to the violator.
 - iii. If the violator does not comply with the order, then he / she shall be arrested for invasion of privacy.
 - d. The officer shall process the arrest as all other arrests and list all related information and probable cause in the report.

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Other law enforcement action:

1. Other crimes:
 - a. An officer may affect an arrest for crimes other those listed in this policy when appropriate probable cause exists to justify an arrest.
2. Citizen complaints:
 - a. An officer shall make a reasonable effort to inform victims of options for citizens-initiated prosecution by referring complaints to the prosecutor's office.
3. Victim services:
 - a. An officer shall make reasonable effort to inform the victims of services available for their protection and welfare.
 - b. The officer may contact a local crisis or victim hotline as listed on material given to all officers.
 - c. If the victim is in need of shelter the officer may contact or have the victim contact: The Center for Women and Families, New Albany, IN – (812) 944-6743 or Louisville, KY – (502) 581-7222.

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Article 1 Police Actions Chapter 14: Juvenile Sexual Assault Procedure-

This chapter outlines and describes the Department's policy and procedure regarding the investigation of sexual assault cases, where the victim is a juvenile (under the age of 18 years).

For purposes of this order, a sexual assault case shall include, but is not limited to the offenses of: Rape, 35-42-4-1; Criminal Deviate Conduct, 35-42-4-2; Child Molesting, 35-42-4-3; Child Exploitation, 35-42-4-4; Vicarious Sexual Gratification, 35-42-4-5; Child Solicitation, 35-42-4-6; Child Seduction, 35-42-4-7; Sexual Battery, 35-42-4-8; Sexual Misconduct, 35-42-4-9. Generally, any incident where a juvenile has been victimized by an act or action of a sexual nature, or where the exposure to such an act or action may have emotionally affected a juvenile.

Procedure:

Upon receipt of a complaint, sexual in nature and victimizing a juvenile, as outlined in this order, the following steps shall be completed by the assigned investigating officer:

1. Investigate and compile the basic details concerning the incident/complaint **without** interviewing the juvenile victim, at this point.
 - a. Investigate for the names, ages and relationships of all individuals (victim, suspect, & witnesses) involved or known to have information regarding the incident(s).
 - b. Investigate for the approximate date and time, or dates and times, of the incident(s) and secure any possible evidence.
 - c. Investigate for the approximate location(s) in which the incident or incidents occurred.
 - d. Investigate the current locations of all victims, suspects and witnesses.
2. Contact a Clark County Child Protective Services (CPS) investigator and advise them of the case details and information obtained in Step #1 above. If making contact after regular business hours, the Clark County Police Department should be contacted to have a CPS investigator paged to contact the assigned investigating officer via telephone. Discuss and agree with a plan for completing the investigation, involving the CPS investigator and the sex crimes county prosecutor, if deemed necessary.
3. Contact a member of the Clark County Children's Sexual Assault Services, via Clark Memorial Hospital or dispatch index. Advise the member of the details of the case, and assist in making arrangements for helpful and necessary services the organization offers. Utilize literature brochures, on station, provided by and labeled: **Children's Sexual Assault Services**.

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4. Complete a thorough criminal investigation, including obtaining a statement from any and all suspects and possible witnesses, prior to filing of the investigation report with the prosecutor. The investigating officer shall work closely with the assigned prosecutor and Child Protective Services to ensure that all investigating options are pursued for the arrest and conviction of any sexual assault offender.
5. Juvenile sexual assault investigations are of a confidential nature and victim information is not a matter of public record.

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Article 1 Police Actions Chapter 15: Child Abuse/Neglect Protocol-

The Department has entered into an interagency protocol agreement with the local Child Protective Service (CPS) and the County Prosecutors Office. The purpose of the agreement is the establishment and maintenance of a county-wide protocol for handling child abuse and neglect investigations. Officers of the Department should adhere to the following protocol when receiving information concerning child abuse or neglect within the Department's jurisdiction.

1. *Coordination of Investigations:* When a report of known or suspected child abuse is received, the agency receiving the report (either CPS or Law Enforcement) shall confer with the corresponding agency to coordinate an immediate, on-site investigation to determine whether the child's safety requires emergency action. The Law Enforcement Agency (LEA) shall investigate the alleged child abuse or neglect in the same manner that the LEA conducts any other criminal investigation (IC 31-33-8-2). Color photographs will be taken, as required by IC 31-33-8-3.
2. *Exchange of Information:* When LEA receives a report that a child may be a victim of abuse/neglect; LEA shall immediately communicate the report to CPS; in all cases, LEA shall forward information, including copies of reports, on incidents of cases in which a child may be a victim of abuse or neglect, to CPS (IC 31-33-7-7). When CPS receives a report of known or suspected child abuse, CPS shall communicate this report to LEA in the appropriate jurisdiction (IC 31-33-8-2).
3. *Taking A Child into Protective Custody:* A child may be taken into protective custody by a law enforcement officer under a court order. Also, a law enforcement officer may take a child into protective custody if (a) it appears that the child's physical or mental condition is seriously impaired or seriously endangered; and (b) there is not reasonable opportunity to obtain a court order. If a child is taken into protective custody without court order, the person taking the child into protective custody shall immediately make written documentation of the incident (IC 31-34-2-1; IC 31-34-2-3; IC 31-34-2-6).
4. *Taking an Alleged Perpetrator into Custody:* A law enforcement officer may take an alleged perpetrator of an act against a child into custody for the purpose of removing the alleged perpetrator from the residence where the child is residing. The law enforcement officer shall immediately contact the county Office for Families and Children Attorney for the purposes of initiating a protective order to prevent the alleged perpetrator from having contact with the child (IC 31-34-2-2).

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5. *Coordination with Prosecutor's Office:* CPS shall immediately forward a copy of all substantiated reports of abuse or neglect to the Prosecutor's Office (IC 31-33-8-5). CPS will forward separately those reports which may result in criminal charges being filed with a cover letter requesting that these be given special attention. CPS, LEA, and the Prosecutor's Officer will continue to coordinate efforts to successfully investigate and prosecute cases of criminal child abuse/neglect.
6. *Child Abuse Registry:* A report shall be entered into the State Central Registry if at least one of the following apply: (a) An arrest of the alleged perpetrator is made; (b) Criminal charges are filed; (c) A court determines that a child is a Child In Need of Services; (d) A court approves a program of Informal Adjustment; or (e) A person does not comply with terms of a Service Referral Agreement. CPS will provide notification of registry entry to parents and alleged perpetrators. A person or organization (as listed in IC 31-33-17-6), including LEA and any person or agency hiring or using in a volunteer capacity, a person who will be working in a capacity of trust with children, will have access to State Central Registry Information.
7. *Cooperation Between Agencies:* LEA, CPS, and the Prosecutor's Office agree to offer assistance, consultation and information to one another in receipt and investigation of reports of child abuse and/or neglect. All reports and information exchanges shall be as required by law.

Regarding Methamphetamine / Drug Issues Involving Protection of Children:

1. CPS will immediately inform Law Enforcement agencies when it becomes aware of methamphetamine/drug use or production where children are involved.
2. CPS will request Law Enforcement agency assistance in investigating those situations involving drug/methamphetamine use or "meth" labs that endanger children.
3. Law Enforcement Agency will notify CPS when Law Enforcement investigates "meth"/drug abuse that endangers children.
4. CPS will respond immediately when notified by Law Enforcement that there are drug issues that endanger children.

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Chapter 16: Mental Evaluation Procedure-

A Department officer employee or member, who during the course of their duties as a law enforcement officer, has reasonable grounds to believe that an individual is mentally ill, dangerous to themselves or others, and/or in immediate need of hospitalization and treatment shall:

1. Exercise immediate twenty-four (24) hour detention for mental evaluation authority provided for in Indiana Code 12-26-4.
2. Summons an ambulance to transport the individual to the nearest medical facility with psychiatric intake personnel, other than a state mental institution.
3. Complete a narrative style report or proper facility form(s) to provide the treating medical personnel with the information and reasoning behind the request for twenty-four hour immediate detention and mental evaluation. The original report/form(s) should immediately be forwarded to the treating medical personnel and a photocopy retained for submission to Department files.

Additional evaluation and/or detention over and above the twenty-four hour law enforcement officer's immediate detention will require the order of a judge, pursued by the family and family physician of the individual or in some cases by a law enforcement officer.

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Article 1 Police Actions Chapter 17: Missing Person Investigations-

The Charlestown Police Department may receive reports of missing persons, including criminal complaints of kidnapping and abductions of adults and juveniles that either originated within the City limits of Charlestown or that another law enforcement agency has reason to believe will involve the jurisdiction of the Charlestown Police Department.

Missing Juveniles:

Department employees and members receiving and/or assigned to a report of a missing juvenile shall immediately investigate to determine whether there is suspicion and/or reason to believe that the juvenile has run away, is lost, or is otherwise kidnapped or abducted. The investigation should include a detailed description of the juvenile and completion of the Indiana Missing Children Clearinghouse form, interview of all individuals who the juvenile was last seen with and information to determine probable cause exists to believe a crime has been committed.

Missing juveniles believed to be lost, and of an age that would place them in danger if alone or without adult supervision, shall provoke the use of any resources available to expedite locating a lost juvenile, including but not limited to, call out of additional Department personnel, the volunteer fire department, the Indiana State Police helicopter, use of thermal imaging equipment and/or K9 teams, and organized searching parties. The shift commander should; if practical, set up command at a location near the last known location of the juvenile, or the juveniles' home.

Missing juveniles believed to be a runaway, should provoke an immediate investigation involving interviewing persons who last saw the possible runaway, known associates and friends, other family members who may know information or who had recently had contact with the possible runaway. Information should be obtained for the completion of the Indiana Missing Children Clearinghouse form and entry into the National Crime and Information Computer database. The involvement of law enforcement agencies having jurisdiction in the areas where it is possible the juvenile may be located should be solicited.

Missing juveniles believed to haven been kidnapped or abducted by a known individual, should provoke an immediate investigation involving interviewing persons who last saw the juvenile and who can provide information in completing the Indiana Missing Children Clearinghouse form for Amber Alert issuance and National Crime and Information Computer database entry. See the Amber Alert Procedure for further protocol.

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Section A: Amber Alert Procedure

The purpose of this section shall be to establish department personnel guidelines and procedures for use of the statewide Indiana Amber Alert program. The Amber Alert system is a voluntary partnership between law enforcement and the Broadcasters Association to activate an urgent bulletin in most serious child abduction cases. The Indiana Amber Alert Plan uses the Emergency Alert System (EAS), broadcast station news stations (including Louisville metro area), IDACS, the internet, and roadside information signs to inform the public of fresh child abductions.

The Amber Alert criteria are:

1. The child must be under 18 years of age.
2. The child must be believed to be abducted and in danger of serious bodily harm or death.
3. There must be enough descriptive information to believe the broadcast will help.
4. The request must be recommended by the law enforcement agency with jurisdiction.

Note: Missing adults, runaways, and children taken in child custody disputes do NOT qualify for Amber Alert activation in Indiana.

To activate a statewide Amber Alert, the dispatcher and investigating officers shall:

1. Complete the Amber Alert Request Sheet
2. Contact Indiana State Police Operations Center, at (317) 232-8248, and inform them that the Charlestown Police Dept., in Clark Co., is preparing a request for Amber Alert activation.
3. Fax the completed Alert Request Sheet to the ISP Operations Center, at (317) 232-0652.

Note: When completing the Amber Alert Request Form, the Department phone number (812) 256-6345, should be entered as the designated number for Investigative Leads. The Indiana Amber Alert Toll Free number (1-888-58AMBER / 1-888-582-6237) will be forwarded to this designated department number during the requested alert period. The dispatcher should prepare for numerous investigative lead calls during the alert period. **IMPORTANT: The dispatch center back-up telephone's Emergency By-Pass has to be pressed to enable Amber Alert calls to be delivered directly (by-passing the normal automated greeting).**

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Forms to be kept in stock and used in conjunction with Amber Alerts include:

1. AMBER ALERT REQUEST SHEET to be kept in stock in the department Communications Room, the department Squad Room forms file, and each department patrol unit. The Request Sheet should be used by initial responding/investigating officers, out in the field, for INITIAL information collection in a child abduction situation to expedite Amber Alert activation. The Amber Alert Request Sheet does NOT replace the Missing Child Clearinghouse form or IDACS/NCIC submission.
2. DEPARTMENT INVESTIGATIVE LEAD SHEET is used to expedite, organize, and document all Amber Alert related investigative lead information received by the department Communications Center (before or as being relayed to investigating officers).

Amber Alert program activation by the Charlestown Police Department shall be brought to the attention of the Chief of Police, Assistant Chief of Police and Chief of Detectives at the earliest possible opportunity, by the on-duty dispatcher.

During an Amber Alert child abduction the shift commander is automatically authorized to utilize any and all resources, including but not limited to off-duty reserve and full-time personnel (dispatchers and officers) and volunteer fire department response, to efficiently and effectively investigate, search and recover an abducted child within the jurisdiction of the City of Charlestown, Indiana.

All department personnel shall become familiar with these policies and procedures and prepared to initiate them at a moments notice, implementing them within the general rules and operational guidelines of each respective position responsibility.

Note: Also review supporting ISP and IBA information posted with this General Order in the Communications Room.

Missing adult situations of suspicious nature should provoke an investigation involving the interviewing of persons who last saw or associated with the missing adult, including family members, co-workers and significant others. Adults missing under suspicious circumstances should be entered into the National Crime and Information Computer database, as well as State Police dispatch if the adult is suspected to be in the metro area.

Charlestown Police Department personnel shall make every effort to assist individuals in finding missing family members, whether their disappearance is suspicious or not.

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Chapter 18: Harassment Complaints-

Harassment and intimidation complaints, received by the Charlestown Police Department shall be handled in the following manner by Department officer employees and members.

Harassment is a misdemeanor offense which requires a law enforcement officer in Indiana to witness the offense, to affect an arrest. Harassment is also an offense where a requirement is that the violator be told to stop in advance. Unless these stipulations are met, an officer investigating a harassment complaint where there is evidence that the requirements of the statute of harassment are satisfied, shall document the complainant's statement; and locate the suspect for documenting his/her statement regarding the complaint (if any is volunteered), on a Department Incident Report or narrative supplement. The complainant and suspect should both be advised that it would be in their best interest to refrain from any contact or communication until the matter is resolved. The complainant will then be responsible for obtaining a copy of the completed report, and taking it to the Clark County Prosecutor's Office for purposes of filling formal charges.

Intimidation is a misdemeanor offense which requires a law enforcement officer in Indiana to witness the offense, to affect an arrest, unless it is performed using a deadly weapon, making the offense a felony. Misdemeanor Intimidation involves the communication of a threat of bodily harm to another person. An officer investigating a misdemeanor intimidation complaint where there is evidence that the requirements of the statute of intimidation are satisfied, shall document the complainant's statement; and locate the suspect for documenting his/her statement regarding the complaint (if any is volunteered), on a Department Dispatch Incident Report or narrative supplement. The complainant and suspect should both be advised that it would be in their best interest to refrain from any contact or communication until the matter is resolved. The complainant will then be responsible for obtaining a copy of the completed report, and taking it to the Clark County Prosecutor's Office for purposes of filling formal charges.

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Chapter 19: Loud Music Complaints-

This chapter establishes the general procedure for addressing loud music complaints within the jurisdiction of the Charlestown Police Department.

According to IC 35-45-1-3, the offense of Disorderly Conduct, a class B Misdemeanor, is committed when “a person who recklessly, knowingly, or intentionally:

1. engages in fighting or in tumultuous conduct;
2. **makes unreasonable noise** and **continues to do so after being asked to stop**; or
3. disrupts a lawful assembly of persons.

According to the Clark County Prosecutor, it is permissible to use this statute to address loud music complaints. It is further recommended that loud music complaints, as investigated as disorderly conduct violations, be handled in the following manner.

Upon receiving a citizen complaint (*necessary as a witness to the offense, in addition to a police officer*), and documenting all complainant information (name and address) within an assigned case ticket, an officer shall be dispatched to investigate.

Upon arrival to the residence/property in question, the officer must then witness (*misdemeanor rule*) the offense (music, noise, etc.) and determine if it is unreasonable in nature as prescribed by the statute. The officer should take into consideration the time of day and any other surrounding visible circumstances. If a violation is witnessed, as per statute, the owner or custodian of the property **MUST** be informed of the complaint nature and be “asked to stop”, the officer should issue a **Disorderly Conduct Warning**. The name of the person **MUST** then be recorded and included on the case incident report.

Any future violations within a **REASONABLE** amount of time after issuance of the Disorderly Conduct Warning, involving the same person(s), location and circumstances, should be addressed with a written uniform citation, citing the violator to appear in court and answer the charge of Disorderly Conduct (Charlestown City Court). The officer **MUST** verify that the same violator had recently received a Disorderly Conduct Warning, by a Department police officer, before a citing that same person into City Court. Note: Refusal to sign a misdemeanor charge citation, as a promise to appear in court, **MUST** result in arrest and incarceration pending appearance before the City Court. Physical arrests for Disorderly Conduct violations of the above nature should be pursued as a last resort and **after** the second witnessed violation within an **reasonable** amount of time and at least one issued citation to the same person for the same violation.

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Article 2 Department Paperwork Chapter 1: Operations Database-

The Department utilizes a computer database for purposes of documenting and archiving official business and operations of the Department. The Department Operations Database is for official Department business only, of which all information entered must be accurate and professional. All personnel are required to proof read their entering of information as it becomes a legal document of the Department. Information entered and documented with the Department Operations Database shall be correct in grammatical composition, usage, spelling and punctuation. Department information and documentation is referenced in the Department Operations Database by Department case number and/or in chronological order as received. Information and documentation rules and procedure are outlined in the Department Paperwork Guidelines Manual. Department personnel are required to follow established Department Paperwork Guidelines as set forth in the Department Paperwork Guidelines Manual. The knowing, intentional and/or reckless use and/or entry of false or fictitious information within the Department Operations Database shall be grounds for disciplinary action, including but not limited to employment termination. The Department Operations Database shall be archived on a regular basis, with one copy maintained in a separate secured environment, as overseen by the Office of the Chief of Police.

Section A: Case Number Assignments:

Case numbers are specific to the Department's operation and are internal numbers used to reference complaints, actions and investigations of Department officer employees and members. Case numbers are issued by the dispatcher with the initiation of a case, as a result of a complaint or action initiated by a Department officer employee or member. Department case numbers are a seven digit number, with the first two digits representing the calendar year of the case number. The last five numbers of a Department case number combine to represent the numeric order of complaints or officer initiated actions, beginning at midnight on the first day of the calendar year and ending at 2359 hours on the last night of the calendar year.

Section B: Case Follow Up Documentation:

Officers performing follow-up actions to cases which have already been assigned a case number, should radio their actions in reference to the appropriate case number. Documentation of case follow-up information shall be added to the original case dispatch ticket so that all case dispatch ticket information is consolidated on the same case number dispatch ticket entry.

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Article 2 Department Paperwork Chapter 2: Network Use and Operation-

The Department's computer network is an important tool for efficiency and effective operation, including limiting paperwork time. The network is comprised of a main computer, also called the server, and workstation computers which are run by the server. The following rules regarding the Department computer network should be adhered to by all Department personnel:

1. NEVER TURN THE POWER OFF ON A COMPUTER. ALL COMPUTERS ARE ON A NETWORK AND CAN NOT BE RESET BY SIMPLY TURNING THE POWER OFF THEN BACK ON. If it is necessary to shut any computer off, seek the assistance of someone knowledgeable about network computer systems.
2. KEEP FOOD AND DRINK AWAY FROM COMPUTER COMPONENTS, including the keyboard, monitor and printer.
3. The NETWORK SERVER affects the operation of the entire network system and should not be disturbed unless authorized to do so by the Shift Commander or the Chief's Office.

The network is of a confidential nature, access to the Department network is restricted to Department personnel.

Article 2 Department Paperwork Chapter 3: NCIC / IDACS – Officer Policies-

The Department is a National Crime and Information Computer (NCIC) / Indiana Data and Communications System (IDACS) terminal agency. The NCIC / IDACS system is for official law enforcement business use only and not for private use. The information assessable from the NCIC / IDACS system is confidential to law enforcement personnel, for law enforcement purposes, and is not public access information. The NCIC / IDACS system management is the responsibility of the on-duty dispatcher. Department personnel shall respect the rules and procedures NCIC / IDACS certified operators have to abide by and responsible for upholding, including internal security and documentation. The request for Criminal History information from the NCIC / IDACS systems must be part of an official Department criminal investigation, referenced by an established Department case number.

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Article 2 Department Paperwork Chapter 4: Paperwork Guidelines-

This chapter provides general guidelines regarding Department paperwork. Each case or incident is different even though charges and/or offense types may be identical. These guidelines should assist officers in concentrating on the bottom line issues concerning Department paperwork and documents. **ALWAYS PROOF READ YOUR WORK** (meaning: read what was written, each word, completely and slowly, after you think you may be completed). **ALWAYS UTILIZE SPELL CHECK ON DEPARTMENT COMPUTERS** (sometimes spell check will not assist you on every word, but it offers another avenue to make corrections in a timely manner). All paperwork forms shall be completed using only black ink, legible, and professional in appearance. Blue or red ink should not be used on legal and Department forms. Report writing often makes the difference in criminal convictions and civil law suits. If you have a question or are unsure, ALWAYS ask a fellow officer or your shift commander for assistance and/or clarification (your decisions and performance affect the Department as a whole).

Section A: Supervisory Review

The Shift Commander of each shift is responsible for reviewing for accuracy, spelling, procedure and composition all documents, reports and paperwork of his/her shift. Corrections should be performed before end of shift, at the direction of the reviewing Shift Commander.

The Shift Commander shall review the officer's narratives, of any cases investigated on his/her shift, for accuracy, spelling, procedure and composition. Corrections, specified by the Shift Commander, should be performed before shift end and the Shift Commander shall signify his review and approval of the narrative by signing in the space designated and to the right of the investigating officer's signature on the Department copy. Case paperwork, including the officer's narrative, will not be considered complete until reviewed and approved by signature by the appropriate Shift Commander.

In the event that supervisory review can not be completed by end of shift, it shall carry over to the following shift, if scheduled for the next calendar day, as long as doing so does not delay court proceedings. In the event that supervisory review can not be completed by shift's end, and the case paperwork is required to be at the prosecutor's office or court before the next day, the investigating officer and Shift Commander shall remain on-duty completing the paperwork and supervisory review before ending the current tour of duty.

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Section B: Filing of Complete Paperwork:

Completed reports and paperwork shall be placed in the mail tray box within the Communications Room marked "PAPERWORK". All Charlestown City Court arrest paperwork and citations should be forwarded to the Department Communications Room Paperwork tray. All arrests and citations cited into Clark Superior or Circuit Courts should have its original paperwork forwarded, in a sealed envelope, to the Prosecutor's Office or its mailbox located in the Book-in Room of the Clark County Jail, **before the scheduled court date**. Arrests and citations cited into Clarksville Town Court should have its original paperwork forwarded, in a sealed envelope, to the Clarksville Town Court, via the Clarksville Police Department. For departmental documentation purposes regarding arrests and citations for courts other than Charlestown City Court, the following documents should be submitted, when applicable to the case and/or arrest, to the Department PAPERWORK tray in the Communications Room. Original forms and documents, especially those bearing victim and suspect signatures, must be forwarded to the prosecutor's mailbox for court purposes.

Non-Charlestown City Court Arrests/Cases (Department paperwork requirements):

- 1.) Signed copy of the case narrative supplement.
- 2.) Copy of the completed and signed Case Report.
- 3.) Pink copies of all citations (Information & Summons and Complaint & Summons).
- 4.) Pink copies of all Inmate Commitment Forms.
- 5.) A copy of any additional document or form you wish to remain on file with your case at this Department.

Note: It is the responsibility of the arresting or investigating officer to ultimately ensure that court paperwork is delivered to the appropriate mailbox, and on time for court.

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Article 3 Department Relations Chapter 1: Community Relations-

A system of law and its enforcement is not superimposed upon an unwilling public in a free society. Rather, the law is created by the people themselves to control the behavior of those seeking to interfere with the welfare and very existence of the community. Although the primary responsibility for enforcement of the law lies with the people, modern society is complex and most people are unable as individuals to cope with crime. Thus, the Police Department has been created to assist in maintaining social order.

The police effort, by its very nature, tends to restrict individual freedom. In the performance of their duties, police come into contact with members of the public. The encounter can be a very frightening and emotionally painful experience for the individual and the possibility of a misunderstanding arising is very great. In the very least, such circumstances leave a lasting impression which colors the citizen's attitude toward and cooperation with the Police Department. Minimizing the risk of misunderstanding in contacts with the public presents a challenge of some consequence for the Department.

Effective law enforcement depends not only on the respect and confidence of the public, but on a close, direct, and continuous communication between the police and every segment of the population.

Individual Dignity:

A recognition of individual dignity is vital in a free system of law. Just as all persons are subject to the law, all persons have a right to dignified treatment under the law, and the protection of this right is a duty which is as binding on the Department as any other. An officer must treat each individual with as much respect as that person will allow. An Officer must be constantly mindful that the people with whom the Officer is dealing are individuals with human emotions and needs. Such conduct is not a duty imposed in addition to an officer's primary responsibilities, it is inherent in them.

Role of Individual Officer:

In its most common form, community relations take place in the numerous daily encounters between individual officers and citizens. It is at this level that community relations are established and maintained.

Each officer must attempt to make his/her contact with people one which inspires respect for himself/herself as an individual and professional and one which generates the cooperation and approval of the public. While entitled to his/her personal beliefs, an officer cannot allow his/her individual feelings or prejudices to enter into public contacts. Every officer must strive to eliminate attitudes which might impair his/her impartiality and effectiveness.

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Equality of Enforcement:

The City of Charlestown is composed of different neighborhoods, each with its own life style and each with its own individual crime problems. The foundations of this country are based on the principle that all men are created equal. It is the right of every individual to have equal protection under the law. Therefore, there shall be no inequality or discrimination in the enforcement of laws. Where the law is not evenly enforced, there follows a reduction in respect for the law and resistance. Citizen treatment in similar circumstances must be fair and impartial.

Responsiveness to the Community:

The Department must be responsive to the needs and problems of the community. While the Department's task is governed by the law, the policies formulated to guide the enforcement of the law must include consideration of the public will. This responsiveness must be evidenced at all levels of the Department by a willingness to listen and a genuine concern for the problems of the community. The total needs of the community must become an integral part of the programs designed to carry out the missions of the Department.

Openness of Operation:

Law enforcement operations in a free society must not be shrouded in secrecy. It is necessary that there be full public disclosure of policies and openness in matters of public interest while maintaining confidentiality of the Department and individuals. Therefore, the Department shall disseminate accurate and factual accounts of occurrences of public interest, insofar as such disclosures do not violate the legal rights of the individuals involved or those Department records or matters deemed confidential.

Interpersonal Communications:

To promote understanding and cooperation, there must be interpersonal communications between members of the community and officers at all levels of the Department. Each employee or member must be aware of the law enforcement needs of the community and his/her particular assigned area of responsibility. Guided by policy, an officer must tailor his/her performance to attain the objectives of the Department and to solve the specific crime problems in the area he/she serves. The Department must strive to ensure that the unity between the police and the people is preserved.

Training in Human and Community Relations:

Police officers are representatives of the community at large and as such are subject to having the same prejudices and biases found in most of society. Constant exposure to crime and its aftermath can transform a normally sympathetic, understanding officer into one that becomes insensitive and hardened to the community he/she strives to protect. The Charlestown Police Department may provide continuing training in human and community relations to assist offices in understanding their total role in the community.

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Section A: Release of Information

The public has an interest in law enforcement and in the activities of its police department. The news media and members of the public frequently direct inquires to the Department, seeking information on a variety of subjects. Whether to release certain sensitive information or to grant interviews will be determined by the Chief according to the facts of each individual case.

Frequently, due to public expectations and because of his/her accessibility, an officer is called upon to supply information both related and unrelated to the law enforcement function. An officer should appropriately answer questions asked him/her (as provided for by this section), or refer the person to the proper individual, such as the on-duty Shift Commander, Department Public Information Officer, or agency for such answers. When a request is made for information about a police matter, an officer should decide if he/she is in possession of sufficient facts and is qualified to respond, and whether the person making the request is a proper person to receive the information. Generally, an officer should be open in his/her dealing with the public and, unless there is reason to the contrary, he/she should supply requested information. He/she should, however, be cautious to avoid representing as fact that which is his/her opinion.

Through state and federal laws, **COMPLETED** Department records, including Incident Dispatch Tickets, Case Reports, Narrative Reports, Death Reports, and Accident Reports may be a matter of public record. Department case documents and reports are normally considered completed, unless otherwise noted by the investigating officer within the comments section of the case dispatch ticket, when submitted to the Department Paperwork box. Department personnel shall review all documents, before their release to the public, to assure compliance with this section. Department documents or reports that may hamper the successful conclusion of an investigation or jeopardize the safety of affected persons shall not be released. Doubts of whether or not a document or report is appropriate for release should be referred to the case investigating officer (if available) or the on duty Shift Commander.

A person willing to pay the designated department fee for report copies, usually has the right to one copy of all **COMPLETED** Incident Dispatch Tickets, Narrative, Case, Death and Accident Reports associated to any one (1) case or complaint investigation. Case complainants and victims requesting a copy of a completed Department Dispatch Ticket for purposes of taking it to the prosecutor's office to file official charges shall not be charged the designated Department fee for report copies.

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As a guideline, the following information may normally be released:

1. Basic information about a crime or incident.
2. Basic information about adult victims, except that which is restricted according to this section.
3. Descriptions of suspects.
4. Basic descriptions of weapons and vehicles used.
5. Basic description of stolen items.
6. Basic description of the condition of injured victims.
7. The name, age, address and other basic information about adult arrestees (excluding social security number information), and the charges against them.
8. Information contained in arrest affidavits and other completed applicable crime/incident reports.
9. Book-in photographs.

As a guideline, the following information will NOT usually be released:

1. Names, addresses or any information that would identify the victim of a sex offense, child abuse or any other crime where the privacy of the individual is protected by law.
2. Names, addresses and basic information about juvenile arrestees.
3. Active criminal investigative information, active criminal intelligence information and surveillance techniques.
4. Names of informants and information provided by them.
5. Supplemental and investigative reports shall not be released until such time as the case is closed or the lead investigator deems it permissible.
6. The substance of any Grand jury testimony or information.
7. Active internal affairs investigations.
8. The identity of critically injured or deceased persons prior to notification of next of kin.
9. Home address, telephone numbers and familial information of law enforcement personnel, including any Department employee or member.
10. Names or any other information of undercover personnel.
11. Any other information that could jeopardize the successful conclusion of an investigation, prosecution, or endanger an officer or citizen's safety.
12. Any other information prohibited by state or federal law from being publicly disclosed.

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Section B: Media Policy

The Charlestown Police Department must have the support of the community to be successful. Establishing and maintaining an effective relationship with the news media is crucial to accomplishing this goal. This section establishes guidelines regarding media relations, in addition to Section A of this chapter, Release of Information.

Department employees and members are not permitted to release any information that would jeopardize an active investigation, prejudice an accuser's right to a fair trial, or violate any law. It is the policy of the Charlestown Police Department to cooperate with the news media and to maintain an atmosphere of open communication. A positive working relationship with the media is mutually beneficial. To this end, information will be released to the news media in an impartial, accurate and timely fashion. It is the responsibility of each employee and member to abide by this philosophy of cooperation.

Responsibility in Releasing Information to the Media:

It is the ultimate responsibility of the Chief to release information to the public. That responsibility may be delegated to the following personnel:

1. Public Information Officer (PIO) Designee – The PIO is the primary contact for the news media, or
2. Shift Commanders – Shift Commanders with responsibility for a specific case/incident may be the secondary contact for the news media in the absence of the PIO.
3. Division Commanders or other employees – The agency head or PIO may direct Division Commanders or other employees who are charged with respective responsibility over a particular area of interest to respond to media inquiries.

Organization of the Public Information Officer:

The Department Public Information Officer will support the agency and its personnel in matters involving the news media. To accomplish this, the PIO will be available during normal business hours and be on-call for emergencies and critical incidents at all other times. The Shift Commander shall be responsible for ensuring that the PIO is informed of major incidents and all other events that may generate media interest.

Media Ride-Alongs:

Media ride-alongs allow members of the media to accompany law enforcement officers as they perform their duties. The Charlestown Police Department, Office of the Chief, may approve requests for media ride-alongs, based on certain restrictions including, but not limited to, not permitting members of the media to accompany an Officer onto private property or assist in securing permission for such access from property owners.

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Media Procedures:

1. Media Inquiries – The Charlestown Police Department will respond to all media inquiries in a timely and professional manner. During normal business hours, media inquiries shall be directed to the Department PIO. After normal business hours, the PIO should be contacted via mobile or pager at the direction of the on-duty Shift Commander.
2. Interviews – The PIO is responsible for assisting the news media by conducting interviews him/herself or coordinating interviews with other qualified agency personnel. Department employees or members contacted directly by the media shall notify the PIO of any interview requests, in advance. All conversations with members of the news media should be considered “on the record” and subject to being quoted.
3. News Releases – News releases shall be written and disseminated to the media and within the Department on major incidents and events of community interest or concern. Department news releases shall be approved by the Department PIO and Chief of Police before release.
4. News Conferences – News conferences will be held only in connection with major events of concern to the community. The Chief will be informed of all news conferences in advance. The PIO will facilitate the news conference, which may include the Chief, Assistant Chief, Chief of Detectives and/or the PIO.
5. Access to Crime Scenes and Critical Incidents – Department personnel should be courteous to news media representatives at crime and critical incident scenes.
 - a. At such scenes, Department personnel shall ensure that the media respect the established perimeter. Members of the media have no greater or lesser access to an incident scene than members of the general public.
 - b. The PIO, with approval of the Shift or Scene Commander, may grant closer access to news personnel and their equipment, to the degree that it does not interfere with law enforcement operations.
 - c. No member of the Department shall prohibit the media from news gathering practices, including photography and interviews, outside the established perimeter.
 - d. News media representatives shall not be prevented from access to any area solely because of the possibility of their injury or death. If injury or death is the only consideration, the media representative should be advised of the danger and allowed to make the decision to enter.
 - e. Information at crime/critical incident scenes may be released by the PIO or Shift Commander.

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- f. At critical incident scenes, the PIO or Shift Commander will establish a media briefing area as close to the scene as safety and operational requirements allow.
- g. At critical incident scenes, members of the Department will work in cooperation with the media to ensure that live broadcasts do not disclose any information that could endanger law enforcement personnel or the general public.
- 6. Public Records – The Department and its employees and members will abide by all local, state and federal laws governing the release of public records.
- 7. Access to Suspects – Suspects or accused persons in custody shall not be posed or made available for media interviews by any Department member or employee.
- 8. Joint Investigations/Other Agency Involvement – In a multi-jurisdictional investigation, the lead investigative agency is responsible for providing or coordinating the release of public information. The PIO or designee for the lead agency will share that information with all involved agencies in advance of public dissemination.

Requesting the Withholding of Publication:

Media members may photograph or report anything they observe when legally present at an emergency scene. Where publication of such coverage would interfere with an official investigation or place a victim, suspect, or others in jeopardy, the withholding of publication is dependent upon a cooperative press, not upon censorship by the Department. Under such circumstances officers should advise the media member or their supervisors of the possible consequences of publication; however, officers may not interfere with media activities as long as that performance remains within the confines of the law.

Live Coverage Agreements:

Live coverage agreements establish voluntary guidelines for the broadcast of live pictures or information emanating from critical incident scenes such as hostage situations, barricaded subjects and other ongoing crises. The Charlestown Police Department supports the creation, implementation and use of such agreements.

Media Credentials:

The Charlestown Police Department acknowledges representatives from recognized media organizations who carry and/or display photographic identification issued by their employer. Anyone else is considered a member of the general public.

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Alternative Methods to Disseminate Information:

The Charlestown Police Department may pursue alternative methods of disseminating information directly to the public. These may include community newsletters, web sites, public appearances by agency members, public area bulletin boards and others.

Section C: Public Services

Escorts:

The Department provides, upon request as a community service and free of any fee, police escorts from organizations and businesses to parked vehicles and for businesses while transporting deposits to financial institutions within the city limits. Patrol units are dispatched upon request, as available pending emergency activities.

Vehicle Identification Number (VIN) Checks:

The Department performs, upon request, Bureau of Motor Vehicle (BMV) vehicle identification number (VIN) checks at the Charlestown Police Department Headquarters or at any location within the city limits. The process of performing a VIN Check involves a Department police officer verifying the number and letter VIN configuration on a vehicle, using a BMV approved form, as well as checking the same VIN within the NCIC / IDACS database for vehicle conformity and the existence of any reports of stolen property.

A determined standard fee for each VIN check performed by the Department is accessed and paid in advance at Department Headquarters, to the on-duty Communications Officer. The payment of a VIN check fee requires the completion and issuance of a Department Cash Receipt to the requestor. The VIN Check fee may be waived due to extenuating circumstances, at the discretion of the on-duty Shift Commander.

Extra Patrol:

The Department provides, upon request as a community service and free of any fee, extra or additional patrols of residences, businesses or locations when a suspicion of criminal activity or potential criminal activity is realized. Extra patrol requests and information should be forwarded to all officer employees and members via Department electronic mail communication and generally involve additional patrols for a two (2) week period of time. Extra patrol requests provoke Department officers to pay special and closer attention to the specified residence, business or location while on duty patrol, based on any and all information provided.

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Record Checks:

The Department performs, upon request by an individual, inquiries of the Department operations database for any arrests, including traffic citations, of the requestor. The requestor must provide photo identification, and can only obtain their own arrest documentation, as provided on a Department Arrest / Records Check form, completed by the on-duty Communications Officer or Records Clerk. Department Record Checks do NOT involve inquiry of the NCIC / IDACS database, including Criminal History Checks. An individual must submit the appropriate Indiana State Police fingerprint card, completed and sent to the Indiana State Police Indianapolis for any NCIC / IDACS Criminal History information or documentation. All requests for NCIC / IDACS Criminal History should be directed the Indiana State Police Sellersburg Post for assistance.

A determined standard fee for each Record Check performed by the Department is accessed and paid in advance at Department Headquarters, to the on-duty Communications Officer. The payment of a Record Check fee requires the completion and issuance of a Department Cash Receipt to the requestor. The Record Check fee may be waived due to extenuating circumstances, at the discretion of the on-duty Shift Commander.

Fingerprinting:

The Department performs, upon request, fingerprinting services at the Charlestown Police Department Headquarters. The process of performing fingerprint services involves a Department police officer properly fingerprinting an individual on a provided fingerprint card or appropriate Department or State fingerprint card. Fingerprint services are usually requested for employment or professional licensing purposes.

A determined standard fee for fingerprinting services of each individual performed by the Department is accessed and paid in advance at Department Headquarters, to the on-duty Communications Officer. The payment of a fingerprinting fee requires the completion and issuance of a Department Cash Receipt to the requestor. The fingerprinting fee may be waived due to extenuating circumstances, at the discretion of the on-duty Shift Commander.

Indiana Handgun Permits:

The Chief or his/her designated ranking Department officers, are permitted to review requests for Indiana Handgun Hunting and Target or Personal Protection permit applications. The Indiana State Police, Firearms Division, provides the Department with the appropriate application forms and mailing envelopes to be completed with the assistance and approval/disapproval of the police agency with jurisdiction over the residence of the applicant. The Charlestown Police Department may only review and assist Indiana Handgun Permit applications of residents within the City of Charlestown.

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A determined standard fee for each Indiana Handgun Permit application processing performed by the Department is accessed and paid in advance at Department Headquarters, to the on-duty Communications Officer. The payment of an Indiana Handgun Permit application processing fee requires the completion and issuance of a Department Cash Receipt to the requestor. The Indiana Handgun Permit application processing fee is waived for any active or retired police officer, any City of Charlestown employee, and may be waived due to extenuating circumstances, at the discretion of the designated ranking officer assigned to the application processing.

Section D: Parade Requests

The Department will entertain requests to lead and manage traffic for parades within the City of Charlestown. Parade requests must be approved by the on-duty Shift Commander and based on the availability of Department personnel and any safety concerns for participants and the general public.

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Article 3 Department Relations Chapter 2: Relationships with Criminal Suspects-

Abuse:

No officer or member of the Department shall abuse, physically or verbally, a person being detained.

Force:

No officer or member shall use more force than is reasonably necessary to protect his/her and others in accomplishing a legitimate police purpose. (See Article 4 for additional Department guidelines and policies regarding the use of force.)

Prisoners Needing Medical Attention:

Officers and members shall promptly summons or take any person in their custody before competent medical authority whenever there is any visible or reasonable evidence of the need for medical attention or psychiatric examination or where the prisoner claims that he/she is in need of such attention. Any and all information regarding medical attention of a prisoner or person in police custody shall be documented in narrative format and submitted to the Office of the Chief of Police before the end of the tour of duty, and include any medical facility documentation, including but not limited to, discharge orders and releases. Financial responsibility for any medical treatment of an individual in police department custody shall solely rest upon the individual receiving the medical treatment or the individual's parent/guardian if a minor.

Collusion – Bond – Attorneys:

No Officer or member of the Department shall:

1. Assist any person to escape arrest or punishment.
2. Assist any person to dispose of stolen property.
3. Furnish a bond or aid in the procuring of a bond for any person arrested in the City of Charlestown.
4. Accept any fee or gift from any person furnishing bond neither for an arrested person or from any attorney for an arrested person.
5. Suggest the name of any attorney to an arrested person.
6. Influence, in any way, the retaining for a fee of an attorney for any person involved in a criminal prosecution.

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Article 3 Department Relations Chapter 3: Relationship with the Public-

Grooming:

Employees and members shall report for duty clean, neatly dressed (which includes a restriction for the wearing of beards, jewelry, and hair below the collar), with of good personal hygiene, and with their equipment in good working order.

Requests of Identification:

Upon request from any citizen, an employee or member shall give his/her name and badge number in a courteous manner to the citizen, and be prepared to display his/her Department photo identification card when safe and appropriate.

Confidentiality of Records:

No employee or member shall make public any record, except public records, of the Department without the express approval of the Chief. Information contained in an Officer or member's personnel file shall not be disclosed.

Section A: Political Activity

Indiana Statute allows members of City police department 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 a person's right to vote.

Permissible Political Activity:

Officer employees and members 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.

Impermissible Political Activity:

No officer employees or members shall:

1. Attempt to use his or her connection with the Department to affect the result of any election.
2. When in uniform or on duty make public statements regarding a partisan election or candidates involved therein.
3. This action shall not be construed to prohibit a member from engaging in political activity permitted under Indiana Code, nor from alluding to his or her membership on the Department when a candidate for public office.

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Section B: Courtesy, Use of Improper Language

Employees and members shall treat the public with courtesy and respect. When dealing with the public, employees and members shall follow the policies, procedures, rules and regulations of the Department. The use of slang, profanity, obscenity, or derogatory remarks is prohibited when communicating with the public, except within the boundaries of role playing while performing undercover police activities.

Section C: Personal Involvement in Arrest

No employee or member shall under normal circumstances make an arrest arising out of any personal hostility between himself/herself and another person.

Section D: Rewards, Gifts & Property

1. No employee or member shall accept a reward for action or in-action taken as part of his/her duty as a police officer.
2. No employee or member shall accept or solicit a gratuity or special treatment from any person or business by using his/her connection with the Department.
3. No employee or member shall appropriate to his/her own use or destroy any departmental property, confiscated property, or property belonging to any other individual.
4. No employee or member shall accept a bribe or gratuity.
5. No employee or member shall fail to report, in writing, to the Chief, any offer of a bribe or gratuity.

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Article 3 Department Relations Chapter 4: Relationship with Justice System-

The Charlestown Police Department shares responsibility with the judiciary and other law enforcement and prosecution agencies in the criminal justice system. All elements of the system work toward common objectives and each element should be complementary. Cooperative working relationships are essential in attaining those objectives; these are impaired by unnecessary criticism of others engaged in the administration of criminal justice. Officers should be aware of the effect of any comments they make which might be interpreted as being critical of other law enforcement or prosecution agencies or individual members of the judiciary. However, it is not intended that there be any infringement of any officer's right to express his/her personal views regarding the criminal justice system in general or any trends which seem to lessen efficiency. The Charlestown Police Department maintains a close working relationship with other law enforcement agencies, and makes available to them information concerning techniques and procedures developed or used by the Department.

Section A: Appearance in Court

1. Employees and members shall appear in court when summoned.
2. When appearing in court, employees and members shall dress and conduct themselves in the manner prescribed by the Chief and these policies and procedures.

Section B: False Testimony

No employee or member shall knowingly give false or misleading testimony before a court, grand jury, or governmental or administrative body.

Section C: Falsifying Departmental Records

No employee or member shall knowingly include false and/or misleading information in a Department report or upon a Department document.

Section D: Cooperation

Each employee and member of the Department shall perform the duties of his/her rank in the investigation of complaints of misconduct against members of the Department. Each employee and member shall cooperate in investigations within the Department, subject to the Officer's Bill of Rights.

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Section E: Statement Required of Member

In the course of a Departmental investigation a sworn officer or member may be required to give a statement regarding the investigation. Prior to such a statement being taken from an officer or member who is alleged to have violated the Rules and Regulations of the Department, and who may be subject to disciplinary action, the Officer's Bill of Rights warning (see Title V , Article 1), will be read and explained to the officer or member.

Refusal to answer questions posed during the course of such an examination may be basis for disciplinary action.

Breath Analyzer Examination:

1. Any employee or member 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 test (as soon as the Chief becomes aware of the complaint or reasonably should realize that the member may have been drinking).
2. An employee or member who refuses to take a breath analyzer examination is subject to disciplinary action.
3. The breath analyzer examination shall be administered by a qualified breath analyzer operator.

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Article 4 Use of Force

The purpose of this Article is to provide police officers with guidelines on the use of deadly and non-deadly force. The Use of Force Policy should not be construed as a creating of higher legal standard of safety or care evidentiary sense with respect to third party claims. Violations of this policy will only form the basis of departmental administrative sanctions. Violations of law may form the basis for criminal and civil sanctions in a recognized judicial setting.

Indiana state statute deals with the legal levels of force that law enforcement officers may use in the normal course of their duties. It should be emphasized that when consent or an emergency is not present, and there is no probable cause to make an arrest, the non-consensual touching by a police officer may constitute a crime, as well as result in civil liability. When probable cause does exist, criminal and civil liability may still occur if the limits of reasonable force are exceeded.

The Charlestown Police Department recognizes and respects the value and special integrity of each human life. In vesting police officers with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Therefore, it is the policy of this Department that police officers may use only that force which is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer or another.

1. *Deadly force:* Any use of force that is likely to cause death or serious bodily harm.
2. *Non-deadly force:* Any use of force other than that which is considered deadly force.

Levels of Force:

1. In a majority of cases, some level of physical force will be necessary to affect an arrest or to protect others. That amount of physical force may be as low as placing a hand on a subject's shoulder or arm, and directing that subject to place his/her hands behind their back for handcuffing. Depending on the level of resistance offered, the officer may use techniques that escalate to physically pinning the subject to respond to techniques that influence behavior by eliciting pain in order to apply handcuffs, using hand/leg strikes, impact weapons, or even the use of a firearm, if the resistance offered is severe. In all cases, Indiana state statute and federal law provide that only "necessary" force is justified. Any unreasonable force above that act would be unjustified, and possibly a criminal act by a police officer would then occur.

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2. For purposes of this policy, the use of force will be examined from two perspectives: resistance and control. Both control and resistance can be in the form of verbal directives or physical action; resistance is defined as actions that are directed from the subject towards an officer, while control is directed from the officer towards the subject.
 - a. Resistance is manifested by the subject who attempts to evade an officer's attempts of control. The amount and type of resistance will vary, based on a variety of factors.
 - b. Control is the force an officer uses to influence or neutralize the unlawful, physical actions of a subject under arrest. Generally, there are four times an officer is justified in using physical control methods. They are to stop potentially dangerous and unlawful behavior; to protect the officer or another from injury or death; to protect a subject from injuring himself/herself; and in the process of affecting a lawful arrest, when the subject offers resistance.
 - c. Justification of the use of force in the judicial system is measured by two broad standards. First, the subject's resistance; Second, whether the level of physical force used by the officer was "necessary" and not excessive when considering the type of resistance offered by the subject.

Levels of Resistance:

Resistance is defined as the force used by a subject under arrest against the officer(s) who is affecting the arrest. Although the resistance offered by a subject is usually physical, the type and amount of resistance an officer meets is determined by the subject's level of intent. The intent of the subject may range from passive resistance to an active, aggressive attack on the officer.

Resistance may be categorized into three (3) broad areas:

1. verbal dialogue, i.e. denial or threats of resisting arrest;
2. physical resistive actions, i.e. passive resistance/active resistance; and,
3. aggressive acts, i.e. against the officer, often leading to potential severe physical injury.

The officer's reactions to resistance by a subject will be based upon the officer's reasonable perception of the level of resistance. The officer has been trained to use the necessary amount of force to control a subject offering any level of resistance.

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1. Psychological Intimidation: Non-verbal actions, often called body language, often influence an officer's decision on how to approach a subject or what level of force to use if a subject starts to resist an arrest. Non-verbal intimidation actions may include clenching of fists, widening of foot stance, or a blank expression that may warn an officer of the individual's emotional state. These non-verbal intimidation actions often warn an officer of a subject's potential for violence, even when the subject has offered no verbal threats.

However, an officer's reaction to a subject's non-verbal intimidation signals can be used as information to mentally propose the officer's alternatives to possible attack, not as a justification for attack. An officer who reads the non-verbal signals and believes that physical control is necessary to prevent a subject from injuring himself/herself, others, or the officer, may initiate action before any other moves are made by the subject.

2. Resistive Dialogue: A subject's dialogue that offers the threat of physical resistance to an officer's commands is not normally considered resistance until he/she physically resists the officer. However, dialogue in the form of threats of physical injury may influence an officer's opinion as to the amount of force needed to effect control. An offender may boast of his fighting skill and his intention to injure the officer, or assume a fighting stance such as raised hands or clenched fists. Verbal threats or psychological threats may influence the officer's judgment to attempt either empty hand control, impact weapons, or even firearms if the subject has a weapon or has such great physical skills that threat of life appears present .

The reaction to verbal threats made by a subject may differ from officer to officer. An officer's decision of the level of force necessary to control a subject will be based on his perception of the threat and the subject's ability to carry out the threat. An additional factor is the officer's knowledge of his own physical ability to manage the threat presented. If the officer believes that he does not have sufficient skill to establish control with empty hand methods, he/she has been trained to escalate the level of force.

3. Passive Physical Resistance: Passive resistance is the lowest level of physical resistance. The subject resists control through passive, physical actions. At this level, the offender never makes any attempt to defeat the physical contact of the officer. Passive resistance is usually in the form of relaxed or "dead weight" posture intended to make the officer lift, pull or muscle the subject to establish control.

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4. Defensive Physical Resistance: Quite often officers find themselves confronting a suspect who is physically resisting the officer's attempt to control the subject by directing overt, defensive, physical actions. With this level of resistance, the offender attempts to push/pull away, in a manner that does not allow the officer to establish control. However, the subject never attempts to strike the officer.

5. Active Physical Aggression: Active physical aggression is when a suspect attacks the officer to defeat attempts of control. The attack is a physical assault on the officer in which the offender strikes or uses techniques in a manner that may result in injury to the officer or others.

6. Aggravated Active Physical Aggression: Aggravated Active Physical Aggression is when a subject uses a level of physical force that the officer usually must use, or at least, is justified in using deadly force. At this level, officers may not only face resistance to an arrest, but also overt physical actions of force where the subject is assaulting the officer with a weapon, and/or uses techniques or objects which could result in death or serious bodily harm to the confronting officer.

Levels of Control:

Force that an officer uses to gain control over a subject's resistant actions is divided into the following categories: Verbal Direction, Empty Hand Control, Intermediate Weapons and Lethal Force. Once an officer determines that they must use physical force, the level of force used will be dependent upon the officer's perception of resistance, danger of resistance, and whether that resistance is placing the officer or another in jeopardy of serious injury or death. It is important to note that each officer's perception of the danger of the level of resistance will be based upon his/her past training, experience, and knowledge of physical control techniques.

1. Verbal Direction: The majority of situations can be resolved by good communication skills or verbal direction. Often, the mere presence of an officer and proper verbal direction will be sufficient to persuade most individuals to follow an officer's directions/commands. In any verbal confrontation, fear and anger must be defused before a suspect will be able to understand the officer's commands: this requires good communications skills and patience. Successful communication techniques may prevent many physical confrontations from escalating to higher levels.

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2. Handcuffing and Restraints: The purpose of handcuffs, flex cuffs, or transport handcuffs is to restrain the movements of a subject in a manner that provides a safe means of transportation for officers. Restraints also prevent further physical resistance from a subject. The departmental policies for the use of restraints are as follows:
 - a. All subjects taken into custody should be handcuffed behind their back and the handcuffs double-locked. An exception to this rule is when the subject has an injury that does not permit his/her arms to move behind their back. Other factors such as the subject's age, physical condition, or physical limitations may also dictate a change in this procedure.
 - b. If a subject complains that the handcuffs are too tight, the transporting officer is to ensure that unnecessary tightness, which may prevent proper blood circulation, does not occur.
 - c. To ensure proper safety for the officer, all subjects will be handcuffed before being searched.
 - d. Except under exceptional circumstances, officers should not handcuff a subject to a fixed object such as posts, vehicles, buildings, etc., outside of a control setting such as the Department book-in room.
 - e. It is not uncommon for an officer to arrest a subject, place him in restraints, and then have the subject start to resist. If an officer does encounter this type of resistance, the officer should utilize control techniques to prevent injuries to the officer or injuries to the subject. However, the control techniques should be limited to those which would not be construed as excessive force.

3. Empty Hand Control: Empty hand controls are physical contact techniques that cover a number of subject control methods. Some of these methods may be as subtle as gently guiding a subject's movements to more dynamic techniques such as strikes, or kicks, which may have a higher potential of injury to the subject. This policy divides Empty Hand Control into two categories: Soft Empty Hand Control, which are techniques that have minimal implications of injury, and Hard Empty Hand Control, which are techniques that have a higher probability for subject injury.
 - a. Soft Empty Hand Control: This level of control is used when an officer faces passive or defensive physical resistance. These are methods of physical control which usually subdues an offender without any severe injuries. Techniques which fall into this category are: Strength techniques, joint locks, leverage locks, pain compliance techniques such as non-lethal pressure points, or strikes that temporarily inhibit a subject's movement (distraction techniques – knee strike to the common peroneal).

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These strikes are designed to create mental disorientation and thus temporarily distract the subject's thought process.

- b. **Hard Empty Hand Control:** This level of control is for high levels of defensive resistance, active aggression, or aggravated active aggression. These techniques are applied when lower forms of control have failed or when not applicable because the subject's resistance level was at a perceived dangerous level. Techniques that fall into this level of force have a probability of creating soft or connective tissue damage, skin lacerations that require medical attention, or bone fractures. Although the use of these techniques may create some minimal injury to the offender, an officer may be risking injury to himself/herself to have to utilize higher levels of control (such as intermediate weapons) if Hard Empty Hand Control has not been used. Techniques that are considered as Hard Empty Hand tactics are:
 1. **Striking techniques** – which are techniques that may be delivered with an officer's open hand, fist, forearm, leg or foot. Preferably, the target points for these types of strikes will be delivered to major muscle mass such as the legs, arms, or shoulders. IF the targets are these areas, the strikes will create a muscle cramping, thus inhibiting muscle action. However, it may be necessary for the officer to strike areas where there is a potential for injury, such as the face or very sensitive areas of the body.
 2. **Medical Considerations** – Any time an officer find it necessary to strike a subject where an injury occurs, it is the policy of this Department that the officer shall: (a) immediately contact the on duty Shift Commander and advise of the nature of the injury; and (b) the Shift Commander (or a ranking officer) shall ensure that the subject receives immediate medical attention.
4. **Intermediate Weapon Control:** This level of control employs the use of department approved tools that provide a method of controlling subjects when deadly force is not justified, but when empty Hand Control techniques are not sufficient in effecting control. Whenever an officer uses an intermediate weapon for control, it should always be with the intent to temporarily disable the offender, and never with the intent of creating permanent injury. When intermediate weapons are used, it is quite likely that some form of skin irritation, bruising, soft or connective tissue damage, or bone fracture may occur.

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- a. Impact Weapon: The Department approved baton (straight baton or PR 24) is a tool that can provide a means by which an officer can defend him/herself or another from injury and a means of controlling an offender when an officer is facing resistance in the form of active aggression or aggravated active aggression. The policies of the carrying and use of impact weapons are as follows:
 1. No officer shall carry an impact weapon in which he/she has not had annual certified / re-certified training.
 2. The impact weapon should be carried in an appropriate belt ring, scabbard, holster or in a low profile position when the baton is not being used.
 3. At no time shall an officer unnecessarily brandish, or use the impact weapon as an intimidation device unless the officer is attempting to prevent the further escalation of force.
 4. All strikes with an impact weapon should be delivered to the following areas: MAJOR MUSCLE MASS; such as forearms, thighs, or calves. These locations should be primary targets because of the low implications of subject injury. Impact weapon strikes normally create severe muscle cramping which inhibit a subject's ability to continue aggression. Joints or bones: These targets, the elbows, wrists, and knees have a high probability of creating soft or connective tissue damage or bone fracture when struck with an impact weapon. Head, neck, throat and clavicle: Impact weapon strikes to these areas should not be used unless the officer is justified in using deadly force. These striking points have high implications of creating severe injury in the forms of serious bodily harm or death.
 5. Anytime an officer finds it necessary to strike a subject with an impact weapon for purposes of control; the officer will immediately contact the on duty Shift Commander and advise of the nature of the injury.
 6. The Shift Commander (or a ranking officer) shall ensure that the subject receives immediate medical attention.

5. Chemical Agents: The Department approved chemical agent is a tool that can provide a means by which an officer can defend him/herself of another from injury and a means of controlling an offender when an officer is facing resistance. The policies of carrying and use of department approved chemical agents are as follows:
 - a. Only chemical agents that are approved by the Department may be carried. No officer shall carry a chemical agent unless he/she has been instructed in its uses and effects.

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- b. The chemical agent should be carried in an appropriate pouch, and never displayed or pointed at another individual in the form of horseplay.
- c. At no time shall an officer unnecessarily brandish, or use the chemical agent as an intimidating device unless the officer is attempting to prevent the further escalation of force.
- d. Any time chemical agents are used for controlling an offender, the application of the chemical agent will end when the offender discontinues resistance or aggression.
- e. Chemical agents are irritating to the eyes, nose, and skin. Any time an officer uses a chemical agent for the purposes of subject control the officer will decontaminate the subject as soon as possible providing the subject is not longer resisting and is cooperative.
- f. When an officer books a subject who has been exposed to chemical agents, the officer will advise the jail personnel to prevent the unnecessary contamination of other jail occupants or custody personnel.

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Article 4 Use of Force Chapter 1: Parameters for Use of Deadly Force-

1. Police officers are authorized to fire their weapons in order to:
 - a. Protect the police officer or others from what is reasonably believed to be an immediate threat of death or serious harm; or,
 - b. Prevent the escape of a fleeing felon whom the officer has probable cause to believe the escape will pose a significant threat to human life should escape occur.
2. Before using a firearm, police officers shall identify themselves and state their intent to shoot, where and when feasible.
3. A police officer may also discharge a weapon under the following circumstances:
 - a. During range practice or competitive sporting events
 - b. To destroy an animal that represents a threat to public safety, or as a humanitarian measure where the animal is seriously injured.
4. Police officers shall adhere to the following restrictions when their weapon is exhibited:
 - a. Except for maintenance or during training, police officers shall not draw or exhibit their firearm unless circumstances create reasonable cause to believe that it may be necessary to use the weapon in conformance with this policy.
 - b. Warning shots are prohibited.
 - c. Firearms shall not be discharged when it appears likely that an innocent person may be injured.

(Refer to Article 7, Chapter 6, Section A, regarding further policy and procedure on the use and safety of Department firearms.)

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Article 4 Use of Force Chapter 2: Parameters for Use of Non-Deadly Force-

1. Where deadly force is not authorized, officers should assess the incident in order to determine which non-deadly technique or weapon will best de-escalate the incident and bring it under control in a safe manner.
2. Police officers are authorized to use Department-approved non-deadly force techniques and issued equipment for resolution of incidents, as follows:
 - a. To protect themselves or another from physical harm; or
 - b. To restrain or subdue a resistant individual; or
 - c. To bring an unlawful situation safely and effectively under control.

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Article 4 Use of Force Chapter 3: Training & Qualifications-

1. **Deadly Weapons:**
 - a. While on and off duty, police officers shall carry only weapons and ammunition authorized by and registered with the Department.
 - b. Authorized weapons are those with which the police officer has qualified and received Department training on proper and safe usage, and that are registered and comply with Department specifications.
 - c. The police department shall schedule regular training and qualification sessions for duty, off-duty and specialized weapons, which will be graded on a pass/fail basis.
 - d. A police officer shall not be permitted to carry any weapon with which he/she has not been able to qualify during the most recent qualification period.
 - e. A police officer who has taken extended leave or suffered an illness or injury that could affect his/her use of firearms ability will be required to re-qualify before returning to enforcement duties.

2. **Use of Force:**

All Department employee and member officers shall be required to successfully complete a minimum of four (4) hours of Use of Force training, including coverage of the PPCT Force Continuum, as well as a refresher of Defensive Tactics skills assessment, per calendar year.

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Article 4 Use of Force Chapter 4: Reporting Use of Force (form)-

The Department Use of Force form shall be completed by each officer, who during the course of their official duties as a police officer for the Charlestown Police Department, was forced or deemed it necessary to resort to the use of physical force or the discharging of a Department firearm, for any reason.

Completion of the Department Use of Force form will be required in the following situations:

1. When a firearm is discharged, outside of firing range training, or
2. When any physical force, which falls within the PPCT Force Continuum as soft empty hand control or greater (through deadly force), is used on any individual, (except that which is considered common handcuffing of a prisoner or justified detainee, which is non-confrontational, does not involve physical resistance or bodily harm or injury), or
3. When any force used results in harm, injury or death of any individual.

The Department Use of Force form may be found and completed from the department computer network Resources Form menu. Completed Use of Force Forms shall be reviewed and signed by the officer's Shift Commander (the Shift Commander at the time that the force was used), before being forwarded to the Chief's office for review and entered into the department's appropriate case file.

The Chief or Assistant Chief will be immediately summoned to the scene and will comply with investigative procedures as required by the Department in the following situations:

1. When a use of force results in serious bodily injury to any individual, or
2. When a use of force results in death to any individual.

(Refer to Article 7, Chapter 6, Section A, regarding further policy and procedure on the use and safety of Department firearms.)

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Article 4 Use of Force Chapter 5: Departmental Response-

1. Deadly force incident:
 - a. Where a police officer's use of force causes death, the officer shall be placed on administrative leave after completing all internal investigative requirements, and until it is determined by a mental health professional that the police officer is ready to return to duty.
 - b. The Department shall conduct both an administrative and criminal investigation of the incident.

2. Administrative review of critical incidents:
 - a. All reported uses of force will be reviewed by the Chief and/or Assistant Chief of Police to determine whether;
 - i. Department rules, policy or procedures were violated;
 - ii. The relevant policy was clearly understandable and effective to cover the situation;
 - iii. Department training is currently adequate.
 - b. All findings of policy violations or training inadequacies shall be reported to the Chief and/or Assistant Chief for resolution and/or discipline.
 - c. All use of force incident reports shall be retained as required by state law.
 - d. There will be a regular review of use of force incidents by the Chief and/or Assistant Chief to ascertain training and policy needs.

(Refer to Article 7, Chapter 6, Section A, regarding further policy and procedure on the use and safety of Department firearms.)

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Article 5 *Crime Scenes and Evidence*

The purpose of this Article is to establish guidelines for maintaining the integrity of crime scenes and the chain of custody for evidence. It is the policy of the Department that evidence collected by its officers be properly secured and stored, readily retrieved, and that the evidentiary chain of custody be properly and fully documented.

Article 5 *Crime Scenes and Evidence* Chapter 1: *Crime Scene Security* -

There is no definite rule or set of rules that can be applied to defining the dimensions of a crime scene. The best physical evidence is normally found at or near the site of the most critical action that was taken by the criminal against the property or victim. Thus, it is more likely to find important physical evidence in the immediate area surrounding the body in a homicide case than at some distance away. However, valuable evidence may be discarded by the suspect as he/she is leaving the scene at some distance from the point of critical action. With this in mind, protect as much of an area as possible with the resources available. It is normally possible to reduce the size of the area being protected as a crime scene, but difficult to expand it once an area has been open and unprotected to the public.

Once the Crime Scene Investigator arrives, he/she is in charge of the crime scene. The officer detailed to guarding the scene should act only on instructions from the investigator in charge. No one should be allowed access to the crime scene without the investigator's permission, not even other investigators or supervisors.

Assisting Officers who are permitted to enter the crime scene for a legitimate law enforcement purpose should keep with their hands in their pockets to prevent inadvertent touching of possible evidence. Normally, gloves should not be worn by anyone on the crime scene, except the Evidence Technician and Crime Scene Investigator. The wearing of gloves by assisting personnel causes a false sense of security and inadvertent touching of items and possible evidence.

Some crime scenes require that officers physically mark the scene with Crime Scene tape and others do not; officers should take measures to prepare the scene for long-term management and control during the investigation and evidence processing phases. Officers should setup the crime scene perimeter with consideration for the arrival and curiosity of media, family and the general public. Officers must remember that the actions and movements of persons outside of the perimeter can not generally be controlled as completely as within the established crime scene perimeter.

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Arrival at the Crime Scene:

Department officers arriving at a crime scene shall initially concentrate on three (3) objectives, in the following order of priority:

1. **Preserving Life** = Officers shall gain control of the situation, incident, or scene, taking immediate measures to identify, locate and summons EMS for any person in need of medical attention; as well as taking necessary measures to protect against any further harm or injury to human life.
2. **Arrest Suspect** = Officers shall detain, apprehend and/or secure any suspects of criminal activity within and adjacent to the crime scene.
3. **Protect the Scene** = Officers shall secure the scene of a crime as to protect and preserve any known and unknown evidence of crime against tampering, alteration, change and contamination from any person and/or sometimes weather and climate conditions. Thereafter, no further actions should be taken until it is determined by the Crime Scene Investigator as to whether it is necessary to obtain a search warrant for the scene.

Once control has been established of a crime scene, officers should be assigned to maintain the perimeter, including ONE point of crime scene entry and exit manned with an officer and Crime Scene Log. All persons, including police, fire and EMS personnel, witnesses, victims, and suspects, shall be logged in and out on a strict and accurate basis.

Control and supervision of any traffic and persons, in or about the crime scene, requires immediate priority. Any unnecessary traffic (foot or vehicular) in or near the crime scene should be avoided, as valuable evidence may be destroyed by those movements. If the crime scene is a traffic accident scene, reroute traffic to prevent destruction of evidence, possibly making reconstruction impossible. Bystanders have been known to steal from crime scenes; officers may have someone wanting a souvenir from the incident as well as ulterior motives to affect the outcome of prosecution of a criminal.

Potential evidence that is impossible for responding officers to preserve/protect before the arrival of the Crime Scene Investigator or Evidence Technician should be:

1. Photographed (documenting the date and time) as it was found, and undisturbed.
2. Identify and document the exact location of the evidence by placing an object (such as an ink pen or coin) next to the evidence and photographing it again (documenting the date and time again).
3. Collect the evidence, if applicable, in a manner that will not disturb possible trace evidence upon it (such as fibers, fingerprints, or bodily fluids), preferably while wearing rubber gloves, and placing it a secured container or environment until inspection by the Crime Scene Investigator and/or Evidence Technician. Leave the location marker (identified in step #2) for inspection by the Crime Scene Investigator.

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Protection of the Crime Scene:

Officer should keep the following in consideration while protecting a crime scene before arrival of the Crime Scene Investigator:

1. Attempt to assess the entire crime scene, including paths of entry and exit, and any areas that may include evidence.
2. Establish a perimeter, secure and protect the scene by isolation and physical barriers such as ropes, cones, tape, and other equipment as available and necessary.
3. Record names, addresses, dates of birth, telephone numbers of all persons present at the crime scene.
4. Remove all persons from the immediate area of the commission of the crime, keeping them separated if possible.
5. If the victim is removed from the scene by ambulance, an officer may accompany them to the hospital riding in the rear of the ambulance with the victim.
6. An officer must remain at the scene to provide for its security.
7. If the victim's clothes are removed at the hospital, an officer should maintain control for evidence purposes.
8. Request additional personnel as needed to protect the scene and assist as needed, including but not limited to summoning volunteer fire fighters if necessary.
9. Take notes continually throughout the time involved.
10. Take no further actions until it is determined by the Crime Scene Investigator as to whether it is necessary to obtain a search warrant for the scene.

Section A: Preservation of Evidence

Evidence can be in any form. It can be as large as a ship or as small as a fiber or microorganism. Evidence can be obvious or subtle as a fleeting odor or fragrance.

1. Physical evidence can prove a crime has been committed or establish key elements of a crime.
2. Physical evidence can place the suspect in contact with the victim or with the crime scene.
3. Physical evidence can establish the identity of persons involved in or having information concerning the crime.
4. Physical evidence can exonerate the innocent.
5. Physical evidence can corroborate the victim's testimony.
6. A suspect confronted with physical evidence may make admissions or even confess.
7. Physical evidence is more reliable than eye witnesses to crime.

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Section B: Detective Protocol:

In contacting an off duty Detective, the Shift Commander shall instruct the on-duty Communications Officer and have that person first call the Detective at his/her home. If no contact is made, the Communications Officer shall attempt contact via Department assigned mobile phone or pager. If no contact is still made, the Shift Commander shall contact the next higher ranking officer above the rank of the Shift Commander. If no contact is still made, the Shift Commander shall follow the Chain of Command until a higher ranking officer has been contacted.

A detective may be called out from an off-duty status by the Shift Commander or Evidence Technician. The following criteria will be used to decide when a Detective should be called out:

1. A Detective **shall** be called out for any of the following:
 - a. Murder
 - b. Officer Involved Shooting
 - c. Questionable Death or Suicide
 - d. Robbery
 - e. Kidnapping
 - f. Bombing / Explosion
 - g. Any battery where there is a chance the victim could die
2. A Detective **may** be called out for any of the following:
 - a. Accident involving serious injury or death
 - b. Arson
 - c. Burglary with substantial property loss
 - d. Child Molestation
 - e. Rape
 - f. Any case involving a Class C Felony or above.
3. A Detective may be called out by the Shift Commander for ANY reason the Shift Commander believes requires the immediate assignment of a Detective, and/or that delaying the assignment of a Detective may bring the Department into an unfavorable light.

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Article 5 Crime Scenes and Evidence Chapter 2: Death Investigations-

In addition to normal law enforcement duties and procedures as directed by Department policy and state statute, the following protocol shall be followed by Department personnel when investigating the death of a human. Upon the arrival at the scene of a human death, Department officers shall immediately secure the scene, identify and detain any possible witnesses and take whatever steps possible to preserve any and all evidence. If there is any doubt of death or there is a need for medical attention, EMS should be summoned immediately as a part of taking control of the scene.

The Shift Commander shall be immediately summoned to the scene. Officers should take notes of all events, information regarding any odors or significant details of the crime scene, and start a crime scene access log as soon as possible. No further crime scene processing activity should take place until a determination is made, by the crime scene investigator, regarding whether a crime scene search warrant will be necessary.

If the death investigation involves a possible suicide by hanging and death is evident, DO NOT CUT THE BODY DOWN. If the body is cut down because death is not evident, make the cut above any knots which should be considered evidence.

The possible deceased body of a human should not be moved without the approval of the county coroner, except when necessary and in the performance of saving or attempting to save a life.

The Department Death Report shall be completed, by the initial investigating or assigned officer, any time a human death is reported to and/or investigated by the Charlestown Police Department. The Department Death Report should be submitted in conjunction with any narrative reports and at the conclusion of any respective criminal investigation.

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Article 5 Crime Scenes and Evidence Chapter 3: Vehicle Fatality Investigations-

In addition to normal law enforcement duties and procedures as directed by Department policy and state statute, the following protocol shall be followed by Department personnel when investigating motor vehicle fatalities. Upon the arrival at the scene of a motor vehicle fatality, Department officers shall immediately secure the scene, identify and detain any possible witnesses and take whatever steps possible to preserve any and all evidence. If there is any doubt of death or there is a need for medical attention, EMS should be summoned immediately as a part of taking control of the scene. The Shift Commander shall be immediately summoned to the scene. Officers should take notes of all events, information regarding any significant details of the scene, and start a crime scene access log as soon as possible. If medical personnel are present, determine if the personnel or anyone else moved the body or any items within the scene area. If there were any items moved, record who, what, when and the purpose of any alteration of the scene.

Until the arrival of a crash investigator and/or Detective and Evidence Technician, assign someone to begin photographing the scene and vehicles without disturbing any evidence.

The possible deceased body of a human should not be moved without the approval of the county coroner, except when necessary and in the performance of saving or attempting to save a life.

The Department Death Report shall be completed, by the initial investigating or assigned officer, any time a human death is reported to and/or investigated by the Charlestown Police Department. The Department Death Report should be submitted in conjunction with any accident and narrative reports and at the conclusion of any respective criminal investigation.

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Article 5 Crime Scenes and Evidence Chapter 4: Sexual Assault Investigations-

In addition to normal law enforcement duties and procedures as directed by Department policy and state statute, the following protocol shall be followed by Department personnel when investigating sexual assaults. Department officers investigating sexual assault criminal charges; such as rape, child molestation, and sexual battery, shall immediately secure the scene of the crime, identify and detain any possible witnesses, and take whatever steps possible to preserve any and all evidence if the reporting of the crime has occurred in a reasonable amount of time from the commission of the crime that might facilitate the investigation.

The Shift Commander shall be immediately summoned to the scene and assist in making a determination as to whether a crime scene search warrant will be sought before crime scene processing takes place.

Furthermore, investigating officers of a sexual assault shall work with a local hospital sexual assault nurse in the completion of a sexual assault victim evidence kit on the case victim. A sexual assault suspect evidence kit should also be conducted at a medical facility on possible suspects (after a search warrant is secured). Completed sexual assault kits shall be considered evidence, requiring the normal chain of custody documentation as well as property room refrigeration, with the assistance of a Department Evidence Technician or Detective. **Sexual assault evidence kits may provide significant evidence of sexual assault and/or sexual activity; especially when the victim or suspect have not showered or bathed, is wearing the same clothing worn at the time the assault was reported to occur, and if the reporting of the crime has occurred in a reasonable amount of time from the commission of the crime that might facilitate collection of evidence.** If the reported sexual assault occurred on a blanket or bed, the same blanket or bedding materials should be collected and secured as evidence. Photographs of any and all victim and suspect injuries, including scrapes, red marks, bruising, and cuts, should be taken as soon as possible.

Sexual assaults are normally a very traumatic situation for victims, officers should perform the criminal investigation with care, concern and respect for the emotions of the victim. Assistance with locating counseling and other local sexual assault victim resources, as needed and/or requested, shall be included in the investigating officer's case duties.

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Juvenile Sexual Assault cases:

This general order shall govern, outline and describe the Department's policies and procedures regarding the Investigation of Sexual Assault cases, where the victim is a juvenile (under the age of 18 years).

For purposes of this section, a sexual assault case shall include, but is not limited to the offenses of: Rape, 35-42-4-1; Criminal Deviate Conduct, 35-42-4-2; Child Molesting, 35-42-4-3; Child Exploitation, 35-42-4-4; Vicarious Sexual Gratification, 35-42-4-5; Child Solicitation, 35-42-4-6; Child Seduction, 35-42-4-7; Sexual Battery, 35-42-4-8; Sexual Misconduct, 35-42-4-9. Generally, any incident where a juvenile has been victimized by an act of a sexual nature, or where the exposure to such an act or action may have emotionally affected a juvenile.

Upon receipt of a complaint, sexual in nature and victimizing a juvenile, as outlined in this chapter, the following steps shall be completed by the assigned investigating officer:

1. Investigate and compile the basic details concerning the incident/complaint **without** interviewing the juvenile victim, at this point.
 - a. Investigate for the names, ages and relationships of all individuals (victim, suspect, & witnesses) involved or known to have information regarding the incident(s).
 - b. Investigate for the approximate date and time, or dates and times, of the incident and secure any possible evidence as deemed necessary.
 - c. Investigate for the approximate location(s) in which the incident or incidents occurred.
 - d. Investigate the current locations of all victims, suspects and witnesses.
2. Contact a Clark County Child Protective Services (CPS) investigator and advise them of the case details and information obtained in Step #1 above. If making contact after regular business hours, the Clark County Police Department should be contacted to have a CPS investigator paged to contact the assigned investigating officer via telephone. Discuss and agree with a plan for completing the investigation, involving the CPS investigator and the sex crimes county prosecutor, if deemed necessary.
3. Contact a member of the Clark County Children's Sexual Assault Services, via the Clark County Memorial Hospital. Advise them of the details of the case, and assist in making arrangements for helpful and necessary services the organization offers. Utilize Juvenile Sexual Assault literature brochures, provided to the Department.

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4. Complete a thorough criminal investigation, including obtaining a statement from any and all suspects and possible witnesses. The investigating officer shall work closely with the assigned prosecutor and Child Protective Services to ensure that all investigative options are pursued for the arrest and conviction of the proper sexual assault offender.

5. Juvenile sexual assault investigations are of a confidential nature and victim information is not a matter of public record.

Article 5

Crime Scenes and Evidence

Chapter 5: Burglary Investigations-

In addition to normal law enforcement duties and procedures as directed by Department policy and state statute, the following protocol shall be followed by Department personnel when investigating a burglary incident. Upon the arrival at the scene of a burglary, Department officers shall, when applicable, secure the scene, identify and detain any possible witnesses and take whatever steps possible to preserve any and all evidence. The Shift Commander shall be notified, as soon as possible, of the circumstances of the burglary incident for a review for initiating the Detective / Evidence Technician protocol. Significant property loss burglaries may require the case investigative lead be assigned to a Department Detective.

Investigating Department officers shall photograph and collect any and all items of evidence at the scene of the crime, and obtain a detailed list of all property damaged and property presumed stolen during the course of the burglary. Property listed must include make, model, type, color, and distinguishing marks or features. Serial number information of presumed stolen property enables NCIC/IDACS computer system entry and should be obtained if possible.

A thorough criminal investigation, including obtaining a statement from any and all suspects and possible witnesses. The investigation shall be documented via Department narrative report and submitted to Department Records and the Prosecutor, if requesting an arrest warrant for a suspect.

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Article 5 Crime Scenes and Evidence Chapter 6: Field Collection of Evidence-

It is the policy of the Charlestown Police Department to ensure that evidence in its chain of custody is properly secured and stored, readily retrieved, and that any changes in its custody have been properly and fully documented. This chapter is dedicated to providing structure and procedures that officers should follow in dealing with evidence of Department criminal investigations.

Section A: Evidence Submission

Any member of the Department who obtains evidence in a criminal case shall:

1. Properly handle the evidence, as to protect its integrity, evidentiary value, and condition;
2. Safely transport the evidence to the Department Evidence Locker (designated as Locker B), or Department Property Room with the assistance of a Department Evidence Technician or Detective;
3. Complete a Department Property Record and Receipt form, referenced by its assigned case number (one case number per Property Record and Receipt form). The Department Property Record and Receipt form documents the submission of evidence within the Department Property Locker or Property Evidence Room, by identifying:
 - a. The investigating officer,
 - b. The submitting officer,
 - c. The date and time logged into the evidence locker or room,
 - d. The location the evidence was recovered from,
 - e. The names of witnesses to the recovery,
 - f. The assignment of a evidence item number, and
 - g. An evidence description
4. Properly package the evidence, as directed in this section, with initialed and dated seal(s) and a chain of custody label/tag. The chain of custody label/tag tracks any transfer of the evidence outside the evidence locker and property room.
5. Secure the evidence within the evidence locker or property room.

Evidence Packaging and Sealing Instructions:

Evidence submitted must be packaged and sealed properly in order to maintain the integrity of the evidence inside and the chain of possession/custody. In the event a case goes to trial, all evidence tags become evidence and fall under scrutiny by the defense.

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Procedure:

1. Packaging and sealing of evidence, if required, is the responsibility of the officer submitting the item into evidence. Any seal utilized must be identifiable to the officer who makes the seal. This requires that the seal must be signed or initialed and dated. Those identifying marks should cross the seal and the package.

2. In any case where there is any possibility that the evidence could be used in court, each and every separate item, must be packaged separately.
 - a. Serological evidence such as blood and semen must be individually wrapped or placed in paper bags. The paper must be sealed with tape and the seals marked and dated by the submitting officer.

 - b. Items submitted in plastic will not be accepted.

 - c. Each item must be marked with the case number, item number and dated initials of all personnel involved in the chain of custody.

 - d. Items which are damp or fluid soaked must be allowed to air dry in the Department Property or other secure location prior to packaging.

 - e. Items containing whole blood samples, as in Sexual Assault Evidence Kits, must be refrigerated. If an Evidence Technician is not on duty, one must be immediately called out to place the item into refrigerated evidence storage.

Examples of acceptable seals include:

1. Evidence tape (preferred)
2. Scotch tape
3. Plastic packaging tape

Examples of unacceptable seals include:

1. Masking tape
2. Staples
3. Paper clips
4. Twist ties
5. Zip-lock bags not taped or heat sealed.

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Section B: Evidence Technician Protocol

An Evidence Technician may only be called out from an off-duty status by the Shift Commander or Detective. The following criteria will be used to decide if / and when an Evidence Technician will be called out:

1. An Evidence Technician **shall** be called out for any of the following:
 - a. Murder
 - b. Officer Involved Shooting
 - c. Questionable Death or Suicide
2. An Evidence Technician **may** be called out for any of the following:
 - a. Arson
 - b. Burglary
 - c. Battery resulting in serious bodily injury
 - d. Rape
 - e. Theft
 - f. Any case where evidence of a crime may be lost if not properly processed.
3. An Evidence Technician may be called out by the Shift Commander for ANY reason the Shift Commander believes requires the immediate processing of a scene, and/or that delaying the processing, or not processing at all, may bring the Department into an unfavorable light.

Section C: Evidence Court Transfer

At the request of the prosecutor or court, evidence may be transferred to the court from the Department. The evidence shall be logged out of the evidence locker or room by completing the lower section of its respective Property Record and Receipt, signifying its removal from the Department for court purposes. The date, time and signature of the Department member performing the transfer shall also be documented on the lower section of the Property Record and Receipt form. The evidence package Chain of Custody label/tag, should be used to document the transfer of the evidence, in its packaging, to the appropriate officer of the court. The Property Record and Receipt form remains with the evidence while located in the Evidence Locker or Room and remains on file in the Evidence Locker during transfer and after release (if applicable).

Section D: Evidence Release (non-firearm)

When no longer needed for evidentiary purposes, all evidence, with the exception of firearms and contraband, shall be returned to its lawful owner ***unless title to the evidence is transferred to the jurisdiction by court order*** or the lawful owner fails to claim the evidence. In such cases the Department may, as permitted under state law:

1. Destroy it;
2. Dispose of it by public auction; or
3. Retain it for use by the Department

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The release of all evidence secured by the Department, for any period of time, shall be documented on its respective Property Record and Receipt form. The lower section of the form shall be used to document the item number, and date and time of the evidence release; as well as, documentation of the releasing Department officer's signature and accepting individual's signature. Released evidence require the code "R" (for Released) be used on the entry.

When releasing evidence, its packaging should be removed and discarded before the transfer of custody from the Department to a private individual.

Disposal of Evidence:

Firearms and other non-drug contraband shall be physically destroyed unless:

1. Court order authorizes use of the item by the Department; or
2. The firearm is required by state law to be returned to its lawful owner.

The disposal or destruction of any evidence shall be performed by the Department Evidence Property Manager and witnesses by another Department officer or member designated by the Chief of Police. All evidence destroyed shall be photograph, in its entirety, in advance of its destruction, for documentation purposes. The destruction of evidence shall be documented within the Department Evidence Control Ledger database.

Section E: Evidence Release - Firearms

The release of any firearm, including shotguns and rifles, confiscated as evidence OR for purposes of safekeeping, shall be performed solely by the Department Evidence Property Manager. Due to Federal and State restrictions regarding ANY release of firearms to any individual, the Department finds it necessary to assign such transactions to one specific employee. The Chief of Police reserves the right as the only exception to this policy, for purposes of the extended unavailability of the specified Department designee. The release of a firearm shall be documented in the same manner as any other item of evidence, after satisfactory review of Federal and State restrictions.

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Article 5 Crime Scenes and Evidence Chapter 7: Property Room & Crime Lab-

The Department Evidence Property Room and Crime Lab shall remain locked at all times when not occupied. Breaches of the security of the Property Evidence Room and Crime Lab shall be immediately reported to the Chief of Detectives and Chief of Police for investigation.

Access to the Department Property Room and Crime Lab shall be limited to the following:

1. the Department Evidence Property Manager;
2. designated Department Evidence Technicians; and
3. designated Department Detectives.

Department Property Room and Crime Lab access to any other individual or member shall be strictly in the presence and escort of a Department member authorized for access, as described in this chapter. At no time shall ANY individual, not authorized for access to the Department Property Evidence Room be left unattended within the Department Property Evidence Room, for any reason. Such individuals shall be considered Property Evidence Room visitors.

A log shall be maintained at the entrance to the Department Property Evidence Room and Crime Lab which identifies and logs the entry and exit dates and times of all Property Evidence Room visitors, as well as their authorized escort.

Periodically, the Chief or his/her designee shall make an inspection of the Department Property Evidence Room to ensure adherence to appropriate policies and procedures.

An annual inventory of evidence held by the Department shall be completed by the Evidence Property Manager and submitted to the Office of the Chief for review and inspection.

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Article 5 Crime Scenes and Evidence Chapter 8: Evidence Processing-

Department investigating officers who have collected evidence requiring analyzing or processing for purposes of suspect identification and/or support of a Department criminal investigation shall:

1. If possible, properly log and submit the evidence within the Department Evidence Locker (B); or if not possible without sacrificing evidentiary integrity, make contact with a Department Evidence Technician for Evidence Property Room submission.
2. Make written request to the senior Department Evidence Technician, including:
 - a. The appropriate case number(s)
 - b. Identification of the evidence requiring analyzing or processing, by item number(s)
 - c. The basis for requesting evidence analyzing or processing for each item requested
 - d. Known facts of the criminal investigation which may assist in the proper analyzing and processing of the requested evidence
3. The use of an independent or other law enforcement crime lab shall be coordinated via the Department Evidence Property Room Manager.

Article 5 Crime Scenes and Evidence Chapter 9: Property Found-

The Department, during the course of its law enforcement and public safety operations may find occasion to take possession of property which may be lost, stolen or in need of safekeeping. Such property should be documented via a Department Dispatch Ticket and placed in the Department Lost and Found compartment within the Communications Room; or, if of significant value or potential evidentiary value, logged into and secured within the Department Evidence Locker (B). Such property shall be logged and packaged in the same manner as regular criminal investigations evidence.

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Article 6 *Training - Preface*

The Department has an obligation to provide a professional standard of law enforcement service to the community. In fulfilling that responsibility, it is essential that Department personnel be properly trained. This is true not only at the entrance level but continuously throughout their careers. Training is also provided for the self-improvement and personal development of its employees.

Full time recruit training for the Charlestown Police Department is conducted via:

1. Structured Field Training, as outlined and supervised by the Department Training Division Commander, using the Department Field Training Outline. Non-Probationary Department full time officers shall be assigned by the Training Division Commander, at the approval of the Office of the Chief, to perform Field Training Outline duties and exercises with a new Department recruit, as a Field Training Officer.
2. Additional structured recruit training shall be conducted at the Indiana Law Enforcement Academy, via its Basic Course curriculum.

Full time recruit training includes a one (1) calendar year probationary and evaluation period, beginning the date the oath of office is taken, and is a condition of employment.

The Charlestown Police Department has an extensive and distinguished history concerning law enforcement training. It is imperative regardless of past experience, especially in this day and age, to maintain a current knowledge of changing statutes, court opinions, services as well as the maintenance of physical and mental fitness. Training allows the Department and individual officers the opportunity to evaluate their fitness and the assistance in career maintenance.

Law enforcement training is at times complex with dependency on specific details of extreme importance to liability and safety issues. It is imperative and Department policy that personnel and/or persons attending Department training lectures and sessions conduct themselves in a professional manner at all times, refraining from any actions which distract from the learning process or the ability to efficiently train and teach. The primary instructor and/or Training Division Commander is responsible for ensuring the personnel and/or persons attending Department training lectures and sessions conduct themselves properly and according to Department policy.

Failure to conduct oneself properly and according to Department policy during Department training lectures or sessions may result in dismissal from the lecture or session after proper warning by the primary instructor and/or Department Training Division Commander. Department personnel are subject to disciplinary action as a result of improper conduct during training.

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Article 6 Training

Chapter 1: Training Division Commander-

The Chief shall appoint a Department full time officer to serve as the Training Division Commander. Prerequisite requirements for the appointment of this position include a minimum of five (5) years of full time Indiana law enforcement experience and completion of the Indiana Law Enforcement Training Board Generalist Instructor Certificate. The duties and responsibilities of the Department Training Division Commander shall include, but are not limited to:

1. Maintenance of all official Department personnel training records;
2. Supervision and management of all official Department training, ensuring all Department personnel, including Reserve members, have adequate training certifications and re-certifications or refresher sessions, to properly perform their assigned duties and minimize criminal and civil liability upon the Department and municipality;
3. Scheduling of all official Department training;
4. Training liaison between the Department and the Indiana Law Enforcement Academy and Training Board;
5. Creation and submission of annual fiscal budgetary proposals for Department training projects and operations;
6. Creation and submission of the annual Department training schedule;
7. Maintain current knowledge and researches new state statutes and changes to existing state statutes for effect on Department operations;
8. Communicating the need, based on changes in state statutes, for policy and procedure revision, modification or implementation, to the Office of the Chief;
9. Manage and supervise the Field Training Programs of new full time recruits of the Department; and,
10. Assist in evaluations of training of personnel, according to the Department policy and procedures.

The assignment of Training Division Commander, although not recognized within the Department Chain of Command, is a position of authority concerning all matters of Department training and liability as it pertains to personnel training.

Section A: Record keeping

The Training Division Commander shall maintain complete and separate files, identified as the Department Training Files, of each current and former officer of the Department, including:

1. Documents verifying official Department sponsored training;
2. Any law enforcement related training approved by the Training Division Commander and/or Chief of Police;
3. Completed Field Training Outlines and supporting documentation;
4. Any Department Training evaluations and annual reports;
5. Academy Basic Course transcripts

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Department Training files shall be kept secure and locked at all times, with two keys maintained solely by the Department Training Division Commander and the Office of the Chief. Department Training files shall remain on the property of the police headquarters unless otherwise approved by the Chief of Police.

Section B: Training Board Reporting

Training approved by the Indiana Law Enforcement Training Board (ILETB), for each active Department officer within the calendar year, shall be summarized and reported to the Indiana Law Enforcement Training Board on an annual basis, according to Indiana Law Enforcement Training Board rules. The said annual training report shall be completed by the Department Training Division Commander, with a copy supplied for review to the Office of the Chief of Police.

Article 6 Training Chapter 2: Annual Mandatory Training-

Official Department training lectures and sessions posted and made mandatory by the Office of the Chief shall be considered additional duty time, if occurring outside the realm of an officer's scheduled shift or tour of duty, and subject to overtime accumulation in accordance with the Department overtime policy.

Training designated as mandatory requires the attendance of all designated personnel unless excused in advance of the scheduled training by the Chief of Police or Department Training Division Commander. Tardiness in excess of fifteen minutes, outside of extenuating circumstances, for a mandatory training shall constitute grounds for disciplinary action. Tardiness in excess of or more than one half of the actual length of a mandatory training lecture or session may result in not receiving credit for attending and satisfactorily completing the training lecture or session.

Mandatory training information, including the type, nature, date, time and location, shall be posted at designated locations within police headquarters and at least on the Department Training Bulletin Board, with sufficient advance notice. As a general rule, Department sponsored mandatory training lectures or sessions shall be offered at two separate times and dates to assist in accommodating the various personal schedules of personnel. Department officer employees and members are responsible for inspecting the Department Training and Information Bulletin Boards as well as their designated mailbox on at least a weekly basis, unless inactive or on approved leave such as vacation.

For purposes of this article, a Department sponsored training lecture or session shall refer to a training lecture or session produced and arranged by the Charlestown Police Training Unit.

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Section A: Firearms

Firearms proficiency is a basic job requirement, and all officers of the City of Charlestown Police Department must meet minimum standards or proficiency in order to perform as police officers. Proficiency shall be gauged according to established Indiana Law Enforcement Training Board standards of handgun and shotgun qualification. Officers, to be considered active, must qualify with their assigned duty handgun and shotgun at least once within every calendar year. Failure to qualify shall be considered substandard performance and shall be immediately reported to the Chief of Police by the Department Training Division Commander, and may be basis for disciplinary action. It shall be the officer's responsibility to make arrangements for additional training at the earliest date possible, if failing to qualify on any Department assigned duty firearm weapon.

Back-up Firearms (non-Department property):

Officers are permitted to carry and use secondary or back-up firearms (which are property other than that of the Department) in the performance of their official duties, only if:

1. The firearm's make, model, caliber, serial number and ownership is registered with the Department firearms instructor, and
2. Annually complete and pass a course of qualification, using personal ammunition, instructed and documented by the Department Firearms Instructor.

Section B: Emergency Vehicle Operation

Emergency Vehicle Operation proficiency is a basic job requirement, and all officers of the City of Charlestown Police Department must meet minimum standards or proficiency in order to perform as police officers. Proficiency shall be gauged according to established Indiana Law Enforcement Training Board standards. Officers, to be considered active, must complete Emergency Vehicle Operation training at least once within every calendar year. Failure to complete refresher training shall be considered substandard performance, and shall be immediately reported to the Chief of Police by the Department Training Division Commander, and may be basis for disciplinary action. It shall be the officer's responsibility to make arrangements for additional training at the earliest date possible, if failing to complete refresh training concerning Emergency Vehicle Operation as required by Department policy and procedure.

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Section C: Defensive Tactics/Handcuffing

Defensive Tactics and Handcuffing technique proficiency is a basic job requirement, and all officers of the City of Charlestown Police Department must meet minimum standards or proficiency in order to perform as police officers. Proficiency shall be gauged according to established Indiana Law Enforcement Training Board standards. Officers, to be considered active, must complete refresher Defensive Tactics and handcuffing technique training at least once within every calendar year. Failure to refresh training shall be considered substandard performance, shall be immediately reported to the Chief of Police by the Department Training Division Commander, and will be basis for disciplinary action. It shall be the officer's responsibility to make arrangements for additional training at the earliest date possible, if failing to properly complete training concerning Defensive Tactics/Handcuffing as required by Department policy and procedure.

Section D: Subjects Directed by ILETB

Certain law enforcement related training subjects, such as Domestic Violence, Hazardous Materials, Sudden Infant Death Syndrome and Bloodborne Pathogens may require annual training according to the Indiana Law Enforcement Training Board (ILETB) and shall be considered a basic job requirement. Officers, to be considered active, must train in ILETB mandated subjects as directed. Failure to complete training shall be considered substandard performance, and shall be immediately reported to the Chief of Police by the Department Training Division Commander, and may be basis for disciplinary action. It shall be the officer's responsibility to make arrangements for additional training at the earliest date possible, if failing to properly complete training concerning mandated ILETB subjects as required.

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Article 6 Training

Chapter 3: Non-Mandatory Training-

Non-mandatory training lectures and sessions are not automatically considered additional duty time (when occurring outside the realm of an officer's scheduled shift or tour of duty) and subject to overtime accumulation in accordance with the Department overtime policy. Non-mandatory training overtime accumulation is subject to the review and approval of the Chief of Police.

Training designated as non-mandatory does not require the attendance of designated personnel. Tardiness in excess of or more than one half of the actual length of a non-mandatory training lecture or session may result in not receiving credit for satisfactorily completing the training lecture or session, at the discretion of the Department Training Division Commander.

Non-mandatory training information, including the type, nature, date, time and location, shall be posted at designated locations within police headquarters and at least on the Department Training Bulletin Board, with sufficient advance notice. Department sponsored non-mandatory training lectures or sessions may be offered at two separate times and dates to assist in accommodating the various personal schedules of personnel.

Section A: Availability & Interest

Department officer employees and members are encouraged to improve and broaden their knowledge of law enforcement and related subjects and information. The philosophy of the Department includes promoting career growth and maturity of its personnel, which is greatly increased by training and education over and above regular criteria. Attendance of training or certification in specialized areas may be made mandatory by the Office of the Chief, based on Department needs and personnel assignment.

Mandatory specialized training or certification shall be otherwise governed by the rules and regulations of this article, specifically Chapter 2 (Annual Mandatory Training). Costs involved in the attendance of mandatory specialized training, including course fees, equipment, fuel as well as room and board, shall be the responsibility of the Department, and may involve a reimbursement agreement.

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Non-mandatory training of interest may be pursued by an officer employee or member of the department at any time during his/her career with the Department. If such non-mandatory training causes a schedule conflict and/or cost that may be justifiable for the Department to incur, the following approval process shall be adhered to:

1. The interested officer shall make written request to the Department Training Division Commander, including but not limited to the following information:
 - a. Explanation of the course and reasoning for interest as it pertains to the Department or individual assignments;
 - b. The course title, sponsor name, location, dates, times and instructor name;
 - c. All costs, including course fees, transportation, room and board, etc.;
2. The written request, after review by the Department Training Division Commander, shall be forwarded to the Office of the Chief for possible approval concerning Department priorities versus the financial and scheduling feasibility of the request;
3. The written request, after review by the Office of the Chief, will then be returned to Department Training Division Commander for return to the interested or requesting officer.

Denied requests are not permanent and should be resubmitted for the next available training opportunity, based on the reason for being denied.

Availability of interested training lectures and sessions can be researched on the internet, via the Indiana Law Enforcement Academy website, mailed literature, or other mediums. Assistance in locating training can also be obtained by contacting the Department Training Division Commander.

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Article 6 Training

Chapter 4: Fitness Evaluation & Physical Condition-

All employees and members of the Department shall maintain themselves in good physical and mental condition considering the age and any injuries suffered during the course of his/her career. Department employees and members will:

1. Submit to physical examination as ordered by the Chief;
2. Submit to psychiatric examination as ordered by the Chief;
3. Report all relevant illnesses and injuries to the Chief; and,
4. Maintain 20/20 corrective vision.

The purpose of this chapter shall be to govern the Department policy regarding the maintenance and evaluation of the physical fitness and position effective wellness of full time and reserve police officers. This program's focus is intended to prepare officers seeking Indiana Law Enforcement Academy Basic certification, as well as provide an individual gauge of wellness and condition of health for post-academy officers. The philosophy of this chapter is: "Tactically minded officers point to enhanced officer safety benefits accrued from having physically fit personnel".

All active full time and reserve patrol officers will be required to complete and successfully pass a minimum of one (1) ILEA standards fitness evaluation **OR** one (1) Department wellness evaluation, per twelve (12) month period of active Department employment or membership.

1. Department full time and reserve patrol officer applicants must, within six (6) months of employment, successfully pass the Department ILEA standards fitness evaluation, as a condition of employment or membership; and only after the completion of a physician's physical examination (see the Department authorized physician physical form for standards).
2. Post-ILEA academy full time officers and veteran reserve officers, who do not intend to apply for a full time patrol officer position within the following twelve (12) months, MAY elect to perform the Department wellness evaluation, instead of the ILEA standards fitness evaluation.

The **ILEA Standards Fitness Evaluation** shall be based on the current standards required by the Indiana Law Enforcement Training Board concerning:

1. Vertical Jump,
2. One (1) Minute Sit-ups,
3. 300 Meter Run,
4. Maximum Push-ups,
5. 1.5 Mile Run

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The **Department Wellness Evaluation** shall be comprised of the following requirements:

* Blood Pressure and Resting Heart Rate (screening process) (140/90 Max/100bpm Max)

- 1.) Vertical Jump (16 inch minimum)
- 2.) One (1) minute Sit-ups (29 minimum)
- 3.) Maximum Push-ups (continuous-no time limit) (25 minimum)
- 4.) One (1) mile run (13:00 minimum/00:03:15 average lap)

* *indicates initial screening phases to determine the possible existence of physical hazards of participating in the evaluation (i.e. hypertension).*

A passing grade, on either evaluation, requires successfully completion of all evaluation categories, within their specified limits (minimum standards).

Failure to pass the Department fitness evaluation may result in the ineligibility for hiring/membership; or medical review under position description requirements and/or the suspension of Department specialized division duties and/or participation, as deemed appropriate by the Chief of Police, on an individual case by case basis.

Performance/Conduct:

During Department fitness and wellness evaluations, all officers/participants MUST make a reasonable effort at completing **and** achieving the minimum evaluation standards in each category, or face the possibility of Department disciplinary action. All officers and participants, as during any Department training function, shall conduct themselves in a appropriate manner, with due regard for the safety and education for themselves as well as fellow officers/participants. Violation of this section is grounds of the immediate dismissal from the Department function (training event) as well as disciplinary action, as deemed necessary by the function commanding officer, instructor and Chief of Police.

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Article 7 Department Equipment Chapter 1: Assignment & Care-

Department equipment or property shall be assigned to personnel based on Department assignment, duties and responsibilities. Assignment of Department equipment or property shall be made by the Department Property Officer, upon the approval of the Office of the Chief. The Department Property Officer shall be responsible for all Department equipment and property records of assignment and asset, including date of assignment, date of return, and description including make, model and serial number. Department equipment and property shall be standardized and assigned uniformly as possible, depending on availability, assignment, specialization, certification and financial restraints. When all circumstances are equal, seniority may be considered as a factor regarding issuance and assignment. The use of Department equipment and property is limited to duties and tasks directly related to Department operations unless otherwise approved by the Chief, in advance writing.

Members of the Department are responsible for the proper care of Department property and equipment assigned to them. Damaged or lost property and equipment may subject the responsible person to reimbursement charges and appropriate disciplinary action at the discretion of the Chief.

Communications Devices:

Whereas the Charlestown Police Department operates twenty-four (24) hours per day, three hundred sixty-five (365) days per year; and, whereas the demands on the Department in providing effective and efficient law enforcement services to the community, fluctuate based on the unpredictable nature of the occurrence of incidents and situations; the Department finds it necessary to require certain designated employees to be available for off-duty call back.

1. Certain designated personnel, as determined by the Chief, may include; but are not limited to, Department personnel who's position description responsibilities or employment related certification, qualification or expertise require off-duty contact availability. Off-duty contact availability requirements, as described in this section, are suspended during:
 - a. Approved periods of Department vacation leave (including the case by case basis requirement of appointing a temporary designee for certain duties during said approved vacation leave, as directed by the Office of the Chief or Operations Commander).
 - b. Approved periods of other Department leave, especially when outside the reach of assigned communication devices (including the case by case basis requirement of appointing a temporary designee for certain duties during said approved leave, as directed by the Office of the Chief or Operations Commander).

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- c. Periods of incapacitating illness or injury (including the case by case basis requirement of appointing a temporary designee for certain duties during said approved illness or injury, as directed by the Office of the Chief or Operations Commander).
2. The following personnel positions require the availability of off-duty contact, in accordance with this section:
 - a. Assistant Chief of Police
 - b. Operations Commander
 - c. Chief of Detectives
 - d. Chief of Dispatchers
 - e. K9 Assigned Personnel
 - f. Evidence Technicians
3. In addition to the personnel identified in part 2 of this section, this section applies to any Department personnel issued or assigned a communication device, as a "certain designated employee".
4. All Department personnel issued or assigned a communication device, such as a cellular telephone or electronic pager, must adhere to the following guidelines:
 - a. Assigned communication devices shall be kept on the assigned personnel's person or at arms reach at all times.
 - b. Assigned personnel are required to respond, within a reasonable amount of time, to all communication device summons' for contact with the Department or one of its representatives.
 - c. Assigned communication devices are the property of the Department and, as in any other assigned Department property, shall be properly maintained and cared for to prevent damage and lose. Negligence in regards to this section may be grounds for assigned personnel disciplinary action and monetary restitution.
 - d. Assigned communication devices requiring periodic battery replacement shall be the responsibility of the Department.
 - e. Any inoperability of assigned communication devices shall be brought to the immediate attention of the Office of the Chief, for repair or replacement.
 - f. Unofficial or non-department business use of assigned Department communication devices is permissible, providing that such use does not result in additional monetary service charges. However, assigned Department communication devices may not be used as a contact for private business outside of the Charlestown Police Department.

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Section A: Training & Certification Required

The purpose of this section is to establish policy guidelines for the use of Department and approved personal equipment within the performance of official duties as an officer for the Charlestown Police Department. For purposes of this section, “use” includes the possession, directly or indirectly by department personnel during Department on-duty status; and, “weapon” refers to any instrument; including a firearm, munitions, stun-gun, taser, baton (including PR-24), pepper mace, which can be used in an offensive manner to incapacitate an individual. *See Article 6, Chapter 2, Section A for back-up firearm requirements.

1. Police officers of the Department are required to have current law enforcement operational training certification and/or qualification (if applicable) for any Department and/or approved personal weapon equipment used while on department on-duty status. Current training certification documentation must be reviewed, approved and on file with the department Training Commander to be considered in compliance with this order. Weapons training certification, in accordance with this section, shall be valid for a one (1) calendar year period of time.
2. Police officers of the department are required to have current law enforcement operational training certification for Department and/or approved personal equipment as listed in this section. Current training certification documentation must be reviewed, approved and on file with the Department Training Commander to be considered in compliance with this order. Non-weapon training certification, in accordance with this section, shall be valid for a two (2) calendar year period of time. Non-weapon equipment includes, but is not limited to the following:
 - a. Moving or stationary Doppler radar,
 - b. Handcuffs and Physical Restraints,
 - c. Portable Breath Test Instrument

Article 7 Department Equipment Chapter 2: Loss or Damaged-

Members of the Department shall immediately report to the Office of the Chief any loss or damage to Department property assigned to or used by them. Loss or damaged Department property or equipment of substantial value, with an estimated retail value of more than one hundred dollars (\$100.00), shall be documented via Department Dispatch Ticket report and Narrative Supplement, if necessary.

In the event that Department property is found bearing evidence of damage which has not been reported, it shall be prima facie evidence that the last person using the property was responsible.

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Article 7 Department Equipment Chapter 3: Surrendering Property-

Upon separation from service, all members of the Department are required to surrender the Department weapons and any other Department property in their possession. Failure to return a non-expendable item shall require the individual to reimburse the Department for the fair market value of the City property.

During a period of inactive service or extended leave of absence, Department property, including assigned vehicle and duty weapons, may be required to be surrendered to the Office of the Chief, at the discretion of the Chief or proper Commanding Officer.

Upon retirement from the Department, the officer shall be allowed to retain his/her issued Department handgun weapon, badge and name plate.

Members of the Department shall not mark or deface any surface in the Department building or upon any article of Department equipment or property, unless otherwise approved by the Chief. No material shall be affixed in any way to any wall, excluding appropriate materials upon a designated area-such as a bulletin board, in the Department building without specific authorization from the Office of the Chief.

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Article 7 Department Equipment Chapter 4: Uniform & Appearance-

All Department officers, except those so designated by the Chief and those personnel whose duties require the wearing of a specified uniform, shall own and maintain in good order a regulation uniform. All articles of the uniform shall conform to the uniform specifications of the Charlestown Police Department. The uniform shall be subject to inspection and approval of the Chief, the officer's commanding officer, and/or supervisor.

Section A: Appearance and Maintenance

Uniforms shall be kept neat, clean, and well pressed at all times. While wearing the uniform, officers shall maintain a military bearing, avoiding mannerisms such as slouching, shuffling, and hands-in-the-pockets.

When wearing a Department uniform, visible skin tattoos and body piercing jewelry other than that which is professionally worn in a female ear, are not considered a reflection of the professional appearance that the uniform is intended to project to the justice system and the general public. While wearing a Department uniform, skin tattoos and body piercing jewelry may be required to be visibly obscured by appropriate clothing which uniformly matches the Department uniform and which is also authorized by the Chief of Police.

The Chief may specify changes in an officer's equipment and uniform consistent with Departmental orders or specific police needs.

Male officers and civilians permitted to wear civilian clothing during a tour of duty shall dress in a business suit, dress-type shirt and tie, or other suitable attire, unless commanding officers have prescribed other types of clothing necessary to meet a particular police objective. Civilian clothing shall be clean and neat.

Female officers and civilians permitted to wear civilian clothing shall conform to standards of cleanliness, neatness, style, and modesty normally observed by officer personnel in private business firms, unless otherwise directed.

Newly appointed full time officers shall be issued by the Department initial uniform apparel and accessories needs, according to Department uniform specifications. Members receive an annual clothing allowance to replace and maintain the condition of uniforms, in an amount specified in the annual Department budget. Members agree to use this allowance to maintain their uniforms and personal appearance in good condition befitting their status as police officers and public servants. Newly appointed full time officers will not receive an annual clothing allowance until completion of the initial probationary period, and in lieu of issued equipment and property provided to them at the time of their appointment.

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Section B: Official Uniform Specifications

The following guidelines and requirements shall identify and describe the official uniforms of all officers of the Charlestown Police Department:

1. The Charlestown Police Department shall have two styles of "Duty Uniforms", Class A (summer & winter) and K-9. Specialized uniforms, such as for the Bike Patrol and SRT, are regulated in accordance to the respective sections of these SOP's dedicated to those divisions.
2. The summer Class A uniform shirt shall be worn overtop a white mock-turtleneck shirt and tailored properly for uniformity.
3. The winter Class A uniform shirt shall be worn overtop a black mock-turtleneck shirt or regular uniform black turtleneck. Dark Navy clip-on ties are optional as a guideline, but may be made mandatory by the Chief for designated details.
4. Uniform shirts shall include the Department shoulder patch uniformly sewn at the top of both sleeves. SRT division members are permitted to substitute the Department SRT shoulder patch on both sleeves instead of the regular Department shoulder patches.
5. Uniform style High Gloss/Clarino shoes are mandatory footwear with the Class A uniform, April 1 thru October 31, of each year. Cold weather months, November 1 thru March 31, uniform style boots are acceptable, however, the boots must be kept clean and well polished for reporting to each shift of duty or detail.
6. During the cold months or incimate weather, a uniform style windbreaker jacket or winter coat is acceptable. The jacket or coat must have the Department shoulder patches uniformly sewn at the top of both sleeves and a Department breast badge sewn over the left breast pocket. Cloth name strips may be added (white on black) over the right breast pocket; as well as the authorized cloth collar insignia on both collars of the jacket or coat (also white on black).
7. The Class A uniform (summer & winter) requires the accompaniment of high-gloss/clarion Duty Web Gear (plain leather, basketweave, nylon, or other style are not be acceptable). Duty web gear can be of hidden or unhidden snap, Velcro or, buckle or buckle-less.
8. Badge & Uniform Insignia/Pins:
 - a. The Department badge shall be worn over the left breast pocket of all uniforms.
 - b. The officer's nametag shall be worn centered on the left breast pocket flap, along the top-lower seam.
 - c. The academy award pin shall be worn centered on the right breast pocket flap, along the top-lower seam.
 - d. A firearm qualification pin shall be worn centered above the right breast pocket.

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- e. Approved certification, ribbons or awards (breath test operator, valor, etc.) shall be worn centered above the firearm qualification pin, or in its absence, the academy pin, of the right breast. No other pins, badges or ribbons may be worn without the advance approval of the Chief.
 - f. Patrol officer shall use "CPD" collar insignia, and ranking officers shall use their respective rank collar insignia. Collar insignia shall be worn centered and parallel with the ground whether collar is buttoned or not.
 - g. Administrative officers (Chief, Assistant Chief and Captain) shall wear Gold colored badge, pant braid and insignia.
9. The K-9 uniform shall wear the only Class B uniform.
- a. On both winter and summer shirts, the Department cloth badge should be sewn over the left breast pocket.
 - b. A cloth name strip (white on black) shall be sewn on the left breast pocket flap.
 - c. The Department K9 Division shoulder patch must be sewn top and center on both shirt sleeves.
 - d. Nylon web gear is acceptable for use with the K-9 uniform.
 - e. Uniform style boots are acceptable, but must be kept clean and well polished for reporting to each shift of duty or detail.
10. If an officer is wearing the K9 uniform, it is mandatory that the officer have his/her assigned canine patrolling with them. If the K9 officer is not patrolling with his/her canine, it is mandatory that officer wear proper Class A uniform as directed in this chapter.
11. The Chief of Police MUST approve any and all uniform changes, as not otherwise outlined in this order, in advance.

Section C: Wearing of the Uniform

An officer of the Department shall wear the official uniform during his/her tour of duty unless otherwise directed by the commanding officer. Civilian clothing will not be worn with any distinguishable part of the uniform.

Members of the Department shall not wear the Department uniform or any part thereof while off-duty, except when traveling to and from work or on Department assignment or while working an off duty job within the City's jurisdiction, as approved by the Chief.

Unless otherwise directed, Departmental uniform, or suit and tie, shall be worn by persons when in attendance at court, inquest, and other hearings; and while engaging in other official police business.

During a period of suspension an officer of the Department shall not wear the official uniform either in whole or in part.

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Article 7 Department Equipment Chapter 5: Body Armor-

All Department officers are required to properly wear a bullet-resistant vest, issued by the Department or otherwise, while:

1. in Department uniform; or,
2. off duty, in civilian dress, or on-duty out of uniform and assisting or directly involved at the scene of a crime involving the use or threat of the use of weapons, or an incident where the use of a bullet-resistant vest is warranted for officer safety.

Article 7 Department Equipment Chapter 6: Weapons-

The value of human life is immeasurable in our society. Police officers have been delegated the responsibility to protect life and property and apprehend criminal offenders. The apprehension of criminal offenders and the protection of property must at all times be subservient to the protection of life. The officer's responsibility for protecting life must include his/her own safety.

Members shall assure that no misuse or mishandling of a weapon occurs in the officer's presence.

Section A: Firearms Use and Safety

Firearms proficiency is a basic job requirement, and all officers of the City of Charlestown Police Department must meet the minimum standard of proficiency in order to perform their duties as police officers.

Every officer of the Department shall carry and use while on duty, the Department issued side arms and ammunition. During on-duty status, every officer must have his/her duty weapon regardless of assignment. While on off-duty status, every officer must have his/her duty weapon or an off-duty weapon that they have qualified with whenever they are operating a City police vehicle.

Members of the City of Charlestown Police Department shall fire their weapons with intent to stop and/or incapacitate an assailant from completing a potentially deadly act as described in the following paragraphs of this section:

Defense of Life:

An officer may use deadly force to protect himself/herself or others from what he/she reasonably believes to be an immediate threat of death or serious physical injury to the officer or others.

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Significant Threat:

An officer may use deadly force to effect the capture or prevent the escape of a person if the officer has probable cause to believe that the suspect poses a significant threat of death or serious physical injury to the officer or others, if the person were allowed to escape.

Juveniles:

No distinction shall be made relative to the age of the intended target of deadly force. Self-defense and imminent threat shall be the only policy guideline for employing deadly force.

Warning Shots:

A police officer is not justified in using his/her firearm to fire a warning shot.

Risk to Innocent Bystanders:

Officers are prohibited from discharging firearms when it appears likely that an innocent person may be injured as a result.

Shooting at or from Moving Vehicles:

Officers shall not discharge a firearm at or from a moving vehicle except as the ultimate measure of self-defense or defense of another when the suspect is using deadly force or any other means including his/her vehicle.

Shots to Destroy Animals:

The killing of an animal is justified in regards to the following situations:

1. Self-defense.
2. To prevent substantial injury to the officer or another.
3. If the animal is so badly injured that humanity requires its relief from further suffering.

Safe Handling of Firearms:

Except for general maintenance, Department inspections, storage, or authorized training, officers shall not draw or exhibit their firearm unless circumstances create strong reasonable cause to believe that it may be necessary to lawfully use the weapon in conformity with other sections of this policy. In an effort to prevent accidents involving children or others, police officers shall exercise caution and care in the storage of weapons while on and off-duty.

Discharge of a Weapon:

A detailed narrative report and Use of Force form must be completed and submitted immediately to the Chief whenever an officer discharges a Department weapon, whether accidentally or not and regardless if while on-duty or off-duty, stating the circumstances and reason for such discharge. Proper weapon discharges during Department firearms qualifications and training are excluded from this procedure.

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Discharge Reports and Investigations – No Death or Bodily Injury:

1. Whenever a member discharges his/her firearm, whether accidentally or purposely, except at a firing range or to destroy a dangerous animal, he/she shall report the discharge as directed in this section.
2. The Chief shall require a report to be filed on all firearms discharged by members of the Department. The Chief shall review the reports of firearms discharged and may take whatever action he/she deems necessary according to the circumstances.

Discharge Reports and Investigations – Deaths or Bodily Injury:

1. Procedure: Whenever a person is killed or injured by any member of the Department on or off duty, the Chief (or highest available ranking officer, in his/her absence) will contact the Indiana State Police to conduct an investigation of the incident. The weapon(s) used by the officer(s) during the incident shall be immediately surrendered to the commanding officer on the scene. Any officer required to surrender his/her weapon under this policy shall immediately be issued another Department weapon to replace the weapon that was surrendered for evidence purposes. All officers involved in any incident involving death or serious bodily injury shall be placed on paid administrative leave, until further notice, by the Chief. Such status does not in any way imply wrong doing on the part of the officer(s). Such Moreover, the Chief or his/her designee will conduct an internal investigation and within a reasonable amount of time of the incident, determine whether the officer involved is to be:
 - a. Maintained in his/her present duty assignment;
 - b. Reassigned to other duties within the Department;
 - c. Relieved of duty with pay; or
 - d. Suspended without pay; or
 - e. Arrested.
2. Duration: Reassignment or relief from duty with pay may be until further notice from the Chief.
3. Board of Public Works and Safety: The Board of Public Works and Safety reserves the right to review all cases which result in death or serious injury when it deems it advisable to do so in the public interest.

Duty Issued Firearm:

1. Every officer shall qualify with their duty issued firearm. This weapon is the one issued by the Department and is considered the officer's primary weapon and must be carried while on duty.
2. Every officer shall qualify on the City of Charlestown Police Department firearms qualifications course a minimum of one (1) time per year.

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Off Duty Firearm:

Every officer that carries an optional firearm when off-duty shall have such weapon registered with the Chief. The officer shall qualify at least one (1) time per year with the same ammunition that will be carried with that off-duty weapon.

Back-up Weapon:

Every officer carrying a back-up weapon while on duty shall register such weapon with the Chief. Every officer shall qualify on the Charlestown Police Department firearms course a minimum of one (1) time per year and shall qualify with the same ammunition they will be carrying in that weapon.

Shotguns/Carbine Rifles:

1. Every officer shall qualify with a shotgun one (1) time per year on the established Charlestown Police Department course.
2. Every officer shall be qualified before authorized to use a Department shotgun/carbine rifle or carry his/her own shotgun/carbine rifle.
3. If an officer has a shotgun/carbine rifle of his/her own they must have qualified with it before carrying it on duty. This weapon must be registered with the Chief.

Ammunition:

Ammunition carried by personnel of the Charlestown Police Department shall be issued by the Department. Officers are permitted to carry additional ammunition with them or in their vehicle provided that it conforms in bullet weight, same manufacturer and configuration to the ammunition issued by the Department for the qualified weapon(s).

Section B: Pepper Mace

Chemical or pepper sprays issued or authorized for use by the Department may be used according to the Department Use of Force policy, such as in the following circumstances (as examples), but not exhaustive:

1. To effect an arrest when other means, excluding physical force have proven ineffective; or,
2. When it is necessary to subdue a person for his/her own protection; or,
3. When it is necessary to subdue a person for the protection of an officer, or of the public; and,
4. When the use of the chemical or pepper spray will not unnecessarily expose innocent bystanders to the effects of the spray.
5. A detailed narrative report, including Use of Force form, must be submitted immediately to the Chief whenever an officer engages in use of chemical or pepper sprays regardless if on-duty or off-duty stating the circumstances and reason for such action.

Chemical or pepper sprays may not be carried or used by a member of the Department unless they have satisfactorily completed proper training certification as approved by the Department Training Commander; and satisfactorily completed re-certification training at least once ever two years.

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Whenever members of the Department engage in the use of chemical or pepper sprays, they become immediately responsible for the proper decontamination of anyone affected. Affected persons shall also be monitored for circumstances that may cause asphyxiation complications from the effects of the chemical or pepper sprays.

Section C: Straight Baton and PR-24

Straight baton or police PR-24 batons issued or authorized for use by the Department may be used according to the Department Use of Force policy, such as in the following circumstances (as example):

1. To effect an arrest when other means, excluding deadly force, have proven ineffective; or,
2. When it is necessary to subdue a person for his/her own protection when all other lesser means have proven ineffective; or,
3. When it is necessary to subdue a person for the protection of an officer, or of the public when all other lesser means have proven ineffective; and,
4. When the use of the straight or police PR 24 baton will not unnecessarily expose innocent bystanders to injury or danger.
5. A detailed narrative report, including Use of Force form, must be submitted immediately to the Chief whenever an officer engages in use of a straight or police PR 24 baton regardless if on-duty or off-duty stating the circumstances and reason for such action.

Straight or police PR 24 batons may not be carried or used by a member of the Department unless they have satisfactorily completed proper training certification as approved by the Department Training Commander; and satisfactorily completed re-certification training with the batons at least once every two years.

Section D: Other Weapons Use

Other weapons issued or authorized for use by the Department require the following:

1. A detailed narrative report, including Use of Force form, must be submitted immediately to the Chief whenever an officer engages in use of a weapon regardless if on-duty or off-duty stating the circumstances and reason for such action.
2. Weapons may not be carried or used by a member of the Department unless they have satisfactorily completed proper training certification or re-certification at least once every two years, after initial certification.
3. The heavy-duty police flashlight may be used for self-defense, but may not be used in place of a baton unless absolutely necessary. Such use shall also require the completion of a detailed narrative report, including Use of Force form, submitted immediately to the Chief.

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Article 7 Department Equipment Chapter 7: Breathalyzer-

The Department Breathalyzer shall not be operated or tampered with in any way by any individual who is not properly trained and currently certified, according to the Indiana State Board of Toxicology requirements.

The use of the Breathalyzer machine shall be limited to official Department business only, and only for its intended law enforcement purpose.

Portable radio use, including the mere presence of a powered radio unit, is prohibited within the same room as the Department breathalyzer machine.

Article 7 Department Equipment Chapter 8: Portable Breath Test-

Department Portable Breath Test instruments shall not be operated or tampered with in any way, by any individual who is not properly trained in their proper use.

The use of Department portable breath test instruments shall be limited to official Department business only, and only for its intended law enforcement purpose.

Article 7 Department Equipment Chapter 9: Traffic Radar-

Department moving and stationary radar units shall not be operated or tampered with in any way by any individual who is not properly trained and certified in their proper use. Re-certification of the use of traffic Doppler radars is required at least once every two calendar years.

The use of Department traffic radar devices shall be limited to official Department business only, and only for their intended law enforcement purpose.

Article 7 Department Equipment Chapter 10: Narcotic Test Kits-

Department Narcotic Field Test kits shall not be used or tampered with in any way other than by a law enforcement officer during the course of official duties and as directed by its manufacturer's instructions.

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Article 8 Dept. Equip.-Motor Vehicles Chapter 1: Use, Care & Security-

For purposes of this article, “*Department Vehicle*” shall be defined as any City of Charlestown owned automobile/vehicle assigned to and equipped by the Charlestown Police Department for official department use, whether equipped as an emergency vehicle or not.

An employee or member shall not operate any Department vehicle, unless assigned by the Office of the Chief, or authorized by the on-duty Shift Commander. No officer or member shall operate a Department vehicle unless he/she has a valid operator’s or chauffeur’s license. Officers are required to maintain a valid operator’s license as a requirement of their position.

Department vehicles shall be driven within the City along reasonable routes and within the line of duty. It is understood that an assignment may sometimes require an officer to go outside the City boundaries.

Situations when a Reserve Officer is in need of a Department vehicle, as directed and approved by the on-duty Department shift commander, for official department patrol, transport or other official duties; or a full time Officer is in need of another Department vehicle while their assigned vehicle/unit is being maintained, repaired or otherwise inoperable, require that the following guidelines be adhered to:

- 1.) One of the Department designated line patrol vehicles (units) should be used. “Line” refers to a Department vehicle that is not currently assigned to a Department member.
- 2.) In the event a line Department vehicle is unavailable, for any reason, the vehicle assigned to the patrol officer of lowest seniority should be contacted for “borrowing”. If said vehicle is not available or attainable, the next patrol officer by seniority, assigned a patrol vehicle should be contacted for borrowing, and so on and so forth if also unavailable or unattainable.
- 3.) Personal contact must be made with the Officer assigned to a Department vehicle which is to be “borrowed” by another officer. If personal contact is not possible, but their vehicle is available, a message shall be left at the Officer’s residence in advance of their assigned vehicle’s use. The message should include who has the vehicle and when it should be expected to be returned.
- 4.) Department vehicles assigned to the Chief, Assistant Chief of Police, and Detective shall require personal contact for request and availability in advance of their respective assigned vehicle be borrowed for use.

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All Department vehicles shall be returned to its assigned Officer after use, in the same condition it was found in before it was used/borrowed, including fuel and cleanliness.

Members shall operate Department vehicles within posted speed limits and in obedience to traffic signals and markers except as otherwise provided in these Standard Operating Procedures.

Members shall observe all parking regulations. If an emergency requires occupation of a restricted or prohibited parking area, vehicles shall be parked in such a manner as not to unnecessarily interfere with the movement of traffic. When the emergency has ceased to exist, the area shall be vacated immediately.

Section A: Take Home Vehicle Policy

The Department take home vehicle policy shall promote proper operation and maintenance of Department vehicles, public service and safety by assuring availability and properly equipped transportation for those police officers who are subject to on-call duty or have specific responsibilities requiring the use of a take home vehicle.

Officers and members shall operate Department vehicles in a safe, lawful and prudent manner. Officers and occupants shall maintain a professional appearance and attitude while both on and off duty. They shall not use the vehicles in any manner to cause embarrassment or discredit to the Charlestown Police Department or to the City of Charlestown.

Vehicle Use Applying to all Department Employees:

1. Employees and members shall not make emergency runs with unauthorized passengers present
2. Employees and members shall not permit unauthorized passengers during routine patrol.
3. Employees and members shall limit transportation for civilian employees to the need and convenience of the Department.
4. Employees and members shall drive Department vehicles with reasonable care to conserve the vehicle's operating efficiency.
5. Employees and members shall wear and require passengers to wear seat belts and shoulder harness, or other safety restraining devices while riding in a Department vehicle.
6. Employees and members shall not operate Department vehicles outside the City jurisdiction except while on official business or with the approval of the Shift Commander.
7. Employees and members shall maintain Department vehicles in good mechanical condition.

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8. Employees and members shall not permit traffic violators to accompany the officer to, or be seated in, the officer's vehicle unless extenuating circumstances dictate otherwise.

Vehicle Use Applying to Officers Assigned a Take Home Vehicle:

1. Officers may use the take home vehicle for reasonable and limited personal transportation. The vehicle maybe used in Clark County, Indiana. Officers who live outside an eight mile radius of the city limits of Charlestown shall use his/her vehicle to drive to and from work. Officers should keep operation of the vehicle outside the City limits to a minimum. Officers may use the Department vehicle outside the county when involved in official Department business, court appearances, etc., or when approved by the Office of the Chief. Such activities shall be logged on the dispatcher's radio log.
2. Officers shall maintain radio contact at all times while in Department vehicles and shall respond to emergency situations.
3. Officers shall be held responsible for the proper appearance and conduct of all passengers.
4. Officers shall not use the vehicle in other personal employment or business activities.
5. Officers shall have his/her service weapon (of a type which they have qualified with) and proper Departmental identification.
6. Officers shall not make emergency runs while the vehicle is occupied by civilian passengers.
7. Officers shall immediately notify radio dispatch and file a report with the appropriate agency when he or she is involved in an accident while off duty. A written narrative style report will be made by the officer and forwarded to the Chief, within twenty-four (24) hours of the occurrence (excluding time periods of officer incapacitation) and in addition to the standard crash report.
8. Officers shall operate their assigned vehicle in a normal and safe manner, including rigid obedience to all traffic laws under non-emergency conditions.
9. Officers shall not transport alcoholic beverages, except in the performance of their duty. Officers shall not drive their vehicles if they have been drinking alcoholic beverages.
10. Officers shall not, while on duty, have anyone ride in his/her assigned vehicle without written authority of the Chief. A waiver must be signed and approved by the Shift Commander, prior to any ride along.

Vehicle Use Applying to Civilian Employees:

Civilian employee use of Department vehicles shall be limited to Department business, and using an unmarked or administrative vehicle instead of a marked

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vehicle, except during an emergency situation or as approved by the Office of the Chief.

Avoiding Use of Department Vehicles that Discredits the Department:

No employee or member shall drive or use a Department vehicle in a manner that will reflect discredit on the Department. This includes, but is not limited to:

1. Violation of any traffic law unless necessary to the performance of duties.
2. Being improperly dressed.
3. Hauling objects that are conspicuous and/or protrude from the vehicle, except for items that are from an investigation.

Personal Appearance:

1. Full Uniform: If an officer is normally expected to wear a full uniform in the performance of his/her duty, at no time during travel in a Department vehicle will only part of the uniform be worn.
2. Civilian Dress: When an officer is operating his/her vehicles off duty, the officer's dress should be neat and clean. Sports/work-out clothes are acceptable.

Transportation of Animals:

1. No animals are to be transported in the Department vehicle with the exception of K-9 units.
2. Injured animals should be transported by other authorized means.

Leaving Vehicles Unattended:

1. Officers shall not permit the engine of the vehicle they are driving to be left running while unattended or occupied by a non-Departmental person, except in an emergency situation.
2. When it is necessary to leave the vehicle unattended or unoccupied, the officer shall, except in an emergency, lock the vehicle doors. The keys should be removed and the vehicle secured.

Involvement in Police Activity While Off Duty:

1. When the occasion arises that an officer must become involved in a police activity while OFF-DUTY, he/she shall notify the radio dispatcher with all information about the situation and take whatever action necessary to resolve the situation.
2. When the occasion arises that an officer must become involved in a police activity while OFF-DUTY and he/she has a passenger in the vehicle, the officer will take whatever steps necessary to insure the passenger's safety.
3. Officers in twenty-four (24) hour patrol vehicles will make necessary reports of incidents that he/she handles off duty. In cases of a serious nature, he/she will stand by until an on duty officer arrives. The on duty officer will file the necessary reports while the off duty officer assists.

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4. All off-duty assistance activity shall be documented through dispatch as an off duty assist.

General Maintenance and Appearance of Vehicles:

Officers assigned Department vehicles shall be responsible for general maintenance and appearance of the vehicles and shall:

1. Not alter the mechanical or electrical equipment of the vehicle except as authorized by the Office of the Chief.
2. Have all repairs, outside the realm of routine maintenance, approved by the Office of the Chief, in advance.
3. Ensure that the routine maintenance schedule for his/her assigned vehicle is adhered to.
4. Keeps it clean, inside and out, cleaning it as often as possible.
5. Keep only wheel covers authorized for assigned Department vehicles, (those that are on the vehicle at the time of issuance).
6. Not display bumper stickers, decals or license plates on the vehicle except those authorized by the Chief or issued by the Department.
7. Subject the vehicle to yearly inspections and/or random inspections throughout the year.

Authorized Equipment Installation:

Equipment authorized in this sub-section may be installed with permission of the Office of the Chief:

1. Splash or stone guards, CB radios, scanners, or cellular telephones.
2. The only holes authorized to be drilled in vehicles, other than those to install original equipment, are those to install the equipment described above.
3. Location of installation of the equipment described above must be approved by the Office of the Chief, in advance.
4. Installation must be completed by a person authorized by the Office of the Chief, in advance.

Changes in Take Home Vehicle Policy:

The Chief shall retain the right to change procedures of the Department, at his/her discretion regarding the Take Home Car Program, in accordance with the needs of the City of Charlestown.

Violation of Take Home Vehicle Policy:

Any violation of the Department procedures, policies, rules or regulations set forth in this policy shall be subject to disciplinary action and/or suspension of the officer's take home vehicle privileges

Section B: Civilian Ride-Along

No civilian shall be allowed to ride in a Department vehicle during on-duty status without prior authorization from the Chief, except when on official police

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business. Authorization requires that the passenger sign a waiver which must be approved by the Shift Commander.

Section C: Inspection

Members shall regularly inspect vehicles assigned to them and shall report any defect found in writing to the Office of the Chief. When damage to a Department vehicle is discovered, the person who last operated the vehicle shall be responsible for that damage unless he/she reported it in accordance with this section.

Department vehicles including assigned equipment, is subject to inspection by the on-duty Shift Commander or Office of the Chief, without prior notice, for purposes of compliance with this article.

Section D: Security

Operators should avoid leaving the engine running while a Department vehicle is unattended, occupied only by a member of the Department who is not a qualified or authorized driver, or occupied by non-Departmental persons. When it is necessary to leave a vehicle unattended and unoccupied, the operator shall, except in an emergency, lock all vehicle doors. When vehicles are parked on Department property the key shall be removed from the ignition.

Section E: Traffic Accidents Involving Department Vehicles

The driver of a Department vehicle involved in a traffic accident, as well as passengers or witnesses involved, shall submit the necessary Department reports. Whether the accident was criminally chargeable or non-chargeable must be indicated. The crash report shall be prepared by a law enforcement agency other than the Charlestown Police Department.

Department officers involved in criminal chargeable accidents may be subject to disciplinary action; as well as, drug and alcohol test submission at the soonest available opportunity following the accident.

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Article 8 Dept. Equip.-Motor Vehicles Chapter 2: Emergency Vehicle Use-

Section A: Emergency Operation

Members shall operate vehicles in a reasonable and prudent manner at all times. Special privileges granted to the driver of a vehicle on an emergency assignment, as prescribed by Standard Operating Procedure, do not relieve him/her from the duty to drive with due regard for the safety of all persons nor protect him/her from the consequences of his/her reckless disregard for the safety of others.

Members shall operate Department vehicles in response to emergency calls in conformity with Indiana statutes. Operators of Department vehicles may give the right-of-way to fire department apparatus, ambulances, and other life-saving equipment on emergency runs.

The same direction of travel passing of vehicles, while on an emergency run or while at least emergency lights are activated, should be performed on the left or driver's side of the vehicle being passed. Passing a vehicle on its passenger or right side is generally considered unsafe and in conflict with State statutes that dictate that vehicles immediately slow and merge to the right of the roadway to give right-a-way to an emergency vehicle.

Section B: Police Pursuits

Vehicular pursuit of fleeing suspects present a danger to the lives of the public, officers, and suspects involved in the pursuit. It is the policy of the Charlestown Police Department to protect all persons' lives to the extent possible when enforcing the law. In addition, it is the responsibility of the Department to assist officers in the safe performance of their duties. To achieve these obligations, it shall be the policy of the Department to regulate the manner in which vehicular pursuits are undertaken and performed.

For purposes of this section, vehicular pursuit refers to a motor vehicle attempting to avoid apprehension by using AGGRESSIVE evasive maneuvers to avoid apprehension as a result of an officer's active attempt to apprehend in an authorized emergency vehicle. Evasive maneuvers include but are not limited to excessive speed, turning off vehicle head lights after dark, passing vehicles in a reckless manner, etc. The mere act of a vehicle refusing to stop does NOT constitute a vehicle pursuit.

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Initiation of Pursuit:

1. The decision to initiate pursuit must be based on the pursuing officer's conclusion that the immediate danger to the public created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large.
2. A Department officer in an authorized vehicle may initiate or participate in an on-going vehicular pursuit when:
 - a. The suspect vehicle is being operated aggressively, using evasive maneuvers, to avoid apprehension by a police officer and the suspect is reasonably to have committed a felony offense, excluding resisting law enforcement with a vehicle; (except as provided in subsection c) and,
 - b. The suspect, if allowed to flee, would present a danger to human life or could cause serious injury.
 - c. Resisting Law Enforcement Exception: An officer is authorized to pursue a suspect under the Resisting Law Enforcement exception only when, in consideration of all the facts and circumstances known to the officer at the time of the pursuit initiation those facts and circumstances reasonably cause the officer to believe that allowing the suspect vehicle to escape would produce a greater danger to the general public whether the pursuit existed or not.
3. The pursuing officer shall consider the following factors in determining whether to initiate pursuit:
 - a. The performance capabilities of their emergency vehicle;
 - b. The condition of the road surface upon which the pursuit is being conducted;
 - c. The amount of vehicular and pedestrian traffic in the area; and
 - d. Weather conditions.

Pursuing Officer Responsibilities:

1. The pursuing officer shall immediately notify the communications center personnel that a pursuit is underway. The officer shall provide communications personnel with the following information:
 - a. Unit identification;
 - b. Location, speed, and direction of travel of the fleeing vehicle;
 - c. Description and license plate number, if known, of the fleeing vehicle;
 - d. Number of occupants in the fleeing vehicle, and descriptions, where possible; and
 - e. Reasons supporting the decision to pursue.
2. Failure to provide this information to communications personnel may result in an immediate decision by the Shift Commander to order termination of the pursuit.

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3. The primary pursuit unit shall reduce its level of pursuit to that of a support or backup unit when:
 - a. The fleeing vehicle comes under the surveillance of an air unit; or
 - b. Another vehicle has been assigned primary pursuit responsibility.
4. Any primary or backup unit sustaining damage to or failure of essential vehicular equipment during pursuit shall not be permitted to continue in the pursuit. The unit shall notify communications so that another unit may be assigned to the pursuit.

Shift Commander's Responsibilities:

1. Upon notification that a vehicular pursuit incident is in progress, the Shift Commander shall assume responsibility for the monitoring and control of the pursuit as it progresses.
2. The Shift Commander shall continuously review the incoming data to determine whether the pursuit should be continued or terminated.
3. In controlling the pursuit incident, the Shift Commander shall be responsible for coordination of the pursuit as follows:
 - a. Directing pursuit vehicles or support units in or out of the pursuit;
 - b. Re-designation of primary, support or other backup vehicle responsibilities;
 - c. Approval or disapproval, and coordination of pursuit tactics; and
 - d. Approval or disapproval to leave the City's jurisdiction to continue pursuit.
4. The ranking officer may approve and assign additional backup vehicles or support units to assist the primary and backup pursuit vehicles based on the analysis of:
 - a. The nature of the offense for which the pursuit was initiated;
 - b. The number of suspects and any known propensity for violence;
 - c. The number of officers in the pursuit vehicles;
 - d. Any damages or injuries to the assigned primary and backup vehicle or officers;
 - e. The number of officers necessary to make an arrest at the conclusion of the pursuit; and
 - f. Any other clear and relevant facts that would warrant the increased hazards caused by numerous pursuit vehicles.

Traffic Regulations During Pursuit:

1. Each unit authorized to engage in vehicular pursuit shall be required to activate headlights and all emergency vehicle equipment prior to beginning pursuit.
2. Officers engaged in pursuit shall at all times drive in a manner exercising reasonable care for safety of themselves and all other persons and property within the pursuit area.
3. Officers are permitted to suspend conformance with normal traffic regulations during pursuit as long as reasonable care is used when driving in a manner not otherwise permitted, and the maneuver is reasonably necessary to gain control of the suspect(s).

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4. Officers in a semi- or unmarked vehicle shall not be the primary pursuit vehicle unless a marked vehicle is not available.
5. The pursuing vehicle, when approaching a traffic control signal or sign (such as a stop sign, stop light, or yield sign) shall make sure that area is clear and use all precautions to protect the safety of the general public.

Pursuit Tactics:

1. Unless expressly authorized by the Shift Commander or ranking officer, pursuit shall be limited to the assigned primary and backup vehicles. Officers are not otherwise permitted to join the pursuit team, or follow the pursuit on parallel streets.
2. Officers may not intentionally use their vehicle to bump or ram the suspect's vehicle in order to force the vehicle to a stop off the road or in a ditch, unless deadly force is warranted.
3. Departmental policy pertaining to use of deadly force shall be adhered to during the pursuit.

Termination of Pursuit:

1. A decision to terminate pursuit may be the most rational means of preserving the lives and property of both the public, and the officers and suspects engaged in pursuit. Pursuit may be terminated by the pursuing officer, the Shift Commander, a ranking officer, or the Chief.
2. Pursuit shall be immediately terminated in any of the following circumstances:
 - a. Weather or traffic conditions substantially increase the danger of pursuit beyond the worth of apprehending the suspect;
 - b. The distance between the pursuit and fleeing vehicles is so great that further pursuit is futile; or
 - c. The danger posed by continued pursuit to the public, the officers or the suspect(s) is greater than the value of apprehending the suspect(s).
3. The pursuing officer shall relay this information to communications personnel, along with any further information acquired which may assist in an arrest at a later date.

Roadblocks and Use of "Stop Sticks":

1. Roadblocks shall be employed as a last resort. Private vehicles shall not be used for a roadblock.
2. Roadblocks shall be set up where it will afford clear visibility to traffic in all directions and to all highway users.
 - a. Ensure vehicles and people not associated with the roadblocks are removed from the area.
 - b. Vehicle used in the roadblock shall not be occupied.
 - c. An escape route shall be established.

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3. Rolling roadblocks are not recommended, but may be used in circumstances where it is necessary to protect others.
4. Use of "Stop Sticks" in a pursuit situation
 - a. "Stop Sticks", when properly used, have the potential to save life; as well as reduce property damage and liability suits.
 - b. "Stop Sticks" are only to be used on motor vehicles, cars, trucks, etc. They are not to be used on motorcycles, all-terrain vehicles (ATV), mopeds, etc.
 - c. The "Stop Sticks" work best when used on a paved roadway surface.
 - d. Vehicle placement:
 1. The patrol vehicle should be placed on the side of the roadway, facing the same direction of the pursuit with all emergency lights activated. The patrol vehicle may be angled slightly to narrow the roadway and force the suspect to drive over the "stop sticks". If time or circumstances do not permit the above placement of the patrol unit, it may be positioned facing the upcoming pursuit.
 2. The patrol vehicle will not be occupied during the deployment of "stop sticks".
 3. When possible a second patrol should be placed on the opposite side of the roadway, with all emergency lights activated, to funnel the suspect vehicle over the "stop sticks".
 - e. Officer positioning: The deploying officer should be 10 to 20 feet in front of the patrol vehicle when deploying "stop sticks". If the patrol unit is facing towards the pursuit the officer should then position him/herself 10 to 20 feet to the rear of the patrol unit.
 - f. Deployment of "Stop Sticks":
 1. "Stop sticks" should be properly secured and readily accessible from within the truck of assigned patrol units.
 2. If possible, radio pursuing units the location that "stop sticks" are being deployed.
 3. "Stop sticks" shall be deployed according to Department training course guidelines on the use of "stop sticks".
 4. Time permitting, the officer should pull the "stop sticks" into position after the last vehicle prior to the suspect has driven over the retraction cord.
 5. Immediately after the suspect vehicle has run over the "stop sticks", if possible, the officer should pull the sticks out of the way of following police units.
 - g. After the successful use of "stop sticks", a "Stop Stick Pursuit Reporting Form" should be completed by the deploying officer and attached to any applicable Department reports and/or Department Pursuit Form.

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Inter-jurisdictional Pursuits:

1. The pursuing officer shall notify communications when it is likely that a pursuit will continue into a neighboring jurisdiction, or across the state line.
2. Pursuit into a bordering state shall conform to jurisdictional state law.
3. As a general rule, and depending on the severity of the offense providing reasoning for initial pursuit, pursuit shall be terminated at the state line. Back-up assistance may be provided to the proper jurisdictional agency, if the agency with jurisdiction continues the pursuit.

Paperwork Requirement:

Officers performing primary unit duties during a vehicular pursuit are required to complete a Department Pursuit form, including a supplement narrative if necessary, before the end of the current tour of duty. Pursuit reports should be forwarded to the Office of the Chief when completed. See the above section for paperwork requirements for the successful use of "Stop Sticks".

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Article 8 Dept. Equip.-Motor Vehicles Chapter 3: Vehicle Equipment-

Section A: Assignment of Vehicle Equipment

Assignment of vehicle equipment shall be made by Department Property Officer, under the direction of the Office of the Chief. Efforts at standardized and universal equipment shall be pursued, except when not possible. Equipment will be issued and assigned based on need, likelihood of use, certification, qualification and financial factors.

Officers and members operating a Department vehicle shall be held accountable for the proper use and care of the vehicle, and of all accessories, equipment, and tools assigned to such vehicle. Standard equipment of vehicles shall not be changed, interchanged, altered, or removed from such vehicle unless directed by competent authority under the authorization of the Office of the Chief.

Section B: In-Car Audio/Video Recording

The purpose of this section is to establish guidelines for the use of the Department assigned mobile audio/video recording equipment installed in Departmental vehicles.

The Department requires the routine use of mobile audio/video equipment; which has been installed in Departmental vehicles, for the purpose of collecting evidence for use in the prosecution of those who violate the law, and to provide protection for its officer(s) and a higher level of service to the public.

It shall be the policy of the Department to require the routine recording of all traffic stops, pursuits, and other situations and circumstances, including but not limited to: armed encounter; acts of violence; and/or other unlawful conduct when possible and practical.

It shall not be the policy of the Department for its members to cease recording an event, situation, or circumstance at the request of anyone other than a Department shift commander/supervisor.

It shall be contrary to the policy of the Department to find for any member to use any Department audio/video equipment for personal (non-department official business) use of any kind.

1. Mobile recording equipment shall be installed in Department owned vehicles based on availability of equipment and upon the Chief's recommendation.

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2. Officers to whom the equipment is issued shall be responsible for routinely inspecting the equipment and reporting, to the Chief's Office, any deviations in the operating condition, appearance or suitability for continued service of a particular piece of equipment. Once each calendar month the audio/video recorder tape head shall be cleaned. Tape head cleaners shall be issued from the Chief's Office.
3. Mobile audio/video equipment in Departmental vehicles shall not be moved from their original installed positions without written authorization from the Chief of Police.
4. The audio/video recorder unit shall be set to record at the slowest recording speed thereby permitting the fullest use of the tape.
5. Audio/video recordings generated on Department equipment are, and shall remain, the property of the Charlestown Police Department, and shall not be duplicated or released outside of the Department without proper authorization from the Chief of Police.
6. Tapes or tape segments produced on the Department's mobile audio/video recorders shall not be duplicated, altered, erased or reused in any manner inconsistent with this procedure.
7. Tapes or tape segments produced on the Department's mobile audio/video recorders shall not be recorded over for any reason whatsoever. Violations of this section shall be considered altering or tampering with evidence of official business of this department, and grounds for disciplinary action, including but not limited to employment suspension.
8. Department officers shall inform those who ask that audio/video recording equipment are in use, when applicable.
9. Only Department tapes, issued for this purpose, shall be used in the Department's mobile audio/video recorders. The assigned officer shall be responsible for maintaining a proper supply of ready to use videotapes.
10. Units assigned recording equipment shall promptly remove used tapes from the recorder and deposit/log them into the proper evidence locker for placement into the video tape storage.
11. Officers assigned mobile audio/video equipment shall use such equipment as designed or directed to do so by superior officers. During the use of assigned mobile audio/video equipment, the video equipment shall be used in conjunction with audio equipment, and vice versa.

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12. The recorder vault removal of recorded mobile audio/video tapes is strictly prohibited unless at least one of the following circumstances exist:
 - a. The tape is ready to and will be immediately deposited/logged into the Department evidence locker;
 - b. The mobile/video equipment is being serviced or repaired by an authorized service technician;
 - c. Officer troubleshooting is necessary in an attempt to reset the system, as directed by the Operations Commander or Chief's office, and in the presence of the on-duty shift commander.
Note: In this situation, care must be taken to ensure that no pre-recorded tape segments are recorded over or erased.
13. Assigned officers shall complete the following steps when depositing/logging used tape cartridges into the proper evidence locker:
 - a. Initiate a Department case number and dispatch ticket, identifying the deposit of a used tape cartridge into evidence. Include on the dispatch ticket the assigned Officer's Name/PE#, Date, Time of Entry, Evidence – Video Tape Incident Classification, I/D Only type, No Zone determination, and the assigned unit number with the beginning and ending date of the tape cartridge recording coverage.
 - b. Using an adhesive label and a black ink pen or marker, document the assigned corresponding case number, officer name/PE#, unit number, and the beginning and ending recording coverage dates on the used tape cartridge.
 - c. The labeled used tape cartridge should then be secured in a Department evidence bag and marked with the assigned case number, inventory #, description (including the tape recording beginning and ending dates), date and time of recovery and the assigned officer's name & PE #. Both video cassette tape record tabs should be punched out to prevent further recording. The evidence log should also be completed with the same information as it appears on the evidence bag, before being secured in evidence locker.
14. Recorded tapes shall be considered and handled as evidence.
15. Recorded tapes shall be stored in a secured; climate controlled area for a minimum of one (1) year. This time frame may be extended as required; i.e. appeals, etc. If a portion of the tape becomes evidence in a tort claim or lawsuit, the tape shall be held in the evidence room until the case is disposed of in court.
16. Recorded audio/video equipment tapes shall be used once, never erased and/or reused for any purpose.

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17. Periodically, Department audio/video equipment shall record events, which may be useful as training aids. When these cameras record unusual or exceptional events and the incidents recorded are perceived to be of value as a training aid, the following procedures shall apply:
 - a. The unit responsible for generating the tape shall arrange to review the tape with the Chief or Assistant Chief of Police.
 - b. Should the tape or segments of the tape be considered to be of value for training purposes; AND, the case to which the tape or tape segment is relevant shall not be subject to further judicial review, the Chief or Asst. Chief may forward (in person) the original tape to the Property / Evidence Officer for reproduction of the "training useful" segment.
 - c. After duplication, the copy shall be forwarded to the Department Training Officer, and the original returned to the originally assigned unit or logged as specified in section I of this order.
 - d. Unless specifically authorized elsewhere in this procedure, no other reproduction of any tape or tape segment is permitted without prior written approval of the Chief of Police.
18. Duplication of tapes or tape segments generated by Department owned mobile audio/video recording equipment to be used as prosecutorial evidence is restricted to the following:
 - a. For prosecutorial purposes, pertinent tape segments may be duplicated by the originating officer, with the assistance of a department evidence technician and furnished to the prosecutor of jurisdiction.
 - b. The duped tape shall be delivered to the prosecutor for his/her use in the case in question and then returned to the Charlestown Police Department as soon as practical after final disposition of the case.
19. ANY display of a recording other than that normally required in conducting police duties shall be approved in advance, by the Chief of Police.
20. Unusual or exceptional events/incidents related to law enforcement activities generate the interest of many. However, members of the Department shall not afford individuals outside of the parameters of law enforcement the opportunity to review a segment of tape prior to the related incident being adjudicated in court. This practice may constitute pretrial publicity and inhibit normal court proceedings.
21. In its efforts to cooperate with other law enforcement agencies and other interested parties with legitimate needs, the department MAY provide copies of recordings subject to certain guidelines, namely prior approval of the Chief of Police and the criteria imposed by the rules of evidence.

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Article 8 Dept. Equip.-Motor Vehicles Chapter 4: Vehicle Maintenance-

Section A: Routine Maintenance

This section shall provide policy and procedure for all Department personnel and vendors concerning the care, security, maintenance, repair, documentation and invoicing of Charlestown Police Department vehicles.

For purposes of this section, the following definitions apply:

1. Department refers solely to the organization of the City of Charlestown, commonly known as the Charlestown Police Department, including any and all units or divisions.
2. Officer refers to any member or employee of the Department which is officially assigned a City owned motor vehicle, or assigned the responsibility of a particular motor vehicle's maintenance.
3. Unit refers to any motor vehicle of the Charlestown Police Department fleet, which is property of the City of Charlestown, Indiana.
4. Mechanic refers to any authorized automotive repair service of the Charlestown Police Department.
5. Parts Vendor refers to any authorized automotive parts provider of the Charlestown Police Department.

Operational Maintenance:

Officers and mechanics are expected to exercise care and responsibility when in the possession or control of a Department unit, including but not limited to:

1. Department Unit interior sections, including the trunk area, shall be kept clean and orderly by the assigned officer. Positioning of interior objects should reflect considerations for occupant safety and security.
2. Routine equipment inspections should be performed by the assigned officer on at least a weekly basis, ensuring that all is satisfactory and functional. Ensuring as well that all forms and supply are in sufficient stock. All deficiencies and inoperable equipment should be immediately brought to the attention of the Office of the Chief.
3. Additions, deletions or modifications of any Department property within or on a unit shall first be approved by the Office of the Chief of Police.

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Section B: Mechanical Maintenance

Officers are responsible for ensuring proper vehicle care and attention to preventative maintenance, as follows, unless otherwise specified and approved by the Office of the Chief of Police.

1. The appropriate gasoline (as directed by the Office of the Chief) should be used in each unit, and maintained at a level of at least $\frac{1}{4}$ full tank at all times. Octane usage should be consistent, it is not recommended to mix and rotate octane levels.
2. All gasoline usage shall be logged on an approved Department monthly maintenance log, and not to exceed an average of 150 gallons per calendar month. Exceptions to higher usage should be documented in writing and submitted to the Office of the Chief of Police.
3. Gasoline shall be obtained from an approved Vendor, and charged to the appropriate credit account.
4. The unit engine fluid levels should be checked on a weekly basis, verifying proper amount and condition (including oil, brake, and coolant).
5. During operation, officers should monitor performance and condition of unit brakes, wiper blades, suspension, transmission, headlight, signal and hazard light bulbs, etc. Abnormalities and deficiencies should be immediately reported to the Office of the Chief of Police.
6. An officer shall ensure routine unit servicing is completed by a designated mechanic, as requested on a Department Vehicle Fleet Maintenance and Repair Request:
 - a. Unit oil change should be consistently performed every 3,000 to 4,000 miles of operation, using Pennzoil brand oil (unless otherwise approved or directed by the Office of the Chief of Police.
 - b. A mechanic's inspection of the unit's brakes, tires, fluid levels and wipers should be completed every 3,000 to 4,000 miles, during servicing.
 - c. The unit's tires should be rotated every 6,000 to 8,000 miles of operation.
 - d. Unit tune-ups and fluid flush and replacement should be performed as recommended by the manufacture specifications.
 - e. ALL routine unit servicing maintenance shall be documented, including date, unit mileage, labor cost, maintenance description, and mechanic location on the unit's monthly maintenance log.
 - f. Completed and returned Department Vehicle Fleet Maintenance and Repair Request forms should be submitted to the Office of the Chief.

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Towing of Units for Repairs:

Department units requiring towing for repair work, shall be towed to the nearest authorized mechanic.

1. The appropriate towing vendor should be utilized according to the Department wrecker rotation list. If the next wrecker in rotation is not available, use the next closest on the rotation.
2. In the event a Department unit is towed, a dispatch ticket describing the situation should be completed, including the towing company used and reason for the tow.
3. The towing receipt should be forwarded to the Assistant Chief of Police and documented on the unit's monthly maintenance log.

Section C: Inoperable Equipment

Inoperable and/or malfunctioning unit equipment should be brought to the immediate attention of the Office of the Chief of Police. Immediate (prior to Chief of Police notification) action may be necessary, and should be pursued, to prevent subsequent additional damage and expense to other unit equipment.

Mechanical Repairs should be ordered in the following manner using the Department Vehicle Fleet Maintenance and Repair Request:

1. Unit inoperable and/or malfunctioning equipment occurring before the unit odometer reaches 36,000 miles (or as specified by the manufactures warrant) shall be performed solely by an authorized Ford Dealership Service Center. Any other deviations from this section will result in voiding the vehicle initial factory warrant.
2. All repair work and parts, used in conjunction with completing unit repairs by any authorized mechanic, must be performed and selected with law enforcement vehicle demands in mind. The uses of units require and involve stressful and extreme braking, steering, and acceleration conditions. Performance and safety are the paramount considerations in properly completing repair and maintenance work.
3. All auto parts, over and above fluids, filters, and hoses kept in stock for maintenance purposes, shall be obtained by the authorized mechanic from the authorized Parts Vendors of the Charlestown Police Department.
4. Unit repairs expected to exceed a total of \$500.00 (parts & labor) shall be quoted by both authorized mechanics before work is completed. The authorized mechanic quoting the lowest total repair cost shall be authorized to complete the work, after review by the Office of the Chief of Police.
5. Unit repairs expected to be less than a total of \$500.00 may be completed by an authorized mechanic as directed by the Office of the Chief.

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6. ALL routine repairs shall be documented, including date, unit mileage, labor cost, description, and mechanic location on the unit monthly maintenance log.
7. ALL mechanical repairs require a mechanic road test prior to the unit's release to the designated officer. Repairs not properly made, in that deficiency re-appears within an unacceptable time period, will be the responsibility of the original mechanic to correct without additional purchase order number issuance. Such cases should be brought to the attention of the Office of Chief of Police.
8. Completed and returned Department Vehicle Fleet Maintenance and Repair Request forms should be submitted to the Office of the Chief within three (3) days of the repair.

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Article 9 *Canine (K9) Division*

Chapter 1: *Canine Utilization-*

The purpose of this article is to establish policy and procedure guidelines for the management of the Charlestown Police Department Canine (K9) Division and use of police canines in field operations.

Because of a superior sense of smell and hearing, the trained law enforcement canine is a valuable supplement to police manpower. However, utilization of canines requires adherence to procedures that properly control their use of force potential and that channel their specialized capabilities into legally acceptable crime prevention and control activities.

Definitions:

For purposes of this article, the following definitions apply:

1. *Canine team:* An officer handler and his assigned police canine.
2. *Division Commander:* Highest ranking Department officer qualified and in charge of managing a designated division of the Department, as appointed by the Department Chief of Police, such as the Canine Division of the Charlestown Police Department.
3. *Shift Commander:* Highest ranking Department on-duty status officer, in charge of supervising all other on-duty status Department personnel during a shift.

Canine Division Utilization:

1. Canine teams are available on a twenty-four (24) hour, on-call basis to conduct building searches for offenders in hiding; assist in the arrest or prevent the escape of serious or violent offenders; protect officers and others from death or serious injury; track suspects, locate lost or missing persons, hidden instrumentalities or evidence of a crime; and detect the presence of illegal drugs.
 - a. Canine teams should not be used to respond to minor complaints but may engage in assignments not listed here with the approval of the Canine Division Commander or Shift Commander.
2. Canine handlers are responsible for determining whether a situation justifies canine use and the appropriate tactical measures that should be taken. Where the Shift Commander disagrees with the handler's tactical assessment, the Canine Division Commander shall be notified. Where time does not permit such notification, the directions of the Shift Commander shall be followed.

Police canines shall not be handled or given commands by anyone other than the assigned handler. Should the assigned handler be injured or otherwise unable to command the canine, another canine handler shall be contacted for assistance.

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Article 9 Canine (K9) Division Chapter 2: Qualifications & Training-

1. Applicants for the police canine division must have:
 - a. At least one (1) year of uniform patrol experience with satisfactory work performance, disciplinary and medical leave records;
 - b. A willingness to remain with the unit for at least five (5) years;
 - c. A willingness (together with other family members) to care for and house the assigned canine at the officer's residence with a secure outdoor area for the canine that conforms with Departmental location requirements;
 - d. A strong desire to work with canines and willingness to care for and train the animal; and,
 - e. The ability to completely pass the Department physical fitness evaluation and other physical tasks of canine handling.
 - f. The Chief of Police and the Canine Division Commander shall be responsible for the selection of canine handlers in accordance with established Departmental procedures.
2. All department canines shall become property of the Department during their active term of service, either by written agreement between an existing owner and the Chief of Police or vendor supplier's purchase agreement.
3. All Departmental canines and handlers must meet established Departmental certification requirements before be placed into duty use. Untrained canines or handlers may not be used for canine duty under any circumstances.
4. Active canine handlers are required to complete and document with the Canine Division Commander, at least eight (8) hours per month, of in-service canine related training.
5. Canine handlers are required to demonstrate acquired abilities to the Canine Division Commander on a semi-annual (within every 6 months) basis as prescribed by this policy.

TEAM SUSPENSIONS & DISMISSALS:

K9 members may be suspended or dismissed from the team, by the Division Commander and/or Chief of Police for violations of Department Policy and Procedure, including those outlined within this Title; including but not limited to, insubordination, breach of the chain of command, failure to maintain minimum fitness and training requirements, and as a result of conduct or performance as an officer of the Department outside the realm of the team. Disciplinary actions shall conform and be documented in accordance with Department standards for Discipline and Penalties, outlined within Title V of the Standard Operating Procedures. However, K9 is a discretionary assignment and all K9 members participate in the K9 Division at the will of the Chief of Police.

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The Division Commander, when warranted, shall submit written requests for the dismissal of a team member to the Chief. The submission of a written request for dismissal of a team member shall result in the automatic suspension of the K9 member, from the K9 Division, pending determination by the Chief of Police.

Article 9 Canine (K9) Division Chapter 3: Bites and Injuries-

Use of specially trained police canines for law enforcement duties constitutes a real or implied use of force. In this as in other cases, officers may only use that degree of force that reasonably appears necessary to apprehend or secure a suspect as governed by the Department's Use of Force policy. In all instances where a canine is deployed in a tactical situation, a canine incident report shall be completed. Whenever a canine bites an individual, the handler shall:

1. Immediately notify the Shift Commander;
2. Obtain medical treatment for the individual, medical personnel should examine the affected body area irrespective of the perceived seriousness of the bite or injury;
3. Take color photographs of the affected area, if possible, prior to and following medical treatment;
4. Complete a Department Use of Force form whenever it has been alleged that the canine has bitten or otherwise injured an individual. The report must detail the circumstances surrounding the incident, the identity of the individual involved and any witnesses, the extent of injuries if known, and measures taken in response to the incident. The original report shall be filed in accordance with the Department's Use of Force reporting policy, and a copy forwarded to the Canine Division Commander; and,
5. Notify the Canine Division Commander of the incident, preferably before the end of the handler's scheduled tour of duty.

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Article 9 Canine (K9) Division Chapter 4: Building Searches for Suspects-

A primary use of Department canines is for locating suspects in buildings or related structures where search by officers would create an unnecessary risk. These searches shall be governed by the following:

1. Patrol personnel shall secure the building perimeter.
2. Whenever possible, the building's owner should be contacted to determine whether there may be tenants or others in the building and to ascertain the building's layout.
3. When a canine building search is anticipated, a preliminary search by officers should not be conducted as this will interfere with the canine's ability to discriminate scents.
4. The on-scene officers and/or Shift Commander shall also take the following steps in preparation for the canine search:
 - a. Evacuate all tenants, workers or others from the facility.
 - b. Request that all air conditioning, heating or other air-blowing systems be shut off so as not to interfere with the canine's scent (if possible).
5. Upon entrance to the building, all exits should be secured, and communications limited to those of a tactical nature.
6. The canine should be unleashed during a building search unless there is an imminent risk of injury to innocent persons within the facility.
7. The canine should not be used to search facilities that contain substances potentially harmful to the animal unless overriding risk of human life is present.
8. Before commencing the search, the handler or other appropriate personnel shall loudly announce and repeat at least twice the statement that there are police officers on the premises and that a trained police canine will be released if the individual does not surrender. A reasonable amount of time should be allowed for the suspect to respond. This warning shall be repeated on each level of all multilevel structures.
9. When apprehending suspects in these or related circumstances, canines shall be commanded to disengage as soon as the suspect is subdued or readily complies with officer direction.
10. Arrestees shall not be transported in the same vehicle with a law enforcement canine unless alternative transportation is not available and immediate transport is essential for safety or security reasons.

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Article 9 Canine (K9) Division

Chapter 5: Crowd Control-

1. Canine teams shall not be used for crowd control at peaceful demonstrations unless the Chief of Police or Shift Commander anticipates the use of a canine team to be used for the protection of life or personal injury.
2. Canine teams may be used for crowd control upon approval of the Shift Commander to protect life or personal injury during a riot or other major unauthorized gathering that cannot be controlled by other means. In these situations, canines shall:
 - a. Be short leashed at all times unless no other means are available to protect an individual from serious injury;
 - b. Not initiate any offensive action, unless to guard against imminent loss of life or serious bodily injury.

Article 9 Canine (K9) Division

Chapter 6: Drug Detection-

Use of police canines in a drug detection capacity is authorized in the following situations and under the following conditions:

1. The Canine Division Commander shall maintain records that document the use and the proficiency of individual canines in drug detection. All canine officers will turn in training records on a monthly basis for proper record keeping and availability of records.
2. Random exploratory sniffing of vehicles or other inanimate objects may be conducted in public facilities as authorized by the Canine Division Commander or Shift Commander.
 - i. Exploratory sniffing shall be confined solely to those areas open to the general public and, with advance knowledge and consent of the appropriate facility manager.
 - ii. Exploratory sniffing shall be conducted without interference or annoyance to the public or interruption of facility operations.
3. Lower federal courts and many state courts have relied on *United States v. Place* to establish a firm rule that a positive alert by a dog trained in drug detection creates probable cause to search and probable cause to arrest.

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4. The Supreme Court has ruled in *Whren v. United States* that “perceptual” traffic stops do not violate the Fourth Amendment if there is objective probable cause for the stop based on the totality of the circumstances. Traffic stops, of course, may lead to a sniff conducted during “free time.” Free time consists of the time periods during which the motorist is looking for driver’s license and registration documents, the officer is awaiting a license status or warrant check or after the citation has been issued and the driver’s documents have been handed back by the officer.
 - a. As long as the vehicle is not detained beyond the time necessary to accomplish the purpose of the traffic stop, whether it is to issue a citation, wait for a licensed driver, or to simply give a warning; the exterior of the vehicle is excluded from a K9 sniff by the Fourth Amendment.
 - b. If an officer’s suspicions are aroused during the course of a traffic stop and the officer can articulate reasonable suspicion of drug activity, the officer may detain the vehicle for the arrival of a drug detection dog. The Supreme Court has defined reasonable suspicion as a “level of suspicion considerably less than proof of wrongdoing by a preponderance (a ‘more likely than not’ standard) of the evidence.
 - c. The officer must form individual reasonable suspicion to detain the driver and any passengers.
 - d. Canine officers called to a vehicle stop to assist another officer on a canine search of a vehicle shall, before conducting an interior search request the driver to consent to search even if the officer on the scene already has a signed consent to search form from the driver. This is to protect the canine officer and make for a stronger case if challenged in court.
 - e. While the dog’s positive alert may alone constitute probable cause to search other areas of the car, the defense will attack the reliability of the particular dog. Most courts, which have considered questions of canine reliability, have relied heavily on the dog’s certification.
 - f. There are several certification programs available. Generally, if a dog’s training is documented, the dog is certified at the time of the sniff and has developed a successful track record; a court will uphold the search as legal.
 - g. The prosecution must show that the dog was trained to detect the odors of particular drugs, that the dog has had an acceptable success rate, how the dog is trained to indicate an alert, and that the dog alerted in the proper fashion at the time in question.

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- h. The use of drug detection canines in public schools is permitted only when:
 - i. The school's principal or designated authority requests or approves use of the canines.
 - ii. There is reasonable suspicion to believe that illegal drugs are being distributed and/or consumed on the premises such that the interests of the school are being unacceptably compromised.

Article 9 Canine (K9) Division

Chapter 7: Tracking-

Police canines are available to track missing persons or suspects, or to locate evidence. Such searches are subject to the following conditions and limitations:

1. When officers are pursuing a suspect and contact with the suspect is lost, the officer, prior to summoning a canine team shall:
 - a. Stop and pinpoint the location where the suspect was last seen;
 - b. Shut off engines of vehicles in the area if possible, to eliminate scent and noise distractions, and
 - c. Avoid vehicle or foot movement in the area where the suspect or subject was last seen.
2. Canines used for tracking persons should remain on a leash of sufficient length to provide a reasonable measure of safety to the subject of the search without compromising the canine's tracking abilities.
3. Canine handlers need to consider and take appropriate measures to insure the safety of children and elderly persons reported missing and being tracked.
4. On scene supervisory personnel shall:
 - a. Secure the perimeter of the area to be searched;
 - b. Secure the integrity of the area to be searched by keeping all personnel out of the area; and
 - c. Protect all items of clothing that will be used for scent from being handled. Clothing needs to be unwashed and have recent scent on it.

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Article 9 Canine (K9) Division

Chapter 8: Canine Use & Care-

1. Police canines shall not be used for breeding, participation in shows, field trails, exhibitions or other demonstrations, or for off duty employment unless authorized by the Canine Division Commander.
2. Canine handlers are personally responsible for the daily care and feeding of their assigned animal to include:
 - a. Maintenance and cleaning of the kennel and yard area where the canine is house;
 - b. Provision of food, water and general diet maintenance as prescribed by the Departmentally authorized veterinarian or Canine Division Commander;
 - c. Grooming on a daily basis, or more often as required by weather, working conditions or other factors;
 - d. Daily exercise (police canines are not permitted to run at large); and
 - e. General medical attention and maintenance of health care records;
 - f. Canine handlers are responsible for the care and upkeep and inventory of any assigned equipment;
 - g. Any injuries or illness to canines are to be reported to the Canine Division Commander. If a canine requires emergency treatment, it is to be taken to one of the Department veterinary clinics: Clarksville Animal Hospital, 1137 Eastern Blvd., Clarksville, IN (812) 288-7999; or Charlestown Veterinary Clinic, 1711 Market Street, Charlestown, IN (812) 256-5403.
3. Teasing, agitating or rough housing with a police canine is strictly prohibited unless performed as part of a training exercise. Under no circumstance is a canine to be struck in angry or malicious manner.
4. A canine handler may apply to take possession and ownership of his assigned canine where:
 - a. Written request is made and approved of by the Department Chief of Police; and
 - b. The canine is retired from duty or relieved due to injury; or,
 - c. The handler is transferred, promoted or retires.

Article 9 Canine (K9) Division

Chapter 9: Canine Handler Uniform Policy-

1. The Canine Division Commander, through the direction of the Chief of Police, shall determine uniform requirements for all canine division officers via the Department uniform policy.
2. Department issued protection vests will be worn at all times while on duty or answering canine assisted calls unless the call is of a nonviolent nature and it is not practical to where a vest, such as locating missing children or elderly persons and the vest would be a hindrance, because of weather conditions.

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Article 10 *Bike Patrol*

Chapter 1: *Use and Function-*

The Department periodically utilizes a bicycle patrol unit, in order to provide the citizens of Charlestown a specialized method of patrol in which officers are more accessible to the public, better able to pursue suspects in areas where normal police vehicles cannot be operated and better able to perform proactive police functions such as crime prevention and crime detection. Areas in which bicycle patrols can effectively operate include, but are not limited to, residential neighborhoods, public housing, business districts, commercial districts, parks and recreational areas. For command and control purposes, the bicycle units shall be considered an extension of the regular Department patrol division.

Article 10 *Bike Patrol*

Chapter 2: *Assignment & Qualifications-*

1. To be eligible for consideration as a Bicycle Patrol Officer, the candidate must be willing to attend and successfully complete an approved basic police cyclist course. Participation in the course will be considered as Department training and the cost of the course will be the responsibility of the Department, according to Department policy in Article 6 of these SOP's.
2. Bicycle Patrol Officers shall be required to maintain a level of physical fitness that enables them to perform bike patrol duties. Officers who fail to maintain an appropriate level of physical fitness shall be subject to removal from the program by the Chief. Final review and approval is made by the Chief.
3. Personnel desiring to participate in the bicycle patrol unit must make application to the Department Operations Commander.
4. Personnel seeking participation in, or be assigned in the Bike Patrol Unit must possess the physical ability and agility required to operate a police mountain bike on patrol. Those personnel selected to participate must pass the Departmental fitness test for police recruits that are set by the Indiana Law Enforcement Training Board.
5. The Operations Commander consider the work performance, physical condition and dedication demonstrated by the candidate. After considering the qualifications and the enforcement needs of the Patrol Division, the Operations Commanders select personnel deemed to be qualified and will submit a list of those candidates to the Chief. The Chief will make the final determination as to which candidate(s) will be assigned to participate in the Bike Patrol Unit.

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Article 10 *Bike Patrol*

Chapter 3: *Mandatory Training-*

1. In-service training for Bicycle Patrol Officers will occur twice each year, with one session to take place in the Spring and one session in the Fall. Whenever possible, the training will be scheduled on all working days and will be scheduled by the Operations Commander after consulting with the Department Schedule OIC.
2. The content of biannual training shall be determined by the professional standards and will consist of eight (8) hours of practical and/or classroom work.

Article 10 *Bike Patrol*

Chapter 4: *Equipment & Maintenance-*

1. Personnel who are assigned to the Bike Patrol Unit will be issued a law enforcement approved police mountain bike and special equipment that will be utilized while assigned to the unit.
2. All safety equipment, including the Department issued bicycle helmet and safety eye protection wear, shall always be utilized when engaged in bicycle patrol activities.
3. Each member assigned a police mountain bike shall be responsible for its maintenance and care, and shall perform, or cause to be performed, routine and preventative maintenance as necessary and required by Department policy and manufacturer's warranty and recommendations.
4. A daily safety check for safe operations and use shall be completed by each member prior to beginning his/her bike patrol unit activities. Such a checklist shall include:
 - a. Brakes (proper cable, adjustment and wear)
 - b. Tires (proper inflation and tread wear inspection)
 - c. Wheels and spokes (check for damage)
 - d. Gears/sprockets (including chain tension)
 - e. Auxiliary equipment (check for operability)
 - f. Emergency lights and siren (proper functioning)
 - g. General cleanliness and appearance
5. Minor repair and maintenance of the bicycle is to be performed by the officer assigned to ride the bike. Overall cleanliness, tire pressure and flats, seat adjustments, chain lubrication, etc. are some of the areas of repair that may be encountered.
6. All major repairs and periodic scheduled maintenance shall be performed by a certified bicycle mechanic authorized by the Office of the Chief.
7. Personally owned equipment or accessories may be utilized with the approval of the Office of the Chief.

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Article 10 *Bike Patrol*

Chapter 5: *Duties & Responsibilities-*

1. Bicycle patrol officers have the same duties and responsibilities as other patrol personnel. They are to respond to calls for service, make arrests, and handle all related policing duties.
2. Although special circumstances may dictate otherwise, under normal operations, no more than two units will be allowed to utilize bike patrol per shift. (This does not include Bike Patrol Units working outside normal shifts). When two units are working bike patrol, they are to ride in pairs while on patrol.
3. The Operations Commander and Shift Commanders will dictate when Bike Patrol Units can be utilized for patrol purposes, pending patrol division needs concerning available street personnel and shift needs.
4. Bicycle Patrol Officers shall notify the Communications Center prior to engaging in bike patrol duties and shall advise the general area of their patrol.
5. During some circumstances, such as in the larger scale incidents, or the pursuit of a suspect, Bike Patrol Unit Officers may have to abandon their bicycles without securing them. If the decision to abandon a bicycle is made, circumstances must be such that leaving the bicycle unattended was the only option.
6. It is not uncommon for a police cyclist to momentarily lose control of a bicycle due to a skid, or other failure to control. Such minor incidents, where no injuries or damage occurs, will not require the reporting of said incident. When damage to the bike is minor, officers shall note the occurrence on the Department Operating Log. Any injury to an officer or other person must be reported and documented.
7. In the event personnel are involved in any mishap with a bicycle resulting in any injury or property damage, the Shift Commander shall be immediately called to the scene, and an investigation conducted. Bicycle mishaps that do not involve a motor vehicle should be reported via a special report. Mishaps involving a motor vehicle, however, shall also include a standard Indiana Crash Report.
8. Only assigned and certified members of the Department are permitted to ride a Department assigned bicycle except in special situations with the approval of the Chief or Operations Commander.
9. Bicycle Patrol Officers shall operate their bicycles in compliance with all state and local laws pertaining to bicycle operations, and in compliance with the provisions of the Department Standard Operating Procedures.
10. Bicycle Patrol Officers shall, whenever possible, remain within reasonably close proximity to their patrol car. This is to assure the quickest response to calls for service and assistance that may require the use of their patrol car instead of the bicycle.

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Article 10 *Bike Patrol*

Chapter 6: *Uniforms-*

1. Uniforms for a police cyclist are as follows:
 - a. Certified Department issued helmet
 - b. Eye protection
 - c. Bicycle gloves
 - d. Light blue polo shirt with the Department shoulder patch sewn top and center of the left and right sleeves, Department cloth badge sewn over the left breast pocket, and a cloth name strip (white on black) shall be sewn on the right breast.
 - e. Navy blue bicycle shorts
 - f. White low profile socks
 - g. Black shoes
 - h. Approved visible and appropriately marked wind breaker style jacket and pants during inclement weather
 - i. Nylon duty gun belt and accessories.
2. Bicycle Patrol officers shall wear only bike uniforms that have been approved by the Chief and only when performing or scheduled for Bike Patrol Unit activities as directed by the Department Operations Commander. Uniforms are to be standard for all officers assigned to the Bike Patrol Unit.

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Article 11 Reserve Department Chapter 1: Purpose and Authority-

The Charlestown Reserve Police Division, also commonly known as the Charlestown Police Reserves, is a non-profit organization division of the Charlestown Police Department. Reserve Department Officers are organization members and not employees of the City or the Department.

The Reserve Division has established Organizational By-Laws for purposes of its internal rules and procedures of which do not apply to the members and employees of the Charlestown Police Department. Those By-Laws are in addition to these Department Standard Operating Procedures, of which all Reserve Division members must also adhere to all Department Standard Operating Procedures.

The purpose of the Charlestown Police Reserves or Department Reserve Division include, but is not limited to:

1. Providing trained, professional law enforcement assistance to the Department's paid personnel, in it's pursuit of the objectives and duties prescribed by these Standard Operating Procedures;
2. Providing law enforcement training and experience to prospective career law enforcement officers;
3. Providing a means for individuals to serve the community in a volunteer capacity; and,
4. Providing cost effective on-call supplemental personnel, in the event of emergency, disaster and abnormal activities within the Community.
5. Augment the normal manpower resources provided by the paid Departmental personnel during routine law enforcement operations.

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Article 12 Communications

Chapter 1: Telephones-

Telephone communications is the primary method by which the services of the Department are requested. All incoming telephone calls must be answered as promptly as possible to determine if a need for police services exists and, if so, to provide the required service. Department telephones shall be answered promptly and conversations carried on in accordance with current procedures and courtesy. Officers and civilians shall be bound by Departmental operating procedures while engaged in official Department communications by telephone outside the City.

No member of the Department shall use communications facilities, including telephone and two-way radios of the Department, for personal, social, or other unofficial purposes except for serious or emergency matters.

Use of slang, profanity, obscenity, or derogatory remarks is prohibited over Department communication facilities and devices, including telephones and two-way radios.

Law or law enforcement questions should be directed to a police officer, either in person or via return telephone call; and not answered by a Communications Officer or other Department civilian employee. The accuracy of information disseminated to citizens from the Department, in any manner or form, is critical and a source of potential liability. Department employees and members, when answering inquiries and providing information to citizens should always refer the inquiry to the proper Department personnel to insure the information is accurate.

Questions regarding cases and/or investigations should be directed to the main investigating officer if still under investigation. If the investigation is complete, questions should be ideally forwarded to the main investigating officer during his/her next tour of duty; or if necessary, by the on-duty Shift Commander or Office of the Chief.

It is the policy of the Charlestown Police Department to refrain from giving the general public advice or guidance regarding civil law issues.

Section A: Telephone Greeting Procedure

In answering telephone calls, employees should courteously greet the caller and ask to be of assistance. Employees and members should make every reasonable attempt to either supply requested information and assistance or to promptly refer the party to the proper Department unit or other public or private agency for assistance. Department personnel, when answering in-coming Department telephone calls, shall do so using the following greeting message: "Charlestown City Police, (Name)"

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Section B: Receiving Complaints

Department personnel shall, when receiving a complaint, via telephone or in person, before terminating the initial communication/conversation, obtain the name (first & last), address (full), and telephone number, of the person or persons reporting said complaint. The only exceptions to this rule shall be when a complainant requests to be anonymous and when telephone reception breaks down preventing complete inquiry.

This procedure shall be exercised for each complaint made to the Charlestown Police Department, either for investigation or information purposes. Complaint information should be documented on every dispatch ticket for future reference or investigation.

The dispatcher, or Department personnel receiving a CRIME IN PROGRESS complaint via telephone, shall make every effort to maintain communication with the complainant until officers arrive and secure the scene, when the complaint is of critical and/or serious nature, or is in progress and in view or comprehension of the complainant. The dispatcher shall relay all information of importance, from complainant to responding officers, via radio, as it is occurs (reported). Additional information may save citizen and officer lives.

Section C: Residential Telephone Requirement

Members of the Department are required to have and maintain a telephone in the place where they reside. It is the member's responsibility to ensure that this phone number is listed in the Office of the Chief and in the Communications Room. Changes in telephone numbers shall be reported to the Office of the Chief of Police within twenty-four (24) hours of such change.

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- TITLE III: Rules and Regulations -

Article 12 Communications

Chapter 2: Electronic Mail & Internet-

Business Use of Computer, Internet, and E-Mail:

Computers, computer files, the internal E-Mail system, and software are City property, intended for business use only. Employees and members are not permitted to operate, including the shut down, reboot or otherwise powering on and off, or perform any function upon a Department computer unless they have been sufficiently trained by a superior or are acting under the precise direction of the Shift Commander. Employees should not use passwords, access a file, or retrieve any stored communication without authorization. The City strives to maintain a workplace that is free of harassment and sensitive to the diversity of its employees. Therefore, the City prohibits the use of computers, internet, and the internal E-Mail system in ways that are disruptive, offensive to others or harmful to morale. For example, the display of transmission of sexually-explicit images, messages and cartoons is not allowed.

Other such misuse includes, but is not limited to, ethnic slurs, racial comments, jokes or anything that may be construed as harassment or showing disrespect to others. To ensure compliance with this policy, computer, internet, and Email may be monitored.

Licensing Agreements:

The City purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the City does not have the right to reproduce such software for use on more than one computer. Employees may only use software on multiple computers according to software license agreements. The City prohibits the illegal duplication of software and its related documentation, except for that which is authorized by licensing and Office of the Chief for purposes of security and archive. No software licensed or otherwise, may be installed on any Department computer that has not been first authorized by the Office of the Chief and/or that is not property of the City of Charlestown.

Internet Use:

Employees and members may be provided access to the Internet to assist them in the performance of their duties. The Internet is provided as a reference resource as well as a medium for communicating with the community, other agencies and departments relating to the business of the Department. The computer and other methods of electronic and telephone communications are the property of the City of Charlestown and as such, are to be used solely for job related purposes. The use of such equipment and software for private purposes is strictly prohibited.

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The electronic mail (E-mail) and Internet system may be monitored, manually, electronically and otherwise, when the Chief deems it necessary to ensure its legitimate business interest in the proper utilization of its property and to ensure that this policy is being followed.

Because of the global nature, users of the Internet may encounter materials that are not appropriate, are offensive, and in many instances, illegal. The City of Charlestown cannot control the availability of this information or restrict access to it without compromising the purpose of the use of the Internet as a resource.

1. Employees and members are hereby notified that they are responsible for the material they review and download on the Internet.
2. Employees and members may only access the Internet through an approved Internet firewall. Accessing the Internet directly, by modem, is strictly prohibited unless such access is approved by the Chief.
3. Employees and members should exercise the same care in drafting e-mail as they would for other written communication.
4. Employees and members may not disseminate City confidential information via the Internet.
5. Employees and members may not engage or participate in electronic Internet chat rooms, instant messaging or other open electronic gateways of communication, unless authorized for official Department business and approved by the Office of the Chief.
6. Employees and members may not download or install software onto a Department computer, of any kind or purpose, unless approved in advance by the Office of the Chief.
7. All materials or documents downloaded from the Internet or from computers or networks that do not belong to the City must be related to official department business and **MUST** be scanned for viruses and other destructive programs before being placed onto the Department computer system.
8. Because of export restrictions, programs, or files containing encryption technology are not to be placed on the Internet or transmitted in any way outside the United States without prior written authorization from the Chief of Police.

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- TITLE III: Rules and Regulations -

9. The City of Charlestown, including the Charlestown Police Department, will not be responsible for any damages, direct or indirect, arising out of the use of its Internet resources.
10. The City of Charlestown maintains the right to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites employees and members visit on the Internet, material downloaded or uploaded and emails sent and received via the Internet.
11. Employees and members do not retain any personal right to privacy in any documents, messages, or images they create, store, send, or receive on a Department computer or the Internet via a Department computer under the Electronic Communications Privacy Act, and any other state or federal law regarding e-mail and Internet use. Employees and members do not have a personal privacy right in any matter created, received, or sent from the Department e-mail system.
12. E-mail may not be used to solicit others for commercial venture, religious, or political causes, charitable and other outside organizations or other non-City of Charlestown business activities.

Charlestown Police Department Standard Operating Procedures
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Article 12 Communications

Chapter 3: Radio Communications-

All employees and members of the Department operating on police radios, either, bases, mobiles or portables, shall observe regulations and Standard Operating Procedures for such operation as set forth by the Federal Communications Commission (FCC).

Radio transmissions shall remain professional and courteous at all times. Radio transmissions shall be brief and to the point, only broadcasting information of immediate importance. Employees and members shall refrain from broadcasting information of a sensitive nature to an investigation or the security, safety and well being of any individual over Department radio frequencies, including the name of a deceased individual, or sexual assault victim.

Officers of the Department are required, while on duty, to maintain radio communications with the Department Communications Room and other Department units on the main Department operating radio channel. The Communications Room shall be notified any time any on duty unit must transfer to another radio frequency for use when not able to monitor the main Department operating radio channel.

The Communication Center operators shall use the base radio alert tone preceding the broadcast of emergency information, all points bulletin information, or to interrupt lesser priority traffic on the main Department operating radio channel. The purpose of the base radio alert tone is to get the attention of all monitoring units for the broadcast of important information.

The Communication Center operator shall be responsible for directing, prioritizing and organizing radio traffic (transmissions) on the main Department operating channel.

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Section A: Officer Assistance Procedure

This section shall serve as the procedure for the handling of “Officer Assistance (10-78) Requests”, over Charlestown Police Department radio channels.

Communication Officers and Department personnel, when working in the capacity of Department Communication Officer or dispatcher, shall perform the following procedural steps when receiving a request or notification of a police officer in need of assistance:

1. Dispatcher shall immediately transmit, over Department radio frequency, the following message (twice if necessary):
“ATTENTION ALL MONITORING UNITS, (give officer PE#)
IS REQUESTING 10-78 AT (give location).”
 - a. This broadcast should summon any Department officers in twenty-four (24) hour patrol units and/or officers monitoring Charlestown Police frequencies on scanner units.
 - b. Officers receiving any dispatch for assistance shall notify the Department dispatcher of their response as soon as possible.
2. The Communications Officer, after broadcasting the request for assistance, shall proceed to contact other local agencies (county and state departments) for assistance, if further assistance is necessary or if the situation requires additional response.

Article 12 Communications Chapter 4: Correspondences Notices-

Members of the Department shall not mark, alter, or deface any posted notice of the Department. Notices of announcements shall not be posted on Departmental bulletin boards without the permission of the Shift Commander or a ranking officer. Notices or posting of an inflammatory or derogatory nature shall not be posted at any time. Official Department General Orders or Notices shall not be placed anywhere except on bulletin boards established for such purpose.

Members of the Department shall not use the Department or any Department facility as a mailing address for private or personal purposes. The Department address shall not be used on any motor vehicle registration or operator’s or chauffeur’s license.

Members of the Department shall not use the Departmental letterheads for personal or private correspondence.

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- TITLE III: Rules and Regulations -
Article 12 Communications Chapter 5: Rules and Regulations of
Communication Officers (Radio Dispatchers)-

Section A: Chapter Definitions & General Rules

1. COMMUNICATIONS DEPARTMENT / ROOM: Refers to all employees of the Charlestown Police Department working in the capacity of or in the position of Department radio dispatcher. The Communications Room refers to the room designated for the secured location and operation of the Department two-way radio base station, in-coming business telephone, emergency 911 telephone and the IDACS/NCIC terminal workstation. The Communications Room shall serve as the regular Department command center for all communication operation formally known as the radio room.
2. COMMUNICATION OFFICER: Also known as radio dispatcher or police dispatcher.
3. OFFICER IN CHARGE OF RADIO DISPATCHERS: Term applied to the on duty Shift Commander, when the Chief Communication Officer and Chief of Police are not on duty.
4. REPORT: A written communication unless otherwise specified. It may be a verbal report, but must be confirmed by written communication before the Communication Officer reporting the same shall go off duty.
5. THROUGH OFFICIAL CHANNELS: Through the hands of the Chief Radio Dispatcher, Chief of Police, Assistant Chief of Police, and/or Shift Commander on duty.
6. MAIN DEPARTMENT OPERATING CHANNEL (FREQUENCY): Refers to the radio channel reserved for the dispatch of Department patrol units and communication with the Communications Center.
7. NCIC: National Crime and Information Computer.
8. IDACS: Indiana Data and Communications System.

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General Rules and Regulations:

Any member of the Communications Department violating any of the rules and regulations of the Department may be disciplined by reprimand; suspension without pay not exceeding thirty (30) days; suspension or dismissal from the Department.

GENERAL DUTIES AND RESPONSIBILITIES

1. No sleeping while on duty.
2. Communication Officers shall study carefully and thoroughly understand these Department Standard Operating Procedures.
3. Communication Officers shall not consume any alcoholic or intoxicating beverage, of any kind, while on duty; nor report for duty in any state of intoxication or with the odor of any alcoholic beverage about their breath.
4. Communication Officers shall submit to a polygraph examination or to a breathalyzer test upon request of the Shift Commander or Chief of Police. Refusal is be grounds for disciplinary action.
5. Communication Officers do not have police powers and can not carry a firearm without a permit issued by the State of Indiana, and must comply with all Federal, State and Local laws at all times.
6. Communication Officers must be courteous and professional when dealing with the public, at all times.
7. Communication Officers, while on duty, will be responsible for equipment and property within the Communications Room.
8. Report any misconduct of any other personnel.
9. The use of profanity or unprofessional communications over the radio or telephone channels is strictly prohibited.
10. Communication Officers shall use designated Police Codes and Signals when applicable and when communicating over the main Department operating frequency.
11. Communication Officers must turn off (or down) any items that create sounds or interference when transmitting or receiving on the Department base radio, such as the television, public radio or police scanner.

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12. When reporting for duty, Communication Officers should park their vehicle in the Department side parking lot and not in front of the police headquarters building.
13. Any request for unscheduled leave must be given to the Chief Communication Officer as soon as possible. If there is an emergency, and the Chief Communication Officer cannot be contacted, the on-duty Shift Commander should be contacted.
14. Communication Officers shall report to the Chief Communication Officer, any violation of rules or orders, or any conduct of another Department Communication Officer, which is of an unprofessional nature or may cause embarrassment to the Department.
15. Communication Officers shall at no time disobey the orders of the Chief Communications Officer. Should an order conflict with any previous order issued by the Chief of Police, or a Police Shift Commander, or with any general or specific order, any provision of their manual, the Communication Officer to whom such order is issued shall respectfully call attention to such a conflict. If the Chief Communication Officer giving such an order does not make a change which will alleviate such conflict, the order shall stand and responsibility shall be that of the Chief Communication Officer. The Communication Officer obeying same shall not be held for disobedience of orders. It is sufficient for him/her to know that the person giving the order is in proper command. Should any other order appear unjust or improper to Communication Officers to whom it is directed he/she shall perform the same first and afterward they may call it to the attention of the Chief of Police. Communication Officers shall comply with all requests from a police officer relating to police matters. If the request appears unjust it shall first be carried out and then may be taken up through the Chief Communication Officer or Office of the Chief. Communication Officers must be respectful to all other Communication Officers and Police Officers of the Department at all time whether on or off duty.
16. Communication Officers shall not publicly criticize the action of any member or employee of the Department while on or off duty. Communication Officers having a grievance against any other Communication Officer or Police Officer shall take up the matter through official channels.

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PHYSICAL AND MENTAL CONDITION

1. All Communication Officers must be mentally fit.
2. Any Communication Officer shall submit to a psychiatric examination upon request from the Chief of Police.
3. Any Communication Officer sick or injured and unable to perform his/her duties shall report the same through official channels.

Section B: Duties and Responsibilities of Chief Communications Officer

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.

The Chief Communications Officer for the Police Department, is responsible for receiving emergency and non-emergency calls and taking appropriate action, including dispatching information to various response units. The Chief Communications Officer is also responsible for and supervising assigned personnel and managing the operations of the Department Communications Division.

DUTIES:

Manages daily Department Communications Division operations, directing and coordinating efforts to ensure an efficient and productive workforce.

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

Responsible for the division schedule, providing on-site 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.

Ensures that the division work schedule is in compliance with local, state and Federal guidelines, as well as properly scheduling trained and capable personnel where needed.

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Examines reports and logs for conformity with Department 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.

Serves as Indiana Data and Communication System (IDACS) Site Coordinator, full filling the requirements, duties and responsibilities, as specified for an IDACS Site Coordinator, by the Indiana State Police, IDACS Division.

Receives emergency calls, gathers the maximum amount of information in the minimum amount of time, determines appropriate responses, and dispatches Department officers and other emergency personnel.

Receives non-emergency calls, determines nature of call, responds to inquiries, routes caller to appropriate person, takes messages, or dispatches personnel. Monitors radio frequency activities of various law enforcement and public safety agencies, and notifies local emergency personnel as situations demand. Regularly communicates with field units, assessing unit safety and need for backup, dispatching backup units and other emergency personnel as necessary.

Receives and transmits telephonic and electronic information pertaining to, but not limited to, criminal histories, driver's licenses, warrant information, license plates and personal information.

Maintains accurate records/logs of all calls and records information from radio broadcasts. Disseminates police information to patrol units and dispatches field units over the police radio as necessary. Reviews Department log near completion of their shift, checking for spelling, incomplete information and grammatical errors.

Receives security alarms and is notified of fire alarms in an emergency. Notifies appropriate officials of impending emergencies including weather, road, or school closings.

Uses the up most professional attitude and ethics in communicating with members of the public, local emergency service personnel and law enforcement officers.

Maintains communication equipment, including periodic cleaning as prescribed, and monitors closed circuit television system.

Maintains a current Indiana Data and Communications System (IDACS/NCIC) certification of at least operator level.

Periodically attends prescribed training programs as required.

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Performs related duties as assigned.

JOB REQUIREMENTS AND DIFFCULTY OF WORK:

High school diploma or GED.

Ability to acquire/maintain required certifications, including IDACS & NCIC, and IDACS Site Coordinator.

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

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 and ability to make practical application of practices, procedures, rules and regulations of the Department and County, and area law enforcement, EMS and fire demands.

Ability to accurately record all information as required. Ability to maintain confidentiality of Department information as required.

Working knowledge of standard English grammar, spelling and punctuation. Ability to properly use equipment, including radio console, computer, typewriter, fax machine, alarm/control panels, intercom phone, and audio recorder.

Ability to physically perform the essential duties of the position, including sitting for long periods with little or no opportunity for breaks during shift, and above average split-ear hearing with ability to decipher information received simultaneously.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, various law enforcement agencies, emergency response agencies, and the public during varied emergency and non-emergency situations, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to successfully and professionally obtain proper information, take control of hysterical, hostile, and/or misinformed individuals, and clearly and calmly respond during emergency/stressful situations.

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Ability to understand, retain, and carry out written and oral instructions and directives from superiors.

Thorough knowledge of community geography and police jurisdictions and ability to use and understand maps. Working knowledge of and ability to properly use radio frequencies, codes, procedures, and limitations.

Ability to work alone and with others in a team environment with minimum supervision and ability to work on several tasks at the same time, rapidly for long periods and under time pressure.

Ability to apply knowledge of people and locations and to read/interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to work irregular, evening, weekend, and/or extended hours as directed or required.

Ability to respond to work during emergencies from an off-duty status as requested or directed.

RESPONSIBILITY:

Incumbent performs a wide variety of communication and supervisory duties according to service needs of the public. The Chief Communications Officer makes independent decisions and take authoritative action in response to situational demands, with work primarily reviewed for adherence to instructions/guidelines, soundness of judgment, appropriate service to the public, and compliance with Department policies and procedures and legal requirements. Chief Communications Officer possesses authority to require response of any or all off-duty Police Department Communications Division personnel to headquarters, emergency command sites, or other emergency assignments. Errors in decisions or work are usually prevented through prior instruction from supervisor, and are detected through standard bookkeeping checks and/or notification from other departments, agencies or the public. Undetected errors may result in loss of time to correct error, inconvenience and/or work delays to other agencies or the public, or endangerment or loss of life to Department personnel and/or others. Chief Communications Officer's work is periodically reviewed at critical phases for soundness of judgment and compliance with Department policy and procedure.

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WORK RELATIONSHIPS:

Chief Communications Officer maintains frequent contact with a wide variety of individuals, including co-workers, various law enforcement agencies and emergency response agencies, and the public primarily for purposes of receiving and responding to emergency/non-emergency calls and dispatching personnel. Chief Communications Officer regularly engages in non-routine contact with callers requesting emergency assistance in situations that may involve public safety.

Chief Communications Officer reports directly to the Assistant Chief of Police.

WORK ENVIRONMENT:

Chief Communications Officer performs a majority of duties in the communications center and is frequently exposed to stressful situations associated with emergency requests for assistance. Chief Communications Officer performs duties in a restricted seated position for long periods of time. Chief Communications Officer works irregular, weekend, and/or extended hours as required.

Section C: Duties and Responsibilities of Communications Officers

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.

A Communications Officer for the Police Department, is responsible for receiving emergency and non-emergency calls and taking appropriate action, including dispatching information to various response units.

DUTIES:

Receives emergency calls, gathers the maximum amount of information in the minimum amount of time, determines appropriate responses, and dispatches Department officers and other emergency personnel.

Receives non-emergency calls, determines nature of call, responds to inquiries, routes caller to appropriate person, takes messages, or dispatches personnel.

Monitors radio frequency activities of various law enforcement and public safety agencies, and notifies local emergency personnel as situations demand. Regularly communicates with field units, assessing unit safety and need for backup, dispatching backup units and other emergency personnel as necessary.

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Receives and transmits telephonic and electronic information pertaining to, but not limited to, criminal histories, driver's licenses, warrant information, license plates and identification information.

Maintains accurate records/logs of all calls and records information from radio broadcasts. Disseminates police information to patrol units and dispatches field units over the police radio as necessary. Reviews Department log near completion of their shift, checking for spelling, incomplete information and grammar errors.

Receives security alarms and is notified of fire alarms in an emergency. Notifies appropriate officials of impending emergencies including weather, road, or school closings.

Uses the up most professional attitude and ethics in communicating with members of the public, local emergency service personnel and law enforcement officers.

Maintains communication equipment, including periodic cleaning as prescribed, and monitors closed circuit television system.

Maintains a current Indiana Data and Communications System (IDACS/NCIC) certification of at least operator level.

Periodically attends prescribed training programs as required.

Performs related duties as assigned.

JOB REQUIREMENTS AND DIFFCULTY OF WORK:

High school diploma or GED.

Ability to acquire/maintain required certifications, including IDACS & NCIC.

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

Working knowledge of and ability to make practical application of customary practices, procedures, rules and regulations of the Department and County, and area law enforcement, EMS and fire demands.

Ability to accurately record all information as required. Ability to maintain confidentiality of Department information as required.

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Working knowledge of standard English grammar, spelling and punctuation. Ability to properly use equipment, including radio console, computer, typewriter, fax machine, alarm/control panels, intercom phone, and audio recorder.

Ability to physically perform the essential duties of the position, including sitting for long periods with little or no opportunity for breaks during shift, and above average split-ear hearing with ability to decipher information received simultaneously.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, various law enforcement agencies, emergency response agencies, and the public during varied emergency and non-emergency situations, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to successfully and professionally obtain proper information, take control of hysterical, hostile, and/or misinformed individuals, and clearly and calmly respond during emergency/stressful situations.

Ability to understand, retain, and carry out written and oral instructions and directives from superiors.

Thorough knowledge of community geography and police jurisdictions and ability to use and understand maps. Working knowledge of and ability to properly use radio frequencies, codes, procedures, and limitations.

Ability to work alone and with others in a team environment with minimum supervision and ability to work on several tasks at the same time, rapidly for long periods and under time pressure.

Ability to apply knowledge of people and locations and to read/interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to work irregular, evening, weekend, and/or extended hours as directed or required.

Ability to respond to work during emergencies from an off-duty status as requested or directed.

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RESPONSIBILITY:

A Communications Officer performs a wide variety of communication duties under general supervision according to service needs of the public. Communications Officer makes independent decisions and take authoritative action in response to situational demands, with work primarily reviewed for adherence to instructions/guidelines, soundness of judgment, appropriate service to the public, and compliance with Department policies and procedures and legal requirements. Errors in decisions or work are usually prevented through prior instruction from supervisor, and are detected through standard bookkeeping checks and/or notification from other departments, agencies or the public. Undetected errors may result in loss of time to correct error, inconvenience and/or work delays to other agencies or the public, or endangerment or loss of life to Department personnel and/or others. Communications Officer's work is periodically reviewed at critical phases for soundness of judgment and compliance with Department policy and procedure.

WORK RELATIONSHIPS:

Communications Officer maintains frequent contact with a wide variety of individuals, including co-workers, various law enforcement agencies and emergency response agencies, and the public primarily for purposes of receiving and responding to emergency/non-emergency calls and dispatching personnel. Incumbent regularly engages in non-routine contact with callers requesting emergency assistance in situations that may jeopardize public safety.

Communications Officer reports directly to the Chief Communications Officer.

WORK ENVIRONMENT:

Communications Officer performs a majority of duties in the communications center and is frequently exposed to stressful situations associated with emergency requests for assistance. Communications Officer performs duties in a restricted seated position for long periods of time. Communications Officer works irregular, weekend, and/or extended hours as required.

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Section D: Department Communication of Information

1. Telephone numbers, including cellular and pager numbers, of Police Officers are not to be given out, except to another Officer or the Mayor. If at any time you are not sure whether to give an Officer's number out "Don't", advise the person wanting it you will try to contact the Officer, if it is of an extreme nature, and have him/her return their call. Also advise the public unless it is an emergency they are to contact an off-duty Officer on their next working shift. Under no circumstance are home telephone numbers of Officers to be given out to the general public.
2. Communication Officers shall not serve as newspaper correspondents. Communication Officers shall not give out information nor refer any case to any outside Department or organization except through official channels. Dispatchers shall not communicate or give out any information which may aid a person to escape or delay arrest or to remove stolen or embezzled goods.
3. All Department communication releases shall be the direct responsibility of the Office of the Chief or the Public Information Officer. No Communication Officer may make any official comments or release information unless cleared through the Office of the Chief.
4. When the Communication Officer receives a complaint or request for report, he or she shall dispatch it to the appropriate on-duty police officer, and that officer shall be responsible for completing the case documentation and taking the appropriate action.
5. Complaints and requests for police assistance shall be dispatched as soon as possible.
6. Communication Officers shall maintain contact with complainants (witnesses) reporting any crime in progress until responding officers have arrived at the scene of the crime and taken control of the situation. This will permit the Communication Officer to relay information of importance to responding officers as it happens, including the direction of travel of a fleeing suspect, the presence, location and use of any weapons involved, and the location of anyone who may be injured and/or in need of medical attention.
7. Communication Officers shall acknowledge officer radio traffic with the officer's radio number assignment and the current time (example: "520 at 14:08"; or "clear 530, 14:08").

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8. Communication Officers shall monitor the radio communication of other law enforcement agencies, as well as EMS and fire agencies, for activity in and around the jurisdiction of the Department. On-duty patrol units shall be informed of all information of importance regarding such activities in and around the jurisdiction of the Department.
9. Communication Officers shall use the following priority list in managing tasks while on-duty in the Communication Room: 1st- Main Operating Radio Channel & 911 Telephone; 2nd- Non-emergency Telephone; 3rd- Subject in the lobby; 4th- IDACS/NCIC Computer.
10. Communication Officers shall be responsible for documenting Department business information of importance which is broadcasted over the main operating radio channel, including the time the information was broadcasted and who broadcasted said information.
11. Communication Officers shall be responsible for reviewing, before shift's end, all information that they documented in the Department computer databases, written logs and forms during their respective shift; for errors, including those of spelling and a grammatical nature.

Section E: Shift Hours – Time of Duty

1. First shift is scheduled from 6:00 a.m. to 2:00 p.m.
2. Second shift is scheduled from 2:00 p.m. to 10:00 p.m.
3. Third shift is scheduled from 10:00 p.m. to 6:00 a.m.

Section F: Benefits and Discipline

Employees of the Communications Department (Division) are non-sworn civilian employees of the City, assigned to the Department. Civilian employee policies and procedures regarding employment, benefits, conduct & disciplinary issues are governed by the Board of Public Works and Safety, and described in the City of Charlestown Personnel Policies Manual.

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Section G: Enforcement of the Rules and Regulations

1. Charges must be filed in writing against a member of the Department for any infraction of these rules and regulations, Department orders, efficiency and discipline.
2. Charges must be files through the Chief Communication Officer and then promptly forwarded through the regular channels to the Chief of Police with the recommendation of the Chief Communication Officer. (The Chief of Police shall determine whether such charges are of sufficient importance to justify suspension.)
3. The Chief of Police may forward disciplinary actions to the Mayor/Personnel Director with recommendations.
4. Charges filed by civilians against any member of the Department must be in writing, in duplicate, and affirmed or sworn to under penalties of perjury.

Section H: Communications Room Operations & Security

1. Communications Room Security: The Communications Room door should remain closed and locked at all times. Access into the Communications Room should be controlled, via an electronic door locking device, by the on-duty Communication Officer.
2. Authorized personnel ONLY are permitted inside the Communications Room. Authorized personnel include all Charlestown City Police Department employees and members, authorized cleaning personnel, authorized equipment vendors, and designated city officials.
3. Visitors of the Communications Room must be escorted by a Department employee or member and only when an IDACS terminal operator is present. NO VISITORS SHALL BE LEFT UNATTENDED IN THE COMMUNICATIONS ROOM AT ANY TIME, OR BE EXPOSED TO DEPARTMENT CONFIDENTIAL INFORMATION.
4. There should never be more than three (3) people in the Communications Room at any one time. It is the on-duty Communication Officer's responsibility to enforce this and any other violations in the Communication Room and maintain an environment conducive to his/her ability to monitor, transmit, receive and relay any and all pertinent Department information.

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5. Communication Officers are not permitted to leave the Communication Rooms without notifying the Shift Commander. Only in emergency and unavoidable cases, will such action be tolerated. Communication Officers must remain at the radio console while patrol units are on an official call, unless properly relieved by another qualified Department employee or member.
6. Beverages and food are not permitted on or around the radio workstation, including all computer terminals, telephones, security monitors and associated equipment. All beverages and food **MUST** be kept at a secure distance (not on the same furniture surface with any electronic equipment) that would prevent spill and damage to Department equipment and/or property.
7. The Communication Officer is responsible for maintaining a clean and orderly workspace. All Communication Room equipment, including furniture, shall be treated with care at all times and kept in good repair; clean of dirt, debris and foreign markings. Property damaged on respective shifts must be documented and reported to the on-duty Shift Commander and the Chief Communication Officer.
8. Smoking is not permitted in the Communication Room. Communication Officers may be allowed one (1) ten (10) minute break each hour to smoke in the designated building smoking area after being properly relieved. Direct contact between smoke and electronic equipment is damaging.
9. Communication Officers are responsible for and **MUST** document and tag any and all property or article that is either left within the Communications Room or picked up from the Communication Room (excluding paperwork left in designated areas for transfer).
10. The Communication Room is subject to be used as the city emergency command center in the event of an wide-scale emergency or disaster. It is imperative that the operation of the Communication Room be efficient and orderly at all times.

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Section I: Communication Officer Uniform Requirements

This section shall govern, outline and describe the Department's policy regarding the Communication Officer's (police radio dispatcher):

1. Authorized on-duty clothing requirements (uniform), including exceptions;
2. On-duty personal hygiene and appearance requirements;
3. Receipt of annual clothing allowance, purpose defined.

All Department Communications Officers, shall report for duty wearing the authorized uniform shirt (gray polo style shirt, bearing "Charlestown Police Communications" on the shirt back, and "Communications Officer" on the front right breast, and a Charlestown Police Department cloth breast badge on the left breast). Any deviations of the authorized uniform shirt must be approved by the Chief of Police and Chief Communication Officer, prior to use. The authorized uniform shirt shall be worn with either plain black, navy blue or tan slacks, uniform pants or jeans. The pants must be clean, neat and in good repair. Matching comfortable shoes must also be clean, neat and in good repair. The Communications Officer polo shall not be worn while on Department off-duty status, in any other official capacity, or detail, other than to and from Department duty, unless authorized by the Chief of Police, prior to use. Trainee or fill-in Communications Officers shall wear a comparable button down or polo style shirt in place of the specified Department Communications Officer polo, until one is issued by the Department. Active police officers, when working in an on-duty Communications Officer capacity, shall wear an authorized Department POLICE polo shirt, in place of the authorized Communications Officer polo; or wear a comparable button down or polo style shirt. All other exceptions, due to injury, ailment, or extenuating circumstances; must be approved by the Chief Communication Officer, before use.

All Department Communications Officers shall report for duty clean shaven (or well groomed beard/mustache) if applicable, clean and well groomed, practicing good hygiene. Incidents of poor hygiene or lack of grooming shall be grounds for immediate correction and/or disciplinary action.

All full-time Communications Officers will receive a minimum of \$100.00 annual clothing allowance at or near the beginning of each calendar year. The purpose of the annual clothing allowance is to purchase new uniform clothing.

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Article 13 Civilian Positions

Chapter 1: Secretary/Records Clerk-

Section A: Duties and Responsibilities

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.

The Secretary/Records Clerk for the Police Department, is responsible for maintaining Department records and reports, as well as a variety of administrative and secretarial functions for the Chief and Assistant Chief.

DUTIES:

Collects various reports and other documents daily, and logs, sorts, numbers, and corrects reports as needed. Processes documents as appropriate, including entering in books and/or computer, copying, filing, and/or distributing to appropriate personnel.

Performs various clerical duties as assigned or as needed, such as preparing and composing various documents, correspondence, files, retrieving records, performing background checks, collecting fees, making receipts, compiling statistics, and assisting Department personnel as needed and/or requested.

Maintains information vital to completed reports, referring improper or incomplete reports to appropriate personnel for correction and completion.

Answers the telephone and greets office visitors, providing information and assistance, copying reports, taking messages, and/or transferring/directing people to the appropriate Department personnel.

Sorts and distributes Department mail and all other incoming documents, such as subpoenas, restraining orders, and warrants.

Prepares vouchers/claims for Department for payment through the Clerk-Treasurer's office.

Performs reconciliation of receipts and prepares reports for the Clerk-Treasurer and State Board of Accounts yearly audit. Compiles card file system into computer data.

Locates, compiles, and collates data and material for special projects and reports including assisting in budget preparation.

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Upgrades and maintains computer system data. Maintains various internal files at the request of the Chief or Assistant Chief.

Periodically performs the duties of a Communications Officer.

Orders supplies of office machinery as necessary. Performs and/or coordinates repairs of office equipment.

Maintains a sufficient inventory of general office supplies on site.

Maintains Department blank forms supply, replenishing when needed.

Prepares reports and statistics for, and ensures delivery to the City Housing Authority Office on a weekly basis.

Prepares Department statistics summary for Chief, Assistant Chief and Mayor, on a monthly basis.

Performs other related duties as assigned.

JOB REQUIREMENTS AND DIFFCULTY OF WORK:

High school diploma or GED.

Working knowledge of Department policies and procedures and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, typewriter, and copier.

Working knowledge of standard English grammar, spelling and punctuation, and ability to compose and prepare detailed reports. Ability to maintain confidentiality of Department records and reports as required.

Ability to understand, retain, and follow oral and written instructions, and work alone or with others in a team environment with minimum supervision, often under time pressure.

Ability to effectively communicate orally and in writing with co-workers, various law enforcement agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

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RESPONSIBILITY:

The Secretary/Records Clerk performs a wide variety of administrative duties as prescribed by the Chief and Assistant Chief of Police. 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. Vital in the efficiency of administrative operations for the Department, as well as ensuring the integrity and security of department records.

WORK RELATIONSHIPS:

Secretary/Records Clerk maintains frequent contact with co-workers, court personnel, other law enforcement agencies, personnel, and members of the public for a variety of purposes, including exchanging and explaining information, and providing various Department services and assistance.

Secretary/Records Clerk reports directly to the Chief or Assistant Chief of Police.

WORK ENVIRONMENT:

Secretary/Records Clerk performs a majority of duties in a communications center and is frequently exposed to stressful situations associated with emergency requests for assistance. Secretary/Records Clerk performs duties in a restricted seated position for long periods of time. Secretary/Records Clerk works irregular, weekend, and/or extended hours as required.

Section B: Benefits and Disciplinary

Employees of the Communications Department (Division) are non-sworn civilian employees of the City, assigned to the Department. Civilian employee policies and procedures regarding employment, benefits, conduct & disciplinary issues are governed by the Board of Public Works and Safety, as described in the City of Charlestown Personnel Policies Manual.

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Article 14 Miscellaneous Chapter 1: Department Headquarters Security-

Section A: Security CCTV System

This section shall serve as the policy and procedure for the use and operation of the Department closed circuit television (CCTV) surveillance system. The system consists of the following components:

1. *Six ELMO digital chip cameras =*
#1 Lobby /Security Door view #4 Book-in Room view
#2 Lobby Front Door view #5 Side Parking Lot
#3 Side Door view #6 Rear Parking Lot

2. *Three CCTV Television Monitors =*
#1 20" Monitor - Communications Room
#2 9" Monitor - Communications Room
#3 9" Monitor - Communications Room

3. *Camera Quad Splitter (ROBOT) - Communications Room (connected to 20" monitor)*

4. *Security Labs Spycorder VHS VCR Recorder - Communications Room*

System Use:

The Department CCTV system must remain operable and monitored by the on-duty Communication Officer at all times while positioned within the Communications Room. Any extended system failure or inoperable equipment affects the security and internal operations of the headquarters facility; and, must be brought to the immediate attention of the on-duty shift commander for analysis and initiation of proper action. During the course of operations, the CCTV system should be used to document, via video record methods, any on-station incident, procedure or action that is viewed by the system cameras. Key record capable cameras within the facility include the lobby security door, and book-in room. System recording should always be accomplished and controlled by the on-duty Communication Officer, from the Communications Room Console. System recording can be requested, of any applicable camera view, by any Department member or law enforcement official during the course of executing official duties within the confines of the facility. Anytime the on-duty Communication Officer has reason to believe that a disorderly, combative, and/or resistant prisoner is being transported to the Department facility, he or she should prepare, initiate and maintain system recording while said prisoner is within the book-in room. Whenever possible, officers should warn the dispatcher of impending prisoners that they will need to be recorded during arrest processing (book-in).

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Communication Officers should keep in mind that officers may not always be able to request CCTV recording during on-station processing of prisoners who suddenly become combative or disorderly. Communication Officer should monitor all CCTV camera views at all times, but especially during prisoner book-in processing. The CCTV recording system will provide, if used correctly, documentation of prisoner and officer action, that may provide and/or supplement evidence in criminal and civil court proceedings. Therefore, all Department CCTV system video recordings should be handled, processed and considered as evidence.

System Operation:

The system only records off what is viewed on the 20" monitor, and in Quad format, and records using standard methods similar to most in-home VCR's. To record what is being viewed on the 20" CCTV monitor, ensure the VCR is on and a tape/DVD is loaded, then press "VCR" on the quad splitter, then "RECORD" on either the VCR/DVD machine or it's dedicated remote control. To stop recording, press the "STOP" button on either component. Quad format refers to four camera views at the same time. Note: The camera views displayed on the twin 9" CCTV television monitors CAN NOT be recorded from on the current system configuration.

Once recording is completed on a particular incident the Communication Officer shall:

1. Notify the Shift Commander that CCTV recording has been accomplished.
2. Mark the date, time, incident case number and Communication Officer initials on the tape/DVD label with a permanent black ink pen.
3. Depending on the nature of the incident and evidence documented on the VCR tape/DVD, the arresting officer or Shift Commander will make the decision on whether to log the VCR tape/DVD into evidence lock-up or not.

Communication Officers must ensure that a spare blank VCR tape/DVD Discs is available, other than the tape/DVD loaded into the Console VCR/DVD machine, in the Communications Room. Notification to the Chief's Office must be made when the supply of blank VCR tapes/DVD Discs is needed. Communication Officers must also ensure that they become familiar with the Department CCTV system and are able to operate the quad video splitter as well as record from selected cameras.

Section B: Station Lock-up Procedure

This section shall serve as procedure for maintaining facility security at the Charlestown City Police Headquarters, located at 701 Main Street, Charlestown, Indiana. It shall be the responsibility of all Department employees and members, while on the premises, to ensure, and assist whenever necessary, in maintaining the following regulations regarding facility security.

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1. The lobby security door (the metal door which allows access from the lobby into the building interior) SHALL REMAIN LOCKED AT ALL TIMES.
2. The building side (WEST) door SHALL REMAIN LOCKED AT ALL TIMES.
3. The interior portions of the building, excluding the lobby area, are secured areas and not permitted for unescorted access by anyone other than authorized Department personnel and law enforcement officials. No visitor should ever be permitted to freely roam about any portion of the interior sections of the building.
4. The public should enter the lobby area of the building, at the Main Street entrance, and remain there until escorted inside the interior portion of the building by an appropriate Department employee. The Communication Officer should use the lobby intercom and security camera systems to communicate and monitor all visitors waiting within the lobby area. The building security camera and intercom system main operational components are located at the dispatcher's workstation, within the Communications Room. The Communication Officer should NEVER allow a citizen complainant or visitor requesting to speak with an officer access into the interior of the building without being escorted by a Department employee other than themselves, unless under the direction of an officer of the Department.
5. Smoking is not permitted in the lobby of the building, visitor's waiting for assistance must smoke outside the building.
6. Intercom communications must remain professional at all times. The Communication Officer should respond to lobby visitors in the following manner "May I help?", and explain that they may be seated while an officer is summons to assist them. Interaction that can not be accomplished by the use of the intercom, security camera and pass thru box, may require that one of the patrolling units come to the station and assist. Deliveries that can not be made via the pass thru box, require that the Communication Officer exit the Communications Room and retrieve the delivery from the lobby in person. Always check for appropriate identification of delivery personnel, anything suspicious should be brought to the immediate attention of the patrol shift commander BEFORE action is taken.

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7. ALL PRISONERS SHOULD BE BROUGHT INTO THE BUILDING VIA THE WEST SIDE DOOR ENTRANCE. Exceptions to this rule may be that the prisoner be in such a state of impairment or intoxication making it hazardous or dangerous to be escorted up the stairs, from the side entrance, and into the book-in room. Effort should be made by both the Communication Officer and escorting or arresting officer to prohibit any contact, directly or indirectly, between visitors waiting in the lobby and individuals under arrest and especially when disorderly.
8. Vandalism, damage or destruction of any Department property is strictly prohibited and grounds for immediate action by any Department employee or member present.
9. Any malfunction or inoperable equipment directly effecting the security of the building for an extended period of time, namely the door locking mechanisms, intercoms, and security cameras, should be brought to the immediate attention of the patrol Shift Commander for repair arrangement.

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Article 14 Miscellaneous Chapter 2: Civil Depositions & Testimony-

This chapter shall serve as policy and procedure for police officers, of the Charlestown Police Department, concerning the standard monetary fee schedule charged for court depositions, actions and court testimony provided, during/for civil court cases.

MONETARY FEE SCHEDULE

First Hour (60 minutes) = \$100.00

Every additional consecutive hour thereafter = \$50.00 p/hour

(All fees calculated on a daily basis and include all travel time)

This policy may also serve as proper invoice of services rendered, after completion, including signature, of the below section. All fee payments should be made payable directly to the respective officer identified below and NOT to the Charlestown Police Department. Payments may be mailed to the attention of the officer payee to: 701 Main Street, Charlestown, Indiana 47111 (net 10 business days).

Officer Name: _____ **Date:** _____

Civil Parties Names: _____
(Plaintiff v. Defendant)

Civil Case Cause #: _____

\$100.00 first hour/minimum + _____ additional hours = \$ _____

Officer Signature: _____ **TOTAL = \$ _____**

(A copy of the subpoena must be attached to this invoice)

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- d. When passenger restraints are not being used correctly, officers should provide the appropriate educational information to encourage their proper use. This information may be provided in verbal or written form.
 - e. In the non-use or intentional misuse of passenger restraints is noted, the appropriate enforcement action should be taken.
5. Participating officers must make arrangements in advance, according to Department policy regarding the utilization of benefit time off in place of regularly scheduled duty for purposes of program participation. For purposes of this section, officers on-duty for program participation DO NOT satisfy shift manpower requirements.

Participating officers are responsible for securing their replacement(s) in the event those officers are unavailable to work the Operation Pullover assignment for which they were scheduled.

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Article 14 Miscellaneous

**Chapter 4: Foot Patrols / Community
Policing Efforts-**

Community Policing:

The following shall outline and describe the Department Community Policing Program. The program's focus is community government housing areas, over and above any other community policing performed or managed during the performance of any Department officer's duties.

During routine patrol, when feasible and without neglecting call activity or prior Department obligations, officers should make efforts to engage in and promote increased community relations and interaction. There are several ways of accomplishing the task of increasing community relations and interaction. Each opportunity will vary, depending on everything from the time of day and weather to location and on-duty manpower. A suggestion might be:

Concentrated vehicle or foot patrols within a government housing area. Stopping and talking with citizens (including children and adolescents) for no particular reason or problem. Citizen intervention is available to you when they are outside of their homes, working in the yard or on their car, and just walking down the street. Spend at least fifteen to twenty minutes, at one time if possible, and you will accomplish a great deal of community comfort and support.

Anytime an officer performs community policing within a government housing area, a case sheet should be made documenting the activity. The case sheet classification "CP" has been designated for all "Community Policing" activity. When beginning community policing details or activities, officers should notify the dispatcher of such and advise of the area involved. Example: "10-6 Woodridge area reference CP foot patrol." When ending the detail or activity, officers should notify the dispatcher of such and advise of any information needing special attention. Example: "10-8 from Woodridge area CP patrol, residents request extra patrol on Woodridge Drive, during early evening hours, reference Signal 23 vehicles."

Successful community policing requires a Department-wide effort, the effectiveness of the program is dependant upon active participation of all officers.

Foot Patrols:

The Department, in an effort to increase communication and supports contact with the citizens and the general public of Charlestown, is offering the following policy for performing foot patrols in addition to the regular street patrols.

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The foot patrol program, voluntary as it may be, is one of the most effective means of increasing visibility, relations, communications, and support with the community. Officer participation is vital in accomplishing our shared goals of better community/public relations.

Policy:

Officer foot patrols should be targeted and concentrated in the government housing areas of the community, and can be done at any time of the day or night. The guidelines should be adhered to (*patrol refers to foot patrol*):

- * Full time officers may patrol alone, but it is preferred that they team up with another officer, especially during night time hours.
- * Reserve officers **MUST** patrol with another officer for back-up purposes (exception to K-9 officers).
- * Foot patrols can only take place when there is at least one other officer on-duty, working the street and/or available to answer routine and emergency calls.
- * Full time officers must inform radio dispatch of foot patrols, including the area of coverage or patrol.
- * Reserve officers must inform the shift commander and dispatch before beginning foot patrols.
- * Officers **MUST** remain focused on community policing techniques and establish positive communications and contacts with citizens whenever possible.

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Article 14 Miscellaneous

Chapter 5: Disaster Action Plan-

This chapter shall serve as a Department general guide, expressing the prime directives of the Charlestown Police Department, in the event of a natural or man-made disaster within the City corporate limits. The jurisdiction for declaring a disaster area within the county of Clark, is assigned to the county Sheriff; and, the jurisdiction for the management of a disaster area is the responsibility of the county and state Emergency Management Agency, under the direction of the county director. Local law enforcement is responsible for assisting; by means of, but not limited to, the following prime directive elements. Department personnel should be prepared to assist other authorities in activating the elements of this prime directive, in the event of a disaster within the city corporate limits. Readiness to respond may save lives and property.

Prime Directive: LOCAL LAW ENFORCEMENT

In the event of disaster, natural or man-made, the prime directive of the local police officials shall be to secure and maintain order in the affected area(s). Efforts shall be made to:

1. Prevent any or further injuries, and loss of life; as well as, assisting as needed in initial rescue and first aid to victims.
2. Initially evaluate the situation, assessing and reporting to the command center all immediate & expected necessary emergency needs (including personnel, services, & resources), restrictions & hazards.
3. Establish boundaries of the affected area(s) for control, security & evacuation purposes.
4. Assist in organizing initial staging locations/areas, adjacent and easily accessible to the affected area(s), for arrival and deployment of emergency services and resources.
5. Assist in organizing locations for an on-site incident command post, emergency shelter and temporary morgue if necessary.
6. Prevent tampering or loss of any evidence pertinent to an investigation of the incident / disaster.
7. Ensure the safety and well-being of civilians and emergency workers, especially in affected areas.
8. Prevent theft, looting, criminal mischief & trespass within affected area(s) where damage poses risk to property.
9. Restore order, allowing for expedient rescue, extrication, investigation, and recovery in affected area(s).
10. Assist in coordination of local emergency, recovery resource agencies and the Indiana State Emergency Management Agency officials.